



SHIRE OF WILLIAMS COUNCIL AGENDA

**ORDINARY COUNCIL MEETING
WEDNESDAY 16 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 16 April 2025,
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
Tanya Germain – Executive Officer / Minute Taker

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	Cr Panizza
Item No. / Subject	8.2.5 Use of common seal and decisions under delegated authority.
Type of Interest	Financial Interest – Land Owner

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 19 MARCH 2025

OFFICERS RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 19 March 2025, as previously circulated, be confirmed as a true and accurate record.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Congratulations to the volunteers and organisers of this year's Williams Expo held on Saturday 12 April 2025. It was another great day for the Williams community and enjoyed by all who attended.

This is our last Council meeting before the retirement of Sharon Wilkie, who after 32 years' service to our community and Shire will retire on 30 April 2025. Our Shire has been fortunate to have had long serving staff and Sharon has given more service than almost anyone else. On behalf of Council, I would like to formally thank Sharon for her consistent warm, friendly, and professional service over her career. It has been a pleasure having Sharon work with the Shire for so many years and Council wishes Sharon the very best in her retirement. A send off for Sharon is being planned for the evening of Friday 9 May 2025.

I thank the Year 4 Williams Primary School students and staff for their visit the Shire Council Chambers on Thursday 10 April 2025, and their valuable suggestions about how our community can be an even better place to live. The students suggestions for our consideration were;

1. A full basketball court for Williams.
2. A rock-climbing wall and zip line at the School Nature Play area being proposed by the Williams P&C.
3. Bouncy pillow at Cullen Park behind the Town Hall.
4. Additional ramps and bumps at the Skate Park in town
5. Nintendo's at the Community Resource Centre for indoor activity for children
6. Additional heating for the Williams Swimming Pool to encourage more physical activity and socialising at the pool
7. A museum
8. An outdoor exercise park
9. Trampolines at our park
10. A community garden
11. Taekwondo, Jitsu or wrestling club
12. A deeper swimming pool with diving board.
13. Food truck at the Sport Ground

I wish to Thank the Town Volunteer Fire service for responding to the electrical fire at the Shire depot in the early hours of Thursday morning 10 April 2025.

8. MATTERS WHICH REQUIRE DECISIONS

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 EVOLVE

File Reference	N/A
Statutory Reference	N/A
Author	Britt Logie, Community Development Officer
Date	11 TH April 2025
Attachments	Letter of Request

Background

Evolve – a festival of health and wellbeing for women, has been held in October since 2022. This event continues to be a great success, bringing activities to rural women that aren't always available. The Shire has supported and contributed to this event in previous years. From the 1st July 2025, a public register will be in effect of any support over \$500

Comment

The Evolve committee is again asking for the Shires assistance with equipment and in-kind support. Please see below the request:

We are very grateful for the Shire's support and contribution to our event in past years, and hope that you will be in a position to help us again in 2025. The in-kind support that we are requesting is for;

Equipment– 8 or more Bins, 6-8 trestle tables, 1x generator to run toilets/cool room/ therapists

Time– Help to bring equipment to Millbrook in the days leading up to the event and returning after the event. 1-2 hour/s per day.

Watering- Assist with watering the gardens at Millbrook during the month of October. This is a new request. The venue at Millbrook gardens is a major part of the magic that brings ladies to town for the Evolve event. We imagine once or twice a week, taking in the watering truck would make the massive task of watering that much easier.

In previous years, we have contributed with equipment and time. As mentioned above the watering of Millbrook is a new request.

It is estimated that the above requests will be to the value of:

Equipment:

8 Bins, 8 Tables & Generator	approx. \$1000.00
(2 people hrs for 2 days + equipment)	

Watering:

Twice a week value for 4 weeks on 1 hr watering	approx. \$1100
(Water Truck Hire @ \$55p/h + operator \$82p/h)	
Working on a full tank of water each watering	approx. \$800

The above costings work on approximately \$3000 value in support.

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
- LUE 1.1** Ensure that the townsite is maintained to a high standard.
- ILG 2.1** Maximise and leverage grant funding opportunities to balance and support Council investment

Financial Implications

Approximate cost for the requested Shire support is estimated at \$3,000.00

Voting Requirements

Simple Majority

Officers Recommendation

That Council acknowledge the positive impact that the Evolve Festival has on the Williams Community and support the event in the following manner:
Provide the venue with 8 council bins, 8 Tables and the use of the Generator.
Assist Millbrook in the watering of the grounds for the month of October

8.1.2 WORKS REPORT-ASSET MANAGEMENT & IMPROVEMENT

File Reference	4.1.20
Statutory Reference	Various
Author	Tony Kett, Works Manager & Peter Stubbs Chief Executive Officer
Date	11 April 2025
Attachments	Nil

Background

Council maintains assets on behalf of the community, public, and industry. Key transport assets include 242 km of sealed roads, 320 km of unsealed roads, culverts and six (6) bridges. Other assets include civic buildings, recreational facilities, houses, parks, streetscape, plant and equipment etc.

Town and other asset maintenance

1. Bridges

- a. 4 Shire timber bridges will be treated for termite protection in the next month. The current treatments are either out of date or close to it. Termite treatments for bridges are part of the routine maintenance expected of Shires.
- b. Main Roads WA will complete Level 2 inspections on several bridges 21-18 April 2024. This will involve assessment of timber piles and beams (drilling sampling etc)
- c. Fungicide treatments will be done on 3 timber bridges in May 2025 as these too are either out of date or close to it. The 4th timber bridge No 884 on Williams- Darkan Road had fungicide treatment in Q4 2024.
- d. Active termites were found by staff at bridge 4611 Dardadine Road on rotted timber behind the downstream western concrete wing wall. The concrete wing wall is damaged, and Main Roads WA advice has been requested on remedial action.

2. **Footpath Albany Highway** – limited further work to replace some brick paving with new concrete is proposed on the Albany Highway footpath, using the remaining budgeted grant funds. The focus areas is the footpath near Williams Rural. A footpath repair in New Street will be done at the same time.

3. **Sewer Pavilion** – Cr Price reported that an alarm light was flashing on the sewer pump station at the Pavilion. Staff have tried to rectify that without success and the pump supplier has been contacted to arrange repair. The sewer is not operating and is not likely to be impacted in the near future.

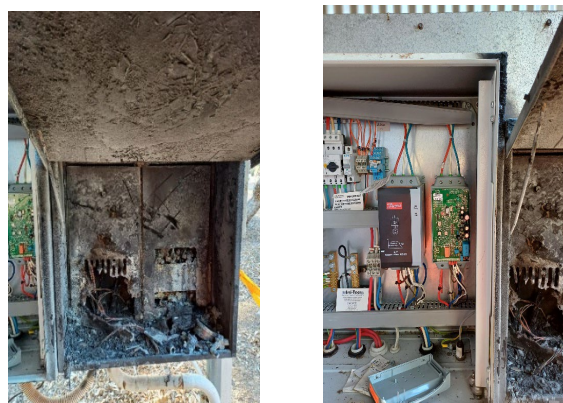
4. **Overnight stays** – there has been an increasing number of people staying overnight in Lions Park car park. It is proposed to install *No Overnight Camping, Area Under Surveillance* signs to discourage that practice. One formal request was received to stay overnight and that was declined given that Williams has privately owned caravan park for overnight stays. ,

5. **Trees Woolshed carpark** – this matter was considered by elected members some time ago and the view was that not to remove those mature trees. Some trees will require pruning as they overhang cars while parked. One complaint about the trees was received in the past month from a local person. Photographs provided of the trees and car park cracking are below.



It is proposed in the next draft budget to include for Council consideration the;

- Replacement of the existing pine timber railing at the car park with rammed earth blocks. Leaving gaps for the public to access through, and for these double as seating. This would improve the presentation of that area of town.
 - Remove approximately 7 dead or straggly trees in the area around the Ag Hall building and Playgroup and lay compacted gravel under the trees and install several more seats and tables for the public, to make this area more usable and presentable .
6. **Lions Park Flying Fox** – Recently the Flying Fox cable snapped 2 days after repairs – We are unsure whether this is due to over tension or general wear and tear. Both cables need replacing as well as the child seat. Repairs have been arranged and purchase ordered issued by Britt Logie, at \$3,975.00
7. **Electrical Fire damage** – an electrical fire damaged the meter box controlling the irrigation to the oval, Lions Park, and Hockey field on Thursday 10 April 2025. Repairs are being organised.



Gravel Road Grading Summary

ROAD NAME	TOTAL LENGTH	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
BATES ROAD	3.52			3.52									
BULLIED ROAD	1.61												
CHAPMAN ROAD	2.13												
CHURCH ROAD	1.0												
CONGELIN – NARROGIN ROAD	3.0	3.0		3.0									
COWCHER ROAD	4.04												
CULBIN – BORANING ROAD	17.70												
CULBIN SOUTH	2.4												
CURTIS ROAD	4.29												
DARDADINE ROAD	21.50			21.5									
DARDADINE – SOUTH ROAD	.48												
DARKAN-QUINDANNING ROAD	4.6		2.3										
DEEP DEAN ROAD	5.7												
EDDINGTON ROAD	2.09												
ENGLISH ROAD	6.5			6.5									
EXTRACTS ROAD	12.25	12.25											
FAWCETT ROAD	2.87	2.87											
FOLLAND ROAD	2.09												
GILLET ROAD	1.12												
GLENFIELD ROAD	8.6	8.6											
GRAHAM ROAD	1.95	1.95											
GULL STREET	0.48												
HAMON ROAD	0.85	0.85		0.85									
HARDIE ROAD	2.0												
HIGHAM ROAD	3.31												
HILLMAN ROAD	1.78	1.78		1.78									
HURLEY ROAD	13.84												
JOHNSTONE ROAD	1.29												
KELLY ROAD	8.42												
KENNEDY ROAD	2.74												
LYONS ROAD	1.77	1.77		1.77									
MAJOR ROAD	1.21												
MARLING ROAD	7.14												
MARTIN ROAD	3.86	3.86											
MATTHEWS ROAD	2.16												
MCKENZIE ROAD	5.43		5.43										
MEDLEN ROAD	8.2	8.2	8.2										
MUNDAYS ROAD	8.71												
MUNTHOOLA ROAD	2.1		2.1										
NARRAKINE ROAD	8.1												
NASH ROAD	5.88	5.86											
NORWOOD ROAD	0.9												
OLD SOLDIERS ROAD	3.92												
PETCHELL ROAD	2.09												
PHILLIPPE ROAD	1.77												
PIG GULLY ROAD	11.00												
PLANK ROAD	4.78		4.78										
PLAYLE ROAD	3.75		3.75										
RICHMOND STREET	0.27												
RINTOUL ROAD	1.61	1.61		1.61									
ROCHI ROAD	4.13												
SATTLER ROAD	5.42												
TAYLOR ROAD	9.1			9.1									
TIN SHED ROAD	2.53												
TIP ROAD	1.0		1.0	1.0									
TOP END ROAD	1.13												
WALDOCK ROAD	1.8			1.8									
WANGERLING GULLY ROAD	8.86	8.86											

WESTMERE ROAD	5.01	5.01											
YARABIN ROAD	4.5	4.5											
ZILKO ROAD	19.31			19.31									
TOTAL LENGTH GRADED		71.06	23	66.4									

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: 1.1 Ensure that the townsite is maintained to a high standard.

LUE: 2.2 Ensure townsite amenities are maintained and improved where required.

Financial Implications

Funds for the maintenance of the town and facilities are included in the 2024/2025 Annual Budget.

Voting Requirements

Simple Majority

Officers Recommendation

That Council note the Works Report for asset maintenance and improvement for the reporting period as presented.

8.1.3 PAYMENT LISTING

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce
Date	11 April 2025
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 March 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 and Cheques totalling \$564,320.12 approved by the Chief Executive Officer during the month of March 2025 be endorsed.

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MARCH 2025

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
03/03/2025	CBA	CBA - Merchant Fees FEB 2025	-270.25
04/03/2025	AVON WASTE	12341 - Monthly Refuse Charges January 2025	-9,740.46
04/03/2025	BEST OFFICE SYSTEMS	12330 - Monthly Printing/Copying Charges 20/01/2025 - 20/02/2025	-476.26
04/03/2025	BGL SOLUTIONS PTY LTD	Parks & Reserves Maintenance, Fertiliser & Hire Corer	-3,641.00
04/03/2025	BLUEGUARD INTEGRITY WHS SERVICES	202546 - D&A Testing Feb 2024	-2,061.40
04/03/2025	CAUNT, MARY	202553 - Face Painting Australia Day	-450.00
04/03/2025	CHAMDEN FARMING	202563 - Supply & Deliver 32.6m3 Concrete for Albany Highway Footpath	-12,013.10
04/03/2025	CITY OF KALAMUNDA	Building Surveyor Wages 29 May 2024 to 30 January 2025	-1,240.68
04/03/2025	CONTRACT AQUATIC	202423 - Monthly Swimming Pool Management March 2025	-14,300.00
04/03/2025	DFES.	ESLB 3rd Qtr Contribution 2024/25	-21,694.53
04/03/2025	DORMAKABA AUSTRALIA PTY LTD	Automatic Doors Serviced (x2)	-253.00
04/03/2025	DUFF ELECTRICAL CONTRACTING	202467 - Install 10,15,20amp sockets, 20 amp 3 phase isolator, 200W LED (6 Marj)	-2,906.67
04/03/2025	FUEL DISTRIBUTORS OF WA PTY LTD	202532 - Bulk Fuel February 2025	-14,312.53
04/03/2025	GOODYEAR AUTOCARE NARROGIN	4 New Tyres for Cat Grader	-5,215.00
04/03/2025	HEIDELBERG MATERIALS AUSTRALIA PTY LTD	Single Size Basalt Quin Darkan Road	-27,415.81
04/03/2025	LANDGATE.	Certificate of Titles x 2	-63.20
04/03/2025	M & M CONTRACTORS	202567 - 16 Metres of Sand for Albany Highway Footpath	-616.00
04/03/2025	MADEJ CONCRETING	202566 - Supply Bobcat, Set Up & Pour Concrete to Footpaths	-12,705.00
04/03/2025	MELCHIORRE PLUMBING & GAS	Plumbing Works to Install Kitchenette to Williams Town Hall - Green Room, Maintenance Wandoo Court Units - Replace 50 L Hot Water System, Building Mtce - CC Centre, Inspect Hot Water System for Failure	-3,154.04
04/03/2025	NARROGIN GLASS	13783 - Repairs to Shower Screen, Replace Rollers & Flywire on Sliding Doors	-492.13
04/03/2025	NARROGIN TOYOTA	14475 - Oil, Air, Fuel, Cab Filters, 5L 2 Stroke Oil	-431.04
04/03/2025	PARKER, BRIAN.	Reimbursement for Pre-Employment Medical (Brian Parker)	-190.00
04/03/2025	PRIME AG SERVICES - WILLIAMS	202564 - 2 x 20L Lure H20 Quinn Darkan Rd	-436.00
04/03/2025	RJ SMITH ENGINEERING	14470 - 1 Hydraulic Hose 4500 Long & Fitting (Cat Grader)	-316.00
04/03/2025	SUPAGAS PTY LTD	January 2025- Bulk Gas (Pavilion)	-64.82
04/03/2025	TEAM GLOBAL EXPRESS	Freight Rate Notices, Cleaning Products	-253.57
04/03/2025	THE GOODS	Consumables - CC, Cleaning Products & Consumables Bin Liners	-669.46
04/03/2025	THE WEST AUSTRALIAN	202555 - Advertising Annual Electors Meeting 2025	-273.00
04/03/2025	THE WILLIAMS COMMUNITY NEWSPAPER.	Photocopy Charges	-140.80
04/03/2025	UNIFORMS AT WORK	Staff Uniforms	-341.80
04/03/2025	WA CONTRACT RANGER SERVICES	13913 - Ranger Services - 07/02/2025, 18/02/2025	-837.38
04/03/2025	WA COUNTRY HEALTH SERVICE.	N3412641 PO202570	-379.00
04/03/2025	WA LOCAL GOVERNMENT ASSOCIATION	202518 - Staff Training - State Employment Law Essentials, Gemma & Cassie	-1,309.00
04/03/2025	WEST ARTHUR CRC	202545 - Advertising Plant Operator Position	-12.00
04/03/2025	WILLIAMS GATEWAY EXPO.	202526 - Reimbursement for Recreation Ground Hire Expo 2023 & 2024	-1,129.00
04/03/2025	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - January 2025	-1,182.42
04/03/2025	WOODLANDS DISTRIBUTORS & AGENCIES	202538 - Dog Waste Bags (Various locations)	-386.32
04/03/2025	WREN OIL	202562 - Disposal of 3700L of Oil	-440.00
04/03/2025	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licencing Payments Forwarded to Department of Transport	-36,673.40
05/03/2025	FDC EDUCATORS	FDC Educators PE 2/03/2025	-25,067.52
06/03/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 05/03/2025	-59,324.73
06/03/2025	Babic, Jack	Refund for overcharged Building fees	-342.75
06/03/2025	SYNERGY	Electricity to Swimming Pool to 17/02/2025	-1,827.46
06/03/2025	TELSTRA	Monthly Telephone Charges	-454.09
06/03/2025	WATER CORPORATION.	Water consumption - Glenfield Rd, Water use & sewer.- Rec Ground (Sports ground) , 773kL Water use & sewer. - Swimming Pool, Water use - Industrial Shed (Lot 403, 6 Marjidin Way)	-41,611.97
06/03/2025	WA SUPER	Superannuation February 2025	-26,458.69
06/03/2025	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, January 2024	-168.32
07/03/2025	BUILDING AND ENERGY	BSL collection - Feb 2025	-462.65
18/03/2025	WILLIAMSON, WENDY..	Reimbursement for Deposit on HR Booking	-200.00
18/03/2025	FDC EDUCATORS	FDC Educators PE 16/03/2025	-25,745.16
18/03/2025	WA TREASURY CORPORATION	Loan Repayment - #71 Mens Shed	-10,198.07
20/03/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 19/03/2025	-62,577.26
20/03/2025	BGL SOLUTIONS PTY LTD	Recreation Grounds Mtce - Verti Quake, Linear Decompaction - Town Oval, Recreation Grounds Mtce - T Scarify Verticut Single Pass 20mm Spaces inbetween Blades - Town Oval	-7,161.00
20/03/2025	BOC Ltd	13299 - February 2025 Container Service Fee	-42.58
20/03/2025	BROAD ELECTRICAL AND AIR CONDITIONING	202557 - Check Fronius Inverter for Fault.	-368.50
20/03/2025	BUSSELTON ADVANCED DRIVER TRAINING	202584 - HR Roadranger Licence W Williamson	-1,695.00
20/03/2025	DUFF ELECTRICAL CONTRACTING	Depot Operating Costs - Install 20 Amp Circuit, Replace Lead on Welder with New 20 Amp Plug, Sup, 12 Growse Street - Replace Bedroom Split System Airconditioner, Maintenance JV Units	-3,947.42
20/03/2025	GREAT SOUTHERN FUELS	Monthly Fuel Account Febuary 2025	-463.39
20/03/2025	HARMONY SOFTWARE	Office Expenses - FDC, Harmony Web Family Day Care Annual Subscription	-1,714.50
20/03/2025	HERSEY'S SAFETY PTY LTD	14476 - Workshop Supplies	-672.10
20/03/2025	LANDGATE.	Land Valuations - Certificate of Title	-31.60
20/03/2025	MAKIT NARROGIN HARDWARE	14471, 202536 - Fluorescent Tubes, Downpipes for Alb Hway Footpath	-176.00
20/03/2025	MELCHIORRE PLUMBING & GAS	202549 - Supply & Install New Hot Water System at Childcare Centre	-1,605.39
20/03/2025	NARROGIN GLASS	Supply & Fit Sliding Screen Door Handle 8 Fry Street	-175.60
20/03/2025	OFFICEWORKS	202569 - OffiCe Equipment	-522.94
20/03/2025	SOUTH WEST ISUZU	Parts & Service - WL36, WL76, WL915, WL635	-1,349.45
20/03/2025	ST LUKE'S FAMILY PRACTICE	Support Doctor's Visit - Williams Clinic	-2,200.00
20/03/2025	TEAM GLOBAL EXPRESS	Freight Variour March 2025	-280.08

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 MARCH 2025

20/03/2025	THE WILLIAMS COMMUNITY NEWSPAPER.	Photocopy & Printing Charges	-101.60
20/03/2025	UNIFORMS AT WORK	202528 - Uniforms Nikkii Goodridge	-303.45
20/03/2025	VISION SAFE	202454 - Four Hats for Work Crew	-272.25
20/03/2025	WILLIAMS GENERAL STORE	February 2025	-101.68
20/03/2025	WILLIAMS NEWSAGENCY	Monthly Account February 2025	-157.52
20/03/2025	LOCAL GOVERNMENT WORKS ASSOCIATION OF WA	202568 - LG Works Association 1 Year Membership (T Kett, A Woods, C Kett	-300.00
20/03/2025	SYNERGY	Electricity - Hall, CRC, Marjidin Way, Office, Aged Units, Lions Park, Depot ect	-9,075.66
20/03/2025	TELSTRA	Mobile Phone Services to 01/03/2025	-311.49
20/03/2025	ANZ CARDS	Monthly Credit Card Expenses x 3	-6,751.99
20/03/2025	WILLIAMS LICENSED POST OFFICE	Postage & Stationery, February 2025	-509.01
21/03/2025	Active Farmers	Refund of RSL Hall hire fees	-380.60
24/03/2025	AUSTRALIAN TAXATION OFFICE	BAS February 2025	-15,523.00
26/03/2025	SYNERGY	WAERN Electricity, Pool, Arts & Craft Buildings	-2,343.28
26/03/2025	TELSTRA	TIMS SMSs, Month to 6/04/2025	-93.24
28/03/2025	AAA ASPHALT SURFACES	202581 - 3 One Tonne Bulka Bags Asphalt	-2,293.50
28/03/2025	AVON WASTE	12341 - Monthly Refuse Charges February 2025	-9,380.23
28/03/2025	FIRECORE SOLUTIONS	Service Fire Equipment	-3,336.60
28/03/2025	IKES HOME IMPROVEMENT & GLASS CENTRE	202521 - Re Fit shower Door into Shower Screen U6 Sandalwood Ct	-93.50
28/03/2025	JOHNSTONE, SHARON.	Reimbursement of Pre-Employment Medical	-57.15
28/03/2025	MELCHIORRE PLUMBING & GAS		-2,832.50
28/03/2025	MJB INDUSTRIES PTY LTD	202561 - 45 Box Culverts for Brooking Street	-42,607.29
28/03/2025	NARROGIN BEARING SERVICE	14478 - 6 Bearings for Titan Mower	-168.16
28/03/2025	QUEST INNALOO	202509 - DoT (Accommodation, Parking, Meals) N Goodridge	-1,544.65
28/03/2025	RECKON LTD	202593 - Reckon 2024/2025 Annual 10 Users	-6,190.00
28/03/2025	T-QUIP.	14480 - 1 Housing Spindle for Titan Mower	-214.40
28/03/2025	TEAM GLOBAL EXPRESS		-438.97
28/03/2025	THE GOODS	202577 - - Cleaning Products & Consumables (Various Locations)	-2,134.36
28/03/2025	WA CONTRACT RANGER SERVICES	13913 - Ranger Services - 25/02/2025, 06/03/2025	-808.50
28/03/2025	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - February 2025	-665.25
TOTAL			-564,320.12
			0.00

20/03/2025	ANZ CARDS	Monthly Credit Card Expenses x 3 - inc	-6,751.99
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Sharon Palumbo - Manager of Childrens Services			
PLANT:P084 CX-5 2022 WL036 (FDC)	49.44L ULP		76.36
	Street Parking in City		8.92
	Baby Wipes, Gloves, Rubbish bags, Dishwash - Centre		90.82
	Car Hire		71.61
PLANT:P084 CX-5 2022 WL036 (FDC)	50.35L ULP		83.72
PLANT:P084 CX-5 2022 WL036 (FDC)	29.69L ULP		49.10
	Flights to Broome		350.72
	u		27.25
	Meals x 3		35.75
	- HDMI Cord - Centre		16.27
	Accommodation Fairway Manor Northam		200.00
Gemma Boyce - EMCS			
HOUSING:12 Jamtree Lane	Remote Control for Airconditioner		35.00
	Nespresso Australia		176.45
	Motor Licence Renewal		18.27
PLANT:P096 Hino FM500 Water Truck 2019 WL093	Motor Licence Renewal		168.55
	Moore Australia - Budget Workshop 2025		1,300.00
Peter Stubbs - CEO			
	First Reef - Hotham-Williams VROC Website Hosting		52.73
	P World Products - 3 Pots for Brooking Street		272.73
PLANT:P083 Isuzu MU-X 2022 16WL	67.03L Diesel		109.63
PLANT:P083 Isuzu MU-X 2022 16WL	55.38L Diesel		91.07
	Hotel Booking - Staff Training		172.73
	Mega Pacific Black Spot Training Staff		1,400.00
	Glyphosate & Rabbit Bait		223.18
	Google - VROC Marradong		11.92
	Wild CHarm Enterprises - (Williams General Store)		26.81
	Water & Powerade for Bush Fire Brigades		424.18
	Ampol Williams - Fire prevention Catering		49.09
	Williams Hotel - Fire Prevention Catering Soft Drinks		54.93
	Williams Hotel - Fire Prevention Catering 25 Pizzas		540.12
PLANT:P083 Isuzu MU-X 2022 16WL	56.13L Diesel		93.33
PLANT:P083 Isuzu MU-X 2022 16WL	57.72L Diesel		94.40
AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST		426.35
			-6,751.99

8.1.4 FINANCIAL STATEMENTS

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce
Date	11 April 2025
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Financial Statements ending March 2025

Background

In accordance with the *Local Government Act 1995*, a statement of financial activity must be presented at an Ordinary Meeting of Council. This is required to be presented within two months, after the end of the month, to which the statement relates.

The statement of financial activity is to report on the revenue and expenditure as set out in the annual budget for the month, including explanations of any variances. *Regulation 34*, from the *Local Government (Financial Management) Regulations 1996* sets out the detail that is required to be included in the reports.

Statutory Implications

Local Government (Financial Management) Regulations 1996 – Regulation 34.

Comment

The attached monthly financial statements and supporting information have been compiled to meet compliance with the *Local Government Act 1995* and associated Regulations.

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officers Recommendation

That financial statements presented for the period ending March 2025 be received.



MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 March 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 MARCH 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	2,369,382	513	0.02%	
Grants, subsidies and contributions	12	601,094	409,593	415,868	6,275	1.53%	▲
Fees and charges		1,235,102	916,928	963,247	46,319	5.05%	▲
Interest revenue		136,000	101,848	101,129	(719)	(0.71%)	
Other revenue		45,175	33,550	58,859	25,309	75.44%	▲
Profit on asset disposals	5	5,000	0	14,672	14,672	0.00%	▲
		4,391,240	3,830,788	3,923,157	92,369	2.41%	
Expenditure from operating activities							
Employee costs		(2,012,078)	(1,557,300)	(1,576,643)	(19,343)	(1.24%)	▼
Materials and contracts		(1,239,840)	(976,192)	(790,635)	185,557	19.01%	▲
Utility charges		(262,119)	(176,832)	(193,782)	(16,950)	(9.59%)	▼
Depreciation		(2,193,426)	(1,645,097)	(1,824,895)	(179,798)	(10.93%)	▼
Finance costs		(18,435)	(10,491)	(10,533)	(42)	(0.40%)	
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)	(4,566,103)	(4,586,455)	(20,352)	(0.45%)	
Non-cash amounts excluded from operating activities	Note 2(b)	2,189,926	1,645,097	1,810,223	165,126	10.04%	▲
Amount attributable to operating activities		637,642	909,782	1,146,925	237,143	26.07%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	3,374,570	508,064	410,228	(97,836)	(19.26%)	▼
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	579,636	484,237	(95,399)	(16.46%)	
Outflows from investing activities							
Payments for property, plant and equipment	4	(3,350,897)	(999,026)	(599,872)	399,154	39.95%	▲
Payments for construction of infrastructure	4	(1,985,920)	(1,777,201)	(899,695)	877,506	49.38%	▲
		(5,336,817)	(2,776,227)	(1,499,567)	1,276,660	45.99%	
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)	(2,178,898)	(1,015,329)	1,163,569	53.40%	
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)	(60,954)	(60,954)	0	0.00%	
Transfer to reserves	3	(129,270)	0	0	0	0.00%	
		(219,645)	(60,954)	(60,954)	0	0.00%	
Amount attributable to financing activities		85,355	35,546	35,546	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,155,950	1,155,950	1,244,001	88,051	7.62%	▲
Amount attributable to operating activities		637,642	909,782	1,146,925	237,143	26.07%	▲
Amount attributable to investing activities		(1,878,948)	(2,178,898)	(1,015,329)	1,163,569	53.40%	▲
Amount attributable to financing activities		85,355	35,546	35,546	0	0.00%	
Surplus or deficit after imposition of general rates		0	(77,620)	1,411,143	1,488,763	1918.01%	▲

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 MARCH 2025

	30 June 2024	31 March 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,260,007	3,663,241
Trade and other receivables	99,305	268,102
Other financial assets	23,299	11,726
Inventories	25,223	20,621
Other assets	124,429	124,429
TOTAL CURRENT ASSETS	3,532,263	4,088,119
NON-CURRENT ASSETS		
Other financial assets	246,780	246,780
Property, plant and equipment	26,113,054	26,214,283
Infrastructure	69,812,261	69,317,571
TOTAL NON-CURRENT ASSETS	96,172,095	95,778,634
TOTAL ASSETS	99,704,358	99,866,753
CURRENT LIABILITIES		
Trade and other payables	277,598	330,073
Other liabilities	82,667	506,611
Borrowings	90,374	29,420
Employee related provisions	281,975	281,975
TOTAL CURRENT LIABILITIES	732,614	1,148,079
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	1,536,712
NET ASSETS	98,583,112	98,330,043
EQUITY		
Retained surplus	23,645,476	23,488,905
Reserve accounts	1,678,854	1,582,354
Revaluation surplus	73,258,782	73,258,782
TOTAL EQUITY	98,583,112	98,330,042

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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 08 April 2025

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

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 March 2025
(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	\$	\$	\$
Current assets				
Cash and cash equivalents	2	1,949,064	3,260,006	3,663,241
Trade and other receivables		23,926	99,305	268,102
Other financial assets		88,344	23,299	11,726
Inventories	7	25,252	25,223	20,621
Other assets	7	935	124,429	124,429
		2,087,521	3,532,262	4,088,119
Less: current liabilities				
Trade and other payables	8	(269,729)	(277,599)	(330,073)
Other liabilities	11	(48,727)	(82,667)	(506,611)
Borrowings	10	(80,919)	(90,374)	(29,420)
Employee related provisions	11	(281,975)	(281,975)	(281,975)
		(681,350)	(732,615)	(1,148,079)
Net current assets		1,406,171	2,799,647	2,940,040
Less: Total adjustments to net current assets	Note 2(d)	(1,583,402)	(1,555,646)	(1,528,901)
Closing funding surplus / (deficit)		(177,231)	1,244,001	1,411,139

(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	(14,672)
Add: Depreciation		2,193,426	1,645,097	1,824,895
Movement in current employee provisions associated with restricted cash		1,500		
Total non-cash amounts excluded from operating activities		2,189,926	1,645,097	1,810,223

(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*.

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	17,693	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.

		Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 31 March 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	29,420
- 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)	(1,528,901)

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 MARCH 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	6,275	2%	▲
Timing Variance			
Fees and charges	46,319	5%	▲
Higher Fees on Instalment Charges than anticipated			
Other revenue	25,309	75%	▲
Unbudgeted additional 'other revenue'			
Profit on asset disposals	14,672	0%	▲
Conservative budgeting			
Expenditure from operating activities			
Employee costs	(19,343)	(1%)	▼
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	185,557	19%	▲
Timing of works			
Utility charges	(16,950)	(10%)	▼
Budget Allocation & Timing			
Depreciation	(179,798)	(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	165,126	10%	▲
Depreciation			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(97,836)	(19%)	▼
Timing Variance with Budget Allocations & Actual funds being received			
Outflows from investing activities			
Payments for property, plant and equipment	399,154	40%	▲
Timing Variance with Budget Allocations & Actual Payments			
Payments for construction of infrastructure	877,506	49%	▲
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%	▲
Adjustment with 23/24 Audit			
Surplus or deficit after imposition of general rates	1,488,763	1918%	▲
Due to variances described above			

8.1.5 AUDIT ENTRANCE MEETING

File Reference	4.22.00
Statutory Reference	Local Government Act
Author	Gemma Boyce
Date	11 April 2025
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Audit Planning Summary, Indicative Audit Fee

Background

As part of our Annual Compliance Audit for 2024/25 the Shire Staff (CEO & EMCS) & AMD conduct an entrance meeting. The purpose of this meeting is to set the stage for a productive & effective audit, laying the foundation for a collaborative and transparent exchange of information between AMD and the Shire of Williams.

Comment

The Auditors plan to be in Williams on the 15th to the 16th May 2025 to perform the onsite interim audit. Prior to this the EMCS is required to load 96+ documents into the online portal to provide the background review of data before sighting live documents.

The Audit Planning Summary defines the audit scope & items of concern. This will be revised throughout the audit process as items are reviewed, looking at any changes in circumstances & feedback received.

Two items of concern carried forward from the 2023/24 audit were:

- a) Excess leave Balances: i.e. Long Service Leave provisions, we discussed with AMD that this has been mitigated to a fair degree with several staff utilising their entitlements in the 2024/25 year & any remaining have plans in place to commence taking leave entitlements.
- b) Provision for Remediation Costs: Contaminated Site – Old refuse site. We discussed this problematic issue with AMD as it is known & is an issue for most Shires. The Shire of Williams has done all that is necessary to contain the contaminated site & have been transparent at every level. There are to be no further potential costs associated with this remediation. AMD concluded to add definition to the accounting notes to provide further disclosure on the closing of this matter.

Strategic Implications

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

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

Financial Implications

The indicative fee for the 2024-25 is \$35,441 (excl GST) & represents a decrease of 0.7% compared to the prior year. This cost will have a small variation to close the LRCI & RTR grant acquittals.

Officers Recommendation

That Council receive the information outlined in the Audit Planning Summary .

8.2 CHIEF EXECUTIVE OFFICER'S REPORT

8.2.1 COUNCIL MEETING TIMES

File Reference	4.1.20
Statutory Reference	Local Government Act 1995
Author	Peter Stubbs
Date	20 March 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

Elected members discussed the timing of Council meetings at their Forum on the 16 March 2025, and suggested that a change from the start of Council meetings at 3.30pm to 4.00pm would be useful to enable the discussion at Forums to be concluded before the commencement of Council meetings.

Council has adopted meeting dates as follows for the remainder of 2025, commencing at 3.30pm;

Wednesday - 21 May
Wednesday – 18 June
Wednesday - 16 July
Wednesday - 20 August
Wednesday - 17 September
Wednesday – 15 October
Wednesday – 19 November
Wednesday - 17 December

Comment

A change of time for the Council meetings needs to be advertised to the public, because Council meetings are available for the public to attend.

The relevant Legislation is the Local Government (Administration) Regulations 1996 which states:

12. Meetings, public notice of (Acts. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

Section 5.57 Local Government Act 1995

Strategic Implications

This item aligns the Shire of Williams Strategic Community Plan 2022 to 2032. Specifically, it relates to the following strategy:

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

Financial Implications

Nil.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council resolve to change the start of its Council meeting times for the remainder of 2025, from 3.30pm to 4.00pm commencing in the 21 May 2025 and request the CEO to give appropriate public notice.

8.2.2 PROPOSED RESIDENTIAL SUBDIVISION-HYNES COURT, WILLIAMS

File Reference	9.20.95
Statutory Reference	Local Government Act 1995
Author	Peter Stubbs, Chief Executive Officer
Date	12 April 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

Some years ago, Landcorp completed Stage 1 residential subdivision in Hynes Court, Williams. In 2024 strong market demand resulted in all Lots being sold. The creation of more residential Lots to complete the subdivision of vacant land zoned residential there and service demand requires a subdivision process and the servicing of the land with a road, power, sewer, water and telecommunication extensions.

Development WA (formerly Landcorp) is a State entity with a mandate and some ability to undertake and complete subdivision in rural towns. A formal submission has been made to Development WA about the potential to complete subdivision of the available land at Hynes Court. That land is shown in the image below border in red and is identified has Lot 9001, Deposited Plan 63114.



Shire of Williams along with nine other Shires were successful in gaining funding from the Australian Government's Community Enabling Infrastructure Stream (HSP-CEI) -the Housing Support Program (HSP). This was announced by the Prime Minister in January 2025. The funding agreement for that has not yet been available to the Shires, and they continue to advocate for the agreement to progress support for housing development. The Shire of Williams expected grant from this source is approximately \$1.6million, and the grant application was for the proposed Hynes Court residential subdivision.

Comment

As part of its due diligence process Development WA requires a Council decision to formally request its engagement for subdivision.

This Item seeks to meet that requirement.

In September 2024 Council resolved to seek Development WA support for subdivision of industrial land in Williams. The Council resolution on that matter is provided below

Moved: Cr Harding

Seconded: Cr Macnamara

That Council approve the preparation and lodgement of application to the Development WA Regional Development Assistance Program to support the creation of new serviced industrial Lots on a portion of Lot 9000, Albany Highway.

*For: Cr Cowcher, Cr Harding, Cr Macnamara, Cr Major, Cr Panizza, Against: Nil
Carried: 5/0 Resolution: 31/25*

There is the potential that both the subdivisions could be undertaken at the same time to gain contract efficiencies. Discussion with Development WA occurred in March 2025 to explore that potential.

Subdivision designs for both the residential and industrial subdivision proposed have not yet been developed and will come to Council in due course should Development WA accept and approve the subdivision requests that have been made.

There is demonstrable demand for both residential and industrial Lots.

Strategic Implications

This item aligns closely to Shire of Williams Strategic Community Plan 2022 to 2032.

- E 1.1 Develop and promote the Marjidin Way Industrial Estate to offer affordable and appropriately serviced Lots
- E1.4 Promote land availability within the Shire for residential, industrial and commercial development
- E2.1. To have appropriate levels of housing to cater for population retention and growth

.

Financial Implications

Grant finding from the Australian Government of approximately \$1.6million is proposed to be used to support the Hynes Court residential subdivision.

Final financial contribution from Council to both the residential and industrial subdivision will not be clear until Development WA completes its due diligence. It might be toward the end of 2025 before that occurs.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council endorse the preparation and lodgement of the application that has been made to the Development WA Regional Development Assistance Program to support the creation of new services and subdivision of the Lot 9001, Deposited Plan 63114, to increase residential Lots available for housing.

8.2.3 DRAFT STREET POLICY

File Reference	12.21.80
Statutory Reference	
Author	Peter Stubbs, Chief Executive Officer
Date	11 April 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

The Draft Street Tree Policy presented below was first considered by elected members at their Forum on the 19 March 2025. It is now presented for consideration by Council. The aim of the Policy is to make clear the Shire strategy and intent with street tree management. Street trees are a community asset, providing shade and amenity for the town. Inevitably a percentage of street trees will succumb to rot, pest, age and storms, and so replacement is necessary to maintain the presentation and amenity of the town.

Draft Policy O 1.36 Street Trees

OBJECTIVE

This policy is designed to give guidance to enhancing the Williams town amenity through street tree planting.

STATEMENT

The Street Tree Program aims to maintain and expand the Williams town tree canopy in our residential, rural residential and industrial areas.

Through the program, trees are planted by the Shire in winter on the verge at no cost to residents.

Trees will be planted preferentially where landholders are willing to water the trees about twice a week in the first year, to ensure that they have the best chance to establish.

Pruning and ongoing maintenance of the tree is the responsibility of the Shire. The Shire takes requests for street trees year-round, however planting of the trees only occurs in winter (July/August). Orders for trees are placed by the Shire in April each year.

There is a limited number of trees available each year. If your request for a tree(s) cannot be accommodated this winter, your request will be prioritised for planting the following year.

Street trees are a valued public asset. Williams is fortunate to have a significant number of trees on most streets which provide an environmentally sustainable and aesthetic streetscape bringing many benefits.

Shire staff undertake regular visual inspections of street trees in the town and organise maintenance. Tree pruning under powerlines must be done to accredited personnel.

Preference is given to planting

- 🌳 Along footpaths to create summer shade.
- 🌳 Deciduous trees to provide shade in summer & sunlight in winter
- 🌳 Species which do not create root issues with infrastructure to require regular pruning
- 🌳 Species that are drought & frost tolerant, and that have good pest resistance.

Species selection is therefore confined to the following, which based on proven performance in Williams;

	Botanical Name	Common Name	Type
1	<i>Pistachia chinensis</i>	Chinese Pistachio	Deciduous
2	<i>Prunus nigra</i>	Purple Leaf Cherry Plum	Deciduous
3	<i>Sapium sebiferum</i>	Chinese Tallow	Deciduous
4	<i>Ulmus sp.</i>	Chinese Elm	Deciduous
5	<i>Lagerstroemia sp.</i>	Crepe Myrtle	Deciduous
6	<i>Liquidambar styraciflua</i>	Liquid Amber (large tree not suited to under power lines.	Deciduous
7	<i>Melaleuca sp.</i>	Paper Bark/Tea Tree	Evergreen
8	<i>Callistemon sp.</i>	Bottlebrush	Evergreen



Request a street tree

To request verge trees please visit the Shire of Williams website [Home » Shire of Williams](#), or call the Shire to make the request.

Responsible Officer	Chief Executive Officer
History	Adopted new Policy XXXXX 2025
Delegation	Chief Executive Officer, Executive Manager Corporate Services.
Relevant Legislation	Local Government Act 1995
Related Documentation	

Comment

The policy has been suggested by Shire staff recognising that greater town amenity is desirable through sensible tree planting, done in a way which encourages citizens to look after street trees in their establishment, promoting greater ownership and valuing of street verges.

Strategic Implications

This workforce structure, capability, and efficiency is pivotal to achieving the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically.

LUE2. Natural assets and public open spaces are accessible, well utilised and managed.

LUE3. Recognising and implementing sustainability measures.

Financial Implications

In recent years about \$3,000 per year has been invested in street verge tree , and town garden replacement and management program.

Voting Requirements

Absolute Majority

OFFICERS RECOMMENDATION

That Council adopt the Street Tree Policy presented and request the CEO to ensure that it is promoted to the public of Williams.

8.2.4 NUMBAT TASKFORCE

File Reference	19.00.00
Statutory Reference	Road Traffic Act 1974
Author	Peter Stubbs, Chief Executive Officer
Date	12 April 2025
Disclosure of Interest	Nil
Attachments	1 - Numbat Task Force request letter 2 - DBCA letter - support Numbat Task Force 3 - PHCC support Letter Numbat Task Force 4 - Sign example

Background

The Numbat Taskforce <https://www.facebook.com/numbatTF/> has written to Council requesting approval and support to install signage on the York Williams Road at the junction of the road with Dryandra National Park to raise awareness of motorists about native wildlife on, or crossing the road.

The Taskforce is seeking support from Council enable installation of the signs and propose to fund the signs from their own sources and the Department of Biodiversity, Conservation and Attractions.

Comment

Nil.

Strategic Implications

There is no particular alignment from this request to the Shire of Williams Strategic Community Plan 2022 to 2032.

Financial Implications

Likely to be less than \$500.00 for sign installation.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council support the request from the Numbat Taskforce who are seeking to have signs installed in the York Williams Road to raise motorist awareness of wildlife on or crossing the road in Dryandra National Park and offer to install the signs provided.

8.2.5 USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY

File Reference	Various
Statutory Reference	Local Government Act 1996
Author	Peter Stubbs
Date	12 April 2025
Disclosure of Interest	Cr Panizza declares financial interests as his family owns the land and houses provided by Evoke Living
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 March 2025 Council meeting.

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

Decision Type		Name/Property	Date of Decision	Purpose
1	Building Approval Residential dwellings	Evoke Living Homes 13 Rosselloty St, Williams	4 April 2025	Construction of two modular homes
2	Waiver of Itinerant Food Vendor fees.	NA	7 April 2025	Support to the Williams Expo

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):

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

Financial Implications

The standard building approval Council fees were applied above decision.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 17 March 2025 to 11 April 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