



SHIRE OF WILLIAMS COUNCIL AGENDA

**COUNCIL MEETING
WEDNESDAY 17 SEPTEMBER 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 September 2025, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 4:00pm.

At this meeting a formal photograph will be taken of Council.

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 Natalie Major - Deputy President
Cr Simon Harding
Cr Tracey Price
Cr Christine Cowcher
Cr John Macnamara

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

DECLARATION OF INTEREST	
Name / Position	Cr Logie
Item No. / Subject	8.1.8 - USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY
Type of Interest	Proximity

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 20 AUGUST 2025

OFFICERS RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 20 August 2025 as previously circulated, be confirmed as a true and accurate record.

6.2 SPECIAL COUNCIL MEETING HELD 1 SEPTEMBER 2025

OFFICERS RECOMMENDATION

That the Minutes of the Special Council Meeting held 1 September 2025 as previously circulated, be confirmed as a true and accurate record.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

On behalf of Council and the community I would like to give our thanks to Councillors John Macnamara and Simon Harding for nominating again for Council and welcome Heidi Cowcher who will join Council as a Councillor in October 2025. At the close of nominations for Elected Members for the Local Government Election, at 4pm on the 3 September 2025 there were three nominations for the three vacant positions. Candidates were therefore elected unopposed. I thank Gemma Boyce for acting as the Returning Officer.

Special recognition and our gratitude must go to Councillor Natalie Major, our Deputy Shire President, who after 16 years of wonderful service to Council, the Shire of Williams, and our community, will retire as a Councillor in October 2025, but not as valued community members and community volunteer.

I am pleased to advise that the Shire has called a tender for the design and construction of a new indoor court and changeroom facility to be built between the pavilion and the swimming pool. Tenders close the 13 October 2025. At an appropriate time later this year once the successful tenderer is appointed and proposed plans for the facility are developed the project will have a launch event open to the community.

I thank our Chief Bushfire Control Officer Matt Crane and our Brigade Captains and members, who are now gearing up for the fire risk season ahead. This is a timely reminder for us all to take action to reduce fuel loads and fire risk.

Community members may notice as they drive through Quindanning that construction of the Quindanning Tourism Caravan Park has commenced. It is very significant project for our district, and we congratulate the project owners on this milestone.

8. MATTERS WHICH REQUIRE DECISIONS

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 WORKS REPORT-ASSET MANAGEMENT & IMPROVEMENT

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

Background

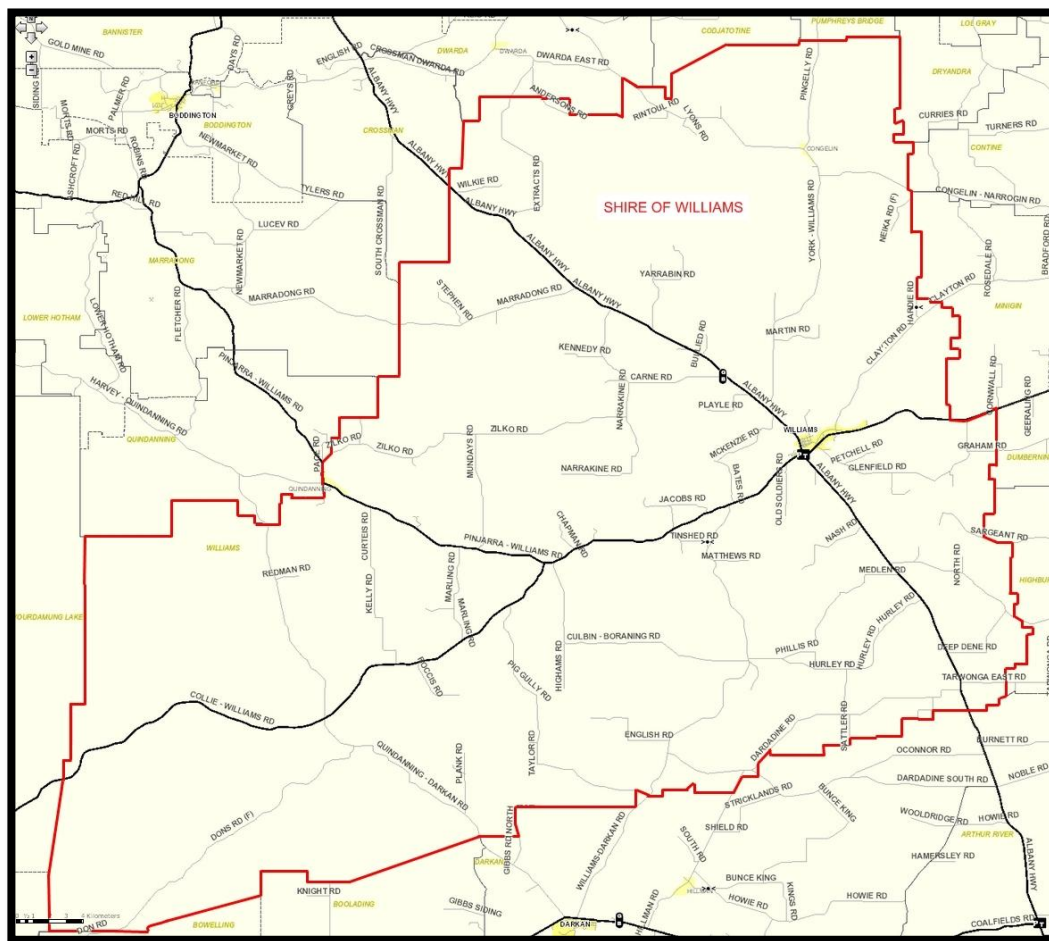
Council maintains assets on behalf of the community, public, and industry. Key transport assets include 242 km of sealed roads, 320 km of unsealed roads, culverts and six (6) bridges. Other assets include civic buildings, recreational facilities, houses, parks, streetscape, plant and equipment etc.

Gravel Road Grading Summary

ROAD NAME	TOTAL LENGTH GRAVEL RD	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST
ANDERSONS ROAD	2.25								
BATES ROAD	3.52			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			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	
CULBIN SOUTH	2.44							2.4	
CURTEIS ROAD	4.29							4.29	
DARDADINE ROAD	21.50			21.5				21.5	
DARDADINE – SOUTH ROAD	0.48							0.48	
DARKAN-QUINDANNING ROAD	4.6		2.3					2.3	
DEEP DEAN ROAD	5.76						5.7		5.7
EDDINGTON ROAD	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								
GILLETT 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								
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	
MARTIN ROAD	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	
MUNTHOOLA ROAD	2.1		2.1				2.1	2.1	
NARRAKINE ROAD	8.1				8.1			8.1	
NASH ROAD	5.88	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	
PHILLIS ROAD	3.44								
PIG GULLY ROAD	11.00				11.0			11.04	
PINGELLY ROAD	8.01								
PLANK ROAD	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	
SATTLER ROAD	5.42							5.42	
TAYLOR ROAD	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	
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	
TOTAL LENGTH GRADED	350.94	71.06	23	66.4	58.18	25.56	71.94	229.6	53.41

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

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	11 September 2025
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	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 \$647,506.25 approved by the Chief Executive Officer during the month of August 2025 be endorsed.

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
01/08/2025	BUILDING AND ENERGY	BSL collection - JUL 2025	-113.30
06/08/2025	FDC EDUCATORS	FDC Educators PE 03/08/2025	-28,153.68
06/08/2025	BEST OFFICE SYSTEMS	Photocopier Charges	-430.38
06/08/2025	BM & RA WILLCOCKS	2025193 - Contract Grading & Rolling 13 Roa	-26,752.00
06/08/2025	COMPU-STOR	9 Archive Boxes to Compu-Stor	-36.10
06/08/2025	JLT	Insurance - Marine Cargo 2025/26	-346.50
06/08/2025	WA CONTRACT RANGER SERVICES	2025210 - Ranger Services 10/07/2025 & 24/07/2025	-693.00
06/08/2025	WILLIAMS COMMUNITY RESOURCE CENTRE	3 A2 Full Colour Maps & Laminating	-105.00
07/08/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 06/08/2025	-65,900.05
13/08/2025	ACCURATE SHED CONSTRUCTION	2025201 - Supply and install rear stairs at Qui	-2,995.00
13/08/2025	AIR RESPONSE	Investigate why Air Con Cuts Out.	-247.50
13/08/2025	CANNON HYGIENE	Sanitary Unit for Resource Centre	-83.78
13/08/2025	INDUSTRIAL AUTOMATION GROUP	2025211 - 2nd Payment, Upgrade to Glenfield	-3,187.25
13/08/2025	NARROGIN GLASS	Repairs to Window Seals & Replace Laundry	-90.00
20/08/2025	FDC EDUCATORS	FDC Educators PE 17/08/2025	-28,309.45
21/08/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 20/08/2025	-63,999.99
27/08/2025	AVON WASTE	5 weeks waste services	-12,734.12
27/08/2025	BEST OFFICE SYSTEMS	Monthly Printing/Copying Charges	-415.62
27/08/2025	BOC Ltd	July 2025 Container Service Fee	-47.16
27/08/2025	BUNBURY MOWER SERVICE	2025224 - Purchase of New Whipper Snipper	-750.00
27/08/2025	CANNON HYGIENE	2025227	-1,875.78
27/08/2025	COUNTRY BUILDING AND MAINTENANCE W	2025170 - Final Payment 18 Richardson Refu	-2,000.00
27/08/2025	D & W ELECTRICAL AND DATA SUPPLIERS	2025175 - 400 Electrical Test Tags	-139.92
27/08/2025	DFES.	ESLB 1st Qtr Contribution 2025/26	-22,904.72
27/08/2025	DUFF ELECTRICAL CONTRACTING	2026-D1 - Reset HWS Thermostat (2 Jamtree	-66.00
27/08/2025	DX PRINT GROUP	2025218 - 1000 DL Window Envelopes	-341.00
27/08/2025	E & MJ ROSHER PTY LTD (EFT)		-176.70
27/08/2025	FUEL DISTRIBUTORS OF WA PTY LTD	2025217 - Bulk Fuel August 2025	-12,028.06
27/08/2025	GREAT SOUTHERN FUELS	Monthly Fuel Account July 2025	-655.32
27/08/2025	HARMONY SOFTWARE	Educators' Software Fees, Month of July 2025	-381.25
27/08/2025	HERSEY'S SAFETY PTY LTD	13987 - Safety Steps, Vinyl Protect, Gloves, T	-987.80
27/08/2025	IMAGES FRAMES SIGNS	Framing - Chambers	-550.00
27/08/2025	JP UPHOLSTERY & CANVAS	2025202 - Repair one Shade Sail from the Pav	-77.00
27/08/2025	KANO'S CONSTRUCTIONS PTY LTD	18 Richardson St - Kitchen Final Payment	-24,351.06
27/08/2025	LANDGATE.	Four Title Searches	-130.40
27/08/2025	LAVIS (GARTH), NATASHA	Reimbursement for WWC Renewal (N Lavis)	-87.00
27/08/2025	McINTOSH & SON	WL917 Parts & Repairs	-2,469.14
27/08/2025	MELCHIORRE PLUMBING & GAS	Various	-5,683.78
27/08/2025	MJB INDUSTRIES PTY LTD	2025159 - Solid Base for Bridge 884	-1,703.49
27/08/2025	NARROGIN BETTA HOME LIVING	Phone Double Adaptor & Lead	-36.90
27/08/2025	NARROGIN TOYOTA	5L Chain Oil	-91.98
27/08/2025	R MUNNS ENGINEERING CONSULTING SER	Worksheet Cost Estimate	-4,490.42
27/08/2025	RJ SMITH ENGINEERING	13985 - Hydraulic Hose & Fittings	-169.00
27/08/2025	SHIRE OF NARROGIN.	REIMBURSEMENT FOR WA RENEWABLES COMMUNITY BENEFITS GUIDELINE	-1,294.85
27/08/2025	SMALL TREE FARM	2025205 - 75 Street Trees	-3,319.25
27/08/2025	ST LUKE'S FAMILY PRACTICE	Doctors Svcs	-2,772.00
27/08/2025	TEAM GLOBAL EXPRESS	Freight	-394.65
27/08/2025	THE GOODS	One Carton Heavy Duty Bin liners	-51.59
27/08/2025	THE WILLIAMS COMMUNITY NEWSPAPER.	Advertising	-76.80
27/08/2025	THE WILLIAMS WOOL SHED.	Uniforms	-4,910.77
27/08/2025	TUTT BRYANT HIRE PTY LTD	Rural Road Mtce - winter grading 2025	-4,777.99
27/08/2025	UNIFORMS AT WORK	Staff Uniforms (T Germain)	-162.50

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

DATE	NAME	DESCRIPTION	AMOUNT
27/08/2025	WA LOCAL GOVERNMENT ASSOCIATION	Association, Taxaction & Employee Relations Subscription	-18,975.62
27/08/2025	WALLIS COMPUTER SOLUTIONS	NBN Fixed Wireless Internet August	-187.00
27/08/2025	WESTRAC	WL61 cat grader 1000hr svce	-7,569.57
27/08/2025	WILLIAMS COMMUNITY RESOURCE CENTRE		-1,249.00
27/08/2025	WILLIAMS GENERAL STORE	July 2025	-162.78
27/08/2025	WILLIAMS GOLF CLUB.	2025223 - Catering for 4WDL Meeting	-660.00
27/08/2025	WILLIAMS LICENSED POST OFFICE	TBA - Postage & Stationery, July 2025	-502.13
27/08/2025	WILLIAMS NEWSAGENCY	Monthly Account July 2025	-221.75
27/08/2025	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - JULY 2025	-8,033.57
27/08/2025	ZONE 50 ENGINEERING SURVEYS PTY LTD	2025194 - WSFN Project - Darkan Williams Rc	-83,160.00
29/08/2025	PICKLES AUCTIONS PTY LTD	20X FAST ATTACK VEHICLES AT AUCTION	-108,000.00
04/08/2025	CBA	CBA - Merchant Fees July 2025	-159.47
01/08/2025	DEPARTMENT OF PLANNING & INFRASTRUC	DPI Payment AUG25	-30,776.50
04/08/2025	SYNERGY	Various	-1,105.97
04/08/2025	TELSTRA	Pool Telephone to 19/07/2025	-34.82
06/08/2025	TELSTRA	Monthly Phone Usage to 19/08/2025	-288.81
13/08/2025	SYNERGY	Electricity to Streetlights to 24/07/2025	-3,003.47
13/08/2025	TELSTRA	Mobile Phone Services to 1/08/2025	-423.58
13/08/2025	WATER CORPORATION.	Various	-10,972.74
18/08/2025	ANZ CARDS	Monthly Credit Card Expenses x 3	-4,405.05
25/08/2025	AUSTRALIAN TAXATION OFFICE	BAS JUL25	-6,200.00
27/08/2025	SYNERGY	Electricity to Swimming Pool 15/07/2025 to 15/08/2025	-728.76
27/08/2025	TELSTRA	Various	-37.33
04/08/2025	SUPERANNUATION	JULY25 SUPERANNUATION	-26,101.33
		TOTAL	-647,506.25

0.00

18/08/2025	ANZ CARDS	Monthly Credit Card Expenses x 3 - inc	-4405.05
		Storage for Resources	60
		Batteries, Mouse, Chair	253.64
		Plastic Bags, Air Freshener, Detergent	276.23
		Door Mats, Mop Heads	97.86
		Staff Uniforms	521.85
		Child Safety Books	333.18
		Food Safety Training	490
		Resources, Glue, Plastic bags	74.55
		Baby Wipes	31.36
	PLANT:P084 CX-5 2022 WL036 (FDC)	40.25L ULP	63.64
	PLANT:P084 CX-5 2022 WL036 (FDC)	51.14L ULP	83.64
	PLANT:P084 CX-5 2022 WL036 (FDC)	44.48L ULP	72.75
		Plastic Containers	94.64
		Resources, Pebbles, Spray Pack	108.01
		Resources - Toys	54.55
		Shelves	80.91
		First Reef - Hotham-Williams VROC Website Hc	52.73
		Samuels Emporium (staff meeting)	44.09
		Bunnings - 2 Plant Pots for Office	32.69
		WALGA Events - Tickets to Annual Award Night	327.27
	PLANT:P083 Isuzu MU-X 2022 16WL	Diesel	98.96
		Ticket - Bring Dowerin to Town	233.08
		Shire of Williams - Testing New Eftpos Machine	0.03
		Nilfisk Vacuum Filter	287.38
		Nilfisk Vacuum Filter	287.39
		Samuels Emporium (staff meeting)	36.36
		First Reef - Hotham-Williams VROC Website Hc	52.73

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

DATE	NAME	DESCRIPTION	AMOUNT
		Wilson Car Parks - WALGA Awards	27.65
		Google Marradong Website VROC	16.8
		Adobe Sydney - Licence Laptop Admin Receptic	13.63
	AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	400.44
			4,405.05

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	11 September 2025
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 *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 31 August 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 31 August 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

	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	2,454,318	0	0.00%	
Rates excluding general rates	47,971	47,971	46,066	(1,905)	(3.97%)	
Grants, subsidies and contributions	450,799	228,595	247,818	19,223	8.41%	
Fees and charges	1,300,073	198,862	198,845	(17)	(0.01%)	
Interest revenue	112,000	18,330	17,405	(925)	(5.05%)	
Other revenue	2,360	0	23,483	23,483	0.00%	
	4,367,521	2,948,076	2,987,935	39,859	1.35%	
Expenditure from operating activities						
Employee costs	(2,373,607)	(421,002)	(403,466)	17,536	4.17%	
Materials and contracts	(1,311,745)	(364,516)	(321,529)	42,987	11.79%	▲
Utility charges	(310,215)	(33,853)	(29,572)	4,281	12.65%	
Depreciation	(2,437,849)	(406,344)	(408,336)	(1,992)	(0.49%)	
Finance costs	(14,256)	0	0	0	0.00%	
Insurance	(186,501)	(93,247)	(39,340)	53,907	57.81%	▲
Other expenditure	(39,354)	(5,000)	(3,119)	1,881	37.62%	
Loss on asset disposals	(7,677)	(7,677)	(4,544)	3,133	40.81%	
	(6,681,204)	(1,331,639)	(1,209,906)	121,733	9.14%	
Non cash amounts excluded from operating activities	2(c) 2,445,498	414,021	412,880	(1,141)	(0.28%)	
Amount attributable to operating activities	131,815	2,030,458	2,190,909	160,451	7.90%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	4,143,138	0	109,947	109,947	0.00%	
Proceeds from disposal of assets	66,000	66,000	32,000	(34,000)	(51.52%)	▼
Proceeds from financial assets at amortised cost - self supporting loans	18,926	0	0	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	66,000	141,947	75,947	115.07%	
Outflows from investing activities						
Acquisition of property, plant and equipment	(3,521,137)	(46,849)	(225,471)	(178,622)	(381.27%)	▼
Acquisition of infrastructure	(2,311,592)	(117,072)	(104,047)	13,025	11.13%	▲
	(5,832,729)	(163,921)	(329,518)	(165,597)	(101.02%)	
Amount attributable to investing activities	(1,599,665)	(97,921)	(187,571)	(89,650)	(91.55%)	
FINANCING ACTIVITIES						
Inflows from financing activities						
Proceeds from new borrowings	250,000	0	0	0	0.00%	
Transfer from reserves	252,394	0	0	0	0.00%	
	502,394	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(80,920)	0	0	0	0.00%	
Transfer to reserves	(107,620)	0	0	0	0.00%	
	(188,540)	0	0	0	0.00%	
Amount attributable to financing activities	313,854	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 1,153,995	1,153,995	1,190,175	36,180	3.14%	
Amount attributable to operating activities	131,815	2,030,458	2,190,909	160,451	7.90%	
Amount attributable to investing activities	(1,599,665)	(97,921)	(187,571)	(89,650)	(91.55%)	▼
Amount attributable to financing activities	313,854	0	0	0	0.00%	
Surplus or deficit after imposition of general rates	0	3,086,532	3,193,513	106,981	3.47%	

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 AUGUST 2025

	Actual 30 June 2025	Actual as at 31 August 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,535,477	3,312,404
Trade and other receivables	134,943	2,926,412
Other financial assets	23,926	23,926
Inventories	46,005	53,561
Contract assets	278,234	278,234
TOTAL CURRENT ASSETS	4,018,585	6,594,537
NON-CURRENT ASSETS		
Other financial assets	220,191	220,191
Property, plant and equipment	26,088,159	26,178,261
Infrastructure	69,070,136	68,864,670
TOTAL NON-CURRENT ASSETS	95,378,486	95,263,122
TOTAL ASSETS	99,397,071	101,857,659
CURRENT LIABILITIES		
Trade and other payables	91,400	262,837
Contract liabilities	764,839	1,166,010
Borrowings	80,920	80,920
Employee related provisions	240,723	240,723
TOTAL CURRENT LIABILITIES	1,177,882	1,750,490
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	1,494,685	2,067,293
NET ASSETS	97,902,386	99,790,366
EQUITY		
Retained surplus	22,896,721	24,784,698
Reserve accounts	1,746,883	1,746,883
Revaluation surplus	73,258,781	73,258,781
TOTAL EQUITY	97,902,385	99,790,362

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 09 September 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 31 AUGUST 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 31 August 2025
	\$	\$	\$
	2,236,950	3,535,477	3,312,404
	134,727	134,943	2,926,412
	24,574	23,926	23,926
	46,005	46,005	53,561
	278,234	278,234	278,234
	2,720,490	4,018,585	6,594,537
	(91,396)	(91,400)	(262,837)
	(764,839)	(764,839)	(1,166,010)
	(63,115)	(80,920)	(80,920)
	(240,723)	(240,723)	(240,723)
	(1,160,073)	(1,177,882)	(1,750,490)
	1,560,417	2,840,703	4,844,047
2(b)	(1,560,393)	(1,650,528)	(1,650,528)
	0	1,190,175	3,193,512

(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
Add: Current liabilities not expected to be cleared at the end of the year
- Current portion of borrowings
- Current portion of employee benefit provisions held in reserve

Total adjustments to net current assets

	(1,602,109)	(1,746,883)	(1,746,883)
	(23,926)	(23,926)	(23,926)
	63,115	80,920	80,920
	39,361	39,361	39,361
2(a)	(1,560,393)	(1,650,528)	(1,650,528)

(c) Non-cash amounts excluded from operating activities

Adjustments to operating activities

Add: Loss on asset disposals
Add: Depreciation

Total non-cash amounts excluded from operating activities

Adopted Budget Estimates 30 June 2026	YTD Budget Estimates 31 August 2025	YTD Actual 31 August 2025
\$	\$	\$
7,677	7,677	4,544
2,437,849	406,344	408,336
2,445,498	414,021	412,880

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 AUGUST 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. % %	
Expenditure from operating activities			
Materials and contracts	42,987	11.79%	▲
Timing of payments			
Insurance	53,907	57.81%	▲
Timing of payments issued			
Inflows from investing activities			
Proceeds from disposal of assets	(34,000)	(51.52%)	▼
Further Vehicle trade in still to occur			
Outflows from investing activities			
Acquisition of property, plant and equipment	(178,622)	(381.27%)	▼
Timing in monthly Budget Allocation			
Acquisition of infrastructure	13,025	11.13%	▲
Project timing			

CHIEF EXECUTIVE OFFICER'S REPORT

8.1.4 DEVELOPMENT APPLICATION 114 NARROGIN-WILLIAMS ROAD, WILLIAMS

File Reference	10.60.15
Statutory Reference	Local Government Act 1995 & Regulations Planning & Development Act 2005 & Regulations Williams Town Planning Scheme #2 State Planning Policy 3.7
Author	Peter Stubbs, Chief Executive Officer
Date	28 August 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

114 Narrogin-Williams Road is a vacant 907m² Lot Zoned Industrial under the Williams Town Planning Scheme No2 (Scheme). The Lot is shown bordered in red in Figure 1 below.

Figure 1 - Location of 114 Narrogin-Williams Road, Williams

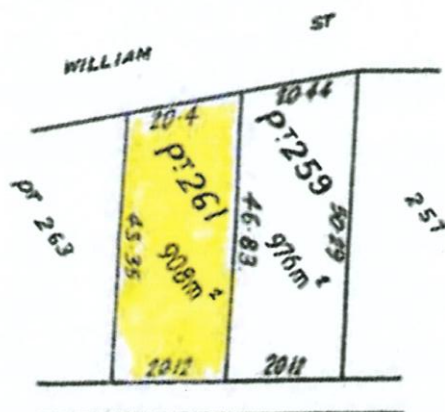


Figure 2 - Elevation- Street View of 114 Narrogin-Williams Road



The owner of 114 Narrogin-Williams Road requests Planning Approval to establish a shed and office to support a mobile mechanical business. The nature of the business is a permitted use under the Scheme.

A proposed site layout is shown in Figure 3 below. Planning approval is requested for;

1. An office, approximately 11.8m x 6.43m (75.75m²)
2. A shed, approximately 16m x 7.5m (120m²)
3. Water Tanks - 2 x 14,000L to catch and store rainwater

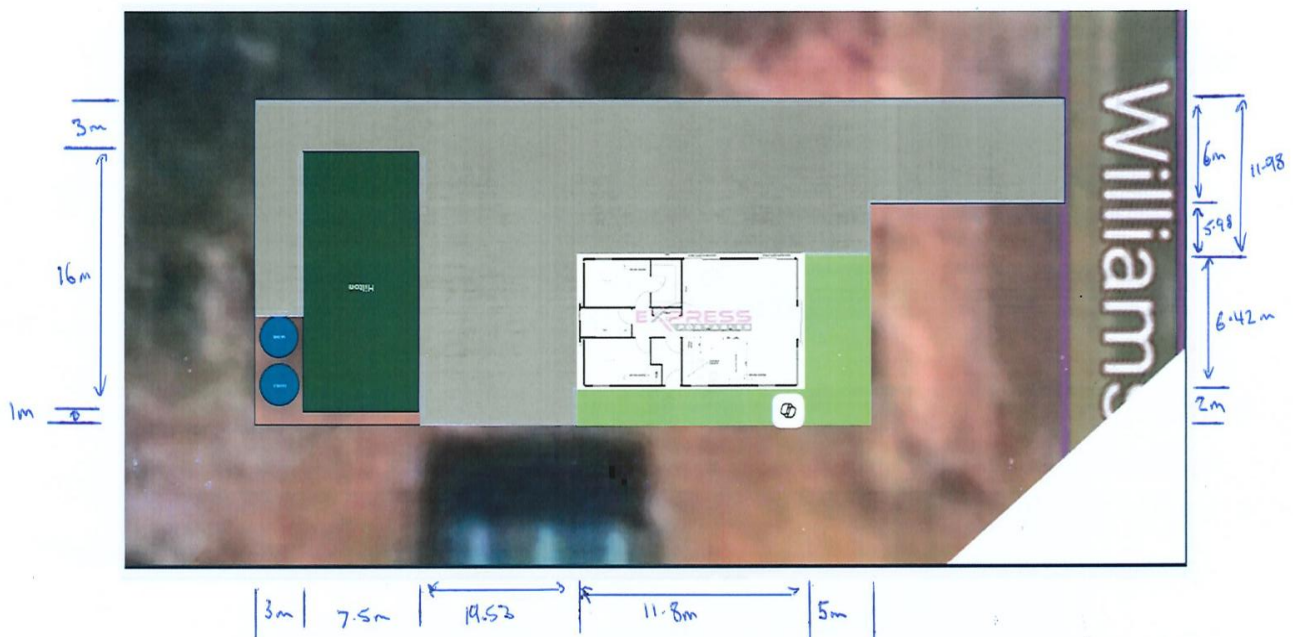
The shed and office are proposed to be clad in green Colourbond the same or similar colour as the Glenfield Fire shed and matching Colourbond fencing at 2.4m in height on the side and rear of the property.

Wastewater is proposed to be managed via a septic system, subject to a separate approval.

The applicant proposes to install lawn and to landscape in the proposed 5m set back from the boundary to the office and the 2m setback from the side boundary.

A low <500mm retaining wall is proposed to be installed on the front boundary to contain fill required on the Lot with the front fence to be installed on the wall.

Figure 3 - Proposed site layout



Scheme Objectives- Industrial Zone Section 4.7

The objectives of the Industrial zone are:

- (a) To encourage industrial development and particularly those which may provide employment opportunities and benefits to the local district.
- (b) To cater for a range of industrial uses and encourage quality development.

Figure 4 - Scheme Symbols and meanings

PART IV - ZONE DEVELOPMENT CONTROLS

- 4.1 The Scheme Area is divided into the several zones set out hereunder:

Residential
Rural Residential
Commercial
Industrial
Rural
Special Use

AMD 12 GG 24/9/99

The zones are delineated and depicted on the Scheme Map according to the legend thereon.

- 4.2 Table 1 appended to Clause 4.3 of the Scheme indicates the several uses permitted by the Scheme in the various zones, such uses being determined by cross reference between the list of "Uses" on the left hand side of the Table and the list of "Zones" on the top of the Table.
- 4.3 The symbols used in the cross reference in Table 1 have the following meanings:
- "P" means that the use is permitted provided it complies with the relevant standards and requirements laid down in the Scheme and all conditions (if any) imposed by the Council in granting development approval;
 - "AA" means that the Council may, at its discretion, permit the use;
 - "X" means a use that is not permitted

Figure 5 – Scheme Table

TABLE 1 - ZONING TABLE

		RESIDENTIAL	RURAL RESIDENTIAL	COMMERCIAL	INDUSTRIAL	SERVICE COMMERCIAL AMD 19 GG	RURAL
1	abattoir	X	X	X	X	X	X
2	aged or dependent persons dwelling	AA	X	X	X	X	X
3	caretaker's dwelling	X	AA	AA	AA	AA	AA
4	civic building	X	X	P	X	AA	X
5	club premises	X	X	AA	X	AA	AA
6	consulting rooms	AA	X	P	X	X	X
7	education establishment	X	X	X	X	AA	AA
8	fuel depot	X	X	X	AA	X	AA
9	grouped dwelling	P	X	X	X	X	AA
10	holiday cabins or chalets	X	X	X	X	X	AA
11	home occupation	AA	AA	X	X	X	AA
12	hotel	X	X	AA	X	X	X
13	industry - cottage	AA	AA	X	AA	AA	AA
14	industry - extractive	X	X	X	AA	X	AA
15	industry - general	X	X	X	AA	X	X
16	industry - light	X	X	X	P	AA	X
17	industry - noxious	X	X	X	X	X	AA
18	industry - rural	X	X	X	X	X	AA
19	motel	X	X	AA	X	AA	X
20	office	X	X	P	AA	AA	AA
21	public recreation	P	P	P	P	X	AA
22	public utility	AA	AA	AA	AA	AA	AA
23	public worship - place of	AA	X	AA	X	AA	AA
24	residential building	AA	X	X	X	X	X
25	restaurant	X	X	P	X	AA	AA
26	rural pursuit	X	AA	X	X	X	P
27	service station	X	X	AA	AA	AA	AA
28	shop	X	X	P	X	AA	X
29	single house	P	P	AA	X	X	P
30	transport depot	X	X	X	P	AA	AA

Scheme Regulatory Controls Section 4.6

(a) The minimum building setbacks are to be 16.5 metres front and rear. Side and rear setbacks shall be to the discretion of Council having regard for the need for visual buffers to adjacent residential or rural uses.

(b) The first 5 metres of the front setback area shall be landscaped to the satisfaction of the local government. Council may require additional landscaping to Albany Highway, adjacent residential or rural uses, or to screen a development where it is desirable to maintain a rural vista from major roads.

(c) Council may impose conditions on development requiring installation of a landscaped buffer as part of any new development.

(d) No materials, buns or open storage shall be permitted in front setback area, unless it has been granted specific planning approval, is screened from view and Council is satisfied that it will not negatively impact on amenity.

(e) Council may require screening in the form of fencing and / or landscaping of any storage in an open area (contained outside of a building) to protect the visual amenity of neighbouring nonindustrial properties.

(f) All unloading and loading of materials, parking, and the operation of the industry is to be within the boundaries of the lot.

(g) Any industry subject to buffer separation distances to sensitive land uses in accordance with Environmental Protection Area guidelines must demonstrate compliance with the applicable buffers, or lodgement of a site specific environmental analysis demonstrating that the use will not negatively impact on the amenity of sensitive landuses to the satisfaction of the Council. In assessing any proposal which does not comply with generic buffer guidelines, Council has discretion to refer to application to the EPA for comment.

(h) The use of zincume or reflective materials is not permitted for construction of new industrial buildings.

(i) In determining any application for planning approval Council may have regard for matters such as suitable areas for on-site effluent disposal, the appearance and standard of development, the existing streetscape and character of surrounds, adequate on-site turnaround areas for truck movements, landscaping, and parking.

Setbacks

The owner has requested a reduced setback for the proposed office from the Scheme requirements for 16.5m from the front boundary to a setback of 5m. Section 2.11 of the Scheme gives Council to discretion to waive certain provision of Scheme including setbacks.

The setback from the boundary of the Lot containing the Glenfield fire shed is 6.47m, and the setback from the front boundary of Lot 116 adjacent to 144 Narrogin Road is 10m.

Scheme Section 2.11 waiving of provisions of the Scheme

Where the Council considers application of any provision of Parts 4 (Development Controls) and 5 (General Development Controls) of the Scheme would result in undue hardship, or be contrary to the interests of the area if may, after giving notice of its intention in accordance with Clause 2.6, waive the requirements of the provision except that the Council shall not waive the requirements of either Table 1 or Clause 5.6.

Clause 5.6 relates to development of Lots abutting unconstructed roads which is not relevant in this matter, as this road abuts the Narrogin-Williams Road.

Scheme Section 2.6 Advertiisng of Application

Where in the opinion of the Council proposed development of the type referred to in Clause 4.3 of this Scheme as "AA" is reasonable and may be approved, the Council may before giving final consideration to the proposal:

(1) require the applicant to give notice of the proposed development by displaying in a prominent position on the site proposed for such development, a notice of not

less than 1 sq.m in the form contained in Schedule 3, for a period of not less than one calendar month;

(2) advertise such proposal in a newspaper circulating locally, for two successive weeks;

(3) notify in writing adjoining owners and all parties in the vicinity which Council considers to be likely to be affected by the proposed development.

All parties notified shall be given not less than one calendar month taken from the time of notification to reply to Council;

The Council shall not give final consideration to any such application until the expiration of 14 days after the dates referred to in (1) and (3) above and when doing so shall have regard to any representations made for or against such application.

Bush Fire Risk

114 Narrogin-Williams Road is within the mapped bushfire risk- Figure 4.

State Planning Policy 3.7: Planning in Bushfire Prone Areas is relevant. The Western Australian Planning Commission released State Planning Policy 3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone and are amended from time to time

Mapping identifying Bushfire Prone Areas is provided by the Department of Fire and Emergency Services website [Map of Bush Fire Prone Areas](#). The lot is within a declared bushfire prone area.

Whilst a Bushfire Attack Level (BAL) assessment is required under the policy, the Shire is the decision maker can take a pragmatic approach.

The Shire has discretion to waive the requirement for a BAL Assessment having regard that:

- a. An assessment determines the BAL rating that will apply to inform any higher construction standards.
- a. No higher construction standards apply at the separate building stage for industrial buildings. The only aspect that a BAL can inform is setbacks.

Figure 6 – Bush Fire Risk mapped area



Comment

Key considerations for Council are;

1. Will it approve a reduced front boundary setback to 5m as requested, or any other setback.
2. Is a BAL required.

It is recommended that

- A BAL assessment is not required given the nature of the industrial business, the low risk of fire from the north (Narrogin-Williams Road reserve), and the proximity to the Glenfield fire shed.
- The other existing developments adjacent.
- The requested 5m setback from the front boundary be approved without advertising given the proposed business is a permitted use ("P") rather than an "AA" use in the Scheme.

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):

- E1.6 Advocate, promote and champion industrial development that will offer employment opportunities for our community.

Financial Implications

Standard Planning Approval fees estimated at \$678 to apply (\$212,000 x 0.32%). Other standards fees for required building and septic and crossover approvals will apply.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

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;

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.
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.
3. Payment to the Shire of Williams of the scheduled planning fee, invoiced separately.
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.
5. The crossover being installed in accordance with the Shire Policy O1.10 Crossovers (property entrances) and Driveways Policy.
6. An approved setback of 5m from the front boundary of the Lot to the office, with the setback area to be landscaped.
7. The office, shed and boundary fence to be clad in a uniform green Colourbond colour using new cladding material.
8. Rainwater from roof catchments being captured and stored in 2 rainwater tanks.
9. Stormwater being managed to be retained in site, and not to adjacent properties.
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.
11. The property be fenced in new Colourbond fencing of consistent green colour matching the cladding of the office and shed.

8.1.5 WORKFORCE PLAN 2025-2030

File Reference	4.12.36
Statutory Reference	Nil
Author	Peter Stubbs, Chief Executive Officer
Date	11 September 2025
Disclosure of Interest	Nil
Attachments	Workforce Plan 2025-2030

Background

The Shire of Williams Workforce Plan (Plan) is due for review in 2025.

The Plan takes into account the requirements of Workforce Planning under the Integrated Planning process for Local Governments in Western Australia. The Plan is one of the informing strategies for both the Strategic Community Plan and the Corporate Business Plan. The Plan is a continuous improvement process rather than a one-off activity.

The Plan forecasts future labour requirements to deliver operations, services and project-based works. It is also used for:

- Identifying staffing challenges;
- Monitoring and containing workforce costs;
- Developing and highlighting existing and new workforce skills; and
- Ensuring that there is adequate service delivery into the future.

The Plan sets out a range of strategies and key actions that will be required to be undertaken over the next four years. This is broken down into five key areas:

- Organisational Development – improving Human Resource Management Systems.
- Attraction, Recruitment and Retention – creating and maintaining a sustainable workforce.
- Training and Development – maintaining a competent workforce.
- Culture – ensuring all employees are valued, respected and treated equally.
- Occupational Health and Safety – providing a safe and caring workplace.

A revised Workforce Plan is attached to this report.

Comment

It is recommended that Council endorse the Workforce Plan 2025-2030.

Strategic Implications

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

ILG 4.1 Implement the development of the IPR documentation including the Corporate Business Plan, Asset Management Plan, Workforce Plan and Forward Capital Works Plan.

Financial Implications

Nil

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council endorse the Workforce Plan 2025-2030 as presented with this report.

8.1.6 REVIEW POLICY MANUAL

File Reference	4.1.10
Statutory Reference	Nil
Author	Peter Stubbs, Chief Executive Officer
Date	11 September 2025
Disclosure of Interest	Nil
Attachments	Policy Manual – December 2025 (Draft Version)

Background

It is a requirement that Council review all Policies each year.

The Policy manual completes the diverse range of legislation that the Shire must operate under and provides guidance to assist with consistency of decision making, behaviours and services.

Comment

Policies can be reviewed at any time and some are reviewed as the need arises and they can be created at any time but must be reviewed every year.

For convenience the Policies are reviewed and presented in the manual attached.

Strategic Implications

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

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

Financial Implications

Nil

Voting Requirements

Absolute Majority

OFFICERS RECOMMENDATION

That Council adopt the Policy Manual as presented as presented with this report.

8.1.7 CHANGE OF ORDINARY COUNCIL MEETING DATE - OCTOBER 2025

File Reference	4.1.60
Statutory Reference	Local Government Act 1996
Author	Peter Stubbs, Chief Executive Officer
Date	11 September 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

Council determined that the Ordinary Council meeting for October 2025 would be held on Wednesday 15 October, and this has been advertised accordingly.

Comment

It is recommended that Council change the date of the Ordinary Council meeting for October 2025 from the 15 October to the Wednesday the 22 October.

The purpose of the recommended change of meeting date is to provide time for evaluation of the tender submissions for the indoor court project. Tenders close at 4pm on Monday 13 October 2025. Moving the Council meeting date back one week will provide sufficient time for evaluating the tenders and produce a report to Council to appoint a preferred tenderer. This would avoid the need for a Special Meeting of Council for this purpose, or delays in the appointment of a preferred tenderer (project slippage).

The Local Government election day is Saturday 18 October 2025. Although the three vacant Councillor positions have been filled unopposed, the new Councillors do not commence until after the 18 October 2025 after their swearing in. An Ordinary Council meeting on Wednesday 22 October is also a convenient time to swear in Councillors.

Strategic Implications

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

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

Financial Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

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.

8.1.8 USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY

File Reference	Various
Statutory Reference	Local Government Act 1996
Author	Peter Stubbs, Chief Executive Officer
Date	11 September 2025
Disclosure of Interest	Cr Logie Proximity Interest
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 20 August 2025.

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

	Decision Type	Delegation	Name/Property	Date of Decision	Purpose	Estimated Value
1	Planning Approval	Planning and Development (Local Planning Schemes) Amendment (Single House Development) Regulations 2024	60/62 Lavender St, Willaims Stuart Nicol	27 August 2025	Planning Approval for construction of one habitable shed, one non habitable shed and water tank	\$205,226
2	Planning Approval	Delegation 9.2 Local Planning Scheme Council to CEO	189 Richmond St Alexander Locke	3 Sept 2025	Planning Approval for construction of one non habitable shed	\$65,000
3	Planning Approval		18 Channon Street (Lot 167) Harry Kingsley & Debra Worth	8 Sept 2025	Planning approval for 4 x 2 residence	\$711,561
4	Planning Approval-conditions met	Delegation 9.2 Local Planning Scheme Council to CEO	1 New Street (Elders)	11 Sept 2025	Approval of stormwater management plan for	\$0

					concrete hardstand	
4	Building Permit	Building Act 2011 & Building Regulations 2012 Delegation 2.1.1 Council to CEO	1 Richmond St, Williams Anita Stacey	28 August 2025	Building Permit for construction of storage/shelter using two sea containers Ref Council resolution 84/25	\$15,000
5	Debt Write Off		Industrial Automation Group Glenfield Standpipe PLC	1 Sept 2025	Write off of Inv 7554 standpipe water used to test new PLC installed.	\$2.16

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

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

Strategic Implications

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

ILG 2.2 Maintain accountability, transparency and financial responsibility.

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

Financial Implications

The standard building approval Council fees were applied above decision.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 15 August 2025 to the 12 September 2025.

8.1.9 REGISTER OF COUNCIL DECISIONS AND STATUS

File Reference	4.1.20
Statutory Reference	Various
Author	Peter Stubbs, Chief Executive Officer
Date	30 August 2025
Disclosure of Interest	Nil
Attachments	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
20 August 2025	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
23 July 2025	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
23 July 2025	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
23 July 2025	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
23 July 2025	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.	135/25	Certificate of Planning Approval issued 28 July 2025

	b. Planning approval is valid for a 2-year period and will lapse unless the tower is not substantially completed in that time.		
23 July 2025	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.
23 July 2025	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.
18 June 2025	That Council move for the July meeting to be re-scheduled to commence 4.00pm 23 rd July 2025 and to include the budget workshop prior to this meeting.	127/25	Advertised on website, Facebook and The Williams
18 June 2025	That Council approved BM & RA Willcocks as the preferred supplier and authorise the Chief Executive Officer to finalise a contract for the Wet Hire of Grader & Roller - Maintenance grading to be conducted in the period July to October 2025, to the value of \$50,000 subject to budget allocation by Council.	125/25	BM & RA Willcocks commenced grading work, which is continuing.
18 June 2025	That Council in accordance with Regulation 14 of the Planning and Development (Local Planning Schemes) Regulations 2015 having regard to the submissions made in Attachment 1 and the correspondence from the Department of Planning in Attachment 2: 1. APPROVES the Shires of Wagin, West Arthur and Williams Joint Local Planning Strategy with proposed modifications in Attachment 3 2. REQUESTS that the Chief Executive Officer submits a copy of the advertised local planning strategy, the schedule of submissions received and proposed modifications to the Western Australian Planning Commission for endorsement.	122/25	Council decision advised to DPLH, who are now working with the WAPC to progress the LPS.
18 June 2025	That Council grant planning approval to the owners of 101 Albany Hwy, Williams (Woolshed business) to install a new sign 5m high x 3m wide, to replace the existing sign subject to: 1. The Shire of Williams confirming the proposed location of sign will not impede motorist views at the intersection of Richardson Street and the Albany Highway.	121/25	Certificate of Planning Approval issued.

	2. Payment of the planning fee \$147.00. 3. Details of the proposed footings for the sign be provided to and be approved by the Shire. 4. The planning approval being valid for a period of two (2) years and will lapse after this time if the sign is not installed by then.		
18 June 2025	That Council: 1. In accordance with Clause 4.3.2 of the Williams Town Planning Scheme No 2, and Clause 64 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, determine by Absolute Majority that the proposed telecommunications tower to be installed at Lot 888 Albany Highway, Williams may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme, in considering an application for planning consent. 2. Note that the application was advised by letter to all landholders within a 500m radius of the property of the proposed tower on the 27 May 2025. 3. Approve public advertising for a 14-day period from the 30 June 2025 until the 14 July 2025 as required by the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 4. Note that the Western Australian Planning Commission has granted an ongoing exemption to the Shire which provides the Shire with flexibility over the methods of advertising for any complex application, and that site signage advertising the proposals is not required. 5. That Council consider the matter for final determination at its 16 July 2025 Ordinary Council meeting with public comments received.	119/25	Public advertising and advise to property owners within 500m completed. One public comment received. The matter listed for Council decision in the 23 July 2025 Council meeting.
18 June 2025	That Council adopt the 2025 – 2030 Bushfire Risk Management Plan as presented subject to approval of the Plan by DFES.	114/25	Bushfire Risk Management Plan approved by DFES - 15 July 2025
21 May 2025	That Council approve the Draft Submission to the State Development Assessment Unit regarding the proposed Neoen Wind Farm and authorise the CEO to lodge the submission, with the additional inclusion of matters to clarify 1. the transferability of planning approval and conditions to potential future owners of the project, should new owners occur. 2. the requirement and need for agreed community benefits to be novated and or transferred to any new project owner should that occur.	110/25	Submission lodged. Public comment has closed and this development application is currently under assessment by the State Development Assessment Unit. Feedback from the community, key stakeholders, local government

			and State agencies is being considered in order to inform a recommendation for the Western Australian Planning Commission (WAPC). A Statutory Planning Committee meeting to determine the application will be scheduled when the assessment is complete and all registered parties will be informed of the meeting date. Agenda papers will be published on this website a minimum of five business days before the meeting https://www.planning.wa.gov.au/significant-development-pathway/significant-development-applications
21 May 2025	That Council approve the development application and issue planning approval to the owners of Lot 12 (Land No 1317132) Albany Highway, Williams for 1. Construction a modular 70m2 Granny Flat in accordance with the plans submitted. 2. Installation two water tanks each of 100 000L 3. Construction of 2 sheds each of 15 x 10 m2 in area 4. Installation of a standalone solar power system	109/25	Certificate of Planning Approval issued.

	5. Installation of septic system wastewater systems Subject to the following conditions: 1. The applicant supply the Shire of Williams with a completed Bushfire Attack Level (BAL) assessment completed by a qualified person, evidencing requirements to support the Development proposed. 2. That any BAL requirements are agreed to by the applicant and are implemented in the design and construction of the granny flat and sheds. 3. 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. 4. The applicant obtain the required building permits for the proposed granny flat, and wastewater treatment system and provide evidence to the Shire of Williams. 5. The required planning fee is paid to the Shire of Williams. 6, the applicant submit a signed statement about how fire risk and fire protection will be managed on the property, including fuel load management. 7. 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.		
21 May 2025	That Council approve the development application and issue planning approval to the owners of Lot 10 (No 1) Albany Highway, Williams for the construction of a bitumen hardstand, concrete bunded chemical storage pad in accordance with the plans submitted. Subject to the following conditions: 1. 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. 2. The required planning fee is paid to the Shire of Williams. 3. No storage of goods or warehouse products is to occur within 2m of the eastern property boundary. 4. The area between 2m and 6m from the eastern property boundary can only be used for the storage of dry goods, to height not exceeding 3m. 5. A physical barrier be installed to prevent vehicles going within 2m of the eastern boundary. 6. All unloading of vehicles is to occur within the property boundary 7. The concrete bunded chemical storage pad and chemical storage complies with required regulatory standards. 8. That a storm water management plan be provided by the applicant to the Shire of Williams evidencing how storm water from the hard stand area will be managed to the satisfaction of the Shire. 9. 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.	108/25	Certificate of Planning Approval issued.
21 May 2025	That Council: 1. Determine that the proposed continuation of the spreading of whey may be consistent with the objectives and purpose of the Rural zone, and advertise for public comment then in accordance with the requirement of Clause 2.6 of the Shire of Williams Town Planning Scheme No 2 the proposed permanent planning consent for the spreading of whey on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972 . 2. Approve 28 days of public advertising of the proposed application for Whey spreading on Lots 3972, 2970, 2971, 2159,	107/25	

	2618, 3146, 2160 and 2972, and reconsider the matter including any public comments after the close of advertising.		
21 May 2025	That Council 1. Endorses the replacement of the non-functional lighting at the Lions Park, and in doing so approves the investigation and procurement of appropriate lighting solutions to a value not exceeding \$10,000. 2. Approves the 2024/2025 Budget reallocation of \$10,000 for minor plant to support the lighting upgrade/replacement.	103/25	Works complete
16 April 2025	That Council support the request from the Numbat Taskforce who are seeking to have signs installed in the York Williams Road to raise motorist awareness of wildlife on or crossing the road in Dryandra National Park and offer to install the signs provided.	99/25	Letter of support written 30/4/25. Waiting on sign delivery
16 April 2025	That Council adopt the Street Tree Policy presented and request the CEO to ensure that it is promoted to the public of Williams.	98/25	Policy Manual updated Policy promoted via Facebook, website, The Williams
16 April 2025	That Council resolve to change the start of its Council meeting times for the remainder of 2025, from 3.30pm to 4.00pm commencing in the 21 May 2025 and request the CEO to give appropriate public notice.	96/25	Notice has been posted to Facebook, website and in The Williams 23/4/25
16 April 2025	That Council acknowledge the positive impact that the Evolve Festival has on the Williams Community and support the event in the following manner: Provide the venue with 8 council bins, 8 Tables and the use of the Generator. Assist Millbrook in the watering of the grounds for the month of October	91/25	Letter of support written 30/4/25
19 Mar 2025	That Council adopt the Drug and Alcohol policy presented as an attachment to this report and include the policy in the Shire Policy Register.	85/25	Policy adopted by council and added to policy manual
19 Mar 2025	That the Renewable Energy Community Benefit Framework be made available on various platforms including the Expo for community feedback and consultation. Re-address the framework at the April meeting with community feedback.	88/25	Draft Framework was available at Expo for community feedback.

19 Mar 2025	The Council grant planning to Anita Stacey, 1 Richmond Street, Williams (Lot13314), for: 1. the use of to sea containers to create storage/shelter 2. the use of two second hand transportable buildings to converted into a residential dwelling Subject to the following conditions, 1. The location of structures to be generally in accordance with the site layout plan submitted. 2. Sea containers to be clad or painted so the colour is uniform. 3. Colourbond cladding, flashing, gutters and down pipes used on the dwelling are to be new material (not second hand) and be of uniform colour. 4. Landscape screening be planted and maintained to the west and south of the dwelling to off privacy screening from neighbours and Narrogin Road. 5. the applicant providing a revised project delivery schedule demonstrating and committing to complete the development within six months of the Planning Approval being issued. 6. the applicant providing written confirmation that it will complete the works within 6 months, and that if this is not done then it agrees to remove the structures from the property 7. that the development be generally in accordance with the plans submitted. 8. that a separate approval is sought and gained for the management of wastewater for the dwelling. 9. the Planning Approval is voided if the above conditions are not met.	84/25	Certificate of Planning issued- subject to payment of fees. Applicant is aware of conditions. CEO monitoring. Applicant has lodged plans & is resolving power connection issue (June 2025)
19 Mar 2025	That Council having considered the Williams Repertory Clubs effort in providing portable staging for community use agree to offer \$10,500 from the Community Chest fund, to support the requested additional staging.	80/25	Payment made.
19 Mar 2025	That Council having considered the Williams Football Clubs efforts to fund the replacement of the football posts with funding applications that have been declined. The Council will replace North facing goal posts from council funds at an estimated cost of \$4,500	89/25	Posts have been ordered and will arrive in May. Installation to occur later in 2025 to avoid oval damage or sport disruption.

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 ELECTORS

10.2 OFFICERS

11. APPLICATION FOR LEAVE OF ABSENCE

12. CLOSURE OF MEETING