



# **SHIRE OF WILLIAMS COUNCIL AGENDA**

**ORDINARY COUNCIL MEETING  
WEDNESDAY 19th MARCH 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 19 March 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', is displayed within a light blue rectangular box.

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 Bernie Panizza  
Cr Christine Cowcher  
Cr John Macnamara

**Staff**

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

Visitors - Nil

Apologies - Nil

Leave of Absence – Cr Simon Harding, Cr Tracey Price

**3. PUBLIC QUESTION TIME**

**4. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**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 19 FEBRUARY 2025**

#### **OFFICERS RECOMMENDATION**

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

### **6.2 AUDIT COMMITTEE MEETING HELD 13 MARCH 2025**

#### **OFFICERS RECOMMENDATION**

That Council:

1. Note and receive the minutes of the Audit Committee meeting held on 13 March 2025
2. Note the Audit Committee review of the Compliance Audit Report for 2024 and adopt the Compliance Audit Report, provided with the Council Agenda, for certification by the Shire President and Chief Executive Officer and submission to the Minister.

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

I record for public information that the Shire of Williams holds three (3) units, with a value of - \$59,714.63 in the Local Government House Trust, which is a unit trust, created in 1980 for the purpose of providing building accommodation to the Western Australian Local Government Association (WALGA). 132 Local Governments contributed to create a Trust comprising of 620 units. Units are of equal value and are revalued annually once the audited Financial Report is adopted by the Board of Management at its November meeting. Since January 2014, the Trust has provided WALGA with accommodation at the ONE70 building, located at 170 Railway Parade West Leederville.

## 8. MATTERS WHICH REQUIRE DECISIONS

### 8.1 CORPORATE AND COMMUNITY SERVICES

#### 8.1.1 PLAY OUR WAY FUNDING –

<b>File Reference</b>	N/A
<b>Statutory Reference</b>	N/A
<b>Author</b>	Britt Logie
<b>Date</b>	10/03/2025
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	Cover Letter

#### Background

In 2024 the Australian Government released \$200 million for the Play Our Way program. The program is designed to provide funding for local initiatives to address participation barriers faced by women and girls. The objective of this funding is to build and upgrade sport and physical activity facilities to better meet the needs of women and girls and prioritise equitable and enduring access and use of these facilities for the purpose of women and girls' participation in sport and physical activity.

The Shire Williams successful grant application was for the construction of an indoor sports court and female changeroom facilities. The approved grant is \$1,687,500 (ex GST), and a contribution of \$250,000 from a new Council loan is required to secure the grant.

The funding agreement has been signed and executed by the Shire and the Australian Government – Department of Health and Aged Care.

#### Comment

The scheduled funding payments to support project delivery are as follows

<b>Financial Year</b>	<b>Amount (excl. GST if applicable)</b>
2024-2025	\$506,250.00
2025-2026	\$675,000.00
2026-2027	\$506,250.00

Council's 2024-25 budget includes provision for the project including a new \$250,000 supporting loan.

This project will occur across this and next to two financial years.

The value of the project means that it will be procured via Tender. Decision will be needed in the coming months on the location of the building to inform the Tender documents and process.

#### Strategic Implications

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

- |         |  |
|---------|--|
| SCD 1.1 | Provide, maintain and improve community infrastructure.  |
| ED 1.4  | Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest. |
| CL 2.1  | Maximise and leverage grant funding opportunities to balance and support Council investment.                         |

**Financial Implications**

Council's 2024-25 budget includes provision for the project including a new \$250,000 supporting loan. This project will occur across this and next to two financial years.

**Voting Requirements**

Simple majority

**OFFICERS RECOMMENDATION**

That Council note the funding contract and agreement for \$1,687,500 (ex GST) for the construction of an indoor sports court and female changeroom facilities, has been signed and executed and that work to advance the project can now commence.



### 8.1.2 REPERTORY CLUB – STAGING

<b>File Reference</b>	11.10.35
<b>Statutory Reference</b>	Local Government (Financial Management) Regulations 1996
<b>Author</b>	Peter Stubbs, Britt Logie
<b>Date</b>	14/03/2025
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	<ol style="list-style-type: none"> <li>1. Repertory Club letter request</li> <li>2. Quote for Staging supplied by Repertory Club</li> <li>3. Stage specifications and photograph brochure</li> </ol>

#### Background

The Williams Repertory Club (Club) has requested Council give consideration to assisting to fund further portable staging. The Club letter of request is attached to this report.

The Repertory Club funded the original stage purchase: \$8,500 themselves & \$6,500 in a successful CBH grant for the current stage which cost \$14,949. The stage is used both by the Club & community, and the Shire at various events throughout the year (e.g. Australia Day, Expo etc).

The Club advises that the proposed upgrade of the stage that it seeks will cost \$22,534.60.

The Club has advised that it loans the new portable staging it has to various community groups and events, and that ideally a larger stage with the inclusion of safety guard rails would benefit the community.

The request was considered by Council's Audit Committee at its meeting Thursday 13 March 2025 and the Audit Committee requested that matter be considered at this Council meeting.

#### Comment

The request to support the Repertory club in the purchase of additional stage is an unbudgeted expense. As this is not an urgent item required within a time frame, there is the option that it could be budgeted for the next financial year.

Another option for offer support from the community chest funding. Community Chest funding was not used in 2024. The current balance of the Chest fund is \$16,588 with an adopted budget transfer of \$10,660 to occur before the end of June 2025.

#### Strategic Implications

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

- SCD 1.1 Provide, maintain and improve community infrastructure.
- ED 1.4 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.

#### Financial Implications

This will require a budget amendment of \$10,500.

**Voting Requirements**

Absolute majority

**OFFICERS RECOMMENDATION**

That Council having considered the Williams Repertory Clubs effort in providing portable staging for community use agree to offer \$10,500 from the Community Chest fund, to support the requested additional staging.

### 8.1.3 PAYMENT LISTING

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	Local Government (Financial Management) Regulations 1996
<b>Author</b>	Debroah Martin
<b>Date</b>	14.03.2025
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	Payment listing for month ending February 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 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 2.2 Maintain accountability, transparency and financial responsibility

#### Financial Implications

As listed in the recommendation below.

#### Voting Requirements

Simple Majority

#### OFFICERS RECOMMENDATION

That Municipal Fund EFT, Bpay, Direct Debits and Cheques totalling \$343,979.90 approved by the Chief Executive Officer during the month of February 2025 be endorsed.

**SHIRE OF WILLIAMS**  
**PAYMENT LISTING FOR THE MONTH ENDING**  
**28 February 2025**

DATE	NAME	DESCRIPTION	AMOUNT
<b><u>MUNICIPAL - EFT, BPAY, DIRECT DEBIT &amp; CHEQUES</u></b>			
04/02/2025	WA SUPER	Superannuation January 2025	\$27,820.09
05/02/2025	FDC EDUCATORS	FDC Educators PE 02/02/2025	\$24,072.71
05/02/2025	Rates	A1455 - Ian Wilkie, Reimbursement of Overpaid Rates	\$13,924.11
06/02/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 05/02/2025	\$59,120.39
07/02/2025	SERVICES AUSTRALIA	7090424552940290	\$608.13
07/02/2025	CHILDCARE CENTRE	Refund of overpayment (Danielle Bransby(White))	\$349.70
07/02/2025	BUILDING AND ENERGY	BSL collection - January 2025	\$269.00
12/02/2025	SPINDIZZY TECHNOLOGIES PTY LTD	202414 - 5 x Walk Trail Indigenous Art Signs - Australia Day 2025	\$5,087.50
19/02/2025	FDC EDUCATORS	FDC Educators PE 16/02/2025	\$31,551.42
19/02/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 19/02/2025	\$58,681.73
25/02/2025	BROAD ELECTRICAL AND AIR CONDITIONING	202558 - Clean & Service 4 Split system Airconditioners	\$895.40
25/02/2025	COUNTRY BUILDING AND MAINTENANCE WA	202554 - Additional Alterations to 8 Fry Street Bathroom	\$7,664.47
25/02/2025	FIRECORE SOLUTIONS	202559 - 4.5kg Replacement Fire Ext for Repertory Room	\$313.50
25/02/2025	GOODRIDGE, NIKKII	Reimbursement for Travel to Trelis Training (Nikkii Goodridge)	\$264.04
25/02/2025	PELICIER, SHANE	Reimbursement for Protective Clothing (Shane Pelicier)	\$231.00
25/02/2025	WILLIAMS PHARMACY	Medical Supplies for Williams Hall First Aid Box	\$27.97
13/02/2025	A BONZA BOUNCE	202405 - Australia Day Entertainment for Children	\$2,100.00
13/02/2025	AIR RESPONSE	202481 - Repairs to Aircon Ducting at Resource Centre	\$318.46
13/02/2025	AMD	202511 - Audit Fees - Acquittal for S/wood Ct Refurb Project	\$1,210.00
13/02/2025	BEST OFFICE SYSTEMS	12330 - Monthly Printing/Copying Charges	\$380.40
13/02/2025	BGL SOLUTIONS PTY LTD	202519 - Granular Fertilizer Spreading on the Town Oval	\$1,254.00
13/02/2025	BOC Ltd	13904 - January 2025 Container Service Fee	\$47.16
13/02/2025	DIAMOND LOCK & SECURITY	202541 - Four Master Keys for the Pool	\$133.00
13/02/2025	EXPRESS PRINT	202512 - Printing of 3000 Blank Rates Notices	\$1,031.80
13/02/2025	GOODYEAR AUTOCARE NARROGIN	14467 - Swap Tyre on Rim Howard Porter Loader	\$25.00
13/02/2025	GRANDSTAND VENTURES PTY LTD	202404 - Australia Day Band Pale Blonde Mexicans	\$2,530.00
13/02/2025	GREAT SOUTHERN FUELS	Monthly Fuel Card Account November 2024 & January 2025	\$1,431.36
13/02/2025	HARMONY SOFTWARE	Educators' Software Fees, Month of January 2025	\$319.00
13/02/2025	HEIDELBERG MATERIALS AUSTRALIA PTY LTD	202474 - 14mm Single Size Basalt Quin Darkan Road	\$3,491.46
13/02/2025	KING, STEPHEN	202544 - Mattress Disassembling at Refuse Site	\$1,536.00
13/02/2025	MELCHIORRE PLUMBING & GAS	202524, 202540 - Insp HWS Wandoo Ct, Re Attach Toilet Pan L Park	\$623.55
13/02/2025	NARROGIN PACKAGING	202508 - Eight MP Rotor Nozzles for Lions Park	\$184.00
13/02/2025	PRIME AG SERVICES - WILLIAMS	202502 - 20L Insecticide Spray for Football Oval	\$495.00
13/02/2025	REDPAY PTY LTD	202542 - Establishment Fee for New FDC Software	\$276.00
13/02/2025	RJ SMITH ENGINEERING	14465, 14469, Hydraulic Hoses, Fittings, Water Pipe & Threads	\$566.50
13/02/2025	RURAL INFRASTRUCTURE SERVICES	13858 - Consultancy Services Williams - Darkan Road	\$3,359.57
13/02/2025	ST LUKE'S FAMILY PRACTICE	13899 - Support Doctor's Visit to Williams, January 2025	\$1,100.00
13/02/2025	TEAM GLOBAL EXPRESS	Freight Williams to The State Library	\$60.58
13/02/2025	THE WILLIAMS WOOL SHED.	202530 - Catering for VROC Meeting	\$102.50
13/02/2025	TOWN PLANNING INNOVATIONS	13881 - General Planning Advice for January 2025	\$82.50
13/02/2025	WALLIS COMPUTER SOLUTIONS	13863 - Backup & DR Testing	\$5,589.01
13/02/2025	WILLIAMS GENERAL STORE	January 2025 Account	\$469.79
13/02/2025	WILLIAMS HOTEL - STRICKO'S	202543 - Refreshments for Sale at Australia Day Celebrations	\$901.87
13/02/2025	WILLIAMS NEWSAGENCY	Monthly Account January 2025	\$80.90
1-28 Feb25	DEPARTMENT OF PLANNING & INFRASTRUCTURE	Licensing Payments Forwarded to Department of Transport	\$39,644.05
03/02/2025	CBA	CBA - Merchant Fees Jan 2025	\$392.99
17/02/2025	ANZ CARDS	Monthly Credit Card Expenses x 3 (See Details below)	\$1,527.06
18/02/2025	AUSTRALIAN TAXATION OFFICE	BAS JANUARY 2025	\$15,370.00
10/02/2025	SYNERGY	Electricity to Swimming Pool 17/12/2024 to 20/01/2025	\$2,144.80
10/02/2025	TELSTRA	Pool Telephone to 19/02/2025	\$34.81
13/02/2025	TELSTRA	Monthly Office Phone Usage to 19/02/2025	\$357.68
18/02/2025	SYNERGY	Electricity to Streetlights, Bates Rd Tower	\$3,430.44
18/02/2025	TELSTRA	Mobile Phone Services to 01/02/2024	\$311.49
18/02/2025	WATER CORPORATION.	Water Usage & Service (Various)	\$19,646.21
25/02/2025	TELSTRA	TIMS SMSs, Month to 6/02/2025	\$539.80
			<b>\$343,979.90</b>

17/02/2025	ANZ CARDS	Monthly Credit Card Expenses x 3	-1,527.06
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**Sharon Palumbo - Manager of Childrens Services**

PLANT:P084 CX-5 2022 WL036 (FDC)

47.80L ULP

78.18

**SHIRE OF WILLIAMS**  
**PAYMENT LISTING FOR THE MONTH ENDING**  
**28 February 2025**

DATE	NAME	AMOUNT
	Diary	7.27
	Office supplies - Centre	70.41
	Baby Wipes - Centre	41.82
	Nappy Bags & Band-Aids - Centre	27.50
PLANT:P084 CX-5 2022 WL036 (FDC)	48.02L ULP	78.19
PLANT:P084 CX-5 2022 WL036 (FDC)	40.66L ULP	66.98
	Filing Stationery	39.45
	Table & Chairs for Centre	35.45
<b><u>Gemma Boyce - Executive Manager of Corporate Services</u></b>		
PLANT:P095 Toyota Camry 2024 WL49	ULP	88.25
<b><u>Peter Stubbs - CEO</u></b>		
	First Reef - Hotham-Williams VROC Website Hosting December 2024	52.73
PLANT:P097 Volvo EC220DL Excavator	Retain Plates WL499, Plate Conversion & Licencing WL 499	362.82
PLANT:P083 Isuzu MU-X 2022 16WL	55.02L Diesel	84.78
Grants & Events:L001 - Live Local Love Local	Liquor Licence Australia Day	55.00
	Fuel Loan Car	32.94
	Mice Bait for Swimming Pool	42.55
PLANT:P083 Isuzu MU-X 2022 16WL	55.76L Diesel	90.18
	First Reef - Hotham-Williams VROC Website Hosting January 2025	52.73
Grants & Events:L001 - Live Local Love Local	Strickos Hotel Williams Refreshments Australia Day	81.01
AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	138.82
		<hr/> 1,527.06

#### 8.1.4 FINANCIAL STATEMENTS

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	Local Government (Financial Management) Regulations 1996
<b>Author</b>	Gemma Boyce
<b>Date</b>	14.03.2025
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	Financial Statements ending February 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 February 2025 be received.



**MONTHLY FINANCIAL REPORT**  
(Containing the required statement of financial activity and statement of financial position)  
**For the period ended 28 February 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 28 FEBRUARY 2025**

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/(b) %	Var.
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities</b>							
Rates	9	2,368,869	2,368,869	2,370,897	2,028	0.09%	
Grants, subsidies and contributions	12	601,094	345,036	336,329	(8,707)	(2.52%)	▼
Fees and charges		1,235,102	804,115	864,716	60,601	7.54%	▲
Interest revenue		136,000	91,082	82,820	(8,262)	(9.07%)	▼
Other revenue		45,175	30,300	50,747	20,447	67.48%	▲
Profit on asset disposals	5	5,000	0	14,672	14,672	0.00%	▲
		<b>4,391,240</b>	<b>3,639,402</b>	<b>3,720,181</b>	<b>80,779</b>	<b>2.22%</b>	
<b>Expenditure from operating activities</b>							
Employee costs		(2,012,078)	(1,385,782)	(1,433,002)	(47,220)	(3.41%)	▼
Materials and contracts		(1,239,840)	(872,820)	(700,277)	172,543	19.77%	▲
Utility charges		(262,119)	(161,939)	(173,585)	(11,646)	(7.19%)	▼
Depreciation		(2,193,426)	(1,462,307)	(1,619,287)	(156,980)	(10.74%)	▼
Finance costs		(18,435)	(10,491)	(10,424)	67	0.64%	
Insurance		(195,191)	(195,191)	(182,119)	13,072	6.70%	▲
Other expenditure		(25,000)	(5,000)	(7,848)	(2,848)	(56.96%)	▼
		<b>(5,946,089)</b>	<b>(4,093,530)</b>	<b>(4,126,542)</b>	<b>(33,012)</b>	<b>(0.81%)</b>	
Non-cash amounts excluded from operating activities	Note 2(b)	2,189,926	1,462,307	1,604,615	142,308	9.73%	▲
<b>Amount attributable to operating activities</b>		<b>637,642</b>	<b>1,008,179</b>	<b>1,198,254</b>	<b>190,075</b>	<b>18.85%</b>	
<b>INVESTING ACTIVITIES</b>							
<b>Inflows from investing activities</b>							
Proceeds from capital grants, subsidies and contributions	13	3,374,570	73,715	251,148	177,433	240.70%	▲
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%	
		<b>3,457,869</b>	<b>145,287</b>	<b>325,157</b>	<b>179,870</b>	<b>123.80%</b>	
<b>Outflows from investing activities</b>							
Payments for property, plant and equipment	4	(3,350,897)	(899,026)	(599,872)	299,154	33.28%	▲
Payments for construction of infrastructure	4	(1,985,920)	(1,216,496)	(569,746)	646,750	53.16%	▲
		<b>(5,336,817)</b>	<b>(2,115,522)</b>	<b>(1,169,618)</b>	<b>945,904</b>	<b>44.71%</b>	
Non-cash amounts excluded from investing activities	Note 2(c)	0	17,693	0	(17,693)	(100.00%)	▼
<b>Amount attributable to investing activities</b>		<b>(1,878,948)</b>	<b>(1,952,542)</b>	<b>(844,461)</b>	<b>1,108,081</b>	<b>56.75%</b>	
<b>FINANCING ACTIVITIES</b>							
<b>Inflows from financing activities</b>							
Transfer from reserves	3	305,000	96,500	96,500	0	0.00%	
		<b>305,000</b>	<b>96,500</b>	<b>96,500</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>							
Repayment of borrowings	10	(90,375)	(50,865)	(50,865)	0	0.00%	
Transfer to reserves	3	(129,270)	0	0	0	0.00%	
		<b>(219,645)</b>	<b>(50,865)</b>	<b>(50,865)</b>	<b>0</b>	<b>0.00%</b>	
<b>Amount attributable to financing activities</b>		<b>85,355</b>	<b>45,635</b>	<b>45,635</b>	<b>0</b>	<b>0.00%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>							
<b>Surplus or deficit at the start of the financial year</b>		1,155,950	1,155,950	1,244,001	88,051	7.62%	▲
Amount attributable to operating activities		637,642	1,008,179	1,198,254	190,075	18.85%	▲
Amount attributable to investing activities		(1,878,948)	(1,952,542)	(844,461)	1,108,081	56.75%	▲
Amount attributable to financing activities		85,355	45,635	45,635	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>		<b>0</b>	<b>257,222</b>	<b>1,643,429</b>	<b>1,386,207</b>	<b>538.91%</b>	▲

**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 28 FEBRUARY 2025**

	30 June 2024	28 February 2025
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,260,007	3,843,329
Trade and other receivables	99,305	379,519
Other financial assets	23,299	11,726
Inventories	25,223	34,419
Other assets	124,429	124,429
<b>TOTAL CURRENT ASSETS</b>	<b>3,532,263</b>	<b>4,393,422</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	246,780	246,780
Property, plant and equipment	26,113,054	26,262,995
Infrastructure	69,812,261	69,144,518
<b>TOTAL NON-CURRENT ASSETS</b>	<b>96,172,095</b>	<b>95,654,293</b>
<b>TOTAL ASSETS</b>	<b>99,704,358</b>	<b>100,047,715</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	277,598	227,947
Other liabilities	82,667	681,753
Borrowings	90,374	39,509
Employee related provisions	281,975	281,975
<b>TOTAL CURRENT LIABILITIES</b>	<b>732,614</b>	<b>1,231,184</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	361,489	361,489
Employee related provisions	27,144	27,144
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>388,633</b>	<b>388,633</b>
<b>TOTAL LIABILITIES</b>	<b>1,121,247</b>	<b>1,619,817</b>
<b>NET ASSETS</b>	<b>98,583,112</b>	<b>98,427,900</b>
<b>EQUITY</b>		
Retained surplus	23,645,476	23,586,763
Reserve accounts	1,678,854	1,582,354
Revaluation surplus	73,258,782	73,258,782
<b>TOTAL EQUITY</b>	<b>98,583,112</b>	<b>98,427,900</b>

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 28 FEBRUARY 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 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 13 March 2025

**SHIRE OF WILLIAMS**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 28 FEBRUARY 2025**

**2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION**

		Adopted Budget Opening 30 June 2024	Last Year Closing 30 June 2024	Year to Date 28 February 2025
<b>(a) Net current assets used in the Statement of Financial Activity</b>	<b>Supplementary Information</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Current assets</b>				
Cash and cash equivalents	2	1,949,064	3,260,006	3,843,329
Trade and other receivables		23,926	99,305	379,519
Other financial assets		88,344	23,299	11,726
Inventories	7	25,252	25,223	34,419
Other assets	7	935	124,429	124,429
		2,087,521	3,532,262	4,393,422
<b>Less: current liabilities</b>				
Trade and other payables	8	(269,729)	(277,599)	(227,947)
Other liabilities	11	(48,727)	(82,667)	(681,753)
Borrowings	10	(80,919)	(90,374)	(39,509)
Employee related provisions	11	(281,975)	(281,975)	(281,975)
		(681,350)	(732,615)	(1,231,184)
<b>Net current assets</b>		<b>1,406,171</b>	<b>2,799,647</b>	<b>3,162,238</b>
<b>Less: Total adjustments to net current assets</b>	Note 2(d)	(1,583,402)	(1,555,646)	(1,518,812)
<b>Closing funding surplus / (deficit)</b>		<b>(177,231)</b>	<b>1,244,001</b>	<b>1,643,429</b>

**(b) Non-cash amounts excluded from operating activities**

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

		Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$
<b>Non-cash amounts excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	5	(5,000)	0	(14,672)
Add: Depreciation		2,193,426	1,462,307	1,619,287
Movement in current employee provisions associated with restricted cash		1,500		
<b>Total non-cash amounts excluded from operating activities</b>		<b>2,189,926</b>	<b>1,462,307</b>	<b>1,604,615</b>

**(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*.

<b>Adjustments to investing activities</b>				
Movement in current other provision associated with restricted cash			17,693	0
<b>Total non-cash amounts excluded from investing activities</b>		<b>0</b>	<b>17,693</b>	<b>0</b>

**(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 28 February 2025
		<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Adjustments to net current assets</b>				
Less: Reserve accounts	3	(1,678,854)	(1,678,854)	(1,582,354)
Less: Financial assets at amortised cost - self supporting loans	7	(23,299)	(23,299)	(11,726)
- Current financial assets at amortised cost - self supporting loans				
Diesel Fuel & Self Supporting Loans - Timing			21,306	(2,074)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	80,919	90,374	39,509
- Current portion of employee benefit provisions held in reserve	3	37,833	37,833	37,833
<b>Total adjustments to net current assets</b>	Note 2(a)	<b>(1,583,401)</b>	<b>(1,555,646)</b>	<b>(1,518,812)</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

## 8.2 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.2.1 DELEGATIONS REGISTER REVIEW

<b>File Reference</b>	4.50.60
<b>Statutory Reference</b>	Local Government Act 1995
<b>Author</b>	Peter Stubbs, Chief Executive Officer
<b>Date</b>	14 March 2025
<b>Disclosure of Interest</b>	The Author has no Impartiality, Financial or Proximity Interests that require disclosure.
<b>Attachments</b>	Delegation Register

#### Background

The *Local Government Act 1995* requires that all delegations be reviewed annually.

The Shire of Williams' delegations were last reviewed and adopted by Council on the 20 December 2023 (Council Resolution 73/24).

Section 5.42 *Local Government Act 1995* ('the Act'), enables Council to delegate authority to the Chief Executive Officer.

Council can delegate to the Chief Executive Officer, by an absolute majority resolution, the exercise of many of its powers or the discharge of many of its duties from time to time and in such manner as the Council determines, excepting certain limitations as outlined below.

The Chief Executive Officer has the power to then delegate to other staff members in accordance with Section 5.44 *Local Government Act 1995*.

Delegations are to be in writing and a register of delegations must be kept.

There are limitations to delegating under Section 5.43 of the Act as outlined below:

A local government cannot delegate to a CEO any of the following powers or duties:

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; and
- (i) such other powers or duties as may be prescribed.

Council can also delegate to a committee, comprising of elected members only, any of the Council's powers or duties under the Act, or to a committee comprising of elected members and employees any duties that can be delegated to the Chief Executive Officer.

Limitations of delegation of powers and duties to committees are prescribed under Section 5.17 of the Act.

The opportunity is also taken to review all other delegations to staff provided under alternative legislation. Various other acts such as the *Bush Fires Act 1954*, *Building Act 2011*, *Dog Act 1974*, *Cat Act 2011*, etc, allow for delegations to local government officers.

### **Comment**

A major review of the Delegation Register was undertaken by the Chief Executive Officer in 2021.

The delegations are considered appropriate and workable to assist in efficient service delivery and operational requirements. As a result, there are no substantive changes proposed to the current Delegations for the next 12 months. The Delegation Register is included in this Agenda as an Attachment.

Decisions made under delegated authority are required to be reported to Council and Council meetings. Currently there are no Council committees with delegated authority.

There are some changes from State Regulations which have occurred for example *Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024* which commenced 1 July 2024. This Regulation now specifies that a single house development or any development associated with a single house such as additions, alterations, patios or carports, where not otherwise exempt, are to be determined by the Chief Executive Officer (CEO) of the local government or other local government officer/s authorised by the CEO.

This is reported here for clarity. Decisions made under delegation enabled by the Regulation continue to be reported to Council.

### **Strategic Implications**

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

- CL 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans.
- 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**

Nil

### **Voting Requirements**

Absolute Majority

### **OFFICERS RECOMMENDATION**

That Council having reviewed the delegations and authorisations currently in place and noting that no substantive changes are proposed, delegates to the Chief Executive Officer under s5.42 *Local Government Act 1995*, the exercise of the powers and the discharge of its duties under the Act, effective immediately, as listed in the Delegation Register attached to this report and current as of 19 March 2025.



## 8.2.2 DEVELOPMENT APPROVAL - 1 RICHMOND STREET, LOT 13314

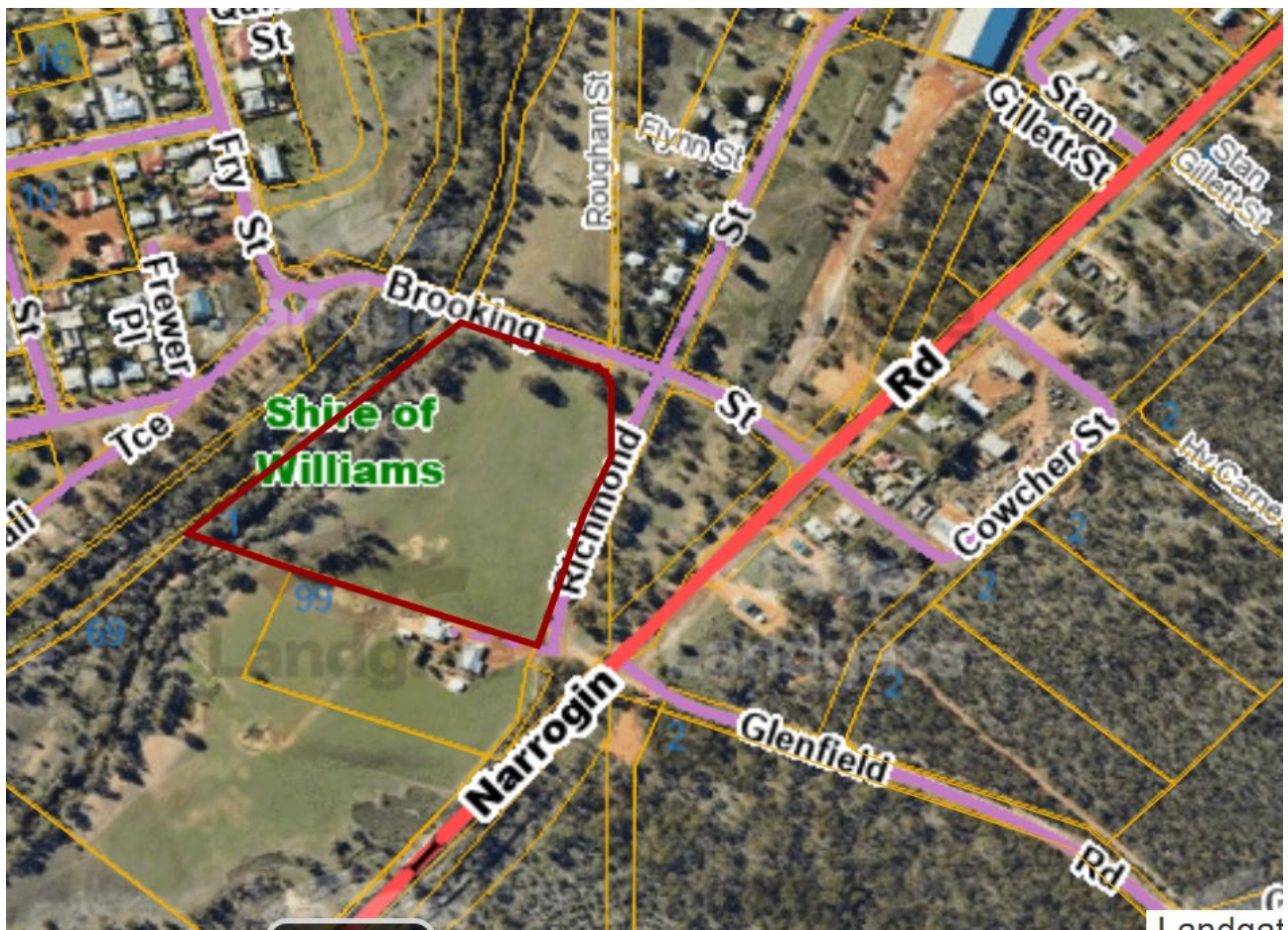
<b>File Reference</b>	10.60.15
<b>Statutory Reference</b>	Local Government Act 1995
<b>Author</b>	Peter Stubbs, Chief Executive Officer
<b>Date</b>	14 March 2025
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	Att. 8.2.2 1 Richmond St, Williams proposed development schedule

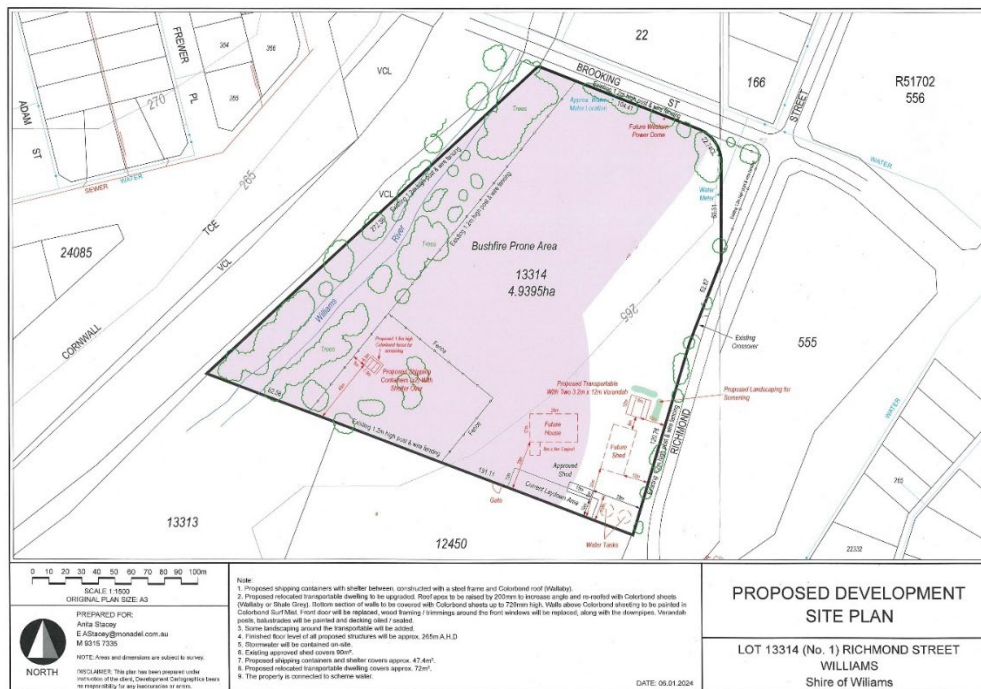
### Background

The applicant has requested planning approval to

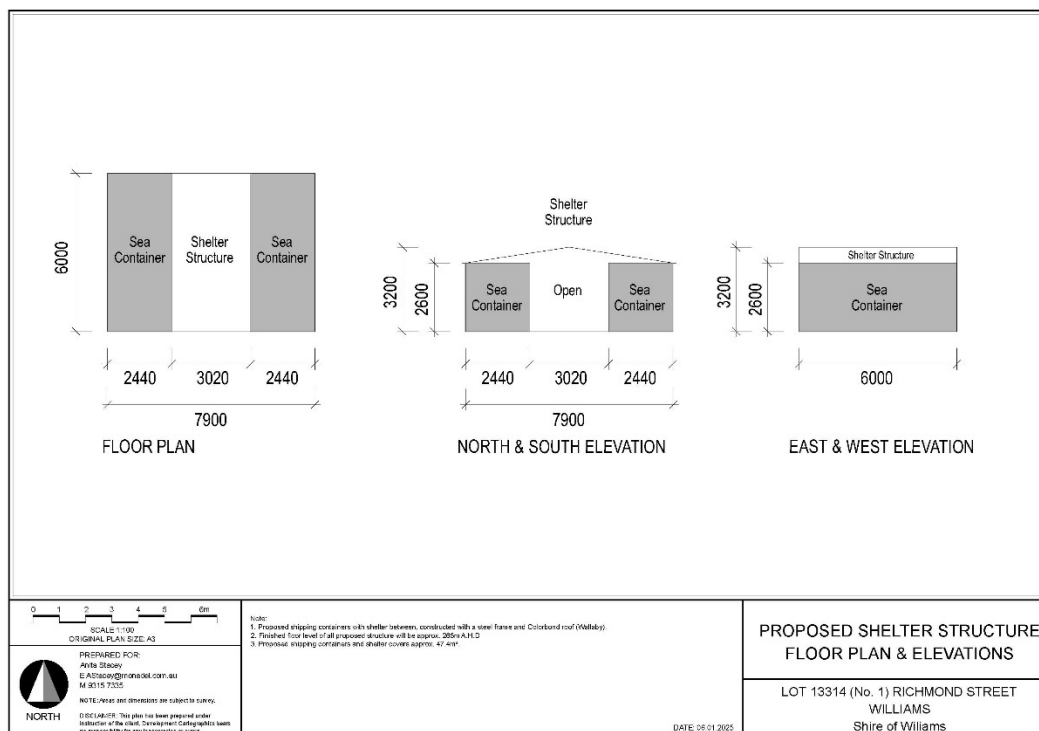
1. place two shipping containers on the property for storage of equipment, and
2. place a transportable building in the property to be converted into a residence.

The Lot is Zoned for rural land use and is shown on the Landgate image below. The Lot is 4.9395 hectares in size.

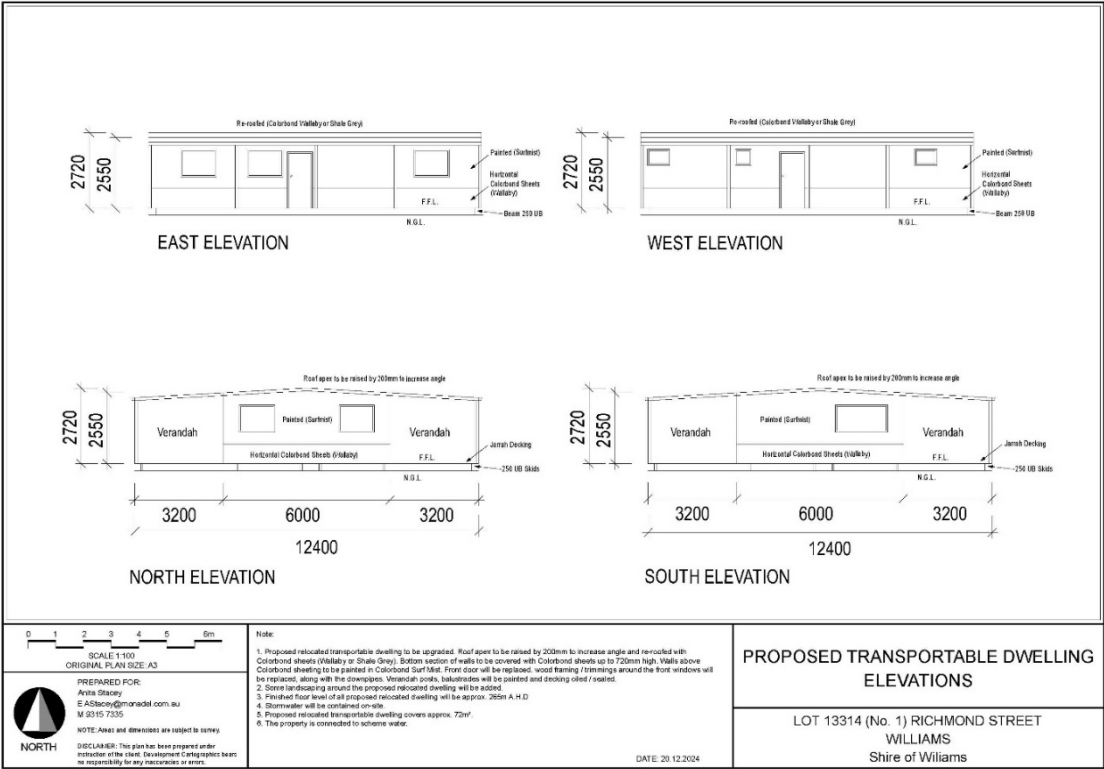




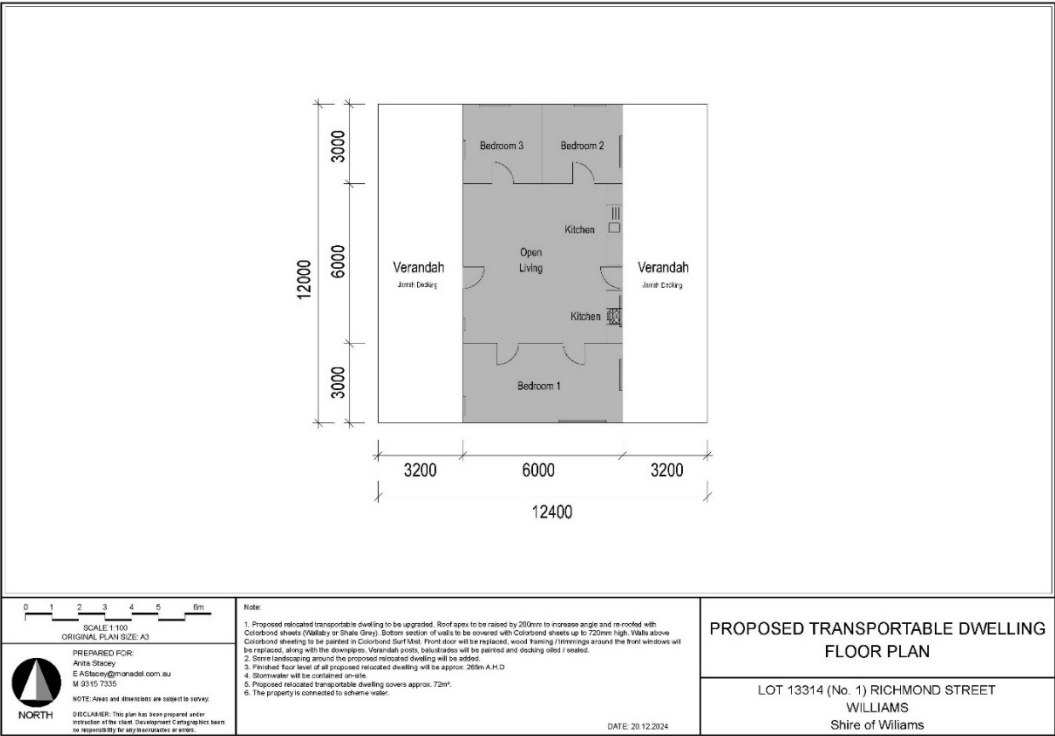
### Elevations & Floor Plans- Proposed Sea Container- Shetler.



### Elevation Drawings-Proposed Dwelling

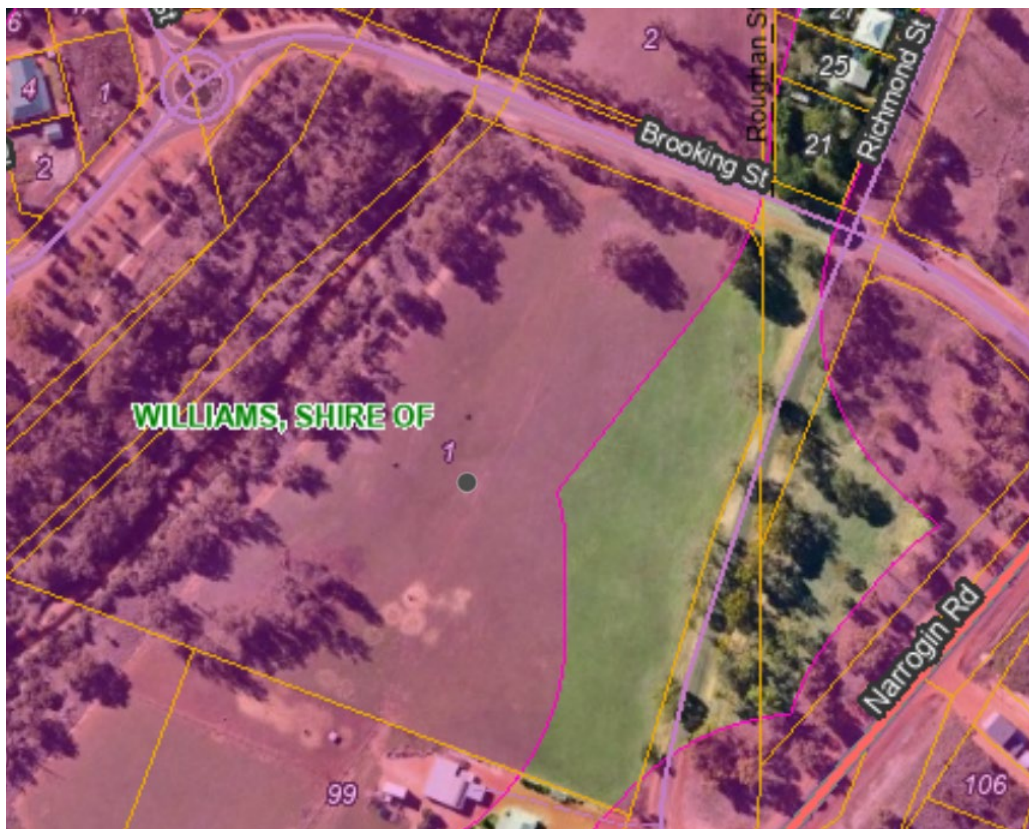


Floor Plans- Proposed Dwelling



Bushfire Prone Area





## Comment

The applicant placed the shipping containers and two transportable buildings on the property at the end of 2024, without planning consent, but after advising that they had limited time (10 days) to vacate the property where they were time.

The applicant proposes to covert the two transportable building into a dwelling, as shown in the drawings

The applicant lodged a Planning Application in late 2024 but this was not accepted at the time because there was insufficient information and detail about what was intended for the property development, infrastructure standards, and timelines.

The property is located close to the town of Williams and is visible location from Narrogin Road. It is important that standards of development are achieved, if planning consent is to be granted. There is risk with proposed developments such as this that standards are poor or that period or development drags out for long period of time, or the project is done in a piece meal fashion. It is therefore recommended that condition be set to mitigate this risk.

The applicant schedule indicates an approximate 10-month period to complete the development, however the planning application lodge nominates that it can be complete in 6 months. It is recommended that a 6 month develop period be set for completion of the project and that I if it not completed with that timeframe that the sea containers and transportable building be removed.

All structures to be require having Building applications and Building permits.

The proposed location of the dwelling is on the highest land of the Lot to reduce of risk of potential flooding, and to locate the dwelling just outside the mapped fire risk area. The property is grazed and has a usually has a low fuel load.

Proposed Dwelling- It is proposed to clad the transportable buildings in Colourbond and with some painting. It is recommended that a condition be set requiring this to be new Colourbond sheeting and flashings, gutter and down pipes (not second-hand materials) and that it be uniform in colour.

Front deck/poles retained, replaced, or upgraded are to be painted or oiled.

### **Financial Implications**

Standard planning application fee applicable.

### **Voting Requirements**

Simple Majority

### **OFFICERS RECOMMENDATION**

The Council grant planning to Anita Stacey, 1 Richmond Street, Williams (Lot13314), for:

1. the use of two sea containers to create storage/shelter
2. the use of two second hand transportable buildings to be converted into a residential dwelling

Subject to the following conditions,

1. The location of structures to be generally in accordance with the site layout plan submitted.
2. Sea containers to be clad or painted so the colour is uniform.
3. Colourbond cladding, flashing, gutters and down pipes used on the dwelling are to be new material (not second hand) and be of uniform colour.
4. Landscape screening be planted and maintained to the west and south of the dwelling to off privacy screening from neighbours and Narrogin Road.
5. the applicant providing a revised project delivery schedule demonstrating and committing to complete the development within six months of the Planning Approval being issued.
6. the applicant providing written confirmation that it will complete the works within 6 months, and that if this is not done then it agrees to remove the structures from the property
7. that the development be generally in accordance with the plans submitted.
8. that a separate approval is sought and gained for the management of wastewater for the dwelling.
9. the Planning Approval is voided if the above conditions are not met.

### 8.2.3 PROPOSED DRUG AND ALCOHOL POLICY

<b>File Reference</b>	4.50.60
<b>Statutory Reference</b>	Local Government Act 1995
<b>Author</b>	Peter Stubbs, Chief Executive Officer
<b>Date</b>	14 March 2025
<b>Disclosure of Interest</b>	The Author has no Impartiality, Financial or Proximity Interests that require disclosure.
<b>Attachments</b>	Draft Drug and Alcohol Policy

#### Background

Councillors considered a first draft of a proposed and revised Policy on Drug and Alcohol Policy at its October 2024 elected member Forum. Several matters were identified which required further consideration. They included potential insurance and legal implications, and prescription use products.

A second draft was considered at the elected member Forum in December 2024.

This draft policy is now presented to Council after consultation of the draft with staff.

#### Comment

The Shire is obliged in all circumstances to afford all employees a procedurally fair process and not act in a harsh, unjust or unfair manner. This has to be balanced with ensuring a safe workplace. The draft policy seeks to do this and has been developed with input from the Western Australian Local Government Association and the Local Government Insurance Service.

No adverse comment from Shire staff has been received, and the draft has been talked through with staff.

The Shire has conducted random drug and alcohol tests with its staff in October 2024 and in February 2025.

#### Financial Implications

Drug and Alcohol testing cost is approximately \$100 per persons.

#### Voting Requirements

Absolute Majority

#### OFFICERS RECOMMENDATION

That Council adopt the Drug and Alcohol policy presented as an attachment to this report and include the policy in the Shire Policy Register.

**8.2.4 USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY**

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

**Background**

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

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 used on the 12 March 2025 on an Application for a New Title for Portion of Location D, Albany Highway Williams being progressed through the State Solicitors Office.

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

<b>Decision Type</b>		<b>Name/Property</b>	<b>Date of Decision</b>	<b>Purpose</b>	<b>Value</b>
<b>1</b>	Development Approval- complying with deemed provisions of R codes & TPS#2	4 New St, Williams  Louis Payne & Isabella Sutton	21 February 2025	Class 10A – Carport & Patio	\$40,000
<b>2</b>	Building Permit # 531	Lot 410 Marjidin Way,  Narrogin Earthmoving.  GSP Sheds	24 February 2025	Office & Workshop	\$300,000
<b>3.</b>	Building Permit # 532	2 New St, Williams  Yallaroo Building	25 February 2025	Patio	\$15,000
<b>4.</b>	Discount of Hire fees	Williams Primary School,  Town Hall	23 February 2025	Student use	\$140.00

5.	Development Approval- complying with deemed provisions of R codes & TPS#2	Evoke Living Homes for Rachel & Bernie Panizza. 13 Rosselloty Street	28 February 2025	Single storey dwelling-private residence  BCA Class 1A	\$620,000
6	Development/Planning Approval-complying with deemed provisions of R codes & TPS#2	Scott Simms 23 Hynes Court	6 March 2025	9m x 6m Colourbond Shed	\$19,000
7	Appointment of Acting CEO in accordance with Council Policy C3.7	Gemma Boyce Executive Manager of Corporate Services	11 March 2025	The CEO will take leave from 26 March to 4 April 2025 (8 days), as forecast in his recent performance appraisal	Higher duties for Acting CEO in accordance with policy.

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

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 15 February 2025 to 14 March 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**