



SHIRE OF WILLIAMS

MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 17 JUNE 2026

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 17 June 2026, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 4:00pm.

A handwritten signature in blue ink, appearing to read 'Peter Stubbs'.

Peter Stubbs

Chief Executive Officer

DISCLAIMER

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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, declared the Meeting open at 4:04pm, reminding all present that the meeting is 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
Cr Tracey Price

Staff

Peter Stubbs – Chief Executive Officer
Gemma Boyce – Executive Manager of Corporate Services

Apologies - Tanya Germain – Executive Assistant / Minute Taker

Visitors –

David Reed, Queen Beez Coffee Van
Alex Locke, Mr Eats Food Van
Brain Searle, Deputy Chair, District Hospital Advisory Committee

Leave of Absence – NIL

3. PETITIONS / DEPUTATIONS / PRESENTATIONS (PREVIOUSLY 4.)

Mr Brian Searle, Deputy Chairman, District Hospital Advisory Committee.

Suggestion to Council to advertise for interested persons to be the Williams district representative to share health concerns i.e.: cancer care, child health, mental health, palliative care etc. Recommended an advertisement for a representative be placed in The Williams.

Presentation concluded at 4.10pm.

4. PUBLIC QUESTION TIME (PREVIOUSLY 3.)

David Reed and Alex Locke attended Public Question Time.

Mr Eats Food Van, Alexander Locke and The Donut Shop, Kirby Dickson presented questions 1-20 prior to the Council meeting day. The CEO provided written responses to the questions prior to the meeting. These can be seen below.

Hello Mr Peter Stubbs and Council members,

I am writing to you in response to your proposed “Mobile and Itinerant Traders Policy” that was sent to me on Friday 12th June 2026.

The Policy you have drafted seems in whole reasonable, but there are a few points we would like input on as well as clarification to ensure smooth operations moving forward.

Please see points below for consideration of change and discussion. Could I please have a response on all **20** points.

Under the Section labelled “**Statements**”.

“Aspects of this policy do not apply to community events approved by the Shire, or to community fund raising endeavours. Permits, Licensing and accreditations will still be required for these.”

1. What parts of this policy are exempt from “community events” and “fundraising endeavors” and why?

- *Community events are held, for example - the Expo, Night Markets, Ram sales etc.*
- *Traders at those events still require the Licenses, accreditations, and permits to operate a food van, but are not bound by aspects of the policy related to designated trading areas.*

“Mobile and itinerant traders are encouraged to trade on land zoned for commercial activity. This land is usually privately owned requiring landowner permission for access and trading. To encourage this 50% of the adopted fees set by the Council relevant to mobile and itinerant traders will apply, where private land zoned for commercial activity is used.”

2. What is the reasoning behind this statement? How would using privately owned land benefit the shire, Paying less fees to the shire and instead to private landowners? Of which the creation of this policy with this “statement” could be considered a “Conflict of Interest” with several council members with interest in the only available privately owned land suitable to trade.

- *Mobile and itinerant traders in Williams have at times traded on private land (Zoned commercial).*
- *The draft policy seeks to encourage trading activity consistent with the Zoning and purpose of those lands.*
- *Whether itinerant traders choose to consider those options is matter for them.*
- *The draft policy seeks to encourage consideration of options.*
- *Depending on trader negotiations with owners of private land Zoned commercial there may be multiple options.*
- *Declarations of interest by elected members and senior staff occur where appropriate.*

- *Generating income via the draft policy is not the primary goal . Safety of people is and use of lands for their intended purposes are key considerations.*

“Shire Policies are reviewed at least annually and can be reviewed and amended by Council anytime.”

3. To the best of my knowledge (speaking with other food vendors both mobile and stationary), there is currently no annual reviews taking place. Can the council adopt an independent “food vendor annual review policy” to cover all food vendors both mobile and stationary that operate within the shire, which includes annual inspections and compliance checks?

- *Council reviews its policies at least annually but can do so at any time or frequency it chooses.*
- *Frequency of inspections of food business is governed by the provisions of the Food Act 2008, and the priority classification systems set by the CEO of the Department of Health.*
- *A policy on the frequency of inspections is not considered to be needed given the regulatory framework. Policy could not contravene the regulations.*

Under the Section labelled “**Licence and Accreditations**”.

“The Licence Holder must at all times comply with the Legislation and local laws.”

4. Who is currently responsible for compliance check for both mobile and stationary food vendors within the town?

- *The Shire of Williams is responsible. The Shire can designate people to act authorized officers under the Public Health Act 2016 and in practice has designated this function the Environmental Health Officers at the Shire of Narrogin.*

“Documentation required from mobile and itinerant traders seeking to trade in the Shire includes”

5. The list you have provided is not 100 percent correct and should be amended to include the correct information.

“-Food Premise Risk Assessment.”

This assessment is conducted at the time of inspection by Narrogin Shire EHO and the Food act certificate can only be issued with this being conducted and compliant.

“-Certificate evidencing Food Handling Safety accreditation”

This is incorrect by law. The Food Act 2008 now stipulates all food vendors including stationary and mobile food vendors are required to have the specific completed course:

“SITSS00069 Food Safety Supervision Skill Set”, which includes the two units “SITXFSA005 Use hygienic practices for food safety”

“SITXFSA006 Participate in safe food handling practices”

- *The Shire is satisfied that the policy contains appropriate reference to Codes and accreditation required.*

6. The correct list of 4 items a vendor is required to have to legally operate are:

- “Certificate of Registration of a Food Business” (only issued with risk assessment)
- “Certificate of Insurance for Public Liability.” (Shire approved amount of \$20mil cover)
- “SITSS00069 Food Safety Supervision Skill Set”
- “**Approved** application to sell food from a temporary or mobile food business.”

- *The Shire is satisfied that the policy contains appropriate reference to Codes and accreditation required.*

Under the Section labelled “**Operational Matters- General**”.

“9. All advertising must be fixed to the vehicle/trading van, unless it is a professional tear drop flag, or “A” farm portable sign. Advertising must be securely fixed to the ground.”

7. As there are many types of advertising flag styles (see below) other than the “tear drop” can this definition be change to just “suitable advertising flag”?



- *The intent and description in the draft policy is considered adequate.*

8. Is a weighted stand or ground peg to safely secure any advertising ensuring no obstruction or danger to pedestrians and/or vehicles acceptable?

- *The draft policy states advertising must be securely fixed to the ground. A weighted stand or ground peg is sufficient provided it effectively secures to the sign.*

“15. The Licence Holder is permitted to play background music provided the noise levels comply with the Assigned Levels prescribed in the Environmental Protection (Noise) Regulations 1997.

16. If operating generators, the Licence Holder must ensure that the noise level of the generator complies with the Assigned Levels prescribed by the Environmental Protection (Noise) Regulations 1997.”

10. Under this regulation part 2, which “Division” do mobile food vendors fall within for accepted noise levels? How is this going to be monitored?

- *The Environmental Protection (Noise) Regulations 1997 include, among other things, noise generated on or from public places.*
- *Noise is monitored now by people hearing it and reporting it. When that occurs the Shire gives consideration to what if any action is needed.*

“17. Should justified complaints be received regarding noise, including amplified music, generators or other noise from trading activities, the Shire reserves the right to prohibit the emission of noise from that site and/or rescind the Licence.”

11. As the majority of local and non-local food vendors that will be trading within the shire will require the use of electricity to operate, is there any plans to provide accessible (lockable) power supply to food vendors?

- *There are no current plans to provide power. Food vendors are mobile by their nature the draft policy does not commit the Council to providing power.*

“18. Where community events approved by the Shire, occur mobile and itinerant traders must provide evidence of the event organisers support for their trading if they are to trade at the event or within 300m of the event.”

12. Does this mean when events are on such as any sporting event ie trots, football, tennis, hockey, bowls, swimming events and other events using the car park, no local food vendors are not able to trade?

This would significantly impact food vendors business as this distance of “300m” covers the majority of regular events in town.

- *It is not intended to prevent mobile food vendor trading in the designated locations in the draft policy, when community events occur.*
- *It is the intent that of mobile food vendors seeks to trade closer the community event or be part of the community event, then requires the consent of the event organisers.*

“20. The two-areas marked with yellow borders in the image below are designated for trader use after 4pm, recognising the reduced level of traffic and public services to the public services operating after this time on most days.”

13. The Donut Shop, and Mr Eats Food Van have not engaged with trading at these locations as the pull off bay Infront of Williams Rural does not have any dedicated parking bays and limited to those hours would not make it viable option.

- *Subject to the draft Policy being adopted by Council, signage, designation of parking etc. may be implemented.*
- *Viability is a commercial decision.*
- *The policy aim to cater for future mobile traders, as well.*

Under the Section labelled “**Additional Operational Matters- Lions Park, Williams**”

“3. Towing vehicles must be unhitched and parked separately to avoid occupying designated trader parking bays.”

14. Can this point be modified to “only when space is required for multiple food vendors” as removing the towing vehicle will mean taking up designated parking bays and increased inconvenience.

- *For the avoidance of doubt, it is proposed the wording as it is. It could be changes in the future at the discretion of Council.*

“4. In the areas designated 1 and 2, vendors must serve onto the existing footpath or parkland side, to optimise public safety (and not into the carpark).

5. Only one trader at a time can operate in Area 1 and 2.

6. In the area marked 3, vendors, must park up on the gravel and serve towards the carpark.

8. Availability of designated spaces is on a first come basis, within the nominated permit trading times for each trader.”

15. Speaking with all 3 current food vendors wanting to trade at the lions park this is the biggest issue within the new Policy.

Having Multiple designated Areas for trade that have different levels of visual exposure to passing traffic (customers) that limit to only 1 food vendor on a “first come basis” will cause unnecessary issues between vendors.

- *The sentiment is noted.*
- *The objectives of the draft policy are stated in it.*
- *The Shire is aware of more than 3 food vendors wanting to trade at Lions Park. The policy offers alternatives.*

15.a Mr Eats Food Van and The Donut Shop are proposing the 3 local food vendors who this will effect (Mr Eats Food Van The Donut Shop The Queen of Beanz) have priority over non local food vendors and that the Designated “Area 1” which currently has 3 parking bays be dedicated to 3 vendor bays, Thus making the trade location fair for all current food vendors. If Area 1 cannot fit 3 food vendors, this should not be a considered location.

- *The sentiment is noted.*
- *The draft policy includes changing Area 1 to increase parking for people with disability. If the policy is adopted there will not be three parking spaces in Area 1 for food vendors.*
- *The draft policy aims to accommodate additional mobile food vendors should they seek to trade in Williams.*

15.b “Area 2” outlined will hide vendors from the passing traffic and only fit 2 vendors

and they would have to serve facing the flow of traffic, it will also interrupt the flow of pedestrian and vehicle traffic this should not be a considered location.

15.c “Area 3” should not be considered due to the uneven ground alongside the newly planted trees which would see pedestrians walking in front of traffic, over a large curve and on gravel to access the vendor, This would be a great safety concern unless this Area could be brought forward onto the bitumen this should not be a considered location.

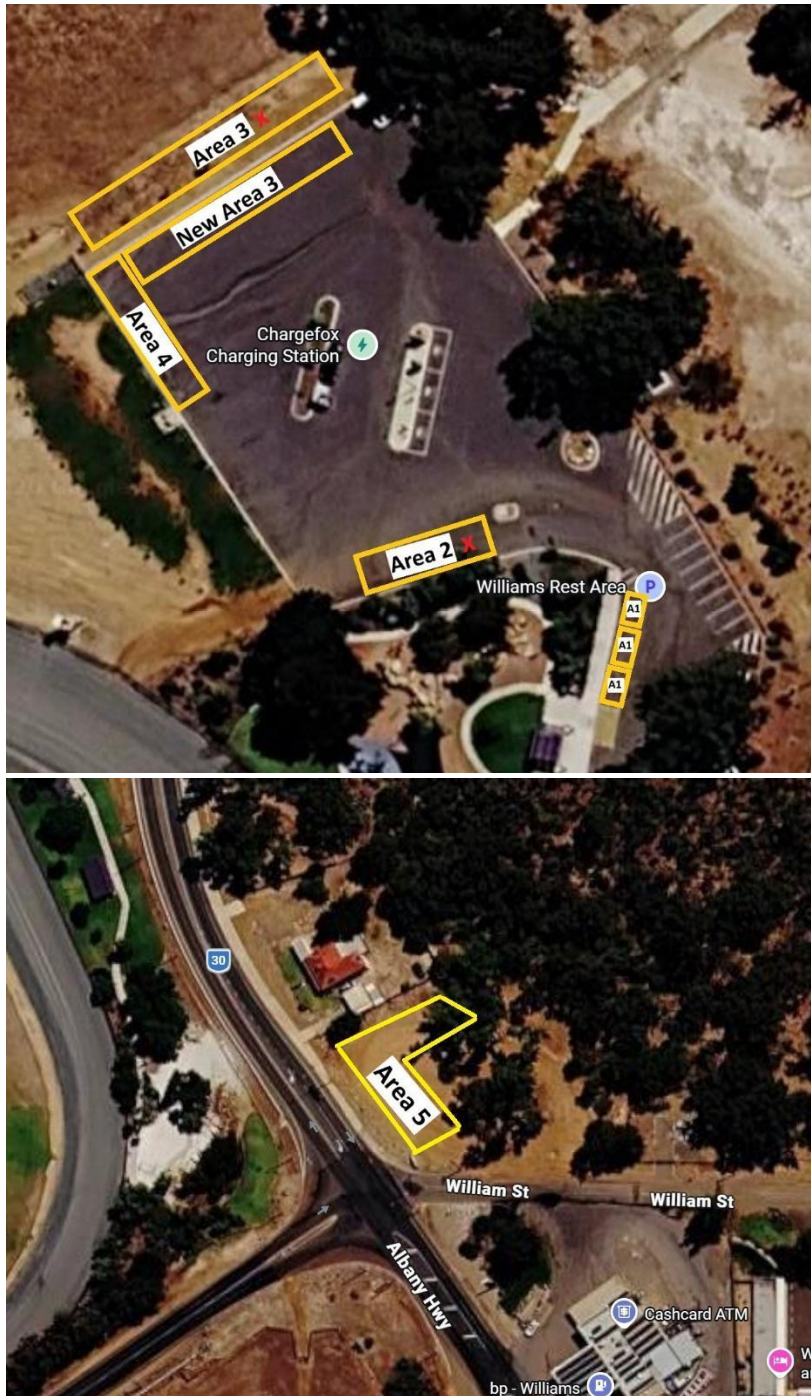
15.d Could a new Area also be considered marked as “Area 4” below?

15.e Could an overflow location on the corner of Albany Hwy and Williams St marked “Area 5” be considered?

- *Many alternatives have been considered the development of the draft policy, and on balance the draft as presented is considered a balanced and reasonable start for the policy, noting that on ground changes would occur (signage, line marking, levelling of ground etc.) subject to adoption of the policy.*

I would like to note that Mr Eats Food Van (Alex Locke) and The Donut Shop (Kirby Dickson) are willing to pay for any new lines markings that need to be put in as well and any new signage designating vendor locations.

- *The offer is noted. The Shire will fund what is required to effect the policy that is adopted.*



Under the Section labelled “**Application Process**”

“5. Traders will be issued with a warning in writing for breaches to the above policy. If the breaches continue the CEO or the Shire Council can suspend the operator’s license for a period they choose.”

16. Details of how this will function need to be included in the policy. **For example**, the CEO could place a 10-year suspension for a minor remediative issue.

- *The comment is noted. A more prescription approach is not considered warranted at this time, noting policy can be changed by decision of Council at any time.*

Other Comments:

17. Does this policy cover events such as “Williams Community Markets” that operates on shire owned land which sees regular “non approved food vendor trading, as well as organisations such as “The Mens Shed” or any other independent buissness using shire owned proptery to conduct food traiding at locations such as the “Sports pavillion”, and other community locations including “Williams District Club” Which sees non approved food vendors regularly traiding without the required “Certificate of Registration of a Food Business”, “Food Preperation Area Risk Assesment”, “Certificate of Insurance for Public Liability.”, “SITSS00069 Food Safety Supervision Skill Set” and “Approved application to sell food from a temporary or mobile food business.” ?
In summary there is regular individuals, buissnesses and organisations that food trade within the shire that do not meet the legislation and shire policy requirements.

18. If this policy is not covering them, why are they exepmt from the legislation and shire policy requirements?

- *The Food Regulations 2009 contain provisions that certain activities can be exempt from registration as a food business, for example*
 - *when they are conducted solely for charitable or community purposes and prepare non-potentially hazardous foods or foods that, after being appropriately cooked, are served for immediate consumption*

19. Recently the old “Driver Reviver” food van was purchased from the shire, Why have they been allowed to trade on several occasions without any of the legislation and shire policy requirements?

- *The Food Regulations 2009 contain provisions that certain activities can be exempt from registration as a food business, for example*
 - *when they are conducted solely for charitable or community purposes and prepare non-potentially hazardous foods or foods that, after being appropriately cooked, are served for immediate consumption.*

20. Does the shire conduct annual health and safety inspections of mobile and stationary food vendors within the shire to ensure they remain compliant? If not, why?

- *Inspections are done recognizing the priority classification systems set by the CEO of the Department of Health, and observation and public feedback.*
- *In the past 6 months a range of inspections and fines have been issued to food businesses.*

We look forward to hearing from you with a respons on each of these points and working with you on creating this new fair and safe “Mobile and Itinerant Traders Policy”

This document was created by: Mr

Eats Food Van
Alexander Locke

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And

The Donut Shop Kirby

Dickson 0405367664

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5. DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cr Jarrad Logie
Item No. / Subject	8.2.4 Request for Private Treaty Land Sale - Industrial Land
Type of Interest	Proximity Interest

DECLARATION OF INTEREST	
Name / Position	Cr John Macnamara
Item No. / Subject	8.2.1 Mobile and Itinerant Food Vendor Policy
Type of Interest	Financial Interest (potential)

DECLARATION OF INTEREST	
Name / Position	Cr Simon Harding
Item No. / Subject	8.2.1 Mobile and Itinerant Food Vendor Policy
Type of Interest	Financial Interest (potential)

DECLARATION OF INTEREST	
Name / Position	Cr Tracey Price
Item No. / Subject	8.2.1 Mobile and Itinerant Food Vendor Policy
Type of Interest	Financial Interest (potential)

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 20 MAY 2026.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr Price

That the Minutes of the Ordinary Council Meeting held 20 May 2026 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, Cr Price

Against: Nil

Carried: 7/0

Resolution: 256/26

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

I advise Council and the community that Williams has had a grant approved, funded by the Western Australian Government, for a CCTV camera linked to the Police vehicle recognition system to be installed on Albany Highway in the general vicinity of the Ampol roadhouse. The WA Government reference for further information is available at <https://www.wa.gov.au/government/media-statements/Cook%20Labor%20Government/WA-local-governments-share-in-CCTV-camera-funding--20260610>.

I want to record Councils appreciation to all community members who came together to celebrate Williams receiving the Tidy Town Sustainability Award for Australia at the Pavillion on Friday 5th June 2026. To have 120 people attend the event was fantastic and further evidence of the great community spirit Williams has.

I would like to congratulate the Williams Repertory Club and yet another outstanding performance with their show *Grease* currently occurring in Williams. It will be enjoyed by many locals and visitors.

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	12 June 2026
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

39.75km of maintenance grading was done on the gravel road network in May 2026. Moisture conditions for gravel road grading and compaction are improving with winter rains and grading and compaction will accelerate over the next few months. Shire staff and plant have largely been committed to complete the upgrade to the Quindanning - Darkan Road and floodway in the past month.

ROAD NAME	TOTAL LENGTH GRAVEL RD	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
ANDERSONS ROAD	2.25						
BATES ROAD	3.52		3.52			3.52	
BOUNDRY ROAD	0.72						
BROWNES ROAD	0.95						
BUEGGE ROAD	0.33						
BULLIED ROAD	1.61		1.61				
CARNE ROAD	6.11						
CHAPMAN ROAD	2.13					2.13	
CLAYTON ROAD	11.83						
CHURCH ROAD	1.0					1.0	
CONGELIN – NARROGIN ROAD	3.0						
COULTER ROAD	2.32						
COWCHER ROAD	4.04		4.04				
CULBIN – BORANING ROAD	17.70	17.70				5.0	
CULBIN SOUTH	2.44						
CURTEIS ROAD	4.29					4.29	
DARDADINE ROAD	21.50	21.5					
DARDADINE – SOUTH ROAD	0.48					5.0	
DARKAN-QUINDANNING ROAD	4.6						
DEEP DEAN ROAD	5.76						
EDDINGTON ROAD	2.09		2.09				

ENGLISH ROAD	6.56		6.56				
EXTRACTS ROAD	12.25						
FAWCETT ROAD	2.87						
FOLLAND ROAD	2.09						
FOURTEEN MILE BROOK ROAD	13.66						
GILLET ROAD	1.12		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				1.78	
HURLEY ROAD	13.84	13.8					
JOHNSTONE ROAD	1.29		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					7.14	
MARTIN ROAD	3.86						
MATTHEWS ROAD	2.16						
MCKENZIE ROAD	5.43						
MEDLEN ROAD	8.26		8.26				
MUNDAYS ROAD	8.71						
MUNTHOOLA ROAD	2.1		2.1				
NARRAKINE ROAD	8.1						
NASH ROAD	5.88		5.88				
NEW TIP ACCESS ROAD	0.71						
NORTH ROAD	1.16						
NORWOOD ROAD	0.9		0.9				
OLD SOLDIERS ROAD	3.92		3.92				
PETCHELL ROAD	2.09						
PHILLIPPE ROAD	1.77						
PHILLIS ROAD	3.44						
PIG GULLY ROAD	11.00		11.0				
PINGELLY ROAD	8.01						
PLANK ROAD	4.78		4.78			4.78	
PLAYLE ROAD	3.75						
REDMAN ROAD	1.45					1.45	
RICHMOND STREET	0.27						
RINTOUL ROAD	1.61						
ROCCIS ROAD	4.13						
SATTLER ROAD	5.42	5.42					
TAYLOR ROAD	9.1		9.1				
TIN SHED ROAD	2.53		2.53			2.53	
TIP ROAD	1.0		1.0				
TOP END ROAD	1.13					1.13	
WALDOCK ROAD	1.8			1.8			
WANGERLING GULLY ROAD	8.86		8.86				
WESTMERE ROAD	5.01		5.01				
WHITE ROAD	0.19						
WILKE ROAD	3.0						
YARABIN ROAD	4.5		4.5				
ZILKO ROAD	19.31			19.31			
TOTAL LENGTH GRADED	350.94	63.51	87.17	22.01	0	39.75	

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 Harding

Seconded: Cr Panizza

That Council note the grading maintenance report on gravel roads reporting period as presented.

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

Against: Nil

Carried: 7/0

Resolution: 257/26

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	15 June 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 – Payment Listing May 2026

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 Harding

Seconded: Cr C Cowcher

That Municipal Fund EFT, Bpay, Direct Debits and Cheques totalling \$415,638.00, approved by the Chief Executive Officer during the month of May 2026, be endorsed.

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

Against: Nil

Carried: 7/0

Resolution: 258/26

PAYMENT LISTING MAY 2026

Description	Column1	Sum(Amount)
-> HOST DIRECT		\$44.00
-> STAFF REIMBURSEMENTS		\$420.65
-> BROWN, LES		\$750.00
-> THOMPSON SURVEYING CONSULTANTS		\$20,702.00
-> SERVICES AUSTRALIA		\$121.93
-> UNIFORMS AT WORK		\$246.75
-> OFFICE WORKS		\$187.05
-> ZONE 50 ENGINEERING SURVEYS PTY LTD		\$66,072.60
-> WILLIAMS RURAL SUPPLIES		\$996.04
-> WILLIAMS LICENCED POST OFFICE		\$176.30
-> WILLIAMS NEWSAGENCY		\$365.10
-> WILLIAMS GENERAL STORE		\$188.25
-> WILLIAMS COMMUNITY RESOURCE CENTRE		\$5,000.00
-> WESTRAC		\$1,590.83
-> WATER CORPORATION		\$42.80
-> WALLIS COMPUTER SOLUTIONS		\$374.00
-> TUTT BRYANT HIRE PTY LTD		\$1,100.00
-> TRUCK CENTRE (WA) PTY LTD		\$651.97
-> THE WILLIAMS WOOL SHED		\$55.62
-> THE WILLIAMS COMMUNITY NEWSPAPER		\$218.40
-> THE GOODS		\$202.95
-> TELSTRA		\$816.28
-> TEAM GLOBAL EXPRESS		\$668.71
-> SYNERGY		\$10,973.22
-> STAR TRACK EXPRESS		\$72.32
-> ST LUKE'S FAMILY PRACTICE		\$2,200.00
-> SHIRE OF NARROGIN		\$384.50
-> SHIRE OF BODDINGTON		\$4,353.28
-> SERPENTINE PLANT FARM		\$1,688.50
-> RJ SMITH ENGINEERING		\$348.00
-> PRIME AG SERVICES - WILLIAMS		\$575.70
-> PEEL HARVEY CATCHMENT COUNCIL		\$5,500.00
-> OPTIFLOW PLUMBING AND GAS		\$3,723.50
-> OFFICE OF REGIONAL ARCHITECTURE		\$1,936.00
-> NARROGIN TOYOTA		\$22.00
-> NARROGIN PUMPS SOLAR AND SPRAYING		\$123.77
-> NARROGIN PACKAGING		\$156.00
-> NARROGIN CHAMBER OF COMMERCE INC		\$330.00
-> MESSAGES ON HOLD AUSTRALIA PTY LTD		\$376.98
-> MAXXIA PTY LTD		\$1,065.99
-> LANDGATE		\$101.60
-> HICKS HANDYMAN		\$5,062.00
-> HERSEY'S SAFETY PTY LTD		\$336.83
-> HARMONY SOFTWARE		\$368.00
-> GREAT SOUTHERN FUELS		\$7,740.28
-> GOODYEAR AUTOCARE NARROGIN		\$130.20
-> FIRECORE SOLUTIONS		\$6,193.00
-> FDC -		\$72,026.04

-> EDGE PLANNING AND PROPERTY	\$3,662.60
-> DUFF ELECTRICAL CONTRACTING	\$5,575.50
-> DOWN TO EARTH TRAINING & ASSESSING	\$300.00
-> DFES	\$7,634.89
-> DEPARTMENT OF TRANSPORT	\$12,910.80
-> CORSIGN WA PTY LTD	\$5,362.50
-> CORNER'S AUTOMOTIVE ELECTRICS	\$1,892.00
-> CONTRACT AQUATIC	\$11,916.66
-> COLLIE MOWERS & MORE	\$477.00
-> CHAMDEN FARMING	\$20,921.47
-> BOYA EQUIPMENT PTY LTD	\$26,950.00
-> BOC Ltd	\$46.97
-> BITUTEK PTY LTD	\$83,331.60
-> BEST OFFICE SYSTEMS	\$389.64
-> ANZ CARDS	\$6,001.43
-> AGRI BLOOM SOLUTIONS	\$1,485.00
TOTAL MAY 2026	\$415,638.00

CREDIT CARD TRANSACTIONS

8/05/2026 GREG DAY MOTORS BODDINGTON	2951	-\$49.95
4/05/2026 SWAN TOWING SERVICE PTY L MIDVALE	2951	-\$2,145.00
21/05/2026 FIRSTREEF_HOSTING ARMADALE	3935	-\$58.00
18/05/2026 Holiday Inn West Perth OP Perth	3935	-\$101.90
18/05/2026 SHIRE OF WILLIAMS WILLIAMS	3935	-\$0.01
15/05/2026 AU* SEEK AU 152892808 MELBOURNE	3935	-\$632.50
14/05/2026 SHIRE OF WILLIAMS WILLIAMS	3935	-\$0.01
13/05/2026 Holiday Inn West Perth OP Perth	3935	\$199.55
12/05/2026 Holiday Inn West Perth OP Perth	3935	-\$999.64
11/05/2026 AMPOL WILLIAMS WILLIAMS	3935	-\$124.50
8/05/2026 STARLINK INTERNET Sydney	3935	-\$336.04
4/05/2026 Google Workspace_marradon Sydney	3935	-\$21.78
4/05/2026 Perth Mint EAST PERTH	3935	-\$27.49
27/04/2026 COLES 0396 NARROGIN	3935	-\$35.25
23/04/2026 CPP CONVENTION CENTRE PERTH	3935	-\$24.23
23/04/2026 ZANTHORREA PTY LTD MAIDA VALE	3935	-\$266.95
22/05/2026 WOOLWORTHS/BROOME BOULEVA BROOME	4556	-\$10.17
22/05/2026 SQ *ASIAN NOODLE Djugun	4556	-\$49.78
21/05/2026 COLES 0488 KWINANA	4556	-\$17.47
21/05/2026 PERTH AIRPORT PTY LTD 61894788888	4556	-\$67.44
18/05/2026 NARROGIN TOYOTA & MAZD NARROGIN	4556	-\$369.29
18/05/2026 EZI*Childcare Centre D Moore Park	4556	-\$397.00
13/05/2026 BURK CANNINGTON BECKENHAM	4556	-\$70.01
11/05/2026 TARGET 5287 ARMADALE	4556	-\$136.00
4/05/2026 BURK CANNINGTON BECKENHAM	4556	-\$74.51
4/05/2026 Crown Junction Grill Burswood	4556	-\$48.55
30/04/2026 COLES 0396 NARROGIN	4556	-\$70.00
29/04/2026 BP EX KWINANA HUB 6178 PARMELIA	4556	-\$67.51
TOTAL CREDIT CARD TRANSACTIONS		-\$6,001.43

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	15 June 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 – Monthly Financial Report May 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 Price

Seconded: Cr Panizza

That financial statements presented for the period ending 31 May 2026, be received.

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

Against: Nil

Carried: 7/0

Resolution: 259/26

SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT

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

For the period ended 31 May 2026

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a)	(b)	(c)	(c) - (b)	((c) - (b))/(b)	
	\$	\$	\$	\$	%	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	2,454,318	2,454,318	2,458,582	4,264	0.17%	
Rates excluding general rates	47,971	47,971	54,538	6,567	13.69%	▲
Grants, subsidies and contributions	450,799	450,799	719,238	268,439	59.55%	▲
Fees and charges	1,300,073	1,211,796	1,057,184	(154,612)	(12.76%)	▼
Interest revenue	112,000	102,615	114,613	11,998	11.69%	▲
Other revenue	2,360	1,100	61,529	60,429	5493.55%	▲
Profit on asset disposals	0	0	3,972	3,972	0.00%	
	4,367,521	4,268,599	4,469,656	201,057	4.71%	
Expenditure from operating activities						
Employee costs	(2,373,607)	(2,183,529)	(2,091,351)	92,178	4.22%	
Materials and contracts	(1,311,745)	(1,222,496)	(1,112,369)	110,127	9.01%	▲
Utility charges	(310,215)	(274,889)	(198,455)	76,434	27.81%	▲
Depreciation	(2,437,849)	(2,234,703)	(2,194,594)	40,109	1.79%	
Finance costs	(14,256)	(13,266)	(13,267)	(1)	(0.01%)	
Insurance	(186,501)	(186,501)	(187,433)	(932)	(0.50%)	
Other expenditure	(39,354)	(14,500)	(8,983)	5,517	38.05%	▲
Loss on asset disposals	(7,677)	(7,677)	(7,116)	561	7.31%	
	(6,681,204)	(6,137,561)	(5,813,568)	323,993	5.28%	
Non cash amounts excluded from operating activities	2(c) 2,445,498	2,242,380	2,197,738	(44,642)	(1.99%)	
Amount attributable to operating activities	131,815	373,418	853,826	480,408	128.65%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,143,138	1,849,559	528,798	(1,320,761)	(71.41%)	▼
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	18,926	18,926	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	1,934,485	622,543	(1,311,942)	(67.82%)	
Outflows from investing activities						
Acquisition of property, plant and equipment	(3,521,137)	(3,021,137)	(578,762)	2,442,375	80.84%	▲
Acquisition of infrastructure	(2,311,592)	(2,281,592)	(1,565,529)	716,063	31.38%	▲
	(5,832,729)	(5,302,729)	(2,144,292)	3,158,437	59.56%	
Amount attributable to investing activities	(1,599,665)	(3,368,244)	(1,521,749)	1,846,495	54.82%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	250,000	0	0	0	0.00%	
Transfer from reserves	252,394	0	132,000	132,000	0.00%	
	502,394	0	132,000	132,000	0.00%	
Outflows from financing activities						
Repayment of borrowings	(80,920)	(68,208)	(68,208)	0	0.00%	
Transfer to reserves	(107,620)	0	(55,819)	(55,819)	0.00%	
	(188,540)	(68,208)	(124,027)	(55,819)	(81.84%)	
Amount attributable to financing activities	313,854	(68,208)	7,973	76,181	111.69%	
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	1,220,149	66,154	5.73%	▲
Amount attributable to investing activities	(1,599,665)	(3,368,244)	(1,521,749)	1,846,495	54.82%	▲
Amount attributable to financing activities	313,854	(68,208)	7,973	76,181	111.69%	▲
Surplus or deficit after imposition of general rates	0	(1,909,039)	560,200	2,469,239	129.34%	▲

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 MAY 2026

	Actual 30 June 2025	Actual as at 31 May 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,535,477	4,242,960
Trade and other receivables	143,991	142,446
Other financial assets	23,926	0
Inventories	46,005	55,273
Contract assets	278,234	278,234
TOTAL CURRENT ASSETS	4,027,633	4,718,913
NON-CURRENT ASSETS		
Other financial assets	220,191	220,191
Property, plant and equipment	24,306,955	24,310,031
Infrastructure	69,065,016	68,933,672
TOTAL NON-CURRENT ASSETS	93,592,162	93,463,894
TOTAL ASSETS	97,619,795	98,182,807
CURRENT LIABILITIES		
Trade and other payables	100,336	249,670
Contract liabilities	0	16,968
Capital grant/contributions liabilities	764,839	2,174,048
Other liabilities	6,445	(127,863)
Borrowings	80,920	12,712
Employee related provisions	240,723	240,723
TOTAL CURRENT LIABILITIES	1,193,263	2,566,258
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	2,883,061
NET ASSETS	96,109,729	95,299,746
EQUITY		
Retained surplus	22,915,055	22,181,254
Reserve accounts	1,746,885	1,670,704
Revaluation surplus	71,447,789	71,447,790
TOTAL EQUITY	96,109,729	95,299,748

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 MAY 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 12 June 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 MAY 2026

2 NET CURRENT ASSETS INFORMATION

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

Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 31 May 2026
	\$	\$	\$
Current assets			
Cash and cash equivalents	3,535,693	3,535,477	4,242,960
Trade and other receivables	134,727	143,991	142,446
Other financial assets	23,926	23,926	0
Inventories	46,005	46,005	55,273
Contract assets	278,234	278,234	278,234
	4,018,585	4,027,633	4,718,913
Less: current liabilities			
Trade and other payables	(91,396)	(100,336)	(249,670)
Other liabilities	(764,839)	(771,284)	(2,063,153)
Borrowings	(80,920)	(80,920)	(12,712)
Employee related provisions	(240,723)	(240,723)	(240,723)
	(1,177,878)	(1,193,263)	(2,566,258)
Net current assets	2,840,707	2,834,370	2,152,655
Less: Total adjustments to net current assets	2(b) (1,686,712)	(1,614,221)	(1,592,456)
Closing funding surplus / (deficit)	1,153,995	1,220,149	560,199

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets			
Less: Reserve accounts	(1,746,885)	(1,746,885)	(1,670,704)
Less: Financial assets at amortised cost - self supporting loans	(23,926)	(23,926)	0
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	80,920	80,920	12,712
- Current portion of employee benefit provisions held in reserve	39,362	40,686	40,684
Total adjustments to net current assets	2(a) (1,686,712)	(1,614,221)	(1,592,456)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

	Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 31 May 2026	YTD Actual 31 May 2026
	\$	\$	\$
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	2,234,703	2,194,594
Total non-cash amounts excluded from operating activities	2,445,498	2,242,380	2,197,738

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 MAY 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 \$5,000 and 5.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Rates excluding general rates	6,567	13.69%	▲
Landgate scheduled changes & Ex-Gratia formula			
Grants, subsidies and contributions	268,439	59.55%	▲
Timing of grant payments & budgeted estimates			
Fees and charges	(154,612)	(12.76%)	▼
Allocated evenly over months in budget, time will reduce the variance			
Interest revenue	11,998	11.69%	▲
Amount received is higher than budgeted			
Other revenue	60,429	5493.55%	▲
Unbudgeted Revenue to date, rebates & reimbursements			
Expenditure from operating activities			
Materials and contracts	110,127	9.01%	▲
Timing of payments			
Utility charges	76,434	27.81%	▲
Budgeted evenly but true allocation is seasonal			
Other expenditure	5,517	38.05%	▲
Lower than budgeted for			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(1,320,761)	(71.41%)	▼
Delays in project deliverables so recognition of revenue not as anticipated			
Proceeds from disposal of assets	8,819	13.36%	▲
Unanticipated asset disposals			
Outflows from investing activities			
Acquisition of property, plant and equipment	2,442,375	80.84%	▲
Timing in monthly budget allocation & reduction in scope			
Acquisition of infrastructure	716,063	31.38%	▲
Project timing & reduction in scope inline with budget review			
Surplus or deficit at the start of the financial year	66,154	5.73%	▲
Positive adjustment after audit			
Surplus or deficit after imposition of general rates	2,469,239	129.34%	▲
Favourable budget allocation to actual job costings			

8.1.4 BUILDING SERVICES LEVY – HISTORICAL DEBT WRITE-OFF

File Reference	13.34.20
Statutory Reference	Building Services Levy Act 2011
Author	Cassie Barker, Senior Finance Officer
Date	3 June 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	Nil

Background

In accordance with the *Building Services (Complaint Resolution and Administration) Act 2011*, the Building Services Levy (BSL) is payable to the Council for approved building permits and certificates at a rate of 0.137% of the estimated construction value for projects exceeding \$45,000. Once a building permit or certificate has been approved and issued, the BSL remitted to the Building Commission is non-refundable.

On 30 September 2020, The Finlay Group was issued a building permit for the construction of a petrol station at 13255 Albany Highway, Williams. Based on an estimated construction value of \$3,872,551.60, a BSL payment of \$5,300.40 (excluding the Shire's \$5.00 administration commission) was collected and remitted.

As the project did not proceed, the Shire refunded the full building permit fees to The Finlay Group on 17 June 2021, including the \$5,300.40 BSL payment. At the time, the Shire was unaware that the Building Commission does not refund BSL payments once a permit has been approved and issued, regardless of whether the associated project is subsequently cancelled.

Statutory Implications

Building Services (Complaint Resolution and Administration) Act 2011, Part 3, Division 2, r.12

Comment

Given that the Building Commission does not refund Building Services Levy (BSL) payments associated with approved and issued certificates or permits, it is recommended that Council authorise the write-off of the outstanding amount of \$5,300.40, representing the unrecoverable BSL liability incurred by the Shire. There is no realistic option to recover that debt.

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

Approval of the write-off will allow the Shire to commence operations within the new financial management system (READY Business Central) with a fully reconciled Building Services Levy Liability account and accurate opening balances.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Macnamara

Seconded: Cr Price

That Council approves the write-off of the negative balance of \$5,300.40 relating to the non-refundable Building Services Levy.

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

Against: Nil

Carried: 7/0

Resolution: 260/26

8.2 CHIEF EXECUTIVE OFFICER'S REPORT

Cr Macnamara, Cr Price and Cr Harding declared a potential financial interest in item 8.2.1 and prepared to leave the meeting.

COUNCIL RESOLUTION

Moved: Cr Panizza

Seconded: Cr C Cowcher

That Councillors Macnamara, Price and Harding be permitted to remain in the meeting.

For/Against: 4/0

8.2.1 MOBILE AND ITINERANT FOOD VENDOR POLICY

File Reference	4.1.10
Statutory Reference	Food Act 2008, Food Regulations 2009, Food Safety Standards, Local Laws.
Author	Peter Stubbs, Chief Executive Officer
Date	11 June 2026
Voting Requirements	Absolute Majority
Disclosure of Interest	Cr Macnamara, Cr Harding, Cr Price
Attachments	Att 8.2.1 - Mobile and Itinerant Traders policy (draft)

Background

At the Ordinary Meeting of Council held on 25 March 2026 the following resolution was passed by Council.

Moved: Cr H Cowcher

Seconded: Cr Harding

"That Council will develop and adopt a policy to manage itinerant vendors in the Williams townsite inclusive of the Lions Park by the 30 June 2026.

All existing license holders will be able to continue to trade under their current conditions until renewal. In the meantime, no new annual itinerant licences will be issued until the policy is adopted. Occasional (single day) licenses will be considered on a case-by-case basis until the policy is adopted."

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

Against: Nil

Carried: 7/0

Resolution: 226/26

This report and attached draft Policy are in response to this Council decision.

Comment

Mobile and itinerant food traders (traders) have historically sought to trade on both private and public land in Williams. Some traders have had a Licence to trade and for others this has either not been sought or pursued. It is inconsistency that should be addressed as interest in trading grows.

There is increasing interest by traders to trade in Williams, often motivated by the movement of people along Albany Highway. This warrants a more consistent approach to how this is managed.

The Shire's primary responsibilities with respect to traders is food and product safety for the public, and safety for the public accessing trader services, especially on public land.

Key elements of the draft policy recommended include;

1. Encouragement of traders to consider trading on land zoned for commercial activity and a 50% discount in Licence fees where this occurs is recommended.

This land is mostly held in private freehold tenure, requiring traders to reach agreement with land holders if they are to trade there. There is a positive history of this occurring in Williams, and the Policy recognises that and seeks to encourage it.

2. Designation of marked bays and areas at Lions Park where trading can occur marked in yellow areas 1, 2 and 3, to manage that with the safety of the public in mind (Image 1 below). No trading to be permitted in the marked car areas in red outline.

There is one parking bay for people with disabilities at the area marked in blue. It is recommended a second parking bay for people with disabilities be marked at this site.

Image 1 – Location of marked bays



3. Designation of two areas where trading can occur after 4pm, in the public pull off bay on Albany Highway and in the car park near the Community Resource Centre.

Trading in these sites after 4pm recognises that traffic using the public pull off bay by this time has often reduced or tapered off, and that there are often less services to the public in Williams after this time. (Image 2 below)

Image 2 – Location of marked areas



4. There be no obligation on the Shire to provide services (power, water etc.) Traders are expected to be self-contained.

Proposed changes associated with the recommended Policy involve;

- Creation of an additional disability parking bay close to amenities.
- Marking and signage for approved trading areas to discourage the public parking in those areas.
- Modest site works by the Shire to level ground where required.

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):

- SC 1.1 Provide, maintain and improve community infrastructure.
- SC 1.2 Maintain a safe and secure environment for the community.

Financial Implications

There is cost to the Shire in administering the *Food Act 2008*, *Food Regulations 2009* and *Food Safety Standards*, including the Licencing of traders. Fees charged seek to recover those costs so that ratepayers are not subsidising the service.

Other costs to the Shire relate to the provision and maintenance of public space that trading may occur on.

Current relevant Council adopted fees are;

Itinerant Vendors - permit	mobile street sales - annual	\$320.00
Annual Itinerant Food Vendors Licence - trading in a Public Place	1 visit per week	\$350.00
Annual Itinerant Food Vendors Licence - trading in a Public Place	2 visits per week	\$600.00
Annual Itinerant Food Vendors Licence - trading in a Public Place	3 or more visits per week	\$1,300.00
Daily Itinerant Food Vendor Licence	Daily permit	\$100.00

OFFICERS RECOMMENDATION

That Council adopt the Mobile and Itinerant Food Vendor Policy as attached to this report, with it to take effect from 1 July 2026.

The Council Resolution differed from the Officers Recommendation as there were three (3) amendments to be made to the draft Policy.

COUNCIL RESOLUTION

Moved: Cr H Cowcher

Seconded: Cr C Cowcher

That Council adopt the Mobile and Itinerant Food Vendor Policy as attached to this report, with it to take effect from 1 July 2026. With the following changes to be made:

1. Removal of paragraph referring to commercial land at 50% discount.

Mobile and itinerant traders are encouraged to trade on land zoned for commercial activity. This land is usually privately owned requiring landowner permission for access and trading. To encourage this 50% of the adopted fees set by the Council relevant to mobile and itinerant traders will apply, where private land zoned for commercial activity is used.

2. Reference to tear drop flags to be changed to advertising flags.

Operational Matters – 9. All advertising must be fixed to the vehicle/trading van, unless it is a professional tear drop flag, or “A” farm portable sign. Advertising must be securely fixed to the ground.

3. Removal to reference of towing vehicles to disconnect.

Operational Matters point 19.

Mobile and itinerant trader towing vehicles must be disconnected from vans/trailers and be parked in an area other than marked public parking bays or thoroughfares.

Additional Operational Matters point 3.

Towing vehicles must be unhitched and parked separately to avoid occupying designated trader parking bays.

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

Against: Nil

Carried: 7/0

Resolution: 261/26

Alex Locke and Brian Searle left the meeting at 4.54pm.

David Read left the meeting at 5.01pm

8.2.2 GENERAL FEES AND CHARGES 2026/27

File Reference	4.23.10
Statutory Reference	<i>Local Government Act 1995, Other various legislations</i>
Author	Peter Stubbs, Chief Executive Officer
Date	12 June 2026
Voting Requirements	Absolute Majority
Disclosure of Interest	Nil
Attachments	Att 8.2.2 – Proposed Fees & Charges for 2026/27 Budget

Background

The proposed 2026/27 Schedule of Fees and Charges are presented to Council for consideration.

Review of fees and charges was provided to elected members with the May Forum meeting papers issued 15 May 2026 and the elected member meeting Monday 8 June 2026.

Legislation

Local Government Act 1995, Section 6.16 (Imposition of Fees and charges), 6.17 (Setting level of fees and charges) and 6.19 (Local government to give notice of fees and charges). Local Government Act 1995, Section 1.7 (Local public notice).

Imposition of fees and charges

6.16. (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (2) A fee or charge may be imposed for the following —
- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be—
- (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.

*Absolute majority required.

Imposition of fees and charges 6.16.

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

Setting the level of fees and charges

6.17. (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

- (a) the cost to the local government of providing the service or goods;*
- (b) the importance of the service or goods to the community; and*
- (c) the price at which the service or goods could be provided by an alternative provider.*

(2) A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

(3) The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —

- (a) under section 5.96;*
- (b) under section 6.16 (2) (d); or*
- (c) prescribed under section 6.16 (2) (f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

(4) Regulations may —

- (a) prohibit the imposition of a fee or charge in prescribed circumstances; or*
- (b) limit the amount of a fee or charge in prescribed circumstances.*

Local government to give notice of fees and charges

6.19. *If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

Comment

A proposed list of fees and charges (including statutory) have been included in the attached schedule to provide as a single point of reference.

Some fees and charges are Statutory based, and these can be altered at any time by relevant Government Departments. If this occurs it would be recommended to Council that it reconsider those.

Council can reconsider any fees and charges at any time.

Council provides delegated authority to the CEO to use discretion on the application for some fees and charges.

The general approach to fees and charges has been to seek cost recovery, account for inflation, and impacts on the community.

Failure to review fees and charges and to make appropriate adjustments could result in reduced services, or subsidisation of services and an additional draw on the budget. A general 4% increase has been applied to recognising inflation and with rounding. Some fees have been adjusted more because of advice of specific fee increases from suppliers.

It is recommended that rent of Shire owned houses and units, and that kerbside waste collection increase by 8%.

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 strategies:

- ILG2. The revenue needs of the Shire are managed in an equitable, proactive and sustainable manner.
- 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.
- LUE4. Recognising and implementing sustainability measures.

Financial Implications

Revenue from fees and charges set by Council influences the Shire ability to provide services and facilities for the following financial year and into the future.

OFFICERS RECOMMENDATION

That Council adopt the fees and charges for the 2026/27 year listed in the Schedule, attachment 8.2.2, to this report to apply from 1 July 2026, and in accordance with section 6.19 of the Local Government Act 1995, provide public notice of the fees and charges.

The Council Resolution differed from the Officers Recommendation as there were seven (7) changes to be made to the Fees and Charges document prior to adoption.

COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Price

That Council adopt the fees and charges for the 2026/27 year listed in the Schedule, attachment 8.2.2, to this report to apply from 1 July 2026, and in accordance with section 6.19 of the Local Government Act 1995, provide public notice of the fees and charges with the following changes.

1. Swimming Pool - Remove – Daily - Family Entry Charge \$20
2. Pavilion, Hall hire – make a note to include charging only external hirers the cleaning bond fee.
3. Private Works – Gardening Services – Change charges to include both concession \$45 per hour and non-concession \$55 per hour.
4. Transfer Station Charges – Tyres – Tractor tyre \$100. Inclusion of another line charging for large truck tyre at \$25 each.
5. Private Works – Kubota Utility Vehicle with spray unit – change from \$100 per hour to \$160 per hour including labour.
6. History Books (Cowan & Rose) – remove from Fees and Charges. Books donated to the Williams CRC.
7. Health Local Laws – remove charge Itinerant vendor trading on private commercial zoned land at 50% of fees.

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

Against: Nil

Carried: 7/0

Resolution: 262/26

8.2.3 EXTRACTION OF GROUND AND SURFACE WATER

File Reference	19.1.15
Statutory Reference	<i>Rights in Water and Irrigation Act 1914</i>
Author	Peter Stubbs, Chief Executive Officer
Date	8 June 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Nil

Background

At the Ordinary Council meeting 20 May 2026 Council resolved as follows

Mover: Cr C Cowcher

Seconded: Cr Price

That Council request the CEO to research and give advice to Council on the regulations related to the extraction of ground and surface water for the sale to other parties.

For/Against: 7/0

Resolution: 255/26

Advice was sought from the Department of Water and Environmental Regulation (DWER) and is as follows;

1. Information on water entitlement transactions (trades, transfers and agreements) can be found at [Policy - Water entitlement transactions for Western Australia](#) and [Policy - Water entitlement transactions for Western Australia](#).
2. Water licensing information is publicly available via the Water Register, Western Australian Government. [Water Register | Western Australian Government](#).
3. Abstraction of non-artesian groundwater from bores in the Shire of Williams is not licensed by the Department of Water and Environmental Regulation (DWER) as the area is not proclaimed under the Rights in Water and Irrigation Act 1914, as it is generally a fractured rock system and water availability is highly variable. These systems consist of a presence of fractures and joints, weathering and/or faulting which act as a conduit and storage area for water and therefore are not contiguous.

Comment

As a result, the extraction of bore water and sale to third parties is a permitted activity and is not regulated. The extraction of surface water from streams does require a permit from DWER.

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:

LUE4. Recognising and implementing sustainability measures

Availability of fresh water supply and competition for it is expected to be an issue of increasing public interest.

Financial Implications

Nil

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr Macnamara

That Council note the advice provided in this report regarding the status of extraction of ground and surface water for the sale to other parties.

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

Against: Nil

Carried: 7/0

Resolution: 263/26

Cr Logie declared an interest in item 8.2.4 and left the meeting at 5.44pm

Cr Panizza assumed the chair as Presiding Member of the meeting.

8.2.4 REQUEST FOR PRIVATE TREATY LAND SALE - INDUSTRIAL LAND

File Reference	Various
Statutory Reference	Local Government Act 1995.
Author	Peter Stubbs, Chief Executive Officer
Date	12 June 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Cr Jarrad Logie - proximity interest
Attachments	Nil

Background

Lot owners of 5 Marjidin Way, Williams (Lot 404) are seeking additional land to expand their business (Prime Ag). The owners seek to purchase approximately 8,000m² of land adjacent and contiguous to their existing property and business in Marjidin Way by private treaty from the Shire.

The Shire is working with Development WA, the State of WA land development entity, on a proposed subdivision of Lot 9000 Albany Highway which is a 23-hectare parcel of land owned by the Shire and zoned industrial.

Legislation

Leasing or selling of land is defined as disposal of property under the Local Government Act 1995 (Act). 3.58. *Disposing of property*

- (1) *In this section — dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.*
- (2) *Except as stated in this section, a local government can only dispose of property to —*
 - (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property — (a) it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
 - (b) the consideration to be received by the local government for the disposition; and*
 - (c) the market value of the disposition —*
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out no more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to —*
- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) any other disposition that is excluded by regulations from the application of this section.*

Comment

The conceptual subdivision plan is shown below. This is subject to change by decision of Council or Western Australian Planning Commission as subdivision is progressed.

The owners of Prime Ag essentially seek the equivalent of what is shown as Lot 1 and 2 on the proposed new Lots, which is adjacent their current land Lot 404.

Image 1 – Conceptual Subdivision Plan Lot 9000 Albany Hwy, Williams



Titles approved through subdivision by Development WA, who will deliver the subdivision, are not likely until late in Q4 2027. The owners of Prime Ag seek to secure their interest as soon as possible to enable them to plan and move forward with confidence.

If Council agrees in principle with the private treaty sale as requested, the process would involve:

1. The Shire seeking a valuation for the approximate 8,000m² of land requested.
2. The valuation price, buyer details and land description then be advertised for public comment.
3. Council must then consider any public comment received and make a final decision to proceed or not with a private treaty sale.

4. Subject to 3 (above) the Shire would then commission a surveyor to peg the proposed Lot boundaries in accordance with the subdivision plan at the time, to create Titles/Lots. The cost of that could be passed to Prime Ag.

The creation of new Lots/Titles may be complicated or delayed by the Western Australian Planning Commission process because it would typically require services and public road access to each Lot plus potential other conditions (e.g. drainage plans, fire reports).

An alternative, agreed to by Prime Ag is the approximate 8,000m² of land to be amalgamated with their current Lot, negating the need for new Titles and service connections, an option this potentially less complex and more acceptable to the WAPC.

This option could involve new Titles and subdivision of the enlarged Lot 404 at a later time of the property owner choosing.

Development WA

Development WA must operate within a framework approved by its Board, and it has a mandate under the Regional Development Assistance Program (RDAP) to do approved subdivisions with the framework, where there is risk to cost recovery. Council approved application to RDAP for this subdivision.

The business case relies on the sales revenue of lots and purchase prices that reflect fully serviced land (roads, drainage, power and water). Buyers including Prime Ag would need to pay a price for these lots that reflects that land value uplift.

The usual approach is to construct and title these lots and then invite offers from Prime Ag.

The business case (Final Investment Decision) for Development WA to undertake the industrial subdivision is expected to receive approval by the end of June 2026 (it is scheduled for the 18 June 2026). Shortly after that and the execution of appropriate documents, the Shire owned Lot 9000, could transfer to Development WA, who could then lease the area shown for Lots 1 and 2 to Prime Ag. Then when the lots are serviced and titled, Prime Ag could exercise an option to purchase or continue to lease from Development WA.

Development WA are of the view that a lease with the option to purchase is a viable way forward for all parties and given the timing there may not be much to be gained from a Council private treaty sale for Prime Ag, which could diminish the business case for Development WA.

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:

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

Financial Implications

Under the process Council would at an appropriate time transfer land the subdivided (Lot 9000) to Development WA for subdivision.

Development WA complete subdivision and pay for that, assuming all risk.

The Council objective is to facilitate business growth through the development. Once new titles are in, new ownership rates would apply.

Should Council choose to sell (or lease) the requested land by private treaty there would be revenue for that.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr C Cowcher

That Council;

1. Note the request of the owners of Prime Ag, Williams business for a private treaty sale of approximately 8,000m² of vacant industrial land adjacent and contiguous with their business at Lot 404 Marjidin Way, Williams.
2. Note the advice and preference of Development WA, that is close to making a final business case decision to advance the proposed subdivision of Lot 9000, Albany Highway to facilitate industrial business growth in Williams.
3. Defer further consideration of the private treaty land sale request until its August 2026 Ordinary Council meeting, to enable clarity on the Development WA preference of a lease with the option to purchase for Prime Ag.

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

Against: Nil

Carried: 6/0

Resolution: 264/26

Cr Logie returned to the meeting at 5.59pm.

Cr Logie resumed the chair as the Presiding Member.

8.2.5 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	12 June 2026
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 14 May 2026.

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

	Decision Type	Property	Date of Decision	Purpose
1	Debt Write Off Delegation 1.1.20 Defer, Grant Discounts, Waive or Write Off Debts. Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts	Multiple (20)	21 May 2026	Write off small debt amounts across 20 properties totalling \$30.94 and ranging from \$0.03 to \$4.24.
2	Planning Approval Planning Fee \$155 waived under CEO deletion to support not for profit community group.	Quindanning Hall	27 May 2026	Decking to mount modular ablution unit adjoining the hall.
3	Planning Approval	32 Lavender St, Williams	4 June 2026	Installation of 2 x 25,000L poly rainwater tanks to existing structures.
4	Building Permit - Home Group Southwest	Lot 108 Cornwall St, Williams	12 June 2026	Construction of 4 x 2 residence.

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.

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 approved Council fees were applied to the above decisions.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Price

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 14 May 2026 to the 12 June 2026.

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

Against: Nil

Carried: 7/0

Resolution: 265/26

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

COUNCIL RESOLUTION

Moved: Cr Price

Seconded: Cr Panizza

That Council endorse the Leave of Absence request from Cr Harding and Cr Macnamara for the Ordinary Meeting of Council to be held on 15 July 2026.

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

Against: Nil

Carried: 7/0

Resolution: 266/26

12. CLOSURE OF MEETING

There being no further business for discussion, the Presiding Member, President Logie, declared the meeting closed at 6.03pm.