SHIRE OF WILLIAMS

SHIRE OF WILLIAMS
COUNCIL AGENDA

ORDINARY COUNCIL MEETING
WEDNESDAY 18 NOVEMBER 2026

SHIRE COUNCIL CHAMBERS
9 BROOKING STREET
WILLIAMS WA 6391

NOTICE OF ORDINARY COUNCIL MEETING

Dear Elected Member and Community Members,

You are respectfully advised the next Ordinary Council Meeting
of the Shire of Williams will be held on 18 November 2026,
in the Shire of Williams Council Chambers, 9 Brooking Street, Williams,
commencing at 4:00pm.



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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2. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

3. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Elected Members

Cr Jarrad Logie	President
Cr Bernie Panizza	Deputy President
Cr Christine Cowcher	
Cr Heidi Cowcher	
Cr Simon Harding	
Cr Tracey Price	

Staff

Peter Stubbs	Chief Executive Officer
Gemma Boyce	Executive Manager of Corporate Services
Cassie Barker	Senior Finance Officer

Visitors

Apologies Cr John Macnamara

Leave of Absence

4. PUBLIC QUESTION TIME

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

6. DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cr Tracey Price
Item No. / Subjects	9.2.2 Indoor Court Facility – Scope and Budget 9.2.3 5 Marjidin Way – Planning Application
Type of Interest	Financial Interests

DECLARATION OF INTEREST	
Name / Position	Cr Jarrad Logie
Item No. / Subject	8.2.3 – 5 Marjidin Way – Planning Application
Type of Interest	Proximity Interest

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 ORDINARY COUNCIL MEETING HELD 21 OCTOBER 2026

OFFICERS RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 21 October 2026 as previously circulated, be confirmed as a true and accurate record.

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

I would like record Councils appreciation to Development WA for its briefing to elected members earlier today on the industrial subdivision it is about to seek Western Australian Planning Commission approval for. The project will be delivered under the Development WA Regional Assistance Development Program. This will be an enduring project for the Williams district promoting investment and growth.

I would like to thank the residents of Williams for their patience while the 18-lot residential subdivision at Hynes Court is underway. It is an important project to help create housing opportunities. Works are schedule to be complete by mid - January 2027.

On behalf of Council, I have recently written to all political members of the WA Parliament expressing concerns that community members have relayed to Council about the impacts now and the potential future impacts related to renewable energy developments in the Williams Shire.

I'd like to advise Council and the community that Synergy has exercised its option for the second 5 - year licence agreement for the EV chargers it has at Lions Park. The Synergy EV charger agreement the Shire has with Synergy was established in April 2022, and under the agreement Synergy has two 5-year options available to it.

I also advise that the Development Assessment Panel is scheduled to be considered for the planning application for the proposed redevelopment of the BP Roadhouse, Albany Highway, Williams on the 26 November 2026.

9. OFFICER REPORTS

9.1 CORPORATE AND COMMUNTIY SERVICES

9.1.1 PAYMENT LISTING

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	12 November 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Att 9.1.1 - Payment Listing October 2026

Background

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

Statutory Implications

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

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

Comment

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

Strategic Implications

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

ILG 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

As listed in the recommendation below.

OFFICERS RECOMMENDATION

That Municipal Fund EFT, Bpay, Direct Debits and Cheques totalling $946,505.65, approved by the Chief Executive Officer during the month of October 2026, be endorsed.

9.1.2 FINANCIAL STATEMENTS

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulations 1996
Author	Gemma Boyce, Executive Manager of Corporate Services
Date	13 November 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Neither the Author nor Authorising Officer have any Impartiality, Financial or Proximity Interests that require disclosure
Attachments	Att 9.1.2 – Monthly Financial Statement October 2026 - AGENDA

Background

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

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

Statutory Implications

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

Comment

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

Strategic Implications

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

ILG 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

As disclosed in the financial statements.

OFFICERS RECOMMENDATION

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

9.1.3 PROPOSED SHIRE OFFICE CLOSURE - CHRISTMAS & NEW YEAR PERIOD

File Reference	4.1.20
Statutory Reference	Nil
Author	Peter Stubbs, Chief Executive Officer
Date	10 November 2025
Disclosure of Interest	Staff have an interest in this matter, as they are beneficiaries of leave and time in lieu
Attachments	Nil

Background

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

Comment

Shire staff on the roads team will break Thursday 19 December 2026 and return to work Monday 4 January 2027.

Council approval is sought for the closure of the Shire Office between the Christmas-New Year period in 2026 and on the afternoon of the 24th December 2026 at 3.30 pm. The Waste Transfer Station and the swimming pool will be closed on the public holidays, and the usual days of scheduled closures.

The below table documents for the requested days of closure. Staff will take leave or time in lieu for the closure days. The Monday 4th of January is a public sector leave day which can be taken on any agreed time/day between employer and employee. It is referred in various documents as a "Picnic Day". If this day is not used in a given year, then it does not accumulate.

	SHIRE OFFICE	REFUSE SITE	SWIMMING POOL
MONDAY 21st	OPEN	CLOSED	OPEN
TUESDAY 22nd			
WENESDAY 23rd	OPEN	OPEN	OPEN
THURSDAY 24th	OPEN	CLOSED	OPEN
CHRISTMAS DAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY
BOXING DAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY
SUNDAY 27th	CLOSED	CLOSED	OPEN
MONDAY 28th	PUBLIC HOLIDAY	PUBLIC HOLIDAY	OPEN
TUESDAY 29th	CLOSED	CLOSED	CLOSED
WEDNESDAY 30TH	CLOSED	OPEN	OPEN
THURSDAY 31ST	CLOSED	OPEN	OPEN
Friday 1st NEW YEARS DAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY	PUBLIC HOLIDAY
SATURDAY 2ND	CLOSED	OPEN	OPEN
SUNDAY 3rd	CLOSED	OPEN	OPEN
MONDAY 4TH	OPEN	OPEN	OPEN

Emergency Shire contacts during this period will be:

- Peter Stubbs – CEO 0429 900 005 / 0419 264 185
- Tony Kett – Works Manager 0419 941 829
- Cameron Kett – 0428 386 614

Staff will be working over the period to service public amenities, bins, and call outs

The CBFCO has been advised. Brenton Willcocks will have access to a Shire grader if needed for fire control over this period.

Strategic Implications

This matter relates to the service provision to the public.

Financial Implications

Nil

Voting Requirements

Simple Majority

OFFICERS RECOMMENDATION

1. That Council approves the closure of the Shire Office on the following days:
    - Thursday 24th December 2026 at 3.30 pm
    - Tuesday 29th December 2026
    - Wednesday 30th December 2026
    - Thursday 31st December 2026

2. That Council approves the closure of the Waste Transfer Station site on the following days:
    - Saturday 26th December 2026
    - Sunday 27th December 2026

3. That the closure dates for the Shire Office and Waste Transfer Station be advertised in The Williams newsletter, the Shire website and Facebook site including the Shire emergency contacts for these days.

9.2 CHIEF EXECUTIVE OFFICER'S REPORT

9.2.1 NOTICE OF MINING TENEMENT- QUINDANNING - SOUTH BODDINGTON GOLD PTY LTD

File Reference	4.20.15
Statutory Reference	Local Government Act 1995 section 5.37
Author	Peter Stubbs, Chief Executive Officer
Date	13 November 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Att 9.2.1 Notice of Mining Tenement – Quindanning - South Boddington Gold Pty Ltd

Background

The Shire of Williams has received Notice of an application for mining tenement in the Quindanning district. Details of this are provided in Attachment 1 to this report.

Interested parties including the Shire have the opportunity to lodge an objection. If Council instructs the Shire to lodge an objection, then it must be lodged by the 24 November 2026.

Any person can lodge an objection to a mining tenement application in Western Australia by filing a Form 16 - Objection through the Western Australian Government within 35 days of the application date (or 21 days for private landholders).

Valid Grounds for Objection

In the Warden's Court, objections must be strictly grounded in the provisions and requirements of the Mining Act 1978 (WA). Common and valid grounds include:

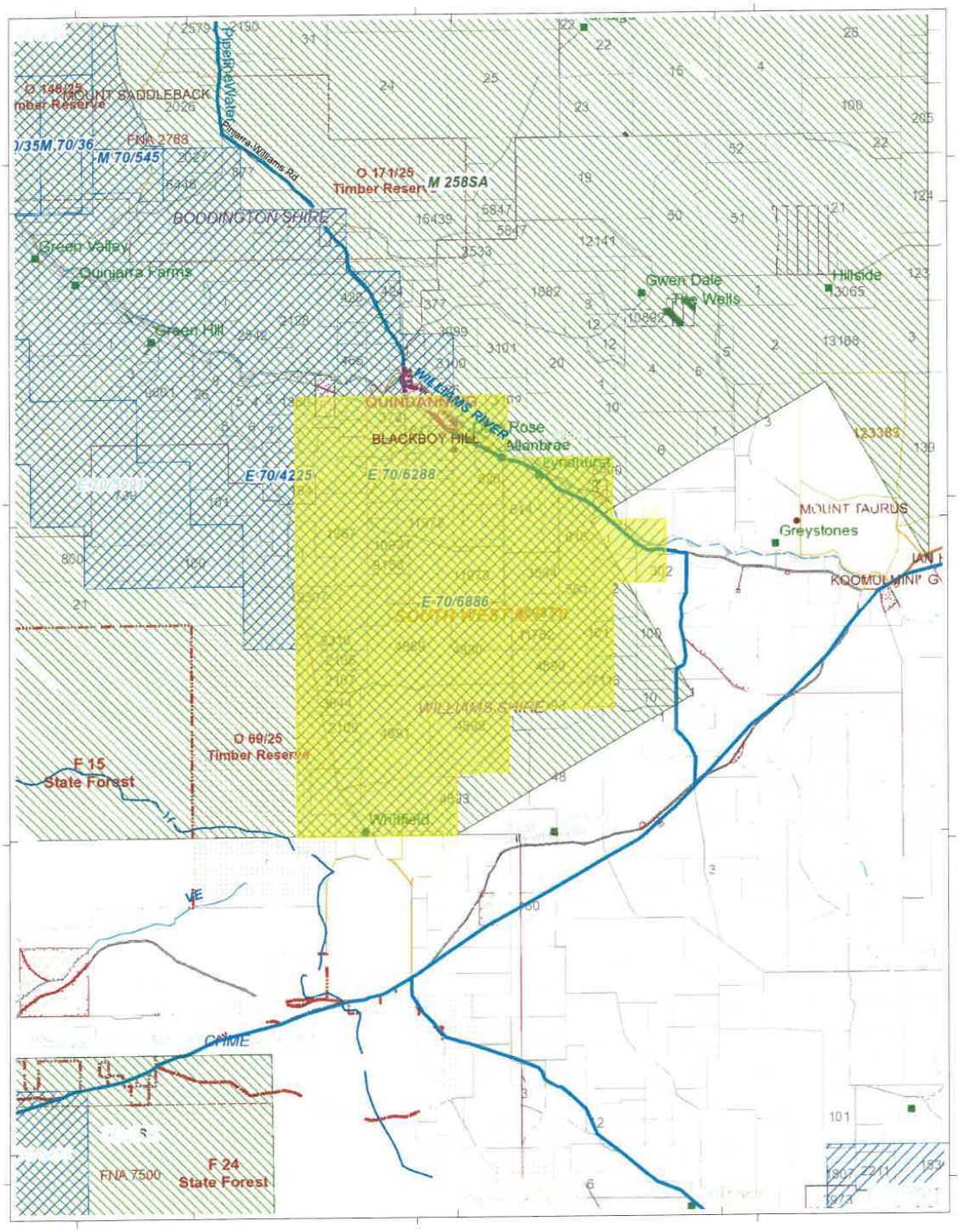
- Non-compliance with statutory requirements: The applicant failed to properly mark out the land, submit the application (Form 21) within the required timeframe, or include mandatory maps and coordinates.
- Failure to serve notice: The applicant did not properly serve copies of the application to affected parties (such as pastoralists, private landowners, or native title holders) within the statutory 14-day window.
- Tenure interference: The applied-for land overlaps improperly with existing, valid mining tenements, reserves, or restricted areas without required ministerial consents.
- Improper use of confidential or protected materials: Breaches involving restricted or confidential data used to source or back the application

Limitations on Objections

Environmental and broad policy matters: The Mining Warden's role is confined strictly to the Mining Act and a filtering/recommendation function. The Warden generally cannot hear or allow objections based purely on broad public policy, social impacts, or external environmental/water/flora/fauna legislation (which are handled separately by bodies like the EPA or the Minister.

While local governments and stakeholders frequently attempt to object to applications to preserve local sustainability, these objections are legally restricted by how the Warden's jurisdiction is defined.

The map below shows the location of tenement application area.



Comment

If the objection is lodged, then the objector or their legal representation needs to attend a hearing in the Warden's Court.

Council should consider if it objects whether that is done by legal representation or the Shire itself.

The Shire of Boddington have confirmed its that Council are supportive of lodging an objection to this and preparing a submission to the Minister, and interest in joining with the Shire of Williams in an objection. Legal advice is that the process requires each Shire to lodge their own objections.

Quindanning landholders have expressed their concerns about the potential industrialisation of their district by wind farm and power infrastructure proposed, and a potential mine may add to the concern.

While local governments and stakeholders frequently attempt to object to applications to preserve local sustainability, these objections are legally restricted by how the Warden's jurisdiction is defined.

Potential grounds for the objection may be;

1. The application area impacts land the Shire of Boddington has a direct interest in - Reserve 8178, which the Shire has a management order with power to lease. The current purpose of the reserve is racecourse, recreation, and emergency services. The Shire of Boddington has a lease with the Quindanning Picnic Races for the racecourse, which runs events from the property each Easter and which is key event for the Region.
2. Shires are working towards diversifying the economy from mining, so tourism and local events such as this are a key driver in that.
3. The Shire of Boddington leases the balance of the Reserve not occupied by the Quindanning Picnic Races to the Quindanning Hall Society, who have historically sub-leased for grazing to raise funds for the upkeep of their Hall, located nearby within the Shire of Williams.
4. The Quindanning Volunteer Bush Fire Brigade Station is also located on this reserve.
5. Cumulative impacts, social and environmental:
    a. The Shire of Boddington is already heavily impacted by mining, with Newmont Boddington Gold and South 32 Worsley Alumina Bauxite Mine operating in the district. Alcoa is also now operating in the Shire and progressively moving eastwards.
    b. The Shires and Quindanning area is also experiencing the impacts of large energy companies wanting to establish wind farms in the district, which includes infrastructure such as transmission lines. Along with mining, this is causing an industrialisation of the landscape.

c. Concerns include social impacts, such as another large workers' camp possibly being established that does not significantly engage or provide significant benefits to the towns and communities.

d. Increased heavy vehicle traffic on rural roads, and bridges already under stress. In some cases, bridges are propped because the funding for the replacement is not available.

e. Increased impacts on agriculture, and loss of viable agricultural land

f. Hydrological impacts. There are significant concerns regarding impacts to groundwater due to the amount of mining activity occurring in the area, and ground water it uses.

g. Environmental impacts, for example relation to Black Cockatoos and other matters of national environmental significance.

h. Dust and amenity impacts (noise).

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:

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.

Financial Implications

The Mining Act 1978 contains provisions for a $430.00 fee applicable to any objection against applications for mining tenure and to the survey of a mining tenement or of land the subject of an application for a mining tenement.

Advice has been sought from a legal firm on potential costs for legal representation on this matter and the advice is,

The cost of preparing two objections and representing two parties would increase the total cost to some extent, but if the objections were largely the same the Shires could (more or less) share that increased total cost. The additional cost is very much a matter of speculation, but it is probably reasonable to assume something like a 15% increase.

On that assumption, the total cost becomes about:

1. $2,300.00 plus GST – preparing an initial objection.
2. $23,000.00 plus GST – additional costs for the subsequent appearances at Wardens Court, preparing particulars, submissions, witness statements etc and appearing at final hearing.

Sharing that total cost then reduces to $1,250.00 and $12,500.00 plus GST for each Shire respectively.

These are estimates noting that the substance of objection is not yet defined, nor the likely number of hearing days, witnesses and evidence required.

The option of making a submission to the Minister as an alternative probably would not increase the cost because such a submission could be made jointly. Sharing the cost of such a submission would then be about $2,000.00 to $2,500.00 plus GST each Shire.

Costs related to objection no budgeted for.

Voting

Absolute majority

OFFICER RECOMMENDATION 1

That Council

1. Note the Shire of Boddington advice that it intends to object to the Notice of Mining Tenement- Quindanning- South Boddington Gold Pty Ltd, and its offer to collaborate with the Shire of Williams on an objection.

2. Approve the engagement of McLeod's legal firm to prepare an objection to the Notice of Mining Tenement – Quindanning – South Boddington Gold Pty Ltd and to represent the Shire of Williams in hearings which may be required.

3. Request to Chief Executive to recommended budget adjustments in the 2026-27 budgets review to accommodate cost for the Objection.

Voting

Simple majority

OFFICER RECOMMENDATION 2

That Council request the Chief Executive Officer to prepare a submission with the Shire of Boddington to, Western Australian Premier and Minister for Minister for Mines, Petroleum and Exploration and Water advising of its objection to the Notice of Mining Tenement - Quindanning – South Boddington Gold Pty Ltd, and potential industrialisation of the Quindanning district.

9.2.2 INDOOR COURT FACILITY – SCOPE AND BUDGET

File Reference	4.20.15
Statutory Reference	Local Government Act 1995 section 5.37
Author	Peter Stubbs, Chief Executive Officer
Date	10 November 2026
Voting Requirements	Absolute Majority
Disclosure of Interest	Cr Tracey Price- financial interest
Attachments	Att 9.2.2 Williams Indoor Courts Design Development Rev C 22.10.2026

Background

1. Following confirmation of an Australian Government Play Our Way grant of $1,687,500.00 (excluding GST), and execution of the associated funding agreement on 23 September 2025, Council approved a design and construction tender process to progress the project.
2. The Williams Netball Club is a project partner under the grant application, which was developed to support and increase women's participation in sport.
3. Tenders for the design and construction of the facility were advertised between January and March 2026.
4. The design and construction contract was subsequently awarded to Price's Fabrication and Steel Pty Ltd (PFS).
5. PFS was requested to prepare design concepts and cost estimates for two options: a single-court indoor facility and a two-court indoor facility. Both options were to incorporate changerooms and ablution facilities.
6. Council appointed Councillors Bernie Panizza and Heidi Cowcher to work with the Shire Chief Executive Officer and liaise with Price's Fabrication and Steel regarding the proposed concept designs and associated cost estimates.
7. At its October 2026 meeting, Council reconsidered the proposed location of the Indoor Court Facility and resolved that the facility be constructed to the north of the Williams Pavilion and Grandstand.
8. Following several meetings and workshops, a two-court facility incorporating changerooms, ablutions and a gymnasium was identified as the preferred option.
9. This report seeks Council's consideration and approval of the proposed concept design, scope of works and revised project budget.
10. Subject to Council's decision, the following actions will be undertaken:

    a. The Shire will undertake consultation with the community, sporting clubs and relevant stakeholders, including offering meetings with interested individuals and groups to provide further information and discuss the proposed development.

    b. The Shire will commence preliminary site works to prepare the site for construction.

Comment

Project Overview and Proposed Design

The proposed Indoor Court Facility represents a significant intergenerational investment in the Williams community, made possible through the support of the Australian Government.

Facilities of this nature are intended to provide long-term community benefit, with an anticipated useful life exceeding 50 years. It is therefore important that the design, functionality and construction quality reflect the long-term needs and aspirations of the community.

Following consideration of the available options and further consultation between the project representatives, Council-appointed Councillors and PFS, a two-court multipurpose facility incorporating a gymnasium and associated amenities has been identified as the preferred design.

The recommended concept design is provided as **Attachment** to this report and incorporates:

- Two multipurpose indoor sports courts.
- Changeroom facilities.
- Ablution facilities.
- A gymnasium.

The expanded design is intended to provide a more versatile community facility, supporting a broader range of sporting, recreational and fitness activities and catering for the needs of current and future generations.

If approved by Council, the concept design will be progressed by PFS into detailed building plans. These plans will be developed to comply with relevant building codes and Australian Standards and will form the basis of the Building Permit application and subsequent construction.

Project Delivery and Timeframes

Building footings and slab are scheduled to be done at the end of March 2027. Prior to that the Shire needs to build the earth pad, and building permit and certifications completed to enable PFS to commence the build.

Practical completion of the project is currently scheduled for July 2028.

PFS has provided a high-level project delivery schedule, to guide the progression of the design, approvals and construction phases.

Revised Project Scope and Budget

The proposed expansion of the project scope, together with inflationary pressures affecting construction materials, labour and business operating costs, has resulted in the need to review and increase the overall project budget.

The expanded scope is intended to deliver a high-quality, functional and sustainable community facility that will provide lasting benefits to Williams and surrounding communities for decades to come.

While the proposed investment is greater than originally anticipated, the expanded facility will deliver significantly greater community value through the provision of two indoor courts, a gymnasium and associated amenities.

The revised project budget therefore needs to reflect the scale and functionality of the facility Council is seeking to deliver.

The proposed two-court Indoor Court Facility represents a significant investment in the future of Williams and the surrounding communities.

The expanded concept design provides an opportunity to deliver a multipurpose facility that will support sporting clubs, encourage greater participation in sport and recreation, particularly among women and girls, and provide additional fitness and recreational opportunities for the wider community.

Given the anticipated useful life of the facility, it is important that the project delivers infrastructure that meets the community's needs both now and into the future.

Council is therefore requested to consider the proposed concept design and revised project budget and determine whether to proceed with the expanded scope of works.

Approval will allow the project to progress to detailed design, building approvals and preliminary site works, with practical completion currently anticipated in December 2027.

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:

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):

SC1.1 Provide, maintain and improve community infrastructure.

SC1.7 To encourage support of local groups and sporting clubs in Williams.

This is an intergenerational project and investment for the community, made possible with the support of the Australian Government. Projects of this type typically have a life in excess of 50 years. The project is a significant long-term investment in community infrastructure, supporting increased participation in sport and recreation, particularly for women and girls, while providing a multipurpose facility for current and future generations

Financial Implications

Construction of the project will occur across the 2026–27 and 2027–28 financial years.

Council currently has a budget allocation of $2,067,500.00 for the project in the 2026–27, with a further indicative allocation of $300,000.00 forecast for 2027–28.

This represents a combined current project budget of $2,367,500.00.

Due to increases in construction costs and the proposed expansion of the project scope, it is recommended that the overall construction budget be revised to **$3,408,467.00**, inclusive of preliminary and associated site works to be undertaken by the Shire, and cost to date.

This represents an additional funding requirement of $1,040,967.00.

A separate package covering building fit-out, furnishings, equipment and ancillary items is not included in the recommended construction budget. It is proposed that the Shire pursue additional external grant funding and other funding opportunities to support these items and minimise the additional financial burden on Council.

The proposed increase in the project budget provides an opportunity to consider a combination of funding sources, rather than relying on any single source of additional funding.

As with corporations and other levels of government, there is no universally correct level of financial gearing for a local government. The appropriate level of borrowing should be considered in the context of the Shire's revenue, operating cash flows, existing financial commitments and longer-term financial sustainability.

While debt is sometimes viewed as something to be avoided, the prudent use of borrowings can be an appropriate means of funding significant capital infrastructure projects, particularly those that provide benefits across multiple generations.

Intergenerational infrastructure investment provides an opportunity for successive generations to contribute towards facilities they will utilise into the future.

Importantly, any increase in borrowings must be considered alongside the Shire's capacity to service the debt and maintain sufficient financial flexibility to respond to unexpected expenditure, emergency works and future asset renewal requirements.

Potential Funding Options

The following example funding options have been identified to assist in meeting the additional project cost.

Funding Source	Considerations	Proposed Allocation
Increase loan funding	The Shire of Williams recorded a Debt Service Coverage Ratio (DSCR) of 11.37. This indicates that the Shire's operating surplus before interest and depreciation covers its annual principal and interest repayments more than eleven times. The Western Australian statutory standard considers a ratio of 2.0 or greater as basic and greater than 5.0 as advanced. On this basis, the Shire is currently within the advanced category. Treasury estimates for several borrowing scenarios are attached for Council's consideration. Borrowings are commonly	Adopt the proposed loan of $600,000 or alternatively increase to either $800,000 or $1,000,000.

	used to fund capital projects that provide long-term and intergenerational benefits.	
Municipal budget allocations	Council could review uncommitted municipal budget allocations in the 2026–27 financial year and consider reallocating a portion of available funding towards the Indoor Court Facility. Council could also consider providing an additional municipal allocation in the 2027–28 budget, with an indicative allocation of $140,218.47.	Potential $245,000 in 2026–27 and $140,218.47 in 2027–28.
Reserve funds	Council could consider allocating funds from existing reserve accounts. The Recreation Reserve Account has a balance of $76,999 in 2026–27 and is established to fund capital improvements to existing and new recreation facilities. The Asset Renewal Reserve has balance of $326,021 in 2026–27 and is intended to fund the construction, refurbishment and acquisition of buildings and land.	Potential $403,020.
Use of untied revenue	The Shire anticipates receiving revenue from the sale of up to 18 vacant residential lots commencing in 2026–27. Based on conservative estimates, this revenue could exceed $1 million. Council could consider allocating a portion of this untied revenue towards the Indoor Court Facility.	Potential $354,419 to $134,419

Summary of Project Budget

The following table summarises the current project budget and the proposed revised budget.

Description	**Amount**
Current project budget	$2,367,500.00
Proposed revised project budget	$3,408,467.00
Additional funding required	**$1,040,967.00**

The proposed funding strategy seeks to spread the additional project cost across several funding sources, including borrowings, municipal allocations, reserve funds and untied revenue.

While the proposed budget represents a substantial increase in the original project allocation, it also provides for a considerably expanded facility and a greater long-term community outcome.

Voting

Absolute majority

OFFICER RECOMMENDATION 1

That Council approve the proposed two-court multipurpose indoor sports facility concept design, incorporating a gymnasium, changerooms and ablution facilities, as presented in Attachment 1 and direct Price's Fabrication and Steel Pty Ltd to progress the approved concept design to detailed building plans to support the relevant building approvals and subsequent construction.

Voting

Absolute majority

OFFICER RECOMMENDATION 2

That Council

1. Approve a revised project budget of $3,408,467.00 for the Indoor Court Facility project.

2. Request the Chief Executive Officer to present to Council the budget adjustments, to the Shire's financial records for the revised project budget, in the Shire's budget review.

9.2.3 5 MARJIDIN WAY- PLANNING APPLICATION

File Reference	10.60.15
Statutory Reference	Planning and Development Act 2005 Planning and Development (Local Planning Schemes) Regulations 2015 Shire of Williams Town Planning Scheme #2
Author	Peter Stubbs, Chief Executive Officer
Date	10 November 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Cr Jarard Logie, Proximity Interest Cr Tacey Price, Financial Interest
Attachments	Att 9.2.3 Public Notice - 5 Marjidin Way_ Proposed Storage Shed reduced setback

Background

This report is carried over from the October 2026 Council meeting, where a decision could not be made due to the lack of quorum of Council given members present and the disclosure of interests.

The owners of 5 Marjidin Way, Williams, Ryan and Natalie Pearce Super Fund and Yeeramukadoo Pty Ltd have applied for planning approval for an additional storage shed on the property.

The matter is before Council because a reduced rear setback is requested, which required public advertising and then Council consideration.

The proposal seeks a rear setback variation of 6.5 m in lieu of the 16.5 m deemed-to-comply setback required under the Shire of Williams Town Planning Scheme #2 (Scheme). Public advertising was conducted, commencing 23 September 2026 and closed at 4 pm on the 14 October 2026. No public comments were received.

Proposal details:

Construction of a steel framed, open front, Colourbond shed, with a floor area of 432 m² is proposed at the rear of the site. The intended use of the shed is for the storage of seed, fertiliser and chemicals associated with the existing agricultural farm supply business on site.

Grey coloured Colourbond is proposed to match in with the existing shed on the property. Storm water is proposed to be directed into an existing open storm water drain on the rear of the property boundary.

A maximum shed height of 4.5 m proposed.

Proposed Setbacks:
- Front setback of 60 m
- Rear setback of 6.5 m
- Side (north) lot boundary setback of 6m
- Side (south) lot boundary setback of 8m

At maximum storage manifest periods are proposed to be March to July each year with a peak volumed of 50,000ML.

Key chemicals proposed to be stored are

- Class 6.1 Paraquat and Bromoxynil
- Class 9 Trifluralin, Glyphosate, MCPA LVE and Prosulfocarb
- Soil Wetters

The floor of the shed will be concrete with a 4,000L chemical spillage sump, and bunded capacity of 25% of the manifest maximum.

Figure 1- Bunded Floor details.

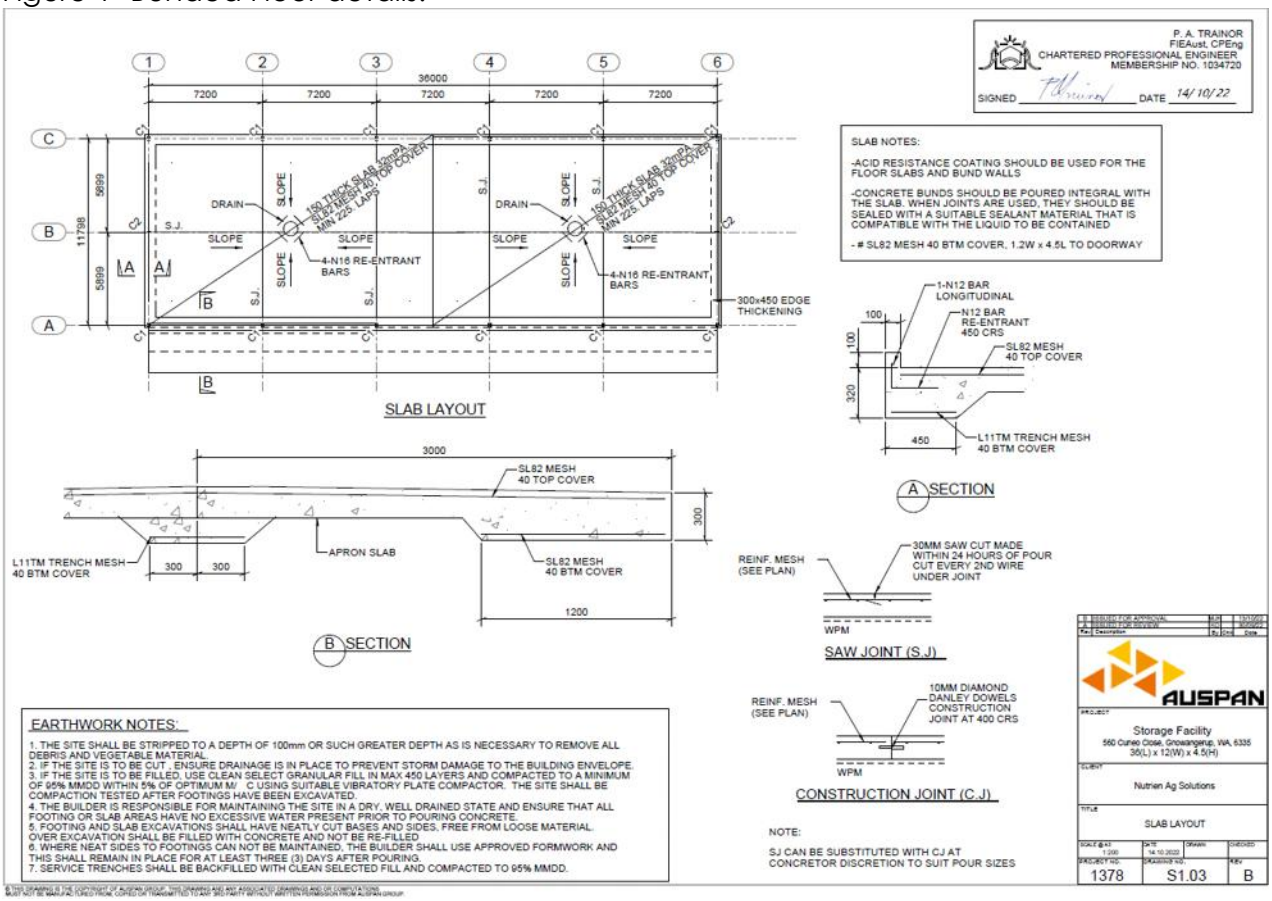


Figure 2 - Site plan layout showing proposed setbacks.

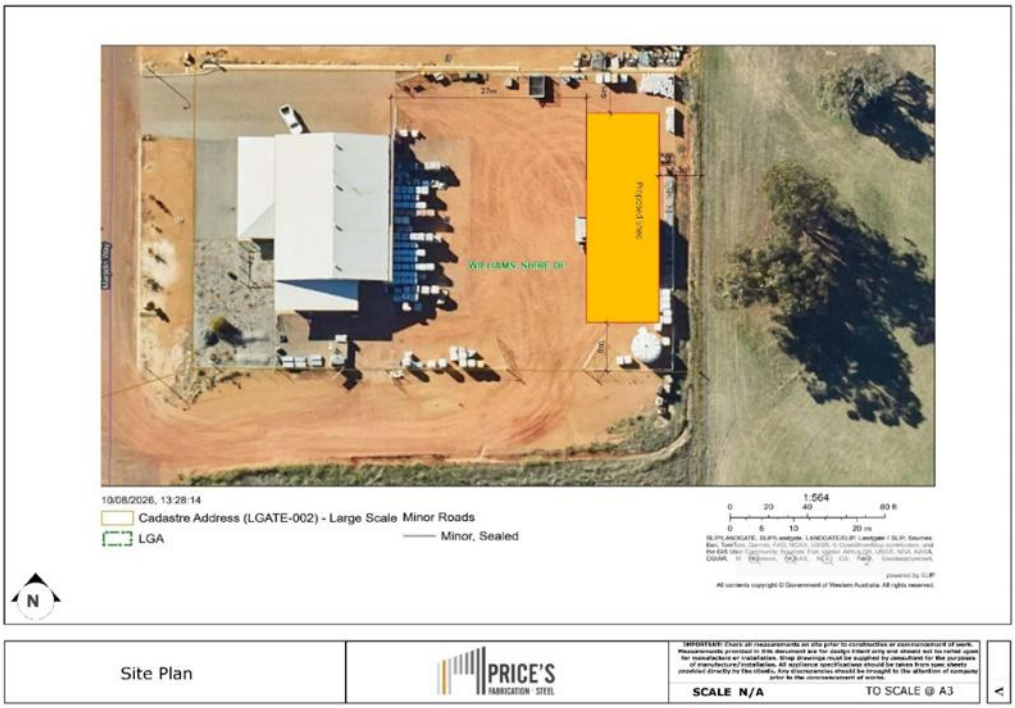


Figure 3 - Floor Plan for the proposed shed.

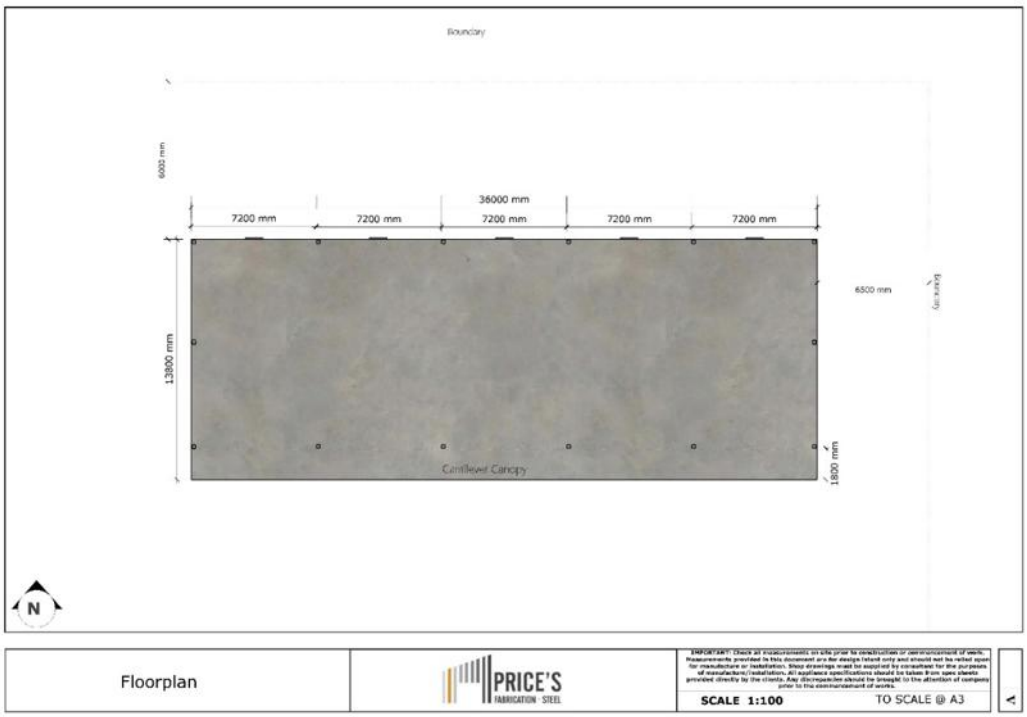
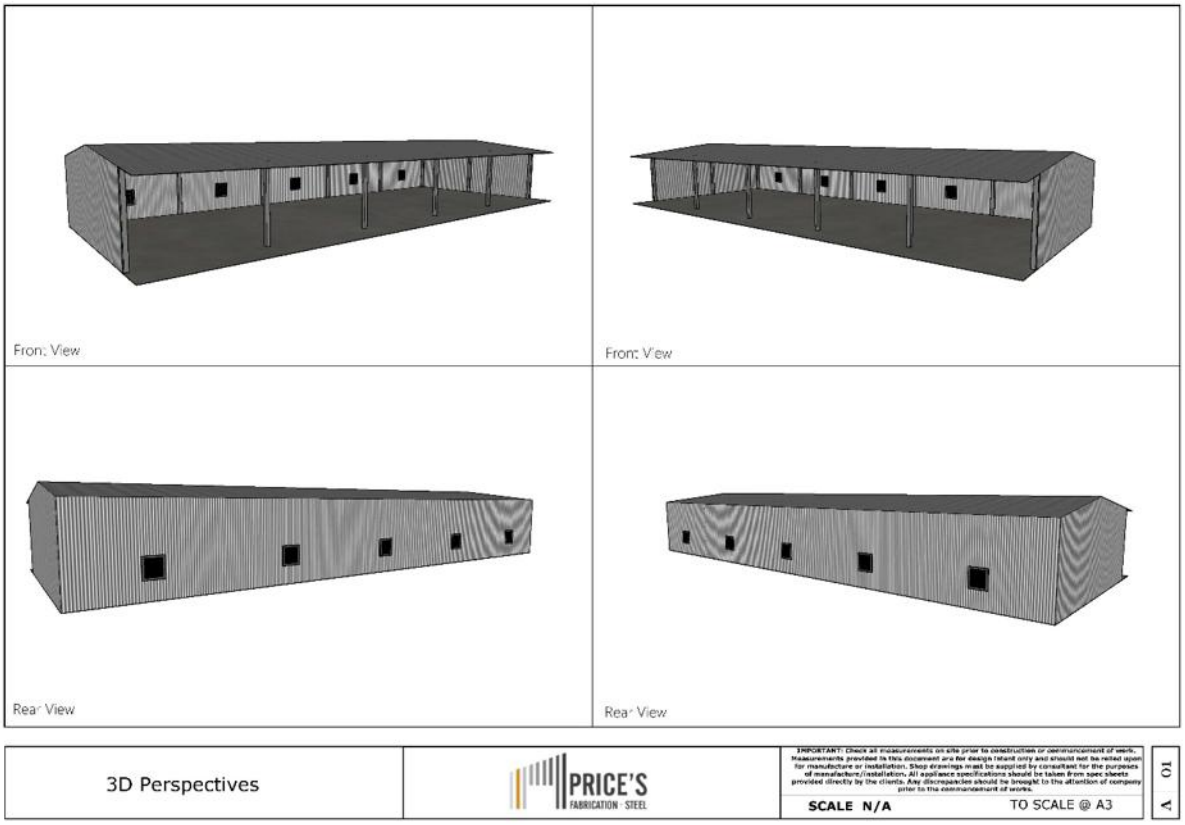
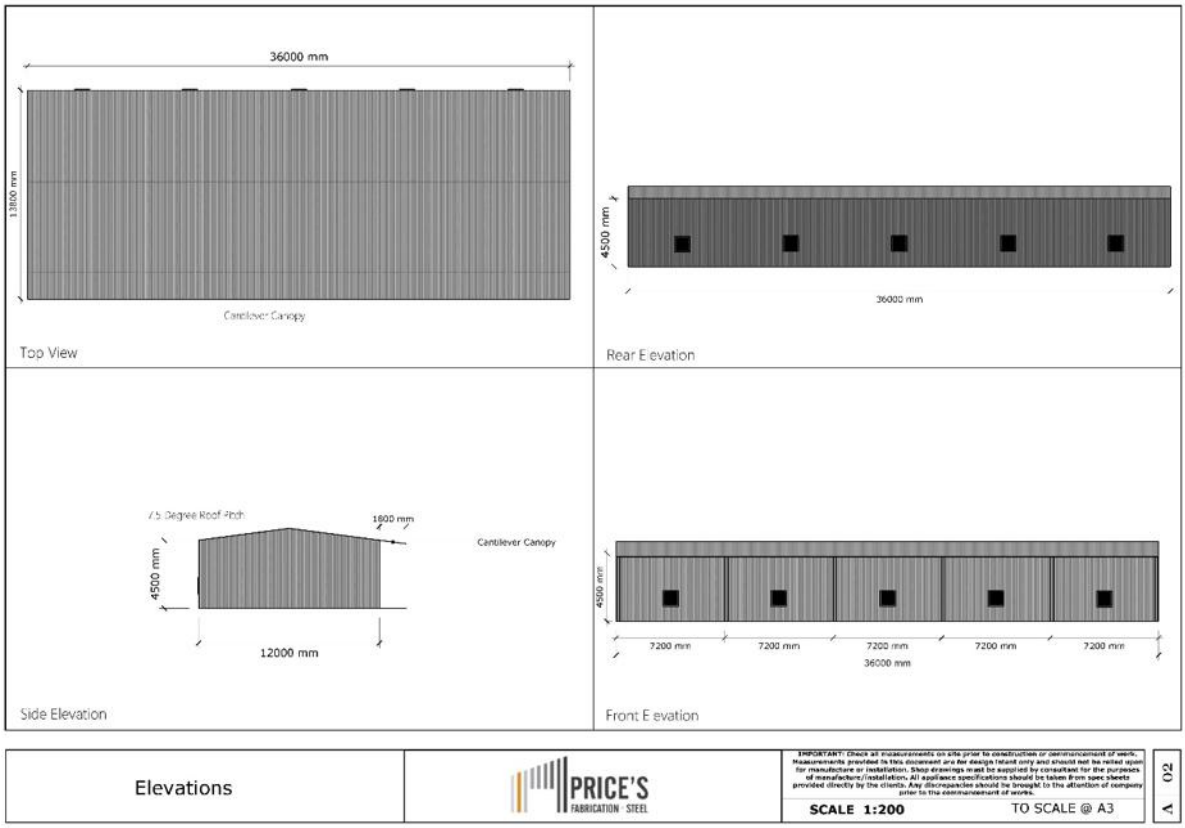


Figure 4 & 5 - 3D and elevation plan.





Local Planning Scheme No.2

Land use permissibility

The shed is deemed to fit the definition of 'warehouse/storage.'

The scheme does not have a land use permissibility for 'warehouse/storage.' The land use is therefore assessed as a use not listed under the Planning and Development (Local Planning Schemes) Regulations 2015.

The proposal is not a change in land use, and what is proposed is assessed to be consistent with the current approved land use and business operations.

Requirements - Town Planning Scheme #2 Clause 4.5 – Industrial	**Comment**
The minimum building setbacks are to be 16.5 metres front and rear. Side and rear setbacks shall be to the discretion of Council having regard for the need for visual buffers to adjacent residential or rural uses.	Proposed shed does not meet the 16.5 m rear setback – variation.
The first 5 metres of the front setback area shall be landscaped to the satisfaction of the local government. Council may require additional landscaping to Albany Highway, adjacent residential or rural uses, or to screen a development where it is desirable to maintain a rural vista from major roads.	N/A
Council may impose conditions on development requiring installation of a landscaped buffer as part of any new development.	A condition potentially required for a landscaped buffer from the side and rear boundaries.
No materials, buns or open storage shall be permitted in front setback area, unless it has been granted specific planning approval, is screened from view and Council is satisfied that it will not negatively impact on amenity.	N/A – shed is proposed at the rear of the site and will be outside of the front setback area.
Council may require screening in the form of fencing and / or landscaping of any storage in an open area (contained outside of a building) to protect the visual amenity of neighbouring nonindustrial properties.	A condition potentially required
All unloading and loading of materials, parking, and the operation of the industry is to be within the boundaries of the lot. Any industry subject to buffer separation distances to sensitive land uses in accordance with Environmental Protection Area guidelines must demonstrate compliance with the applicable buffers, or lodgement of a site-specific environmental analysis demonstrating that the use will not negatively impact on the amenity of sensitive	N/A – no sensitive land uses within the surrounding area. The subject site abuts Industrial and rural zoned sites.

land uses to the satisfaction of the Council. In assessing any proposal which does not comply with generic buffer guidelines, Council has discretion to refer to application to the EPA for comment.	
The use of Zincalume or reflective materials is not permitted for construction of new industrial buildings.	N/A - shed is to be grey Colourbond
In determining any application for planning approval Council may have regard for matters such as suitable areas for on-site effluent disposal, the appearance and standard of development, the existing streetscape and character of surrounds, adequate on-site turnaround areas for truck movements, landscaping, and parking.	Matters to be considered as part of assessment of proposed development.

Building Setbacks

Under Clause 4.6 (4)(a) for the Scheme a minimum setback of 16.5 metres applies to the front and rear lot boundary for any lot in the Industrial zone. The application proposes a setback variation of 6.5 m from the rear boundary.

Council (or the CEO under delegation) has discretion to waive a provision of the Scheme however under Clause 2.11 this has to be advertised. Clause 2.11 states that:

'Where the Council considers application of any provision of Parts 4 and 5 of the Scheme would result in undue hardship or be contrary to the interests of the area it may, after giving notice (14 days) of its intention in accordance with Clause 2.6, waive the requirements of the provision except that the Council shall not waive the requirements of either Table 1 or Clause 5.6'.

Clause 2.6 Advertising of the Application:

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

(1) require the applicant to give notice of the proposed development by displaying in a prominent position on the site proposed for such development, a notice of not less than 1 sqm in the form contained in Schedule 3, for a period of not less than one calendar month;

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

(3) notify in writing adjoining owners and all parties in the vicinity which Council considers to be likely to be affected by the proposed development. All parties notified shall be given not less than one calendar month taken from the time of notification to reply to Council;

(4) 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.

Planning and Development (Local Planning Schemes) Regulations 2015

The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shire's Scheme.

Clause 67 of the deemed provisions outlines 'matters to be considered by Council' including but not limited to orderly and proper planning, the compatibility of the development with its setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submission received.

Clause 82(1) gives Council the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Landscaping

Under Clause 4.6(4)(b) there is a provision requiring a 5-metre landscaping area.

Council (or the CEO under delegation) has discretion to waive the landscaping provision of the Scheme however under Clause 2.11 it must be advertised

Fire

The property is identified to be in the mapped fire risk area as shown in the image below (ref: https://maps.slip.wa.gov.au/landgate/bushfireprone/). A Bushfire assessment level is not considered necessary given the nature of what is proposed is consistent with the existing land use, presence of an existing fire hydrant at the front of the property and installation of fire extinguishers.



Strategic Implications

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

E1. Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.
ED1.1 Develop and promote the Marjidin Way industrial estate

Council has a strategic interest in encouraging investment in the Williams district, and in growing the industrial area at Marjidin Way. Council has a strategic goal to support industry and business development through the development of sustainable infrastructure and investment opportunities.

Financial Implications

Statutory Planning are applicable an estimated $800.00

Voting

Simple Majority

OFFICERS RECOMMENDATION

That Council,

1. support planning approval for the proposed storage shed for Lot 404 (No 5) Marjidin Way, Williams, as requested including a proposed setback of 6.5m from the rear (eastern side property boundary, subject to and the following conditions:

a. the storage shed be grey Colourbond to match in the existing shed on the property.

b. the shed floor be bunded with sumps to Australian Standards for contain any spillage.

c. that dedicated chemical spill kit be maintain for spill containment kit inside or immediately adjacent to the shed.

d. an approved dangerous goods licence for the shed be obtained and supplied to the Shire of Williams.

e. clear Hazchem warning diamonds, "No Smoking, No Ignition Sources" signs, and emergency contact details to be displayed on the front exterior of the shed.

f. appropriate portable fire extinguishers which for heavy industrial or chemical spill risks where superior Class B performance be installed.

9.2.4 EMPLOYMENT OF A SENIOR OFFICER - WORKS MANAGER

File Reference	4.20.15
Statutory Reference	Local Government Act 1995 section 5.37
Author	Peter Stubbs, Chief Executive Officer
Date	4 November 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Nil

Background

Mr Tony Kett is currently employed on contract as the Shire of Williams Works Manager. His employment contract will terminate on the 31 December 2026, without either party needing to give notice.

Mr Kett has been employed in this role for approximately 28 years.

In accordance with Section 5.37(2) of the *Local Government Act 1995*, the CEO is to inform the Council of each proposal to employ a senior employee. The Council may accept or reject the CEO's recommendation but if the Council rejects a recommendation, it is to inform the CEO of the reasons for it doing so.

Legislation

5.37.Senior employees

(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

(3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

(4A) Subsection (3) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.

(4) For the avoidance of doubt, subsection (3) does not impose a requirement to advertise a position where a contract referred to in section 5.39 is renewed.

5.39.Contracts for CEO and senior employees

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

(1a) Despite subsection (1) —

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

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

Comment

Since July 2026 several discussions have been held between Mr Kett and the CEO, including during his annual performance review, on the terms of a new contract.

Mr Kett would like to continue his employment with the Shire through until the 27 October 2029.

The role of Works Manager is critical to the Shire workforce culture, leadership, productivity, safety, compliance, and performance. It has a key role in ensuring the quality of services, assets, and infrastructure.

Employment contracts contain termination provisions by either party. It would therefore be available to either party to terminate employment at an earlier time if that was wanted.

Three months' notice of termination is usual, with termination for any reason without notice by payment of 3 months' salary in lieu of notice.

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

The Works Manager contract package remains unchanged and is set for 2026-27 and the adopted budget.

The package includes a vehicle for work and private use and other benefits consistent with other most other employees.

Voting

Simple majority

OFFICER RECOMMENDATION

That Council accepts the Chief Executive Officer's recommendation to enter into a new contract of employment with Mr Tony Kett for the position of Works Manager commencing on 1 January 2027 to 27 October 2029.

9.2.5 CHIEF EXECUTIVE OFFICER RESIGNATION

File Reference	4.20.15
Statutory Reference	Local Government (Administration) Amendment Regulations 2021 (CEO Standards) Local Government Act 1995
Author	Peter Stubbs, Chief Executive Officer
Date	6 November 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Att 9.2.5 Draft Terms of Reference - Chief Executive Officer Selection Panel.

Background

The CEO advised elected members 12 August 2026 of his intention to retire and cease employment in 2027 in a general discussion around staff succession planning.

The CEO has had several discussions with the Shire President since August 2026 to confirm his intentions.

The CEO tendered his resignation to the Shire President on 29 October 2026. Under the terms of the employment contract the CEO is required to provide 3 months' notice. The 3-month notice period means a potential end date of employment of the 28 January 2027.

It can take a local government more than 3 months to identify, recruit, and employ a suitable replacement CEO depending on the circumstances of the persons current employment. Six months is not uncommon.

In his resignation letter the CEO stated his willingness to continue working for Council until the 25 March 2027 if Council is agreeable, and to cease employment at any time sooner of Councils' choosing. If a replacement CEO can be found by that time, that person would be involved in development the 2027-28 budget, while the majority of the 2026-27 capital works program would be advanced before the replacement CEO commences.

In the event that a replacement CEO is not found by the 25 March 2027 then Council would need to make Acting CEO arrangements.

The recruitment and appointment of a Chief Executive Officer is governed by the Local Government Act 1995 and the Local Government Administration Regulations 1996. These include requirements for standards relating to Chief Executive Officer recruitment, and requirements for the establishment and composition of a selection panel that includes an independent person. Procurement of recruitment consultancy services is to be undertaken in accordance with the relevant legislative requirements for requesting quotations and entering contracts.

The position of Chief Executive Officer is a key statutory appointment of Council. A structured and compliant recruitment and selection process is required to ensure the appointment is merit based, transparent, and defensible.

Guidelines for Chief Executive Officer recruitment are available at the Western Australian Government website CEO recruitment and selection, performance review and termination

The Local Government (Administration) Amendment Regulations 2021 (CEO Standards) contain mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs).

Local Government (Administration) Amendment Regulations 2021 (CEO Standards) Schedule 2

Division 1 – Preliminary provisions

1. ***Citation.*** These are the Shire of Williams Standards for CEO Recruitment, Performance and Termination.

2. ***Terms used.***

(1) In these standards —

Act means the Local Government Act 1995;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the Shire of Williams;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 – Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

(1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

(2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

(a) the duties and responsibilities of the position; and

(b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

(1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.

(2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

(a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or (b) if the person advises the local government that the person is unable to access that website address —

(i) email a copy of the job description form to an email address provided by the person; or

(ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

(1) In this clause — independent person means a person other than any of the following

(a) a council member;

(b) an employee of the local government;

(c) a human resources consultant engaged by the local government.

(2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.

(3) The selection panel must comprise

(a) council members (the number of which must be determined by the local government); and

(b) at least 1 independent person.

9. Recommendation by selection panel

(1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.

(2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —

(a) a summary of the selection panel's assessment of each applicant; and

(b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

(3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —

(a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

(b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.

(4) The selection panel must act under subclauses (1), (2) and (3) —

(a) in an impartial and transparent manner; and

(b) in accordance with the principles set out in section 5.40 of the Act.

(5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —

(a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and

(b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and

(c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.

(6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

(1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

(a) clause 5 does not apply to the new recruitment and selection process; and

(b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

(a) the making of the offer of employment to the applicant; and

(b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

1. In this clause - commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

2. This clause applies if —

(a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —

(i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, commenced before, on or after commencement day; and

(ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day; and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Comment

Councils usually engage professional recruitment companies to assist in a CEO recruitment process to ensure regulatory standards. There are least five or six recruitment companies in Western Australia that are frequently engaged by the local government sector for executive staff recruitment.

To support Council in meeting its obligations and in managing a robust executive recruitment process, the Shire President requested quotes to enable Council consideration for that potential assistance. Those quotes have been provided to elected members under confidential cover.

Council is requested to:

1. resolve that all Councillors form the selection panel for the Chief Executive Officer appointment. This approach enables the full Council to participate in candidate assessment and decision making while maintaining a clear and documented process. Council is also required to include an independent person on the selection panel.
2. to appoint a recruitment consultant to support the recruitment and selection process for the replacement Chief Executive Officer following a Request for Quotation.
3. adopt the Terms of Reference for the Chief Executive Officer Selection Panel.

The Terms of Reference provide a clear governance and probity framework for the recruitment process and clarify the roles of the selection panel, independent member and recruitment consultant to ensure compliance, transparency and defensibility of the appointment. If Council supports this report, the administration will finalise the engagement documentation with the appointed recruitment consultant and arrange a workshop to brief the Selection Panel on the recruitment and selection process.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 2.2 Maintain accountability, transparency and financial responsibility

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

Financial Implications

There will be financial implications for a recruitment consultancy, advertising, and relocation costs. The Officer recommendation includes the appointment of a consultancy to assist in the recruitment process, which is subject to quotations for this service being received prior to the Council meeting on the 18 November 2026

The Salaries and Wages Tribunal determination of the total reward packages for CEO's is provided below. Williams is a Band 4 Local Government. Council needs to be mindful of this in its determination.

CEO Total Reward Package		
Band	**Minimum**	**Maximum**
1	$298,832	$455,071
2	$246,467	$383,393
3	$188,483	$310,883
4	$168,758	$258,762

Voting Requirements

Absolute Majority

OFFICERS RECOMMENDATION

That Council

1. Appoint all Councillors to form the selection panel for the Chief Executive Officer recruitment and appointment.
2. Adopt the Terms of Reference attached to this report for the Chief Executive Officer Selection Panel.
3. Appoint an independent selection panel member in accordance with current statutory requirements.
4. Appoint xxxxx as professional consultant assistance to recruit a replacement Chief Executive Officer.

9.2.6 AUSTRALIA DAY EVENT-WILLIAMS DISTRICT

File Reference	4.1.20
Statutory Reference	Nil
Author	Peter Stubbs, Chief Executive Officer
Date	10 November 2026
Voting Requirements	Simple majority
Disclosure of Interest	Nil
Attachments	Nil

Background

The National Australia Day Council has approved grant funds of $10,000.00 to the Williams District to support celebration of the proposed Australia Day event.

Elected members at the August 2026 elected member Forum indicated a preference for breakfast style event on Australia Day Tuesday the 26 January 2027 to be held at Cullen Park.

The purpose of this report is to confirm Council view on the hosting of the event.

Comment

In recent years the Australia Day event for the Williams district has been an afternoon event involving hire of entertainment for children and adults, and a licenced bar.

With a breakfast event indicated as a preference for 2026, it is proposed to host the event between approximately 8 am and 11am in the morning, with a catered breakfast and presentation of the Citizen of the Year Award.

Advertising for community nominations for the Citizen of the Year opened on the 1 November 2026 and close 1 December 2026.

The Community Resource Centre (CRC) has agreed to launch its project *Williams Icons*, at the Australia Day event for added interest. Council has sponsored this project, coordinated by the CRC and involving seniors and school students in producing photographic montages of the Williams people and district.

There is the potential for an Australian Citizenship ceremony to held at the event, but at this time the Shire has not been advised of anyone wanting that.

The grant includes $5,000.00 which must be used for an indigenous element.

Strategic Implications

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

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.

Financial Implications

To gain the $10,000.00 grant contribution from the National Australia Day Council requires a $2,810.00 contribution from the community/Shire as applicant, which is accommodated in the Shire operating budget for 2026-27.

Voting

Simple Majority

OFFICER RECOMMENDATION

That Council confirm that the Australia Day event for the Williams district by held Tuesday 26 January 2027 at Cullen Park from 8 am to 11am, with a community breakfast and presentation of the Williams District Citizen of the year Award.

9.2.7 4WDL-VROC PROPOSED PROJECT_ INDUSTRIAL & COMMERCIAL ACTIVATION

File Reference	4.12.40
Statutory Reference	Planning and Development Act 2025 Shire of Williams Town Planning Scheme No. 2
Author	Peter Stubbs, Chief Executive Officer
Date	1 November 2026
Disclosure of Interest	Nil
Attachments	Nil

Background

The 4WDL Voluntary Regional Organisation of Councils (Shire of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace) -VROC, at its last meeting in July 2026 discussed potential steps that could be taken to stimulate investment and growth in its member Shire districts.

The focus of the discussion was on getting land to the point that it was investment ready. Ideally zoned, subdivided, and serviced, for industrial and commercial investment

The VROC aims to do sufficient work the enable it be competitive at grant opportunities to fund re zoning and subdivision to create opportunities for private sector investment and community growth.

The VROC sought quotes from consultancies to determine costs and processes involved. Quotes were sought by the Shire of Wagin on the VROC's behalf.

The current quotes indicate that the average cost per member Council are the order of $12,000.00 to $18,000.00 depending on the scope of work agreed and consulting company chosen. Most 4WDL member Councils have not budgeted for this at present.

Cr Tracey Price is Council's nominated delegate to the 4WDL VROC.

Comments

The 4WDL VROC will be seeking the views of members Councils at its next meeting on the 2 December 2026. This report and recommendation are made to seek a clear position on this from Council in advance of the VROC meeting

Opportunities to stimulate investment and growth in Williams underway with potential include.

1. Approximately 16.4 ha industrial subdivision via Development WA Regional Assistance Development Program (RDAP) to be completed in 2027/28.

This project will leave approx. 6 ha of land that the Shire owns un -serviced for future development, sale and investment. The value and appeal of that land should rise with the lots to be created by Development WA.

2. The 17ha Saracen owned property on Albany Highway remains a major opportunity for growth and investment in Williams. Its value and appeal to investment may grow as a result of (1) above.

3. The Shires has approx. 6 Ha of land known as Area D, zoned rural, on Albany Highway, which is identified in the Shire Local Planning Strategy as future commercial land. The Shire sought a Regional Economic Development grant (REDS) in the last funding round to re zone, subdivide and have new Lots serviced to attract commercial investment and development. This is essentially what the 4WDL is aiming to do in its member Shires.

   Modelling to forecast the potential cost-benefit to the State, region and district via the proposed 4WDL industrial and commercial activation project could advance this opportunity.

The private sector usually drives investment business growth. Local government, if involved, generally provides an enabling role to encourage and create opportunity for that. In larger communities the private sector may do this was well, but in regional communities this often falls to Local Governments, which is key reason the Development WA RDAP exists.

Strategic Implications

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

E1. Develop infrastructure and investment that is sustainable and an ongoing legacy to the Shire.
ED1.3 Promote land availability within the Shire for residential, industrial and commercial development.

Financial Implications

An estimated $15,000.00 to $18,000.00 which is currently not budgeted for.

Voting

Simple Majority

OFFICER RECOMMENDATION

That Council advise the 4WDL Voluntary Regional Organisation of Councils (Shires of Wagin, West Arthur, Williams, Woodanilling, Dumbleyung and Lake Grace) that it supports in principle the proposed industrial and commercial activation project, seeking to stimulate private sector investment in the region. The matter will be considered again at the March 2027 Budget review, as the project is not currently budgeted for.

9.2.8 EXTRACTIVE INDUSTRY LICENCE - PLANNING APPLICATION-LOT 52 ENGLISH ROAD

File Reference	10.60.15
Statutory Reference	Planning and Development Act 2005 - Planning and Development Regulations 2009 Local Government Act 1995 Williams Town Planning Scheme #2 Environmental Protection Regulations 1987 State Planning Policy 2.4 (Planning for Basic Raw Materials)
Author	Peter Stubbs, Chief Executive Officer
Date	12 November 2026
Disclosure of Interest	Nil
Voting	Simple Majority
Attachments	Att 9.2.8 Application Extractive Industry Licence Prowse_ Western Earth Contracting

Background

The owner of Lot 52 English Road (Mr Russell Prowse) has provided written consent to Western Earth Contracting Pty Ltd to apply for planning approval for an extractive industry licence for the purpose of gravel extraction. That application is an attachment to this report. Lot 52 English Road is zoned Rural and is 564.01 ha in area.

The proposal entails the extraction of up to 45,000 tonnes gravel over a projected operational period of 5 years for commercial use and involving a disturbed area up to 30.79 ha.

Extractive industry operations that involve the extraction of 50,000 tonnes or more of basic raw materials are categorised as a 'Prescribed Premises' in Schedule 1 of the Environmental Protection Regulations 1987. An application to the Department of Water and Environmental Regulation for a works approval is then required pursuant to Part V, Division 3 of the Environmental Protection Act 1986 and Environmental Protection Regulations 1987.

Under the terms of the Shire of Williams Local Planning Scheme No.2 (Scheme) the extraction and sale of basic raw materials for commercial purposes including sand, gravel, clay, limestone, hard rock and shale from any land classified 'Rural' zone requires the Shire's development approval prior to any works being undertaken.

The use of any 'Rural' zoned land for this purpose falls under the use class 'Industry-Extractive' which is defined in the Scheme as follows:

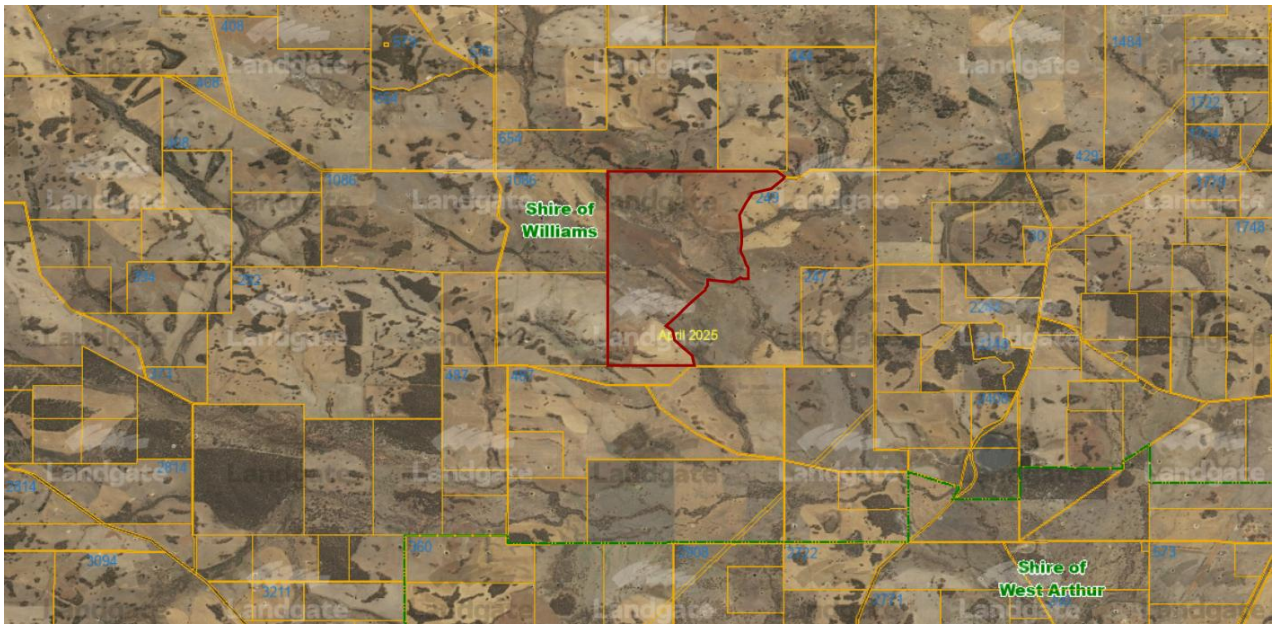
"Industry – extractive - an industry which involves the extraction of sand, gravel, clay, turf, soil, rock, stone, minerals, or similar substances from the land, and also the storage, treatment, or manufacture of products from those materials when the manufacture is carried out on the land from which any of those materials is extracted or on land adjacent thereto."

Shire development approval is not required for the extraction of basic raw materials by government agencies from privately owned 'Rural' zoned land in the Shire where these

resources are used for public works related purposes (e.g. the construction or maintenance of public roads, infrastructure or community facilities).

Due to its "AA" classification under the Scheme, the Council at its discretion may grant planning approval, with or without advertising.

Image - general location of Lot 52 English Road



Comments

The proposed gravel extraction is below the 50,000 tonnes threshold to be categorised as a 'Prescribed Premises' in Schedule 1 of the Environmental Protection Regulations 1987. An application to the Department of Water and Environmental Regulation for a works approval is therefore not required.

The subject site is a rural landholding primarily used for agricultural grazing. The proposed site for gravel extraction is cleared of native vegetation and would therefore be exempt from clearing approval.

Council is aware and it should expect increasing demand and interest in raw materials as economic growth continues, and past resources are depleted.

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):

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

LUE4. Recognising and implementing sustainability measures.

Financial Implications

The fee for a new extractive industry application of $795.60 applies.

Voting

Simple Majority

OFFICER RECOMMENDATION

That Council

Approve the Development Application for an Extractive Industry (gravel extraction) at Lot 52 on Deposited Plan 52366, English Road, Williams, lodged by Western Earth Contracting Pty Ltd, with the consent of the landowner, subject to the following conditions:

a) This approval is valid for a maximum period of 5 years from the date of determination, after which the land use must cease unless fresh approval is granted.

b) The area to be mined is restricted 30.79 ha referenced in the application.

c) Restoration, reinstatement, progressive rehabilitation of the excavation site and staging works to achieve a maximum work area of 3.0 ha at any time.

d) 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 to prevent the accumulation of water.

e) There be no dumping of any material, such as building material or metal objects, on extractive industry sites or any other sites that are incompatible with the planned future use of the land. Council will only permit the filling of extractive industry sites with clean material.

f) Minimum setbacks to roads and other property (30 metres unless otherwise approved).

g) 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.

h) Transportation of material from the site 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.

i) No Crushing to be carried out without prior approval from the Council.

j) The permit is non-transferable unless written approval is granted by Council.

k) Hours of operation, including heavy vehicle haulage, are strictly limited to Monday to Saturday, 7:00 AM to 5:00 PM, and other times subject to approval.

l) The applicant must employ adequate dust suppression measures (such as water trucks) during extraction and transport to prevent dust nuisance to neighbouring properties.

m) To prevent spillage and dust during gravel transport, haulage loads must be evenly levelled below the tipper bin walls, completely covered with a heavy-duty, intact

tarp secured tightly at all sides and corners, and occasionally supplemented with moisture control.

n) The applicant must provide photographic evidence of the successful rehabilitation of the site upon expiration of the licence.

o) Harvest & movement bans are to be adhered to during high-fire risk conditions as declared under the Bush Fires Regulations 1954.

p) Financial payment will be required for accelerated wear & tear to the road surfaces, or alternately you as the proponent will repair road surfaces during active carting periods. Repairs to roads are not to occur without prior written approval for the Shire.

q) Traffic Management: signage – either side of the entrance "TRUCKS ENTERING" signs to be visible to all road users.

r) Any changes to the operations from the proposal must be communicated in writing in a timely manner to the Shire & further permissions sought when necessary.

s) 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 complied with.

9.2.9 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	13 November 2026
Voting Requirements	Simple Majority
Disclosure of Interest	Nil
Attachments	Nil

Background

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

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

Comment

The Common Seal was not used since the last Ordinary Council meeting on 21 October 2026.

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

	Decision Type	Property	Date of Decision	Purpose
1	Building Permit	1 Richmond St, Williams	26 October 2026	Building approval for Class 10a non-habitable Colourbond shed & awning (15m x 6m)
2	Fee discount- $90	WA Allstars Dance Academy- Williams Town Hall	26 October 2026	WA Allstars Dance Academy Christmas Spectacular in Williams on Saturday 19 December 2026
3	Mobile Food Trader Licence	As per Mobile Food Vendor policy- Fiesta Mila (Cuballing)	12 November 20926	Itinerant food vendors trading once per week

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 approval Council fees were applied to the above decisions.

Voting

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 21 October 2026 to the 13 November 2026.

10. ELECTED MEMBERS' MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

11.1 ELECTED MEMBERS

11.2 OFFICERS

12. APPLICATION FOR LEAVE OF ABSENCE

13. CLOSURE OF MEETING