



SHIRE OF WILLIAMS

MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 11 FEBRUARY 2026

SHIRE COUNCIL CHAMBERS
9 BROOKING STREET
WILLIAMS WA 6391



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Williams for any act, omission, statement or intimation occurring during Council or Committee meetings. The Shire of Williams disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Williams during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Williams. The Shire of Williams warns that anyone who has any application lodged with the Shire of Williams must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Williams in respect of the application.



SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-32

VALUES / VISION

Williams is an independent, growing and vibrant community, achieved by maintaining a balanced and caring approach to its people and environment.

- Community connectedness and great lifestyle.
- Support the young and care for the elderly.
- Ideal Location (proximity to regional centres and metropolitan areas)
- Relevant and well maintained facilities.
- Recognition of the need to care for the environment in a balanced approach.
- Effective communication and cooperation.

ECONOMIC

To support industry and business development of sustainable infrastructure and investment opportunities.

E1. Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.

E2. To have appropriate levels of housing to cater for population retention and growth.

SOCIAL & CULTURAL

To be a safe and welcoming community where everyone is valued and has the opportunity to contribute and belong.

SC1. To provide community infrastructure and facilities that meet the needs of the population.

SC2. To support a safe and healthy community with a strong sense of community pride.

SC3. To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated.

LAND USE AND ENVIRONMENT

To have a balanced respect for our natural assets and built environment, retaining our lifestyle values and community spirit

LUE1. To enhance, promote, rehabilitate and leverage the natural environment so it continues to be an asset to the community

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

LUE3. To have safe and well maintained transport network that supports local economy.

LUE4. Recognising and implementing sustainability measures.



INNOVATION, LEADERSHIP & GOVERNANCE

To have a shire council that is an innovative, responsive partner to the community with strong civic leadership engaging in effective partnerships which reflect the aspirations of the community as a whole.

ILG1. The Shire is efficient in its operations; actively listens to the community and anticipates and responds to the community needs

ILG2. The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner.

ILG3. Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations

ILG4. A strategically focused, unified Council functioning effectively ensuring compliance within the regulatory framework

CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	4
2.	RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE	4
3.	PUBLIC QUESTION TIME	4
4.	PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS.....	4
5.	DECLARATIONS OF INTEREST.....	4
6.	CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS.....	5
6.1	Ordinary Council Meeting Held 17 December 2025	5
6.2	Register Of Council Resolutions December 2025.....	5
7.	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....	5
8.	OFFICER REPORTS.....	6
8.1	CORPORATE AND COMMUNITY SERVICES	6
8.1.1	Works Report - Asset Management and Improvement.....	6
8.1.2	Payment Listing.....	9
8.1.3	Financial Statements.....	11
8.2	CHIEF EXECUTIVE OFFICER'S REPORT.....	12
8.2.1	Community Assisted Transport Service (CATS).....	12
8.2.2	Narrogin Regional Road Subgroup - Proxy Representation	14
8.2.3	Request to Extend Planning Approval for Proposed Service Station, Lot 889 Albany Highway	15
8.2.4	Audit, Risk and Improvement Committee- Terms of Reference and Appointments.....	17
8.2.5	Chief Executive Officer Performance Review and Key Performance Indicators	19
8.2.6	Change of Ordinary Council Meeting Date - March 2026.....	23
8.2.7	Endorsement of Bushfire Risk Management Plan 2025 – 2030	24
8.2.8	Use of Common Seal and Decisions Under Delegated Authority.....	25
9.	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	27
10.	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	27
10.1	ELECTED MEMBERS.....	27
10.2	OFFICERS.....	27
11.	APPLICATION FOR LEAVE OF ABSENCE.....	27
12.	CLOSURE OF MEETING.....	27

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, President Logie, declared the Meeting open at 4:02pm, reminding all present that the meeting is being audio recorded.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Elected Members

Cr Jarrad Logie – President
Cr Bernie Panizza – Deputy President
Cr Christine Cowcher
Cr Heidi Cowcher
Cr Simon Harding
Cr John Macnamara

Staff

Gemma Boyce – Acting CEO/Executive Manager of Corporate Services
Tanya Germain – Executive Assistant / Minute Taker

Visitors – Nil

Apologies –
Peter Stubbs - Chief Executive Officer (annual leave)
Cr Tracey Price

Leave of Absence - Nil

3. PUBLIC QUESTION TIME

Nil

4. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Nil

5. DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cr Jarrad Logie
Item No. / Subject	8.2.3 Request to Extend Planning Approval for Proposed Service Station, Lot 889 Albany Highway
Type of Interest	Proximity Interest

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting Held 17 December 2025

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr Harding

That the Minutes of the Ordinary Council Meeting held 17 December 2025 as previously circulated, be confirmed as a true and accurate record.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza,

Against: Nil

Carried: 6/0

Resolution: 207/26

6.2 Register Of Council Resolutions December 2025

The Register of Council Resolutions for December 2025 is provided as Attachment 6.2 for information.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

This year there were eight nominations for our Citizen of the Year awards, which reflects the terrific community spirit our community enjoys. Congratulations to Helen Bunch who was awarded the 2026 Citizen of the Year. We also had an award presented to the Williams Gateway Expo which was received by committee members Anne Rintoul and Dennis Haddrick. The Live Local Love Local ran the bar and made a profit of \$2341.49.

Thank you to those involved for making this day possible.

We also welcomed a new Citizen to Australia on this day, congratulations to Alison Roundtree on your citizenship to Australia.

Thanks to all the Bush Fire Brigade volunteers and your response to the recent fires within the Shire and surrounding districts. The coordination of the volunteers including mopping up was commendable. Very pleased with volunteer support. Thank you!

8. OFFICER REPORTS

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 Works Report - Asset Management and Improvement

File Reference	4.1.20
Statutory Reference	Various
Author	Tony Kett, Works Manager Peter Stubbs, Chief Executive Officer
Date	10 December 2025
Voting Requirements	Simple Majority
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.

Gravel Road Grading Summary

ROAD NAME	TOTAL LENGTH GRAVEL RD	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ANDERSONS ROAD	2.25						
BATES ROAD	3.52						
BOUNDRY ROAD	0.72						
BROWNES ROAD	0.95						
BUEGGE ROAD	0.33						
BULLIED ROAD	1.61						
CARNE ROAD	6.11						
CHAPMAN ROAD	2.13						
CLAYTON ROAD	11.83						
CHURCH ROAD	1.0						
CONGELIN – NARROGIN ROAD	3.0						
COULTER ROAD	2.32						
COWCHER ROAD	4.04						
CULBIN – BORANING ROAD	17.70	17.70					
CULBIN SOUTH	2.44						
CURTEIS ROAD	4.29						
DARDADINE ROAD	21.50	21.5					
DARDADINE – SOUTH ROAD	0.48						
DARKAN-QUINDANNING ROAD	4.6						
DEEP DEAN ROAD	5.76						
EDDINGTON ROAD	2.09						
ENGLISH ROAD	6.56						
EXTRACTS ROAD	12.25						
FAWCETT ROAD	2.87						
FOLLAND ROAD	2.09						
FOURTEEN MILE BROOK ROAD	13.66						
GILLET ROAD	1.12						
GLENFIELD ROAD	8.6						

GLENORCHY ROAD	1.20					
GRAHAM ROAD	1.95					
GULL STREET	0.48					
HAMON ROAD	0.85					
HARDIE ROAD	2.0					
HIGHAMS ROAD	3.31	3.31				
HILLMAN-DARDADINE ROAD	1.78	1.78				
HURLEY ROAD	13.84	13.8				
JOHNSTONE ROAD	1.29					
JOSBURY ROAD	0.56					
KELLY ROAD	8.42					
KENNEDY ROAD	2.74					
LAVENDER ROAD	1.29					
LYONS ROAD	1.77					
MAJOR ROAD	1.21					
MARLING ROAD	7.14					
MARTIN ROAD	3.86					
MATTHEWS ROAD	2.16					
MCKENZIE ROAD	5.43					
MEDLEN ROAD	8.26					
MUNDAYS ROAD	8.71					
MUNTHOOLA ROAD	2.1					
NARRAKINE ROAD	8.1					
NASH ROAD	5.88					
NEW TIP ACCESS ROAD	0.71					
NORTH ROAD	1.16					
NORWOOD ROAD	0.9					
OLD SOLDIERS ROAD	3.92					
PETCHELL ROAD	2.09					
PHILLIPPE ROAD	1.77					
PHILLIS ROAD	3.44					
PIG GULLY ROAD	11.00					
PINGELLY ROAD	8.01					
PLANK ROAD	4.78					
PLAYLE ROAD	3.75					
REDMAN ROAD	1.45					
RICHMOND STREET	0.27					
RINTOUL ROAD	1.61					
ROCCIS ROAD	4.13					
SATTLER ROAD	5.42	5.42				
TAYLOR ROAD	9.1					
TIN SHED ROAD	2.53					
TIP ROAD	1.0					
TOP END ROAD	1.13					
WALDOCK ROAD	1.8					
WANGERLING GULLY ROAD	8.86					
WESTMERE ROAD	5.01					
WHITE ROAD	0.19					
WILKE ROAD	3.0					
YARABIN ROAD	4.5					
ZILKO ROAD	19.31					
TOTAL LENGTH GRADED	350.94	63.51				

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):

- SC 1.1 Provide, maintain and improve community infrastructure.
- 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 2025/2026 Annual Budget.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Macnamara

Seconded: Cr Harding

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

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 6/0

Resolution: 208/26

8.1.2 Payment Listing

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	2 February 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Att 8.1.2 (1) - Payment listing Dec 25 Att 8.1.2 (2) – Payment listing Jan 26

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 an attachment included in 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.

Financial Implications

As listed in the recommendation below.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Panizza

Seconded: Cr H Cowcher

That Municipal Fund EFT, Bpay, Direct Debits and Cheques totalling \$1,107,215.51, approved by the Chief Executive Officer for months of December 2025 and January 2026 as follows be endorsed.

1. \$722,728.26 during the month of December 2025.
2. \$384,487.25 during the month of January 2026.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 6/0

Resolution: 209/26

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
02/12/2025	SUPERANNUATION	NOV 25 SUPERANNUATION	-28,096.13
03/12/2025	FDC EDUCATORS	FDC Educators PE 30/11/2025	-23,609.13
03/12/2025	CBA	CBA - Merchant Fees November 2025	-387.11
04/12/2025	GREAT SOUTHERN FUELS	FUEL STOCK PURCHASES DEC25	-15,189.87
04/12/2025	PRICE'S FABRICATION AND STEEL	Steel for Road Signs	-160.60
04/12/2025	WHEATBELT TRAINING	2025348 - 4 x EWP Licences & 4 x Work @ Heights Certificates	-4,000.00
04/12/2025	WILLIAMS GENERAL STORE	November 2025 Account	-183.42
04/12/2025	WILLIAMS POST OFFICE.	2025363 - November Account	-697.97
04/12/2025	SYNERGY	VARIOUS	-2,080.38
04/12/2025	TELSTRA	VARIOUS	-544.61
10/12/2025	FDC EDUCATORS	FDC Educators PE 07/12/2025	-24,084.59
10/12/2025	AGRI BLOOM SOLUTIONS	Contracted Early Childhood Teacher 24/11/25 to 07/12/25	-495.00
10/12/2025	GRANTS EMPIRE	2025365 - Development of Economic Grant Application & Project Plan	-2,046.00
10/12/2025	IN2BALANCE	2025364 - Ratebook Data Migration - ERP Establishment	-3,300.00
10/12/2025	IT VISION	2025/26 ANNUAL SaaS SUBSCRIPTION & SERVICE FEE	-100,562.00
10/12/2025	THE BUTCHERS HOOK	Turkey & Ham for Seniors Lunch	-305.85
11/12/2025	SHIRE OF WILLIAMS	PAYROLL ENDING 10/12/2025	-61,692.04
11/12/2025	MAXXIA PTY LTD	NOVATED LEASE	-969.08
11/12/2025	SERVICES AUSTRALIA	7090424552940290	-121.93
16/12/2025	FDC EDUCATORS	FDC Educators PE 14/12/2025	-22,886.95
17/12/2025	SYNERGY	Electricity to Streetlights to 24/11/2025	-3,138.73
17/12/2025	TELSTRA	Monthly Phone Usage to 19/11/2025	-304.80
17/12/2025	WATER CORPORATION.	VARIOUS	-22,530.88
18/12/2025	ANZ CARDS	Monthly Credit Card Expenses x 3	-8,606.57
22/12/2025	SHIRE OF WILLIAMS	PAYROLL ENDING 21/12/2025	-60,196.51
22/12/2025	MAXXIA PTY LTD	NOVATED LEASE	-969.08
22/12/2025	SERVICES AUSTRALIA	7090424552940290	-121.93
22/12/2025	SUPERANNUATION	DEC 25 SUPERANNUATION	-27,931.92
23/12/2025	FDC EDUCATORS	FDC Educators PE 21/12/2025	-13,126.56
23/12/2025	AIR RESPONSE	Replacement of Airconditioner Sensor(19 New St)	-240.10
23/12/2025	AVON WASTE	2025371 - Rubbish Collection November 2025	-10,935.20
23/12/2025	BEST OFFICE SYSTEMS	2025209 - Photocopier Charges 20/11/2025 to 20/12/2025	-291.34
23/12/2025	BITUTEK PTY LTD.	2025330 - Supply & Spray Emulsion Congelin Rd	-33,594.00
23/12/2025	BOC Ltd	November 2025 Container Service Fee	-46.97
23/12/2025	BODDINGTON WINDSCREENS	2025381 - Supply & Fit Windscreen to Toyota Camry WL49	-660.00
23/12/2025	BW TRUCK PARTS	2025292 - Brake & Bearing Parts for Posi-Trailer	-3,428.92
23/12/2025	CITY OF KALAMUNDA	BUILDING SERVICES	-1,283.32
23/12/2025	COMPLETE TYRE SOLUTIONS	2025387 - Tyre Disposal Dec 2025	-4,126.10
23/12/2025	CONGELING PARK GRAZING CO	2025388 - 2240m3 Gravel for Congelin Narrogin Rd	-4,312.00
23/12/2025	CONTRACT AQUATIC	2025274 - Pool Management January 2025	-11,916.66
23/12/2025	DUFF ELECTRICAL CONTRACTING	OVAL DAM MAINT & RICHARDSON ST	-1,595.90
23/12/2025	EDGE PLANNING AND PROPERTY	2025265 - Planning Services for November 2025	-3,190.00
23/12/2025	EDWARDS ISUZU UTE	SW65 - Parts for WL076	-180.25
23/12/2025	ENVIRO PIPES PTY LTD	2025355 - Corrugated Pipes for Williams Darkan & Glenfield Rds	-3,434.20
23/12/2025	FAMILY DAY CARE WA INC	Annual Membership 2025/2026	-200.00
23/12/2025	GERMAIN, TANYA	Reimbursement for Purchases for Staff Christmas Dinner	-313.80
23/12/2025	GLOBAL SYNTHETICS PTY LTD	2025370 - Geofirma Nonwoven Geotextile (Quin-Darkan Fldway)	-2,574.00
23/12/2025	GOODYEAR AUTOCARE NARROGIN	2025291 - Tyre Repairs (Various)	-1,669.50
23/12/2025	HARMONY SOFTWARE	Educators' Software Fees, Month of November 2025	-460.00
23/12/2025	HEIDELBERG MATERIALS AUSTRALIA PTY LTD	Quinn - Darkin Road - MRD - BASALT	-10,144.52
23/12/2025	HERSEY'S SAFETY PTY LTD	2025293 - Harness & Lanyard, Tools, PPE	-625.39
23/12/2025	INTERFIRE AGENCIES	CLOTHING & ACCESS	-8,254.43
23/12/2025	JLT	2025389 - LGIS Regional Risk Coordinator Program	-4,400.00
23/12/2025	LANDGATE.	VALUATION EXPENSES	-227.36
23/12/2025	LRA PAYNE & BS SUTTON	2025367 - Contribution for concrete for shared driveway (4 New St)	-600.00
23/12/2025	MJB INDUSTRIES PTY LTD	2025360 - 450MM Single Pipe Headwall (Quin - Darkan Rd)	-504.99
23/12/2025	NARROGIN BEARING SERVICE	SW63 - New Bench Grinder & Castor Wheels	-448.94
23/12/2025	NARROGIN CARPETS & CURTAINS.	2025327 - Flooring 18 Richardson St	-6,545.00
23/12/2025	NARROGIN PACKAGING	SW66 - 24 Large Sprinkler Surrounds	-60.00
23/12/2025	OCCUPATIONAL HYGIENE AUSTRALIA	2025368 - Mould & Bacteria Air Sampling Shire Office & Childcare	-2,376.00
23/12/2025	OFFICE OF THE AUDITOR GENERAL	2025384 - Audit fees for the Year Ended 30/06/2025	-44,925.10
23/12/2025	OPTIFLOW PLUMBING AND GAS	PUBLIC CONVENIENCES	-638.00
23/12/2025	PRICE'S FABRICATION AND STEEL	QUINN WATER TANK	-27,719.60
23/12/2025	PRIME AG SERVICES - WILLIAMS	Herbicides for Roadside Spraying	-251.00
23/12/2025	R MUNNS ENGINEERING CONSULTING SERVICES	2025359 - Quindanning - Darkan Floodway Engineer & Travel	-1,465.92
23/12/2025	ST LUKE'S FAMILY PRACTICE	MONTHLY DOCTOR SERVICES	-2,640.00
23/12/2025	T-QUIP.	SW62 - One Solanoid for Titan Mower	-39.00
23/12/2025	TEAM GLOBAL EXPRESS	FREIGHT	-1,305.80
23/12/2025	THE WILLIAMS COMMUNITY NEWSPAPER.	The Williams Printing Costs Dec 2025	-80.00
23/12/2025	WA LOCAL GOVERNMENT ASSOCIATION	2025354 - Serving on Council E-Learning	-924.00
23/12/2025	WALLIS COMPUTER SOLUTIONS	BUS RENEWAL SVCS	-10,434.60
23/12/2025	WILLIAMS COMMUNITY RESOURCE CENTRE	LIBRARY SVCS 2ND QTR	-11,527.72
23/12/2025	WILLIAMS HOTEL - STRICKO'S	Refreshments for Tidy Towns Celebration	-246.92
23/12/2025	WILLIAMS NEWSAGENCY	Monthly Account November 2025	-212.00
23/12/2025	WILLIAMS RURAL SUPPLIES	2025366 - Monthly Hardware Account - December 2025	-1,746.05
23/12/2025	FDC EDUCATORS	Parent Gap Payments forwarded to Educator WE 14/12/2025	-10,268.08
24/12/2025	OPTIFLOW PLUMBING AND GAS	2026-O2 - Repairs to Copper Pipe at Pool	-308.00

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
31/12/2025	DEPARTMENT OF PLANNING & INFRASTRUCTURE	DPI Payment DEC25	-32,674.60
29/12/2025	WA TREASURY CORPORATION	Loan Repayment - #70 Industrial Land	-13,701.24
30/12/2025	FDC EDUCATORS	FDC Educators PE 28/12/2025	-14,642.10
TOTAL			-722,728.26
18/12/2025 ANZ CARDS			
Credit Card x 3 Oct2025			-8606.57
		183L ULP & car wash	316.37
		Printer Cartridge	190.00
		Baby Wipes, Gloves, Washing Powder	250.41
		New front Door Lock	345.41
		Accommodation Fairway Manor Northam, Ubers, Meals, Parking, Flights	1,482.25
		40.98L ULP	80.80
		Slices for Council Meeting	19.91
		Coffee descaler	29.05
		Licencing WL10110	61.09
		Licencing 1TYW124	23.23
		Licencing 1TZK748	23.23
		Licencing 1TZK747	23.23
		Sheridans - Name badge	41.45
		Power Mover for Cherry Picker	1,954.55
		Frontline Fire & Rescue - Equip Fast Attack Vehicle	425.69
		Frontline Fire & Rescue - Equip Fast Attack Vehicle	425.68
		Falconet Vehicle Repairs	327.95
		Alcohol and Ice for Night Markets	333.65
		Staff training - Reckon	90.00
		Starlink x 4	391.27
		220.2L Diesel, Vehicle Licensing,	919.41
		First Reef - Hotham-Williams VROC Website Hosting & Gsuite Marradong	69.53
		Non-Cap. Acq. - Inc GST	782.41
			8,606.57
31/12/2025 INTERNAL BANK TRANSFERS			
			-
			0.00
			0.00

0.00

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 JANUARY 2026

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
07/01/2026	FDC EDUCATORS	FDC Educators PE 5/1/2026	-5,372.43
08/01/2026	SHIRE OF WILLIAMS	PAYROLL ENDING 21/01/2026	-72,741.86
08/01/2026	MAXXIA PTY LTD	Novated Lease	-969.08
08/01/2026	SERVICES AUSTRALIA	7090424552940290	-121.93
13/01/2026	FDC EDUCATORS	FDC Educators PE 11/1/2026	-7,388.68
13/01/2026	GRANTS EMPIRE	2025365 - 2nd Payment for Grant Application	-2,046.00
13/01/2026	GREAT SOUTHERN FUELS	Monthly Fuel Account December 2025	-1,063.02
13/01/2026	INTERFIRE AGENCIES	Firefighting Foam & Uniforms	-4,642.15
13/01/2026	OPTIFLOW PLUMBING AND GAS	2025379 - Install RPZ to Wills - Darkan Rd Standpipe	-3,514.50
13/01/2026	SHIRE OF DUMBLEYUNG	2025372 - Housing Grant Submission	-1,666.50
13/01/2026	UNIFORMS AT WORK	Staff Uniforms	-279.20
13/01/2026	WALLIS COMPUTER SOLUTIONS	Licences & Internet	-596.20
20/01/2026	SUPAGAS PTY LTD	2025394 - Annual Gas Bottle Rental Fees	-891.00
20/01/2026	FDC EDUCATORS	FDC Educators PE 18/1/2026	-15,246.35
22/01/2026	SHIRE OF WILLIAMS	PAYROLL ENDING 21/01/2026	-56,491.34
23/01/2026	MAXXIA PTY LTD	Novated Lease	-969.08
23/01/2026	SERVICES AUSTRALIA	7090424552940290	-121.93
28/01/2026	FDC EDUCATORS	FDC Educators PE 25/1/2026	-21,609.48
23/01/2026	WA TREASURY CORPORATION	Jan 25 GFEE	-1,255.80
28/01/2026	Haddrick, Dennis & Margaret	REFUND - Popcorn Machine Hire Bond	-100.00
29/01/2026	AIR & POWER	2025383 - Servicing of Two Air Compressors	-941.60
29/01/2026	AUSTRALIA WIDE TAXATION & PAYROLL	Tax and Payroll Course C Barker	-495.00
29/01/2026	AVON WASTE	2025371 - Waste Collection Services December 2025	-12,936.70
29/01/2026	BEST OFFICE SYSTEMS	2025209 - Photocopying Charges 20/12/2025 to 20/01/2026	-149.88
29/01/2026	BOC Ltd	28/11/2025 to 28/12/2025 Container Service Fees	-48.53
29/01/2026	BPP GROUP PTY LTD	Develop & provide the required Bushfire Management Plan	-8,129.00
29/01/2026	C & D CUTRI	Bridge Propping & Inspections	-10,725.00
29/01/2026	CAUNT, MARY	2025406 - Face Painting at Australia Day Celebrations	-370.00
29/01/2026	CITY OF KALAMUNDA	Building Surveyor & Admin Wages	-287.00
29/01/2026	CJD EQUIPMENT PTY LTD.	2025296 - Handle for Volvo Excavator	-1,848.00
29/01/2026	COLLIE MOWERS & MORE (EFT)	2025401 - Stihl Combi Motor & EdgerTool	-818.00
29/01/2026	CONTRACT AQUATIC	2025274 - Pool Management Fees for February 2026	-11,916.66
29/01/2026	COUNTRY PAINT SUPPLIES	SW69 Graffiti Remover	-159.80
29/01/2026	DASH DIGITAL	2025246 - User Acceptance Testing Inv 3	-6,038.73
29/01/2026	DUFF ELECTRICAL CONTRACTING	Replace VSD at Pump Station	-203.50
29/01/2026	EDGE PLANNING AND PROPERTY	2025265 - Planning Services Dec 2025 Hynes Crt Subdivision	-770.00
29/01/2026	FUEL DISTRIBUTORS OF WA PTY LTD	2025393 - 8000L Diesel	-12,636.00
29/01/2026	STAFF	Reimbursement for Certificate Frames.	-24.00
29/01/2026	GRANDSTAND VENTURES PTY LTD	2025338 - Band for Australia Day Event 2026	-2,530.00
29/01/2026	HARMONY SOFTWARE	Educators' Software Fees, Month of December 2025	-362.25
29/01/2026	HERSEY'S SAFETY PTY LTD	Postage charges for Harness & Lanyard.	-35.75
29/01/2026	INCREDIBLE PEOPLE PTY LTD	2025347 - Staff Training	-4,345.00
29/01/2026	LANDGATE.	Various Titles & Enquiries	-115.51
29/01/2026	M & M CONTRACTORS	2025395 - 28M Sand for Quin -Darkan rd Floodway	-1,078.00
29/01/2026	NAJA BUSINESS CONSULTING SERVICES	13795 - Sports Complex Redevelopment Case	-6,500.00
29/01/2026	NARROGIN PACKAGING	SW72 - Large Sprinkler Surrounds & Threads	-91.40
29/01/2026	OPTIFLOW PLUMBING AND GAS	Building Maintenance - Various	-687.50
29/01/2026	PRIME AG SERVICES - WILLIAMS	500g Terrad'or Herbicide	-196.00
29/01/2026	REPCO	SW71 - 5L Engine Oil	-117.80
29/01/2026	SOUTH WEST ISUZU	2025402 - Service Kits for Isuzu Tri Tipper & Crew Cab	-1,217.13
29/01/2026	T-QUIP.	Parts & Repairs - Various	-577.00
29/01/2026	TEAM GLOBAL EXPRESS	Freight - Various	-628.96
29/01/2026	THE GOODS	2025390 - Lions Park Consumables & 4 Buckets	-926.96
29/01/2026	TLC CARPET & TILE CLEANING	2025392 - Carpet & Furniture Cleaning (Various)	-4,498.18
29/01/2026	WEST ARTHUR CRC	Advertising Childcare Worker and Admin Position	-90.00
29/01/2026	WESTRAC	2025295 - Service Parts for Cat Roller	-887.93
29/01/2026	WILLIAMS DISTRICT CLUB	Wine & Beer for Seniors Xmas Lunch	-214.00
29/01/2026	WILLIAMS GENERAL STORE	Monthly Account December 2026	-339.43
29/01/2026	WILLIAMS HOTEL - STRICKO'S	Refreshments	-516.88
29/01/2026	WILLIAMS NEWSAGENCY	Monthly Account	-246.20
29/01/2026	WILLIAMS POST OFFICE.	Monthly Account December 2025	-60.25
29/01/2026	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - December 2026	-1,620.82

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 31 JANUARY 2026

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
29/01/2026	WOODLANDS DISTRIBUTORS & AGENCIES	Dog Waste Bags	-221.10
05/01/2026	CBA	CBA - Merchant Fees X 2023	-417.05
07/01/2026	DEPARTMENT OF PLANNING & INFRASTRUC	DPI Payment	-33,113.45
07/01/2026	SYNERGY	Electricity to Pool to 15/12/2025	-2,499.51
07/01/2026	TELSTRA	Various Accounts	-1,439.48
16/01/2026	ANZ CARDS	Monthly Credit Card Expenses x 3	-6,947.27
20/01/2026	SYNERGY	Various Accounts	-8,054.51
20/01/2026	AUSTRALIAN TAXATION OFFICE	BAS DEC25	-33,091.00
28/01/2026	DEPARTMENT OF PLANNING, LANDS & HER 2025407 - WAPC	Subdivision Approval	-5,237.00
TOTAL			-384,487.25

0.00

16/01/2026	ANZ CARDS	Credit Card x 3 DEC2025	-8606.57
		142.59L ULP	305.96
		Baby Wipes, Nappy bags, Gloves	80.91
		Storage Boxes, Buckets, Toys for Centre	130.85
		Accomodation, Meals, Parking	367.32
		Training catering	151.63
		First Reef - Hotham-Williams VROC Website Hosting December 2025, Google	69.53
		61.64L Diesel	98.01
		LRGIS	334.55
		Annual registration The Grants Hub	284.73
		Wrong card used - Reimbursed	11.82
		Siren for Fast Attack vehicle	204.85
		Siren for Fast Attack vehicle	204.85
		Siren for Fast Attack vehicle	204.85
		Jacks for Tarwonga Hall	425.45
		Death notice for Morris Carne	314.84
		Starlink Monthly fees	392.73
		Crown Giftcard B Logie	468.18
		Williams Hotel - Council refreshments	55.44
		Canva Subscription	150.00
		Adaptalift - Work Pouch Slings	101.10
		Apple Ipad Cover	37.26
		Curtains and Rail for 12 Munthoola Rd	371.00
		WA Temp fence Supplies - Mesh fencing for Refuse Site	1,294.13
		Wrong card used - Refunded	104.18
		Thrifty Hire Car Broome - Refunded	185.27
		Non-Cap. Acq. - Inc GST	597.83
			6,947.27
31/12/2026	INTERNAL BANK TRANSFERS		-
			0.00
			0.00

8.1.3 Financial Statements

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	2 February 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Att 8.1.3 (1) – Monthly Financial Report December 2025 Att 8.1.3 (2) – Monthly Financial Report January 2026

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 2022 to 2032. Specifically, it relates to the following strategy(s):

ILG 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

As disclosed in the financial statements.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr H Cowcher

That financial statements presented for the period ending 31 December 2025 and 31 January 2026, be received.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 6/0

Resolution: 210/26

SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)
For the period ended 31 December 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2025

	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						
General rates	2,454,318	2,454,318	2,468,318	14,000	0.57%	
Rates excluding general rates	47,971	47,971	54,538	6,567	13.69%	
Grants, subsidies and contributions	450,799	296,337	400,552	104,215	35.17%	▲
Fees and charges	1,300,073	631,152	564,004	(67,148)	(10.64%)	▼
Interest revenue	112,000	55,790	56,026	236	0.42%	
Other revenue	2,360	100	38,952	38,852	38852.00%	▲
Profit on asset disposals	0	0	3,972	3,972	0.00%	
	4,367,521	3,485,668	3,586,362	100,694	2.89%	
Expenditure from operating activities						
Employee costs	(2,373,607)	(1,215,402)	(1,198,959)	16,443	1.35%	
Materials and contracts	(1,311,745)	(792,987)	(763,666)	29,321	3.70%	
Utility charges	(310,215)	(108,797)	(91,667)	17,130	15.74%	▲
Depreciation	(2,437,849)	(1,218,948)	(1,196,122)	22,826	1.87%	
Finance costs	(14,256)	(7,449)	(7,449)	0	0.00%	
Insurance	(186,501)	(186,501)	(187,433)	(932)	(0.50%)	
Other expenditure	(39,354)	(7,000)	(5,858)	1,142	16.31%	
Loss on asset disposals	(7,677)	(7,677)	(7,116)	561	7.31%	
	(6,681,204)	(3,544,761)	(3,458,270)	86,491	2.44%	
Non cash amounts excluded from operating activities	2(c) 2,445,498	1,226,625	1,199,266	(27,359)	(2.23%)	
Amount attributable to operating activities	131,815	1,167,532	1,327,358	159,826	13.69%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,143,138	0	109,947	109,947	0.00%	
Proceeds from disposal of assets	66,000	66,000	74,819	8,819	13.36%	
Proceeds from financial assets at amortised cost - self supporting loans	18,926	9,383	9,383	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income	5,000	0	0	0	0.00%	
	4,233,064	75,383	194,149	118,766	157.55%	
Outflows from investing activities						
Acquisition of property, plant and equipment	(3,521,137)	(321,849)	(395,593)	(73,744)	(22.91%)	▼
Acquisition of infrastructure	(2,311,592)	(784,691)	(519,038)	265,653	33.85%	▲
	(5,832,729)	(1,106,540)	(914,631)	191,909	17.34%	
Amount attributable to investing activities	(1,599,665)	(1,031,157)	(720,482)	310,675	30.13%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	250,000	0	0	0	0.00%	
Transfer from reserves	252,394	0	0	0	0.00%	
	502,394	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(80,920)	(40,139)	(40,139)	0	0.00%	
Transfer to reserves	(107,620)	0	0	0	0.00%	
	(188,540)	(40,139)	(40,139)	0	0.00%	
Amount attributable to financing activities	313,854	(40,139)	(40,139)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year						
Amount attributable to operating activities	2(a) 1,153,995	1,153,995	1,218,825	64,830	5.62%	
Amount attributable to investing activities	131,815	1,167,532	1,327,358	159,826	13.69%	▲
Amount attributable to financing activities	(1,599,665)	(1,031,157)	(720,482)	310,675	30.13%	▲
Amount attributable to financing activities	313,854	(40,139)	(40,139)	0	0.00%	
Surplus or deficit after imposition of general rates	0	1,250,231	1,785,562	535,331	42.82%	▲

KEY INFORMATION

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2025

	Actual 30 June 2025	Actual as at 31 December 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,535,477	5,422,218
Trade and other receivables	143,991	506,739
Other financial assets	23,926	12,043
Inventories	46,005	50,922
Contract assets	278,234	278,234
TOTAL CURRENT ASSETS	4,027,633	6,270,156
NON-CURRENT ASSETS		
Other financial assets	220,191	220,191
Property, plant and equipment	24,306,955	24,354,550
Infrastructure	69,065,016	68,657,968
TOTAL NON-CURRENT ASSETS	93,592,162	93,232,709
TOTAL ASSETS	97,619,795	99,502,865
CURRENT LIABILITIES		
Trade and other payables	106,781	36,451
Contract liabilities	764,839	2,520,333
Borrowings	80,920	40,781
Employee related provisions	240,723	240,723
TOTAL CURRENT LIABILITIES	1,193,263	2,838,288
NON-CURRENT LIABILITIES		
Borrowings	280,569	280,569
Employee related provisions	36,234	36,234
TOTAL NON-CURRENT LIABILITIES	316,803	316,803
TOTAL LIABILITIES	1,510,066	3,155,091
NET ASSETS	96,109,729	96,347,774
EQUITY		
Retained surplus	22,915,055	23,153,096
Reserve accounts	1,746,885	1,746,885
Revaluation surplus	71,447,789	71,447,792
TOTAL EQUITY	96,109,729	96,347,774

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

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

1 BASIS OF PREPARATION AND MATERIAL 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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 09 January 2026

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.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

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

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Note	Adopted Budget Opening	Actual as at	Actual as at
	1 July 2025	30 June 2025	31 December 2025
	\$	\$	\$
Current assets			
Cash and cash equivalents	3,535,693	3,535,477	5,422,218
Trade and other receivables	134,727	143,991	506,739
Other financial assets	23,926	23,926	12,043
Inventories	46,005	46,005	50,922
Contract assets	278,234	278,234	278,234
	4,018,585	4,027,633	6,270,156
Less: current liabilities			
Trade and other payables	(91,396)	(106,781)	(36,451)
Other liabilities	(764,839)	(764,839)	(2,520,333)
Borrowings	(80,920)	(80,920)	(40,781)
Employee related provisions	(240,723)	(240,723)	(240,723)
	(1,177,878)	(1,193,263)	(2,838,288)
Net current assets	2,840,707	2,834,370	3,431,868
Less: Total adjustments to net current assets	2(b) (1,686,712)	(1,615,545)	(1,646,301)
Closing funding surplus / (deficit)	1,153,995	1,218,825	1,785,562

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(1,746,885)	(1,746,885)	(1,746,885)
Less: Financial assets at amortised cost - self supporting loans	(23,926)	(23,926)	(12,043)
Less: Current assets not expected to be received at end of year			
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	80,920	80,920	40,781
- Current portion of employee benefit provisions held in reserve	39,362	39,362	39,362
Total adjustments to net current assets	2(a) (1,686,712)	(1,615,545)	(1,646,301)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Less: Profit on asset disposals
Add: Loss on asset disposals
Add: Depreciation

Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
30 June 2026	31 December 2025	31 December 2025
\$	\$	\$
0	0	(3,972)
7,677	7,677	7,116
2,437,849	1,218,948	1,196,122
2,445,498	1,226,625	1,199,266

Total non-cash amounts excluded from operating activities

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 local governments' operational cycle.

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 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 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	104,215	35.17%	▲
Timing of Grant Payments & budgeted estimates			
Fees and charges	(67,148)	(10.64%)	▼
Allocated evenly over months in budget, time will reduce the variance			
Other revenue	38,852	38852.00%	▲
Unbudgeted Revenue to date, rebates & reimbursements			
Expenditure from operating activities			
Utility charges	17,130	15.74%	▲
Budgeted evenly but true allocation is seasonal			
Outflows from investing activities			
Acquisition of property, plant and equipment	(73,744)	(22.91%)	▼
Timing in monthly Budget Allocation			
Acquisition of infrastructure	265,653	33.85%	▲
Project timing - projects set later			
Surplus or deficit after imposition of general rates	535,331	42.82%	▲
Favourable budget allocation to actual job costings			

SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 January 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Statement of financial activity	2
Statement of financial position	3
Note 1 Basis of preparation	4
Note 2 Net current assets information	5
Note 3 Explanation of variances	6

SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

	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						
General rates	2,454,318	2,454,318	2,469,766	15,448	0.63%	
Rates excluding general rates	47,971	47,971	54,538	6,567	13.69%	
Grants, subsidies and contributions	450,799	296,337	420,640	124,303	41.95%	▲
Fees and charges	1,300,073	743,535	644,002	(99,533)	(13.39%)	▼
Interest revenue	112,000	65,155	65,538	383	0.59%	
Other revenue	2,360	400	47,512	47,112	11778.00%	▲
Profit on asset disposals	0	0	3,972	3,972	0.00%	
	4,367,521	3,607,716	3,705,968	98,252	2.72%	
Expenditure from operating activities						
Employee costs	(2,373,607)	(1,398,542)	(1,381,414)	17,128	1.22%	
Materials and contracts	(1,311,745)	(903,029)	(850,162)	52,867	5.85%	
Utility charges	(310,215)	(118,452)	(101,394)	17,058	14.40%	▲
Depreciation	(2,437,849)	(1,422,099)	(1,397,663)	24,436	1.72%	
Finance costs	(14,256)	(7,449)	(7,449)	0	0.00%	
Insurance	(186,501)	(186,501)	(187,433)	(932)	(0.50%)	
Other expenditure	(39,354)	(9,500)	(7,113)	2,387	25.13%	
Loss on asset disposals	(7,677)	(7,677)	(7,116)	561	7.31%	
	(6,681,204)	(4,053,249)	(3,939,744)	113,505	2.80%	
Non cash amounts excluded from operating activities	2(c) 2,445,498	1,429,776	1,400,807	(28,969)	(2.03%)	
Amount attributable to operating activities	131,815	984,243	1,167,031	182,788	18.57%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,143,138	0	109,947	109,947	0.00%	
Proceeds from disposal of assets	66,000	66,000	74,819	8,819	13.36%	
Proceeds from financial assets at amortised cost - self supporting loans	18,926	9,383	9,383	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income	5,000	0	0	0	0.00%	
	4,233,064	75,383	194,149	118,766	157.55%	
Outflows from investing activities						
Acquisition of property, plant and equipment	(3,521,137)	(621,849)	(411,629)	210,220	33.81%	▲
Acquisition of infrastructure	(2,311,592)	(915,262)	(549,866)	365,396	39.92%	▲
	(5,832,729)	(1,537,111)	(961,495)	575,616	37.45%	
Amount attributable to investing activities	(1,599,665)	(1,461,728)	(767,346)	694,382	47.50%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	250,000	0	0	0	0.00%	
Transfer from reserves	252,394	0	0	0	0.00%	
	502,394	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(80,920)	(40,139)	(40,139)	0	0.00%	
Transfer to reserves	(107,620)	0	0	0	0.00%	
	(188,540)	(40,139)	(40,139)	0	0.00%	
Amount attributable to financing activities	313,854	(40,139)	(40,139)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,153,995	1,153,995	1,218,826	64,831	5.62%	
Amount attributable to operating activities	131,815	984,243	1,167,031	182,788	18.57%	▲
Amount attributable to investing activities	(1,599,665)	(1,461,728)	(767,346)	694,382	47.50%	▲
Amount attributable to financing activities	313,854	(40,139)	(40,139)	0	0.00%	
Surplus or deficit after imposition of general rates	0	636,371	1,578,372	942,001	148.03%	▲

KEY INFORMATION

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2026

	Actual 30 June 2025	Actual as at 31 January 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,535,477	5,340,034
Trade and other receivables	143,991	422,189
Other financial assets	23,926	12,043
Inventories	46,005	54,039
Contract assets	278,234	278,234
TOTAL CURRENT ASSETS	4,027,633	6,106,539
NON-CURRENT ASSETS		
Other financial assets	220,191	220,191
Property, plant and equipment	24,306,955	24,323,908
Infrastructure	69,065,016	68,533,933
TOTAL NON-CURRENT ASSETS	93,592,162	93,078,032
TOTAL ASSETS	97,619,795	99,184,571
CURRENT LIABILITIES		
Trade and other payables	106,781	82,897
Contract liabilities	764,839	2,517,466
Borrowings	80,920	40,781
Employee related provisions	240,723	240,723
TOTAL CURRENT LIABILITIES	1,193,263	2,881,867
NON-CURRENT LIABILITIES		
Borrowings	280,569	280,569
Employee related provisions	36,234	36,234
TOTAL NON-CURRENT LIABILITIES	316,803	316,803
TOTAL LIABILITIES	1,510,066	3,198,670
NET ASSETS	96,109,729	95,985,901
EQUITY		
Retained surplus	22,915,055	22,791,225
Reserve accounts	1,746,885	1,746,885
Revaluation surplus	71,447,789	71,447,789
TOTAL EQUITY	96,109,729	95,985,901

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

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

1 BASIS OF PREPARATION AND MATERIAL 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. Supplementary 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.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 04 February 2026

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.

MATERIAL ACCOUNTING POLICES

Material accounting policies utilised in the preparation of these statements are as described within the 2024-25 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

Note	Adopted Budget Opening	Actual as at	Actual as at
	1 July 2025	30 June 2025	31 January 2026
	\$	\$	\$
Current assets			
Cash and cash equivalents	3,535,693	3,535,477	5,340,034
Trade and other receivables	134,727	143,991	422,189
Other financial assets	23,926	23,926	12,043
Inventories	46,005	46,005	54,039
Contract assets	278,234	278,234	278,234
	4,018,585	4,027,633	6,106,539
Less: current liabilities			
Trade and other payables	(91,396)	(106,781)	(82,897)
Other liabilities	(764,839)	(764,839)	(2,517,466)
Borrowings	(80,920)	(80,920)	(40,781)
Employee related provisions	(240,723)	(240,723)	(240,723)
	(1,177,878)	(1,193,263)	(2,881,867)
Net current assets	2,840,707	2,834,370	3,224,672
Less: Total adjustments to net current assets	2(b) (1,686,712)	(1,615,544)	(1,646,301)
Closing funding surplus / (deficit)	1,153,995	1,218,826	1,578,372

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(1,746,885)	(1,746,885)	(1,746,885)
Less: Financial assets at amortised cost - self supporting loans	(23,926)	(23,926)	(12,043)
Less: Current assets not expected to be received at end of year			
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	80,920	80,920	40,781
- Current portion of employee benefit provisions held in reserve	39,362	39,363	39,362
Total adjustments to net current assets	2(a) (1,686,712)	(1,615,544)	(1,646,301)

(c) Non-cash amounts excluded from operating activities

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2026	31 January 2026	31 January 2026
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	0	0	(3,972)
Add: Loss on asset disposals	7,677	7,677	7,116
Add: Depreciation	2,437,849	1,422,099	1,397,663
Total non-cash amounts excluded from operating activities	2,445,498	1,429,776	1,400,807

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 local governments' operational cycle.

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2026

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 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	124,303	41.95%	▲
Timing of Grant Payments & budgeted estimates			
Fees and charges	(99,533)	(13.39%)	▼
Allocated evenly over months in budget, time will reduce the variance			
Other revenue	47,112	11778.00%	▲
Unbudgeted Revenue to date, rebates & reimbursements			
Expenditure from operating activities			
Utility charges	17,058	14.40%	▲
Budgeted evenly but true allocation is seasonal			
Outflows from investing activities			
Acquisition of property, plant and equipment	210,220	33.81%	▲
Timing in monthly Budget Allocation			
Acquisition of infrastructure	365,396	39.92%	▲
Project timing - projects set later			
Surplus or deficit after imposition of general rates	942,001	148.03%	▲
Favourable budget allocation to actual job costings			

8.2 CHIEF EXECUTIVE OFFICER'S REPORT

8.2.1 Community Assisted Transport Service (CATS)

File Reference	7.70.55
Statutory Reference	N/A
Author	Peter Stubbs, Chief Executive Officer
Date	5 January 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Att 8.2.1 (1) - Shire of Narrogin letter of request Att 8.2.1 (2) - Memorandum of Understanding Att 8.2.1 (3) - Clients by Residence 2024-25 Att 8.2.1 (4) - CATS Brochure 2025-26

Background

The Shire of Narrogin has requested a contribution from the Shires of Cuballing, Williams, Wagin, West Arthur and Boddington towards the Community Assisted Transport Service (CATS) it operates. CATS provides transport assistance for people in need of that from the region to metropolitan hospitals and specialist care.

The Shire of Narrogin's letter of request is provided as Attachment 1, and a proposed Memorandum of Understanding (MOU) is provided as Attachment 2.

The number of people/clients using the CATS from each community for the past year is provided as Attachment 3.

In May 2018 Council made the following decision in relation to this service.

Council Resolution

That Council advise the Shire of Narrogin that it will consider the allocation of \$500 in the 2018/19 Budget as a contribution to the changeover cost of the Community Assisted Transport Service (CATS) vehicle, reflecting the proportion of the usage by residents of the Shire of Williams.

Carried 5/2

Carne / Medlen

Resolution 191/18

At the Ordinary Council meeting held on the 17 April 2024 Council resolved as follows.

COUNCIL RESOLUTION

Moved: Cr Major

Seconded: Cr Macnamara

That Council advise the Shire of Narrogin that it will consider the request for a \$500.00 contribution towards the Community Assisted Transport Service (CATS) it coordinates in its 2024-25 budget.

Carried 7/0

Resolution 105/24

Comment

Funding was not included in the current 2025-26 budget for this purpose.

Requested support for the CATS services seems to be raised regularly and Council is encouraged to make a clear decision about whether it will support the service or not.

Strategic Implications

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

SC2. To support a safe and healthy community with a strong sense of community pride.

Financial Implications

There is financial implication in the 2026-27 budget of up to \$750.00 and future yearly contributions of this amount in accordance with the proposed MOU.

There is no financial implication for the 2025-26 budget.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr C Cowcher

That Council,

1. Include an allocation of \$500 membership and operating costs of up to \$250 in its 2026/27 budget to support the regional Community Assisted Transport Service operated by the Shire of Narrogin.
2. Approve signing of the Memorandum of Understanding for this service.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 6/0

Resolution: 211/26

8.2.2 Narrogin Regional Road Subgroup - Proxy Representation

File Reference	12.15.31
Statutory Reference	<i>Local Government Act 1995</i>
Author	Peter Stubbs, Chief Executive Officer
Date	24 December 2025
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Nil

Background

The Narrogin Regional Road Subgroup consists of representative elected member delegates from each of the Shires of Narrogin, Cuballing, West Arthur and Williams.

The Subgroup considers road funding applications from members Shires and makes recommendations to the Regional Road Group.

Council appointed the Shire President Cr Jarrad Logie as its representative on the Narrogin Regional Road Subgroup at its Ordinary Council meeting in October 2025. No proxy delegate was appointed.

Cr Logie also chairs the Narrogin Regional Road Subgroup.

Appointments to Committees are usually for a two-year period and reviewed at the first opportunity after general local government elections (or extraordinary elections), with the next general local government election scheduled for October 2027.

Comment

This report seeks to have Council appoint a proxy representative to the Narrogin Regional Road Subgroup.

Strategic Implications

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

- ILG 3. Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations.

Financial Implications

Fees associated with - usually two to three meetings per year.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION	
Moved: Cr Macnamara	Seconded: Cr Harding
That Council appoint Cr Bernie Panzzia as its proxy delegate the Narrogin Regional Road Subgroup.	
For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza	
Against: Nil	
Carried: 6/0	Resolution: 212/26

Cr Jarrad Logie declares a proximity interest in item 8.2.3 and leaves the room at 4:10pm.
Cr Bernie Panizza assumed the chair as Presiding Member of the meeting.

8.2.3 Request to Extend Planning Approval for Proposed Service Station, Lot 889 Albany Highway

File Reference	10.60.15
Statutory Reference	<i>Planning and Development Act & Regulations 2015</i>
Author	Peter Stubbs, Chief Executive Officer
Date	6 January 2025
Voting Requirements	Simple Majority
Disclosure of Interest	Cr Jarrad Logie
Attachments	Att 8.2.3 (1) - Development Application Extension Request Att 8.2.3 (2) - Amended Plans Approval Att 8.2.3 (3) - State of Emergency Extension Shire Confirmation

Background

Council has received a request to approve a three-year extension of the Development Approval for a proposed Service Station at Lot 889 Albany Highway (Attachment 1).

The original Development Approval was approved by Council in June 2019, subject to a number of conditions, this approval was provided with a three-year time period to substantially commence works.

In April 2021, an amended Development Approval was issued, which modified several of the original conditions, including Condition 14, which stipulated that the Development Approval timeframe was provided for a three-year period from the date of the approval letter, being April 2021 (Attachment 2).

In addition to the above, an additional two-year extension was applied through the State of Emergency Declaration related to Covid period which was deemed to have impacted development generally in Western Australia. It was confirmed through correspondence from the Shire of Williams in June 2024 (Attachment 3), that the development approval was valid until April 2026 and that it would expire at that time unless the proposed project was substantially progressed in accordance with all conditions, or a further extension is approved.

The request for the Development Application extension (Attachments 1, 2 & 3) was provided by email to elected members on the 6 January 2026.

Comment

The request is largely self-explanatory in Attachment 1 to this report. Council have the option to approve the extension request, not approve it, or reach some other decision.

Council is taking positive steps to advance the 23 hectares of land Zoned industrial which it owns adjacent to Lot 889. This has the potential to add value to Lot 889 and the value proposition for investment and development on this Lot.

Given the original Development Approval was 2019, and momentum in the economy, the Officers recommendation is that a two-year extension be approved, rather than three years to incentivise development.

Strategic Implications

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

- E1. Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.

Financial Implications

A \$295.00 statutory fee is applicable under the *Planning and Development Regulations 2009 - Maximum fees for certain planning services - Schedule 2*

"Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change of the alteration, extension or change has not commenced or been carried out."

OFFICERS RECOMMENDATION

That Council approve a two-year extension to April 2028 for the Development Approval requested by the proponents for a proposed service station at Lot 889 Albany Highway, Williams.

COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Macnamara

That Council defer the item, 8.2.3 Request to Extend Planning Approval for Proposed Service Station, Lot 889 Albany Highway, to the March meeting.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 5/0

Resolution: 213/26

The Council Resolution differed from the Officers Recommendation as the Elected Members required the CEO to be present for further explanation of the item.

Cr Jarrad Logie returns to the meeting at 4:12pm.

Cr Logies resumes the chair as the Presiding Member.

8.2.4 Audit, Risk and Improvement Committee- Terms of Reference and Appointments

File Reference	4.1.20
Statutory Reference	<i>Local Government Act 1995, Part 7 Audit. Local Government Amendment Act 2024</i>
Author	Peter Stubbs, Chief Executive Officer
Date	13 January 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Att 8.2.4 - Audit, Risk & Improvement Committee Terms of Reference (draft)

Background

The purpose of the Audit, Risk and Improvement Committee (ARIC) is to advise the Council in relation to internal and external audit, compliance, risk management and improvement matters as well as the Shire of Williams financial statements.

At the Ordinary Council meeting 22 October 2025, Council appointed its Audit, Risk and Improvement Committee as Cr Logie, Cr Price, Cr Panizza and Cr Harding.

The Local Government Amendment Act 2024 now requires that the Presiding member and Deputy Presiding member cannot be a Council member of the local government.

An independent Presiding member and Deputy of the Presiding member must be appointed no later than 4 June 2026.

Comment

It is common practice for Local Government Councils to make appointments to Committees for a two-year period following each general Local Government election, to accommodate the views of newly and current elected members.

The Western Australian Local Government Association (WALGA) has supplied member Councils with a panel list of the names of ten people who have indicated their willingness to be appointed as Presiding member and Deputy of the Presiding Members of the ARIC's.

It is proposed that Council make the appointments for the required independent Presiding member and Deputy to the Presiding member at its ordinary Council meeting on the 18 March 2026.

Strategic Implications

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

Financial Implications

Appointees to Committees are entitled to the sitting fees adopted by Council and reasonable travel expenses. Meeting attendance can be via electronic means to reduce costs (or for convenience).

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr Macnamara

That Council

1. Approve and adopt the Terms of Reference for the Audit, Risk and Improvement Committee.
2. Authorise the CEO to advertise and seek expressions of interest from people to establish the required independent Presiding member and Deputy Presiding member for Council's Audit, Risk and Improvement Committee, for the period to December 2027, and to report to the ordinary Council meeting on the 18 March 2026 via its Audit, Risk and Improvement Committee.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 6/0

Resolution: 214/26

8.2.5 Chief Executive Officer Performance Review and Key Performance Indicators

File Reference	Various
Statutory Reference	Local Government Act 1995. Local Government (Administration) Regulations 1996 (Admin Regulations)
Author	Peter Stubbs, Chief Executive Officer
Date	11 February 2026
Voting Requirements	Absolute Majority
Disclosure of Interest	The CEO declares a financial interest as the performance review has the potential to impact his employment contract.
Attachments	Att 8.2.5 (1) – CEO Performance Review 2025 Att 8.2.5 (2) – CEO Key Performance Indicators 2026

Background

Under the Local Government Act 1995, the council is responsible for the employment of the Chief Executive Officer (CEO) to manage the functions and operations of a local government. The Local Government (Administration) Regulations 1996 set out the minimum standards for CEO performance reviews.

As a council, there is an obligation to ensure that the performance review of the CEO has been carried out in accordance with those standards.

The Local Government Act 1995 requires,

5.38. Annual review of employees' performance

- (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.
- (2) The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.
- (3) A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.

Local Government (Administration) Regulations 1996 (Admin Regulations)

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.

(3) *The matters referred to in subclause (1) must be set out in a written document.*

17. *Carrying out a performance review*

(1) *A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.*

(2) *The local government must —*

(a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and

(b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. *Endorsement of performance review by local government*

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. *CEO to be notified of results of performance review*

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

(a) the results of the review; and

(b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

The CEO holds an important operational and financial role in the local government as head of the administration. Allowing the community to view progress against CEO KPI's is another measure of confidence to track how a local government is performing overall. Complex factors may be at play, not all of which are within the CEO's control.

The CEO standards require that CEO performance criterion (both contractual and additional) must contain:

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

The CEO's performance review report must rate the following against each criterion:

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

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

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

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

16. *Performance review process to be agreed between local government and CEO*
 - (1) *The local government and the CEO must agree on —*
 - (a) *the process by which the CEO's performance will be reviewed; and*
 - (b) *any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.*
 - (2) *Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.*
 - (3) *The matters referred to in subclause (1) must be set out in a written document.*
17. *Carrying out a performance review*
 - (1) *A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.*
 - (2) *The local government must —*
 - (a) *collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and*
 - (b) *review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.*
18. *Endorsement of performance review by local government*

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.
19. *CEO to be notified of results of performance review*

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of

 - (a) *the results of the review; and*
 - (b) *if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.*

Comment

The CEO completed self-assessment of his performance against the criteria in his job description in January 2026.

The Shire President and Deputy Shire President circulated that for comment to Councillors and then met with the CEO to discuss and complete the performance review for the 2025 year. The CEO performance for 2025 was deemed to be satisfactory.

Key performance criteria and measures for 2026 were discussed, documented and are attached to this report.

Strategic Implications

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

Financial Implications

As per the CEO contract.

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr C Cowcher

That Council

1. Receive and endorse the Chief Executive Performance review for 2025.
2. Adopt the CEO key performance indicators documented and attached to this report for the 2026 year.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 6/0

Resolution: 215/26

8.2.6 Change of Ordinary Council Meeting Date - March 2026

File Reference	4.1.60
Statutory Reference	Local Government Act 1996
Author	Gemma Boyce, Acting Chief Executive Officer
Date	2 February 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Nil

Background

Council determined that the Ordinary Council meeting for March 2026 would be held on Wednesday 18 March 2026, and this has been advertised accordingly.

Comment

It is recommended that Council change the date of the Ordinary Council meeting for March 2026 from the 18 March to Wednesday the 25 March. The purpose of the recommended change of meeting date is to provide time for evaluation of the tender submissions for the indoor court project. Tenders close at 4pm on Monday 9 March 2026. Moving the Council meeting date back one week will provide sufficient time for evaluating the tenders and produce a report to Council to appoint a preferred tenderer. This would avoid the need for a Special Meeting of Council for this purpose, or delays in the appointment of a preferred tenderer (project slippage).

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

Financial Implications

Nil

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Macnamara

That Council change the date of the Ordinary Council meeting from Wednesday 18 March 2026 to Wednesday 25 March 2026 commencing at 4pm to enable time for the evaluation of tenders for the Indoor Court project.

For: Cr C Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Cr H Cowcher

Carried: 5/1

Resolution: 216/26

8.2.7 Endorsement of Bushfire Risk Management Plan 2025 – 2030

File Reference	4.1.20
Statutory Reference	Various
Author	Peter Stubbs, Chief Executive Officer
Date	27 January 2026
Voting Requirements	Simple Majority
Attachments	Att 8.2.7 (1) - Bushfire Risk Management Plan 2025 – 2030 Att 8.2.7 (2) - Letter of Endorsement from DFES

Background

At the June 2025 Ordinary meeting of council, the 2025 – 2030 Bushfire Risk Management Plan was presented and adopted by Council.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Macnamara

Seconded: Cr Panizza

That Council adopt the 2025 – 2030 Bushfire Risk Management Plan as presented subject to approval of the Plan by DFES.

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

Against: Nil

Carried: 6/0

Resolution: 114/25

Comment

The report was received back from DFES with minor changes to be made. With the changes made as recommended the report was then re endorsed by the Office of Bushfire Risk Management (OBRM) on the 15 July 2025. The report is now requiring adoption by Council.

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

Financial Implications

Nil

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Panizza

That Council adopt the 2025 – 2030 Bushfire Risk Management Plan, as presented, as endorsed by DFES 15 July 2025.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 6/0

Resolution: 217/26

8.2.8 Use of Common Seal and Decisions Under Delegated Authority

File Reference	Various
Statutory Reference	Local Government Act 1996
Author	Peter Stubbs, Chief Executive Officer
Date	10 December 2025
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Nil

Background

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

The *Local Government Act 1995* requires that the Delegations Register is reviewed annually by Council. A procedure included in the Delegations Register is to report to Council the activities or actions that have been performed under delegated authority. A report completed for Council at meetings identifies: (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Delegations Register.

Comment

The Common Seal was not used since the last Ordinary Council meeting on 17 December 2025.

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

Decision Type	Name/Property	Date of Decision	Purpose
1 Building Permit	18 Channon St, Williams. Harry Worth, (Murray River North Pty Ltd T/A TR Homes)	24 Dec 2025	Residential house 4 x 2 (value \$782,717)
2 Planning Approval	42 Lavender Street, Williams. Callum Fawcett	5 January 2026	Carport – (Steel, Stratco) (value \$2,500)
3 Planning Approval	157 Narrogin Road Peter Ryan, (Budo Group Pty Ltd)	14 January 2026	2 x 1 modular home, connected to water scheme and power grid. (value \$150,000)

Payment from the Municipal or Trust Funds – Delegation 1.1.19 Authority to make payments from the municipal or trust funds with the authority limited to making payments subject to annual budget limitations.

Action - Payments from the Municipal Fund and Trust Fund are as per the payments listing attached to this Agenda.

Strategic Implications

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

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 to the above decisions.

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr Macnamara

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 17 December 2025 to the 9 February 2026.

For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza

Against: Nil

Carried: 6/0

Resolution: 218/26

9. ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

10.1 ELECTED MEMBERS

10.2 OFFICERS

11. APPLICATION FOR LEAVE OF ABSENCE

12. CLOSURE OF MEETING

There being no further business for discussion, the Presiding Member, Cr Logie, declared the meeting closed at 4.22pm.