



SHIRE OF WILLIAMS

MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 16TH OCTOBER 2024

SHIRE COUNCIL CHAMBERS
9 BROOKING STREET
WILLIAMS WA 6391



DRAFT

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

CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	4
2.	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	4
3.	PUBLIC QUESTION TIME	4
4.	PETITIONS / DEPUTATIONS / PRESENTATIONS	4
5.	DECLARATIONS OF INTEREST	4
6.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
6.1	ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2024.....	5
7.	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	5
8.	MATTERS WHICH REQUIRE DECISIONS.....	6
8.1	CORPORATE AND COMMUNITY SERVICES.....	6
8.1.1	PAYMENT LISTING.....	6
8.1.2	FINANCIAL STATEMENTS.....	7
8.2	ROAD INFRASTRUCTURE REPORT	8
8.2.1	MAINTENANCE GRADING ACTIVITY	8
8.2.2	2023/24 ROAD CONSTRUCTION PROGRAM	10
8.3	CHIEF EXECUTIVE OFFICER'S REPORT	13
8.3.1	LOCAL PLANNING STRATEGY (DRAFT)	13
8.3.2	PROPOSED SHIRE OFFICE HOURS OF SERVICE	15
8.3.3	PROPOSED OFFICE CLOSURE – CHRISTMAS -NEW YEAR PERIOD.....	16
8.3.4	WILLIAMS HARNESS RACING CLUB (Inc)- REQUEST FOR FUNDING ASSISTANCE	18
8.3.5	USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY	21
9.	ELECTED MEMBERS' MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.....	23
10.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	23
10.1	ELECTED MEMBERS	23
10.2	OFFICERS	23
11.	APPLICATION FOR LEAVE OF ABSENCE.....	23
12.	CLOSURE OF MEETING.....	23

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, President Logie, will declare the Meeting open at 3:36 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

Visitors - Nil
Apologies - Nil
Leave of Absence – Nil

3. PUBLIC QUESTION TIME

Mr Tim Medlen requested that his letter expressing a grievance with the planning approval for the proposed, office, workshop and concrete batching plant intended to be built at Lot 402 Marjidin Way, Williams. Mr Medlen requested that his letter be considered by Council, and it is appended to this Council Agenda.

Mr Medlen asked various questions in his letter. A written response to Mr Medlen was provided 8th November 2024 and that is also appended to this Council Agenda.

4. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

5. DECLARATIONS OF INTEREST

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

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 16TH OCTOBER 2024

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Cowcher

Seconded: Cr Price

That the Minutes of the Ordinary Council Meeting held 16th October 2024 as previously circulated, be confirmed as a true and accurate record.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 43/25

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

- I note the CEO attended the 4WDL voluntary organisation of Councils (VROC) meeting held on Tuesday 12 November. I thank the 4WDL VROC for the work it is doing on seeking to increase housing for key workers in our region.
- On Wednesday 14 November Cr's Price and Harding met with the State Minister for Energy to discuss the proposed wind farm projects that they may relate to the Williams district. Key matters discussed were the Council expectations related to community benefit from these projects, potential impacts, and the need for construction worker accommodation and the desire to leverage that through local businesses.
- I congratulate the Community Resource Centre on hosting the Twilight Markets in Williams on Friday 15 November.
- On behalf of Council, I thank Mrs Alana Ford for her generous donation of 100 wine glasses and 50 champagne glasses for use at community functions.

8. MATTERS WHICH REQUIRE DECISIONS

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 PAYMENT LISTING

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Cassie Barker
Date	15.11.2024
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Payment listing for month ending 31 st October 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 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 AND COUNCIL RESOLUTION

Moved: Cr Price

Seconded: Cr Cowcher

That Municipal Fund EFT, Bpay, Direct Debits and Cheques totalling \$734,488.58 approved by the Chief Executive Officer during the month of October be endorsed.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 44/25

SHIRE OF WILLIAMS
PAYMENT LISTING FOR THE MONTH ENDING
October 2024

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
01/10/2024	WA SUPER	Superannuation September 2024	\$27,493.45
02/10/2024	FDC EDUCATORS	FDC Educators PE 29/09/2024	\$29,704.87
03/10/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 02/10/2024	\$61,968.61
02/10/2024	BUILDING AND ENERGY	BSL collection - Sep 2024	\$4,159.48
07/10/2024	Rates	Rates Refund A1742 HOGG & SONS - Paid Twice	\$9,943.32
08/10/2024	CORNER'S AUTOMOTIVE ELECTRICS	13832 - 2x 10inch LED Lightbars and 1 Switch	\$506.00
08/10/2024	DUFF ELECTRICAL CONTRACTING	13986 - Replace Office Light (19 New Street)	\$175.45
08/10/2024	GREAT SOUTHERN FUELS	13840 - 20L Drum Magnatec Oil	\$200.84
08/10/2024	MELCHIORRE PLUMBING & GAS	Servicing of Toilet Cistern 2A Wandoo Court	\$354.09
08/10/2024	WA CONTRACT RANGER SERVICES	13913 - Ranger Services - 12/09/2024, 27/09/2024	\$693.00
08/10/2024	WALLIS COMPUTER SOLUTIONS	13933 - Technical Support Above & Out of Agreement Scope	\$482.90
08/10/2024	WILLIAMS COMMUNITY RESOURCE CENTRE	10 Sheets Coloured Card, 1 x A3 Laminating	\$8.50
11/10/2024	Rates	A1193 - SCHINZIG, ANTHONY COLIN	\$3,886.08
14/10/2024	CITRUS WHEEL MARKETING	13372 - Area Promotion Marradong Trails	\$420.00
14/10/2024	GREAT SOUTHERN FUELS	Monthly Fuel Account September 2024	\$534.18
14/10/2024	LG PROFESSIONALS WA	13791 - Intro to Governance in Local Government Course (Gem)	\$545.00
14/10/2024	NARROGIN TOYOTA	13834 - 2 Fuel Filters & 1 Air Cleaner	\$162.67
14/10/2024	RJ SMITH ENGINEERING	13830 - 4 x Hydraulic Fittings	\$135.00
14/10/2024	WALLIS COMPUTER SOLUTIONS	13870 - Final Setup of Spydus Migration for Library System	\$136.40
16/10/2024	FDC EDUCATORS	FDC Educators PE 13/10/2024	\$29,757.81
17/10/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 16/10/2024	\$61,428.11
17/10/2024	Rates	Incorrect rates payment to Fred Blake A1097	\$49.01
17/10/2024	Unallocated Deposits	Refund to Centrelink - unknown customer deduction	\$49.01
18/10/2024	BLUEGUARD INTEGRITY WHS SERVICES	13942 - AOD Testing for 16 Staff Members	\$3,575.00
24/10/2024	AAA ASPHALT SURFACES	13967 - 3 x 1 Tonne Bulka Bags of Cold Asphalt	\$1,815.00
24/10/2024	AVON WASTE	12341 - Monthly Refuse Charges September 2024	\$9,960.20
24/10/2024	BOC Ltd	13904 - September 2024 Container Service Fee	\$44.21
24/10/2024	DAVID GRAY & CO	13964 - Mosquito Control, Insecticide Concentrate & Carrier	\$4,752.75
24/10/2024	DFES.	Var. Buildings (Local Government ESL)	\$3,904.41
24/10/2024	EDWARDS ISUZU UTE	13923 - 30 000KM Service WL19	\$449.60
24/10/2024	FUEL DISTRIBUTORS OF WA PTY LTD	13971 - Bulk Fuel	\$13,938.17
24/10/2024	GOODYEAR AUTOCARE NARROGIN	13831,13838,13845,13970 & 13972 (Various Vehicles)	\$6,362.00
24/10/2024	GREENWAY TURF SOLUTIONS PTY LTD	13966 - 8 x 25kg Bags Gypsum Gran, 5kg Syngenta Casper Herb	\$924.00
24/10/2024	HARMONY SOFTWARE	Educators Software Fees For the Month of September 2024	\$495.00
24/10/2024	LOGIE, BRITT E.	Reimbursement For Expenses Incurred For Evolve Ladies Day	\$1,635.21
24/10/2024	MELCHIORRE PLUMBING & GAS	13792,13790,13939, Plumbing Repairs Various	\$2,494.58
24/10/2024	METRO COUNT	13963 - 2 x 6V Welded Battery Pack	\$99.00
24/10/2024	NARROGIN GLASS	13796 - Supply & Replace Rollers on Flyscreen Doors, Childcare	\$111.20
24/10/2024	NARROGIN PACKAGING	13960,13841, 13842, 13968, Various	\$943.05
24/10/2024	REGIONAL FIRE & SAFETY	13974 - Replacement 9kg Fire Extinguisher for Cat Roller	\$409.20
24/10/2024	RJ SMITH ENGINEERING	13835 - Resizing of Pins & Bushes for WL917	\$196.00
24/10/2024	SHIRE OF BODDINGTON	13943 - VROC-Marradong Promotional Brochures	\$3,223.00
24/10/2024	SOUTH WEST ISUZU	13839, 13844 Parts & Repairs	\$731.33
24/10/2024	STAR TRACK EXPRESS	Freight - MetroCount	\$42.34
24/10/2024	T-QUIP.	13843 - 9x Hi Flow Mower Blades	\$350.55
24/10/2024	TEAM GLOBAL EXPRESS	Freight Parts & Cleaning Products & Consumables	\$554.56
24/10/2024	THE GOODS	13929, Cleaning Products & Consumables	\$1,241.94
24/10/2024	THE WILLIAMS COMMUNITY NEWSPAPER.	13890, Public Relations Printing Charges	\$98.40
24/10/2024	TOWN PLANNING INNOVATIONS	13881 - General Planning Advice for September 2024	\$41.25
24/10/2024	UNIFORMS AT WORK	13931,13921 Uniforms Britt & Cassie	\$783.85
24/10/2024	WESTRAC	13833 - 2 Unions for Cat Roller	\$919.84
24/10/2024	WILLIAMS BOWLING CLUB.	13938 - 50% Contribution to Bowling Green Installation	\$5,000.00
24/10/2024	WILLIAMS GENERAL STORE	Monthly Account September 2024	\$23.87
24/10/2024	WILLIAMS HOTEL - STRICKO'S	13942 - Refreshments for Sale at Evolve	\$775.82
24/10/2024	WILLIAMS NEWSAGENCY	Monthly Account September 2024	\$129.75
24/10/2024	WILLIAMS RURAL SUPPLIES	12339,13836, 13961 - Monthly Hardware Account - September 2024	\$6,488.12
30/10/2024	FDC - EDUCATORS	FDC Educators PE 27/10/2024	\$30,297.67
30/10/2024	BEST OFFICE SYSTEMS	12330 - Monthly Printing/Copying Charges	\$302.77
30/10/2024	C & D CUTRI	13936 - Maintenance to Bridge No 884 Williams Darkan Road	\$11,220.00
30/10/2024	COWARAMUP AGENCIES	13962 - 2nd Part Pmt Repairs to Waste Pipe in Alb Hwy Culvert	\$6,254.03
30/10/2024	DUFF ELECTRICAL CONTRACTING	13946,13945, 13896 Work at CCare, 12 Growse St, Tarwonga Tank	\$1,809.15
30/10/2024	FAMILY DAY CARE WA INC	13947 - Annual Membership 2024/2025	\$200.00
30/10/2024	HANSON CONSTRUCTION MATERIALS P/L	13969 - Washed granite Congelin- Narrogin Road	\$16,362.35
30/10/2024	LANDGATE.	Land valuations - Ratings	\$64.50
30/10/2024	MELCHIORRE PLUMBING & GAS	13976, 13793 Replace 2 Basin Taps Ccare, Repair Leak Lions Pk	\$1,626.79

SHIRE OF WILLIAMS
PAYMENT LISTING FOR THE MONTH ENDING

DATE	NAME	DESCRIPTION	AMOUNT
30/10/2024	NARROGIN BEARING SERVICE	13973 - 1/2" Wrench Kit, Batteries, Grease Guns, 1/2 "Socket	\$3,616.76
30/10/2024	THE WILLIAMS COMMUNITY NEWSPAPER.	13890 - Printing Costs	\$60.00
30/10/2024	WOOD, ANDREW.	Reimbursement for Accomodation & Parking (Staff Training)	\$1,494.00
30/10/2024	SPORTZING COURT CARE WA PTY LTD	13937 - Pressure Cleaning Willams Tennis Courts	\$2,750.00
30/10/2024	MANHEIM PTY LTD	202402 - Hino FM 500 Water Tanker 2019	\$193,061.50
30/10/2024	Darling, Wayne	Refund of overpaid rent	\$768.65
31/10/2024	SHIRE OF WILLIAMS	Salaries & Wages PE 31/10/2024	\$58,221.81
31/10/2024	PALFRAMAN, TREVOR.	Private Swimming Pool inspections	\$440.31
1-31 Oct 24	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licensing Payments Forwarded to Department of Transport	\$30,350.55
03/10/2024	CBA	CBA - Merchant Fees September 2024	\$922.36
15/10/2024	WA TREASURY CORPORATION	Loan#65 Industrial Land - Repayment	\$11,809.89
28/10/2024	WA TREASURY CORPORATION	Loan Repayment - #72 Bowling Club	\$11,878.48
16/10/2024	AUSTRALIAN TAXATION OFFICE	VOID: BAS July 2024 - PAID TWICE IN ERROR	\$20,583.00
17/10/2024	ANZ CARDS	Monthly Credit Card Expenses x 2	\$2,920.41
08/10/2024	TELSTRA	Pool & Shire Offices Phone Bill	\$414.43
21/10/2024	SYNERGY	Electricity to Bates Tower, Pool & Lighting of Streets	\$4,827.32
21/10/2024	TELSTRA	Mobile Phone Charges & TIM Paper Bill Charge	\$319.49
18/10/2024	WATER CORPORATION.	Water Use Various	\$9,266.58
24/10/2024	SHIRE OF WILLIAMS	Licensing of WL19 & 3 Trailers	\$578.75
24/10/2024	WATER CORPORATION.	Water - Standpipes, Industrial Shed, Pool, Rec Ground	\$6,504.45
24/10/2024	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, September 2024	\$255.60
			\$734,488.58
17/10/2024	ANZ CARDS	Monthly Credit Card Expenses x 2	-2,920.41

Sharon Palumbo - Manager of children's Services

	Accommodation Fairway Manor Northam	190.91
PLANT:P084 CX-5 2022 WL036 (FDC)	46.51L ULP	76.49
PLANT:P084 CX-5 2022 WL036 (FDC)	45.98L ULP	75.61
	Meals	35.96
PLANT:P084 CX-5 2022 WL036 (FDC)	41.69L ULP	68.18
	Flights	689.42
	Accommodation Continental Hotel Broome	232.95
	Meal	43.23
	Baby Wipes, Cooking Supplies	27.36
	38.80L ULP	61.34
	6.31 Diesel Hire Car	13.19
	Sanitiser, Bin Bags, Cooking Supplies	81.27
	Mushroom Kit	16.43
	Computer Mouse Pad & Batteries	22.27

Peter Stubbs - CEO

PLANT:P083 Isuzu MU-X 2022 16WL	61.47L Diesel	96.95
	52.09L Diesel	81.40
	Hotham-Williams VROC Shires	179.78
PLANT:P083 Isuzu MU-X 2022 16WL	44.81 L Diesel	69.21
PLANT:P083 Isuzu MU-X 2022 16WL	64.84 L Diesel	91.19
	Coffee x 4 Ministerial Meeting	18.55
	ETA Training - Electrical Tagging - David Read	318.18
	Annual Fee	136.36
	Card used in Error. EFT made into Shire Account	31.95
AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	262.23
		2,920.41

8.1.2 FINANCIAL STATEMENTS

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Cassie Barker
Date	15 November 2024
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Financial Statements ending October 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 AND COUNCIL RESOLUTION

Moved: Cr Major

Seconded: Cr Harding

That financial statements presented for the period ending October 2024 be received.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 45/25



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

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

TABLE OF CONTENTS

Statements required by regulation

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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	2,366,869	2,372,584	5,715	0.24%	▲
Grants, subsidies and contributions	12	601,094	203,370	221,029	17,659	8.68%	▲
Fees and charges		1,230,062	425,659	442,654	16,995	3.99%	▲
Interest revenue		136,000	47,314	37,271	(10,043)	(21.23%)	▼
Other revenue		45,175	17,300	34,019	16,719	96.64%	▲
Profit on asset disposals	5	5,000	0	0	0	0.00%	
		4,386,200	3,060,512	3,107,557	47,045	1.54%	
Expenditure from operating activities							
Employee costs		(2,031,747)	(694,532)	(780,564)	(86,032)	(12.39%)	▼
Materials and contracts		(1,212,566)	(454,149)	(328,046)	126,103	27.77%	▲
Utility charges		(262,119)	(74,869)	(53,634)	21,235	28.36%	▲
Depreciation		(2,193,426)	(731,157)	(802,758)	(71,601)	(9.79%)	▼
Finance costs		(18,435)	(7,945)	(8,876)	(931)	(11.72%)	▼
Insurance		(195,191)	(195,191)	(89,232)	105,959	54.28%	▲
Other expenditure		(25,000)	(2,500)	(1,777)	723	28.92%	▲
		(5,938,484)	(2,160,343)	(2,064,887)	95,456	4.42%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,189,926	731,157	802,758	71,601	9.79%	▲
Amount attributable to operating activities		637,642	1,631,326	1,845,428	214,102	13.12%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	3,374,570	15,000	115,686	100,686	671.24%	▲
Proceeds from disposal of assets	5	60,000	0	0	0	0.00%	
Proceeds from financial assets at amortised cost - self supporting loans		23,299	11,572	11,572	0	0.00%	
		3,457,869	26,572	127,258	100,686	378.92%	
Outflows from investing activities							
Payments for property, plant and equipment	4	(3,350,897)	(15,000)	(362,978)	(347,978)	(2319.86%)	▼
Payments for construction of infrastructure	4	(1,985,920)	0	(231,679)	(231,679)	0.00%	▼
		(5,336,817)	(15,000)	(594,657)	(579,657)	(3864.38%)	
Non-cash amounts excluded from investing activities	Note 2(c)	0	18,299	0	(18,299)	(100.00%)	▼
Amount attributable to investing activities		(1,878,948)	29,871	(467,399)	(497,270)	(1664.72%)	
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)	(38,712)	(38,712)	0	0.00%	
Transfer to reserves	3	(129,270)	0	0	0	0.00%	
		(219,645)	(38,712)	(38,712)	0	0.00%	
Amount attributable to financing activities		85,355	57,788	57,788	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	1,155,921	(29)	(0.00%)	
Amount attributable to investing activities		637,642	1,631,326	1,845,428	214,102	13.12%	▲
Amount attributable to financing activities		(1,878,948)	29,871	(467,399)	(497,270)	(1664.72%)	▼
Amount attributable to financing activities		85,355	57,788	57,788	0	0.00%	
Surplus or deficit after imposition of general rates		0	2,874,935	2,591,739	(283,196)	(9.85%)	▼

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 OCTOBER 2024

	30 June 2024	31 October 2024
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,308,734	4,185,693
Trade and other receivables	87,701	851,056
Other financial assets	23,299	11,726
Inventories	25,223	22,468
TOTAL CURRENT ASSETS	3,444,957	5,070,943
NON-CURRENT ASSETS		
Other financial assets	246,780	246,780
Property, plant and equipment	26,113,054	26,266,803
Infrastructure	69,812,268	69,430,042
TOTAL NON-CURRENT ASSETS	96,172,102	95,943,625
TOTAL ASSETS	99,617,059	101,014,568
CURRENT LIABILITIES		
Trade and other payables	265,963	111,481
Other liabilities	74,376	506,727
Borrowings	90,374	51,662
Employee related provisions	281,975	281,975
TOTAL CURRENT LIABILITIES	712,688	951,845
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	1,101,321	1,340,478
NET ASSETS	98,515,738	99,674,092
EQUITY		
Retained surplus	23,578,099	24,832,955
Reserve accounts	1,678,854	1,582,354
Revaluation surplus	73,258,781	73,258,781
TOTAL EQUITY	98,515,738	99,674,092

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 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 06 November 2024

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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 October 2024
(a) Net current assets used in the Statement of Financial Activity				
Current assets		\$	\$	\$
Cash and cash equivalents	2	1,949,064	3,308,733	4,185,693
Trade and other receivables		23,926	87,701	851,056
Other financial assets		88,344	23,299	11,726
Inventories	7	25,252	25,223	22,468
Other assets	7	935	0	0
		2,087,521	3,444,956	5,070,943
Less: current liabilities				
Trade and other payables	8	(269,729)	(265,964)	(111,481)
Other liabilities	11	(48,727)	(74,376)	(506,727)
Borrowings	10	(80,919)	(90,374)	(51,662)
Employee related provisions	11	(281,975)	(281,975)	(281,975)
		(681,350)	(712,689)	(951,845)
Net current assets		1,406,171	2,732,267	4,119,098
Less: Total adjustments to net current assets	Note 2(d)	(1,583,402)	(1,576,346)	(1,527,359)
Closing funding surplus / (deficit)		(177,231)	1,155,921	2,591,739

(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	802,758
Movement in current employee provisions associated with restricted cash		1,500	
Total non-cash amounts excluded from operating activities		2,189,926	802,758

(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		18,299	
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 October 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)	(22,693)	(11,726)
- Current financial assets at amortised cost - self supporting loans				
- Rates receivable				(22,774)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	80,919	90,374	51,662
- 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)	(1,576,346)	(1,527,359)

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 OCTOBER 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			
Rates	5,715	0%	▲
Interim Changes			
Grants, subsidies and contributions	17,659	9%	▲
Timing Variance			
Fees and charges	16,995	4%	▲
Higher Fees on Instalment Changes than anticipated			
Interest revenue	(10,043)	(21%)	▼
OCDF interest under budget			
Other revenue	16,719	97%	▲
Unbudgeted additional 'other revenue'			
Expenditure from operating activities			
Employee costs	(86,032)	(12%)	▼
Timing Issue			
Materials and contracts	126,103	28%	▲
Timing of works			
Utility charges	21,235	28%	▲
Budget Allocation higher than anticipated			
Depreciation	(71,601)	(10%)	▼
Budget estimate variance with Asset Revaluations too low			
Finance costs	(931)	(12%)	▼
Insurance	105,959	54%	▲
Timing Issue			
Other expenditure	723	29%	▲
Loan fees			
Non-cash amounts excluded from operating activities	71,601	10%	▲
Depreciation			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	100,686	671%	▲
Timing Variance with Budget Allocations			
Outflows from investing activities			
Payments for property, plant and equipment	(347,978)	(2320%)	▼
Timing Variance with Budget Allocations			
Payments for construction of infrastructure	(231,679)	0%	▼
Timing Variance with Budget Allocations			
Non-cash amounts excluded from investing activities	(18,299)	(100%)	▼
Timing Variance			
Surplus or deficit after imposition of general rates	(283,196)	(10%)	▼
Due to variances described above			

8.2 ROAD INFRASTRUCTURE REPORT

8.2.1 MAINTENANCE GRADING ACTIVITY

File Reference	4.1.20
Statutory Reference	Various
Author	Tony Kett
Date	11.11.2024
Attachments	Nil

Background

Maintenance grading is performed to prevent potholes, washouts, and uneven surfaces, promoting safety and reducing long-term repair costs. It is also used to prevent soil erosion and improve drainage on the roads.

Comment

Grading has been carried out on the following roads:

ROAD NAME	TOTAL LENGTH GRAVEL RD	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
BATES ROAD	3.52			3.5				3.5			3.5		
BULLIED ROAD	1.61			1.6				1.6					
CHAPMAN ROAD	2.13			2.1				2.1					
CHURCH ROAD	1.0			1.0									
CONGELIN – NARROGIN ROAD	3.0		3.1			3.0			3.1				
COWCHER ROAD	4.04			4.1				4.1					
CULBIN – BORANING ROAD	17.70		17.7		17.7				17.7		17.7		
CULBIN SOUTH ROAD	2.4										2.4		
CURTIS ROAD	4.29			4.2									
DARDADINE ROAD	21.50		21.5		21.5		21.50		10.5		21.5		
DARDADINE – SOUTH ROAD	.48						0.48						
DARKAN-QUINDANNING ROAD	4.6		4.1		4.6			4.6			4.6		
DEEP DEAN ROAD	5.7				5.7	5.7							
EDDINGTON ROAD	2.09			2.1					2.1				
ENGLISH ROAD	6.5							6.5	6.5				
EXTRACTS ROAD	12.25			12.2		12.25							
FAWCETT ROAD	2.87			2.8									
FOLLAND ROAD	2.09		2.1					2.1					
GILLETT ROAD	1.12			1.1				1.1					
GLENFIELD ROAD	8.6			8.6					8.6				
GRAHAM ROAD	1.95			1.9					1.9				
GULL STREET	0.48								0.48				
HARDIE ROAD	2.0									2.0			
HIGHAM ROAD	3.31		3.3						3.3				
HILLMAN ROAD	1.78		1.7		1.7		1.78				1.7		
HURLEY ROAD	13.84		13.8			13.8							
JOHNSTONE ROAD	1.29			1.2			1.29						
KELLY ROAD	8.42		8.4		8.4			8.4					
KENNEDY ROAD	2.74			2.7			2.74						
MAJOR ROAD	1.21		1.2				1.21						
MARLING ROAD	7.14		7.1		7.1			7.1					
MARTIN ROAD	3.86		3.8					3.8					
MATTHEWS ROAD	2.16							2.16	2.16				
MCKENZIE ROAD	5.43			5.4				5.4					
MEDLEN ROAD	8.2				8.2		8.26				8.26		
MUNDAYS ROAD	8.71			8.7				8.7					
MUNTHOOLA ROAD	2.1								2.1				
NARRAKINE ROAD	8.1			8.1			8.1						
NASH ROAD	5.88			5.8					5.88				
NORWOOD ROAD	0.9									0.9			
OLD SOLDIERS ROAD	3.92			3.9				3.9					

PETCHELL ROAD	2.09			2.1					2.1				
PHILLIPPE ROAD	1.77							1.77	1.77				
PIG GULLY ROAD	11.00		11.0					11.0					
PLANK ROAD	4.78		4.7		4.7			4.7			4.7		
PLAYLE ROAD	3.75			3.7				3.7					
RICHMOND STREET	0.27							0.27					
ROCHI ROAD	4.13		4.1		4.1			4.13					
SATTLER ROAD	5.42		5.4		5.4	5.4							
TAYLOR ROAD	9.1		9.1					9.10					
TIN SHED ROAD	2.53			2.5				2.5					
TOP END ROAD	1.13			1.1				1.1					
WALDOCK ROAD	1.8									1.8			
WANGERLING GULLY ROAD	8.86		8.8		8.8		8.86				8.8		
WESTMERE ROAD	5.01			5.1			5.01						
YARABIN ROAD	4.5			4.5			4.5						
ZILKO ROAD	19.31			19.3			19.31		19.31				
TOTAL LENGTH GRADED			130.9	118.3	97.9	55.12	74.3	103.1	87.5	4.7	72.26		

Strategic Implications

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

- LUE 4.1** Strive for high-quality, well-constructed and maintained local road network.
- LUE 4.2** Ensure adequate and appropriate drainage is considered in all road upgrades and maintenance for both town and rural roads.

Financial Implications

Funds for the Maintenance Grading Program are included in the 2024/2025 Annual Budget.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Major

Seconded: Cr Panizza

That the maintenance grading report for the month of October 2024 be received.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 46/25

8.2.2 2024/25 ROAD CONSTRUCTION PROGRAM

File Reference	Various
Statutory Reference	Nil
Author	Tony Kett
Date	11/11/2024
Disclosure of Interest	Neither the Author not Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Nil

Background

The following table shows progress towards the 2024/25 Road Construction Program:

TABLE DISPLAYED ON FOLLOWING PAGE.

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):

- LUE 4.1** Strive for high-quality, well-constructed and maintained local road network.
- LUE 4.2** Ensure adequate and appropriate drainage is considered in all road upgrades and maintenance for both town and rural roads.

Financial Implications

Funds for the Road Construction Program are included in the 2024/2025 Annual Budget.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Macnamara

That the Road Construction Program for the month of October 2024 be received.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 47/25

Road Construction Program 2024-2025								
Rd No	Road Name	Description of Work	Start SLK	End SLK	Budget Total	Start Date	Finish Date	Comment
14	Narrakine Rd	Stabilise pavement	7.21	7.27	\$34,800		July 24	Drainage Completed Seal completed after winter
2	Quindanning Darkan Rd	Seal 7m wide	21.98	19.68	\$374,910	07/10/2024		Started Tree Clearing
4	Congelin- Narrogin Rd	Seal 7m wide	3.75	5.00	\$191,367	20/08/2024		Commenced vegetation management, gravel prep. Gravel in mixed. Seal is not yet confirmed.
	Glenfield Rd (RTR)	Reseal 5.37km			\$129,275			EOI has been sent out to 3 companies
9	Dardadine Rd (RTR)				\$85,000			
7	Clayton Rd (RTR)	Reseal			\$66,837			EOI has been sent out to 3 companies
9	Dardadine Rd (RTR)	Clear widen & form. Extend culverts	15.44	21.50	\$131,222			
	Williams – Darkan Rd (WSFN)	WSFN Development project	0.00	25.5	\$294,867			
	Brooking Street (LRCI)	Culvert Replacement	0.08	0.85	\$320,000			RFQ under development
	Brooking Street	Rebuild and reseal	0.07	1.1	\$120,000			
89	Cemetery Rd	Reseal	0.00	0.42	\$51,145			
	Town Hall Laneway	Reseal (hotmix)	0.00	0.10	\$37,482			COMPLETED

26	Medlen Rd	Gravel Sheet	2.10	5.60	\$57,750			
	Bridge works 884				\$100,000	Aug 24	Oct 24	Quote called approx. \$5,000 for minor maintenance. 11 Props (jacks) recommended & still to be clarified.
	Marjidin Way Ngn Rd intersection				\$200,000	Sept start design	Feb 25 for design & costings	<p>Revised quote and design options being sought via Rod Munns. To get mature costings requires;</p> <p>Full MRWA design process (Traffic Impact Assessment with concept plan in lieu of a Design Report, then upon acceptance of this, 15% design Drawings and review, then 85% design Drawings and review and then 100% design Drawings and acceptance.</p> <p>Approx. cost \$10,000</p> <p>Traffic Plan cost ~\$4,000</p>

8.3 CHIEF EXECUTIVE OFFICER'S REPORT

8.3.1 LOCAL PLANNING STRATEGY (DRAFT)

File Reference	14.25.24
Statutory Reference	Nil
Author	Peter Stubbs, Chief Executive Officer
Date	8 November 2024
Disclosure of Interest	Councillors and staff own various properties in the Williams district and any interest they have is in common with other land owners.
Attachments	Draft Local Planning Strategy for advertising (114 pages)

Background

Council last considered the Draft Local Planning Strategy at its June 2024 Council meeting and resolved as follows,

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.*

The Western Australian Planning Commission (WAPC) certified the Draft Local Planning Strategy for advertising on the 30 October 2024, with some terminology changes.

The Draft Local Planning Strategy has been, and is being progressed, with the assistance of the Department of Planning Land and Heritage (DPLH) on bloc with the Shires of Wagin, West Arthur and Williams (Shires).

Legislative

The Planning and Development (Local Planning Schemes) Regulations 2015 require that the Shire CEO determine the advertising dates.

Comment

The Shires and DPLH have reviewed the timelines and processes now required, and the intent is to advertise for 60 days.

Advertising is proposed to commence on the 2 December 2024. Given days over Christmas and New Year, and the requirement to notify Agencies for comment, which usually takes 42 days, it is proposed to close the public advertising on 31 January 2025.

The mandatory requirement is for a notice on each Shire website. Additionally, the Shires have agreed to advertise in the Narrogin Observer paper, local newsletter in the Shires districts (The Williams for the Shire of Williams), and social media.

Now that the Draft Local Planning Strategy has been certified by the WAPC it cannot be altered prior to the advertising. Council and or the Shire is able to make its own submission in relation the Draft Local Planning Strategy.

Post Advertising Process

- (1) Council must review the strategy, having regard to any submissions made.
- (2) Council may support the strategy without modification; or with modifications to address issues raised in submissions.

- (3) The CEO must submit to the WAPC a copy of advertised strategy; schedule of submissions; particulars of any modifications proposed.

Submissions/modifications will need to be dealt with by each Shire and its planning consultant. DPLH WILL provide guidance on consistency with the State planning framework.

A Resolution of each Council to adopt schedules of submissions and modifications will be required to support submission WAPC.

There are no statutory timeframes required to complete the above process. It is up to the Shire to keep the process moving forward. DPLH would not be able to assess until each of the three Shire Council resolutions are received.

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. It relates to the 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

Nil

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Major

Seconded: Cr Cowcher

That Council notes

1. The Western Australian Planning Commission's decision on 30 October 2024 to certify the draft Local Planning Strategy, subject to:
 - a. draft Local Planning Strategy (Attachment A); and
 - b. advertising being undertaken for a minimum period of 21 days
2. That as the draft Strategy certified by the WAPC cannot be modified prior to advertising.
3. That advertising of the Draft Strategy has been agreed by the CEO's for the Shire of Williams, West Arthur and Wagin, and the Department of Planning Land and Heritage to occur for 60 days commencing 2 December 2024.
4. That the Shire of Wagin and West Arthur will also be advertising the Draft Local Planning Strategy at the same time.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 48/25

8.3.2 PROPOSED SHIRE OFFICE HOURS OF SERVICE

File Reference	4.1.20
Statutory Reference	Nil
Author	Peter Stubbs, Chief Executive Officer
Date	8 November 2024
Disclosure of Interest	Staff have an interest in this matter, as they are beneficiaries of time in lieu.
Attachments	Nil

Background

The Shire of Williams administration office is open the public from 8.00am to 5.00pm Monday to Friday. It is proposed to alter the opening hours from 8.00am to 4.30pm Monday to Friday.

Comment

The change in Office closing time is designed to allow staff to complete the end of day required processes by 5.00pm. At present staff often completing this are often leaving at 5.20pm after the 5pm office closure. This means they are working additional time and accruing time in lieu.

Closure of the office to the public visiting does not impact service the public receive by telephone and there is usually staff some on site at the office from 7.30am until 6.00pm, and they routinely field any telephone enquires made outside of the hours the Office to visitors.

In practice the Office is usually open before 8am each day because various staff choose to start work earlier than 8am, and they respond to both public requests from the time they arrive at the office.

Strategic Implications

This matter relates to the service provision to the public.

Financial Implications

Nil

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Panizza

That Council approves the closure of the Shire Office to the public at 4.30pm Monday to Friday to enable end day processes to be complete by 5.00pm

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Panizza.

Against: Cr Macnamara, Cr Price, Cr Major

Carried: 4/3

Resolution: 49/25

8.3.3 PROPOSED SHIRE CLOSURE – CHRISTMAS -NEW YEAR PERIOD

File Reference	4.1.20
Statutory Reference	Nil
Author	Peter Stubbs, Chief Executive Officer
Date	8 November 2024
Disclosure of Interest	Staff have an interest in this matter, as they are beneficiaries of leave and time in lieu
Attachments	Nil

Background

In recent years the Shire Office has closed for several days around Christmas-New Year period, with staff taking leave or time in lieu on those days. Closure has in the past been considered and authorised by Council.

Comment

Council approval is sought for the closure of the Shire Office over the Christmas period. The Shire Refuse site and the swimming pool will be closed on the public holidays, and the usual days of closure. Please see the below table for the requested days of closure.

	SHIRE OFFICE	REFUSE SITE	SWIMMING POOL
MONDAY 23 RD	OPEN		OPEN
TUESDAY 24 TH	OPEN		CLOSED
CHRISTMAS DAY	PUBLIC HOLIDAY		PUBLIC HOLIDAY
BOXING DAY	PUBLIC HOLIDAY		PUBLIC HOLIDAY
FRIDAY 27 TH	CLOSED		OPEN
SATURDAY 28 TH	CLOSED	CLOSED	OPEN
SUNDAY 29 TH	CLOSED	CLOSED	OPEN
MONDAY 30 TH	CLOSED		OPEN
TUESDAY 31 ST	CLOSED		CLOSED
WEDNESDAY 1 ST	PUBLIC HOLIDAY		PUBLIC HOLIDAY
THURSDAY 2 ND	CLOSED		OPEN
FRIDAY 3 RD	CLOSED		OPEN

Emergency Shire contacts during this period will be:

- Peter Stubbs CEO 0429 900 005 / 0419 264 185
- Tony Kett Work Manager 0419941829

Strategic Implications

This matter relates to the service provision to the public.

Financial Implications

Nil

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Macnamara

That Council approves the closure of the Shire Office on the following days:

Friday 27th December 2024
Monday 30th December 2024
Tuesday 31st December 2024
Thursday 2nd January 2025
Friday 3rd January 2025

That Council approves the closure of the Refuse site on the following days:

Saturday 28th December 2024
Sunday 29th December 2024

The Christmas New Year Holiday hours are advertised in the Williams newsletter, the Shire website and Facebook site including the Shire emergency contacts for these days.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 50/25

8.3.4 WILLIAMS HARNESS RACING CLUB (Inc)- REQUEST FOR FUNDING ASSISTANCE

File Reference	11.70.75
Statutory Reference	Local Government Act 1995
Author	Peter Stubbs, Chief Executive Officer
Date	8 November 2024
Disclosure of Interest	Nil
Attachments	Nil

Background

The Williams Harness Racing Club (Inc) has requested funding assistance from Council for new fencing around a portion of the trotting track through the letter below, which was requested by the WHRC Secretary to be presented at the November Council Meeting.

Shire of Williams
P.O. Box 96
Williams WA, 6391

15 October 2024

Dear Peter,

The Williams Harness Racing Club is requesting that the Shire of Williams contribute half the cost of new fencing to be placed around the trotting track on the southwestern side, in front of the Williams Swimming Pool. The club currently uses orange bunting on race days to prevent the risk of dogs etc. entering the racetrack.

The Williams Harness Racing Club would pay half the cost of the installation, labour and materials for the new fence.

We hope to hear from you regarding this request.

Kind Regards

Brooke Rintoul
(Secretary – Williams Harness Racing Club)

Previous email conversations relating to this topic can be found below.

From: Peter Stubbs <peter.stubbs@williams.wa.gov.au>

Sent: Tuesday, 8 October 2024 9:11 AM

To: whrcsecretary@gmail.com

Subject: FW: Proposed Fencing- Trotting Club

Hello Brooke,

Please see the email below. Your dad came to see me again this week about getting this fencing done before the Feb 2025 Trott meets. If that is to be considered, then the Club needs to document its request and proposal in writing to the Shire. The sooner the better, given the time is ticking by and Feb will be on us soon.

Regards

Peter Stubbs
Chief Executive Officer

From: Peter Stubbs <peter.stubbs@williams.wa.gov.au>

Sent: Monday, 29 July 2024 2:09 PM

To: whrcsecretary@gmail.com

Cc: Britt Logie <britt.logie@williams.wa.gov.au>; Gemma Boyce <gemma.boyce@williams.wa.gov.au>

Subject: Proposed Fencing- Trotting Club

Hi Brooke,

Your Dad came to see me today regarding further fencing renewal at the Trotting Track and suggested that the Club and Shire collaborate on replacing the fence section from the judges box to the gate heading south. I stepped that out and it is approximately 65m to the gate, and a further 115m if the southern fence is replaced from the gates to Lion Park new fencing (180 m in total)

I reviewed the costs from the last fencing replacement 6 months ago and have estimated a cost per metre for materials and installation, and then it might be prudent to allow for some escalation in cost, say 5%, for the any further fencing.

The estimate below is based on 180m which is about the length of old fencing remaining, as I think if we are to do any more it might better to finish the job off completely. Your Dad suggested 50:50 Club contribution between your Club and Shire. That looks to be me to about \$9,000 each, and it would need Council approval. For Council consideration a request in writing from the Club is requested.

Council may also ask about the potential for grant funding to offset costs. Two potential grants at the moment which could be considered are; Newmont Mine (see attached) and [Grass Roots Community Grants | CBH Group](#)

Regards

Peter Stubbs

Chief Executive Officer

Comment

Council approved funding for fencing around the Trotting Track in 2023-24 by the following Council Resolution.

That Council:

- 1. agrees to contribute \$4,274, excluding GST, to install a new boundary fence on the northern end of the trotting track, and acknowledges contributions to the project from Racing and Wagering WA and the Williams Harness Racing Club; and*
- 2. approves unbudgeted expenditure in accordance with section 6.8(1)(b) Local Government Act 1995 in the 2023/2024 financial year, estimated at \$27,076, excluding GST, to complete the project.*

Carried by Absolute Majority 7/0

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Resolution 67/24

The fencing work undertaken in 2023-24 included grant funding from the Racing and Wagering WA.

Council has not budgeted specifically for the funding to support this request for further fencing from the Williams Harness Racing Club (Inc). Should Council agree to provide funding it will therefore need to be an Absolute Majority decision of the Council (at least 4 Councillors voting for it).

Councils has several options.

1. Option 1 - decline the request for funding.
2. Option 2 - agree to the request (likely cost \$8,500, 50% of this to Council = \$4,250)
 - a. Agree to the request and cap the funding at an agreed amount.
 - b. Agree to funding for the larger fence section approx. 180m (likely \$24,282 total 50% to Council= \$12,141)

Strategic Implications

Councils Strategic Community Plan 2017-2032 includes to following relevant goal;

SCD.1 To provide community infrastructure and facilities that meet the needs of the population.

Financial Implications

Dependent of Council decision.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Major

Seconded: Cr Harding

That Council

1. Decline the request from the Williams Harness Racing Club for fencing assistance in 2024-25 as it is an unbudgeted expense.
2. Encourage the Williams Harness Racing Club to consider grant funding for this purpose and assist the Club in grant applications if seeks that.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 51/25

8.3.5 USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY

File Reference	10.60.15
Statutory Reference	Local Government Act 1996
Author	Peter Stubbs
Date	15 November 2024
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.

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

	Decision Type	Name/Property	Date Decision	of Purpose	Comments
1	Planning Approval	Anita Stacey 1 Richmond Street, Williams (Lot 13314)	30 October 2024	Planning Approval for a storage shed (15m x 6m)	Nil.
2	Planning Approval	Stephen Atwell, 531 Glenfield Road, Williams	11 November 2024	Planning Approval for Hay Storage Shed 30m x 24m x 8m high.	Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024, authorise CEO's to make single and outbuildings decisions. Plans lodged with this application form part of this planning approval

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

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Major

Seconded: Cr Price

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 12 October 204 to 15 November 2024.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price

Against: Nil

Carried: 7/0

Resolution: 52/25

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

There being no further business for discussion, the President, Cr Logie, declared the meeting closed at 4:29pm

CERTIFICATION OF MINUTES

CERTIFIED THAT THESE MINUTES, PAGES 1 – 23
ARE AN ACCURATE RECORD OF PROCEEDINGS
AND WERE CONFIRMED ON

18TH DECEMBER 2024

JARRAD WAYNE LOGIE
SHIRE OF WILLIAMS PRESIDENT