



SHIRE OF WILLIAMS COUNCIL AGENDA

**ORDINARY COUNCIL MEETING
WEDNESDAY 23rd JULY 2025**

SHIRE COUNCIL CHAMBERS
9 BROOKING STREET
WILLIAMS WA 6391



NOTICE OF ORDINARY COUNCIL MEETING

Dear Elected Member and Community Members,

You are respectfully advised the next Ordinary Council Meeting
of the Shire of Williams will be held on 23 July 2025,
in the Shire of Williams Council Chambers, 9 Brooking Street, Williams,
commencing at 4:00pm.

A handwritten signature in blue ink, appearing to read 'Peter Stubbs', with a long horizontal stroke extending to the right.

Peter Stubbs

Chief Executive Officer

DISCLAIMER

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

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



SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-32

VALUES / VISION

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

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

ECONOMIC

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

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

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

SOCIAL & CULTURAL

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

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

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

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

LAND USE AND ENVIRONMENT

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

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

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

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

LUE4. Recognising and implementing sustainability measures.



INNOVATION, LEADERSHIP & GOVERNANCE

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

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

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

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

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

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Elected Members

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

Staff

Peter Stubbs - Chief Executive Officer
Britt Logie – Community Development Officer
Gemma Boyce – Executive Manager of Corporate Services
Tanya Germain – Executive Assistant / Minute Taker

Visitors - Nil

Apologies - Nil

Leave of Absence – Cr Bernie Panizza

3. PUBLIC QUESTION TIME

4. PETITIONS / DEPUTATIONS / PRESENTATIONS

5. DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cr Price
Item No. / Subject	8.2.1
Type of Interest	Proximity Interest

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 18 JUNE 2025

OFFICERS RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 18 June 2025 as previously circulated, be confirmed as a true and accurate record.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

The Shire of Williams hosted the Central Country Zone quarterly meeting for Local Governments on Friday 20 June 2025 at the Williams Pavillion. Councillor Price attended the meeting, welcomed delegates on behalf of the Shire Council and gave a presentation on our community. The event was attended by the Hon Sabine Winton BA BPS MLA, Minister for Education; Early Childhood; Preventative Health; Wheatbelt.

Following the Central Country Zone meeting Minister Winton formally opened the new laser cutting equipment for Prices Fabrication, which is a great addition to our business capacity in the region.

On Saturday 19 July 2025 Councillor Major and myself received recognition from the Western Australian Local Government Association (WALGA) for our service to Local Government. I thank WALGA for the event and recognition, also Councillor Major and her support as Deputy Shire President.

Members of the public may have noticed activity near the Glenfield standpipe in Williams last week. This is related to the Department of Water and Environmental Regulation testing an existing bore for potential community use at no cost to the Shire or community, and we thank the Department for that.

There have been two significant water main leaks in our district in the last few weeks impacting local roads (Marling Road and Richardson Street). The Shire is working with the Water Corporation to see that appropriate repairs are completed to both water mains and road assets.

8. MATTERS WHICH REQUIRE DECISIONS

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 NARROGIN-WILLIAMS RAIL TRAIL PROPOSAL

File Reference	11.13.55
Statutory Reference	Various
Author	Britt Logie, Community Development Officer Peter Stubbs, Chief Executive Officer
Date	24 June 2025
Disclosure of Interest	Nil
Attachments	Narrogin - Williams Rail Trail Feasibility Study 2024.

Background

The Shire of Williams was first approached by The Shire of Narrogin in June 2020, to discuss potential interest for a rail trail feasibility study from Williams to Narrogin. In 2024 the Shire of Narrogin received grant funding of \$25,000 to undertake a scoping & feasibility studying of a potential rail trail between Narrogin & Williams along the Public Transport Authority land corridor between the two towns (old railway line). The Shire of Williams contributed \$5,000 to that feasibility study.

The Shire of Narrogin Council adopted the resolution below in November 2024,

OFFICERS' RECOMMENDATION & COUNCIL RESOLUTION 271124.07

Moved: Cr Wiese

Seconded: Cr Pomykala

That with respect to the proposed Narrogin-Williams Rail Trail, Council resolves to:

- 1) Adopt the Feasibility Study as a guiding document for the proposed rail trail project;*
- 2) Endorse a joint proposal with the Shire of Williams to progress the project collaboratively;*
- 3) Consider amending the Community Business Plan when next due to include the rail trail project, demonstrating intent and commitment for future grant submissions;*
- 4) Seek external funding opportunities from State and Federal Government grants, as well as private and community benefit funds; and*
- 5) Consider cost reductions by evaluating internal resource utilisation during project implementation.*

CARRIED 5/0

For: Cr Broad, Cr Fisher, Cr Bartron, Cr Pomykala, Cr Wiese.

Against: Nil

The Shire of Narrogin have requested feedback from the Shire of Williams on its view of the feasibility study and if the Shire of Williams wishes to collaborate to advance the concept. The indicative cost to build the rail trail inclusive of clearing, bridge repairs (7 of), track creation, fencing, signage etc is \$4million.

The rail corridor, approximately 35-40m wide, is owned by the Public Transport Authority (PTA). The proposed trail would be 34 km.

Comments

The proposed Narrogin–Williams Rail Trail could offer a range of benefits that support community wellbeing, regional development, and heritage preservation. As a recreational corridor, the trail would provide a safe and accessible route for walking, cycling, and horse riding, encouraging physical activity and outdoor engagement for people of all ages and abilities. By promoting active lifestyles, the trail would contribute to improved physical and mental health across both communities.

The rail trail has the potential to attract visitors to the region, generating flow-on benefits for local businesses and the possibility to stimulate new tourism enterprises. The project could preserve and activate the disused rail corridor, celebrating the region's railway history through interpretive signage and cultural storytelling. The trail would foster regional collaboration between the Shires of Williams and Narrogin, strengthening social ties aligning with state and national strategies for trails, tourism, and active transport infrastructure.

With Williams' strategic location on Albany Highway, the development of a rail trail is more likely to extend a visitor's stay rather than act as the sole reason for travel. As a popular stopover point between Perth and the Great Southern, Williams already attracts a steady flow of passing traffic. A rail trail would enhance the town's appeal by offering an additional recreational experience that encourages travellers to stop longer, explore the area on foot or by bike, and engage more deeply with local businesses and attractions. Rather than being a primary destination, the trail would complement existing tourism offerings by providing a low-cost, nature-based activity suited to a wide demographic. This aligns with the broader goal of increasing local spending, while also supporting health, heritage, and regional collaboration.

While the Shire is supportive in principle, it must be acknowledged that the development of a rail trail may involve significant capital and ongoing maintenance costs, the indicative costs are estimated at \$4 million. At present, the Shire is managing several essential infrastructure and community service priorities that require immediate financial attention. As such, any future involvement in the project would need to consider the Shire's financial capacity, timing, and ability to access external funding. The Shire remains open to participating in feasibility investigations and collaborative planning, provided that the project does not adversely impact its ability to deliver on existing commitments to the community.

It would be in the Shire of Williams best interest to look at different options to reduce the estimated \$4 million cost of constructing the Narrogin-Williams Rail Trail. This could be achieved by exploring several cost-saving strategies that allow for the project's goals to be achieved in a more financially sustainable manner.

1. Stage the development of the trail in sections over multiple years. The trail could be rolled out in sections at a basic minimal standard and improved over the years, reducing immediate financial burden and providing opportunities to demonstrate early success which would be useful to help secure future funding and community support.

2. Utilising the existing rail corridor formation, which will minimise the earthworks required. Where possible avoid bridges by redirecting the trail to ground level with concrete crossings even if this means in wet weather access is through shallow water, or with a simple log crossing.
3. Rather than contracting for rail construction, draw on community resources, local volunteers and other in-kind support for minor works. These contributions can be significant and can foster a stronger sense of community ownership of the trail.
4. Cost-sharing and collaboration between the Shire of Williams and the Shire of Narrogin will also be important. A joint governance approach would not only distribute responsibility but may strengthen funding applications to state and federal programs. Agencies such as the Department of Transport (through WA Bicycle Network grants), Lotterywest, and Tourism WA all offer support for regional recreational infrastructure projects and could help reduce reliance on Shire funds

In considering the development of the Narrogin–Williams Rail Trail, the Shire of Williams must weigh a range of strategic, financial, operational, and community factors to determine its role and responsibilities in the project. Firstly, land tenure and access are critical considerations. The rail corridor is under the control of the Public Transport Authority (PTA). The Shire will need to clarify land ownership, negotiate permissions or leases, and ensure that any native title, heritage, or environmental approvals are appropriately addressed before works can proceed.

Financial capacity is a key issue. While the trail aligns with community wellbeing and tourism goals, the estimated cost of around \$4 million presents a significant commitment. The Shire must consider its existing financial obligations and infrastructure priorities—such as road upgrades and recreational facilities—before allocating resources. The Shire must also assess the operational implications of the trail. This includes future maintenance obligations, insurance, risk management (especially for road crossings or bridges), and ensuring user safety. If the trail becomes a Shire asset, budget allocations or service contracts for upkeep will be required.

From a community perspective, it is important that the Shire engages with residents, landowners adjacent to the corridor, and local businesses to gauge support and address concerns. While the broader community may welcome the trail for its recreational and tourism potential, adjacent landowners may raise issues such as privacy, fencing, weed control, or security. Rate payers may also show concern over potential costs.

Finally, the Shire must consider how the trail aligns with its Strategic Community Plan, particularly objectives around health and wellbeing, economic diversification, youth and senior recreation, and regional collaboration. While supportive of the concept in principle, the Shire must ensure that any involvement is based on clear benefits, manageable costs, and strong partnerships that do not compromise its broader service delivery or sustainability.

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 1.4 Continue to support and develop tourism opportunities for the Shire.

Statutory Implications

Nil

Financial Implications

Any actions requiring significant financial resources will be subject to future budget consideration and external funding opportunities.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Council

1. Jointly with the Shire of Narrogin, seek the PTA views on the potential use the PTA old rail line corridor between Narrogin and Williams as a walk/riding trail and what if any conditions might apply if the PTA is supportive.
2. Advertise the Rail Trail Feasibility Plan for public comment for a period of 1 month (28 days), offer two public meetings in Williams during that time, and write to all adjoining landholders in the Shire of Williams to the proposed rail trail.
3. Request the CEO to work with the Shire of Narrogin to develop and document a potential staged approach to the trail creation, that keeps cost to a minimum and enable ease of upgrade in future years if that is deemed to be appropriate at a future time.
4. Acknowledges that, while supportive of the concept, the Shire's financial commitment must be limited given other pressing infrastructure priorities.

8.1.2 DISABILITY ACCESS AND INCLUSION PLAN 2025 - 2030

File Reference	4.50.65
Statutory Reference	Disability Services Act 1993
Author	Britt Logie, Community Development Officer
Date	24 June 2025
Disclosure of Interest	Nil
Attachments	Draft DAIP 2025 – 2030

Background

The Western Australia Disability Services Act requires all Local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to its facilities and services. The Shire of Williams Disability Access and Inclusion Plan (DAIP) adopted its first DAIP plan in 1995. The Current revised copy of the DAIP will be the fourth edition for the Shire of Williams.

A review of the Shires DAIP has been completed to reflect current legislative requirements, community needs, and emerging priorities.

Comments

The draft DAIP was present to elected members at the Forum meeting in June 2025, and the final DAIP is now presented for Council adoption.

The development of the revised DAIP included community consultation. An advertisement was placed in The Williams Newspaper, the Website and on the Shire Facebook page inviting submissions from the community for feedback on the DAIP and any amendments or updates that the community could offer.

No comments were received.

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 4.5 Monitor the Communities administration needs and ensure that the Shire administration area is inviting, welcoming and address disability access needs where appropriate.

Financial Implications

Any actions requiring significant financial resources will be subject to future budget consideration and external funding opportunities.

OFFICERS RECOMMENDATION

That Council:

1. Adopt the Shire of Williams Disability Access and Inclusion Plan 2025-2023; and
2. Authorises the adopted Shire of Williams Disability Access and Inclusion Plan 2025-2030 to be submitted to the Department of Communities in accordance with legislative requirements.

8.1.3 WORKS REPORT-ASSET MANAGEMENT & IMPROVEMENT

File Reference	4.1.20
Statutory Reference	Various
Author	Tony Kett, Works Manager Peter Stubbs, Chief Executive Officer
Date	16 July 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.

Conditions for grading gravel roads have not been ideal. Low and inconsistent rainfall has resulted in dry roads, without ideal moisture for good compaction. Rainfall has been less than 50% on average for the months of May and June 2025.

Significant erosion to a section of Marling Roads occurred on the 15 July 2025 due to rupture in the Water Corporation pipeline.

Gravel Road Grading Summary

(Shire grading in **blue**, contract grading in **red**)

ROAD NAME	TOTAL LENGTH GRAVEL RD	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY
ANDERSONS ROAD	2.25							
BATES ROAD	3.52			3.52		3.52		
BOUNDARY ROAD	0.72							
BROWNES ROAD	0.95							
BUEGGE ROAD	0.33							
BULLIED ROAD	1.61						1.61	
CARNE ROAD	6.11							
CHAPMAN ROAD	2.13							2.13
CLAYTON ROAD	11.83							
CHURCH ROAD	1.0				1.0			1.00
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			10.0
CULBIN SOUTH	2.44							
CURTIS ROAD	4.29							4.29
DARDADINE ROAD	21.50			21.5				21.5
DARDADINE – SOUTH ROAD	0.48							
DARKAN-QUINDANNING ROAD	4.6		2.3					
DEEP DEAN ROAD	5.76						5.7	
EDDINGTON ROAD	2.09						2.09	
ENGLISH ROAD	6.56			6.5				6.56
EXTRACTS ROAD	12.25	12.25						12.25
FAWCETT ROAD	2.87	2.87					2.87	
FOLLAND ROAD	2.09							
FOURTEEN MILE BROOK ROAD	13.66							

GILLET ROAD	1.12						1.12	
GLENFIELD ROAD	8.6	8.6					8.6	
GLENORCHY ROAD	1.20						1.2	
GRAHAM ROAD	1.95	1.95					1.95	
GULL STREET	0.48							
HAMON ROAD	0.85	0.85		0.85				0.85
HARDIE ROAD	2.0							
HIGHAMS ROAD	3.31							
HILLMAN-DARDADINE ROAD	1.78	1.78		1.78				1.78
HURLEY ROAD	13.84					13.84		13.84
JOHNSTONE ROAD	1.29						1.29	
JOSBURY ROAD	0.56							
KELLY ROAD	8.42							
KENNEDY ROAD	2.74						2.74	
LAVENDER ROAD	1.29							
LYONS ROAD	1.77	1.77		1.77				1.77
MAJOR ROAD	1.21						1.21	
MARLING ROAD	7.14							7.14
MARTIN ROAD	3.86	3.86						
MATTHEWS ROAD	2.16				2.16			
MCKENZIE ROAD	5.43		5.43				5.43	
MEDLEN ROAD	8.26	8.2	8.2			8.2	8.2	8.2
MUNDAYS ROAD	8.71				8.71			8.71
MUNTHOOLA ROAD	2.1		2.1				2.1	
NARRAKINE ROAD	8.1				8.1			8.1
NASH ROAD	5.88	5.86						
NEW TIP ACCESS ROAD	0.71							
NORTH ROAD	1.16							
NORWOOD ROAD	0.85							
OLD SOLDIERS ROAD	3.92							
PETCHELL ROAD	2.09						2.09	
PHILLIPPE ROAD	1.77							
PHILLIS ROAD	3.44							
PIG GULLY ROAD	11.00				11.0			
PINGELLY ROAD	8.01							
PLANK ROAD	4.78		4.78					
PLAYLE ROAD	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							
SATTLER ROAD	5.42							5.42
TAYLOR ROAD	9.1			9.1				
TIN SHED ROAD	2.53							2.53
TIP ROAD	1.0		1.0	1.0				
TOP END ROAD	1.13							1.13
WALDOCK ROAD	1.8			1.8				1.8
WANGERLING GULLY ROAD	8.86	8.86					8.86	
WESTMERE ROAD	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	
ZILKO ROAD	19.31			19.31				19.31
TOTAL LENGTH GRADED	350.94	71.06	23.0	66.4	58.18	25.56	54.42/17.52	84.94/60.18

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 2024/2025 Annual Budget.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

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

8.1.4 PAYMENT LISTING

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	18 July 2025
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Nil

Background

Council has delegated, to the Chief Executive Officer, the exercise of its power to make payments from the Shire's municipal or trust account. In exercising their authority, and in accordance with the Local Government (Financial Management) Regulation, it is a requirement to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to Council in the following month.

Statutory Implications

Regulation 13 of the *Local Government (Financial Management) Regulations 1995* states:

- 13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.**
- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
- (a) the payee's name; and
 - (b) the amount of the payment; and
 - (c) the date of the payment; and
 - (d) sufficient information to identify the transaction.

Comment

The list of accounts for payment is an attachment included in this agenda.

Strategic Implications

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

ILG 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

That Municipal Fund EFT, Bpay, Direct Debits and Cheques totalling \$606,284.47 approved by the Chief Executive Officer during the month of June 2025 be endorsed.

SHIRE OF WILLIAMS PAYMENT LISTING FOR THE MONTH ENDING 30 JUNE 2025

DATE	NAME	DESCRIPTION	AMOUNT
MUNICIPAL - EFT, BPAY, DIRECT DEBIT & CHEQUES			
11/06/2025	FDC EDUCATORS	FDC Educators PE 08/06/2025	-23,168.58
11/06/2025	DUFF ELECTRICAL CONTRACTING	Replace Light in Home Changerooms at Pavilion	-217.80
11/06/2025	HICKS HANDYMAN	2025169 - Timber Treatment to all Play Equipment, Benches, Tables	-2,574.00
11/06/2025	LANDGATE.	Valuation Expenses	-464.78
11/06/2025	PAUL BABIC.	2025166 - Supply & Replace Colourbond Fencing at Swim Pool	-2,263.00
11/06/2025	RURAL INFRASTRUCTURE SERVICES	Rural Road Mtce - WET GRADER HIRE RFQ DOCUMENTATION	-4,356.00
11/06/2025	AUSTRALIA WIDE TAXATION & PAYROLL	3 Hour Payroll Update Course (C Barker)	-345.00
11/06/2025	AVON WASTE	12341 - Monthly Refuse Charges May 2025	-10,219.59
11/06/2025	BOC Ltd	13904 - May 2025 Container Service Fee	-47.16
11/06/2025	CANNON HYGIENE	New Sanitary Unit for Depot	-101.10
11/06/2025	CHAMDEN FARMING	2025185 - Concrete & Admixture for Albany Hway Footpath	-6,451.50
11/06/2025	DUFF ELECTRICAL CONTRACTING	20251641 - Install Light and 2 Power Points at Pavilion for Expo	-646.23
11/06/2025	EDWARDS ISUZU UTE	2025180 - 90,000km Service 16WL	-854.63
11/06/2025	GOODYEAR AUTOCARE NARROGIN	14496 - 6 New Tyres, & Fittings WL61, O Ring, Labour Travel WL361	-13,065.50
11/06/2025	GREAT SOUTHERN FUELS	2025182 -June Bulk Fuel	-12,009.99
11/06/2025	GSR LASER TOOLS (GEODETIC)	202579 - Clegg Impact Tester	-11,605.00
11/06/2025	HARMONY SOFTWARE	Educators' Software Fees, Month of May 2025	-374.00
11/06/2025	HIGHLUX	2025150 - 11 SOLARBLADES for Lions Park + Freight.	-10,918.90
11/06/2025	JLT	2025184 - Regional Risk Coordinator Fees June 2025	-4,070.00
11/06/2025	LANDGATE.	Valuation Expenses	-151.56
11/06/2025	MELCHIORRE PLUMBING & GAS	8 Jam Tree Lane & Lions park	-585.16
11/06/2025	METRO COUNT	30M Rubber Raod Tube & 10 Pack Vent Plugs	-451.00
11/06/2025	MIRACLE RECREATION EQUIPMENT	Flying Fox Repairs - Lions Park	-6,253.50
11/06/2025	MODERN TEACHING AIDS PTY LTD	2025171 - FDC - TEACHING AIDS ECT	-6,003.58
11/06/2025	MORGAN RURAL SERVICES PTY LTD	2025139 - Sucker Spraying 2025	-20,900.00
11/06/2025	NARROGIN TOYOTA	2025153 - 30,000km Service	-255.00
11/06/2025	OFFICEWORKS	Various	-700.27
11/06/2025	RURAL INFRASTRUCTURE SERVICES	2025167 - Wet Grader Hire Rural Roads	-3,267.00
11/06/2025	SHIRE OF NARROGIN.	Townsite Road sweeper wet hire with operator/EHO Services	-2,338.24
11/06/2025	SOUTH REGIONAL TAFE.	3 x Course Fees for Works Crew on Tree Felling	-486.00
11/06/2025	ST LUKE'S FAMILY PRACTICE	Support Doctor's Visit to Williams, 12/05/2025, 19/05/2025, & Travel	-2,420.00
11/06/2025	STAR TRACK EXPRESS	Freight - Metro Count Parts	-46.71
11/06/2025	SUPAGAS PTY LTD	June 2025- Bulk Gas (Pavilion)	-468.84
11/06/2025	TEAM GLOBAL EXPRESS	Freight	-474.12
11/06/2025	THE GOODS	2025154 - Cleaning Products & Consumables	-1,804.65
11/06/2025	THE WILLIAMS COMMUNITY NEWSPAPER.		-153.60
11/06/2025	TOWIE TIMBER TRAINING	2025151 - Works - Tree Fallers Course	-7,000.00
11/06/2025	UNIFORMS AT WORK	Uniforms - Starr Gillett	-254.30
11/06/2025	WALLIS COMPUTER SOLUTIONS	Monthly NBN Fixed Wireless Internet - June	-187.00
11/06/2025	WILLIAMS NEWSAGENCY	Monthly Account May 2025	-386.25
11/06/2025	WILLIAMS RURAL SUPPLIES	Monthly Hardware Account - May 2025	-4,375.45
11/06/2025	WILLIAMS SJA SUB CENTRE	SJA Subscriptions Collected in May 2025	-64.00
11/06/2025	PRIME AG SERVICES - WILLIAMS	2025117 - Chemical for Town Roadside Spraying	-339.60
12/06/2025	COUNTRY BUILDING AND MAINTENANCE W/	2025170 - 30% Deposit on Wet Area Reno 18 Richardson Street	-14,466.83
12/06/2025	GREAT SOUTHERN FUELS	Monthly Fuel Account May 2025	-941.72
12/06/2025	ST LUKE'S FAMILY PRACTICE	Support Doctor's Visit to Williams, 10/03/2025, 24/03/2025	-2,200.00
12/06/2025	WA CONTRACT RANGER SERVICES	13913 - Ranger Services - 13/05/2025, 29/05/2025	-693.00
12/06/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 12/06/2025	-60,035.90
18/06/2025	AIR RESPONSE	2025118 - Condensor Pump for Coolroom, Drain Heater for Fridge RSL	-960.01
18/06/2025	MADEJ CONCRETING	2025178 - Set up & Pour Concrete Footpaths	-4,532.00
18/06/2025	MARTIN-EDWARDS, JESSICA	Reimbursement for Medical (J Martin-Edwards)	-190.00
18/06/2025	TYKE ELECTRICAL	2025141 - Danfoss Soft Starters x 2	-1,980.00
18/06/2025	WILLIAMS GENERAL STORE	Monthly Account May 2025	-304.92
24/06/2025	SHIRE OF WILLIAMS	Councillor Sitting Fees & Travel 2024/2025	-23,394.61

25/06/2025	FDC EDUCATORS	FDC Educators PE 22/06/2025	-25,639.84
26/06/2025	SHIRE OF WILLIAMS	Salaries & Wages PE 26/06/2025	-59,483.87
03/06/2025	CBA	CBA - Merchant Fees May 2025	-147.96
30/06/2025	DEPARTMENT OF PLANNING & INFRASTRUC	DPI Payment June 2025	-59,503.80
30/06/2025	WA TREASURY CORPORATION	Loan 70 Payment & Interest	-13,701.24
05/06/2025	BUILDING AND ENERGY	BSL collection - May 2025	-56.65
11/06/2025	TELSTRA	Various	-608.75
16/06/2025	ANZ CARDS	Monthly Credit Card Expenses x 3	-2,002.38
18/06/2025	AUSTRALIAN TAXATION OFFICE	BAS MAY 2025	-77,660.00
19/06/2025	SYNERGY	Electricity to Streetlights to 24/05/2025	-2,894.56
19/06/2025	TELSTRA	TIMS SMSs, Month to 06/07/2025	-2.50
19/06/2025	WATER CORPORATION.	Various water accounts	-25,269.56
05/06/2025	AUSTRALIAN SUPER	May 2025 Super Payment	-66,495.78
TOTAL			-606,284.47
16/06/2025	ANZ CARDS	Monthly Credit Card Expenses x 3 - inc	-2,002.38
PLANT:P084 CX-5 2022 WL036 (FDC)	41.96L ULP	60.92	
	Cordless Telephone	117.27	
	Meals x 2	29.18	
	Accommodation Fairway Manor Northam	381.82	
PLANT:P084 CX-5 2022 WL036 (FDC)	48.96L ULP	79.09	
PLANT:P084 CX-5 2022 WL036 (FDC)	39.38L ULP	53.66	
	Storage Box, Sticky Tape, Crayons	21.82	
	Waiver - Centre Staff Qualifications	118.18	
PLANT:P084 CX-5 2022 WL036 (FDC)	21.4ULP	29.16	
	Subscriptions - Policies & Procedures	360.91	
PLANT:P083 Isuzu MU-X 2022 16WL	59.82L Diesel	94.57	
	Fluorescent Tubes for RSL Hall	66.88	
	Catering for Recreational Planning Workshop	163.64	
PLANT:P083 Isuzu MU-X 2022 16WL	60.45L Diesel	92.82	
	First Reef - Hotham-Williams VROC Website Hosting April 2025	52.73	
	Google Marradong Website VROC	16.80	
	Business cards - Sharon Palumbo	37.25	
	Coffee Beans	43.64	
AUSTRALIAN TAXATION OFFICE	Non-Cap. Acq. - Inc GST	182.04	
			2,002.38

8.1.5 FINANCIAL STATEMENTS

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	18 July 2025
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Nil

Background

In accordance with the *Local Government Act 1995*, a statement of financial activity must be presented at an Ordinary Meeting of Council. This is required to be presented within two months, after the end of the month, to which the statement relates.

The statement of financial activity is to report on the revenue and expenditure as set out in the annual budget for the month, including explanations of any variances. *Regulation 34*, from the *Local Government (Financial Management) Regulations 1996* sets out the detail that is required to be included in the reports.

Statutory Implications

Local Government (Financial Management) Regulations 1996 – Regulation 34.

Comment

The attached monthly financial statements and supporting information have been compiled to meet compliance with the Local Government Act 1995 and associated Regulations.

Strategic Implications

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

ILG 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

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



MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 June 2025

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
Rates	9	2,368,869	2,368,869	2,369,276	407	0.02%	
Grants, subsidies and contributions	12	601,094	601,094	952,546	351,452	58.47%	▲
Fees and charges		1,235,102	1,235,102	1,292,568	57,466	4.65%	▲
Interest revenue		136,000	136,000	137,834	1,834	1.35%	
Other revenue		45,175	45,175	69,251	24,076	53.29%	▲
Profit on asset disposals	5	5,000	0	14,672	14,672	0.00%	▲
		4,391,240	4,386,240	4,836,147	449,907	10.26%	
Expenditure from operating activities							
Employee costs		(2,012,078)	(2,116,738)	(2,182,530)	(65,792)	(3.11%)	▼
Materials and contracts		(1,239,840)	(1,378,112)	(1,097,853)	280,259	20.34%	▲
Utility charges		(262,119)	(262,119)	(298,284)	(36,165)	(13.80%)	▼
Depreciation		(2,193,426)	(2,193,426)	(2,437,612)	(244,186)	(11.13%)	▼
Finance costs		(18,435)	(18,435)	(18,163)	272	1.48%	
Insurance		(195,191)	(195,191)	(186,189)	9,002	4.61%	▲
Other expenditure		(25,000)	(25,000)	(30,509)	(5,509)	(22.04%)	▼
		(5,946,089)	(6,189,021)	(6,251,140)	(62,119)	(1.00%)	
Non-cash amounts excluded from operating activities	Note 2(b)	2,189,926	2,193,426	2,408,104	214,678	9.79%	▲
Amount attributable to operating activities		637,642	390,645	993,111	602,466	154.22%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	3,374,570	3,620,070	723,270	(2,896,800)	(80.02%)	▼
Proceeds from disposal of assets	5	60,000	60,000	62,437	2,437	4.06%	
Proceeds from financial assets at amortised cost - self supporting loans		23,299	23,299	23,299	0	0.00%	
Distributions from investments in associates	14	0	0	2,663	2,663	0.00%	
		3,457,869	3,703,369	811,669	(2,891,700)	(78.08%)	
Outflows from investing activities							
Payments for property, plant and equipment	4	(3,350,897)	(3,350,897)	(656,117)	2,694,780	80.42%	▲
Payments for construction of infrastructure	4	(1,985,920)	(1,985,920)	(1,079,636)	906,284	45.64%	▲
		(5,336,817)	(5,336,817)	(1,735,754)	3,601,063	67.48%	
Amount attributable to investing activities		(1,878,948)	(1,633,448)	(924,084)	709,364	43.43%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Transfer from reserves	3	305,000	305,000	127,000	(178,000)	(58.36%)	▼
		305,000	305,000	127,000	(178,000)	(58.36%)	
Outflows from financing activities							
Repayment of borrowings	10	(90,375)	(90,375)	(90,374)	1	0.00%	
Transfer to reserves	3	(129,270)	(129,270)	(195,032)	(65,762)	(50.87%)	▼
		(219,645)	(219,645)	(285,406)	(65,761)	(29.94%)	
Amount attributable to financing activities		85,355	85,355	(158,406)	(243,761)	(285.58%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		1,155,950	1,155,950	1,244,001	88,051	7.62%	▲
Amount attributable to operating activities		637,642	390,645	993,111	602,466	154.22%	▲
Amount attributable to investing activities		(1,878,948)	(1,633,448)	(924,084)	709,364	43.43%	▲
Amount attributable to financing activities		85,355	85,355	(158,406)	(243,761)	(285.58%)	▼
Surplus or deficit after imposition of general rates		0	(1,498)	1,153,995	1,155,493	77135.72%	▲

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF WILLIAMS
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 JUNE 2025

	30 June 2024	30 June 2025
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	3,260,007	3,535,693
Trade and other receivables	99,305	134,727
Other financial assets	23,299	23,926
Inventories	25,223	46,005
Other assets	124,429	278,234
TOTAL CURRENT ASSETS	3,532,263	4,018,585
NON-CURRENT ASSETS		
Other financial assets	184,402	160,476
Investment in associate	62,378	59,715
Property, plant and equipment	26,113,054	26,129,433
Infrastructure	69,812,261	68,968,819
TOTAL NON-CURRENT ASSETS	96,172,095	95,318,443
TOTAL ASSETS	99,704,358	99,337,028
CURRENT LIABILITIES		
Trade and other payables	277,598	91,396
Other liabilities	82,667	764,839
Borrowings	90,374	80,920
Employee related provisions	281,975	240,723
TOTAL CURRENT LIABILITIES	732,614	1,177,878
NON-CURRENT LIABILITIES		
Borrowings	361,489	280,569
Employee related provisions	27,144	36,234
TOTAL NON-CURRENT LIABILITIES	388,633	316,803
TOTAL LIABILITIES	1,121,247	1,494,681
NET ASSETS	98,583,112	97,842,349
EQUITY		
Retained surplus	23,645,476	22,896,720
Reserve accounts	1,678,854	1,746,883
Revaluation surplus	73,258,782	73,198,742
TOTAL EQUITY	98,583,112	97,842,346

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

1 BASIS OF PREPARATION AND SIGNIFICANT 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. Supporting 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.

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. A separate statement of those monies appears at Note 15 to these financial statements.

Judgements and estimates

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.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 06 July 2025

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	30 June 2025
Current assets		\$	\$	\$
Cash and cash equivalents	2	1,949,064	3,260,006	3,535,693
Trade and other receivables		23,926	99,305	134,727
Other financial assets		88,344	23,299	23,926
Inventories	7	25,252	25,223	46,005
Other assets	7	935	124,429	278,234
		2,087,521	3,532,262	4,018,585
Less: current liabilities				
Trade and other payables	8	(269,729)	(277,599)	(91,396)
Other liabilities	11	(48,727)	(82,667)	(764,839)
Borrowings	10	(80,919)	(90,374)	(80,920)
Employee related provisions	11	(281,975)	(281,975)	(240,723)
		(681,350)	(732,615)	(1,177,878)
Net current assets		1,406,171	2,799,647	2,840,707
Less: Total adjustments to net current assets	Note 2(c)	(1,583,402)	(1,555,646)	(1,686,712)
Closing funding surplus / (deficit)		(177,231)	1,244,001	1,153,995

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget	YTD Actual
	\$	(a)	(b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	5	(5,000)	0
Add: Depreciation		2,193,426	2,193,426
Movement in current employee provisions associated with restricted cash		1,500	
- Financial assets at amortised cost - term deposits			(23,926)
- Employee provisions			9,090
Total non-cash amounts excluded from operating activities		2,189,926	2,193,426
			2,408,104

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets	Adopted Budget Opening	Last Year Closing	Year to Date
	30 June 2024	30 June 2024	30 June 2025
	\$	\$	\$
Less: Reserve accounts	3	(1,678,854)	(1,678,854)
Less: Financial assets at amortised cost - self supporting loans	7	(23,299)	(23,299)
- Current financial assets at amortised cost - self supporting loans			
Diesel Fuel & Self Supporting Loans - Timing		21,306	(36,181)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	10	80,919	90,374
- Current portion of employee benefit provisions held in reserve	3	37,833	37,833
Total adjustments to net current assets	Note 2(a)	(1,583,401)	(1,555,646)
			(1,686,712)

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 Council's operational cycle.

SHIRE OF WILLIAMS
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 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 2024-25 year is \$5,000 or 5.00% whichever is the greater.

Description	Var. \$	Var. % %	
Revenue from operating activities			
Grants, subsidies and contributions	351,452	58%	▲
Timing Variance			
Fees and charges	57,466	5%	▲
Higher Fees on Instalment Charges than anticipated			
Other revenue	24,076	53%	▲
Unbudgeted additional 'other revenue'			
Profit on asset disposals	14,672	0%	▲
Conservative budgeting			
Expenditure from operating activities			
Employee costs	(65,792)	(3%)	▼
Staff turnover & staff utilising leave entitlements			
Materials and contracts	280,259	20%	▲
Unspend budgeted funds			
Utility charges	(36,165)	(14%)	▼
Underbudgeted area			
Depreciation	(244,186)	(11%)	▼
Budget estimate variance with Asset Revaluations too low			
Road additions not depreciated since 2022 revaluations			
Insurance	9,002	5%	▲
Timing Issue			
Other expenditure	(5,509)	(22%)	▼
Loan fees			
Rail Trail (Narrogin to Williams) Feasibility Study			
Non-cash amounts excluded from operating activities	214,678	10%	▲
Depreciation			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(2,896,800)	(80%)	▼
Timing Variance with Budget Allocations & Actual funds being received/Project Delivery			
Outflows from investing activities			
Payments for property, plant and equipment	2,694,780	80%	▲
Second hand water cart sought instead of new one			
Payments for construction of infrastructure	906,284	46%	▲
Non Delivery of projects, pushed forward			
Inflows from financing activities			
Transfer from reserves	(178,000)	(58%)	▼
Decision to transfer less for capital purchases			
Outflows from financing activities			
Transfer to reserves	(65,762)	(51%)	▼
Monthly OCDF Interest			
Surplus or deficit at the start of the financial year	88,051	8%	▲
Adjustment with 23/24 Audit			
Surplus or deficit after imposition of general rates	1,155,493	77136%	▲
Due to variances described above			

8.1.6 INTERIM AUDIT REPORT 2024-2025

File Reference	4.22.00
Statutory Reference	Local Government Act 1915 Local Government (Audit) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	16 July 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

Local Government audits involve an interim audit for the financial year in the months of April/May and a final audit in October/November.

The interim audit was conducted by AMD Chartered accountants appointed by the Office of the Auditor General in April/May 2025 for the 2024-25 financial year.

The final audit for the 2024-25 year will be conducted by AMD Chartered accountants by the end of October 2025.

Council has an Audit, Risk and Improvement Committee to provide governance to audit matters.

The interim audit management letter advising of recommended improvements is attached. There are no significant audit findings.

Comment

Management comments to provide added context are provided in the Interim Audit Management Letter attached.

Strategic Implications

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

ILG 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

The Office of the Auditor General sets the audit fee costs. The indicative fee for the audit for the 2024-25 financial report is \$35,441 (excl. GST). The indicative fee represents a decrease of 0.7% compared to the prior year invoiced audit fee (2023-24: \$35,700). This indicative fee cost is included in the 2025-26 budget forecast.

Voting Requirements

Absolute Majority

OFFICERS RECOMMENDATION

That Council note and receive the Interim Audit Management Letter supplied by the Office of the Auditor General for the 2024-25 year.

SHIRE OF WILLIAMS

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Payroll processing	No		✓		
2. Payroll segregation of duties	No		✓		
3. Purchasing processes	No		✓		
4. Batch payment reports	No		✓		
5. Annual budget submission	No			✓	
6. Review of credit card transactions	No			✓	

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF WILLIAMS**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****1. Payroll processing****Finding**

From our review of fortnightly pay run calculations, timesheets, terminations and pay run payment controls, we noted the following:

- Two out of nine timesheets examined were not signed by a supervisor
- One instance where evidence of an exit checklist for a terminated employee was unable to be provided
- One instance whereby an employee's increase in hourly rate from \$31.43 to \$33.78 did not agree to the 2024-25 authorised salary increment advice.

Rating: Moderate

Implication

Administrative weaknesses in payroll processes increases the risk of incorrect payment of employee salaries and wages, with potential errors occurring undetected.

Recommendation

Management should implement the following actions to improve payroll processing controls:

- Ensure all timesheets are reviewed and signed by supervisors prior to processing.
- Exit checklists should be completed and authorised by an independent officer for all employee terminations. Evidence of the completed checklist should be retained.
- New pay rates entered into the payroll system should be independently reviewed for accuracy against approved salary schedules. Any under or overpayments identified should be rectified in a timely manner.

Management comment

Moving forward we will be implementing a new ERP that will involve electronic timesheets & authorisations. The onboarding & offboarding of staff will also be directed under this. Payrate change authorised documents will be uploaded directly to the ERP module.

Management agrees that all timesheets must be signed and approved by line managers.

Exit interviews are routinely done and most often by the CEO.

The instance whereby an employee's increase in hourly rate from \$31.43 to \$33.78 did not agree to the 2024-25 authorised salary increment advice, occurred because the employee went from Casual to Part Time then back to Casual then left the Shire employment. Effort was made to rectify the paperwork but the resigned employee did not respond.

Responsible person: Executive Manager, Corporate Services
Completion date: June 2025

SHIRE OF WILLIAMS

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Payroll segregation of duties

Finding

During our review of payroll processes we noted one officer that regularly prepares payroll documentation and pay run processing information is also one of the designated authorises for payroll payment.

Rating: Moderate

Implication

Limited segregation of duties between payroll processing and payment authorisation increases the risk of payroll errors occurring whether due to fraud or error.

Recommendation

Management should ensure there is appropriate segregation of duties with independent officers authorising payroll payments to the officers responsible for payroll processing.

Management comment

The level of the person responsible for processing & payment now needs to be taken into consideration. A Senior role now undertakes processing as we have had internal changes in staff. The Senior position has always been able to process payments in line with our banking authority. This is never done alone & there are always two signatories & payments are not made until the processed payroll has first been authorised by a management staff (CEO and or Executive Manager of Corporate Services).

Responsible person: Executive Manager, Corporate Services
Completion date: June 2025

SHIRE OF WILLIAMS

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. Purchasing processes

Finding

From our review of 21 expenditure purchases during the period July 2024 to April 2025, we noted the following:

- Two instances whereby purchase orders were raised after the respective invoice dates
- Three payments did not meet the minimum quotation requirements as outlined in the Shire's purchasing policy.

Rating: Moderate

Implication

Administrative weaknesses in purchasing processes increases the risk of unauthorised expenditure being incurred by the Shire whether due to fraud or error.

Recommendation

Management should implement the following actions to improve purchasing processing controls:

- Ensure purchase orders are raised and approved prior receiving goods or services supplied to the Shire
- Ensure the required number of quotations are evidenced in accordance with the Shire's purchasing policy. Where this may not be possible, reasons explaining why sufficient quotes weren't obtained should be documented and retained.

Management comment

Given our demographic, small local business sector and proximity to services, quotes can be difficult to obtain. Notes have been made in instances where suppliers decline or aren't available. Purchase orders processed after the fact have occurred infrequently, but the number was already allocated to the supplier, so the job opportunity was not at risk. The policy is a guide & Shire's best practice.

Notwithstanding this the Shire has implemented a cover sheet for purchasing where quotes are summarised, or notes made to state supplies declined to quote or are sole providers for a particular service and the reason why.

Responsible person: Executive Manager, Corporate Services
Completion date: June 2025

SHIRE OF WILLIAMS

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

4. Batch payment reports

Finding

From our interim review of purchases and expenditure payments, we noted the following:

- One instance whereby a batch payment report was signed by only one authorised officer instead of two officers
- One instance of a batch payment report whereby no signatures were evidenced
- From our sample of purchasing payments, two payment batch reports were unable to be evidenced to verify authorisation prior to payment.

Rating: Moderate

Implication

Insufficient review of purchasing batch payment reports increases the risk of unauthorised expenditure being incurred by the Shire whether due to fraud or error.

Recommendation

Management should ensure that all purchasing batch payment reports are appropriately authorised by two officers and evidence of this is retained.

Management comment

The miss signing of the batch report has been an accidental incident. In future we will endeavour to have all physically signed. The payment is not uploaded into the bank without the physical paperwork to check off & authorise. This is not an area of concern but will be monitored closer moving forward.

Responsible person:

Executive Manager, Corporate Services

Completion date:

June 2025

SHIRE OF WILLIAMS

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

5. Annual budget submission

Finding

We noted that the Shire's 2024-25 annual budget adopted by council on 7 August 2024 was only lodged with the Department of Local Government, Sport and Cultural Industries on 6 May 2025.

Rating: Minor

Implication

Late submission of the Shire's annual budget to the Department is not compliant with regulation 33 of the *Local Government (Financial Management) Regulations 1996*.

Recommendation

Management should ensure that the annual budget is submitted within 14 days of council adoption to comply with statutory requirements.

Management comment

Budget submission was completed according to Reg33, however the paper trail was not located in a timely manner & as such a further email was requested 06 May 2025. The budget documents was in fact lodged in the Department portal in time as required. However, the lodgement was marked as pending because one required conformation box has not been "ticked". The CEO on checking rectified this. This is not an area of concern.

Responsible person: Executive Manager, Corporate Services
Completion date: June 2025

SHIRE OF WILLIAMS

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2025

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

6. Review of credit card transactions

Finding

From our review of credit card statements during the interim period, we noted one instance whereby the January 2025 monthly statement of transactions for one cardholder was not signed as evidence of review of the transactions incurred.

Rating: Minor

Implication

Insufficient review of credit card transactions increases the risk of unauthorised expenditure being incurred by the Shire whether due to fraud or error.

Recommendation

Management should ensure that all monthly credit statements are appropriately completed and independently reviewed to verify all transactions are bona fide expenditure for Shire business.

Management comment

This is a minor oversight & is noted. Not an area of concern.

Responsible person: Executive Manager, Corporate Services
Completion date: June 2025

8.2 CHIEF EXECUTIVE OFFICER'S REPORT

8.2.1 DEVELOPMENT APPLICATION – LOT 888 ALBANY HIGHWAY, CRISP TELECOMMUNICATION TOWER

File Reference	10.60.15
Statutory Reference	Local Government Act 1995. Williams Town Planning Scheme No2
Author	Peter Stubbs, Chief Executive Officer
Date	26 May 2025
Disclosure of Interest	Cr Price declares a proximity interest.
Attachments	Nil

Background

Public comment closed 4 July 2025. No submissions were received.

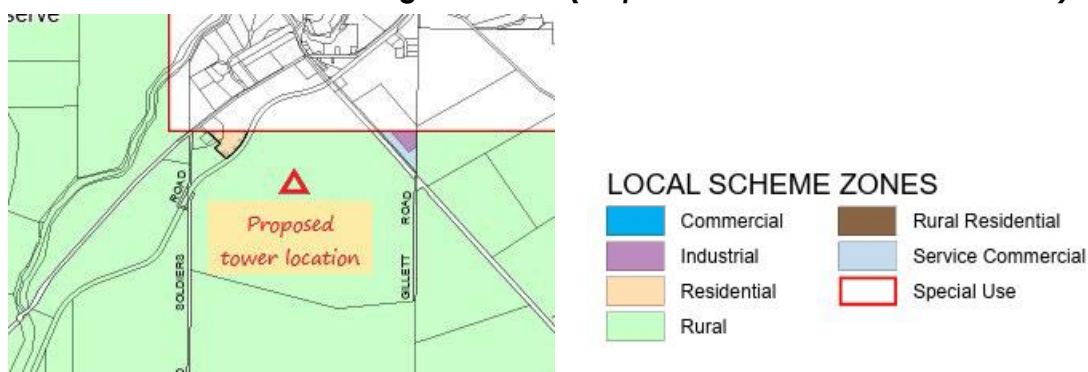
The owner of Lot 888 Albany Highway, Williams has applied for planning consent to allow CRISP Wireless to build a 30m telecommunication tower and supporting ground infrastructure on its property.

The property is zoned rural use under the Williams Town Planning Scheme No2 and is used for agricultural purposes. The property is 259.97hecatres in area and it is located 2km south of Williams townsite and is shown in the Location plans below.

Figure 1 Location Plan



Shire of Williams Town Planning Scheme 2 (Map 3 – Williams townsite surrounds)



An agreement has been entered into with the landowner for the installation of the proposed telecommunications infrastructure on the subject land, together with a container to house the communication equipment with solar panels on top of the container for power provision.

At the Ordinary Council meeting on 18 June 2025 Council resolve as follows.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Harding

Seconded: Cr Macnamara

That Council:

1. *In accordance with Clause 4.3.2 of the Williams Town Planning Scheme No 2, and Clause 64 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, determine by Absolute Majority that the proposed telecommunications tower to be installed at Lot 888 Albany Highway, Williams may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme, in considering an application for planning consent.*
2. *Note that the application was advised by letter to all landholders within a 500m radius of the property of the proposed tower on the 27 May 2025.*
3. *Approve public advertising for a 14-day period from the 30 June 2025 until the 14 July 2025 as required by the Planning and Development (Local Planning Schemes) Regulations 2015.*
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.*

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

Against: Nil

Carried: 5/0

Resolution: 119/25

Following the advertising period as per the Council decision above, comments received are shown in the table below,

Ref	Person	Comments received	Shire Comment	Crisp Comment
1.	Tracey Price, Prices Fabrication & Steel 28 May 2025	No issues with this proposed telecommunications tower proceeding.	Nil	Nil
2.	Charmaine Duff 28 May 2025	What if any interference will there be to other communications from the proposed tower or its operations?	CRISP Wireless is a local Network owner/operator licensee for Wireless Broadband & NBN services in Western Australia, based in Narrogin.	There will be no interference with other communications infrastructure from the CRISP Wireless telecommunications tower.

		Will there be third party use of the tower and if so, what assurances are there that this would not cause any interference with other communications or services? What is the purpose of the Tower?	CRISP Wireless provides telecommunications solutions that utilises Point-to-Point secured wireless connectivity between sites as well as community wireless services and subscriber broadband.	Currently CRISP Wireless does not have any third-party arrangements for their towers. Should this change in the future, there is assurance that this will have no impact on other communications or services. The tower will be providing Point-to-Point wireless internet connectivity. Once built, CRISP Wireless will be able to offer internet connectivity to the community of Williams. More information on CRISP Wireless, and its current subscription packages, can be found at www.crispwireless.com.au. CRISP Wireless has built approximately 150 towers across the Wheatbelt region and currently has around 2000 subscribers to its services.
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Comment

• **Proposed Development**

The development application is made in accordance with the Planning and Development Act 2005 for assessment under the Shire of Williams Town Planning Scheme No 2. Reference is also made to the Planning and Development (Local Planning Schemes) Regulations 2015 and the Deemed Provisions contained within.

The proposed land use is considered 'telecommunications infrastructure', which is defined in the Regulations as premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.

No clearing of native vegetation is proposed.

Council has considered previous applications for communication towers and meteorological masts in recent years.

• **Legislative Requirements/Land use Permissibility**

Lot 888 is zoned 'Rural' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The proposal is considered to be a 'Use Not Listed' as a meteorological mast is not defined in the Scheme, nor listed in 'Table 1-Zoning Table'.

In accordance with Clause 4.3.2 of the Scheme, as the use of the land for telecommunications is not specifically mentioned in the Zoning Table, and cannot reasonably be determined as falling within the interpretation of one of the other existing use categories, the Council options were too:

- Option 1: Determine that the telecommunication tower use is not consistent with the objectives and purposes of the Rural zone and is therefore not permitted;
or
- Option 2: Determine by Absolute Majority that the proposed telecommunication tower and associated infrastructure may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 in considering an application for planning consent.

Clause 2.6

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

(1) require the applicant to give notice of the proposed development by displaying in a prominent position on the site proposed for such development, a notice of not less than 1m² in the form contained in Schedule 3, for a period of not less than one calendar month. (This is not considered to be required for this application)

*(2) advertise such proposal in a newspaper circulating locally, **for two successive weeks** (It is proposed to advertise in The Williams Newsletter edition 30 June 2025). This timing allows public comment to be concluded by the 14 July 2025 in time for the scheduled July Council meeting;*

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

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

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

There are no specific objectives listed in the Scheme for the Rural zone. The proposed development will allow for continued agricultural use of the land.

Advertising

Landholders within a 500m radius of the site the application refers to were advised by letter for one month, commencing on the 27 May 2025. Public Notice as provided to The Williams newsletter, Shire website and Shire Facebook page inviting public comments.



PUBLIC NOTICE

DEVELOPMENT APPLICATION – PROPOSED TELECOMMUNICATIONS TOWER LOT 888 ALBANY HIGHWAY, WILLIAMS

A planning application has been lodged proposing a 30-metre-high telecommunications tower and associated ground equipment on the abovementioned lot.

Prior to determining this application, the Shire provides the public with an opportunity to comment on the proposal. The application and plans can be viewed on the Shire website at www.williams.com.au or at the Shire of Williams, 9 Brooking Street, Williams during office hours.

Should you wish to make a submission on the proposal, please forward your comments (in writing) to ceo@williams.wa.gov.au or deliver to the Shire at 9 Brooking Street, Williams. Submissions will need to be lodged by **4pm, 4 July 2025**.

If no comments are received by the closure date, the application will be assessed and determined on its merits and without any further consultation.

Should you have any queries relating to the proposed application, please do not hesitate to the Shire.

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

Peter Stubbs
Chief Executive Officer

Date: 19 June 2025

Strategic Implications

There is no specific alignment with the Shire of Williams Strategic Community Plan 2022 to 2032 associated with this report. However, effective and enhanced communications are a vital part of community and business life, and emergency management. This proposal contributes to those aims and offers a wider choice of communication providers. It is therefore considered to be of strategic interest for Williams.

Financial Implications

Costs were minimal with associated advertising in The Williams newsletter. The standard planning fees applied.

Voting Requirements

Absolute Majority

OFFICERS RECOMMENDATION

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.

8.2.2 PROPOSED CHILDCARE SUPPORT POLICY

File Reference	8.50.40
Statutory Reference	Education and Care Services National Law (WAA) Act 2012
Author	Peter Stubbs, Chief Executive Officer
Date	24 June 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

This proposed new policy has been drafted in consideration of staff utilising Shire childcare services to support their full participation on the workplace to maintain the service levels to the community.

In 2024/25 budget Council adopted the following fees for Childcare;

Childcare Centre		\$ GST Incl
Full Day (7.30am-5:30pm or part thereof)		\$112.00
Half Day (morning 7.30am-12:30pm OR afternoon 12.30pm-5:30pm or part thereof)		\$69.00
Hourly fee (includes before and after school care)		\$27.00
Late Fee - per minute per child - No CCS applied		\$2.50
Subsidised Hourly Fee - Childcare Educator employed on before/after school care		\$14.00
Notice Periods and Charges		
1 weeks' notice for occasional absence	No fee charged	
Less than 1 weeks' notice for occasional absence	50% fee charged	
After 4pm prior to next booked session of care	Full fee charged	
Parent/Guardians with work rosters wishing to hold a permanent booking	Per booked session	\$12.00

Family Day Care		\$ GST Incl
Family Day Care - Admin Levy (per child per hour)		\$1.35
Family Day Care - Educator Annual Membership (per service pro-rata 1 July to 30 June)		\$207.00
Family Day Care - Establishment Fee (per service)		\$52.00

Comment

The proposed Childcare support policy for Shire staff who have children in childcare is designed to optimise the time staff can and are in the workplace so that services levels are maintained. It is also an incentive for staff retention and attraction.

There have been occasions where staff have elected not to work and stay home to care for children because after childcare costs, they deemed it not worth working. When that occurs it risks reduced services and adds pressure to work colleagues, which can manifest itself in higher staff turnover.

The proposed policy is based on the following considerations and principles:

- The discount % to be the same for childcare & afterschool care – at 40%.
- The discount is to be applied to all staff requiring childcare to support their employment and work participation at the same rate – fair and equitable to all.

- c) The discount is to be calculated after all government subsidies are applied so it does not affect parental entitlements or the CCS payments to the Shire.
- d) The costing provided is worked out on the last fortnight & grossed to 23 out of 26 fortnights for a calendar year. Reduced to 23 fortnights to take into consideration centre closures over the Christmas holiday period.
- e) The figures do not take into consideration times the working parents utilises leave entitlements which will over course reduce the total cost to the Shire.
- f) The cost to the Shire is never going to be the same with family and employee demographics changing over time.
- g) The net income for childcare is positive and will remain positive with the proposed policy.

A summary of current staff needing childcare to support work participation is provided in the table below.

	CHILDREN - CC FULL DAY	FTN % UTILISATION	FTN USAGE	40% DISCOUNT
EMPLOYEE 1	1	30%	\$ 76	\$ 31
EMPLOYEE 2	2	70%	\$ 218	\$ 87
EMPLOYEE 3	1	20%	\$ 61	\$ 24
EMPLOYEE 4	2	30%	\$ 44	\$ 18
EMPLOYEE 5	1	20%	\$ 138	\$ 55
TOTAL FORTNIGHTLY			\$ 538	\$ 215
TOTAL ANNUALLY			\$ 12,374	\$ 4,950
CURRENT DISCOUNT APPLIED				-\$ 3,146
TOTAL ANNUAL INCREASE				\$ 1,804

- Names have been omitted to protect personal information.

Currently the Shire is offering a discount as per the adopted fees and charges to current childcare employees only. This amount is estimated to be \$3,146 per annum.

The new policy for consideration is requesting a moderate increase of the current discount of \$1,804.

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.

It aims to optimise staff participation in the workplace and therefore service delivery to the public.

Financial Implications

This draft policy will impact on the current circumstance (fees & charges, and staff use of childcare) and would result in a forecast additional \$1,804 of foregone revenue in the 2025/26 year based in current staff usage of childcare.

Voting Requirements

Absolute Majority

OFFICERS RECOMMENDATION

That Council adopt the Childcare Support Policy as presented to support optimal staff participation in the workplace, and public service delivery.

O 1.36 Shire Employees Childcare Support

OBJECTIVE

This policy is designed to give guidance to the application of Shire employee support to access Childcare for the benefit of full filling their employment contract, and optimising services to the community through being available for work.

STATEMENT

The Shire aims to support all employees to access affordable childcare in order for them to meet their employment contracts and to optimise the services to the community provided through their work .

The Policy recognises that staffing the Childcare operations to its optimal level

- creates opportunity to support families and employers.
- mitigates risk of running Childcare services at sub optimal levels because of staff shortages in this service provision

The Policy intent is to support employees being at the workplace delivering services, which might otherwise be compromised.

EMPLOYEE SUPPORT

If an employee is working for the Shire, they will receive a 40% discount for any care received which will be calculated after the CCS has been applied and does not affect the CCS eligibility.

Council will review all fees and charges to families and employees annually and apply changes as required for the benefit of the service being provided and their employees.

If an employee is on a working VISA and is not eligible for the CCS they will be charged a flat rate for the care required to full fill their employment contract.

Fees are set each year as part of the annual budget process & at the discretion of Council. Fees will attract increases as the Centre fees increase.

Responsible Officer	Chief Executive Officer
History	Adopted new Policy XX July 2025 (Resolution 98/25)
Delegation	Chief Executive Officer, Executive Manager Corporate Services.
Relevant Legislation	Local Government Act 1995
Related Documentation	

8.2.3 DEVELOPMENT APPLICATION - WHEY SPREADING

File Reference	10.60.15
Statutory Reference	Planning and Development (Local Planning Schemes) Regulations 2015. Shire of Williams Town Planning Scheme No 2.
Author	Peter Stubbs, Chief Executive Officer
Date	1 July 2025
Disclosure of Interest	Nil
Attachments	1. L9345-2022-1_L.pdf - Current DWER Operating Licence 2. 2024 Annual Environmental Report 3. 2024 Annual Audit Compliance Report 4. Whey Management Plan

Background

At the June 2025 Council, meeting, Council resolved as follows in relation to an application for the permanent spreading of Whey on spreading on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION**Moved: Cr Cowcher****Seconded: Cr Harding***That Council:*

1. Determine that the proposed continuation of the spreading of whey may be consistent with the objectives and purpose of the Rural zone, and advertise for public comment then in accordance with the requirement of Clause 2.6 of the Shire of Williams Town Planning Scheme No 2 the proposed permanent planning consent for the spreading of whey on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972 .
2. Approve 28 days of public advertising of the proposed application for Whey spreading on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972, and reconsider the matter including any public comments after the close of advertising.

For: Cr Cowcher, Cr Harding, Cr Logie, Cr Macnamara, Cr Major, Cr Panizza, Cr Price**Against:** Nil**Carried:** 7/0**Resolution:** 107/25

The proposal to spread Whey was advertised via Facebook. the Shire website, and The Williams newsletter for 28 days from 22 May 2025 - 30 June 2025.

- No submissions were received.

Whey spreading at these property locations was also considered by Council at its August and September 2022 Council meetings, and at that time the Council approved application for the spreading of Whey on these property locations. The relevant Council decisions related to that are provided below.

Council Resolution

Major/Harding

That Council:

1. Determine that the proposed 'liquid waste disposal' use may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 in considering the application for planning consent.
2. Note that the application for liquid waste disposal/whey spreading on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972 is being advertised for public comment until the 15 September 2022.

Carried by Absolute Majority 8/0

Resolution 17/23

Council Resolution

Major/Harding

That Council:

1. Determine that the proposed 'liquid waste disposal' use may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Shire of Williams Town Planning Scheme No.2 in considering the application for planning consent.
2. Note that the application for liquid waste disposal/whey spreading on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972 was advertised for public comment until the 15 September 2022 and at the closing date no submissions were received.
3. Approve the application for liquid waste disposal (whey spreading) on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972 subject to the following conditions:
 - (i) The Whey Management Plan (WMP) prepared by Integrity Ag & Environment (dated the 28 June 2022) shall form part of this approval. Development shall be implemented in accordance with the processes and procedures outlined in the Whey Management Plan including and not limited to:
 - (a) Prior to spreading, whey shall be transferred from delivery tankers into on-site sealed storage tanks;
 - (b) All whey shall be spread within 24 hours of being delivered to site;
 - (c) The whey spreading area shall be in accordance with Figure 1 (contained in WMP); and
 - (d) Ongoing environmental monitoring to be in accordance with Table 18 (contained in WMP).
 - (ii) This approval is valid for a maximum of 3 years from the date of this planning consent. Following the 3-year period this approval shall expire and become void.
 - (iii) 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.

Footnote:

The Shire is prepared to consider a new application seeking permanent approval after the initial 3-year approval period has lapsed, contingent on the applicant demonstrating compliance with the Whey Management Plan.

Carried by Absolute Majority 8/0

Resolution 33/23

The resolution differed from the recommendation as Council wanted the option to consider ongoing approval of the liquid waste disposal (whey spreading) after an initial three (3) year period.

The planning approval issued on 27 September 2022 enabling the spreading of Whey will expire on the 27 September 2025, in accordance with Council resolution 33/23 (above).

A new planning application seeking permanent approval for the application of Whey to the farmland at 238 Roccis Road, Meeking (Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972), was lodged by Browne's Food Operations.

The site operates under a Department of Water and Environment and Regulation (DWER) Licence L9345/2022, (Attached) and compliance with the conditions of the licence are submitted annually as an Annual Environmental Monitoring Report and Compliance Reports. The Licence is held by Browne's Food Operation Pty Ltd who operate the Browne's Cheese Factory at Brunswick Junction, which produces the Whey as a byproduct.

Key environmental aspects of the Whey Management Plan are included in the DWER operating licence to ensure compliance and potential environmental impacts which are subject to regulation and ongoing monitoring by DWER. The next set of compliance documents by the Licensee will be required to be submitted to DWER by the end of July for the 2025 reporting period.

Comment

The applicant is seeking planning approval for the continuation of the spreading of Whey beyond 27 September 2025, and for this approval to be permanent.

The applicant has supplied the attachments to this report in support of its request.

- **Zoning and Land Use Classification**

The subject lots are zoned Rural under the Shire of Williams Town Planning Scheme No 2 (the Scheme).

The land use of 'liquid waste disposal' is not defined in the Shire's Scheme or listed in 'Table 1 – Zoning Table of the Scheme.

Council has two options for dealing with a 'use not listed' as outlined in Clause 4.3.2 of the Scheme:

Option 1 - Determine that the 'liquid waste disposal' use is not consistent with the objectives and purposes of the Rural zone and is therefore not permitted;

or

Option 2 - Determine by Absolute Majority that the proposed 'liquid waste disposal' use may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 in considering the application for planning consent.

The Scheme does not include specific objectives for the Rural zone, however from a planning perspective it is recognised that the zone is suited to continued broad acre agricultural uses.

- **Legislative Requirements**

The Planning and Development (Local Planning Schemes) Regulations 2015 include 'Deemed Provisions' that automatically apply and override parts of the Shire of Williams Town Planning Scheme No 2.

- **Advertising**

As the application is a 'Use Not Listed' in the Scheme, it is classified as a 'complex application' under the Planning and Development (Local Planning Schemes) Regulations 2015. Under Clause 64 of the Regulations a complex application must be advertised for 28 days.

- **Matters to be considered by Council**

Clause 67 of the Regulations outlines 'matters to be considered by Council including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including the development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

Strategic Implications

There is no specific alignment with the Shire of Williams Strategic Community Plan 2022 to 2032 associated with this report. The spreading of Whey is considered by some to be a beneficial and useful addition to farmland for agricultural productivity.

Financial Implications

Nil

Voting

Absolute Majority

OFFICERS RECOMMENDATION

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.

8.2.4 EXTRACTIVE INDUSTRY BI-ANNUAL RENEWAL – MK & AL IREDELL, LOT 42 BATES ROAD, WILLIAMS

File Reference	4.1.20
Statutory Reference	Shire of Williams Town Planning Scheme No.2
Author	Peter Stubbs, Chief Executive Officer
Date	1 July 2025
Disclosure of Interest	Nil
Attachments	Nil

Background

In August 2010, Urban and Rural Perspectives (URP), on behalf of landowners Mark and Agnes Iredell of Lot 10126 (now Lot 42) Bates Road, Williams, made an application for retrospective development approval for an Extractive Industry (gravel extraction) activity.

Extractive Industry is an 'AA' use in the Shire of Williams Town Planning Scheme No.2, which means that Council may, at its discretion, permit the use.

The land is zoned Rural, and the gravel extraction has operated periodically for some time.

In 2010 Council granted the Extractive Industry Licence for 12 months and charged the scheduled fee at the time.

Mr & Mrs Iredell have written seeking a further extension to the Extractive Industry Licence. The last approval granted by Council was for 24 months expiring in June 2025.

Comment

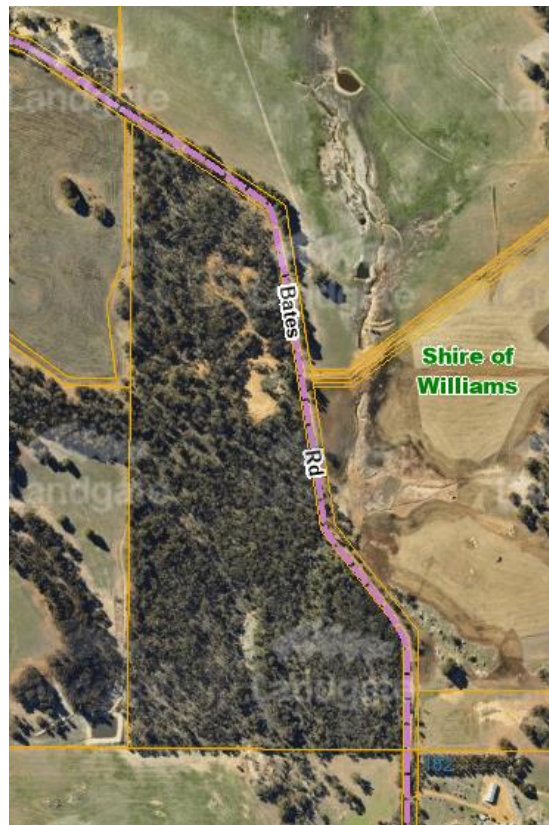
The initial approval granted at the August 2010 Council Meeting is outlined below:

"That Council grants approval for the continued use of part of lot 10126 Bates Rd Williams for the purpose of gravel extraction as per the application submitted by URP subject to:

- The area to be mined is restricted to the area mentioned in the submission;*
- Clearing of native vegetation is restricted as per the submission;*
- Revegetation is to occur as per the submission;*
- Gravel extraction is to be limited to supply within the Shire of Williams unless a further submission is made;*
- Approval is for a 12-month period, renewable on the 1st July each year subject to an application being submitted. No fee will be charged for renewal;*
- The hours of operation be 6:00 am to 8:00 pm Monday to Saturday and other times subject to approval;*
- Restoration and reinstatement of the excavation site and staging of such works to a maximum work area of 1 ha;*
- Except where the local government approves otherwise the applicant must drain and keep drained to the local government's satisfaction any excavation to which the license applies so as to prevent the accumulation of water;*
- Council will not permit the dumping of any material, such as building material or metal objects, on extractive industry sites or any other sites that is incompatible with the planned future use of the land. Council will only permit the fill of extractive*

industry sites with clean material that is specified in the approved rehabilitation plan;

- Minimum setbacks to roads and other property (30 metres unless otherwise approved);
- The amenity of the locality by reason of the emission of dust, noise, vibration, waste production, smoke, odour or otherwise shall not be affected, any complaint will be investigated, and this permit may be revoked;
- Transportation of material from the site shall not occur during school bus hours or during or after significant rain. The applicant is to ensure that all efforts are made not to adversely affect the roads because of their activities. Should the road be damaged other than fair wear and tear then renewal of the permit may not be granted;
- Erection of signs in conjunction with the Shire Works Supervisor clearly indicating the access point to the site;
- No Blasting or Crushing to be carried out without prior approval from the Council;
- The permit is non-transferable unless written approval is granted by Council;
- Council reserves the right to cancel an extractive industry approval at any time without redress where it is of the view that any of the above conditions are not being complied with."



There has been minimal activity at the site in recent years, and it is recommended that approval continue. As the last approval expired on 30 June 2025 it is further recommended that a renewal cover the intervening period.

Strategic Implications

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

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

Financial Implications

The Council adopted fee for a new Extractive Industry licence is \$765.00.

Voting Requirement

Simple Majority

OFFICERS RECOMMENDATION

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.

Mark K. Iredell
PO Box 63
WILLIAMS WA 6391

30 June 2025

Peter Stubbs
Chief Executive Officer
PO Box 96
WILLIAMS WA 6931

Dear Peter

Please find enclosed renewal request for our Extractive Industry Application (Gravel Quarry) as required every second year.

Should you have any queries contact me on 0419 906 904 or
mark@windsorfalls.com.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Mark K. Iredell', written in a cursive style.

Mark K. Iredell

Application is hereby made in accordance with the Shire of Williams Town Planning Scheme No. 3 that it is the intention of:

Name: Mark K. Iredell (landowner)

Of

Address: PO Box 63, WILLIAMS WA 6391

To develop and use land described below for the purpose of:

**Renewal of extractive industry (i.e. gravel quarry) approval by the Shire of Williams
Dated 20th August 2010 (Ref: 13.34.20)**

Address of proposed development: Lot 42 Bates Road, Williams

Lot: 42

Plan No: 411395

Certificate of Title Volume: 2925

Folio: 576

Applicant Signature:



**Mark K. Iredell
30 June 2025**

**0419 906 904
mark@windsorfalls.com.au**

8.2.5 REGULATION- LOCAL GOVERNMENT (DEFAULT COMMUNICATION AGREEMENT) ORDER 2025

File Reference	4.1.20
Statutory Reference	Local Government Amendment Act 2023 Regulation- Local Government (Default Communication Agreement) Order 2025
Author	Peter Stubbs, Chief Executive Officer
Date	1 July 2025
Disclosure of Interest	Nil
Attachments	1. WALGA Discussion Paper - Communications Agreements 2. Local-Government-(Default-Communications-Agreement)-Order-2025-(Draft)

Background

On the 17 June 2025 WALGA provided a Communication Agreement Discussion Paper (Attachment 1) in response the proposed new Regulation - Local Government (Default Communication Agreement) Order 2025 (Attachment 2.)

These documents were provided to Councillors by email on the 17 June 2025.

The Communication Agreement Discussion Paper indicates the WALGA are seeking a response from Local Governments by 4pm Monday 28 July 2025 on the proposed new Regulation, after either consideration by elected members at a Forum or Council meeting.

The Local Government Amendment Act 2023 was assented to in May 2023. Provisions relating to Communications Agreements were included in this amending legislation but are yet to commence.

On 5 June 2025, the Department of Local Government, Sport and Cultural Industries (the Department) commenced a consultation process on draft regulations and a draft Ministerial Order that will give effect to the amendments.

The Department has extended the consultation period to conclude on 22 August 2025.

WALGA seeks feedback from Local Governments to assist in the composition of a sector-wide response to the Department's consultation. Provided with this Infopage is a Discussion Paper summarising the proposed regulatory amendments, together with commentary for your Local Government's consideration.

Comment

The matter has been scheduled for this July 2025 Ordinary Council meeting to meet the requested WALGA response timeframe, and place on the public record the proposed details of the proposed new Regulation - Local Government (Default Communication Agreement) Order 2025.

There have been no significant communication issues between elected members and the CEO or Shire staff.

The Regulations appear to have been created for minority of Local Government where issues have arisen between CEO's and elected members from time to time. It is disappointing that Regulations are perceived as needed, to cater for a low number and minority of situations.

Strategic Implications

There is no specific alignment with the Shire of Williams Strategic Community Plan 2022 to 2032 associated with this report. Effective communication between elected members and the CEO and Shire staff are essential to delivering the Shire of Williams Strategic Community Plan 2022 to 2032.

Financial Implications

No direct financial cost but further regulation such as this does result on administrative task increases and costs associated with growing compliance.

Voting Requirement

Simple Majority

OFFICERS RECOMMENDATION

That Council note proposed new Regulation- Local Government (Default Communication Agreement) Order 2025, dictating communication protocols between CEO's and elected members, and

- a. endorse the draft comments submission to WALGA on the proposed regulations,
- or
- b. nominate changes to draft comment required.

8.2.6 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	18 July 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

The Common Seal was not used since the last Council meeting on 18 June 2025.

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

	Decision Type	Delegation	Name/Property	Date of Decision	Purpose
1	Building Permit #536	2.1.1 Grant a Building Permit	21 Brooking St, Williams (Tinley)	1 July 2025	Carport construction
2	Building Permit #537	2.1.1 Grant a Building Permit	21 Brooking St, Williams (Tinley)	1 July 2025	Patio Construction
3	Itinerant Food Vendors Licence- 3 days or more per week	1.3.1- Health Local Law	The Donut Shop Kirby Dickson	2 July 2025	Itinerant Trading at Lions Park– hot donuts & cold drinks
4	Funeral Director Licence	1.3.1- Cemetery Local Law	Dawson Funerals	1 July 2025	Conduct of Funerals at Shire Cemeteries
5	1.3.1 - Health Local Law	1.3.1-Health Local Law	Ben Stickie	3 July 2025	Conduct of Funerals at Shire Cemeteries

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

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

Strategic Implications

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

ILG 2.2 Maintain accountability, transparency and financial responsibility.

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

Financial Implications

The standard building approval Council fees were applied above decision.

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 13 June 2025 to the 16 July 2025.

8.2.7 REGISTER OF COUNCIL DECISIONS AND STATUS

File Reference	4.1.20
Statutory Reference	Various
Author	Peter Stubbs, Chief Executive Officer
Date	25 June 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
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	
18 June 2025	That Council in accordance with Regulation 14 of the Planning and Development (Local Planning Schemes) Regulations 2015 having regard to the submissions made in Attachment 1 and the correspondence from the Department of Planning in Attachment 2: 1. APPROVES the Shires of Wagin, West Arthur and Williams Joint Local Planning Strategy with proposed modifications in Attachment 3 2. REQUESTS that the Chief Executive Officer submits a copy of the advertised local planning strategy, the schedule of submissions received and proposed modifications to the Western Australian Planning Commission for endorsement.	122/25	
18 June 2025	That Council grant planning approval to the owners of 101 Albany Hwy, Williams (Woolshed business) to install a new sign 5m high x 3m wide, to replace the existing sign subject to; 1. The Shire of Williams confirming the proposed location of sign will not impede motorist views at the intersection of Richardson Street and the Albany Highway. 2. Payment of the planning fee \$147.00.	121/25	

	3. Details of the proposed footings for the sign be provided to and be approved by the Shire. 4. The planning approval being valid for a period of two (2) years and will lapse after this time if the sign is not installed by then.		
18 June 2025	That Council: 1. In accordance with Clause 4.3.2 of the Williams Town Planning Scheme No 2, and Clause 64 of the deemed provisions of the Planning and Development (Local Planning Schemes) Regulations 2015, determine by Absolute Majority that the proposed telecommunications tower to be installed at Lot 888 Albany Highway, Williams may be consistent with the objectives and purpose of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme, in considering an application for planning consent. 2. Note that the application was advised by letter to all landholders within a 500m radius of the property of the proposed tower on the 27 May 2025. 3. Approve public advertising for a 14-day period from the 30 June 2025 until the 14 July 2025 as required by the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>. 4. Note that the Western Australian Planning Commission has granted an ongoing exemption to the Shire which provides the Shire with flexibility over the methods of advertising for any complex application, and that site signage advertising the proposals is not required. 5. That Council consider the matter for final determination at its 16 July 2025 Ordinary Council meeting with public comments received.	119/25	
21 May 2025	That Council approve the Draft Submission to the State Development Assessment Unit regarding the proposed Neoen Wind Farm and authorise the CEO to lodge the submission, with the additional inclusion of matters to clarify 1. the transferability of planning approval and conditions to potential future owners of the project, should new owners occur. 2. the requirement and need for agreed community benefits to be novated and or transferred to any new project owner should that occur.	110/25	Adopted submission was submitted
21 May 2025	That Council approve the development application and issue planning approval to the owners of Lot 12 (Land No 1317132) Albany Highway, Williams for 1. Construction a modular 70m² Granny Flat in accordance with the plans submitted. 2. Installation two water tanks each of 100 000L 3. Construction of 2 sheds each of 15 x 10 m² in area 4. Installation of a standalone solar power system 5. Installation of septic system wastewater systems	109/25	Certificate of Planning Approval issued.

	Subject to the following conditions: 1. The applicant supply the Shire of Williams with a completed Bushfire Attack Level (BAL) assessment completed by a qualified person, evidencing requirements to support the Development proposed. 2. That any BAL requirements are agreed to by the applicant and are implemented in the design and construction of the granny flat and sheds. 3. The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer. 4. The applicant obtain the required building permits for the proposed granny flat, and wastewater treatment system and provide evidence to the Shire of Williams. 5. The required planning fee is paid to the Shire of Williams. 6, the applicant submit a signed statement about how fire risk and fire protection will be managed on the property, including fuel load management. 7. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.		
21 May 2025	That Council approve the development application and issue planning approval to the owners of Lot 10 (No 1) Albany Highway, Williams for the construction of a bitumen hardstand, concrete bunded chemical storage pad in accordance with the plans submitted. Subject to the following conditions: 1. The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer. 2. The required planning fee is paid to the Shire of Williams. 3. No storage of goods or warehouse products is to occur within 2m of the eastern property boundary. 4. The area between 2m and 6m from the eastern property boundary can only be used for the storage of dry goods, to height not exceeding 3m. 5. A physical barrier be installed to prevent vehicles going within 2m of the eastern boundary. 6. All unloading of vehicles is to occur within the property boundary 7. The concrete bunded chemical storage pad and chemical storage complies with required regulatory standards. 8. That a storm water management plan be provided by the applicant to the Shire of Williams evidencing how storm water from the hard stand area will be managed to the satisfaction of the Shire.	108/25	Certificate of Planning Approval issued.

	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.		
21 May 2025	That Council: 1. Determine that the proposed continuation of the spreading of whey may be consistent with the objectives and purpose of the Rural zone, and advertise for public comment then in accordance with the requirement of Clause 2.6 of the Shire of Williams Town Planning Scheme No 2 the proposed permanent planning consent for the spreading of whey on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972 . 2. Approve 28 days of public advertising of the proposed application for Whey spreading on Lots 3972, 2970, 2971, 2159, 2618, 3146, 2160 and 2972, and reconsider the matter including any public comments after the close of advertising.	107/25	Public advertising commenced.
21 May 2025	That Council 1. Endorses the replacement of the non-functional lighting at the Lions Park, and in doing so approves the investigation and procurement of appropriate lighting solutions to a value not exceeding \$10,000. 2. Approves the 2024/2025 Budget reallocation of \$10,000 for minor plant to support the lighting upgrade/replacement.	103/25	2x quotes sourced. Lighting replaced as proposed.
16 April 2025	That Council support the request from the Numbat Taskforce who are seeking to have signs installed in the York Williams Road to raise motorist awareness of wildlife on or crossing the road in Dryandra National Park and offer to install the signs provided.	99/25	Letter of support written 30/4/25. Waiting on sign delivery
16 April 2025	That Council adopt the Street Tree Policy presented and request the CEO to ensure that it is promoted to the public of Williams.	98/25	Policy Manual updated Policy promoted via Facebook, website, The Williams
16 April 2025	That Council resolve to change the start of its Council meeting times for the remainder of 2025, from 3.30pm to 4.00pm commencing in the 21 May 2025 and request the CEO to give appropriate public notice.	96/25	Notice has been posted to Facebook, website and in The Williams 23/4/25
16 April 2025	That Council acknowledge the positive impact that the Evolve Festival has on the Williams Community and support the event in the following manner: Provide the venue with 8 council bins, 8 Tables and the use of the Generator.	91/25	Letter of support written 30/4/25

	Assist Millbrook in the watering of the grounds for the month of October		
19 Mar 2025	That Council adopt the Drug and Alcohol policy presented as an attachment to this report and include the policy in the Shire Policy Register.	85/25	Policy adopted by council and added to policy manual
19 Mar 2025	That the Renewable Energy Community Benefit Framework be made available on various platforms including the Expo for community feedback and consultation. Re-address the framework at the April meeting with community feedback.	88/25	Draft Framework was available at Expo for community feedback.
19 Mar 2025	The Council grant planning to Anita Stacey, 1 Richmond Street, Williams (Lot13314), for: 1. the use of to sea containers to create storage/shelter 2. the use of two second hand transportable buildings to converted into a residential dwelling Subject to the following conditions, 1. The location of structures to be generally in accordance with the site layout plan submitted. 2. Sea containers to be clad or painted so the colour is uniform. 3. Colourbond cladding, flashing, gutters and down pipes used on the dwelling are to be new material (not second hand) and be of uniform colour. 4. Landscape screening be planted and maintained to the west and south of the dwelling to off privacy screening from neighbours and Narrogin Road. 5. the applicant providing a revised project delivery schedule demonstrating and committing to complete the development within six months of the Planning Approval being issued. 6. the applicant providing written confirmation that it will complete the works within 6 months, and that if this is not done then it agrees to remove the structures from the property 7. that the development be generally in accordance with the plans submitted. 8. that a separate approval is sought and gained for the management of wastewater for the dwelling. 9. the Planning Approval is voided if the above conditions are not met.	84/25	Certificate of Planning issued- subject to payment of fees. Applicant is aware of conditions. CEO monitoring.
19 Mar 2025	That Council having considered the Williams Repertory Clubs effort in providing portable staging for community use agree to offer \$10,500 from the Community Chest fund, to support the requested additional staging.	80/25	Payment made.
19 Mar 2025	That Council having considered the Williams Football Clubs efforts to fund the replacement of the football posts with funding applications that have been declined. The Council will replace North facing goal posts from council funds at an estimated cost of \$4,500	89/25	Posts have been ordered and will arrive in May.

			Installation to occur later in 2025 to avoid oval damage or sport disruption.
19 Feb 2025	That Council approve the Development Applications submitted by Rebecca Stevens, and Jamie Battley for Lot 15204, 18761876 Fourteen Mile Brook Road; and Jamie Battley, Anne Battley, Rob Battley-Gelfro property for Lot 8962 53 Lyons Road, Williams for an existing cottage and seven tiny homes on wheels for a proposed short-stay tourist holiday cabin accommodation complex, subject to the following conditions: 1. The Facility be closed at any time when there is a Fire Danger Rating of 'extreme' or 'catastrophic' under the Australian Fire Danger Rating System' to ensure that guests are not at the property at those peak fire risk times. 2. The Facility be closed to guest in the from mid-November to mid-April each year to mitigate the potential risk to patrons 3. The plans lodged with the 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. All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into road reserve unless otherwise approved in writing by the Chief Executive Officer. 5. Separate approval be sought and gained for the proposed eco composting wastewater systems with evidence of approvals provided the Shire if Williams. 6. If the development the subject of this approval is not substantially commenced within a period of two (2) years, the approval shall lapse and be of no further effect. 7. The proponents be advised to lodge an application for a separate Caravan Park and Camping Ground Licence in accordance with the Caravan Parks and Camping Grounds Act 1995.	75/25	Complete-Certificate of Planning approval issue to applicant 24 Feb 2025

19 Feb 2025	That Council approve the Development Application for a patio at 2 New Street, Williams subject to the following conditions: 1. The Stratco plans lodged with this application form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer. 2. All stormwater from patio roof shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no storm water discharge into the road reserve or adjacent properties. 3. 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. 4. The setbacks from property boundary's nominated in the plans with this application are not to be varied without the Shire of Williams written consent. 5. Payment to the Shire of Williams of Development Application fee of \$147.00. This approval is null and void until payment is made.	74/25	Complete-Certificate of Panning issued to applicant 24 Feb 2025
19 Feb 2025	That Council 1. receive and endorse the Chief Executive Performance review for 2024. 2. adopt the CEO key performance indicators documented and attached to this report for the 2025 year.	71/25	Complete-Letter issued from President to CEO. CEO KPI and appraisal posted to Shire website.
19 Feb 2025	That Council approve the development application and issue planning approval to the owners of Lot 10 (12503) Pinjarra - Williams Road for: 1. Construction a colour bond shed 20m x 9m x 4m high 2 Relocation and construction an existing colour bond shed 12m x 6m. 3. Construction of a 30m limestone retaining wall 4. Construction of 2 x 4m wide x 5 block high limestone block walls at the front entrance to the property and inside the property boundary. And subject to the following conditions. a. The Colourbond sheet colour of the sheets match or complement the existing structure on the property b. That no habitation is permitted in the sheds.	70/25	Complete-applicant advised of Council decision 24 Feb 2025, Certificate of Planning Approval issued

	c. All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into road reserve unless otherwise approved in writing by the Chief Executive Officer d. 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 e. All development shall generally be in accordance with the approved layout plans unless otherwise approved separately in writing by the Chief Executive Officer. f. Building permits are required for shed and wall constructions		
19 Feb 2025	That Council, 1. Accept the quotation of \$12,998.00 provided by the Western Australian Electoral Commission for it to conduct the October 2025 local government election and ensure this amount is provided for in the 2025/26 annual budget. 2. Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2025 local government election, together with any other elections or polls which may be required; and 3. Decide, in accordance with section 4.61(2) of the Local Government Act 1995, that the method of conducting the election will be as a postal election	69/25	Complete- letter sent to WAEC 26 Feb 2025
19 Feb 2025	That Council: 1. Adopt the Policy: Operational Practice – Training & Study Assist Policy 2. Approve the use of forms associated with the Operational Practice – Training & Study Assist Policy	66/25	Complete- all staff advised 27 Feb
19 Feb 2025	That Council discontinue the driver revive free coffee and tea offer that had occurred periodically on weekends and public holidays in Lions Park given the range of other opportunities for drivers to take a break and access refreshments in Williams, and investment made in Lions Park for the benefit of travellers.	65/25	Complete- no follow up action required.

Strategic Implications

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

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

ILG 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

Nil

Voting Requirements

Simple Majority

OFFICER'S RECOMMENDATION

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

- 9. ELECTED MEMBERS' MOTIONS OF WHICH NOTICE HAS BEEN GIVEN**
- 10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 11. APPLICATION FOR LEAVE OF ABSENCE**
- 12. CLOSURE OF MEETING**