



# **SHIRE OF WILLIAMS COUNCIL AGENDA**

**ORDINARY COUNCIL MEETING  
WEDNESDAY 17 DECEMBER 2025**

SHIRE COUNCIL CHAMBERS  
9 BROOKING STREET  
WILLIAMS WA 6391



## NOTICE OF ORDINARY COUNCIL MEETING

Dear Elected Member and Community Members,

You are respectfully advised the next Ordinary Council Meeting of the Shire of Williams will be held on 17 December 2025, 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

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

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



# SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-32

## VALUES / VISION

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

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

## ECONOMIC

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

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

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

## SOCIAL & CULTURAL

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

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

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

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

## LAND USE AND ENVIRONMENT

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

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

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

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

**LUE4.** Recognising and implementing sustainability measures.



## INNOVATION, LEADERSHIP & GOVERNANCE

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

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

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

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

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

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**1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

The Presiding Member, President Logie, will declare the Meeting open at 4:00 pm.

**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  
Tanya Germain – Executive Assistant / Minute Taker

Visitors - Nil

Apologies - Nil

Leave of Absence - Nil

**3. PUBLIC QUESTION TIME**

**4. PETITIONS / DEPUTATIONS / PRESENTATIONS**

**5. DECLARATIONS OF INTEREST**

## 6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 19 NOVEMBER 2025

#### OFFICERS RECOMMENDATION

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

## 7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

I thank Councillor Price and staff for attending the workshop with the WA Grant Commission on Thursday 27 November 2025 to gain increased understanding of the grant's methodology used in Western Australia for local governments.

On behalf of Council, I record our congratulations and appreciation to the people of Williams for their efforts over recent years which has been recognised by the Keep Australia Beautiful Council - Tidy Towns program, with Williams receiving the honour of the State Award for Western Australia. To achieve that, communities need to nominate in six of the nine categories that are judged. The collective effort and achievement across a wide range of endeavours, enabled Williams to receive this honour. Williams is now entered into the National Tidy Towns Award for 2026. I also thank the Williams Community Resource Centre for their efforts in supporting the nomination and partnering with the Shire to host the community sundowner event to celebrate that achievement.



## 8. MATTERS WHICH REQUIRE DECISIONS

### 8.1 CORPORATE AND COMMUNITY SERVICES

#### 8.1.1 WORKS REPORT-ASSET MANAGEMENT & IMPROVEMENT

<b>File Reference</b>	4.1.20
<b>Statutory Reference</b>	Various
<b>Author</b>	Tony Kett, Works Manager Peter Stubbs, Chief Executive Officer
<b>Date</b>	10 December 2025
<b>Attachments</b>	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.

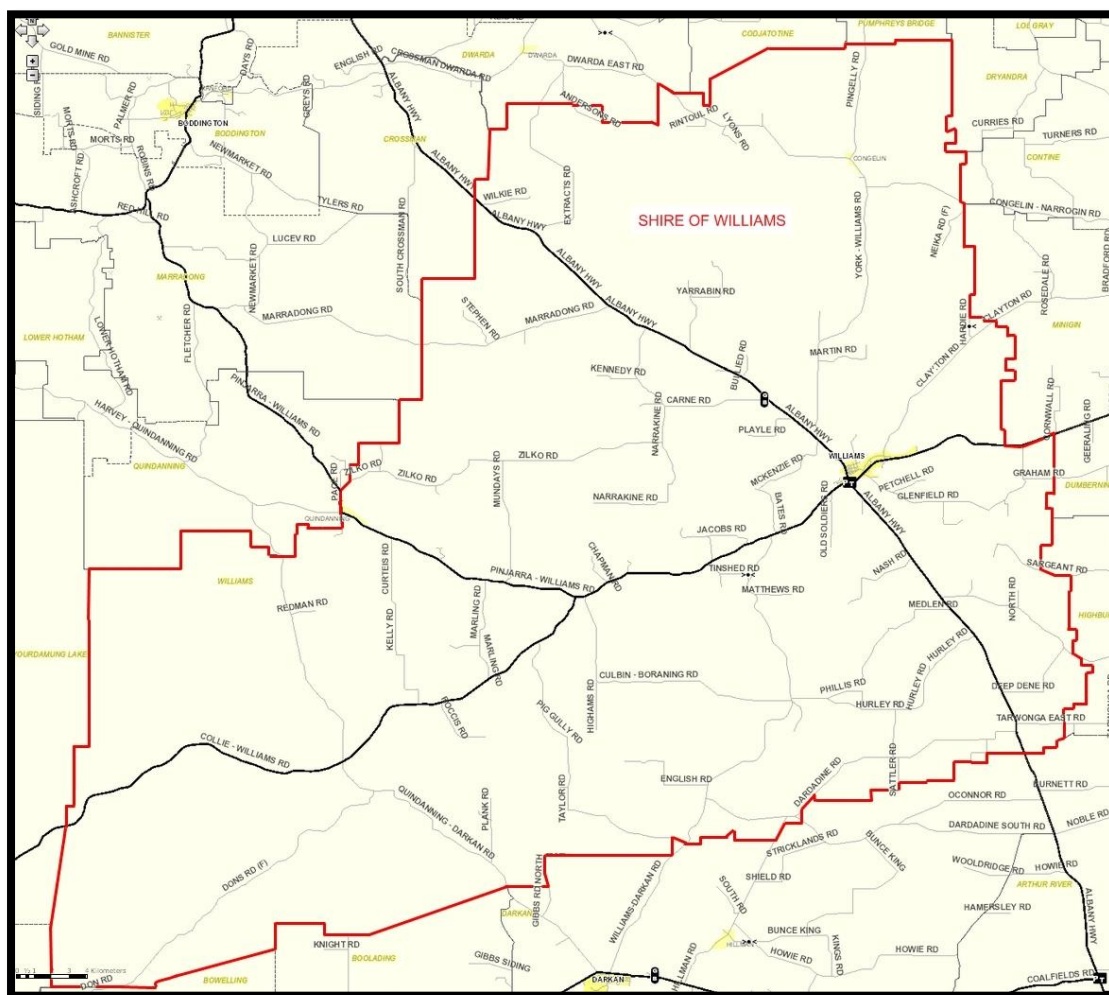
#### Gravel Road Grading Summary

ROAD NAME	TOTAL LENGTH GRAVEL RD	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
ANDERSONS ROAD	2.25											
BATES ROAD	3.52			3.52		3.52		3.52		3.52		
BOUNDARY 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			1.0		1.0		
CONGELIN – NARROGIN ROAD	3.0	3.0		3.0				1.1				
COULTER ROAD	2.32											
COWCHER ROAD	4.04							4.04				
CULBIN – BORANING ROAD	17.70				17.7			17.7		17.7		
CULBIN SOUTH	2.44							2.4				
CURTEIS ROAD	4.29							4.29				
DARDADINE ROAD	21.50			21.5				21.5		21.5		
DARDADINE – SOUTH ROAD	0.48							0.48				
DARKAN-QUINDANNING ROAD	4.6		2.3					2.3				2.3
DEEP DEAN ROAD	5.76						5.7		5.7			
EDDINGTON ROAD	2.09						2.09					2.09
ENGLISH ROAD	6.56			6.5				6.5				
EXTRACTS ROAD	12.25	12.25						12.25				
FAWCETT ROAD	2.87	2.87					2.87					
FOLLAND ROAD	2.09							2.09				
FOURTEEN MILE BROOK ROAD	13.66											

GILLET ROAD	1.12						1.12					
GLENFIELD ROAD	8.6	8.6					8.6	8.6				
GLENORCHY ROAD	1.20						1.2					
GRAHAM ROAD	1.95	1.95					1.95	1.95				
GULL STREET	0.48											
HAMON ROAD	0.85	0.85		0.85				0.85				
HARDIE ROAD	2.0									2.0		2.0
HIGHAMS ROAD	3.31							3.31				
HILLMAN-DARDADINE ROAD	1.78	1.78		1.78				1.78				
HURLEY ROAD	13.84					13.84		13.84	15.84			
JOHNSTONE ROAD	1.29						1.29		1.29			
JOSBURY ROAD	0.56											
KELLY ROAD	8.42							8.42				
KENNEDY ROAD	2.74						2.74		2.74			
LAVENDER ROAD	1.29											
LYONS ROAD	1.77	1.77		1.77				1.77				
MAJOR ROAD	1.21						1.21		1.21			
MARLING ROAD	7.14							7.14		7.14		
MARTIN ROAD	3.86	3.86						3.86		3.86		
MATTHEWS ROAD	2.16				2.16			2.16				
MCKENZIE ROAD	5.43		5.43				5.43					
MEDLEN ROAD	8.26	8.2	8.2			8.2	8.2		8.26			
MUNDAYS ROAD	8.71				8.71			8.71		8.71		
MUNTHOOLA ROAD	2.1		2.1				2.1	2.1				2.1
NARRAKINE ROAD	8.1				8.1			8.1				
NASH ROAD	5.88	5.86								5.86		
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						2.09	2.09				
PHILLIPPE ROAD	1.77							1.77			1.77	
PHILLIS ROAD	3.44										3.44	
PIG GULLY ROAD	11.00				11.0			11.04		11.04		
PINGELLY ROAD	8.01											
PLANK ROAD	4.78		4.78					4.78		4.78		4.78
PLAYLE ROAD	3.75		3.75				3.75	3.75				
REDMAN ROAD	1.45											
RICHMOND STREET	0.27											
RINTOUL ROAD	1.61	1.61		1.61				1.61				
ROCCIS ROAD	4.13							4.13		4.13		
SATTLER ROAD	5.42							5.42				
TAYLOR ROAD	9.1			9.1				9.1		9.1		
TIN SHED ROAD	2.53							2.53				
TIP ROAD	1.0		1.0	1.0				1.0				
TOP END ROAD	1.13							1.13				
WALDOCK ROAD	1.8			1.8				1.8		1.8		
WANGERLING GULLY ROAD	8.86	8.86					8.86		8.86			
WESTMERE ROAD	5.01	5.01			5.01		5.01		5.01			
WHITE ROAD	0.19											
WILKE ROAD	3.0											
YARABIN ROAD	4.5	4.5			4.5		4.5		4.5			
ZILKO ROAD	19.31			19.31				19.31		19.31		
<b>TOTAL LENGTH GRADED</b>	<b>350.94</b>	<b>71.06</b>	<b>23</b>	<b>66.4</b>	<b>58.18</b>	<b>25.56</b>	<b>71.94</b>	<b>229.6</b>	<b>53.41</b>	<b>121.45</b>	<b>5.21</b>	<b>13.27</b>



## Shire of Williams Road Network



### 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.

### Voting Requirements

Simple Majority

### OFFICERS RECOMMENDATION

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

**8.1.2 PAYMENT LISTING**

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	Local Government (Financial Management) Regulations 1996
<b>Author</b>	Gemma Boyce, Executive Manager of Corporate Services
<b>Date</b>	9 December 2025
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	Nil

**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.

**Voting Requirements** Simple Majority

**OFFICERS RECOMMENDATION**

That Municipal Fund EFT, Bpay, Direct Debits and Cheques totalling \$519,029.09, approved by the Chief Executive Officer during the month of November 2025, be endorsed.

## SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 NOVEMBER 2025

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
03/11/2025	BUILDING AND ENERGY - LGIRS	BSL collection - October 2025	-133.85
03/11/2025	BEST OFFICE SYSTEMS	2025209 - Photocopying Charges 20/09/2025 to 20/10/2025	-229.44
03/11/2025	BGL SOLUTIONS PTY LTD	2025323 - 49 Bags of Black label Uplift Fertiliser	-3,072.30
03/11/2025	CORNER'S AUTOMOTIVE ELECTRICS	2025283 - 2 x N200MFE Batteries (Volvo Prime Mover)	-990.00
03/11/2025	DORMAKABA AUSTRALIA PTY LTD	Automatic Doors Serviced (x2)	-253.00
03/11/2025	DUFF ELECTRICAL CONTRACTING	2026-D3 Replace Globes in CRC Security Lights	-341.77
03/11/2025	EDWARDS ISUZU UTE	2025228 - Purchase of 2025 MUX	-18,756.79
03/11/2025	HERSEY'S SAFETY PTY LTD	2025290 - 2 x Elevated Platform Harnesses & Lanyards	-781.00
03/11/2025	SOW - ADMINISTRATION STAFF	Reimbursement for Refreshments & Food for Evolve Day	-967.41
03/11/2025	NARROGIN TOYOTA	SW56 - 1 x Mini File Set & 3 x Wedges	-94.04
03/11/2025	OPTIFLOW PLUMBING AND GAS	Plumbing & fittings Pool & 3 Growse St	-1,030.70
03/11/2025	PRIME AG SERVICES - WILLIAMS	2025325 - Herbicide for Spraying Football Oval	-852.00
03/11/2025	ST LUKE'S FAMILY PRACTICE	Doctor Services & Travel	-2,640.00
03/11/2025	STEELO'S OUTDOORS	2025288 - 2 x Cameras	-830.00
03/11/2025	TEAM GLOBAL EXPRESS	Freight to State Library and from Westrac	-120.97
03/11/2025	THE WILLIAMS COMMUNITY NEWSPAPER.	The Williams Printing Costs Oct 2025	-38.40
03/11/2025	THE WILLIAMS WOOL SHED.	Catering for Council Meeting 22/10/2025	-118.00
03/11/2025	TUTT BRYANT HIRE PTY LTD	Replacement Aerial and Mirror for Hire Roller	-345.08
03/11/2025	UNIFORMS AT WORK	Staff Uniforms	-206.95
03/11/2025	WALLIS COMPUTER SOLUTIONS	2024-2025 Overage Agreement Billing	-799.70
03/11/2025	WESTRAC	Parts - Roller & Grader	-1,508.79
03/11/2025	DERBAHL PTY LTD	Pump out & Dispose of Contents of Tarwonga Septic Tank	-488.00
03/11/2025	DICKSON DECALS	2 x Corflute Signs	-115.50
03/11/2025	GREAT SOUTHERN FUELS	Monthly Fuel Account October 2025	-602.14
03/11/2025	OPTIFLOW PLUMBING AND GAS	2025340 - Plumbing Additons to Basins in Pool Changerooms	-1,859.00
05/11/2025	FDC EDUCATORS	FDC Educators PE 02/11/2025	-10,458.89 Y
06/11/2025	CORNER'S AUTOMOTIVE ELECTRICS	Electrical Fittings & Light Bar for WL16	-489.50
06/11/2025	SOW - ADMINISTRATION STAFF	Reimbursement for Purchase of 4 x Starlink & Acc Kits	-3,341.90
06/11/2025	OPTIFLOW PLUMBING AND GAS	Plumbing Additions to Pool	-722.70
06/11/2025	RURAL INFRASTRUCTURE SERVICES	2025167 - Consultancy Services and Travel Wills - Darkan Road	-1,940.84
06/11/2025	WILLIAMS POST OFFICE.	Postage & Stationery, October 2025	-300.11
11/11/2025	FDC EDUCATORS	FDC Educators PE 09/11/2025	-11,175.63 Y
11/11/2025	FDC EDUCATORS	Parent Gap Payments forwarded to Educator WE 02/11/2025	-8,844.61 Y
13/11/2025	SHIRE OF WILLIAMS	Payroll PE 12/11/2025	-64,564.12 Y
13/11/2025	MAXXIA PTY LTD	Novated Lease	-969.08
13/11/2025	SERVICES AUSTRALIA	7090424552940290	-121.93
19/11/2025	FDC EDUCATORS	FDC Educators PE 16/11/2025	-14,724.94 Y
19/11/2025	FDC EDUCATORS	Parent Gap Payments forwarded to Educator WE 09/11/2025	-8,802.44 Y
25/11/2025	AGRI BLOOM SOLUTIONS	2025349 - Contracted Early Childhood Teacher 03/11/2025 to 23/11/2025	-742.50
25/11/2025	AVON WASTE	OCT25 BIN SERVICES	-13,344.69
25/11/2025	BEST OFFICE SYSTEMS	2025209 - Office Equipment - Admin Copy Charges	-374.94
25/11/2025	BGL SOLUTIONS PTY LTD	2025351 - Rain Bird Rotor Sprinklers (Hockey & Football Oval)	-3,913.47
25/11/2025	BOC Ltd	October 2025 Container Service Fee	-48.53
25/11/2025	CONTRACT AQUATIC	Pool Contract & Marine Batteries	-12,697.64
25/11/2025	CORNER'S AUTOMOTIVE ELECTRICS	SW59 - LED Amber Beacon for Hino Water Truck	-220.00
25/11/2025	CORSIGN WA PTY LTD	Traffic Cones & Signage	-3,308.80
25/11/2025	CR COUNCIL PAYMENT	Cr Sitting Fees & Travel 2025/2026	-936.58
25/11/2025	CZM ENTERPRISES PTY LTD	2025333 - Survey and Design of Brooking Street Bridge	-19,800.00
25/11/2025	DFES.	ESLB 2nd Qtr Contribution 2025/26	-22,801.72
25/11/2025	DUFF ELECTRICAL CONTRACTING	2026-D7 - Replace Outside Light Globes CRC	-280.22
25/11/2025	EMBROIDER ME	Embroidery on Childcare Staff Jumpers and Shirts	-48.40
25/11/2025	FIRECORE SOLUTIONS	Fire Extinguisher Inspections & Testing	-1,815.00
25/11/2025	HARMONY SOFTWARE	Educators' Software Fees, Month of October 2025	-368.00
25/11/2025	HEIDELBERG MATERIALS AUSTRALIA PTY I	Washed Basalt Stone	-37,517.61
25/11/2025	JTAGZ PTY LTD	Dog & Cat Licence Tags	-251.35
25/11/2025	KANO'S CONSTRUCTIONS PTY LTD	Install Deadlock on Door Bewteen Outside Toilet & Hall	-257.74
25/11/2025	LANDGATE.	Certificate of Title	-32.60
25/11/2025	NAJA BUSINESS CONSULTING SERVICES	13795 - Sports Complex Redevelopment Planning	-26,000.00
25/11/2025	NARROGIN BEARING SERVICE	SW60 - 12 Ball Bearings for Rotary Mower	-264.72
25/11/2025	NARROGIN TOYOTA	2025284 - Stihl MS T-CE Chainsaw	-719.99
25/11/2025	OFFICE OF REGIONAL ARCHITECTURE	2025213 - Architectural Services for Williams Indoor Court	-4,945.60
25/11/2025	OPTIFLOW PLUMBING AND GAS	Rec House & Depo Maintenance	-1,973.40
25/11/2025	SUPAGAS PTY LTD	LPG Bulk Gas - Pavilion Nov 2025	-44.70
25/11/2025	T-QUIP.	SW61 - Lapping Paste for Toro Mower	-375.00
25/11/2025	THE GOODS	2025336 - Cleaning Supplies (Various Locations)	-1,403.23
25/11/2025	THE WILLIAMS COMMUNITY NEWSPAPER.	The Williams Printing Costs Nov 2025	-57.60
25/11/2025	THE WILLIAMS WOOL SHED.	Works Staff Uniforms	-483.48
25/11/2025	WALLIS COMPUTER SOLUTIONS	Monthly NBN for November 2025	-187.00
25/11/2025	WILDWEST HAULAGE	2025232 - Mulching & Pruning Phillis Rd & Phillippe - 5klms both sides	-18,809.01
25/11/2025	WILLIAMS GENERAL STORE	Monthly Account September 2025	-187.71
25/11/2025	WILLIAMS HOTEL - STRICKO'S	Refreshments	-69.99
25/11/2025	WILLIAMS NEWSAGENCY	Monthly Account October 2025	-126.30
25/11/2025	WILLIAMS RURAL SUPPLIES	2025331 - Stainless Steel Safety Shower & Eyewash for Pool	-2,854.07
25/11/2025	ZONE 50 ENGINEERING SURVEYS PTY LTD	FINAL INVOICE PO2025194	-5,431.07
26/11/2025	FDC EDUCATORS	FDC Educators PE 23/11/2025	-13,174.35 Y
26/11/2025	FDC EDUCATORS	Parent Gap Payments forwarded to Educator WE 09/11/2025	-12,731.91 Y
26/11/2025	SOW - ADMINISTRATION STAFF	Remibursement of Transport Training Costs	-529.61

## SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 NOVEMBER 2025

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
27/11/2025	SHIRE OF WILLIAMS	Payroll PE 26/11/2025	-61,590.20
27/11/2025	MAXXIA PTY LTD	Novated Lease	-969.08
27/11/2025	SERVICES AUSTRALIA	7090424552940290	-121.93
28/11/2025	AUSTRALIAN TAXATION OFFICE	BAS NOVEMBER 2025	-33,839.00
11/11/2025	FDC EDUCATORS	REFUND - Holding Fee/Contract of Care	-176.20
20/11/2025	RATEPAYER	Refund of Dog Registration Fees	-20.00
20/11/2025	FDC EDUCATORS	Refund of Family Daycare Holding Fee	-124.00
03/11/2025	CBA	CBA - Merchant Fees October 2025	-830.67
04/11/2025	DEPARTMENT OF PLANNING & INFRASTRUC	DPI Payments November 2025	-33,723.85
03/11/2025	SYNERGY	Electricity to Swimming Pool 16/09/2025 to 20/10/2025	-725.64
03/11/2025	TELSTRA	Various Phone, Mobile & Messages	-325.03
17/11/2025	ANZ CARDS	Monthly Credit Card Expenses x 3	-4,834.49
17/11/2025	BOND ADMINISTRATOR	Bond - Recreation House	-776.00
18/11/2025	SYNERGY	Various Shire Facilities	-7,715.45
18/11/2025	TELSTRA	Various Phone, Mobile & Messages	-497.50
<b>TOTAL</b>			<b>-519,029.09</b>

0.00

17/11/2025	ANZ CARDS	Credit Card x 3 Oct2025	-4834.49
		47.02L ULP	88.01
		40.13L ULP	68.55
		47.46L ulp	75.46
		42.40L ULP	68.18
		42.40L ULP	50.00
		Stones and Landscape tiles	64.54
		Parking	13.76
		Storage Hooks	10.91
		ULP	77.62
		Quest Innaloo, Trelis Training L Genis	1,325.94
		Metal artwork Badge Desk Plaque Cr H Cowcher	188.00
		DoT Temporary Permit Fast Attack	26.77
		Mouse	14.54
		Kettle for RSL Kitchen	45.41
		Registration WL19	304.91
		First Reef - Website Hosting VROC Hotham, Crazy Domains 12m Subs, Google Suite Rego	225.87
		Movement permit, Vehicle Inspections, Licensing,	889.64
		Mobile Phone	144.55
		Liquor Licence - Night Markets	55.00
		Chinese meal , Dejaxy Bakery	46.27
		WA Police Check	59.00
		2 x Diesel	183.44
		DoT - Transfer Cherry Picker	368.64
		Non-Cap. Acq. - Inc GST	439.48
			4,834.49
30/11/2025	INTERNAL BANK TRANSFERS		-
			0.00
			0.00

### 8.1.3 FINANCIAL STATEMENTS

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	Local Government (Financial Management) Regulations 1996
<b>Author</b>	Gemma Boyce, Executive Manager of Corporate Services
<b>Date</b>	9 December 2025
<b>Disclosure of Interest</b>	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
<b>Attachments</b>	Nil

#### 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.

#### Voting Requirements

Simple Majority

#### OFFICERS RECOMMENDATION

That financial statements presented for the period ending 30 November 2025, be received.

# **SHIRE OF WILLIAMS**

## **MONTHLY FINANCIAL REPORT**

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

**For the period ended 30 November 2025**

***LOCAL GOVERNMENT ACT 1995***

***LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

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**SHIRE OF WILLIAMS**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 2025**

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	2,454,318	2,454,318	2,467,542	13,224	0.54%	
Rates excluding general rates	47,971	47,971	54,538	6,567	13.69%	
Grants, subsidies and contributions	450,799	296,337	399,552	103,215	34.83%	▲
Fees and charges	1,300,073	537,728	505,914	(31,814)	(5.92%)	
Interest revenue	112,000	46,425	44,047	(2,378)	(5.12%)	
Other revenue	2,360	100	40,942	40,842	40842.00%	▲
Profit on asset disposals	0	0	3,972	3,972	0.00%	
	<b>4,367,521</b>	<b>3,382,879</b>	<b>3,516,507</b>	<b>133,628</b>	<b>3.95%</b>	
<b>Expenditure from operating activities</b>						
Employee costs	(2,373,607)	(1,030,696)	(1,045,372)	(14,676)	(1.42%)	
Materials and contracts	(1,311,745)	(656,196)	(588,492)	67,704	10.32%	▲
Utility charges	(310,215)	(93,537)	(64,010)	29,527	31.57%	▲
Depreciation	(2,437,849)	(1,015,797)	(1,014,897)	900	0.09%	
Finance costs	(14,256)	(6,271)	(6,271)	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%	
	<b>(6,681,204)</b>	<b>(3,003,675)</b>	<b>(2,919,449)</b>	<b>84,226</b>	<b>2.80%</b>	
Non cash amounts excluded from operating activities	2(c) 2,445,498	1,023,474	1,018,041	(5,433)	(0.53%)	
<b>Amount attributable to operating activities</b>	<b>131,815</b>	<b>1,402,678</b>	<b>1,615,099</b>	<b>212,421</b>	<b>15.14%</b>	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
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%	
	<b>4,233,064</b>	<b>75,383</b>	<b>194,149</b>	<b>118,766</b>	<b>157.55%</b>	
<b>Outflows from investing activities</b>						
Acquisition of property, plant and equipment	(3,521,137)	(321,849)	(334,784)	(12,935)	(4.02%)	
Acquisition of infrastructure	(2,311,592)	(784,691)	(417,173)	367,518	46.84%	▲
	<b>(5,832,729)</b>	<b>(1,106,540)</b>	<b>(751,957)</b>	<b>354,583</b>	<b>32.04%</b>	
<b>Amount attributable to investing activities</b>	<b>(1,599,665)</b>	<b>(1,031,157)</b>	<b>(557,808)</b>	<b>473,349</b>	<b>45.90%</b>	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Proceeds from new borrowings	250,000	0	0	0	0.00%	
Transfer from reserves	252,394	0	0	0	0.00%	
	<b>502,394</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>						
Repayment of borrowings	(80,920)	(27,616)	(27,616)	0	0.00%	
Transfer to reserves	(107,620)	0	0	0	0.00%	
	<b>(188,540)</b>	<b>(27,616)</b>	<b>(27,616)</b>	<b>0</b>	<b>0.00%</b>	
<b>Amount attributable to financing activities</b>	<b>313,854</b>	<b>(27,616)</b>	<b>(27,616)</b>	<b>0</b>	<b>0.00%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	2(a) 1,153,995	1,153,995	1,218,825	64,830	5.62%	
Amount attributable to operating activities	131,815	1,402,678	1,615,099	212,421	15.14%	▲
Amount attributable to investing activities	(1,599,665)	(1,031,157)	(557,808)	473,349	45.90%	▲
Amount attributable to financing activities	313,854	(27,616)	(27,616)	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>	<b>0</b>	<b>1,497,900</b>	<b>2,248,500</b>	<b>750,600</b>	<b>50.11%</b>	▲

**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 30 NOVEMBER 2025**

	Actual 30 June 2025	Actual as at 30 November 2025
	\$	\$
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	3,535,477	5,692,131
Trade and other receivables	143,991	692,889
Other financial assets	23,926	12,043
Inventories	46,005	59,048
Contract assets	278,234	278,234
<b>TOTAL CURRENT ASSETS</b>	<b>4,027,633</b>	<b>6,734,345</b>
<b>NON-CURRENT ASSETS</b>		
Other financial assets	220,191	220,191
Property, plant and equipment	24,306,955	24,321,362
Infrastructure	69,065,016	68,709,705
<b>TOTAL NON-CURRENT ASSETS</b>	<b>93,592,162</b>	<b>93,251,258</b>
<b>TOTAL ASSETS</b>	<b>97,619,795</b>	<b>99,985,603</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	106,781	99,098
Contract liabilities	764,839	2,458,941
Borrowings	80,920	53,304
Employee related provisions	240,723	240,723
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,193,263</b>	<b>2,852,066</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	280,569	280,569
Employee related provisions	36,234	36,234
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>316,803</b>	<b>316,803</b>
<b>TOTAL LIABILITIES</b>	<b>1,510,066</b>	<b>3,168,869</b>
<b>NET ASSETS</b>	<b>96,109,729</b>	<b>96,816,734</b>
<b>EQUITY</b>		
Retained surplus	22,915,055	23,622,060
Reserve accounts	1,746,885	1,746,885
Revaluation surplus	71,447,789	71,447,789
<b>TOTAL EQUITY</b>	<b>96,109,729</b>	<b>96,816,734</b>

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



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 05 December 2025

**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 30 NOVEMBER 2025**

**2 NET CURRENT ASSETS INFORMATION**

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

**Current assets**

Cash and cash equivalents  
Trade and other receivables  
Other financial assets  
Inventories  
Contract assets

**Less: current liabilities**

Trade and other payables  
Other liabilities  
Borrowings  
Employee related provisions

Net current assets

Less: Total adjustments to net current assets

**Closing funding surplus / (deficit)**

Note	Adopted Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 November 2025
	\$	\$	\$
	3,535,693	3,535,477	5,692,131
	134,727	143,991	692,889
	23,926	23,926	12,043
	46,005	46,005	59,048
	278,234	278,234	278,234
	4,018,585	4,027,633	6,734,345
	(91,396)	(106,781)	(99,098)
	(764,839)	(764,839)	(2,458,941)
	(80,920)	(80,920)	(53,304)
	(240,723)	(240,723)	(240,723)
	(1,177,878)	(1,193,263)	(2,852,066)
	2,840,707	2,834,370	3,882,279
2(b)	(1,686,712)	(1,615,545)	(1,633,778)
	<b>1,153,995</b>	<b>1,218,825</b>	<b>2,248,500</b>

**(b) Current assets and liabilities excluded from budgeted deficiency**

**Adjustments to net current assets**

Less: Reserve accounts  
Less: Financial assets at amortised cost - self supporting loans  
- Current portion of borrowings  
- Current portion of employee benefit provisions held in reserve

**Total adjustments to net current assets**

	(1,746,885)	(1,746,885)	(1,746,885)
	(23,926)	(23,926)	(12,043)
	80,920	80,920	53,304
	39,362	39,362	39,362
2(a)	<b>(1,686,712)</b>	<b>(1,615,545)</b>	<b>(1,633,778)</b>

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

**Adjustments to operating activities**

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

**Total non-cash amounts excluded from operating activities**

Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 30 November 2025	YTD Actual 30 November 2025
\$	\$	\$
0	0	(3,972)
7,677	7,677	7,116
2,437,849	1,015,797	1,014,897
<b>2,445,498</b>	<b>1,023,474</b>	<b>1,018,041</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

**SHIRE OF WILLIAMS**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 30 NOVEMBER 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. %	
	\$	%	
<b>Revenue from operating activities</b>			
<b>Grants, subsidies and contributions</b>	103,215	34.83%	▲
Timing of Grant Payments & budgeted estimates			
<b>Other revenue</b>	40,842	40842.00%	▲
Unbudgeted Revenue to date, rebates & reimbursements			
<b>Expenditure from operating activities</b>			
<b>Materials and contracts</b>	67,704	10.32%	▲
Timing of payments			
<b>Utility charges</b>	29,527	31.57%	▲
Budgeted evenly but true allocation is seasonal			
<b>Outflows from investing activities</b>			
<b>Acquisition of infrastructure</b>	367,518	46.84%	▲
Project timing - projects set later			
<b>Surplus or deficit after imposition of general rates</b>	750,600	50.11%	▲
Favourable budget allocation to actual job costings			

## 8.2 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.2.1 ADOPTION OF THE 2024-2025 ANNUAL REPORT

<b>File Reference</b>	4.1
<b>Statutory Reference</b>	<i>Local Government Act 1995</i>
<b>Author</b>	Peter Stubbs, Chief Executive Officer (& various Officers)
<b>Date</b>	12 December 2025
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	Annual Report 2024-2025

#### Background

The Annual Report for the 2024-2025 financial year, which includes the signed Annual Financial Report and the Auditor General's Independent Auditor's Report, is presented for Council consideration and adoption.

A draft Annual Report, less the Financial Report and Independent Auditor's Report, was provided to elected members by email on the 25 November 2025 for comment. The audited Financial Report and Independent Auditor's Report was not available at that time.

#### Comment

The Office of the Auditor General (OAG) has completed the audit of the 2024-2025 year. An Audit Exit Meeting was held on the 5<sup>th</sup> of December 2025, attended by the OAG, AMD Chartered Accountants, Shire President Cr Logie, Peter Stubbs, CEO, Gemma Boyce, Executive Manager Corporate Services and Cassie Barker, Senior Finance Officer.

Local governments are required to give local public notice of the availability of the Annual Report, as soon as practical, after the report has been adopted by the Council.

The Local Government Act 1995, Section 5.27 requires that the Annual Electors meeting is held no more than 56 days after the Council adopts the Annual Report.

At the Ordinary Council Meeting held 19 November 2025, Council set the date and time for the Annual Electors Meeting to be held at 6pm, Wednesday 11 February 2026.

#### **Statutory Requirements- Local Government Act 1995**

##### 5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
  - (a) *a report from the mayor or president; and*
  - (b) *a report from the CEO; and*
  - [(c), (d) deleted]*
  - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are*

*proposed to commence or to continue in the next financial year; and*

- (f) the financial report for the financial year; and*
- (g) such information as may be prescribed in relation to the payments made to employees; and*
- (h) the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
  - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
  - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —*
    - (i) the number of complaints recorded in the register of complaints; and*
    - (ii) how the recorded complaints were dealt with; and*
    - (iii) any other details that the regulations may require; and*
  - (i) such other information as may be prescribed.*

#### **5.54. Acceptance of annual reports**

*(1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

*(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

#### **5.55. Notice of annual reports**

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

#### **5.55A. Publication of annual reports**

*The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.*

#### **5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.*
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.*

### **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 2.2            Maintain accountability, transparency and financial responsibility.

### **Financial Implications**

The annual audit fee cost is currently \$39,441 (excl GST) for the year. The OAG seeks fees to achieve full cost recovery of all Local Government auditing.

### **Voting Requirements**

Absolute Majority

### **OFFICERS RECOMMENDATION**

That Council adopt the 2024-2025 Annual Report, including the Annual Financial Report and the Independent Auditor's Report, for the financial year ending 30 June 2025.

### 8.2.2 UNMADE ROAD CLOSURE - RURAL

<b>File Reference</b>	12.15.38
<b>Statutory Reference</b>	Local Government Act 1995 Land Administration Act
<b>Author</b>	Peter Stubbs, Chief Executive Officer
<b>Date</b>	12 December 2025
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	Nil

## Background

Mr Will Higham and Mr Les Wilson requested that Council support closure of the unmade road reserve adjacent to their rural properties in 2024.

At the Ordinary Council meeting in December 2024 Council resolved as follows:

## OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Major      Seconded: Cr Panizza

*That Council decline the request to close the unmade road reserve at this time and review that decision in December 2025.*

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

Against: Cr Harding, Cr Macnamara

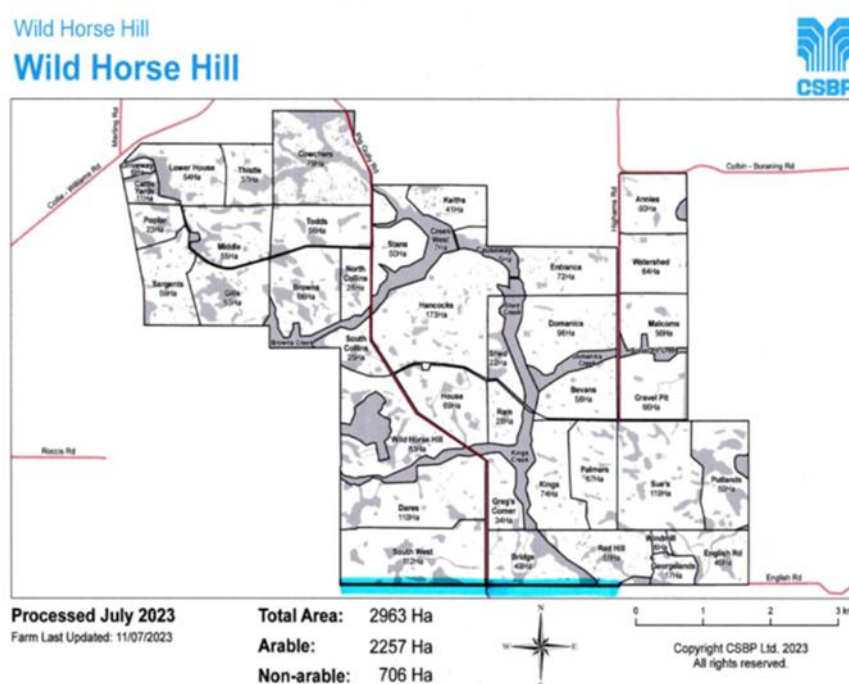
Carried: 5/2

Resolution: 60/25

The proposed closure of this unmade road was also considered by Council in November 2017. At that time Council did not support the proposed closure as other neighbours were not supportive.

The portion of unmade road requested in 2024 to be closed is shown in Figure 1 below and off Pig Gully Road.

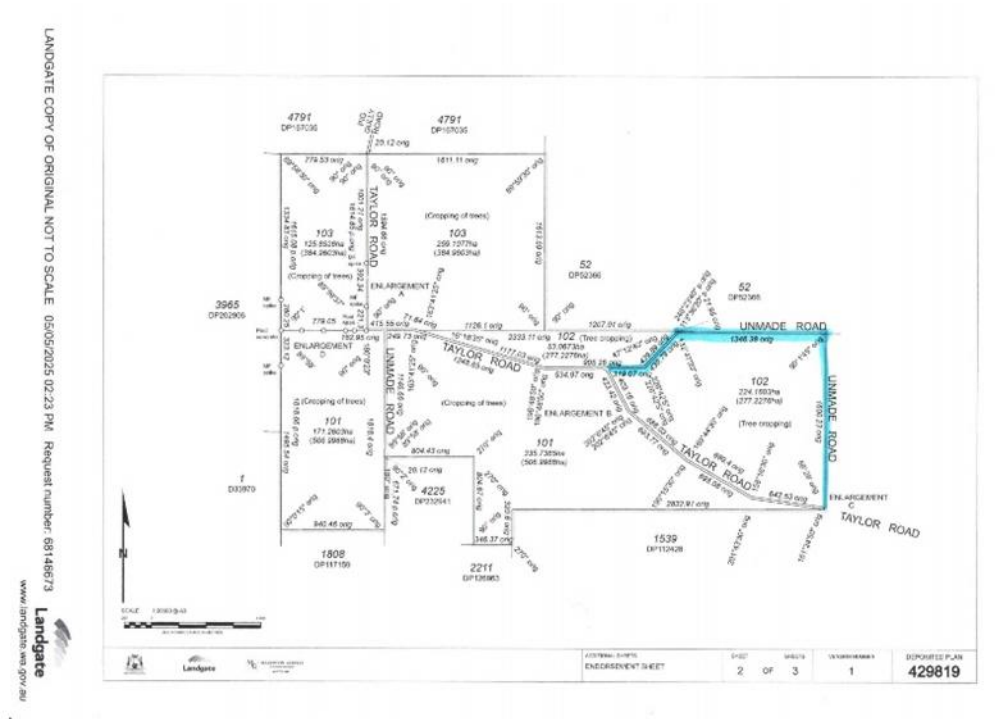
Figure 1- provided by Mr Higham



Since the request in December 2024, Mr Higham has also;

- Requested the closure of unmade road portions shown in Figure 2 below to the West and North of Lot 102 on Taylor Road, Williams, and
- Advised that Mr Wilson no longer supports the requested road reserve closure in Figure 1 and that both Mr Wilson and Mr Higham agree that the requested closure in Figure 1 should be withdrawn.

Figure 2- provided by Mr Higham



## Legislative Considerations and Process for Road Closures

In accordance with section 58 of the Land Administration Act (LAA), local government authorities may request the Minister for Lands, through the Department of Planning Lands and Heritage (DPLH), to close a public road permanently. The local government authority must comply with section 58 of the LAA and Regulation 9 of the Land Administration Regulations before submitting a request for closure of road with following:

1. A copy of Council resolution to request the closure of the road.
2. A copy the advertisement to close the road.
3. Copies of any submissions and objections to the advertisement as well as comments which address any comments or objections.
4. Copies of correspondence with service authorities and other government departments.



5. Plan of survey, sketch plan or document showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed.
6. Written confirmation that the local government authority has complied with Section 58(2) and (3) of the LAA.

Proposed road closures are assessed on their individual merits and DPLH acts on the advice of the relevant local government authority and in consultation with the DPLH Land Use Planning Division. For a wide range of reasons, a road closure may not necessarily be undertaken. For example, because the road closure would deny formal access to an adjoining or nearby property.

Depending on the circumstances of a proposed road closure and the proposed future disposition, a service authority may require relocation of its facilities at the proponent's expense or request a LAA easement to protect its installation in situ.

Subject to LAA requirements being met and there being no impediment to closure, the local government authority can resolve whether to proceed with a permanent road closure or not and will advise DPLH in writing.

The Minister must comply with section 58A of the LAA and Regulation 9B of the LAR before permanently closing a public road.

### **Closure of a public road by the Minister for Lands**

In accordance with section 58A of the LAA, the Minister for Lands may close a public road in the absence of a request from the local government authority where the Minister considers that the road should be closed permanently.

The Minister must comply with section 58A of the LAA which requires the Minister to give written notice to the local government and advertise the proposal to the public prior to closing the road. The local government and the public will have 35 days in which to make submissions and either may apply to the Minister for a longer period for submissions.

### **Comment**

Based on verbal and SMS advice from Mr Higham on several occasions since 13 November 2025, the only live issue is the request to close the unmade road reserve indicated in Figure 2.

### **Strategic Implications**

Unmade road reserves may have some strategic use in future years, but the timing or potential future use is unclear.

### **Financial Implications**

Costs associated with public advertising to close a road, estimated at \$200.

### **Voting Requirements**

Simple Majority

**OFFICERS RECOMMENDATION**

That Council advertise and invite public comment on its intent to request the Minister for Lands to close an unmade road reserve off Taylor Road around Lot 102 as indicated in Figure 2 of this report.

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

<b>File Reference</b>	Various
<b>Statutory Reference</b>	Local Government Act 1996
<b>Author</b>	Peter Stubbs, Chief Executive Officer
<b>Date</b>	10 December 2025
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	Nil

**Background**

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

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

**Comment**

The Common Seal was not used since the last Ordinary Council meeting on 19 November 2025.

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

Decision Type		Name/Property	Date of Decision	Purpose
<b>1</b>	Debt write offs	N/A	24 Nov 2025	The write off of 19 small debts totalling \$18.92. Debts ranged from \$0.01 to \$3.60. The cost of recovery outweighed the amount to be recouped.
<b>2</b>	Building Permit	18 Channon St, Williams Harry Worth, MGI Construction Pty Ltd	1 Dec 2025	No residential shed construction. (value \$99,430.00)

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.

### **Voting Requirements**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 14 November 2025 to the 12 of December 2025.

**8.2.4 REGISTER OF COUNCIL DECISIONS AND STATUS**

<b>File Reference</b>	4.1.20
<b>Statutory Reference</b>	Various
<b>Author</b>	Peter Stubbs, Chief Executive Officer
<b>Date</b>	8 December 2025
<b>Disclosure of Interest</b>	Nil
<b>Attachments</b>	Nil

**Background**

A register of decisions made by Council in the past six months and the status of those decisions is provided below.

Meeting Date	Resolution	Resolution Number	Status
<b>19 November 2025</b>	That Council nominate the following Councillors to the Minister for Planning and Lands for inclusion on the Regional Development Assessment Panel. Cr H Cowcher (Local Member 1) Cr Price (Local Member 2) Cr Macnamara (Alternate Local Member 1) Cr C Cowcher (Alternate Local Member 2)	197/25	Advised DAP of Member nominations 21/11/2025.
<b>19 November 2025</b>	That Council note the award the tender(s) to the following: Toyota DA115 Tip Truck – David Konig \$4,200 Driver Reviver Food Van – Graham Harding, Margie Haddrick \$3,100 Cardboard Press – no tender received	196/25	Tip Truck - paid and collected (17/11/2025), Food Van - paid and collected (8/12/2025).
<b>19 November 2025</b>	To offer the landowners of Lots 296 & 297 (Michael Italiano), Lot 295 (Peter Logie) and Lots 293 & 294 (Peter Fitzpatrick) Channon Street, street signage at their residence entrance with Richmond Street to assist identify their residence address.	192/25	Letters issued 21.11.2025  Mr Italiano advised verbally that he declines the offer.
<b>19 November 2025</b>	That Council request the Public Transport Authority (PTA) to issue a License or Lease covering the entire PTA rail reserve in the Shire of Williams between the Williams Town and the Shire of Williams and Shire of Narrogin border, for the purpose of public access along and across the PTA reserve on a peppercorn value basis.	191/25	Request has been acknowledged and PTA working through its processes.
<b>19 November 2025</b>	That Council request the Department of Planning Lands and Heritage to cancel the unmade Channon Street road reserve west of Forrest Street.	190/25	Public advertising occurring & closes 12 January 2026

<b>19 November 2025</b>	That Council provide the following feedback to the Western Australian Planning Commission on the proposed subdivision Plan for Lot 24 Piesse Street, Williams. 1. That Council confirm that residential subdivision of the land consistent with the zoning and R Code- R12.5 is desirable to meet current and future housing needs. 2. The inclusion of more Lots at around the 700m2 to 800m2 size in the Plan be encouraged while still being mindful of keeping infrastructure and service costs for the development reasonable.	189/25	Feedback provided by email to WAPC
<b>19 November 2025</b>	That Council authorise the Chief Executive Officer to engage a consultant to prepare a Regional Development Grant application (RED) to support the proposed rezoning and subdivision of 6.99ha of Shire of Williams owned land adjacent to Albany Highway known as Area D, consistent with the Local Planning Strategy (rezoning from rural to commercial land).	188/25	
<b>19 November 2025</b>	That Council 1. Approve an unbudgeted expense of \$1,666.50 as a proportional contribution for a 4WDL VROC joint grant application to the State Government Regional Housing Support fund for the purpose of seeking grant funding to support the construction of three new modular Shire homes for key workers in Williams.	187/25	Completed.  Grant to be lodged 18 Dec 2025
<b>19 November 2025</b>	That Council: 1. Adopts the meeting schedule for the period February 2026 to December 2026 as listed in this report; 4pm, Wednesday – 11 February 6pm, Wednesday - 11 February Annual Electors Meeting 6pm, Thursday - 5 March Audit Committee Meeting 4pm, Wednesday – 18 March 4pm, Wednesday – 15 April 4pm, Wednesday - 20 May 4pm, Wednesday – 17 June 4pm, Wednesday – 15 July 4pm, Wednesday – 29 July (Budget Adoption) 4pm, Wednesday - 19 August 4pm, Wednesday - 16 September 4pm, Wednesday – 21 October 4pm, Wednesday – 18 November 4pm, Wednesday - 16 December Audit Committee meeting to be scheduled Thursday 5th March 2006, incorporating the budget review.2. Advertise the meeting dates and commencement times in accordance with Section 5.25(1)(g) of the Local Government Act 1995 and Regulation 12(1) of the Local Government (Administration) Regulations 1996.	186/25	Completed
<b>19 November 2025</b>	That Council note the Code of Conduct for Employees was reviewed by the CEO on the 28 October 2025.	185/25	Completed
<b>19 November 2025</b>	That Council adopt the Code of Conduct for Council Members, Committee Members and Candidates and note there are no changes on the Code from the last adoption in May 2024.	184/25	Completed
<b>19 November 2025</b>	That Council approves the closure of the Shire Office on the following days: • Monday 29th December 2025 • Tuesday 30th December 2025 • Wednesday 31st December 2025 • Friday 2nd January 2026 That Council approves the closure of the Waste Transfer Station site on the following days:	183/25	Advertised on Facebook, Shire website and The Williams newspaper.

	<ul style="list-style-type: none"> <li>• Saturday 27th December 2025</li> <li>• Sunday 28th December 2025</li> </ul> <p>That the closure dates for the Shire Office and Waste Transfer Station be advertised in the Williams newsletter, the Shire website and Facebook site including the Shire Emergency contacts for these days.</p>		1/12/2025 & 15/12/2025.
<b>19 November 2025</b>	That Council appoint Gemma Boyce, Executive Manager of Corporate Services as the Acting CEO for the Shire of Williams for the period 19 January 2026 to 17 February 2026 (inclusive) with CEO delegations, while the CEO takes annual leave.	182/25	
<b>22 October 2025</b>	That Council request a meeting with Commissioner of DFES to seek better outcomes on the disposal of DFES assets to improve resourcing to volunteer bush fire brigades, including Local Government Grant Scheme funding for Starlink equipment to improve communication in firefighting efforts.	177/25	Letter sent
<b>22 October 2025</b>	That Council: 1. Notes the review of the Shire's Record Keeping Plan; and 2. Endorses the revised Record Keeping Plan for submission to the State Records Commission in accordance with the State Records Act 2000 (WA).	174/25	RKP submitted to the SRO 28 Oct 2025.
<b>22 October 2025</b>	That Council approve the disposal of the following assets;  1. Toyota DA115 Tip/Water Truck (rego WL595) 2. Food Van 3. Cardboard Press	173/25	<p>Items advertised for tender, 27 Oct 2025 via Facebook, The Williams.</p> <p>Toyota Truck &amp; Food Van sold by tender.</p> <p>No tenders received for Cardboard press.</p>
<b>22 October 2025</b>	That Council adopt the Policy Manual as presented with this report.	172/25	Minor adjustments made Oct 2025.
<b>17 September 2025</b>	That Council adopt the Equitable Access Policy as presented with this report.	165/25	Adopted (Required for the Indoor Court grant)
<b>17 September 2025</b>	That Council change the date of the Ordinary Council meeting from Wednesday 15 October 2025 to Wednesday 22 October 2025 commencing at 4pm to enable time for the evaluation of tenders for the Indoor Court project and the swearing in of Councillors.	161/25	Advertised in The Williams, Facebook and website
<b>17 September 2025</b>	That Council defer the adoption of the Policy Manual to the October 2025 meeting to allow more time for elected members to consider and review the policies.	160/25	Included to the Oct 2025 Council Agenda

<b>17 September 2025</b>	That Council endorse the Workforce Plan 2025-2030 as presented with this report	159/25	Adopted
<b>17 September 2025</b>	<p>That Council grant planning approval for the proposed office, shed and water tanks at 114 Narrogin-Williams Road subject to and with the following conditions;</p> <ol style="list-style-type: none"> <li>1. The plans lodged with this application form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.</li> <li>2. If the development, the subject of this approval, is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.</li> <li>3. Payment to the Shire of Williams of the scheduled planning fee, invoiced separately.</li> <li>4. Evidence provided to the Shire of Williams of approval from Main Roads Western Australia for the required crossover the access the property from Narrogin Road.</li> <li>5. The crossover being installed in accordance with the Shire Policy O1.10 Crossovers (property entrances) and Driveways Policy.</li> <li>6. An approved setback of 5m from the front boundary of the Lot to the office, with the setback area to be landscaped.</li> <li>7. The office, shed and boundary fence to be clad in a uniform green Colourbond colour using new cladding material.</li> <li>8. Rainwater from roof catchments being captured and stored in 2 rainwater tanks.</li> <li>9. Stormwater being managed to be retained in site, and not to adjacent properties.</li> <li>10. That Bushfire Attack Level Assessment is not required given the nature of industrial businesses the low risk of fire from the north (Narrogin-Williams Road reserve), and the proximity to the Glenfield fire shed.</li> <li>11. The property be fenced in new Colourbond fencing of consistent green colour matching the cladding of the office and shed.</li> </ol>	158/25	Planning Certificate issued.
<b>20 August 2025</b>	That Council give delegated authority to the Works Manager and/or the CEO to close unsealed roads to vehicles over 4.5 tonnes after significant rain events in order to protect roads from damage in wet conditions and to reopen roads once suitable, with appropriate public notification.	151/25	Delegation Register to be updated
<b>20 August 2025</b>	That Council note the report on the Development Application for Planning approval for a proposed single 3 x 2 dwelling on Lot 800 (formerly Lots 60 & 62), Colourbond shed and water tank to be assessed by the CEO in accordance with the provisions of the Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024 and Williams Towns Planning Scheme No 2.	147/25	Planning approval issued 27 August 2025
<b>23 July 2025</b>	That Council note proposed new Regulation- Local Government (Default Communication Agreement) Order 2025, dictating communication protocols between CEO's and elected members and endorse the draft comments submission to WALGA on the proposed regulations.	139/25	Council decision relayed to WALGA 28 July 2025



<b>23 July 2025</b>	That Council approves the extension of the Extractive Industry Licence for Lot 42 Bates Road, Williams for a 24-month period from the 1 July 2025 to 30 June 2027, under the same conditions as approved at the August 2010 Ordinary Council Meeting, with the exception of the two-year period of Licence which is part of August 2010 Council decision.	138/25	Letter approving licence issued 28 July 2025. File 10.60.15
<b>23 July 2025</b>	That Council approve the application by Browne's Food Operations for the continuation of the spreading of whey on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972 on a permanent basis subject to the continuation of the Department of Water and Environment Operating Licence.	137/25	Certificate of Planning Approval issued 28 July 2025
<b>23 July 2025</b>	That Council: 1. Note that the application for planning approval by the owner of Lot 888 Albany Highway, Williams to allow CRISP Wireless to build a 30m telecommunication tower and supporting ground infrastructure on its property was advertised for public comment, with no objections being received. 2. Approve the application for a telecommunication tower and supporting ground infrastructure on Lot 888 Albany Highway, Williams subject to the following conditions a. The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer. b. Planning approval is valid for a 2-year period and will lapse unless the tower is not substantially completed in that time.	135/25	Certificate of Planning Approval issued 28 July 2025
<b>23 July 2025</b>	That Council: 1. Adopt the Shire of Williams Disability Access and Inclusion Plan 2025-2030; and 2. Authorises the adopted Shire of Williams Disability Access and Inclusion Plan 2025-2030 to be submitted to the Department of Communities in accordance with legislative requirements.	130/25	DAIP issued to Dept of Communities 27 July 2025 & placed on the Shire website.
<b>23 July 2025</b>	That Council: 1. Jointly with the Shire of Narrogin, seek the PTA views on the potential use the PTA old rail line corridor between Narrogin and Williams as a walk/riding trail and what if any conditions might apply if the PTA is supportive. 2. Advertise the Rail Trail Feasibility Plan for public comment for a period of 1 month (28 days), offer two public meetings in Williams during that time, and write to all adjoining landholders in the Shire of Williams to the proposed rail trail. 3. Request the CEO to work with the Shire of Narrogin to develop and document a potential staged approach to the trail creation, that keeps cost to a minimum and enable ease of upgrade in future years if that is deemed to be appropriate at a future time. 4. Acknowledges that, while supportive of the concept, the Shire's financial commitment must be limited given other pressing infrastructure priorities.	129/25	Contact made with the Shire of Narrogin to meet.

### **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.

ILG 2.2            Maintain accountability, transparency and financial responsibility.

### **Financial Implications**

Nil

### **Voting Requirements**

Simple Majority

### **OFFICER'S RECOMMENDATION**

That Council note the register for Council decisions for the past six months and the action status of those decisions.

## 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

### 10.3 PUBLIC- CHANNON STREET

Mr Michael Italiano and Mr Peter Logie have requested that the attached letter (*Attachment 1*) from the Minister for Planning and Lands dated 10 December 2025, in relation to the potential closure of the unmade Channon Street in Williams, be tabled at this Council meeting.

The letter provides in principle support for the "un-naming" of Channon Street, enabling an option for residents to seek new addresses as Richmond Street.

*Attachment 1*



**Hon John Carey MLA**  
**Minister for Planning and Lands; Housing and Works; Health**  
**Infrastructure**

Our Ref: 78-30366

Mr Peter Rundle MLA

Email: [Peter.Rundle@mp.wa.gov.au](mailto:Peter.Rundle@mp.wa.gov.au)

#### ADDRESSING AT CHANNON STREET WILLIAMS

Dear Mr Rundle

Thank you for your email dated 27 November 2025 regarding street addressing at Channon Street in Williams on behalf of your constituent.

Landgate is the State agency responsible for road naming and street addressing. Changes to road names and street addresses are made by Landgate based on applications and advice received from the relevant Local Government.

Landgate has previously engaged with the Shire of Williams about the addressing issues at Channon Street. In September 2017, Landgate recommended to the Shire of Williams that Channon Street be un-named and that affected properties be re-addressed to Richmond Street. Landgate has received no further correspondence on this matter.

Landgate continues to support, in principle, the un-naming of Channon Street and the re-addressing of affected properties to Richmond Street. Landgate will process a formal request from the Shire of Williams to amend the road name and subsequent addresses once received. The owner is encouraged to contact the Shire of Williams to progress the matter.

For further information on the naming and addressing process, please contact Michelle Ellefsen, A/Director Geospatial Landgate on (08) 9273 7122 or email [michelle.ellefsen@landgate.wa.gov.au](mailto:michelle.ellefsen@landgate.wa.gov.au).

Yours sincerely,

**HON JOHN CAREY MLA**  
**MINISTER FOR PLANNING AND LANDS**  
10 DEC 2025

## **Staff Comment**

At the time of the Council Agenda being published staff had not had time to research the historical reference to 2017 stated in the letter or verify whether other matters related to access over the Public Transport Authority land (old rail reserve) would remain an issue. Those matters may need to be reconsidered by Council at its February 2026 meeting or subsequent Council meetings.

Council considered a range of issues and recommendations regarding the unmade Channon Street at its November 2025 meeting. Some recommendations did not proceed because of the lack of a mover for them and lapsed as Council did not consider those to be required.

Council resolved as follows (Resolution 190/25) at its November 2025 meeting with respect to Channon Street,

### *OFFICER'S RECOMMENDATION 2 AND COUNCIL RESOLUTION*

*Moved: Cr Harding*

*Seconded: Cr Price*

*That Council request the Department of Planning Lands and Heritage to cancel the unmade Channon Street road reserve west of Forrest Street.*

*For: Cr H Cowcher, Cr Harding, Cr Panizza, Cr Price*

*Against: 2 – Cr Macnamara and Cr C Cowcher*

*Carried: 4/2*

*Resolution: 190/25*

Following Council's decision and in compliance with legislative requirements for road reserve closures, the Shire of Williams issued a public notice and invited submissions to advance Council Resolution 190/25.

The public notice/advertisement is provided below, with public comments closing 12 January 2026.



**PUBLIC NOTICE**

**Proposed Permanent Closure of Portion of Unmade Channon Street, Williams**

Notice is hereby given that Council for the Shire of Williams is proposing to request the Minister for Lands to permanently close a portion of unmade Channon Street road reserve as indicated in Figure 1 below.



The Shire of Williams invites public comment on the closure proposal. Council will consider any comments before making a final decision to proceed with the proposed closure or not.

Public comment period commences on 1 December 2025 and closes at 9am on Monday 12 January 2026. All public comments must be provided in writing by email to [shire@williams.wa.gov.au](mailto:shire@williams.wa.gov.au), by signed letter to PO Box 96, Williams 6391, or be hand delivered to the Shire Office, 9 Brooking Street, Williams.

The proposed Notice of Motion for consideration by Council is,

*That Council, after public consultation and consideration of public comments, request the Minister for Lands to permanently close the portion of unmade Channon Street, west of Forrest Street within the Shire of Williams.*

A handwritten signature in blue ink, appearing to read "P. Stubbs".

Peter Stubbs  
**Chief Executive Officer**  
1 December 2025

## 11. APPLICATION FOR LEAVE OF ABSENCE

## 12. CLOSURE OF MEETING