



SHIRE OF WILLIAMS

COUNCIL AGENDA

ORDINARY COUNCIL MEETING
WEDNESDAY 11th FEBRUARY 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 11 February 2026, in the Shire of Williams Council Chambers, 9 Brooking Street, Williams, commencing at 4:00pm.



Gemma Boyce

Acting Chief Executive Officer

DISCLAIMER

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SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-32

VALUES / VISION

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

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

ECONOMIC

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

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

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

SOCIAL & CULTURAL

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

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

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

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

LAND USE AND ENVIRONMENT

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

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

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

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

LUE4. Recognising and implementing sustainability measures.



INNOVATION, LEADERSHIP & GOVERNANCE

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

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

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

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

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

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1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

2. RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Elected Members

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

Staff

Gemma Boyce – Acting CEO/Executive Manager of Corporate Services
Tanya Germain – Executive Assistant / Minute Taker

Visitors - Nil

Apologies - Peter Stubbs - Chief Executive Officer (annual leave)

Leave of Absence - Nil

3. PUBLIC QUESTION TIME

4. PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

5. DECLARATIONS OF INTEREST

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting Held 17 December 2025

OFFICERS RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 17 December 2025 as previously circulated, be confirmed as a true and accurate record.

6.2 Register Of Council Resolutions December 2025

The Register of Council Resolutions for December 2025 is provided as Attachment 6.2 for information.

7. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

This year there were eight nominations for our Citizen of the Year awards, which reflects the terrific community spirit our community enjoys. Congratulations to Helen Bunch who was awarded the 2026 Citizen of the Year. We also had an award presented to the Williams Gateway Expo which was received by committee members Anne and Dennis. The Live Local Love Local ran the bar and made a profit of \$2341.49.

Thank you to those involved for making this day possible.

We also welcomed a new Citizen to Australia on this day, congratulations to Alison Roundtree on your citizenship to Australia.

8. OFFICER REPORTS

8.1 CORPORATE AND COMMUNITY SERVICES

8.1.1 Works Report - Asset Management and Improvement

| | |
|----------------------------|---|
| File Reference | 4.1.20 |
| Statutory Reference | Various |
| Author | Tony Kett, Works Manager Peter Stubbs, Chief Executive Officer |
| Date | 10 December 2025 |
| Voting Requirements | Simple Majority |
| Attachments | Nil |

Background

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

Gravel Road Grading Summary

| ROAD NAME | TOTAL LENGTH GRAVEL RD | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE |
|--------------------------|---------------------------|---------|----------|-------|-------|-----|------|
| ANDERSONS ROAD | 2.25 | | | | | | |
| BATES ROAD | 3.52 | | | | | | |
| BOUNDRY ROAD | 0.72 | | | | | | |
| BROWNES ROAD | 0.95 | | | | | | |
| BUEGGE ROAD | 0.33 | | | | | | |
| BULLIED ROAD | 1.61 | | | | | | |
| CARNE ROAD | 6.11 | | | | | | |
| CHAPMAN ROAD | 2.13 | | | | | | |
| CLAYTON ROAD | 11.83 | | | | | | |
| CHURCH ROAD | 1.0 | | | | | | |
| CONGELIN – NARROGIN ROAD | 3.0 | | | | | | |
| COULTER ROAD | 2.32 | | | | | | |
| COWCHER ROAD | 4.04 | | | | | | |
| CULBIN – BORANING ROAD | 17.70 | 17.70 | | | | | |
| CULBIN SOUTH | 2.44 | | | | | | |
| CURTEIS ROAD | 4.29 | | | | | | |
| DARDADINE ROAD | 21.50 | 21.5 | | | | | |
| DARDADINE – SOUTH ROAD | 0.48 | | | | | | |
| DARKAN-QUINDANNING ROAD | 4.6 | | | | | | |
| DEEP DEAN ROAD | 5.76 | | | | | | |
| EDDINGTON ROAD | 2.09 | | | | | | |
| ENGLISH ROAD | 6.56 | | | | | | |
| EXTRACTS ROAD | 12.25 | | | | | | |
| FAWCETT ROAD | 2.87 | | | | | | |
| FOLLAND ROAD | 2.09 | | | | | | |
| FOURTEEN MILE BROOK ROAD | 13.66 | | | | | | |
| GILLET ROAD | 1.12 | | | | | | |
| GLENFIELD ROAD | 8.6 | | | | | | |

| | | | | | | |
|----------------------------|---------------|--------------|--|--|--|--|
| GLENORCHY ROAD | 1.20 | | | | | |
| GRAHAM ROAD | 1.95 | | | | | |
| GULL STREET | 0.48 | | | | | |
| HAMON ROAD | 0.85 | | | | | |
| HARDIE ROAD | 2.0 | | | | | |
| HIGHAMS ROAD | 3.31 | 3.31 | | | | |
| HILLMAN-DARDADINE ROAD | 1.78 | 1.78 | | | | |
| HURLEY ROAD | 13.84 | 13.8 | | | | |
| JOHNSTONE ROAD | 1.29 | | | | | |
| JOSBURY ROAD | 0.56 | | | | | |
| KELLY ROAD | 8.42 | | | | | |
| KENNEDY ROAD | 2.74 | | | | | |
| LAVENDER ROAD | 1.29 | | | | | |
| LYONS ROAD | 1.77 | | | | | |
| MAJOR ROAD | 1.21 | | | | | |
| MARLING ROAD | 7.14 | | | | | |
| MARTIN ROAD | 3.86 | | | | | |
| MATTHEWS ROAD | 2.16 | | | | | |
| MCKENZIE ROAD | 5.43 | | | | | |
| MEDLEN ROAD | 8.26 | | | | | |
| MUNDAYS ROAD | 8.71 | | | | | |
| MUNTHOOLA ROAD | 2.1 | | | | | |
| NARRAKINE ROAD | 8.1 | | | | | |
| NASH ROAD | 5.88 | | | | | |
| NEW TIP ACCESS ROAD | 0.71 | | | | | |
| NORTH ROAD | 1.16 | | | | | |
| NORWOOD ROAD | 0.9 | | | | | |
| OLD SOLDIERS ROAD | 3.92 | | | | | |
| PETCHELL ROAD | 2.09 | | | | | |
| PHILLIP ROAD | 1.77 | | | | | |
| PHILLIS ROAD | 3.44 | | | | | |
| PIG GULLY ROAD | 11.00 | | | | | |
| PINGELLY ROAD | 8.01 | | | | | |
| PLANK ROAD | 4.78 | | | | | |
| PLAYLE ROAD | 3.75 | | | | | |
| REDMAN ROAD | 1.45 | | | | | |
| RICHMOND STREET | 0.27 | | | | | |
| RINTOUL ROAD | 1.61 | | | | | |
| ROCCIS ROAD | 4.13 | | | | | |
| SATTLER ROAD | 5.42 | 5.42 | | | | |
| TAYLOR ROAD | 9.1 | | | | | |
| TIN SHED ROAD | 2.53 | | | | | |
| TIP ROAD | 1.0 | | | | | |
| TOP END ROAD | 1.13 | | | | | |
| WALDOCK ROAD | 1.8 | | | | | |
| WANGERLING GULLY ROAD | 8.86 | | | | | |
| WESTMERE ROAD | 5.01 | | | | | |
| WHITE ROAD | 0.19 | | | | | |
| WILKE ROAD | 3.0 | | | | | |
| YARABIN ROAD | 4.5 | | | | | |
| ZILKO ROAD | 19.31 | | | | | |
| TOTAL LENGTH GRADED | 350.94 | 63.51 | | | | |

Strategic Implications

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

- SC 1.1 Provide, maintain and improve community infrastructure.
- LUE 1.1 Ensure that the townsite is maintained to a high standard.
- LUE 2.2 Ensure townsite amenities are maintained and improved where required.

Financial Implications

Funds for the maintenance of the town and facilities are included in the 2025/2026 Annual Budget.

OFFICERS RECOMMENDATION

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

8.1.2 Payment Listing

| | |
|-------------------------------|--|
| File Reference | 4.23.15 |
| Statutory Reference | Local Government (Financial Management) Regulations 1996 |
| Author | Gemma Boyce, Executive Manager of Corporate Services |
| Date | 2 February 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 8.1.2 (1) - Payment listing Dec 25 Att 8.1.2 (2) – Payment listing Jan 26 |

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 \$1,107,215.51, approved by the Chief Executive Officer for months of December 2025 and January 2026 as follows be endorsed.

1. \$722,728.26 during the month of December 2025.
2. \$384,487.25 during the month of January 2026.

8.1.3 Financial Statements

| | |
|-------------------------------|--|
| File Reference | 4.23.15 |
| Statutory Reference | Local Government (Financial Management) Regulations 1996 |
| Author | Gemma Boyce, Executive Manager of Corporate Services |
| Date | 2 February 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 8.1.3 (1) – Monthly Financial Report December 2025 Att 8.1.3 (2) – Monthly Financial Report January 2026 |

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 December 2025 and 31 January 2026, be received.

8.2 CHIEF EXECUTIVE OFFICER'S REPORT

8.2.1 Community Assisted Transport Service (CATS)

| | |
|-------------------------------|---|
| File Reference | 7.70.55 |
| Statutory Reference | N/A |
| Author | Peter Stubbs, Chief Executive Officer |
| Date | 5 January 2026 |
| Voting Requirements | Simple Majority |
| Disclosure of Interest | Nil |
| Attachments | Att 8.2.1 (1) - Shire of Narrogin letter of request Att 8.2.1 (2) - Memorandum of Understanding Att 8.2.1 (3) - Clients by Residence 2024-25 Att 8.2.1 (4) - CATS Brochure 2025-26 |

Background

The Shire of Narrogin has requested a contribution from the Shires of Cuballing, Williams, Wagin, West Arthur and Boddington towards the Community Assisted Transport Service (CATS) it operates. CATS provides transport assistance for people in need of that from the region to metropolitan hospitals and specialist care.

The Shire of Narrogin's letter of request is provided as Attachment 1, and a proposed Memorandum of Understanding (MOU) is provided as Attachment 2.

The number of people/clients using the CATS from each community for the past year is provided as Attachment 3.

In May 2018 Council made the following decision in relation to this service.

Council Resolution

That Council advise the Shire of Narrogin that it will consider the allocation of \$500 in the 2018/19 Budget as a contribution to the changeover cost of the Community Assisted Transport Service (CATS) vehicle, reflecting the proportion of the usage by residents of the Shire of Williams.

Carried 5/2

Carne / Medlen

Resolution 191/18

At the Ordinary Council meeting held on the 17 April 2024 Council resolved as follows.

COUNCIL RESOLUTION

Moved: Cr Major

Seconded: Cr Macnamara

That Council advise the Shire of Narrogin that it will consider the request for a \$500.00 contribution towards the Community Assisted Transport Service (CATS) it coordinates in its 2024-25 budget.

Carried 7/0

Resolution 105/24

Comment

Funding was not included in the current 2025-26 budget for this purpose.

Requested support for the CATS services seems to be raised regularly and Council is encouraged to make a clear decision about whether it will support the service or not.

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.

Financial Implications

There is financial implication in the 2026-27 budget of up to \$750.00 and future yearly contributions of this amount in accordance with the proposed MOU.

There is no financial implication for the 2025-26 budget.

OFFICERS RECOMMENDATION

That Council,

1. Include an allocation of \$500 membership and operating costs of up to \$250 in its 2026/27 budget to support the regional Community Assisted Transport Service operated by the Shire of Narrogin.
2. Approve signing of the Memorandum of Understanding for this service.

8.2.2 Narrogin Regional Road Subgroup - Proxy Representation

| | |
|-------------------------------|---------------------------------------|
| File Reference | 12.15.31 |
| Statutory Reference | <i>Local Government Act 1995</i> |
| Author | Peter Stubbs, Chief Executive Officer |
| Date | 24 December 2025 |
| Voting Requirements | Simple Majority |
| Disclosure of Interest | Nil |
| Attachments | Nil |

Background

The Narrogin Regional Road Subgroup consists of representative elected member delegates from each of the Shires of Narrogin, Cuballing, West Arthur and Williams.

The Subgroup considers road funding applications from members Shires and makes recommendations to the Regional Road Group.

Council appointed the Shire President Cr Jarrad Logie as its representative on the Narrogin Regional Road Subgroup at its Ordinary Council meeting in October 2025. No proxy delegate was appointed.

Cr Logie also chairs the Narrogin Regional Road Subgroup.

Appointments to Committees are usually for a two-year period and reviewed at the first opportunity after general local government elections (or extraordinary elections), with the next general local government election scheduled for October 2027.

Comment

This report seeks to have Council appoint a proxy representative to the Narrogin Regional Road Subgroup.

Strategic Implications

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

ILG 3. Effective collaboration and shared services with other relevant Local, State and Federal Government agencies, industry and community organisations.

Financial Implications

Fees associated with - usually two to three meetings per year.

OFFICERS RECOMMENDATION

That Council appoint Cr Bernie Panzzia as its proxy delegate the Narrogin Regional Road Subgroup.

8.2.3 Request to Extend Planning Approval for Proposed Service Station, Lot 889 Albany Highway

| | |
|-------------------------------|--|
| File Reference | 10.60.15 |
| Statutory Reference | Planning and Development Act & Regulations 2015 |
| Author | Peter Stubbs, Chief Executive Officer |
| Date | 6 January 2025 |
| Voting Requirements | Simple Majority |
| Disclosure of Interest | Nil |
| Attachments | Att 8.2.3 (1) - Development Application Extension Request Att 8.2.3 (2) - Amended Plans Approval Att 8.2.3 (3) - State of Emergency Extension Shire Confirmation |

Background

Council has received a request to approve a three-year extension of the Development Approval for a proposed Service Station at Lot 889 Albany Highway (Attachment 1).

The original Development Approval was approved by Council in June 2019, subject to a number of conditions, this approval was provided with a three-year time period to substantially commence works.

In April 2021, an amended Development Approval was issued, which modified several of the original conditions, including Condition 14, which stipulated that the Development Approval timeframe was provided for a three-year period from the date of the approval letter, being April 2021 (Attachment 2).

In addition to the above, an additional two-year extension was applied through the State of Emergency Declaration related to Covid period which was deemed to have impacted development generally in Western Australia. It was confirmed through correspondence from the Shire of Williams in June 2024 (Attachment 3), that the development approval was valid until April 2026 and that it would expire at that time unless the proposed project was substantially progressed in accordance with all conditions, or a further extension is approved.

The request for the Development Application extension (Attachments 1, 2 & 3) was provided by email to elected members on the 6 January 2026.

Comment

The request is largely self-explanatory in Attachment 1 to this report. Council have the option to approve the extension request, not approve it, or reach some other decision.

Council is taking positive steps to advance the 23 hectares of land Zoned industrial which it owns adjacent to Lot 889. This has the potential to add value to Lot 889 and the value proposition for investment and development on this Lot.

Given the original Development Approval was 2019, and momentum in the economy, the Officers recommendation is that a two-year extension be approved, rather than three years to incentivise development.

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.

Financial Implications

A \$295.00 statutory fee is applicable under the *Planning and Development Regulations 2009 - Maximum fees for certain planning services - Schedule 2*

“Determining an application for a change of use or for an alteration or extension or change of a non-conforming use to which item 1 does not apply, where the change of the alteration, extension or change has not commenced or been carried out.”

OFFICERS RECOMMENDATION

That Council approve a two-year extension to April 2028 for the Development Approval requested by the proponents for a proposed service station at Lot 889 Albany Highway, Williams.

8.2.4 Audit, Risk and Improvement Committee- Terms of Reference and Appointments

| | |
|-------------------------------|---|
| File Reference | 4.1.20 |
| Statutory Reference | <i>Local Government Act 1995, Part 7 Audit. Local Government Amendment Act 2024</i> |
| Author | Peter Stubbs, Chief Executive Officer |
| Date | 13 January 2026 |
| Voting Requirements | Simple Majority |
| Disclosure of Interest | Nil |
| Attachments | Att 8.2.5 - Audit, Risk & Improvement Committee Terms of Reference (draft) |

Background

The purpose of the Audit, Risk and Improvement Committee (ARIC) is to advise the Council in relation to internal and external audit, compliance, risk management and improvement matters as well as the Shire of Williams financial statements.

At the Ordinary Council meeting 22 October 2025, Council appointed its Audit, Risk and Improvement Committee as Cr Logie, Cr Price, Cr Panizza and Cr Harding.

The Local Government Amendment Act 2024 now requires that the Presiding member and Deputy Presiding member cannot be a Council member of the local government.

An independent Presiding member and Deputy of the Presiding member must be appointed no later than 4 June 2026.

Comment

It is common practice for Local Government Councils to make appointments to Committees for a two-year period following each general Local Government election, to accommodate the views of newly and current elected members.

The Western Australian Local Government Association (WALGA) has supplied member Councils with a panel list of the names of ten people who have indicated their willingness to be appointed as Presiding member and Deputy of the Presiding Members of the ARIC's.

It is proposed that Council make the appointments for the required independent Presiding member and Deputy to the Presiding member at its ordinary Council meeting on the 18 March 2026.

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):

Financial Implications

Appointees to Committees are entitled to the sitting fees adopted by Council and reasonable travel expenses. Meeting attendance can be via electronic means to reduce costs (or for convenience).

OFFICERS RECOMMENDATION

That Council

1. Approve and adopt the Terms of Reference for the Audit, Risk and Improvement Committee.
2. Authorise the CEO to advertise and seek expressions of interest from people to establish the required independent Presiding member and Deputy Presiding member for Council's Audit, Risk and Improvement Committee, for the period to December 2027, and to report to the ordinary Council meeting on the 18 March 2026 via its Audit, Risk and Improvement Committee.

8.2.5 Chief Executive Officer Performance Review and Key Performance Indicators

| | |
|-------------------------------|--|
| File Reference | Various |
| Statutory Reference | Local Government Act 1995. Local Government (Administration) Regulations 1996 (Admin Regulations) |
| Author | Peter Stubbs, Chief Executive Officer |
| Date | 11 February 2026 |
| Voting Requirements | Absolute Majority |
| Disclosure of Interest | The CEO declares a financial interest as the performance review has the potential to impact his employment contract. |
| Attachments | To be emailed Monday 9 February 2026 |

Background

Under the Local Government Act 1995, the council is responsible for the employment of the Chief Executive Officer (CEO) to manage the functions and operations of a local government. The Local Government (Administration) Regulations 1996 set out the minimum standards for CEO performance reviews.

As a council, there is an obligation to ensure that the performance review of the CEO has been carried out in accordance with those standards.

The Local Government Act 1995 requires,

5.38. Annual review of employees' performance

- (1) A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.
- (2) The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.
- (3) A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.

Local Government (Administration) Regulations 1996 (Admin Regulations)

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

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

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

The CEO holds an important operational and financial role in the local government as head of the administration. Allowing the community to view progress against CEO KPI's is another measure of confidence to track how a local government is performing overall. Complex factors may be at play, not all of which are within the CEO's control.

The CEO standards require that CEO performance criterion (both contractual and additional) must contain:

- The aspect of the CEO's role to which the performance criteria applies.
- The indicator that will be used to assess the performance against those criteria.
- The target to be achieved in order for the performance criteria to be met.
- The evidence which will be used for determining whether the target is achieved.

The CEO's performance review report must rate the following against each criterion:

- What was the target to be achieved?
- Was the target:
 - achieved
 - not achieved or
 - achievement could not be determined.
- If the target was not achieved, whether this was beyond the CEO's control or not, - why?
- If no determination could be made, why?

The performance criteria of a CEO must be published with the minutes of the meeting of the council where criteria were approved, either as part of the CEO's contract approval, or as an approval of additional criteria.

Reports on the CEO's performance, including the CEO's response, are to be published with the minutes of the meeting at which that performance review was conducted.

The following matters in Schedule 2 of the *Local Government (Administration) Regulations 1996* (Admin Regulations) are relevant.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
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- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Comment

The CEO completed self-assessment of his performance against the criteria in his job description in January 2026.

The Shire President and Deputy Shire President circulated that for comment to Councillors and then met with the CEO to discuss and complete the performance review for the 2025 year. The CEO performance for 2025 was deemed to be satisfactory.

Key performance criteria and measures for 2026 were discussed, documented and are attached to this report.

Strategic Implications

The CEO performance and key performance indicators are a key driver and influence on achieving the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2022 to 2032.

Financial Implications

As per the CEO contract.

OFFICER'S RECOMMENDATION

That Council

1. Receive and endorse the Chief Executive Performance review for 2025.
2. Adopt the CEO key performance indicators documented and attached to this report for the 2026 year.

8.2.6 Change of Ordinary Council Meeting Date - March 2026

| | |
|-------------------------------|---|
| File Reference | 4.1.60 |
| Statutory Reference | Local Government Act 1996 |
| Author | Gemma Boyce, Acting Chief Executive Officer |
| Date | 2 February 2026 |
| Voting Requirements | Simple Majority |
| Disclosure of Interest | Nil |
| Attachments | Nil |

Background

Council determined that the Ordinary Council meeting for March 2026 would be held on Wednesday 18 March 2026, and this has been advertised accordingly.

Comment

It is recommended that Council change the date of the Ordinary Council meeting for March 2026 from the 18 March to Wednesday the 25 March.

The purpose of the recommended change of meeting date is to provide time for evaluation of the tender submissions for the indoor court project. Tenders close at 4pm on Monday 9 March 2026. Moving the Council meeting date back one week will provide sufficient time for evaluating the tenders and produce a report to Council to appoint a preferred tenderer. This would avoid the need for a Special Meeting of Council for this purpose, or delays in the appointment of a preferred tenderer (project slippage).

Strategic Implications

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

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

Financial Implications

Nil

OFFICER'S RECOMMENDATION

That Council change the date of the Ordinary Council meeting from Wednesday 18 March 2026 to Wednesday 25 March 2026 commencing at 4pm to enable time for the evaluation of tenders for the Indoor Court project.

8.2.7 Endorsement of Bushfire Risk Management Plan 2025 – 2030

| | |
|----------------------------|--|
| File Reference | 4.1.20 |
| Statutory Reference | Various |
| Author | Peter Stubbs, Chief Executive Officer |
| Date | 27 January 2026 |
| Voting Requirements | Simple Majority |
| Attachments | Att 8.2.7 (1) - Bushfire Risk Management Plan 2025 – 2030 Att 8.2.7 (2) - Letter of Endorsement from DFES |

Background

At the June 2025 Ordinary meeting of council, the 2025 – 2030 Bushfire Risk Management Plan was presented and adopted by Council.

OFFICERS RECOMMENDATION AND COUNCIL RESOLUTION

Moved: Cr Macnamara

Seconded: Cr Panizza

That Council adopt the 2025 – 2030 Bushfire Risk Management Plan as presented subject to approval of the Plan by DFES.

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

Against: Nil

Carried: 6/0

Resolution: 114/25

Comment

The report was received back from DFES with minor changes to be made. With the changes made as recommended the report was then re endorsed by the Office of Bushfire Risk Management (OBRM) on the 15 July 2025. The report is now requiring adoption by Council.

Strategic Implications

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

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

Financial Implications

Nil

OFFICER'S RECOMMENDATION

That Council adopt the 2025 – 2030 Bushfire Risk Management Plan, as presented, as endorsed by DFES 15 July 2025.

8.2.8 Use of Common Seal and Decisions Under Delegated Authority

| | |
|-------------------------------|---------------------------------------|
| File Reference | Various |
| Statutory Reference | Local Government Act 1996 |
| Author | Peter Stubbs, Chief Executive Officer |
| Date | 10 December 2025 |
| 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 17 December 2025.

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

| Decision Type | Name/Property | Date of Decision | Purpose |
|---------------------|---|------------------|---|
| 1 Building Permit | 18 Channon St, Williams. Harry Worth, (Murray River North Pty Ltd T/A TR Homes) | 24 Dec 2025 | Residential house 4 x 2 (value \$782,717) |
| 2 Planning Approval | 42 Lavender Street, Williams. Callum Fawcett | 5 January 2026 | Carport – (Steel, Stratco) (value \$2,500) |
| 3 Planning Approval | 157 Narrogin Road Peter Ryan, (Budo Group Pty Ltd) | 14 January 2026 | 2 x 1 modular home, connected to water scheme and power grid. (value \$150,000) |

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

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

Strategic Implications

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

- ILG 2.2 Maintain accountability, transparency and financial responsibility.
- ILG 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

The standard building approval Council fees were applied to the above decisions.

OFFICER'S RECOMMENDATION

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 17 December 2025 to the 9 February 2026.

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