



SHIRE OF WILLIAMS

MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 19 NOVEMBER 2025

SHIRE COUNCIL CHAMBERS
9 BROOKING STREET
WILLIAMS WA 6391



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SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-32

VALUES / VISION

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

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

ECONOMIC

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

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

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

SOCIAL & CULTURAL

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

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

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

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

LAND USE AND ENVIRONMENT

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

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

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

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

LUE4. Recognising and implementing sustainability measures.



INNOVATION, LEADERSHIP & GOVERNANCE

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

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

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

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

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

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Presiding Member, President Logie declared the meeting open at 4:00 pm, reminding all present that the meeting is being audio recorded.

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Elected Members

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

Nil

4. PETITIONS / DEPUTATIONS / PRESENTATIONS

Mr Noel Fowler attended the meeting to present his concepts for the potential increased water harvesting to the north and west of Williams to drive further greening up the town and surrounds and create an enhanced walk trial linking town assets and the riverine environment.

5. DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Gemma Boyce
Item No. / Subject	8.2.1 Appointment of Acting CEO
Type of Interest	Gemma Boyce declares a financial interest as Gemma will gain financially from higher duties should Council approve the Acting CEO recommendation.

DECLARATION OF INTEREST	
Name / Position	Shire of Williams Staff
Item No. / Subject	8.2.2 Proposed Office Closure - Christmas/New Year Period
Type of Interest	Staff have an interest in this matter, as they are beneficiaries of leave and time in lieu.

DECLARATION OF INTEREST	
Name / Position	Cr Simon Harding
Item No. / Subject	8.2.6 Regional Housing Support Grant
Type of Interest	Proximity Interest to 9A, 13 and 15 New Street

DECLARATION OF INTEREST	
Name / Position	Cr Simon Harding
Item No. / Subject	8.2.7 Regional Economic Development Grants
Type of Interest	Proximity Interest

DECLARATION OF INTEREST	
Name / Position	Cr Bernie Panizza
Item No. / Subject	8.2.8 Subdivision Lot 24 Piesse Street
Type of Interest	Proximity Interest as he owns land to the north.

DECLARATION OF INTEREST	
Name / Position	Cr Jarrad Logie
Item No. / Subject	8.2.9 Unmade Road Closures
Type of Interest	Related party interest. A relative owns land bordering Channon Street.

DECLARATION OF INTEREST	
Name / Position	Tanya Germain
Item No. / Subject	10.2.1 Late Item - Items offered by tender
Type of Interest	Related party interest to a tenderer.

DECLARATION OF INTEREST	
Name / Position	Cr Simon Harding
Item No. / Subject	10.2.1 Late Item – Items offered by tender
Type of Interest	Related party interest to a tenderer.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 22 OCTOBER 2025

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr Price

That the Minutes of the Ordinary Council Meeting held 22 October 2025 as previously circulated, be confirmed as a true and accurate record.

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

Against: Nil

Carried: 7/0

Resolution: 178/25

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

I am pleased to advise that the community of Williams is a State Finalist in the Tidy Towns competition and is short listed in six categories. Thank you to all the people who have helped make that happen and especially those Shire and Community Resource Centre staff for working to make that nomination possible.

Congratulations to all community members who collaborated to make the October Evolve Event successful again this year. Special thank you to Britt Logie, Natalie Major and Bella Logie who organised the refreshments and some catering which raised \$2,118.06 for the Community Chest Fund.

On behalf of Council and the Shire of Williams I record our condolences to former Councillor, Moya Carne and family on the passing of Moya's husband Mick, a long time and valued member of our district.

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 November 2025
Attachments	Nil

Background

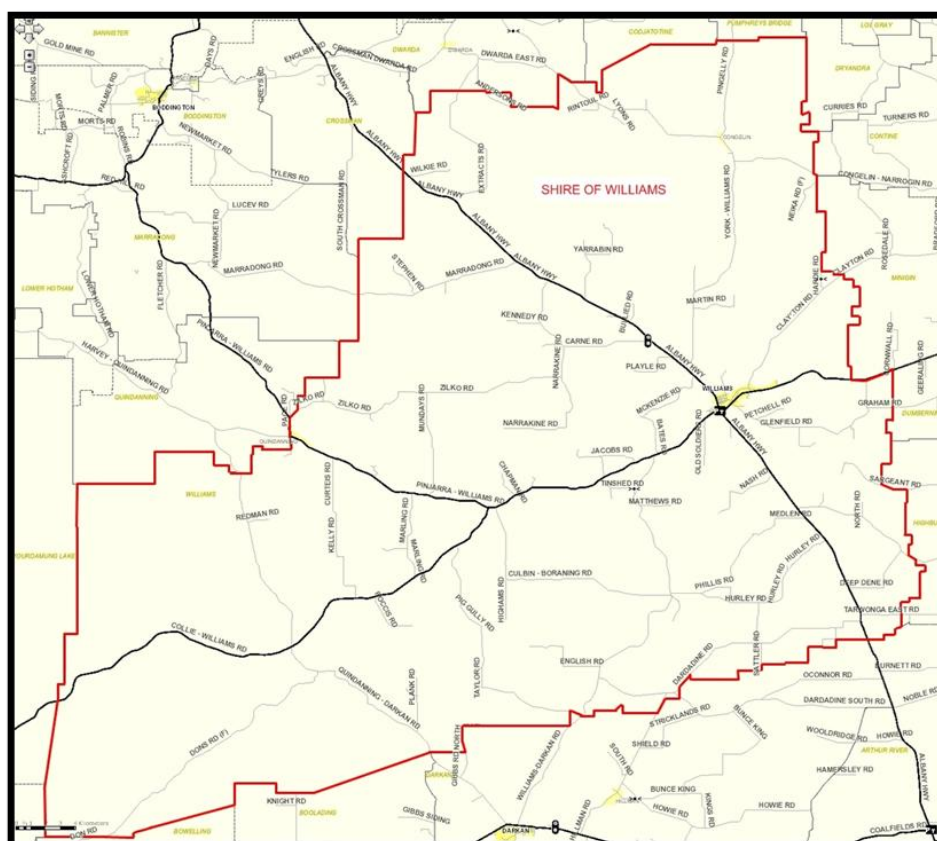
Council maintains assets on behalf of the community, public, and industry. Key transport assets include 242 km of sealed roads, 320 km of unsealed roads, culverts and six (6) bridges. Other assets include civic buildings, recreational facilities, houses, parks, streetscape, plant and equipment etc.

Gravel Road Grading Summary

ROAD NAME	TOTAL LENGTH GRAVEL RD	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER
ANDERSONS ROAD	2.25										
BATES ROAD	3.52			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		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			
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										
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	
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			
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	
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	
TOTAL LENGTH GRADED	350.94	71.06	23	66.4	58.18	25.56	71.94	229.6	53.41	121.45	5.21

Shire of Williams Road Network



Comments

Quindanning-Darkan Road

The Shire has received additional grant funding of \$195,899 from the Regional Road Group to install an 80m concrete causeway crossing over a section where the Hillman River crosses the road. Quotes are being sought for the work which is expected to be completed by the end of 2025.

Williams-Darkan Road

Funding from the Wheatbelt Secondary Freight Network (WSFN) has supported the survey pick, design and pavement testing for the proposed future road upgrade.

Marradong Road

Survey pick, design and pavement testing is occurring to review estimated costs for road improvements scheduled over the next 4 years.

Brooking Street Culvert

Following a tender in early 2025, Sims Civil are contracted to replace the Brookings Street culvert. Works will commence on the 6 January 2026. Brookings Street from the roundabout to Richmond Street intersection will be closed for a period of 4 to 5 weeks from that date, to enable a safe working environment and efficient job delivery. Works are funded by the Local Roads and Community Infrastructure (LRCI) Program.

York-Williams Road

The nomination process for Tranche 2 projects under the Regional Road Safety Program (RRSP) – Local Government Roads, has commenced and closes 30 January 2026. An application for funding for the York-Williams Road (scope= SLK 0 – 20.68: Seal shoulder to achieve 7.6m seal on 7.6m formation, with 3.3m of lane width and 0.5m of sealed shoulder & installation of AEL/ACL) is being prepared.

Resealing

Resealing of several town intersections will coincide with the asphalt treatment on the Brooking Street job.

Sections of Clayton, Glenfield and Cemetery Roads will be resealed.

Sections of Congelin-Narrogin and Quindanning-Darkan Roads will be sealed.

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

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Panizza

Seconded: Cr Macnamara

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

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

Against: Nil

Carried: 7/0

Resolution: 179/25

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	7 November 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 AND COUNCIL RESOLUTION

Moved: Cr H Cowcher

Seconded: Cr C Cowcher

That Municipal Fund EFT, Bpay, Direct Debits and Cheques totalling \$1,316,576.73 approved by the Chief Executive Officer during the month of October 2025 be endorsed.

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

Against: Nil

Carried: 7/0

Resolution: 180/25

DRAFT

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
01/10/2025	FDC EDUCATORS	FDC Educators PE 28/09/2025	-28,050.22
02/10/2025	SHIRE OF WILLIAMS	Payroll PE 01/10/2025	-64,224.52
02/10/2025	MAXXIA PTY LTD	Novated Lease	-969.08
02/10/2025	SERVICES AUSTRALIA	7090424552940290	-121.93
15/10/2025	FDC EDUCATORS	FDC Educators PE 12/10/2025	-32,274.14
15/10/2025	BOC Ltd	September 2025 Container Service Fees	-46.97
15/10/2025	COMPU-STOR	2025306 - Scanning of Archives onto USB	-4,772.64
15/10/2025	E W & R J PUGH	2025275 - Tarwonga Hall - Pump Septic Tank	-504.00
15/10/2025	EDWARDS ISUZU UTE	2025276 - 60 000km Service WL19	-650.10
15/10/2025	GERMAIN, TANYA	Reimbursement forTravel to Perth for Training	-285.00
15/10/2025	GREAT SOUTHERN FUELS	Monthly Fuel Account September 2025	-348.44
15/10/2025	HICKS HANDYMAN	2025236 - Prepare & Paint Changerooms plus Fittings	-8,691.00
15/10/2025	KANO'S CONSTRUCTIONS PTY LTD	8 Fry Street Leak & Williams Hall Door	-3,234.54
15/10/2025	LAVIS (GARTH), NATASHA	Reimbursement for Purchase of Patio Bolts for WWCC	-24.70
15/10/2025	LGIS	100WILLI - Insurance Adjustments (Vehicles)	-2,233.74
15/10/2025	OATS, JASMYN	Reimbursement for WWC Check (J Oats)	-87.00
15/10/2025	PALUMBO, SHARON	Reimbursement for FDC Nat Conference 23/10/2025	-764.00
15/10/2025	PRIME AG SERVICES - WILLIAMS	2025264 - 2 x 5Kg Uragan Adama (Townsite Spraying)	-824.00
15/10/2025	ST LUKE'S FAMILY PRACTICE	Travel x 2	-440.00
15/10/2025	UNIFORMS AT WORK	Staff Uniforms	-494.65
15/10/2025	WALLIS COMPUTER SOLUTIONS	NBN Fixed Wireless Internet October 2025	-187.00
15/10/2025	WILDWEST HAULAGE	2025232 - Westmere Road Tree Mulching 2025-2026	-56,400.00
15/10/2025	WILLIAMS POST OFFICE.	Postage & Stationery, September 2025	-784.33
15/10/2025	THE WILLIAMS WOOL SHED.	Catering - Works Training	-645.62
16/10/2025	SHIRE OF WILLIAMS	Payroll PE 15/10/2025	-62,685.71
16/10/2025	MAXXIA PTY LTD	Novated Lease	-969.08
16/10/2025	SERVICES AUSTRALIA	7090424552940290	-121.93
20/10/2025	INTERNAL	INTERNAL: Funds Transfer - investing	-500,000.00
23/10/2025	AVON WASTE	2025204 - Refuse Collection September 2025	-12,104.86
23/10/2025	BODDINGTON MEDICAL CENTRE	Pre Employment Medical (C Hitchcock)	-246.50
23/10/2025	CONTRACT AQUATIC	Pool Mgmt Nov25 & Chemicals	-16,105.90
23/10/2025	CORNER'S AUTOMOTIVE ELECTRICS	2025282 - 2 Batteries for Fire Unit	-484.00
23/10/2025	CR JOHN MACNAMARA	- REFUND 2025 NOM DEPOSIT (SUCCESSFUL ELECTION) CR JOHN MACNAMARA	-100.00
23/10/2025	CR SIMON HARDING	- REFUND 2025 NOM DEPOSIT (SUCCESSFUL ELECTION) - CR SIMON HARDING	-100.00
23/10/2025	DASH DIGITAL	2025246 - Wireframes & Design Phase VROC	-6,038.73
23/10/2025	DOWN TO EARTH TRAINING & ASSESSING	2025231 - Works Crew Staff Training	-6,433.00
23/10/2025	E & MJ ROSHER PTY LTD (EFT)	PO SW51 - 1 x Retainer for Rotary Mower	-190.01
23/10/2025	EVANS, SARAH	Reimbursement of Working with Children Check	-87.00
23/10/2025	FUEL DISTRIBUTORS OF WA PTY LTD	Diesel Delivery & Grease	-13,983.41
23/10/2025	HARMONY SOFTWARE	Educators' Software Fees, Month of September 2025	-373.75
23/10/2025	HARRIS, ROBERT	2025165 - VROC Here To Stay Video	-2,979.00
23/10/2025	HERSEY'S SAFETY PTY LTD	Protective Gear & Harnesses	-1,262.25
23/10/2025	LANDGATE.	3 x Certificates of Titles	-97.80
23/10/2025	LGIS	Insurance - 2526 2nd Payment	-154,929.51
23/10/2025	MCINTOSH & SON NARROGIN	PO SW52 - 2 Sets of Mower Blades	-64.42
23/10/2025	MCLEODS LAWYERS PTY LTD	2025277 - Licence Agreement for Dejazo Bakery	-1,650.00
23/10/2025	NARROGIN TOYOTA	PO SW54 - Two Chainsaw Chains	-59.99
23/10/2025	OFFICEWORKS	Telstra Pre Paid Sim Kit & Square Reader for Pool	-243.63
23/10/2025	POWERVAC PTY LTD	2025318 - Replacement Vacuum Cleaner Hose + Freight	-116.45
23/10/2025	PRIME AG SERVICES - WILLIAMS	2025313 - Chemicals for Spraying Town Roads	-951.21
23/10/2025	PUBLIC LIBRARIES WA INC	2025315 - 2025/26 Membership (Public Libraries WA)	-300.00
23/10/2025	REPCO	Parts	-56.65
23/10/2025	RURAL INFRASTRUCTURE SERVICES	WSFN WILLIAMS -DARKAN RD SEPT25	-1,391.50
23/10/2025	SHERIDANS	Honour Board Plates and Name Badge	-108.30
23/10/2025	SHIRAZ IRANI	REFUND DUPLICATE PAYMENT OF RATES -A2057 - \$1449 23/09 & 29/09 2025	-1,449.00
23/10/2025	STAR TRACK EXPRESS	Freight of Councillors IPADS from Wallis Computers	-50.92
23/10/2025	SUPAGAS PTY LTD	Bulk Gas	-1,263.01
23/10/2025	TEAM GLOBAL EXPRESS	Freight	-287.11
23/10/2025	THE GOODS	2025249 - Mop Handles, Buckets & Wringers (Various Locations)	-714.71
23/10/2025	THE WILLIAMS COMMUNITY NEWSPAPER.	Various	-76.80
23/10/2025	TUTT BRYANT HIRE PTY LTD	2025176 - Multi Tyred Roller Hire (9 Days)	-1,954.63
23/10/2025	UNIFORMS AT WORK	Staff Uniforms	-484.44
23/10/2025	WALLIS COMPUTER SOLUTIONS	Wifi/Window11 Upgrade Shire Office	-3,593.98
23/10/2025	WILLIAMS BOWLING CLUB.	2025273 - 1st 50% Contribution to Greens, 2025/26	-5,000.00
23/10/2025	WILLIAMS COMMUNITY RESOURCE CENTRE	Library Services CRC (1st Quarter)2025/26	-11,519.32
23/10/2025	WILLIAMS GENERAL STORE	Monthly Account for September 2025	-102.54

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

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
23/10/2025	WILLIAMS NEWSAGENCY	Monthly Account September 2025	-242.40
23/10/2025	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - September 2025	-1,864.02
23/10/2025	WOODLANDS DISTRIBUTORS & AGENCIES	20205312 - 3 x Dog Waste Bag Dispensers and Bags	-1,043.02
23/10/2025	ZONE 50 ENGINEERING SURVEYS PTY LTD	SURVEY & DESIGN WOTK AS QUOTED 90% COMPLETE ITEM 6 & 7	-34,621.72
23/10/2025	CR HEIDI J COWCHER	- REFUND 2025 NOM DEPOSIT (SUCCESSFUL ELECTION) CR HEIDI J COWCHER	-100.00
29/10/2025	FDC EDUCATORS	FDC Educators PE 26/10/2025	-25,813.13
30/10/2025	SHIRE OF WILLIAMS	Payroll PE 29/10/2025	-61,816.92
30/10/2025	MAXXIA PTY LTD	Novated Lease	-969.08
30/10/2025	SERVICES AUSTRALIA	7090424552940290	-121.93
02/10/2025	DEPARTMENT OF PLANNING & INFRASTRUC	DPI Payments October 2025	-32,920.20
03/10/2025	CBA	CBA - Merchant Fees X 2023	-942.19
15/10/2025	WA TREASURY CORPORATION	Loan#65 Industrial Land - Repayment	-11,809.89
28/10/2025	WA TREASURY CORPORATION	Loan Repayment - #72 Bowling Club	-11,878.48
08/10/2025	BOND ADMINISTRATOR	Bond - 12 Munthoola	-200.00
09/10/2025	SYNERGY	Electricity to Streetlights to 24/09/2025	-3,138.73
09/10/2025	TELSTRA	Various	-334.73
17/10/2025	ANZ CARDS	Monthly Credit Card Expenses x 3	-5,710.94
21/10/2025	TELSTRA	Various	-438.32
21/10/2025	WATER CORPORATION.	Various	-12,262.31
22/10/2025	AUSTRALIAN TAXATION OFFICE	BAS September 2025	-21,337.00
02/10/2025	SUPERANNUATION	SEPT25 Superannuation	-71,223.05
		TOTAL	-1,316,576.73
17/10/2025	ANZ CARDS	Credit Card x 3 Sept 2025	-5710.94
		First Reef Hosting, Google G Suite VROC.	76.48
		Refreshments	57.31
		Advertising Tender Indoor Court	224.32
		59.90L Diesel, 63.40L Diesel, 63.26L Diesel	292.80
		HDMI Cable	36.32
		Insurance and Licences	471.91
		Purchase of Cherry Picker	1,010.89
		Two street trees	363.64
		Title Certificate	29.64
		Docket Book	16.32
		Reflective Tape, Door Locks, Birthday Morning tea Centre.	97.93
		49.18L ULP, 26.27L ULP, 37.31L ULP, 38.44L ULP	242.76
		ECRU Waiver, Staff Training Seminar	320.91
		Accommodation, 2 meals	267.60
		Display easel, Iam Pouches, Files, Office Supplies, High Chair, Storage Cont	101.30
		Licencing WL49	395.45
		Retain Plates WL076	29.09
		Name Badge Leandre	41.45
		45000 service	311.82
		Local Government Training (T Germain)	531.82
		36.16L ULP, 45.90L ULP, 46.75L ULP	234.50
		Annual Fee	136.36
		Cap. Acq. - Inc GST	22.43
		Non-Cap. Acq. - Inc GST	397.89
			5,710.94
17/10/2025		INTERNAL BANK TRANSFERS	- 500,000.00
		Funds Transfer	500,000.00
			500,000.00

8.1.3 FINANCIAL STATEMENTS

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	7 November 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 AND COUNCIL RESOLUTION

Moved: Cr Price

Seconded: Cr C Cowcher

That financial statements presented for the period ending 31 October 2025 be received.

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

Against: Nil

Carried: 7/0

Resolution: 181/25

SHIRE OF WILLIAMS

MONTHLY FINANCIAL REPORT

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

For the period ended 31 October 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 OCTOBER 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	2,467,542	13,224	0.54%	
Rates excluding general rates	47,971	47,971	54,538	6,567	13.69%	
Grants, subsidies and contributions	450,799	245,895	296,178	50,283	20.45%	▲
Fees and charges	1,300,073	433,240	401,393	(31,847)	(7.35%)	
Interest revenue	112,000	37,060	34,456	(2,604)	(7.03%)	
Other revenue	2,360	0	34,200	34,200	0.00%	
Profit on asset disposals	0	0	5,524	5,524	0.00%	
	4,367,521	3,218,484	3,293,831	75,347	2.34%	
Expenditure from operating activities						
Employee costs	(2,373,607)	(794,222)	(891,870)	(97,648)	(12.29%)	▼
Materials and contracts	(1,311,745)	(571,077)	(523,760)	47,317	8.29%	
Utility charges	(310,215)	(63,389)	(55,059)	8,330	13.14%	
Depreciation	(2,437,849)	(812,646)	(813,055)	(409)	(0.05%)	
Finance costs	(14,256)	(6,271)	(6,271)	0	0.00%	
Insurance	(186,501)	(93,247)	(187,433)	(94,186)	(101.01%)	▼
Other expenditure	(39,354)	(7,000)	(5,858)	1,142	16.31%	
Loss on asset disposals	(7,677)	(7,677)	(2,276)	5,401	70.35%	
	(6,681,204)	(2,355,529)	(2,485,582)	(130,053)	(5.52%)	
Non cash amounts excluded from operating activities	2(c) 2,445,498	820,323	809,807	(10,516)	(1.28%)	
Amount attributable to operating activities	131,815	1,683,278	1,618,056	(65,222)	(3.87%)	
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	75,000	9,000	13.64%	
Proceeds from financial assets at amortised cost - self supporting loans	18,926	9,383	9,383	0	0.00%	
Proceeds on disposal of financial assets at fair values through other comprehensive income	5,000	0	0	0	0.00%	
	4,233,064	75,383	194,330	118,947	157.79%	
Outflows from investing activities						
Acquisition of property, plant and equipment	(3,521,137)	(321,849)	(331,274)	(9,425)	(2.93%)	
Acquisition of infrastructure	(2,311,592)	(585,145)	(272,135)	313,010	53.49%	▲
	(5,832,729)	(906,994)	(603,409)	303,585	33.47%	
Amount attributable to investing activities	(1,599,665)	(831,611)	(409,079)	422,532	50.81%	
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)	(27,615)	(27,615)	0	0.00%	
Transfer to reserves	(107,620)	0	0	0	0.00%	
	(188,540)	(27,615)	(27,615)	0	0.00%	
Amount attributable to financing activities	313,854	(27,615)	(27,615)	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	1,183,840	29,845	2.59%	
Amount attributable to operating activities	131,815	1,683,278	1,618,056	(65,222)	(3.87%)	
Amount attributable to investing activities	(1,599,665)	(831,611)	(409,079)	422,532	50.81%	▲
Amount attributable to financing activities	313,854	(27,615)	(27,615)	0	0.00%	
Surplus or deficit after imposition of general rates	0	1,978,047	2,365,202	387,155	19.57%	▲

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 OCTOBER 2025

	Actual 30 June 2025	Actual as at 31 October 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,535,477	4,252,401
Trade and other receivables	134,943	1,145,288
Other financial assets	23,926	14,543
Inventories	46,005	54,815
Contract assets	278,234	278,234
TOTAL CURRENT ASSETS	4,018,585	5,745,281
NON-CURRENT ASSETS		
Other financial assets	220,191	220,191
Property, plant and equipment	26,088,159	26,152,736
Infrastructure	69,076,016	68,730,038
TOTAL NON-CURRENT ASSETS	95,384,366	95,102,965
TOTAL ASSETS	99,402,951	100,848,246
CURRENT LIABILITIES		
Trade and other payables	97,735	122,204
Contract liabilities	764,839	1,295,082
Borrowings	80,920	53,304
Employee related provisions	240,723	240,723
TOTAL CURRENT LIABILITIES	1,184,217	1,711,313
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	1,501,020	2,028,116
NET ASSETS	97,901,931	98,820,130
EQUITY		
Retained surplus	22,896,266	23,814,463
Reserve accounts	1,746,883	1,746,883
Revaluation surplus	73,258,781	73,258,781
TOTAL EQUITY	97,901,930	98,820,127

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

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

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 05 November 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 OCTOBER 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 October 2025
	\$	\$	\$
	3,535,693	3,535,477	4,252,401
	134,727	134,943	1,145,288
	23,926	23,926	14,543
	46,005	46,005	54,815
	278,234	278,234	278,234
	4,018,585	4,018,585	5,745,281
	(91,396)	(97,735)	(122,204)
	(764,839)	(764,839)	(1,295,082)
	(8,920)	(80,920)	(53,304)
	(240,723)	(240,723)	(240,723)
	(1,105,878)	(1,184,217)	(1,711,313)
	2,912,707	2,834,368	4,033,968
2(b)	(1,560,393)	(1,650,528)	(1,668,761)
	1,352,290	1,183,840	2,365,203

(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)	(14,543)
	63,115	80,920	53,304
	39,361	39,361	39,361
2(a)	(1,560,393)	(1,650,528)	(1,668,761)

(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 31 October 2025	YTD Actual 31 October 2025
	\$	\$	\$
	0	0	(5,524)
	7,677	7,677	2,276
	2,437,849	812,646	813,055
	2,445,498	820,323	809,807

CURRENT AND NON-CURRENT CLASSIFICATION

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

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

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2025-26 year is \$10,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	50,283	20.45%	▲
Timing of Grant Payments & budgeted estimates			
Expenditure from operating activities			
Employee costs	(97,648)	(12.29%)	▼
Project costing vs operating - utilisation of employee time			
Insurance	(94,186)	(101.01%)	▼
Allocated of Budget, both payments made - budgeted funds only 50% allocated			
Outflows from investing activities			
Acquisition of infrastructure	313,010	53.49%	▲
Project timing - projects set later			
Surplus or deficit after imposition of general rates	387,155	19.57%	▲
Favourable budget allocation to actual job costings			

8.2 CHIEF EXECUTIVE OFFICER'S REPORT

Gemma Boyce declares an interest in item 8.2.1 and leaves the meeting at 4:34pm

8.2.1 APPOINTMENT OF ACTING CEO

File Reference	4.20.15 - Personnel Files
Statutory Reference	Local Government Act 1995. S 5.39
Author	Peter Stubbs, Chief Executive Officer
Date	11 November 2025
Disclosure of Interest	Gemma Boyce declares a financial interest as Gemma will gain financially from higher duties should Council approve the Acting CEO recommendation.
Attachments	Nil

Background

Council Policy C3.7 below defines the considerations for the CEO leave. The CEO will take annual leave from 19 January 2026 to the 17 February 2026 inclusive - 21 working days.

C 3.7 Temporary Employment or Appointment of CEO Policy

OBJECTIVE

To outline the process by which Council appoints an Acting Chief Executive Officer, as required by Section 5.39C(1)(a) and (b) of the Local Government Act 1995.

STATEMENT

Council is responsible for the appointment of its CEO and the appointment of an Acting CEO.

GUIDELINES

To ensure clarity around functions and delegated authority, the following process occurs for appointment of an Acting CEO.

Employment of a person in the position of CEO for a term not exceeding one year

Council must approve, by Council resolution, a person to be appointed in the position of CEO for a term not exceeding one year.

In accordance with section 5.36(2)(b) and 5.41 of the Local Government Act 1995, Council must believe the person is suitably qualified for the position and can carry out the functions of a CEO and is satisfied with the provision of the proposed employment contract*.

*Absolute Majority required.

Appointment of an employee to act in the position of CEO for a term not exceeding one year

For the purposes of Section 5.36 (2) of the Local Government Act 1995, the Council has determined that the Executive Manager of Corporate Services is suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave, subject to the following conditions:

1. The term of appointment is no longer than 20 working days consecutive;
2. That the employee's employment conditions are not varied other than the employee is entitled to, at the CEO's discretion, a salary no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Manager of Corporate Services is automatically appointed as the Acting CEO for up to 2 weeks from commencement, and continuation is then subject to determination by the Council.

In the case of the unavailability of the Executive Manager of Corporate Services to act as the CEO during a period of leave or in an emergency, as described above, the Council determines that the Senior Administration/Finance/Building Officer or Community Development Officer can act in the position of CEO.

Pursuant to Section 5.37(1) of the Local Government Act 1995, the following employees are designated as senior employees –

- a) Executive Manager of Corporate Services; and*
- b) Work Supervisor.*

Local Government Act 1995 5.39 Contracts for CEO and senior employees

(1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*

(1a) *Despite subsection (1) —*

(a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which the employee is acting; and*

(b) *a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2-year period, without a written contract.*

(2) *A contract under this section —*

(a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*

(b) *in every other case, cannot be for a term exceeding 5 years.*

(3) *A contract under this section is of no effect unless —*

(a) *the expiry date is specified in the contract; and*

(b) *there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*

(c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*

(4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*

(5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*

(6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*

(7) *A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.*

(8) *A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.*

Comment

The CEO is taking leave in excess of the 20-working day period prescribed in the Council policy C3.7.

Council should therefore determine what it would like to do to replace the CEO for this annual leave period. Options are provided below.

Key issues in the CEO period of leave will include preparation of the Forum, Council meeting, and Annual Electors Agenda papers for the February 2026 meetings.

	Options	Comments
1	Appoint the Executive Manager of Corporate Services (EMCS) as acting CEO for this period.	<p>Most cost-effective option.</p> <p>Working knowledge of key 'live' issues for the Shire.</p> <p>Better hand over period.</p> <p>Builds experience in the team.</p> <p>Gives the EMCS acting CEO experience after 18 months working with the Shire.</p>
2	Acting CEO appointed from recruitment agency.	<p>Higher cost accommodation & salary- potentially \$20,000.</p> <p>Will not know the staff or live issues.</p> <p>Will require increased support from existing staff.</p> <p>Potential limited pool of candidates over the January period.</p>
3	Appoint another suitable person from whatever source.	As above for (2).

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 4.2 Provide professional development opportunities for all staff.

Financial Implication

Dependent of Council decision. Higher duties allowance would apply to the EMCS.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Macnamara

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.

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

Against: Cr J Logie

Carried: 6/1

Resolution: 182/25

Gemma Boyce returns to the meeting at 4:44pm.

8.2.2 PROPOSED SHIRE OFFICE CLOSURE – CHRISTMAS/NEW YEAR PERIOD

File Reference	4.1.20
Statutory Reference	Nil
Author	Peter Stubbs, Chief Executive Officer
Date	28 October 2025
Disclosure of Interest	Staff have an interest in this matter, as they are beneficiaries of leave and time in lieu
Attachments	Nil

Background

In recent years the Shire Office has closed for several days around the Christmas-New Year period, with staff taking leave or time in lieu on those days. Closure has in the past been considered and authorised by Council.

Comment

Council approval is sought for the closure of the Shire Office over the Christmas period in 2025. The Waste Transfer Station and the swimming pool will be closed on the public holidays, and the usual days of closure.

Please see the below table for the requested days of closure. Staff will take leave or time in lieu for the closure days. The 2nd of January each year is a public sector leave day which can be taken on any agreed time/day between employer and employee. It is referred in various documents as a “Picnic Day”. If this day is not used in a given year, then it does not accumulate.

	SHIRE OFFICE	REFUSE SITE	SWIMMING POOL
MONDAY 22 nd	OPEN	CLOSED	OPEN
TUESDAY 23 rd	OPEN	CLOSED	CLOSED
WEDNESDAY 24 th	OPEN	OPEN	OPEN
CHRISTMAS DAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY
BOXING DAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY
SATURDAY 27 th	CLOSED	CLOSED	OPEN
SUNDAY 28 th	CLOSED	CLOSED	OPEN
MONDAY 29 th	CLOSED	CLOSED	OPEN
TUESDAY 30 th	CLOSED	CLOSED	CLOSED
WEDNESDAY 31 st	CLOSED	OPEN	OPEN
THURSDAY 1 st	PUBLIC HOLIDAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY
FRIDAY 2 nd	CLOSED	CLOSED	OPEN

Emergency Shire contacts during this period will be:

- Peter Stubbs - CEO 0429 900 005 / 0419 264 185
- Tony Kett - Works Manager 0419 941 829

Strategic Implications

This matter relates to the service provision to the public.

Financial Implications

Nil

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Panizza

Seconded: Cr Harding

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:

- Saturday 27th December 2025
- Sunday 28th December 2025

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.

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

Against: Nil

Carried: 7/0

Resolution: 183/25

8.2.3 CODE OF CONDUCT - COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

File Reference	4.1.30
Statutory Reference	Section 5.103. of the Local Government Act 1995
Author	Peter Stubbs, Chief Executive Officer
Date	30 October 2025
Disclosure of Interest	The Author has no Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Nil

Background

Council last adopted its Code of Conduct for Council Members, Committee Members and Candidates in May 2024.

Council's Code of Conduct incorporates the principles and requirements recommended by Western Australian Local Government Association Model Code.

Local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), but additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by Council.

Any additions must be consistent with the Model Code of Conduct (section 5.104(3) of the Act). In preparing the Code for adoption, local governments are encouraged to review their existing Code and consider incorporating any additional behaviour requirements that are not represented in the Model Code. This may include specific dress standards or the appropriate use of technology. To adopt the Code, a resolution passed by an absolute majority of the council is required. Once the Code is adopted, it must be published on the local government's official website (section 5.104(7)).

Legislative Requirements

Section 5.103. of the Local Government Act 1995 - Model code of conduct for council members, committee members and candidates

5.103. Model code of conduct for council members, committee members and candidates

- (1) *Regulations must prescribe a model code of conduct for council members, committee members and candidates.*
- (2) *The model code of conduct must include —*
 - (a) *general principles to guide behaviour; and*
 - (b) *requirements relating to behaviour; and*
 - (c) *provisions specified to be rules of conduct.*
- (3) *The model code of conduct may include provisions about how the following are to be dealt with —*
 - (a) *alleged breaches of the requirements referred to in subsection (2)(b);*
 - (b) *alleged breaches of the rules of conduct by committee members.*

- (4) *The model code of conduct cannot include a rule of conduct if contravention of the rule would, in addition to being a minor breach under section 5.105(1)(a), also be a serious breach under section 5.105(3).*

Comment

No changes to the existing Code of Conduct are recommended.

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

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr H Cowcher

Seconded: Cr Harding

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.

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

Against: Nil

Carried: 7/0

Resolution: 184/25

8.2.4 CODE OF CONDUCT - EMPLOYEES

File Reference	4.20.15
Statutory Reference	Section 5.51A <i>Local Government Act 1995</i>
Author	Peter Stubbs, Chief Executive Officer
Date	28 October 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

A Code of Conduct for Employees is required by section 51.A of the Local Government Act 1995.

5.51A. Code of conduct for employees

- (1) *The CEO must prepare and implement a code of conduct to be observed by employees of the local government.*
- (2) *The CEO may amend the code of conduct.*
- (3) *The CEO must publish an up-to-date version of the code of conduct on the local government's official website.*
- (4) *Regulations may prescribe the content of, and other matters in relation to, codes of conduct under this section.*
- (5) *A code of conduct under this section is of no effect to the extent that it is inconsistent with regulations made for the purposes of subsection (4).*

The Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021 define the requirements which must be address in the Employee Code of Conduct.

The Code of Conduct for Employees was adopted in August 2021. The policy was revised by the CEO in February 2024, with no changes required.

Comment

The CEO reviewed the Code of Conduct for Employees on the 28 October 2025, updating the Introduction and Statutory environment sections. All other sections of the Code remain valid and consistent with the requirements.

The revised Code of Conduct for Employees was posted the Shire website 29 October 2025, and copies made available to all Shire staff.

All staff are reminded of the Code provisions at their annual performance reviews.

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

Simple Majority

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Price

Seconded: Cr C Cowcher

That Council note the Code of Conduct for Employees was reviewed by the CEO on the 28 October 2025.

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

Against: Nil

Carried: 7/0

Resolution: 185/25

8.2.5 COUNCIL MEETING DATES 2026

File Reference	4.2.20
Statutory Reference	Local Government Act 1996
Author	Peter Stubbs, Chief Executive Officer
Date	28 October 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

This item provides suggested Council meeting dates for 2026 to enable public advertising as required by the *Local Government Act 1995*.

Comment

Proposed dates and times for Ordinary Council Meetings in 2026 are suggested below.

Meetings are suggested for the third Wednesday of each month, except for January where no meeting is held and February where the meeting is suggested to be held on Wednesday 11 February 2026, followed by the Annual General Electors meeting.

The Annual General Electors meeting is required to be held no more than 56 days after Council adoption of the Annual Report. Assuming Council adopts the Annual Report at its Meeting on the 17 December 2025, then the Annual General of Electors meeting will need to be held on or before Wednesday 11 February 2026.

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.

The Local Government (Administration) Regulations 1996:

12. Meetings, public notice of (Acts. 5.25(1)(g))

(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —

(a) the ordinary council meetings; and

(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

Section 5.57 Local Government Act 1995 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 as contained in the Shire of Williams Strategic Community Plan 2022 to 2032. Specifically, it relates to the following strategy(s):

ILG 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.

Financial Implications

Allocations to support all meetings are included in budgets.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr C Cowcher

That Council:

1. Adopts the meeting schedule for the period February 2026 to December 2026 as listed in this report;

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.

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

Against: Nil

Carried: 7/0

Resolution: 186/25

Cr Harding declares a proximity interest to item 8.2.6.

COUNCIL RESOLUTION

Moved: Cr Macnamara

Seconded: Cr H Cowcher

That Cr Harding be permitted to remain in the meeting for consideration of item 8.2.6, noting the proximity interest declaration.

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

Against: Nil

Carried: 6/0

8.2.6 REGIONAL HOUSING SUPPORT GRANT

File Reference	9.20.95
Statutory Reference	Various
Author	Peter Stubbs, Chief Executive Officer
Date	3 November 2025
Disclosure of Interest	Cr Harding declares a proximity interest, with respect to Lots 9A, 13 & 15 New St, as he owns property nearby.
Attachments	1. State Government media release-\$25 million to unlock new housing and land in regional WA 2. Regional-housing-support-fund-guidelines-for-applicants_0

Background

This report is presented to seek Council endorsement for the Shire of Williams to participate in a proposed 4WDL Voluntary Regional Organisation of Councils (VROC) joint application to the Regional Housing Support fund to increase housing supply in Williams. The 4WDL VROC consists of the Shires of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace.

An email was sent to Councillors on the 28 October 2025 advising of the Regional Housing Support fund (\$25m) announced by the State Government and closing 19 December 2025.

The grant intent is to help address challenges in housing and residential Lot development in the regions. The fund will support key worker housing, community housing, and residential subdivisions by providing grants of up to \$5 million to local governments, community housing providers, and developers or landowners.

Funding can be sought for a range of costs associated with housing and residential Lot development, including construction, site preparation, roadworks, and essential infrastructure such as water, wastewater, electricity and telecommunications.

- Projects must comprise a minimum of three residential dwellings or lots.
- Applications close 19 December 2025.

The 4WDL VROC CEOs met on Monday 3 November 2025 to canvass the option of joint VROC application as the VROC has been lobbying for the past year for this sort of funding support.

The VROC intends to lodge a joint application and a consultant quote to prepare that has been obtained (\$9,999 plus GST).

Comments

The grant opportunity is likely to be fiercely contested and oversubscribed given the housing demands.

The grant closing date of 19 December 2025 means that most costs associated with any approved project/s will occur mostly in 2026/27 and 2027/28 and this gives the Council the opportunity to frame a budget for any engagement with the grant if it chooses to.

The level of funding support available is not specified, but it is considered that projects which demonstrate higher applicant contributions are likely to be favoured.

The Shire could make its own application independent of the VROC. This option is not recommended as the VROC has shown over time to demonstrate scale and collaboration across multiple local governments with a common interest. The VROC has also been active in procuring key worker housing analysis that shows the market gaps, and in lobbying for this type of grant support.

The Shire of Williams is already engaged in the subdivision process to create 18 new residential Lots and there are several smaller private subdivisions emerging. Lot yield and availability is therefore showing signs of improvement.

Increasing housing stock remains a challenge.

The proposal is that the Shire of Williams seek the grant support to gain three (3) modular houses and locate them on vacant Lots the Council owns with the ability to connect to services.

Those Lots are:

- 13 & 15 New St 356m² each zoned residential R30
- 9A New St 501m² zoned residential R20



Council has no clear plan at this time to build on these vacant Lots, and the Lots are therefore “lazy assets” in terms of the housing demands.

4WDL VROC research has shown that the opportunity cost of not investing in key worker housing is significant over time, ranging from a loss of economic contribution of \$126,000 to \$265,000 per worker per year.

Towns in the 4WDL Shires often experience 'failed market' conditions, where a 'negative equity' situation stifles private sector investment (i.e. the cost of a new dwelling is higher than the resulting market value of the final built product).

This grant has the potential in assisting to close that gap.

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):

- E 1.4 Promote land availability within the Shire for residential, industrial and commercial development.
- E2. To have appropriate levels of housing to cater for population retention and growth.

Financial Implications

The cost of the grant preparation would be proportioned across the 4WDL participating Shires. The Shire of Williams contribution to the grant preparation is estimated at \$1,666.50.

The 2025-26 Shire budget include an allocation of \$6,073 for Townsite Development (E147118), and it is proposed to cost this grant application contribution to this allocation.

Council has several ways to finance three new dwellings, which could involve a mix of grant funding, sale of asset/s to free up funds, loan funds, cash and or Reserve budget allocation.

Rental income from the dwellings should also be considered.

Voting

Absolute Majority

OFFICER'S RECOMMENDATION

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.
2. Request the CEO to provide a more detailed proposal to resource construction of proposed three new dwellings for consideration in the March 2026 budget review.

COUNCIL RESOLUTION

Moved: Cr Macnamara

Seconded: Cr H Cowcher

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.

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

Against: Nil

Carried: 6/0

Resolution: 187/25

The Council resolution differed from the Officer recommendation noting that the timing of the grant process would mean the funding structure would be fully considered in the development of the 2026-27 annual budget.

Cr Harding declared a proximity interest in item 8.2.7.

COUNCIL RESOLUTION

Moved: Cr Price

Seconded: Cr H Cowcher

That Cr Harding be permitted to remain in the meeting for consideration of item 8.2.7, noting the proximity interest declaration.

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

Against: Nil

Carried: 6/0

8.2.7 REGIONAL ECONOMIC DEVELOPMENT GRANTS

File Reference	9.20.95
Statutory Reference	Various
Author	Peter Stubbs, Chief Executive Officer
Date	4 November 2025
Disclosure of Interest	Cr Harding declares a proximity interest
Attachments	Nil

Background

The State Government has released round 8 of the Regional Development Grants (RED). Grant application close on the 9 January 2026.

The RED Grants program is an initiative investing \$60.85 million over eleven years in locally driven projects to stimulate economic growth and development across regional Western Australia.

Funding of up to \$150,000 is available for individual projects in the Wheatbelt region that contribute to:

- Increasing or sustaining jobs,
- Expanding or diversifying industry,
- Developing skills or capability,
- Increasing business productivity,
- Attracting new investment to the regions.

In recent rounds of funding, grants were approved for the re-development of the Darkan Hotel and laser cutting equipment at Prices Fabrication as examples.

Elected members considered the RED opportunity at their Forum meeting in October 2025.

This report recommends that Council authorise Shire staff to engage a consultant to assist in preparing a RED grant application to support the proposed rezoning and subdivision of Shire owned (6.99ha) land adjacent to Albany Highway known as Area D (Figure 1) which currently is zoned rural.

Council identified this land as a future commercial zoning in the Local Planning Strategy which has now been approved by the Western Australian Planning Commission.

The Planners working for Development WA on the Hynes Court residential subdivision and the industrial subdivision have been approached by the Shire to provide a brief on the process, timing and likely cost of rezoning and subdivision, and to provide a concept sketch of what a subdivision could look like.

This land is currently used for horse grazing under Licence agreement with Ms Nathasha Fisher.

Figure 1 – Area D Albany highway



Comment

1. A rezoning process would likely take a year from commencement.
2. An indication of what might be possible can be gained by looking at the land titles and businesses between Richardson Street and Brooking Street on Albany Highway opposite this land.
3. There is no budget allocation at this time, to support a rezoning, subdivision(s) or the due diligence that would be needed to be accompanying those things (i.e. road traffic safety audit, heritage clearance, feature survey and geotechnical investigations).
4. It is prudent to consider what action can be taken to continue measured and reasonable momentum in economic development in Williams beyond the residential and industrial subdivision emerging. The 6.99ha is one clear option, and if developed is likely to be in demand.

5. RED grant funding sought to support the rezoning, subdivision, servicing of Lots created and creation of Titles. If that can be achieved it presents an opportunity to Council to encourage private sector investment on commercial land in Williams which would have intergenerational benefit.

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):

- E 1.1 Develop and promote the Industrial Estate to offer affordable and appropriately serviced lots.
- E 1.4 Promote land availability within the Shire for residential, industrial and commercial development.

Financial Implications

A quote sourced for the preparation of a RED grant for the recommended purpose is \$5,500 (inclusive of GST). The 2025-26 Budget has an allocation of \$15,000 for Town Planning and schemes expenses (E147105) which has sufficient funds to support the grant development.

Voting

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr Panizza

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).

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

Against: Nil

Carried: 6/0

Resolution: 188/25

Cr Panizza declares a proximity interest in item 8.2.8.

COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr C Cowcher

That Cr Panizza be permitted to remain in the meeting for consideration of item 8.2.8, noting the proximity interest declaration.

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

Against: Nil

Carried: 6/0

8.2.8 SUBDIVISION LOT 24 PIESSE STREET

File Reference	10.64.20
Statutory Reference	Planning and Development Act 2005 (PD Act)
Author	Peter Stubbs, Chief Executive Officer
Date	20 October 2025
Attachments	Nil
Disclosure of Interest	Cr Panizza Proximity Interest - owns rural land nearby to the north

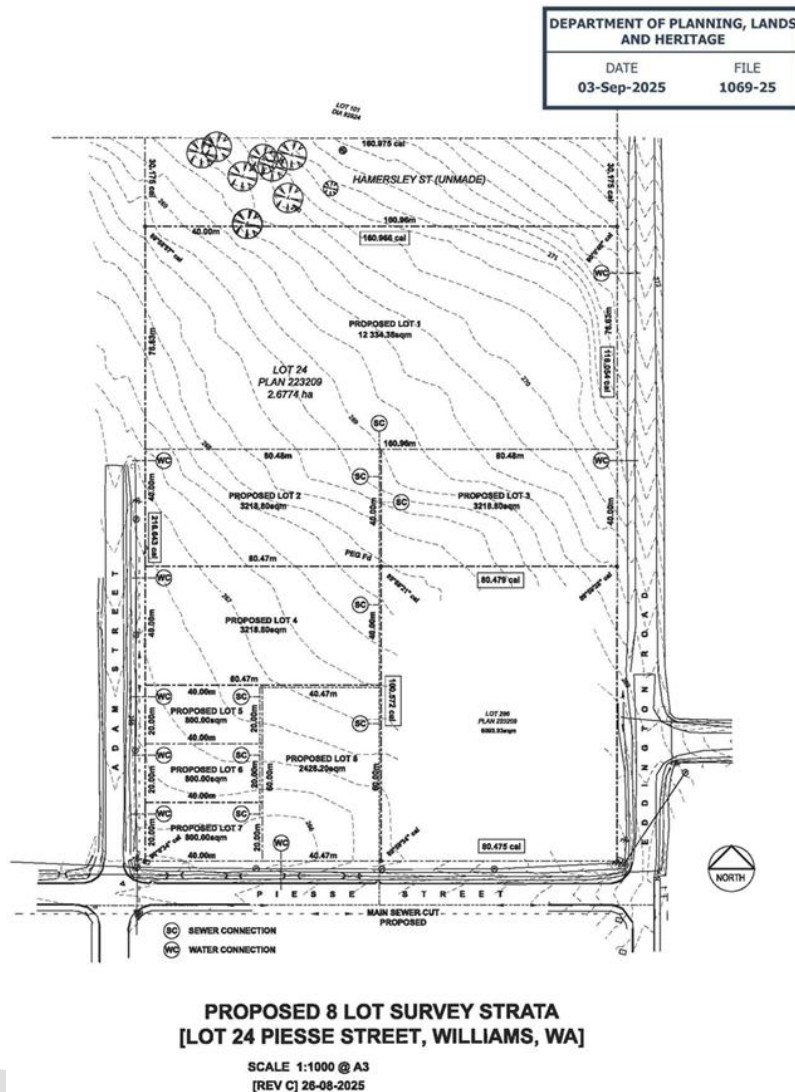
Background

The Shire received Western Australian Planning Commission (WAPC) advice of a subdivision application for Lot 24 Piesse St, Williams on Thursday 23 October 2025.

The subdivision Plan was provided to Elected Members on Friday 24 October 2025 as part of the weekly CEO update #21 for 2025.

Lot 24 Piesse St, Williams is Zoned R12.5 which requires a minimum Lot size of 700m² and an average Lot size of 800m². The draft Plan addresses that requirement.

Lot 24 Piesse St is within a few hundred meters of the Williams Primary School. It is close to important amenities.



Comment

1. The subdivision should be encouraged to increase the supply of residential land to the market. The site is a good option for residential subdivision with close proximity to town amenities, good drainage and residential zoning.
2. The subdivision Plan appears to be partly designed to minimise service connections and costs, by limiting water, sewer and power connections.
3. The Plan shows large, proposed Lot sizes for land as close as this is to key community amenities and Lot sizes more in keeping with a Rural Residential Zoning.
4. Land to the north of Hammersley Street (unmade) is currently rural farmland but is potentially some of the most suitable land for future town/residential expansion.
5. Landowners in future years may seek to subdivide larger Lots as proposed and therefore consideration should be given to sizing services for this potential.

6. The inclusion of more Lots at around the 700m² to 800m² size (still a decent size for R12.5) whilst being mindful of keeping infrastructure and service costs for the development reasonable, should be encouraged. The town planning acting for the landholder advises that consideration is being given to revised subdivision plan to accommodate more Lots in keeping with R12.5 Zoning and design which facilitates future subdivision of Lots, should that be sought.
7. The experience in Williams (and other towns) suggests that some people do not maintain large properties at 800m² and above, because of the cost, time and effort to do so. Larger Lots often have the rear half unused, creating fire risk, fuel load and areas where people store unused equipment. There is a risk that this would occur as it has done in other parts of Williams.
8. Adam Street is not built (sealed) to proposed Lot 1 and access from Eddington Street to this proposed Lot is by gravel road. Consideration should be given to whether the developer should contribute to the built extension of Adam Street or seal an extension on Eddington Road.
9. The proposed sewer connection is preferable to onsite wastewater management.

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 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.

Financial Implications

No costs in the Shire 2025-26 Budget. Longer term cost might relate to any road or crossover requirements, and what conditions are applied the subdivision as developer requirements.

Increased Lots might also mean improved rate revenue from the land.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Price

Seconded: Cr Macnamara

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.

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

Against: Nil

Carried: 6/0

Resolution: 189/25

Cr Logie declared a related party interest to item 8.2.9 and left the meeting at 5:20pm.

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

8.2.9 UNMADE ROAD CLOSURES

File Reference	12.15.38
Statutory Reference	Land Administration Act 1977, Section 58
Author	Peter Stubbs, Chief Executive Officer
Date	11 November 2025
Disclosure of Interest	Cr Jarrad Logie - related party interest. A relative owns land bordering Channon Street.
Attachments	Letters from landholders 10 Nov 2025, 8 September 2025, 13 May 2025

Background

The Shire has received requests to close unmade road reserves in the rural residential area east of the Williams town.

The Minister for Lands is the decision-making authority for permanent road closures, including unmade road reserves. The legislative process to support an application to the Minister for Lands is defined in the *Land Administration Act 1997, section 58*. The Department of Planning Lands and Heritage (DPLH) advise the Minister on road closure requests and or act with delegated authority.

Local Government cannot unilaterally permanently close roads or road reserves.

The Shire and Council has received requests across the 2024 and 2025 years for the closure of portions of unmade road reserves in the rural residential area east of the main Williams town.

In May 2024 Council sought to close a portion of the unmade Channon Street (Council Resolution 114/24 provided below).

COUNCIL RESOLUTION- May 2024

Moved: Cr Price

Seconded: Cr Major

That Council having considered future requirements of Channon St request the Department of Planning Lands and Heritage to cancel the road reservation for Channon Street in Williams, between Olive Street and Clayton Road.

Channon Street to remain as a road reserve west of Olive Street.

Carried 6/1

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

Against: Cr Macnamara

Resolution 114/24

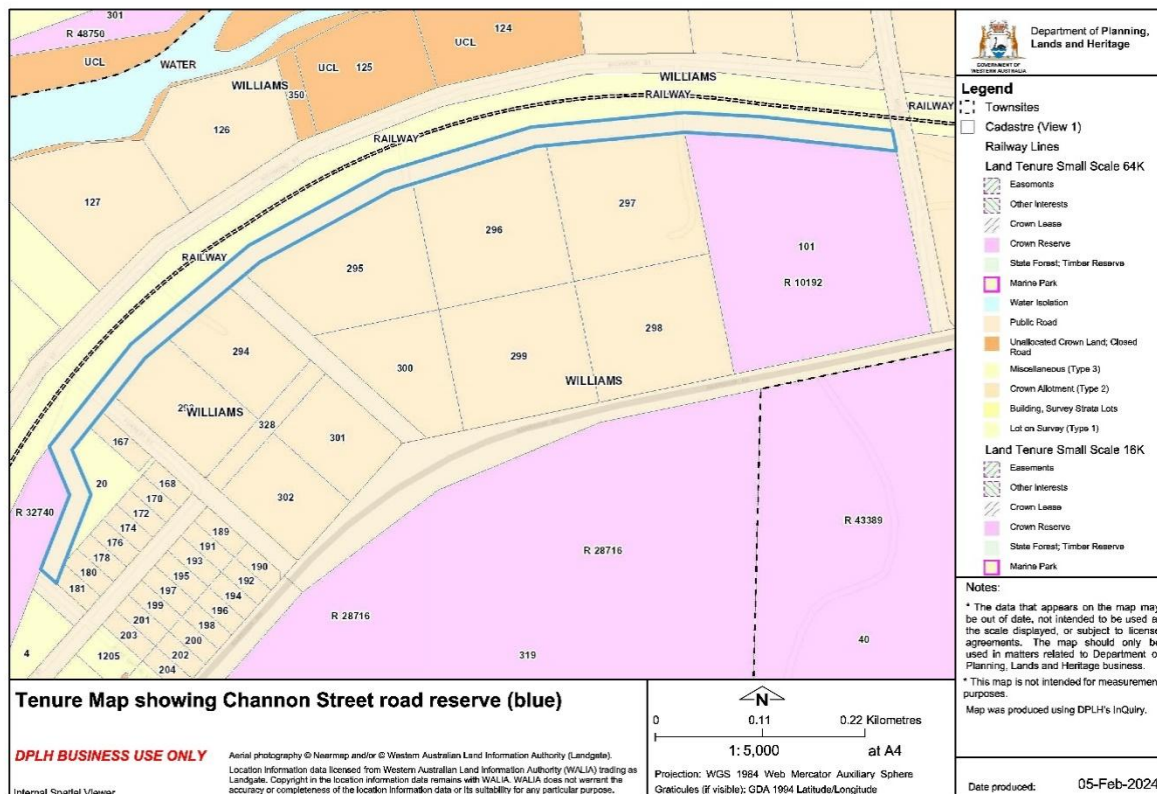
This could not be progressed because the DPLH did not support the request due to objection by the Public Transport Authority (PTA) which owns the adjacent disused rail reserve. The PTA objected because landholders adjacent to this portion of Channon Street would have no

legal access to their properties if Channon Street was closed, and they have no legal access across the PTA rail reserve, even though they have historically used driveway across this rail reserve for several decades.

The request for the closure of the portion of Channon Street has bought the legal access matter into focus for the PTA.

The unmade Channon Street is shown highlighted in blue outline below in Figure 1.

Figure 1 - Land Tenure map



The owners of the following Lots are impacted by not having legal access across the PTA rail corridor reserve & unmade Channon Street into their properties:

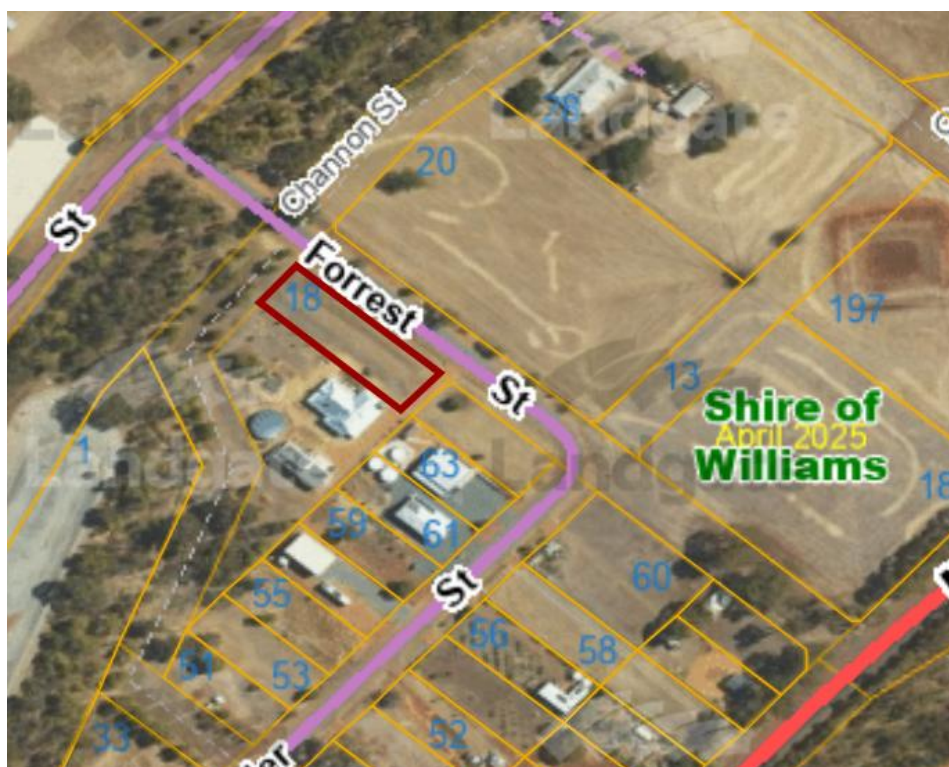
- Lots 296 & 297 Michael and Daphne Italiano
- Lots 295 Peter Logie
- Lots 293 & 294 Peter Fitzpatrick

The property titles for these Lots list Channon Street as the legal address. In practical terms the owners access these Lots from Richmond Street.

Other landholders who have requested portions of unmade road closures include (Figure 2);

- Lot 53 Lavender Street- Brad Evans, borders Channon Street, with legal access from Lavender Street.
- 18 Channon Street- Harry Worth, with legal access from Forrest Street.
- 60 Lavender Street- Stuart and Annette Nicol, requesting a portion of unmade Forrest Street by closed.

Figure 2 - map extract showing Lot 53 & 60 Lavender Street and 18 Channon Street.



In July 2024 Council resolved as follows (Resolution 5/25).

COUNCIL DECISION

Moved: Cr Harding

Seconded: Cr Macnamara

That subject to the applicant, Mr Peter Ryan, paying the required advertising fee, and evidence of adjoining landholders support, the Council authorise the CEO to initiate the required public advertising for the proposed permanent closure of the Forrest Street Road Reserve in Williams

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

Against: Nil

Carried: 7/0

Resolution: 5/25

The portion of Forrest Road referred to in resolution 5/25 is shown in Figure 3 below.

Figure 3 – Lot 60 & 62 Lavender St



Legislative Considerations

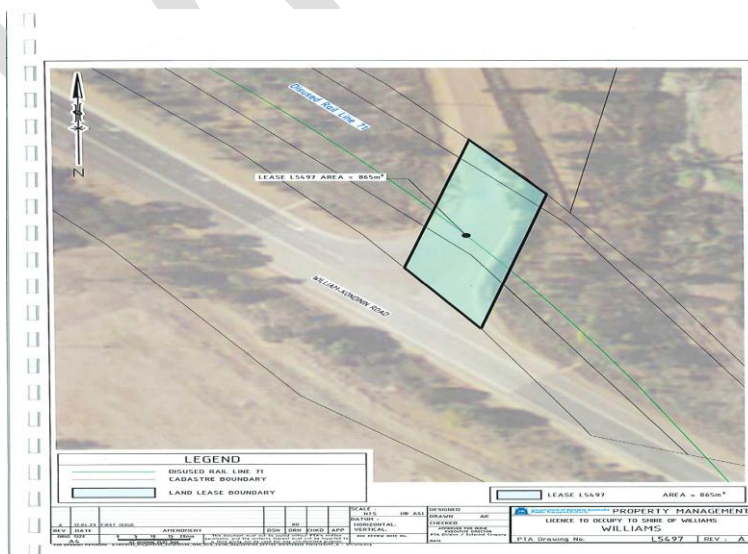
Land Administration Act 1997, Section 58 Closure of road at request of local government

- 1) If a local government considers that a road in its district should be closed permanently, the local government may, in accordance with the regulations, request the Minister to close the road.*
- 2) After receiving a request under subsection (1), the Minister may*
 - a. by order grant the request; or*
 - b. direct the local government to reconsider the request, having regard to any matters the Minister specifies in the direction; or*
 - c. refuse the request.*
- 3) If the Minister makes an order under subsection (2)(a) in relation to a road —*
 - a. the road is closed on and from the day on which the order is registered; and*
 - b. any rights suspended under section 55(3)(a) cease to be so suspended.*
- 4) The closure of a road under this section does not affect —*
 - a. any encumbrances to which the land that comprised the road was subject when the road was closed; or*
 - b. if the land that comprised the road is in the DBNGP corridor — State corridor rights or other rights conferred under the Dampier to Bunbury Pipeline Act 1997 in respect of that land.*
- 5) The regulations may —*
 - a. prescribe procedures to be followed by a local government before making a request under subsection (1), including procedures for the publication of a proposed request and consultation; and*
 - b. require a request under subsection (1) to include prescribed information; and*
 - c. require a request under subsection (1) to be accompanied by prescribed information or a prescribed document.*
- 1) Before passing a resolution to make a request to the Minister under section 58(1) of the Act for the Minister to close a road permanently, a local government must publish an advertisement containing —*
 - a. notice of motion for the resolution; and*
 - b. an invitation to the public to make submissions to the local government on the proposed closure within the period (the submission period) of 35 days after the day on which the advertisement is published.*
- 2) The advertisement must be published in either or both of the following ways —*
 - a. in a newspaper circulating in the district of the local government;*
 - b. on the website of the local government.*
- 3) The local government must not pass the resolution to make the request to the Minister unless —*
 - a. the submission period has ended; and*
 - b. the local government has considered any submissions made to it within the submission period.*
- 4) If the advertisement is published in both of the ways referred to in sub regulation (2) and the submission periods specified in those publications end on different days, for the purposes of sub regulation (3) the submission period is taken to end on the latest of those days.*
- 5) The local government must include the following with the request to the Minister*
 - a. written confirmation that the local government has resolved to make the request, the date when the relevant resolution was passed and any other information relating to the resolution that the Minister may require;*
 - b. sketch plans showing the location of the road and the proposed future disposition of the land comprising the road after it has been closed;*
 - c. written confirmation that the local government has complied with sub regulations (1) to (3);*
 - d. a copy of the advertisement referred to in sub regulation (1);*
 - e. copies of any submissions made to the local government within the submission period and the local government's comments on those submissions;*
 - f. any other information the local government considers relevant to the Minister's consideration of the request.*
- 6) This regulation does not apply to a request under section 58(1) of the Act to which regulation 9A applies.*

Comment

1. Unmade road reserves do present a weed and fire risk if not maintained to some extent (e.g. grazing).
2. DPLH require evidence of public advertising and a direct approach to all adjoining property owners before it would support use of unmade road reserve or amalgamation to adjoining properties. DPLH is unlikely to support a request without going through that process, but it would also not proceed unless it was supported by the Local Government/Council view on it.
3. Landholders referenced above express concern about the;
 - a. lack of management to control weeds and fire risk, and
 - b. the ability of emergency services and other providers locating their properties. However, Google maps do identify and guide people to the properties and houses with a Channon Street address.
4. The matter of legal access across the PTA land has the potential to complicate any future sale of affected properties.
5. Should the closure of unmade road reserves or a portion of these progress and be supported by the Minister for Lands, then the property owners would still need to go through the processes to change the legal addresses for these properties and it may take some time (years) for data bases and mapping applications to reflect those changes.
6. The Shire has attempted to have the PTA issue a Licence to the affected landowners without legal access across the PTA rail reserve, as this has been a solution the PTA use with the Shire. For example, the PTA uses a *Lease L5497-3 – Licence to Occupy* – with the Shire to provide access across PTA land to the Macco Feed business for a licence fee of \$1.00 per year. The Licence area is shown in Figure 5 below and is approximately 30m in width across the PTA rail corridor. The proposal has been that if this can be done with the Shire then it could be done to give legal access for these landholders.

Figure 5 - Lease L5497-3 – Licence to Occupy



7. Michael Italiano advised the Shire that the PTA have presented a proposed Licence to enable legal access, but that it was not accepted because the yearly fee was considered too high. The Shire is not privy to that document but has again written to the PTA requesting it apply a \$1.00 per year fee.
8. The PTA has confirmed that they are working with M & M Contractors (Michael Italiano) to formalise a Licence for access. The PTA advise is that it is still waiting for responses from Peter Logie and Peter Fitzpatrick with regard to the access matter.
9. To proceed with seeking to close Channon Street or a portion of it without landholders having other legal access to Lots, risks the matter not being supported by the Minister for Lands or DPLH.
10. Options for Council;
 - a. Support the status quo with unmade road reserves.
 - b. Seek the closures of portions of unmade reserves requested, subject to affected landholders securing legal access across the PTA reserve, so that Lots do not become land locked.
 - c. Consider building Channon Street (gravel) to negate the need to interface with the PTA. This option would mean either;
 - i. landholders legitimise their access across the PTA land, or
 - ii. cease the current access across the PTA and instead use Channon Street as access.
 - d. Seek a Licence over the entire PTA disused rail reserve with the Shire of Williams for the purpose of public access along and across its length at a peppercorn value. This option has emerged after discussion with the PTA to advance the future option of the proposed walk trial on that land and at the same time deal with land holder access issues, in a low-cost efficient way. It would resolve the landholder access issue.
11. By virtue of Council resolutions 114/24 and 5/25, Council in the past has shown some willingness to see portions of unmade road reserves in this report closed.
12. Portions of the unmade Channon Street and Forrest Roads reserves are being and have been used for private purposes by various adjoining landholders for several decades.
13. If DPLH supports road closures it may offer to sell the unmade road reserve to adjoining landholders and amalgamate the land into existing Titles.
14. There is therefore arguably a private benefit to the landholders in what they request and for this reason it is recommended that if Council supports the road closure advertising that costs for such are paid by the landholders who would potentially benefit.

Strategic Implications

This item is not considered to be strategic in the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2022 to 2032.

It is possible that future interest in subdividing land in the rural residential area to the east of Williams will emerge, and retaining unmade road reserves may have value in supporting that.

Financial Implications

To advance a request to close unmade roads or a portion of them requires some cost associated with public advertising.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION 1

No Mover – Recommendation lapsed

That consistent with the Council resolution 5/25 and subject to the owners of Lot 60 Lavender Street, Williams (Stuart and Annette Nicol) paying the advertising fee, the Council authorise the CEO to initiate the required public advertising for the proposed permanent closure and cancellation of the portion of unmade Forrest Street Road Reserve adjacent to Lot 60 Lavender Street in Williams.

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

OFFICER'S RECOMMENDATION 3

No Mover - Recommendation lapsed

That Channon Street to remain as a road reserve west of Olive Street to Forrest Street past and adjacent to Lots 294 & 293 (Numbers 28 & 20 Channon Street).

OFFICER'S RECOMMENDATION 4

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.

Should the PTA not agree to recommendation above, then Council authorise the recommendation below.

That consistent with the Council resolution 114/24 and subject to the land owners of Lots 296, 297 (Number 76 & 60 Channon Street), and Lots 295 (Number 20 Olive Street) Channon Street, Williams evidencing legal access to their properties from Richmond Street across the Public Transport inactive rail land corridor, request the Department of Planning Lands and Heritage to cancel the road reservation for Channon Street in Williams, between Olive Street and Clayton Road.

COUNCIL RESOLUTION 4

Moved: Cr Harding

Seconded: Cr Price

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.

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

Against: Nil

Carried: 6/0

Resolution: 191/25

The Council resolution differed from the Officers recommendation as Council concluded that part of the Officer recommendations was not required.

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION 5

Moved: Cr Price

Seconded: Cr H Cowcher

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.

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

Against: Nil

Carried: 6/0

Resolution: 192/25

Cr Logie returns to meeting at 5:52pm.

8.2.10 USE OF COMMON SEAL AND DECISIONS UNDER DELEGATED AUTHORITY

File Reference	Various
Statutory Reference	Local Government Act 1996
Author	Peter Stubbs, Chief Executive Officer
Date	12 November 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

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

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

Comment

Since the Ordinary Council meeting held on the 22 October 2025 the Common Seal was used in the signing of a Project Management Agreement between the Shire of Williams and Development WA to support the Hynes Court residential subdivision.

Decisions by the CEO using delegated authority for the period 18 October 2025 to the 13 November 2025 are provided in the table below;

Decision Type		Name/Property	Date of Decision	Purpose
1.	Planning Approval	175 Narrogin Rd & 50 Lavender Street. Diego De Vita	21 Oct 2025	Construction of a residential house, shed and carport, clad in new uniform colour Colourbond. (Existing water tank is on site)
2.	Dual Bushfire Fire Control Officers	Shire of Narrogin - Clayton Hardie, Murray Saunders, Russell Ashley. Shire of Wagin – C Piesse Shire of West Arthur - Todd Lucke	28 Oct 2025	Authorisation to act across Shire of Williams boundaries in the event of bushfire needs.

		Shire of Williams – dual control officers to other Shires Shire of West Arthur - Justin Duff & Wayne Duffield Shire of Wagin - Justin Duff Shire of Wandering - Philip Martin & Andrew Rintoul Shire of Cuballing - Philip Martin & Andrew Rintoul Shire of Narrogin - Nicholas Panizza Shire of Boddington - Ashley Chadwick		
3.	Declaration of Dangerous Dog & Infringement Notices		30 Oct 2025	In response to a confirmed dog attack(s) on sheep in the rural residential area by unregistered dog/s. S7(1) Unregistered Dog \$200.00. S31(3) Dog not tethered in a public place \$200.00. S33A(3) Dog in a place without consent \$200.00. S7(1) Unregistered Dog \$200.00. S31(3) Dog not tethered in a public place \$200.00. S33A(3) Dog in a place without consent \$200.00. S33D(1) Dog attack or chase causing physical harm \$400.00.

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 above decision.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Price

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 18 October 2025 to the 13 November 2025.

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

Against: Nil

Carried: 7/0

Resolution: 193/25

8.2.11 REGISTER OF COUNCIL DECISIONS AND STATUS

File Reference	4.1.20
Statutory Reference	Various
Author	Peter Stubbs, Chief Executive Officer
Date	22 September 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
22 October 2025	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	Meeting requested
22 October 2025	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
22 October 2025	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	Items advertised for tender, 27 Oct 2025 via Facebook, The Williams. Late Item to Council 19 Nov 2025
22 October 2025	That Council adopt the Policy Manual as presented with this report.	172/25	Minor adjustments made Oct 2025.
17 September 2025	That Council adopt the Equitable Access Policy as presented with this report.	165/25	Adopted (Required for the Indoor Court grant)
17 September 2025	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

17 September 2025	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	Adopted by Council Oct 2025 meeting
17 September 2025	That Council endorse the Workforce Plan 2025-2030 as presented with this report	159/25	Adopted
17 September 2025	<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> <p>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.</p> <p>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.</p> <p>3. Payment to the Shire of Williams of the scheduled planning fee, invoiced separately.</p> <p>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.</p> <p>5. The crossover being installed in accordance with the Shire Policy O1.10 Crossovers (property entrances) and Driveways Policy.</p> <p>6. An approved setback of 5m from the front boundary of the Lot to the office, with the setback area to be landscaped.</p> <p>7. The office, shed and boundary fence to be clad in a uniform green Colourbond colour using new cladding material.</p> <p>8. Rainwater from roof catchments being captured and stored in 2 rainwater tanks.</p> <p>9. Stormwater being managed to be retained in site, and not to adjacent properties.</p> <p>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.</p> <p>11. The property be fenced in new Colourbond fencing of consistent green colour matching the cladding of the office and shed.</p>	158/25	Planning Certificate issued.
20 August 2025	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

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 27 August 2025
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. 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
23 July 2025	That Council: 1. Adopt the Shire of Williams Disability Access and Inclusion Plan 2025-2030; and	130/25	DAIP issued to Dept of Communities 27 July 2025 & placed on the Shire website.

	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.		
23 July 2025	<p>That Council:</p> <ol style="list-style-type: none"> 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	<p>Meet with the Shire of Narrogin in August 2025.</p> <p>The Williams section of proposed trail is simple.</p> <p>Narrogin Shire to take lead evidencing PTA approval and identifying grants.</p> <p>Williams to progress once funding secured & Narrogin have commenced their section</p>
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 contracted works completed
18 June 2025	<p>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:</p> <ol style="list-style-type: none"> 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	WAPC approved the LPS in October 2025. The matter is now complete.

18 June 2025	<p>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;</p> <ol style="list-style-type: none"> 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. 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. 	121/25	Certificate of Planning Approval issued.
18 June 2025	<p>That Council:</p> <ol style="list-style-type: none"> 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	<p>Public advertising and advice to property owners within 500m completed. One public comment received.</p> <p>Council approved the application at its 23 July 2025 Council meeting.</p> <p>Planning Certificate issued</p>
21 May 2025	<p>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</p>	110/25	<p>Submission lodged.</p> <p>Public comment has closed, and this development application is currently under assessment by the State Development Assessment Unit. Feedback from the</p>

	<p>1. the transferability of planning approval and conditions to potential future owners of the project, should new owners occur.</p> <p>2. the requirement and need for agreed community benefits to be novated and or transferred to any new project owner should that occur.</p>		<p>community, key stakeholders, local government and State agencies is being considered in order to inform a recommendation for the Western Australian Planning Commission (WAPC).</p> <p>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</p> <p>https://www.planning.wa.gov.au/significant-development-pathway/significant-development-applications</p>
21 May 2025	<p>That Council approve the development application and issue planning approval to the owners of Lot 12 (Land No 1317132) Albany Highway, Williams for</p> <ol style="list-style-type: none"> 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 5. Installation of septic system wastewater systems <p>Subject to the following conditions:</p> <ol style="list-style-type: none"> 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. 	109/25	Certificate of Planning Approval issued.

	<p>6, the applicant submit a signed statement about how fire risk and fire protection will be managed on the property, including fuel load management.</p> <p>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.</p>		
21 May 2025	<p>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.</p> <p>Subject to the following conditions:</p> <ol style="list-style-type: none"> 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	<p>That Council:</p> <ol style="list-style-type: none"> 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 	107/25	Planning certificate issued

	<p>proposed permanent planning consent for the spreading of whey on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972 .</p> <p>2. Approve 28 days of public advertising of the proposed application for Whey spreading on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972, and reconsider the matter including any public comments after the close of advertising.</p>		
21 May 2025	<p>That Council</p> <p>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.</p> <p>2. Approves the 2024/2025 Budget reallocation of \$10,000 for minor plant to support the lighting upgrade/replacement.</p>	103/25	Works complete

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 AND COUNCIL RESOLUTION

Moved: Cr Price

Seconded: Cr C Cowcher

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

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

Against: Nil

Carried: 7/0

Resolution: 194/25

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

10.2.1 LATE ITEM – ITEMS OFFERED BY TENDER

The Chief Executive Officer sought Council approval to raise an additional late item not included in the Agenda.

OFFICER'S RECOMMENDATION

Moved: Cr H Cowcher

Seconded: Cr Price

That the following late item(s):

10.2.1 ITEMS OFFERED BY TENDER and

10.2.2 DEVELOPMENT ASSESSMENT PANEL be received and considered by Council.

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

Against: Nil

Carried: 7/0

Resolution: 195/25

Cr Harding declares a related party interest to item 10.2.1 and left the meeting at 5:54pm.

10.2.1 ITEMS OFFERED BY TENDER

File Reference	4.1.30
Statutory Reference	Various
Author	Peter Stubbs, Chief Executive Officer
Date	14 November 2025
Disclosure of Interest	Tanya Germain - related party interest to a tenderer. Cr Harding - related party interest to a tenderer.
Attachments	Nil

Background

At the Ordinary Council meeting on 22 October 2025 Council resolved to call a tender to dispose of three assets surplus to requirements. Council resolution 173/25 provided below.

Moved: Cr Harding	Seconded: Cr H Cowcher
That Council approve the disposal of the following assets;	
1. Toyota DA115 Tip/Water Truck (rego WL595)	
2. Food Van	
3. Cardboard Press	
For: Cr C Cowcher, Cr H Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Panizza, Cr Price	
Against: Nil	Carried: 7/0 Resolution: 173/25

Public Notice and advertising of tender sale commenced on 27 October 2025 in The Williams newsletter and Facebook page.

Tenders closed at 4pm on the 14 November 2025.

Tenders received are below:

Surplus Item	Tenderer	Amount of Tender Offer
Toyota DA115 Tip/Water Truck (rego WL595)	Justin Germain	\$3,850
	Dave Konig	\$4,200
Food Van	Hannah Read	\$1,500
	Graham Harding, Margie Haddrick	\$3,100
	Wayne & Marianne Gill	\$1,000
Cardboard Press	No Tender received	

Council has provided delegated authority to the CEO to accept or reject tenders in accordance the Local Government (Functions and General) Regulations 1996, section 18 (Delegation 1.1.17).

Legislative

The Local Government section 3.58. Disposing of property

- (1) In this section dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
 - (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
 - (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
 - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
 - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
 - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

Comment

The tenders were awarded to the following:

Toyota DA115 Tip Truck	David Konig \$4,200
Driver Reviver Food Van	Graham Harding, Margie Haddrick \$3,100
Cardboard Press	No tenders

Strategic Implications

This item is not considered to be strategic in the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2022 to 2032.

Financial Implications

Advertising costs associated with The Williams. Additional revenue from the sale of items, and lower holding costs (saving)

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr C Cowcher

Seconded: Cr Macnamara

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

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

Against: Nil

Carried: 6/0

Resolution: 196/25

Cr Harding returns to the meeting at 5:56pm.

10.2.2 DEVELOPMENT ASSESSMENT PANEL

File Reference	10.60.10
Statutory Reference	Planning and Development (Development Assessment Panels) Regulations 2011 Local Government (Development Assessment Panel) Regulations 2025
Author	Peter Stubbs, Chief Executive Officer
Date	17 November 2025
Disclosure of Interest	Nil
Attachments	1. DAP member nomination form FAQ 2. DAP member nomination form

Background

The State of Western Australia operates three Development Assessment Panels (DAPs). Two in the metropolitan area and one in the regional areas.

DAPs are decision-making bodies that are independent to the Department of Planning, Lands and Heritage and the Western Australian Planning Commission.

DAPs are established under the Planning and Development (Development Assessment Panels) Regulations 2011 and are administered by the DAP secretariat within the Department of Planning, Lands and Heritage.

The Regional DAP area includes 104 local government areas and is as diverse as it is large with locations varying from significant regional cities with urban environments, to small, remote communities and largely unpopulated expanses. As a result, developments that may be considered by the Regional DAP could vary from central city or town urban developments to large infrastructure projects related to the resource sector or growing renewable energy sector.

Each DAP meeting is constituted by up to five DAP Members comprising three Specialist Members and two Local Government Members.

Local Government Members are appointed from the Local Government Member register to the relevant DAP for their local government area. Each local government can nominate two members and two alternative members.

All existing Local Government DAP Members are currently appointed for a term ending 26 January 2026. Local governments are required to nominate four (4) DAP members for inclusion on the register by the Minister for Planning and Lands.

The current DAP members for the Shire of Williams are, Cr Tracey Price, Cr Simon Harding and alternate member, Cr Christine Cowcher.

Pursuant to Regulation 25 of the DAP Regulations, local governments are requested, by Friday 21 November 2025, to nominate four elected Council members to sit as DAP members for the Shire of Williams District. The nominations must include two members who will be the primary Local Government DAP Members and two alternate members whom the DAP Executive Director can invite if either of the primary members are unavailable.

Before members can sit on a DAP meeting, training run by the DAP Secretariat must be completed. If previous training has been done the DAP Executive Director will consider time since this was completed or since the members last participated on a DAP meeting to determine whether refresher training is needed before participating on another DAP meeting.

Legislative

- *Planning and Development (Development Assessment Panels) Regulations 2011.*
- The *Local Government (Development Assessment Panel) Regulations 2025* implement the latest step in the reform agenda. These Regulations apply to DAP applications made from 1 May 2025 and clarify the roles of Council and local government staff in preparing and submitting a Responsible Authority Report to a DAP. This must be prepared by the Local Government CEO or persons/s appointed by the CEO for that purpose.

Comment

It may be increasingly of value to have members nominated and to be able to participate in DAP meetings with potential larger developments on the horizon (e.g. renewable energy projects and commercial or industrial developments).

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 4.3 Provide elected member training and professional development opportunities.

Financial Implications

Nil. Sitting fees are paid to DAP members where required.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION AND COUNCIL RESOLUTION**Moved: Cr Panizza****Seconded: Cr Harding**

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)

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

Against: Nil

Carried: 7/0

Resolution: 197/25

11. APPLICATION FOR LEAVE OF ABSENCE

12. CLOSURE OF MEETING

There being no further business for discussion, the President, Cr Logie, declared the meeting closed at 6:03pm.

DRAFT