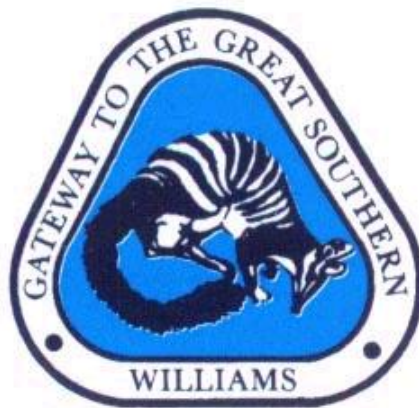


# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING HELD ON  
WEDNESDAY 15TH JULY 2015***



## **COUNCIL DIARY**

**WEDNESDAY 15<sup>TH</sup> JULY 2015**

1.00pm

Ordinary Meeting

3.00pm

Men's Shed Deputation

**WEDNESDAY 19<sup>TH</sup> AUGUST 2015**

1.00pm

Ordinary Meeting



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## MINUTES – ORDINARY MEETING OF COUNCIL HELD 15<sup>TH</sup> JULY 2015

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1. Minutes
2. Appendices
3. Payment Listing
4. Financial Statements
5. Status Report
6. Info Statement



## SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

OFFICE HOURS: MONDAY TO FRIDAY: 8.30 a.m. to 5.00 p.m.

TELEPHONE (08) 9885 1005 FACSIMILE (08) 9885 1020 EMAIL [shire@williams.wa.gov.au](mailto:shire@williams.wa.gov.au)

All communications to be addressed to the Chief Executive Officer, P.O. Box 96, Williams, W.A. 6391.

Your Ref:

Our Ref:

### NOTICE OF MEETING

You are respectfully advised that the next ordinary meeting of Council will be held in the Council Chambers at 1.00pm on Wednesday 15<sup>th</sup> July 2015.

Yours faithfully

**Ryan Duff**  
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.



# AGENDA

## 1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 1.10pm.

## 2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher      President  
Cr David Earnshaw    Deputy President  
Cr Greg Cavanagh  
Cr Richard Johnstone  
Cr Gilbert Medlen  
Cr Natalie Major  
Cr Jarrad Logie  
Cr Peter Paterson

Ryan Duff              Chief Executive Officer  
Cara Ryan              Manager of Finance  
Heidi Cowcher        Economic Development Officer (1.12pm to 1.37pm)  
Tony Kett               Works Supervisor (1.39pm to 2.07pm)  
Steve Friend            Environ. Health Officer/Building Surveyor (2.09pm to 2.34pm)

### Apologies

Cr Moya Carne

### Visitors

Byron Cowcher        (2.09pm to 2.25pm)  
Karen Carmody        (2.09pm to 2.25pm)  
Tony Silipo             (2.09pm to 2.25pm)  
Lawrence Rose        (2.58pm to 3.27pm)  
David Lawrie          (2.58pm to 3.27pm)  
Ian Mitchell            (2.58pm to 3.27pm)  
Ted Gillett             (2.58pm to 3.27pm)  
Jeff Gillett             (3.05pm to 3.27pm)



### **3.0 PUBLIC QUESTION TIME**

### **4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS**

Mens Shed Deputation is scheduled for 3.00pm.

Mr Lawrence Rose, Mr David Lawrie, Mr Ian Mitchell and Mr Ted Gillett from the Williams Mens Shed, entered the meeting at 2.58pm. Mr Jeff Gillett entered the meeting at 3.05pm.

The President welcomed the gentlemen and invited them to present their case to Council regarding the development of a Mens Shed.

Mr Rose began by thanking Council for taking the time to listen to their presentation. The Australian Mens Shed Association visited Williams and 27 interested people from Williams attended the meeting. A registration fee was paid to join the Association by the Shire and the starter kit was issued. Williams Men Shed are now incorporated, registered for GST and have a bank account.

The men are now looking for a premise to house their group. They have looked and researched other Mens Sheds within the Wheatbelt and all of the sheds visited have had assistance from their local Council, whether it be sourcing the land/building or funding. The Mens Sheds that were visited varied in size, use and members. "The Mens Shed is whatever the members want to make it". The men are looking for a location that has good accessibility, can house a 20m x 10m shed and most importantly centrally located in town.

The men are seeking assistance from Council to source land, premises and to provide assistance to source funding.

The President thanked the gentlemen for their presentation and invited them to Afternoon Tea.

#### **Afternoon Tea**

Council adjourned for afternoon tea at 3.27pm and resumed the meeting at 3.58pm at 8.5 Manager of Finance's Report.



## 5.0 DECLARATIONS OF INTEREST

<b>DECLARATION OF INTEREST</b>	
Name / Position	Greg Cavanagh/Councillor
Item No. / Subject	8.4.4 / Lot 352 Pinjarra Williams Rd, Quindanning – Caravan Park
Type of Interest	Proximity Interest
<b>DECLARATION OF INTEREST</b>	
Name / Position	Jarrad Logie/Councillor
Item No. / Subject	8.5.4 / Adoption of 2015/2016 Budget <i>Part A – Municipal Fund Budget for 2015/2016 - Capital Expenditure for Glenfield Rd and Cornwall/Brooking St Intersection</i>
Type of Interest	Proximity Interest
<b>DECLARATION OF INTEREST</b>	
Name / Position	Greg Cavanagh/Councillor
Item No. / Subject	8.5.4 / Adoption of 2015/2016 Budget <i>Part A – Municipal Fund Budget for 2015/2016 - Capital Expenditure for Zilko Rd</i>
Type of Interest	Proximity Interest
<b>DECLARATION OF INTEREST</b>	
Name / Position	Richard Johnstone/Councillor
Item No. / Subject	8.5.4 / Adoption of 2015/2016 Budget <i>Part A – Municipal Fund Budget for 2015/2016 - Capital Expenditure for Zilko Rd</i>
Type of Interest	Proximity Interest





<b>DECLARATION OF INTEREST</b>	
Name / Position	John Cowcher/President
Item No. / Subject	8.5.4 / Adoption of 2014/2015 Budget <i>Part E – Elected Members Fees and Allowances for 2015/2016</i>
Type of Interest	Financial Interest

## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 SPECIAL MEETING OF COUNCIL HELD 17<sup>TH</sup> JUNE 2015

#### **Officer's Recommendation**

That the Minutes of the Special Meeting held on 17<sup>th</sup> June 2015, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Earnshaw/Paterson***

That the Minutes of the Special Meeting held on 17<sup>th</sup> June 2015, as previously circulated, be confirmed as a true and accurate record.

**Carried 8/0  
Resolution 1/16**

### 6.2 ORDINARY COUNCIL MEETING HELD 17<sup>TH</sup> JUNE 2015

#### **Officer's Recommendation**

That the Minutes of the Ordinary Meeting held on 17<sup>th</sup> June 2015, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Cavanagh/Paterson***

That the Minutes of the Ordinary Meeting held on 17<sup>th</sup> June 2015, as previously circulated, be confirmed as a true and accurate record.

**Carried 8/0  
Resolution 2/16**



**7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**  
**8.0 REPORTS**



## 8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

The Economic Development Officer Heidi Cowcher entered the meeting at 1.12pm to discuss her report.

### 8.1.1 4WDL WELL AGED HOUSING PROJECT

<b>File Reference</b>	EDO Files	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Heidi Cowcher	10 <sup>th</sup> July 2015

#### Background

The Shire of Williams, as lead agency on behalf of the 4WDL/Kent Regional Group, has secured to date the following funding:

- CLGF Regional Funding 2011/12 (complete construction of 10 units)
  - \$1,972,409 (all funding has been expended.)
- R4R Regional Community Services Funding (construction of 14 units)
  - \$5,023,646 (\$838,470 remaining to spend)
- CLGF Regional Funding 2012/13 (construction of 7 units)
  - \$1,972,409 (\$950,595 remaining to spend)

Additional funding has been sought to construct a further 14 units across the 7 shires under the Southern Investment Initiative (State). The application is for \$5,023,648.

#### Comment

The 2011/12 CLGFR allocation of \$1,972,409 (plus interest) has all been expended as at 30<sup>th</sup> September 2014. The Final Report and Acquittal was completed and signed by the Shire Auditors on 7<sup>th</sup> May and submitted to the Department for their review. As the report has not been signed off by the Department as yet, the Shire has an ongoing responsibility to submit quarterly reports until we have been released from financial and reporting obligations. A quarterly report for April-June 2015 was submitted on 30<sup>th</sup> June 2015 reporting nil expenditure and nil activity as project is complete.

The RCSF funding has had an extension for the completion of expenditure granted to **30<sup>th</sup> September 2015**, with the final report and acquittal to be submitted by 31<sup>st</sup> December 2015. Once units are complete, the Shire of Williams will conduct an independent inspection of the units across the project area to ensure compliance with Universal Access Design principles as per the FAA.

Update on RCSF expenditure:

Shire	Funds allocated	Remaining	% complete	Units to be built
West Arthur	\$415,100	\$24,496	94.14%	2 (under construction)
Williams	\$715,000	\$13,451	98.13%	2 (complete)
Wagin	\$688,130	\$0	100%	2 (under construction)
Dumbleyung	\$664,400	\$263,707	60.56%	2 (under construction)
Lake Grace	\$978,930	\$221,413	77.52%	3 (1 completed in LG, 2 under construction in Newdegate)
Woodanilling	\$707,600	\$96,546	86.44%	2 (under construction)
Kent	\$854,486	\$210,755	75.56%	2 (units are complete onsite)
<b>TOTAL</b>	<b>\$5,023,646</b>	<b>\$830,368</b>	<b>inc 83.59%</b>	
	<b>+ interest</b>	<b>interest</b>		



The 2012/13 CLGFR funding (\$1,972,409 to construct 7 units) is due for completion **11<sup>th</sup> February 2016**. The final report will be required to be completed by 11<sup>th</sup> May 2016.

Update on 2012/13 expenditure:

Shire	Funds allocated	Remaining	Units to be built
West Arthur	\$608,082.25	\$115,102	2 (under construction)
Williams	\$183,162.25	\$1907	1 (complete)
Lake Grace	\$538,082.25	\$135,806	2 (under construction)
Woodanilling	\$643,082.25	\$181,656	2 (under construction)
<b>TOTAL</b>	<b>\$1,972,409</b>	<b>\$434,471</b>	
	<b>+ interest</b>	<b>inc interest</b>	

#### SII Funding

The Business Case was submitted on 27<sup>th</sup> February 2015 and has been assessed by KPMG as part of their due diligence assessment as directed by the Department of Regional Development. Additional information was required and was submitted on 20<sup>th</sup> April 2015. At this stage it is unknown when the outcome will be advised as we were of the belief that we would have known by now. The project is still 'in the pipeline' and to our understanding is yet to be submitted to Cabinet for their approval. Aged housing is a priority project for the funding and so the project has a reasonable chance of being funded.

#### Financial Implications

Nil for 2015/16.

#### Voting Requirements

Simple Majority

#### Officers Recommendation

For information only.

### 8.1.2 WILLIAMS SWIMMING POOL – COMMUNITY POOL REVITALISATION GRANTS 2015/16

<b>File Reference</b>	11.20.20
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Heidi Cowcher 10 <sup>th</sup> July 2015

#### Background

In 2014 the Department of Sport and Recreation launched a new funding program granting up to \$30,000 to swimming pools to assist regional local governments with the cost of maintaining and upgrading an aquatic centre. Williams was granted the funding in November 2014 and has submitted its acquittal for the funding that is due 15<sup>th</sup> June 2015. The 2014/15 funding was allocated to general maintenance at the Williams Swimming Pool. The funding has been submitted for acquittal. We have yet to be advised of the outcome of that acquittal, as well as the announcement of the new funding round.

#### Comment

Council is eligible to once again apply for this funding of \$30,000 for the 2015/16 season, with applications expected to open shortly.



Last month, a suggestion was made that the funding be applied for to install solar heating at the pool based on feedback that has been provided by users for many years on the temperature of the pool.

Due to the anticipated cost of installing solar heating, and during our initial investigations, it is suggested that consideration be given to seeking funding to install solar power at the pool. This would offset some of the current power costs at the pool, which in turn would release additional funds to the possibility of installing solar heating at the pool using the Community Pool Revitalisation scheme funding in 2016/17 (if the funding continues, which we have been advised it quite likely to).

Quotes have been obtained from the following companies at this stage, and a further quote would be sought if the installation of solar power concept is supported by Council.

*Solargain*

15kW system	\$21,445 excl GST	Renesola panels/Fronius inverters
18kW system	\$24,718 excl GST	Renesola panels/Fronius inverters

*Infinite Energy*

15kW system	\$24,266 excl GST	REC panels/Fronius inverters
15kW system	\$22,419 excl GST	Canadian solar panels/SMA inverters

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That Council consider applying the 2015/16 DSR Community Pool Revitalisation Grant to the ?????

**Council Resolution**

***Major/Cavanagh***

That Council apply for the 2015/16 DSR Community Pool Revitalisation Grant to be allocated to solar power for the pool.

**Carried 8/0  
Resolution 3/16**

**8.1.3 WILLIAMS LIONS PARK REDEVELOPMENT PRECINCT PLAN**

<b>File Reference</b>	EDO Files
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Heidi Cowcher 13 <sup>th</sup> July 2015

**Background**

The Shire applied to the WDC's Community Chest Funding in December 2014 for \$20,000 to assist with the engagement of a suitably qualified professional to provide assistance and design guidance on the proposed



redevelopment of the Williams Lions Park. The Shire received advice that the funding had been successful in March 2015 and in April appointed UDLA to complete the work.

**Comment**

A Community Reference Group has been established, made up of Crs Major and Carne, Craig Manton from Main Roads, Lawrence Rose from the Williams Business Group and Debbie Kemp from the Williams CRC. The CEO and EDO are part of the committee, ex-officio.

A Methodology has been presented by UDLA to outline timelines and deliverables as follows:

Phase 1 – Start Up and Reverse Brief (complete late June 2015)

UDLA to provide a brief for the project including fees and timelines.

Deliverables – initial start-up meeting with Shire of Williams staff to discuss desired project outcomes (complete)

Phase 2 – Site Selection, ‘Visioning Framework’ and Brief (due late August 2015)

This site selection process has been added to the scope of work and will assist the Shire to understand the type of precinct that each site will accommodate and the subsequent benefits for the town. The two sites being compared (at the request of Council) are the current Lions Park and the Main Roads owned block opposite the Post Office. A feature survey has been completed on each site to assist UDLA in preparing initial assessments between the two sites. The following will be examined for each location:

- ✓ Site baseline information
- ✓ Site constraints and opportunities (SWOT analysis)
- ✓ Site characterisation, or type of park suitable to either location
- ✓ Stakeholder inputs, governance considerations and realistic budget scenarios
- ✓ Affirmation of a Vision for the town provided by either scenario

Deliverables – UDLA to provide a visioning framework and brief for each site (A4 report x 5 pages per site). This report will then be presented to the Community Reference Group within 2 weeks (and Council if time permits) for endorsement of the selected site. Once the final site has been confirmed, UDLA will consolidate the brief for the chosen site with agreed Objectives and Design Principles (2 x A4 pages).

Phase 3 – Sketch of the Agreed Site (due late September 2015)

UDLA will test the objectives and design principles of the one agreed site through 2 x sketch design scenarios for shire comment.

Deliverables – 2 x sketch design scenarios (A3) for presentation to Community Reference Group (and Council if time permits)

Phase 4 – Draft Concept Option and Community Engagement Session (mid-October – will try for school holidays to maximise visitor usage of Lions Park)

UDLA and the Shire will facilitate a day long Community and Visitor Drop-In Session inviting attendees to record ‘how are we tracking’ and provide input into the proposed draft precinct masterplan.

Deliverables – concept plan; UDLA will consolidate feedback provided. Shire to also seek feedback from stakeholders otherwise not able to attend session. Draft option of probable costs will also be provided.



Phase 5 – Final Concept Precinct Masterplan and Report (November)

Final report to be prepared following Community and Visitor Drop in session and stakeholder engagement feedback consolidation.

Deliverables – final report and probable costs for the development of the selected site.

Council are requested to consider the Main Roads block and the extent to which they wish the site to be viewed in regards to the redevelopment of the Williams Lions Park. The entire Main Roads block is approx. 6ha, considerably larger than the current Lions Park. Please refer to EDO Appendix 1.

**Financial Implications**

Funds have been budgeted for in the 2015/16 Budget

**Voting Requirements**

Simple Majority

**Officers Recommendation**

Council determine the extent to which the Main Roads site is to be considered in the proposed redevelopment of the Williams Lions Park.

**Council Resolution**

***Cavanagh/Major***

Council determine that the portion of the Main Roads site opposite the Post Office be included in the proposed redevelopment of the Williams Lions Park as an option for consideration.

**Carried 8/0  
Resolution 4/16**

**8.1.4 EDO REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That the EDO's report as presented be received.

**Council Resolution**

***Johnstone/Earnshaw***

That the EDO's report as presented be received.

**Carried 8/0  
Resolution 5/16**

**Heidi Cowcher**

**Economic Development Officer**

**13<sup>th</sup> July 2015**

*Ms Cowcher left the meeting at 1.37pm.*



## 8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 1.39pm to discuss his report.

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	9 <sup>th</sup> July 2015

### 8.1.5 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Glenfield Rd	13.6
Graham Rd	1.9
Congelin-Narrogin Rd	6.1
Pingelly Rd	8.1
Roccis Rd	4.1
Gillett Rd	1.1
Tip Rd	1.0
<b>Total Length for the Month</b>	<b>35.9 km</b>

### 8.1.6 ROAD MAINTENANCE WORKS

- Patch and drainage on Darkan Rd

### 8.1.7 UPCOMING WORKS & ITEMS ON ROAD CONSTRUCTION PROGRAM

Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Status	Comment
York-Williams Rd (19.50km)	Shoulder widening and Seal from 6m to 7m	11.60	18.60	7.00	All gravel in.	Polycom-ing the gravel pieces. Completed
York-Williams Rd (19.50km) 2013-14 RRG Funding	Shoulder widening and Seal from 6m to 7m	4.60	11.60	7.00		Sealed.
Tarwonga-Dardadine (21.50km)	Clearing, gravel sheeting	7.60	10.60	3.00		Tree clearing going on
Brooking St ROW	Seal and Kerb				Not started.	
Bowling Club Car Park	Seal and Kerb					Completed
Aged Homes	Drainage, seal and kerb					Completed
New Hockey Oval	Install lights and reticulation and plant grass					Retainer wall in. Fence up.





MINUTES – ORDINARY MEETING OF COUNCIL HELD 15<sup>TH</sup> JULY 2015

**8.1.8 MECHANICAL REPORT**

Plant Description		Driver	Date Purchased	Hours/Kms Dec. 2015	Works Completed this month
Ford FG G6E Sedan WL 16	Light Vehicles	Cara Ryan	July 2011	106,567 km	
Toyota Kluger 16 WL		Ryan Duff	10 Sep 14	9,746 km	
Holden Rodeo Dual Cab Utility WL5499		Maintenance	5-Nov-04	215,838 km	
Isuzu D-Max WL 19		Tony Kett	9-Sep 14	8,076 km	
Kia 2 Tonne Truck WL 5414		Jeff Cowan	9-Oct-07	110,275 km	New windscreen
Holden Rodeo Crew Cab Utility WL842		Andrew Wood	15-Nov-06	270,182 km	New windscreen
Holden Rodeo Single Cab Utility WL 826		James Lenehan	20-Nov-06	97,135 km	
Mitsubishi Triton Single Cab Utility WL 430		Stewart Cowcher	22-Sep-99	222,272 km	New windscreen
Multipac Multi-Tyre Road Roller WL49	Construction Equipment	Ray Scobie	21-Oct-04	5,610 hr	New rocker cover gasket, new brakes and drums, bearings, seals and diff
Vibromax Roller WL 126			29-Sep-04	3,588 hr	
Caterpillar 12M Grader WL61		Richard Hewitt	Dec 2011	2,720 hr	
Caterpillar 12m Grader WL361		Andrew Wood	20-Oct-06	128 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	3,760 hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	5,418 hr	
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	2,181 hr	
John Deere MFWD Tractor WL 767		Works	21-Oct-97	9,400 hr	
Toro Reelmaster SP mower WL5502		Works	Aug-09	680 hr	
Kubota Generator		Refuse Site		2,143 hr	
Toro Z597 Ride on Mower WL 731	Parks & Gardens	Jeff Cowan	1-Oct-06	1,542 hr	Serviced
Toro Z400 Kholer Ride on Mower WL5302		Jeff Cowan	8-Aug-05	533 hr	Serviced, replaced pulley
Honda TRX Four Wheel M/Cycle WL 429		Jeff Cowan	20-Mar-00	1,311 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	233,600 km	
Isuzu FVZ1400 Tip Truck WL 093			31-Dec-03	250,462 km	
Mercedes Benz Actross Prime Mover WL91	Trucks & Trailers	Phil Reed	21-Dec-05	256,706 km	



Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	164,256 km	
Isuzu NPR 300 Truck WL 016		Ray Scobie	21-Jan-13	39,219 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	107,475 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	106,049 km	
Howard Porter Pig Trailer WL3792		Justin Murdock	10-Dec-08	106,456 km	

**8.1.9 STAFF**

- Nil to report

**8.1.10 TOWN AND FACILITIES REPORT**

- Gardens at new aged homes in.

**8.1.11 PRIVATE WORKS**

- Nil to report

**8.1.12 WORKS SUPERVISOR REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority Required

**Officers Recommendation**

That the Works Supervisor’s Report as tabled be received.

**Council Resolution**

***Earnshaw/Paterson***

That the Works Supervisor’s Report as tabled be received.

**Carried 8/0  
Resolution 6/16**

*Mr Kett left the meeting at 2.07pm.*



### 8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

The Environmental Health/Building Surveyor Mr Steve Friend entered the meeting at 2.09pm to discuss his report.

Byron Cowcher, Karen Carmody and Tony Silipo entered the meeting at 2.09pm

The President adjourned the order of the Ordinary meeting to attend to item 5.4.4 Lot 352 Pinjarra-Williams Rd, Quindanning - Caravan Park.

#### 8.3.1 BUILDING PERMITS

<b>File Reference</b>	<b>13.34.10</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Steve Friend 8 <sup>th</sup> July 2015

#### Comment

The following building licenses have been issued under delegation by the EHO/BS:

#361	G Lavender	Lot 809 Pinjarra Williams Road	House Extension
#362	R & C Duff	Lot 4635 Albany Highway	House Extension

#### Financial Implication

Fees: Shire \$461.91; BSL \$473.59; BCF \$272.62

#### Voting Requirements

Simple Majority Required

#### Officers Recommendation

That Building Permits issued by the EHO/BS as listed above be endorsed by Council.

#### Council Resolution

##### *Earnshaw/Logie*

That Building Permits issued by the EHO/BS as listed above be endorsed by Council.

**Carried 8/0**  
**Resolution 9/16**



**8.3.2 FOOD PREMISES INSPECTION**

**File Reference** 7.40.41  
**Statutory Reference** N/A  
**Author & Date** Steve Friend 8<sup>th</sup> July 2015

**Comment**

Cavanagh Farmstay – cleanly maintained

Williams Hotel – cleanly maintained. No outstanding issues.

**Voting Requirements**

Simple Majority Required

**Officers Recommendation**

That the Food Premises Inspection report be endorsed by Council

**Council Resolution**

**Cavanagh/Major**

That the Food Premises Inspection report be endorsed by Council

**Carried 8/0  
Resolution 10/16**

**8.3.3 DEVELOPMENT APPLICATION – LOT 4 (33) LAVENDER STREET WILLIAMS**

**File Reference** 10.60.15  
**Statutory Reference** Shire of Williams Town Planning Scheme  
**Author & Date** Steve Friend 10<sup>th</sup> July 2015  
**Attachments** **Appendix 1 – Site Diagram and letter**  
**Appendix 2 – Development Application**  
**Appendix 3 – Map outlining Lot 4**

**Background**

The Shire has received a request to approve a 9m x 6m zinc covered shed at Lot 4 (33) Lavender Street Williams.

**Comment**

The Shire has received a Development Application (DA) from the owner of Lot 4 (33) Lavender Street to be able to erect a 9m x 6m zinc clad shed on the property.

The DA states they are applying for the shed described and to be able to “agist animals”.



I have clarified the “agistment” and they want to have a few sheep of their own, not to agist sheep as could be construed.

The area of the land is 4269m<sup>2</sup> and abuts the CBH facility to the east of town.

The applicant wants to erect the shed 3m from the northern boundary and although the plan shows 9m from Lavender Street, they are hoping to reduce this to 7m.

As the land is zoned Rural Residential in the Town Planning Scheme (TPS), Council approval is required for all development, including sheds.

There are no prescribed setbacks from boundaries in the TPS for this area, so Council can determine the distance from boundaries as it sees fit.

Council is required to consider such things as the size, shape, mass, external finishes and “appropriateness” of the development.

There are several sheds in this area, with approximately half of them colorbond clad and half zinc clad. There is no real common theme with the cladding.

The shed itself is not overly large and the three metre setback on the northern boundary should not present a problem as this boundary abuts the CBH facility.

A setback of seven metres from Lavender Street should be ample.

It is quite possible that issues of oat dust from CBH will arise, however it has to be presumed that the owners are well aware of this as the facility is highly visible.

If the development is approved, I will mention the probability of the oat dust when corresponding with the applicant.

**Officer Recommendation**

That Council grants approval to the owner of Lot 4 (33) Lavender Street Williams to erect a 9m x 6m zincalume clad shed on the property, in the position shown on the Development Application, with a reduction to Lavender Street of two metres if desired, subject to the issue of a Building Permit.



**Council Resolution**

***Cavanagh/Medlen***

That Council grants approval to the owner of Lot 4 (33) Lavender Street Williams to erect a 9m x 6m zincalume clad shed on the property, in the position shown on the Development Application, with a reduction to Lavender Street of two metres if desired, subject to the issue of a Building Permit.

**Carried 8/0  
Resolution 11/16**

**8.3.4 EHO REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That the EHO's report as presented be received.

**Council Resolution**

***Major/Paterson***

That the EHO's report as presented be received.

**Carried 8/0  
Resolution 12/16**

*Mr Friend left the meeting at 2.34 pm.*



## 8.4 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

<b>File Reference</b>	<b>4.1.20</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Ryan Duff 9 <sup>th</sup> July 2015

#### **Background**

The Chief Executive Officer General Report provides Council with an update on the activities of the CEO and other matters that do not necessarily require a decision of Council.

#### **Comment**

The CEO General Report is provided to Council as a separate document.

#### **Financial implications**

Nil.

#### **Voting Requirements**

Simple Majority

#### **Officer's Recommendation**

That the Chief Executive Officer's General Report for July 2015 be received by Council.

#### **Council Resolution**

##### ***Major/Earnshaw***

That the Chief Executive Officer's General Report for July 2015 be received by Council.

**Carried 8/0**  
**Resolution 13/16**



#### 8.4.2 SHIRE OF WEST ARTHUR - DUAL FIRE CONTROL OFFICER

**File Reference** 5.10.1  
**Statutory Reference** Bushfires Act 1954, s.38  
**Author & Date** R.N. Duff 9<sup>th</sup> July 2015

#### Background

The Shire of West Arthur has requested that Mr Trevor Bunce be appointed as dual fire control officer for the Shire of Williams and Shire of West Arthur for 2015/16.

#### Comment

##### BUSH FIRES ACT 1954 - SECT 38

38. Local government may appoint bush fire control officer
- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

#### Financial Implications

Nil

#### Voting Requirements

Simple Majority

#### Officers Recommendation

The Shire of Williams appoints Mr Trevor Bunce as a dual fire control officer for the Shire of Williams and Shire of West Arthur for the 2015/16 financial year.

#### Council Resolution

##### *Logie/Cavanagh*

The Shire of Williams appoints Mr Trevor Bunce as a dual fire control officer for the Shire of Williams and Shire of West Arthur for the 2015/16 financial year.

**Carried 8/0**  
**Resolution 14/16**





### 8.4.3 WILLIAMS CEMETERY - UNMARKED GRAVES AND NICHE WALL PROJECT

<b>File Reference</b>	<b>10.70.30</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Ryan Duff 9 <sup>th</sup> July 2015

#### **Background**

The Williams Cemetery requires a number of areas of improvement both in maintenance and infrastructure. Previously the Williams Pride in your Town Committee has made several suggestions on how to improve the area. Some suggestions such as tree planting and a seating area have been implemented, other suggestions are still waiting for funds to be allocated.

The unmarked graves project has been sidelined for a number of years and in June 2012 an item was presented to Council for consideration and the following resolution was made:

*“That the list of unmarked graves be published on Council’s web site and in The Williams. In addition, that the Department of Indigenous Affairs be approached regarding the correct protocol with marking aboriginal grave sites.”*

Feedback was sought from the Community as per the Council resolution but no further information came forward.

#### Niche Wall

The Cemetery Niche wall contains 68 single compartments, (62 empty), and 9 double compartments. Of the 9 double compartments 7 are occupied and 2 are reserved leaving no spare doubles. The Shire office currently has a number of requests for double compartments which would not be available unless a new Niche Wall is constructed or potentially some single compartments amalgamated.

#### **Comment**

#### Unmarked Graves

The Shire of Lake Grace has provided information on a project that they had completed at their Cemetery. The markers that they used were \$120 (pictured below) each as opposed to \$200 that was previous discussed by Council in 2012.



To supply the above markers at our Cemetery on the 83 unmarked sites would cost \$9,960. Lotterywest have indicated that funding would not be available for this project.

Advice has again been sought from the South West Aboriginal Land and Sea Council regarding the marking of Indigenous Person's grave sites.

#### Niche Wall

A new Niche wall should be constructed on the south side of the entry to the cemetery at some stage in the future. In the interim Shire staff will seek advice from a Bricklayer to ascertain if the existing wall could be altered. The CEO estimates that a new Niche Wall would cost approximately \$10,000 - \$15,000.

#### **Legislative requirements**

Nil.

#### **Financial implications**

If Council wish to proceed with the project and given the 2015/16 Budget is currently being considered, Council could at this late stage set aside funds. If, the project is to be developed further for future budgets a directive should be given to Council staff on the scope of works for any Cemetery improvements so that they can be included in the Corporate Business Plan.

#### **Voting Requirements**

Simple Majority

#### **Officer's Recommendation**

That Council provide a directive to Council staff on how to proceed with the Unmarked Graves and Niche Wall projects.

#### **Council Resolution**

##### **Medlen/Paterson**

1. That Council request that a new niche wall be built on the south side of the cemetery entry to the same dimensions as the current niche wall, but only allowing for double compartments and;
2. That a sign be installed listing all unmarked graves at the cemetery and advising that further enquiries regarding location be made at the Shire office.

**Carried 8/0  
Resolution 15/16**



## MINUTES – ORDINARY MEETING OF COUNCIL HELD 15<sup>TH</sup> JULY 2015

Cr Cavanagh declared a proximity interest for the following item 8.4.4 Lot 352 Pinjarra Williams Rd Quindanning – Caravan Park.

### Council Resolution

#### Johnstone/Paterson

That Cr Cavanagh be allowed to remain in the meeting during discussion on item 8.4.4, but abstain from voting.

Carried 7/0  
Resolution 7/16

### 8.4.4 LOT 352 PINJARRA WILLIAMS RD QUINDANNING – CARAVAN PARK

#### File Reference

10.60.10

#### Statutory Reference

N/A

#### Author & Date

Liz Bushby, Gray & Lewis Landuse Planners: 8 July 2015

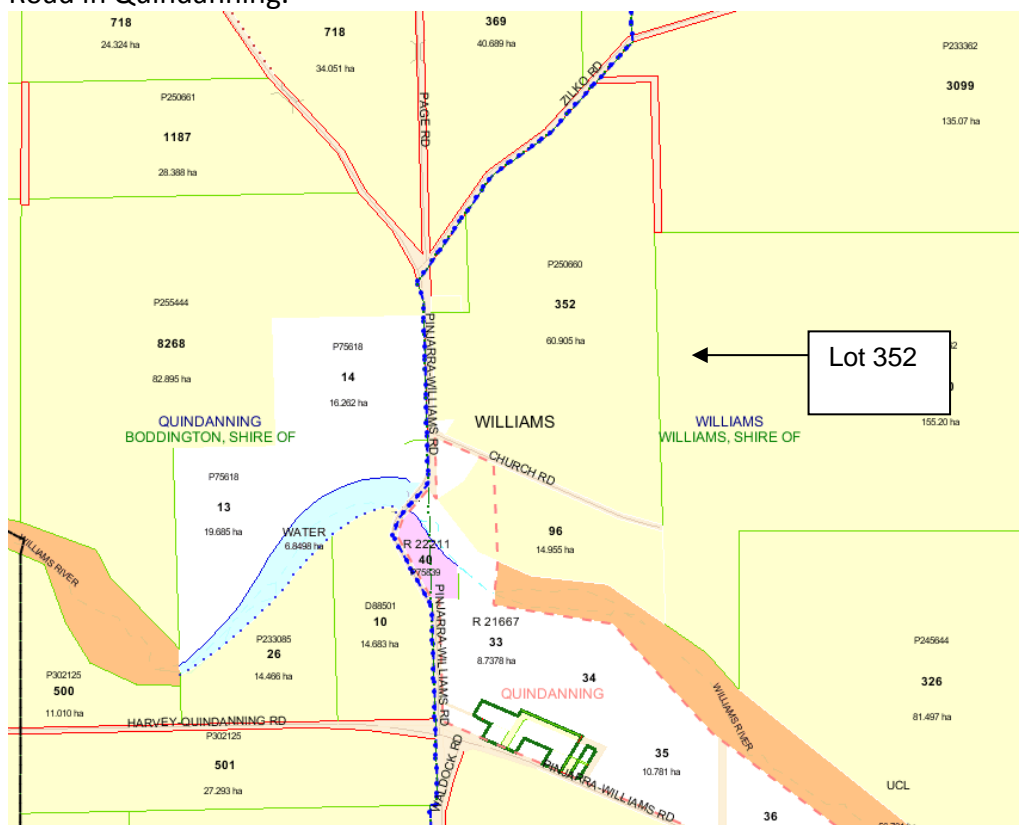
#### Attachments

Appendix 1 – URP Correspondence

### Background

#### Location

Lot 352 has an approximate area of 60.905 hectares, is gently undulating and it is currently utilised for broad acre agriculture. The lot has frontage to Pinjarra Williams Road, Church Road and Zilko Road in Quindanning.



The lot is north of the main Quindanning townsite.



Zoning

Lot 352 is zoned ‘Rural’ under the Shire of Williams Town Planning Scheme No 2 (‘the Scheme’).

Clause 4.7 (3) sets out provisions specifically relating to the Rural zone, however it only discusses subdivision requirements.

The Scheme does not set out any objectives for the Rural zone.

Previous Council consideration

A report on the application was considered at the Ordinary Meeting of Council held on the 22 April 2015.

Council determined by absolute majority that the proposed use (caravan park and farm stay) may be consistent with the objectives and purpose of the Rural zone and resolved to advertise the application for public comment.

Council also resolved to request the applicant to:

(i) Address the potential visual impact of the development on the rural landscape and landscape character with regard to vantage points, heritage sites and adjacent landuses. Vegetation and additional landscaping measures should be given high consideration.

(ii) Note that the Shire will require additional detailed information on a reliable potable water supply for the development in the event that the Water Corporation indicates it cannot service the proposal.

**Comment**

Description of Proposal

The application includes 48 powered caravan and camping sites, 10 transportable dwellings, 1 site manager / reception building, a communal recreation building, amenities, and ancillary development. The applicant has confirmed all accommodation is intended for short stay with no permanent residency.

Landuse Classification

There are a number of land uses defined in the Scheme and Town Planning Regulations 1967 which are relevant to this application. All relevant definitions are included below:

<b>Term</b>	<b>Definition</b>
Caravan Park	Under the Model Scheme Text in the Town Planning Regulations 1967 a caravan park is defined as ‘has the same meaning as in the Caravan Parks and Camping Grounds Act 1995’. Under the Caravan Parks and Camping Grounds Act 1995, a caravan park ‘ <u>means an area of land on which caravans, or caravans and camps, are situated for habitation</u> ’.
Holiday cabins or chalets	Defined in the Shires Scheme as ‘means buildings on one lot used or intended for use for holiday purposes, and none of which is occupied by the same tenant for a continuous period of more than four months’.



Farm stay	Defined in the Shires Scheme as <i>'means a residential building, bed and breakfast, chalet or similar accommodation unit used to accommodate short stay guests on a farm or rural property and where occupation by any person is limited to a maximum of three months in any 12 month period'</i> .
Caretakers dwelling	Defined in the Shires Scheme as <i>'means a building used as a dwelling by a person having the care of the building, plant, equipment or grounds associated with an industry, business, office or recreation areas carried on or existing on the same site'</i>

1. Caravan Park

Gray & Lewis are of the view that the majority of the proposed development falls under the 'caravan park' definition. The applicant's report states '24. *The proposed development will be managed in accordance with the Caravan and Camping Grounds Regulations 1997*' and the site plan proposes 48 powered caravan and camping sites.

If the development is approved as a Caravan Park, then the owner will also need to apply for a separate Caravan Park licence and be required to comply with the Caravan Parks and Camping Grounds Act 1995, and associated Caravan Parks and Camping Grounds Regulations 1997.

2. Transportable buildings

Gray & Lewis are of the view that the 10 transportable buildings proposed for short stay accommodation may reasonably be construed as 'farm stay' as they constitute 'chalet or similar accommodation' located on a rural property, and intended for short stay.

The Farmstay definition does not stipulate that the chalets have to be ancillary to a farm, have any relationship with the farm, and simply refers to the location on a 'rural lot' (which is the case).

There is also scope for the transportable buildings to be categorised as *'holiday cabins or chalets'*. The broader 'holiday cabins and chalets' definition may be more in line with the applicants idea of 'tourist accommodation' as the development is clearly aimed at catering for tourists (who would most likely be on holiday).

Gray & Lewis see no impediment to applying the *'holiday cabins and chalets'* landuse definition and recommends this option to Council.

3. Ancillary Development

The remaining development includes the caretakers dwelling and ancillary landuses.



Applicant submission on landuse classification

It should be noted the applicant has lodged formal correspondence contesting the landuse classifications – refer **APPENDIX 1**.

The applicant considers that a 'Tourist Accommodation' or 'Tourist Development' landuse classification should be applied as it better aligns with the recommendations of the 'Tourist Planning Taskforce' report endorsed by Cabinet in January 2006.

Gray & Lewis are of the view that Council has used the most appropriate landuse definitions as available in the Shires Town Planning Scheme and the Model Scheme Text contained in the Town Planning Regulations 1967. The Scheme and Regulations are statutory, legal planning documents which override any suggested landuse definitions contained in the 2006 Taskforce Report.

The Department of Planning has also confirmed in writing that *'the Tourism Taskforce Report, though useful, does not carry the same weight as the Regulations.'*

Gray & Lewis confirm that the Shire has followed proper planning procedure by utilising available landuse definitions in the Scheme and Regulations (being the higher level legislative documents).

In regards to the Tourism Taskforce Report Council should note:

- The 'Tourist Planning Taskforce report' has no statutory planning basis. Only some of its recommendations have been incorporated into Planning Bulletin 83/2013 published by the Western Australian Planning Commission.
- The 'Tourism Planning Taskforce' report referred to by the applicant has been superseded by the Tourism Planning Guidelines released on 10 June 2014. The intent of the guidelines is to assist with the development of the tourism component within a Local Planning Strategy, and they are not aimed at providing guidance for the assessment of planning applications.

Additional information provided by applicant

The applicant has provided additional information as included in **APPENDIX 1**. In summary the additional information includes:

1. Effluent Disposal – There will be no on site surface ponds and effluent disposal on site will be in the form of standard septic tanks or leach drains. It should be noted that separate approval is required for any on site effluent disposal.
2. Potable water supply – The preferred option is to access nearby reticulated potable water. Preliminary advice has been sought from the Water Corporation who confirmed Lot 352 meets all



criterion for a 'service by agreement', however cannot make a final decision until a formal application is made.

If reticulated water cannot be sourced then water tanks located in close proximity to the cabins and communal buildings will be utilised.

3. Roads – Internal roads will be 8 metres wide and constructed out of compacted gravel. The first twenty metres of the main internal entry road will be bituminised. The emergency access is proposed to be constructed to a six metre wide gravel standard to allow for 2 passing vehicles.

4. Landscaping – Local endemic species will be used for perimeter landscaping (shown on the site plan) to screen the development from surrounding landuses. Additional strategic landscaping will be planted in the area proposed as the 'rural buffer' and provide screening from Pinjarra Williams Road.

If considered beneficial to Council, the landowner is also prepared to plant vegetation along a portion of the Church Road frontage.

Submissions

Three submissions were received during public advertising as summarised in the table below:

Submitter	Summary of Submission	Gray & Lewis comment
<p>Mereana Lewis 585 Zilkos Road Quindanning</p>	<p>Concern over plans for a Caravan Park on the Boddington Pinjarra Road in Quindanning townsite.</p> <p>A caravan park on the entry of Quindanning townsite would detract from the rural heartbeat of the town, be it only a church, 7 homes, and a tavern.</p> <p>These buildings are surrounded by farms – what effect would a caravan park have on farmers going about their normal procedures such as spraying, cropping, and harvesting.</p>	<p>Noted.</p> <p>The Shire will consider visual impact as part of determination of the application.</p> <p>Any occupant staying at the caravan park will be aware that it is a farming area. The development is located with buffers to existing lot boundaries therefore the biggest impact will be from rural activities conducted on the same lot as the development. Hence rural practices by the landowner would be the most affected by the</p>



	<p>Concern that people will exercise their dogs on surrounding farmland.</p> <p>Question safety of the caravan park on the main road into Quindanning. The road already has excess traffic and speed limits are not observed.</p> <p>A caravan park would detract from the quaintness and beauty of our community. Why put a modern caravan park next to a heritage listed church and tavern.</p>	<p>application.</p> <p>The development will not restrict surrounding landowners from carrying out normal activities associated with farming.</p> <p>This statement cannot be substantiated as it assumes visitors will illegally access neighbours properties.</p> <p>It is unlikely that there will be high traffic volumes associated with the development. Traffic will more likely be staggered over lengthy time periods.</p> <p>Council will consider issues such as visual amenity and rural landscape in determining the application.</p>
<p>Anne Buchanan No address supplied</p>	<p>Concern over how short term occupancy would be monitored. Writer would not support the development being a mining village.</p>	<p>The Shire can place a condition on any planning approval limiting the length of stay. The onus is on the landowner to comply with any condition of planning approval otherwise they would be in breach of the Shire’s Scheme and the Planning and Development Act 2005.</p> <p>Under the Caravan Park Regulations occupancy is limited to no more than 3 consecutive months.</p> <p>Ultimately the Shire would have to collect evidence proving any breach of a condition, and would have to decide whether to pursue prosecution through court proceedings.</p>





	<p>Concern over the control of animals in a farming area and if pets are allowed.</p> <p>Queries suitability of the site for a septic system and for the size of the development.</p> <p>The proposal mentions a vegetative buffer along Church Street which I consider a must as I have no desire to have a caravan park as my scenic view from my property.</p> <p>This may be beneficial for the area but concerned over the size of the development.</p> <p>Note: Ms Buchanan lodged a letter with several enquiries about the development. The letter was responded to by email by the CEO.</p>	<p>In any event, the application has to be taken on face value and the applicant has clearly confirmed that accommodation is only for short stay.</p> <p>If the Shire approves the caravan park then the owner will need to obtain a separate caravan park licence and comply with the Caravan Parks and Camping Grounds Regulations 1997.</p> <p>The Caravan Park Licence holder would have to approve bringing in pets, and they would need to be kept on a leash and under the owner's control.</p> <p>A separate approval is required for onsite effluent disposal.</p> <p>The Shire has the ability to place conditions on any development requiring a detailed landscaping plan and screening vegetation along Church Street.</p> <p>Noted. The Shire has to consider the application as presented by the applicant.</p>
<p>Department of Planning</p>	<p>A copy of the submission by DoP is included as Attachment 2.</p> <p>The DoP raised concern over:</p> <p>(i) Potential for permanent residential uses in the rural zone which could conflict with rural landuses.</p>	<p>(i) The Shire can place a condition on any planning approval limiting the length of stay.</p>



	<p>(ii) Adverse visual impact on the heritage church, the impact of screening on the open rural landscaping and adverse impacts on views.</p>	<p>(ii) The Shire will consider visual impact as part of determination of the application.</p>
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Landuse Buffers and setbacks

The Environmental Protection Authority Guidelines outlines ‘*separation distances between Industrial and Sensitive landuses*’. It does not specify a buffer between extensive agriculture and sensitive landuses such as caravan parks.

The guidelines recommend buffers between some types of rural uses and any ‘sensitive’ landuses such as animal feedlots, hay processing plants, livestock saleyard / holding yard, extensive piggeries and poultry farms.

If the caravan park is approved on Lot 352 then Council would need to have regard for buffers in considering applications in the immediate area, as a caravan park is a ‘sensitive’ landuse.

The applicant proposes to setback the development envelope over 150 metres from Pinjarra Williams Road to allow a ‘rural buffer’ to lots to the immediate west and south. The applicant has indicated the rural buffer will include planting and will be used for grazing purposes ‘*to add to the character and charm of the proposed accommodation facility*’.

A minimum 10 metre vegetated buffer is also proposed between the development and existing agricultural activities which can continue to operate on the balance area of Lot 352.

The applicant advises the landowner is willing to provide landscaping along a portion of the Church Road frontage.

The Shire can impose a condition requiring lodgement of a detailed landscaping plan to be approved separately in writing by the Chief Executive Officer.

Gray & Lewis is of the view that the combination of the setback distances, the rural buffer, landscaping and roads provide sufficient separation to surrounding and nearby agricultural activities.

Access and Traffic

The application proposes a new crossover and 8 metre wide bitumen driveway to Pinjarra Williams Road. Pinjarra Williams Road is under the care and control of Main Roads Western Australia (MRWA). No submission has been received from Main Roads WA.



Although traffic safety has been raised in a submission, it is not anticipated that there be high or continuous traffic into the development. Traffic is likely to be staggered over long time periods and accommodation occupancy will likely vary throughout the year.

In any event, the landowner will require separate approval from Main Roads WA for any crossover to Pinjarra-Williams Road, and construction will have to meet their specifications.

#### Carparking

The application proposes 54 car parking bays to service the caravan park and holiday cabins/chalets. Three car bays are also provided adjacent to the site office for customers.

The applicant advises the caravan and camping sites have been designed to accommodate 2 vehicles (in addition to a caravan or tent).

Car parking is not an impediment to the application and sufficient on site car parking is proposed.

#### Heritage, Visual Impact and Rural Amenity

The land naturally slopes downwards from the north east to the south west, with the lowest levels near the Pinjarra-Williams Road and Church Road intersection.

The development will be visible from Pinjarra-Williams Road and Church Road, which has potential to negatively impact on the rural character of the area and rural visual amenity.

Gray & Lewis consider this is particularly significant issue due to the proximity of the land to the Quindanning Hotel which is a registered heritage site by the Heritage Council of WA, and the St Boniface Anglican Church which is on the Shire's Municipal Inventory.

Visual impact can be partly or fully mitigated by quality landscaping and the landowner appears to be flexible as has indicated they can provide additional landscaping along Church Street.

The development will result in visual changes. Quality landscaping can provide an effective screen however it will take time to establish and the landscape will change.

#### Future Bulk Earthworks

The contours within the main development footprint range from 212 to 216 therefore there will likely be a need for site works to level the land. No details of bulk earthworks have been provided. The applicant has advised '*it is likely that earthworks, retaining will be required*' and '*once planning approval is granted the proposal will be referred to a civil engineer to determine servicing and earthworks*'.

If the application is approved it is recommended that conditions require lodgement of a bulk earthworks and drainage plan by a suitably qualified engineer.



Amenities / Ancillary development

The development proposes an ancillary communal open space area for guests, communal recreation building, toilet/shower facilities and children's outdoor play area.

Servicing and Water Supply

In the event that the Water Corporation cannot service the development it is recommended that the applicant provide detailed plans for any water tank installation.

Gray & Lewis have reservations that there is sufficient rainfall and roof catchment for effective use of rainwater tanks. Ultimately the owner has to service the development and may have to resort to water carting at their own cost.

Drainage

A 'possible drainage basin' has been shown on the site plan however detailed drainage plans can be required as a condition if planning consent is issued by the Shire.

Options Available to Council

Option 1 – Approve the development subject to a number of conditions.

Council may be of the view that the proposed landuse is consistent with the objectives of the Rural zone in that the proposed setbacks, siting of development and landscaping will ensure there will be no landuse conflict with existing rural landuses in the surrounding area.

Council may also be of the view that matters such as visual amenity can be reasonably mitigated through conditions of a planning approval.

Gray & Lewis recommends Council pursue Option 1.

Option 2 – Refuse the Application

Council may form the view that the proposed development is not consistent with the objectives of the Rural zone, and that it will be prominently visible and negatively impact on the amenity of the existing rural landscape.

In that case the Shire may refuse the application.



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Option 3 – Request Additional information

The Shire may be generally supportive of the application however may form the view that more detailed information is required to mitigate concerns over the visual impact of the proposal (or any other matter).

The applicant can be requested to provide a more detailed landscaping plan which addresses view corridors and increased certainty over mitigating visual impact.

**POLICY REQUIREMENTS**

N/A

**LEGISLATIVE REQUIREMENTS**

Shire of Williams Town Planning Scheme No 2 ('the Scheme'): The main Scheme requirements are discussed in the body of this report. The Scheme includes landuse definitions for holiday cabins or chalets, farm stay and caretakers dwelling.

Clause 2.5 of the Scheme outlines general matters that that Council shall consider in respect to any application for development including and not limited to the demand and adequacy of roads and utilities, any detrimental emissions, the character of the proposed development in relation to the development on adjoining land, the location and adequacy of landscaping for the site, car parking and access.

Town Planning Regulations 1967 – contain landuse definitions under the Model Scheme text.

Caravan Parks and Camping Grounds Act 1995 – requires caravan parks to be licenced and to comply with the Caravan and Camping Grounds Regulations 1997.

Draft Planning and Development (Local Planning Schemes) Regulations 2014 - The landuse definitions in the Model Scheme Text are being reviewed as part of the Draft Planning and Development (Local Planning Schemes) Regulations 2014. The Draft Regulations have been advertised for public comment, are being refined, and will likely be gazetted in September 2015. The Draft Regulations include a similar definition of 'Caravan Park' as contained in the current 1967 Regulations.

**STRATEGIC IMPLICATIONS**

In the event that the application is approved by the Shire, it will introduce a 'sensitive' landuses into the Rural zone. Council would need to consider maintaining buffers to the sensitive landuse in the assessment of any new development in the surrounding area.



## SUSTAINABILITY IMPLICATIONS

### ➤ Environment

There are no known significant environmental implications associated with this proposal.

### ➤ Economic

The proposed development has potential to increase employment and business opportunities within Quindanning which could have positive economic implications.

### ➤ Social

There are no known significant social implications associated with this proposal.

## FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Gray & Lewis Landuse Planners for advice.

## VOTING REQUIREMENTS

Absolute majority required: yes

## STAFF (CONSULTANT PLANNER) RECOMMENDATION

That Council:

1. Resolve to classify the proposed landuses as Caravan Park, Holiday Cabins and Chalets, Caretakers dwelling and ancillary development in accordance with the available landuses definitions in the Shire of Williams Town Planning Scheme No 2 and Town Planning Regulations 1967.
2. Having advertised the proposal in accordance with Clause 2.6 of the Shire of Williams Town Planning Scheme No 2, determine that the Caravan Park, Holiday Cabins and Chalets, Caretakers dwelling and ancillary development (as proposed) is consistent with the objectives of the Rural zone.
3. Approve the application lodged by URP on behalf of Mr Byron Cowcher for a Caravan Park, Holiday Cabins and Chalets, Caretakers dwelling and ancillary development on Lot 352 Pinjarra Williams Road Quindanning subject to the following conditions:
  - (i) The plans lodged with this application shall form part of this planning approval, and no approval has been granted for any installation of retaining walls or bulk earthworks. All development shall be generally in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.
  - (ii) This approval is for 12 designated caravan sites, 36 caravan or camping sites, 10 transportable holiday cabins and chalets, 1 caretakers dwelling/ reception building, and ancillary development including a communal building and amenities.



(iii) All caravan and camping sites are only approved for short stay accommodation, and shall not be occupied by the same tenant for a continuous period of more than three months (in accordance with the Caravan and Camping grounds Regulations 1997).

(iv) All transportable holiday cabins and chalets are only approved for short stay accommodation, and shall not be occupied by the same tenant for a continuous period of more than four months.

(v) Detailed floor plans and elevations are to be lodged for separate written approval by the Chief Executive Officer for the 10 transportable holiday cabins and chalets, ablution block and communal building.

(vi) A detailed schedule of non reflective external materials and colours to be used in the construction of the development (including any rainwater tanks) to the satisfaction of the Chief Executive Officer shall be submitted prior to the issue of a building licence. Colours are to blend and harmonise with the existing rural landscape.

(vii) The applicant shall lodge a Landscaping Plan for separate written approval by the local government prior to commencement of any on-site construction.

The Landscaping Plan is to be prepared by a suitably qualified landscape architect or contractor, and address the following matters:

- (a) Identify, by numerical code, the species, quantity, pot sizes and anticipated mature dimensions of all plant types.
- (b) Identify a schedule of maintenance required to ensure that the landscaping grows to its mature dimensions and can be maintained at that level.
- (c) Include species capable of screening the proposed development from Pinjarra Williams Road having regard for any proposed site works;
- (d) Species and plants capable of screening the proposed development from the neighbour(s) on adjoining Lots 1, 7 and 14 Pinjarra Williams road, and Lots 6. 96 and 3100 Church Road.
- (e) Provide a 10 metre wide vegetated strip to the north and east of the proposed development as a buffer to the balance lot as shown on the site plan submitted.

(viii) Landscaping, plants and any required reticulation shall be installed in accordance with a landscaping plan approved by the Chief Executive Officer within 7 months of the issue of a Building Permit or alternative time period agreed to in writing by the local government. All landscaping shall be maintained and the plants shall be nurtured and maintained until they reach their mature dimensions and shall thereafter be maintained at those mature dimensions unless Council approves otherwise in writing.

(ix) The existing trees located in the road verge abutting or adjacent to the subject land (“street trees”) are not to be damaged or removed in the course of the development.



(x) Prior to occupation or use of the development, vehicle parking, manoeuvring and circulation areas shall be designed and constructed in accordance with the approved plan including:

- (a) 54 ninety degree parking spaces measuring 2.5 metres x 5.5 metres and;
- (b) 3 parallel parking drop off / pick up bays (adjacent to the reception building) measuring 4 metres by 10 metres; and
- (c) The main entry from Pinjarra Williams Road which is to be bituminised for the first 20 metres;
- (d) 8 metre wide internal access-ways to be constructed out of compacted gravel (with the exception of the first 20 metres of the main entry from Pinjarra Williams Road); and
- (e) A bituminised crossover (subject to Main Roads WA approval);
- (f) A 6 metre wide emergency access connecting to Church Road.

The areas must be constructed out of compacted gravel or bitumen as shown on the site plan.

(xi) All access-ways (including the emergency access) and parking areas shall be maintained to a trafficable standard at all times to the satisfaction of the Chief Executive Officer. If not so maintained, the Chief Executive Officer may require by notice, in writing that the area be brought up to a satisfactory standard within a specified period of time and the notice shall be complied with within that period. Without limitation, the notice may require that pot holes be repaired, and degraded access or parking areas be resurfaced.

(xii) All entry and egress shall be limited to Pinjarra-Williams Road and no permanent access is permitted to Church Road. Access to Church Road is only approved for emergency purposes.

(xiii) Gates to be installed at both ends of the 6 metre wide emergency access to ensure that it is only used in emergency situations, and not for everyday use.

(xiv) Detailed bulk earthwork, retaining walls and drainage plans prepared by a suitable qualified engineer are to be lodged for separate written approval by the local government prior to the commencement of any site works.

(xv) All stormwater from access-ways, roofed and paved areas shall be collected and disposed of on-site and any associated drains, drainage basins, drainage pits and soakwells shall be maintained in a clean and clear condition free of obstruction from any thing.

(xvi) The development to be provided with reticulated water or alternative reliable potable water supply at the developers cost. If rain water tanks are to be installed on site, a detailed site plan shall be lodged for separate written approval of the Chief Executive Officer with information on tank locations and sizes. The owner is to demonstrate there is an adequate water supply plan for the proposed development.





(xvii) Any fill to be placed on the land must consist of coarse, clay-free sand or other material approved by the local government in writing.

(xviii) If lighting is installed, all illumination shall be confined within the property boundaries.

(xix) No clothes drying devices shall be erected or clothes dried outside any private courtyard, which is visible from a street or public place.

(xx) A grassed, kerbed, non-trafficable area for effluent disposal shall be provided.

4. Include the following advice notes on the planning approval:

(a) The Shire seeks to ensure that any landscaping plan mitigates visual impact and therefore expects any landscaping plan to be professionally drawn and of an extremely high quality. As part of compilation of any landscaping plan view corridors from surrounding properties should be examined.

(b) A planning consent is not an approval to commence any works. A building permit must be obtained for all works.

(c) A separate application needs to be lodged for a caravan park license and all development will need to comply with the Caravan Parks and Camping Grounds Act 1995 and Caravan and Camping Grounds Regulations 1997. Planning approval is not an indication that the development complies with separate legislation.

(d) Separate approval by Main Roads WA needs to be obtained for the crossover on Pinjarra-Williams Road.

(e) A separate application needs to be lodged for on-site effluent disposal. The Shire recommends consideration be given to a geotechnical report to ensure the land is capable of sustaining the proposed effluent disposal system.

(f) The Shire notes that indicative plans have been provided for some of the proposed transportable dwellings; however the application indicates they may be subject to change with varying rooflines. Final detailed plans are therefore required as a condition.

(g) In regards to Condition (v) the use of white, zincalume or colours that stand out against the existing rural landscape will not be supported.

(h) The owner is advised that the majority of surrounding land is zoned 'Rural' under the Shire of Williams Town Planning Scheme No 2. As such occupants of the future development may be impacted on by normal agricultural activities such as spraying or noise. The development will not constrain normal agricultural activities from continuing in the area.



**Council Resolution**

***Johnstone/Earnshaw***

That Council implement the Consultant Planner's recommendation with the addition to point 3. (vii) (f) The long term maintenance plan be included as part of the landscaping plan as approved by the local government to ensure the ongoing retention of the landscape screening.

**Carried 7/0  
Resolution 8/16**

*Mr Cowcher, Ms Carmody and Mr Silipo departed the meeting at 2.25pm.*

*The order of the Ordinary meeting resumed at 8.3 Environmental Health/Building Surveyor's report.*

**8.4.5 FIRE MANAGEMENT PLAN – M & A IREDELL, BATES RD WILLIAMS**

<b>File Reference</b>	<b>11.60.20</b>
<b>Statutory Reference</b>	<i>Planning and Development Act 2005</i>
<b>Author &amp; Date</b>	R.N. Duff 9 <sup>th</sup> July 2015
<b>Attachment</b>	Appendix 2 – Bushfire Management Plan

**Background**

WAPC Application 151340 was received by Council in February 2015 to which Council granted conditional approval for the subdivision of Lot 1045, 2, 3, 4982, 50, 502, 503, 6977, 9895 and 9896 Bates Rd Williams.

The approval conditions are as follows:

- 1. Notification in the form of a section 70A notification, pursuant to the Transfer of Lands Act 1893 (as amended) is to be placed on the Certificates of Title of the proposed lot(s) advising that the lot is located in an existing agricultural area. Use of land may be affected by 24 hour operation of machinery, aerial spraying, use of agricultural chemicals and generation of other noise, dust and odours arising from normal agricultural operations being carried out on surrounding land holdings.*
- 2. A notification, pursuant to section 165 of the Planning and Development Act is to be placed on the certificate(s) of title of the proposed lot(s) advising of the existence of a hazard or other factor. Notice of this notification to be included on the deposited plan. The notification to state as follows: "A Fire Management Plan has been prepared for the lots subject of this subdivision and recommends that all new dwellings be constructed to a minimum BAL of 19 and a minimum of 10,000 litres storage of water be available for fire fighting purposes. Purchasers will be required to undertake individual detailed BAL assessment prior to the building design and construction phase for any future dwellings on*



each of the proposed Lots. New dwellings will need to be constructed in accordance with AS 3959-2009”.

3. The owner to provide a written undertaking to advise prospective purchasers of the requirements of the Fire Management Plan and provide them with a copy of the Fire Management Plan.
4. The subdivider to implement the Fire Management Plan to the satisfaction of the local government, including construction of a 6 metre emergency access way to a trafficable standard.
5. The battleaxe legs being constructed and drained to the satisfaction of the local government.
6. The applicant/owner entering into an agreement with the local government to ensure reciprocal rights of access over adjoining battle-axe access ways.

#### **Comment**

The applicants have now provided Council with a Fire Management Plan as per condition 4 above. The document is attached at **APPENDIX 2**.

#### **Financial Implications**

Nil.

#### **Voting Requirements**

Simple Majority

#### **Officer's Recommendation**

That the Shire of Williams approve the Bushfire Management Plan for Lot 1045, 2, 3, 4982, 50, 502, 503, 6977, 9895 and 9896 Bates Rd Williams and authorise the Chief Executive Officer to sign off on the applicable planning conditions.

#### **Council Resolution**

##### ***Medlen/Logie***

That the Shire of Williams approve the Bushfire Management Plan for Lot 1045, 2, 3, 4982, 50, 502, 503, 6977, 9895 and 9896 Bates Rd Williams and authorise the Chief Executive Officer to sign off on the applicable planning conditions.

**Carried 8/0  
Resolution 16/16**

*The President adjourned the order of the Ordinary meeting at 2.57pm to attend to item 4- Mens Shed Deputation.*



## 8.5 MANAGER OF FINANCE'S REPORT

### 8.5.1 ACCOUNTS FOR PAYMENT

<b>File Reference</b>	<b>4.23.15</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	9 <sup>th</sup> July 2015

#### Background

That the Chief Executive Officer be authorised to make payments from Councils Municipal Fund, Trust and Reserve Accounts to a maximum of \$100,000 for payment of:

- Refunds of overpayment, deposits and bonds.
- Postage
- Salaries and Wages
- Petty cash recoup
- Payment of creditors where a discount or penalty applies
- Council vehicle licenses
- Special emergency payments as authorised
- Loan Repayments
- Police Licensing, receipts.
- Credit Card purchases up to \$5,000 for items contained in the Budget
- Progress payments for tender contracts

#### Comment

The list of account for payment is a separate attachment to this agenda.

#### Financial Implications

As listed in the recommendation below.

#### Voting Requirements

Simple Majority

#### Officers Recommendation

That Municipal Fund cheques 104400 -104408, EFT, BPay Transfers and Direct Debits totalling \$199258.10, CLGF Regional Funding EFT transfers totalling \$35,847.87 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104409 - 104417 totalling \$6,769.11 and Municipal Fund EFT Transfers totalling \$217,005.54 be approved for payment.



**Council Resolution**

***Johnstone/Major***

That Municipal Fund cheques 104400 -104408, EFT, BPay Transfers and Direct Debits totalling \$199258.10, CLGF Regional Funding EFT transfers totalling \$35,847.87 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104409 - 104417 totalling \$6,769.11 and Municipal Fund EFT Transfers totalling \$217,005.54 be approved for payment.

**Carried 8/0  
Resolution 17/16**

**8.5.2 FINANCIAL STATEMENTS**

<b>File Reference</b>	<b>4.23.15</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	9 <sup>th</sup> July 2015

**Background**

A statement of financial activity must be produced monthly and presented to Council. In accordance with the Local Government Act 1995, a statement of financial activity must be presented to each Council meeting, including a comparison to the budget and variance from it. It must also include explanations of any variances.

**Statutory Implications**

Local Government (Financial Management) Regulations 1996, reg 34.

**Comment**

The financial statements are a separate attachment to this agenda.

**Financial Implications**

As disclosed in the financial statements.

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That the financial statements presented for the period ending 30<sup>th</sup> June 2015 be received.

**Council Resolution**

***Earnshaw/Cavanagh***

That the financial statements presented for the period ending 30<sup>th</sup> June 2015 be received.

**Carried 8/0  
Resolution 18/16**



### 8.5.3 WRITE-OFF OUTSTANDING SUNDRY DEBTS

<b>File Reference</b>	<b>4.21.25</b>
<b>Statutory Reference</b>	Local Government Act 1995 Section 6.12(1)
<b>Author &amp; Date</b>	Cara Ryan 10 <sup>th</sup> July 2015

#### Background

This report is presented to advise Council of non-collectable debts and seeks Council approval to write-off debts that have been outstanding for an excessive period of time and are considered unrecoverable.

The total outstanding monies owed to Council of \$204.12, are as detailed on the following schedule.

Date	Invoice Number	Name	Details	Amt
02/05/2014	Childcare	Katrina-Lee Hams	Childcare Fees – We have tried contacting her on numerous occasions with no success.	\$39.20
19/12/2013	Childcare	Tahnee Knight	Childcare Fees – Ms Knight original debt was \$664.92 and she was paying \$50 per week until 19/12/2013. She had moved to Perth and we have been unable to contact her	\$164.92

#### Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SECT 6.12

6.12 . Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,
 which is owed to the local government.

#### Comment

All outstanding debtors are reviewed on a monthly basis and whilst the Council has a good track record at managing and recovering debts there will always be some debts that become uncollectable. Due to the excessive age of the debts presented and the significant costs that would be associated with debt collection it would be uneconomical to pursue the debt with legal action.

#### Financial Implications

Should the council decide to write off \$204.12 as a bad debt, there would be a nil effect to the year-end closing funds as there is a provision on the balance sheet of \$14,273.42 for doubtful debts.



**Voting Requirements**

Absolute Majority

**Officers Recommendation**

That Council agrees to write off the following bad debts totalling \$204.12:

<u>Invoice Number</u>	<u>Name</u>	<u>Amt</u>
Childcare	Katrina-Lee Hams	\$39.20
Childcare	Tahnee Knight	\$164.92

**Council Resolution**

**Cavanagh/Major**

That Council agrees to write off the following bad debts totalling \$204.12:

<u>Invoice Number</u>	<u>Name</u>	<u>Amt</u>
Childcare	Katrina-Lee Hams	\$39.20
Childcare	Tahnee Knight	\$164.92

**Carried 8/0  
Resolution 19/16**

**8.5.4 ADOPTION OF THE 2015/2016 BUDGET**

<b>File Reference</b>	<b>4.23.10</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan & Ryan Duff	10th July 2015

**Purpose**

To consider and adopt the Municipal Fund Budget for the 2015/16 financial year together with supporting schedules, including striking of the municipal fund rates, adoption of fees and charges, establishment of new reserve funds, setting of elected members fees for the year and other consequential matters arising from the budget papers.

**Background**

The draft 2015/2016 budget has been compiled based on the principles contained in the Strategic Community Plan and Corporate Business Plan. The 2015/16 draft budget has been prepared in accordance with the presentations made to Councillors at the Special Budget meeting held on 18<sup>th</sup> June 2015.

**Details**

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

- The budget has been prepared with a **GRV 0%** rate in the dollar increase and **UV 5%** rate in the dollar increase which is higher than originally estimated in the forward financial plans contained in the Corporate Business Plan.



- Fees and charges have also been increased by 3%, with the exception of the changes resolved at the Special Budget meeting held on 18<sup>th</sup> June 2015. These are itemised in the draft budget.
- Household and commercial waste charges and charges for depositing refuse at the Shire of Williams Refuse Site are proposed to increase by 3% and are itemised separately in the draft budget.
- The recurrent operating budget includes an overall increase in estimated expenditure of 3% (although individual line items may vary from this based on specific factors affecting each of these) and continues the focus on improved service delivery to the community.
- There is an allocation for a new staff member for the works crew. This was planned for 2014/2015 financial year as per the Shire of Williams Workforce Plan, but had to be withdrawn due to budget constraints.
- A capital works programme totalling **\$1,734,909** for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is a major component of this **\$1,243,941** in line with Council's strategy to increase the investment in road and associated assets. An amount of **\$146,136** is provided for footpaths and **\$174,075** the development of the refuse site.
- An estimated surplus of **\$205,984** is anticipated to be brought forward from 30 June 2015. However this is unaudited and may change. Any change will be addressed as part of a future budget review.

Principal additional grant funding for the year is estimated from Roads to Recovery. As announced on 23 June 2015, Councils across Australia will receive an extra \$1.105 billion over the next two years.

Local governments will receive an extra \$300 million in 2015-16 under Roads to Recovery, on top of the \$700 million they are already receiving—a \$1 billion cash injection in local roads over the next 12 months

In 2016-17, local government will receive an extra \$805 million in addition to the \$350 million they were already scheduled to receive under Roads to Recovery—\$1.155 billion next financial year.

As such the Shire of Williams will receive the following Roads to Recovery Funding

- 2015-16	\$402,000
- 2016-17	\$464,438
- 2017-18	\$140,675
- 2018-19	\$140,675





### **Consultation**

While no specific consultation has occurred on the draft 2015/16 budget, community consultation has previously occurred on several of the major projects planned. The Community has been involved in extensive consultation with the development of the Strategic Community Plan, *Williams 2022*. Previous Community Surveys have also directed Council on the level of service expected to be delivered by the Shire.

Extensive internal consultation has occurred between all senior employees and through discussions with elected members.

### **Statutory Environment**

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. *The Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2015/16 budget as presented is considered to meet statutory requirements.

### **Policy Implications**

The budget is based on the principles contained in the Strategic Community Plan and the Corporate Business Plan.

### **Financial Implications**

Specific financial implications are as outlined in the Detail section of this report and as itemised in the draft 2015/16 budget attached for adoption.

### **Strategic Implications**

The draft 2015/16 budget has been developed based on existing strategic planning documents adopted by council.

Absolute Majority required: Yes for some of the parts of the recommendations.

## **TRIPLE BOTTOM LINE ASSESSMENT**

### **Economic Implications**

The draft 2015/16 budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

### **Social Implications**

The draft 2015/16 budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the council.



**Environmental Implications**

The draft 2015/16 budget supports key environmental strategies and initiatives adopted by the council.

**Comment**

The draft 2015/16 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels. S4 – Page 29 Western Australian Local Government Accounting Manual – **Section 4 ‘The Budget Process’**

**Voting Requirements**

ABSOLUTE MAJORITY REQUIRED

**Officer Recommendation to be debated and resolved by Council**

That Council:

**PART A – MUNICIPAL FUND BUDGET FOR 2015/16**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopts the Municipal Fund Budget as contained in the Attachment of this agenda and the minutes, for the Shire of Williams for the 2015/16 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page (2) showing a net result for that year of **\$111,439**
- Statement of Comprehensive Income by Program on page (3 & 4) showing a net result for that year of **\$111,439**
- Statement of Cash Flows on page (5)
- Rate Setting Statement on page (6) showing an amount required to be raised from rates of **\$1,548,626**
- Notes to and Forming Part of the Budget on pages (7 to 34)
- Capital Income and Expenditure pages (35 to 37)
- Schedule of Operating Revenue and Expenditure pages (38 to 50)
- Salaries & Wages Schedule on Page (51) – Councillors Information only



**Council Resolution**

**Major/Medlen**

That Council adopt:

**PART A – MUNICIPAL FUND BUDGET FOR 2015/16**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the council adopts the Municipal Fund Budget as contained in the Attachment of this agenda and the minutes, for the Shire of Williams for the 2015/16 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page (2) showing a net result for that year of **\$91,590**
- Statement of Comprehensive Income by Program on page (3 & 4) showing a net result for that year of **\$91,590**
- Statement of Cash Flows on page (5)
- Rate Setting Statement on page (6) showing an amount required to be raised from rates of **\$1,556,539**
- Notes to and Forming Part of the Budget on pages (7 to 34)
- Schedule of Operating Revenue and Expenditure (38 to 50)
- Salaries & Wages Schedule on (Page 51) – Councillors Information only

The Capital Income and Expenditure pages (35 to 37) to be adopted separately.

**Carried 8/0  
Resolution 20/16**

**Council Resolution**

**Major/Logie**

That Council adopts the Capital Expenditure for York Williams Road of \$152,133.

**Carried 8/0  
Resolution 21/16**

**Council Resolution**

**Cavanagh/Earnshaw**

That Council adopt the Capital Expenditure for Marradong Rd of \$102,460 and Pingelly Rd \$86,304.

**Carried 8/0  
Resolution 22/16**

*Cr Logie declared an interest on the Capital Expenditure for Glenfield Rd and Cornwall/Brooking Street Intersection and left the meeting at 5.32pm.*



**Council Resolution**

**Paterson/Medlen**

That Council adopts the Capital Expenditure for Glenfield Rd seal of \$357,071.

**Carried 7/0  
Resolution 23/16**

**Council Resolution**

**Paterson/Johnstone**

That Council adopts the Capital Expenditure for Cornwall/Brooking St Intersection of \$45,849.

**Carried 7/0  
Resolution 24/16**

*Cr Logie returned to the meeting at 5.36pm*

**Council Resolution**

**Cavanagh/Earnshaw**

That Council adopts the Capital Expenditure for Dardadine Road of \$162,105, Rural Road Reseal of \$115,200, Darkan-Quindanning Rd of \$55,352 and Extracts Rd of \$82,758.

**Carried 8/0  
Resolution 25/16**

*Cr Cavanagh and Cr Johnstone declared an interest on the Capital Expenditure for Zilko Rd and left the meeting at 5.41pm.*

**Council Resolution**

**Logie/Major**

That Council adopts the Capital Expenditure for the Zilko Rd of \$62,318.

**Carried 6/0  
Resolution 26/16**

*Cr Cavanagh and Cr Johnstone returned to the meeting at 5.44pm.*

**Council Resolution**

**Medlen/Earnshaw**

That Council adopts the following Capital Expenditure:

Land & Buildings	\$20,924
Plant & Machinery	\$120,000
Parks & Reserves	\$353,583

**Carried 8/0  
Resolution 27/16**



**Voting Requirements**

ABSOLUTE MAJORITY REQUIRED

**PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

1. Raising Rates

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general and minimum rates on Gross Rental and Unimproved Values.

2. General Rates\*

- Residential (GRV) **5.4040 cents in the dollar**
- Commercial / Industrial (GRV) **5.4040 cents in the dollar**
- Rural/Mining (UV) **0.0630 cents in the dollar**

3. Minimum Rates

- Residential (GRV) **\$510**
- Commercial / Industrial (GRV) **\$510**
- Rural/Mining (UV) **\$510**

4. Installments

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by installments:

- Full payment and 1st installment due date **4<sup>th</sup> September 2015**
- 2nd quarterly installment due date **6<sup>th</sup> November 2015**
- 3rd quarterly installment due date **8<sup>th</sup> January 2016**
- 4th and final quarterly installment due date **11<sup>th</sup> March 2016**

5. Installment Option Charge

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an installment option of **\$8.33** for each installment after the initial instalment is paid.

6. Instalment Option Interest Rate

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.

7. Interest rate on Overdue Rates

Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.



**Council Resolution**

**Earnshaw/Logie**

That Council adopt PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS as per Officers Recommendation with the exception of the rate in the dollar for GRV to be the following;

- Residential (GRV) 5.6472 cents in the dollar
- Commercial / Industrial (GRV) 5.6472 cents in the dollar .

**Carried 8/0  
Resolution 28/16**

**Voting Requirements**

ABSOLUTE MAJORITY REQUIRED

**PART C – GENERAL FEES AND CHARGES FOR 2015/2016**

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges included at pages 51 to 58 inclusive of the draft 2015/2016 budget included in the budget attachment of this agenda.

**Council Resolution**

**Cavanagh/Paterson**

That Council adopt PART C – GENERAL FEES AND CHARGES FOR 2015/2016 as per Officers Recommendation.

**Carried 8/0  
Resolution 29/16**

**Voting Requirements**

ABSOLUTE MAJORITY REQUIRED

**PART D – OTHER STATUTORY FEES FOR 2015/2016**

1. Pursuant to section 53 of the *Cemeteries Act 1986* the council adopts the Fees and Charges for the Williams Cemetery included in the draft 2015/2016 budget included as attachment of this agenda.

2. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, council adopt the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (including recycling)

- 240ltr bin per weekly collection \$303pa

Commercial Premises

- Privately Owned Bulk Bin collection \$601pa



- 240ltr bin per service Commercial General Waste (no recycling) **\$225pa**

3. Pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, and section 6.16 of the Local Government Act 1995 council adopt the following charges for the deposit of domestic and commercial waste:

<b>Refuse Site Charges (Refuse site opens 9am to 3pm Wed, Sat &amp; Sun)</b>		
<b>General Waste</b>		<b>2015/2016</b>
Cars, utes, trailers 1.8m x 1.2m or 1 cubic metre		\$ 20.00
1 Sulo bin (one third of a cubic metre)		\$ 9.00
2 Sulo bins (two thirds of a cubic metre)		\$ 15.00
Garden Waste - Ute or trailer		\$ 12.00
Garden Waste - Truck 3 tonnes or more		\$ 20.00
Vehicle Body - Car belonging to ratepayer		Free
Vehicle Body - Car by non ratepayer		\$ 288.00
Vehicle Body - Truck belonging to ratepayer		Free
Vehicle Body - Truck by non ratepayer		\$ 575.00
Asbestos waste	per m3	\$ 52.00
Tyres - Small (car etc.)	each	\$ 6.00
Tyres - Small truck	each	\$ 9.00
Tyres - Large truck or tractor	each	\$ 16.00
Animal Carcasses - Small animals (dogs, cats, sheep)	each	\$ 8.00
Animals Carcasses - Large animals (horses, cattle)	each	\$ 21.00
Septage	per load	\$ 58.00
Building rubble	per m3	\$ 25.00
Rural Household Pass (unlimited household waste)		\$ 210.00
Scrap metal and batteries from ratepayer		NIL
New/Replacement Bins		\$ 100.00
<b>Kerbside Rubbish Collection</b>		
240lt General Waste & 240lt Recycling pickup		\$ 303.00
Commercial Bulk Recycling Bin		\$ 601.00
Commercial General Waste 240lt (No Recycling)		\$ 225.00

**Council Resolution**

**Major/Earnshaw**

That Council adopt PART D – OTHER STATUTORY FEES FOR 2015/16 as per Officers Recommendation.

**Carried 8/0  
Resolution 30/16**

**Voting Requirements**

ABSOLUTE MAJORITY REQUIRED



Cr Cowcher declared an interest in the following item at 6.01pm, and left the council chambers.

Deputy President Cr Earnshaw assumed the chair.

**PART E – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2015/2016**

Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the meeting fee:

- President      **\$4,120**

**Council Resolution**

**Major/Medlen**

That Council adopt:

**PART E – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2015/2016**

Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the meeting fee:

- President      **\$4,120**

**Carried 7/0  
Resolution 31/16**

Cr Cowcher returned to the meeting and resumed the chair at 6.03pm.

**Voting Requirements**

SIMPLE MAJORITY REQUIRED

**PART F – MATERIAL VARIANCE REPORTING FOR 2015/16**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2015/16 for reporting material variances shall be 5% or \$5,000, whichever is the greater.





**Council Resolution**

**Major/Johnstone**

That Council adopt PART F – MATERIAL VARIANCE REPORTING FOR 2015/16 as per Officers Recommendation.

**Carried 8/0  
Resolution 32/16**

**8.6 COUNCILLORS' REPORTS**

Cr Cowcher attended and discussed the WALGA Zone meeting held at Wickepin on the 26<sup>th</sup> June 2015.

Cr Cavanagh attended the Wandering Council meeting as a delegate for HWEDA on the 18<sup>th</sup> June 2015.

Cr Medlen attended and discussed the meeting with the Roadside Conservation Committee on Dardadine Rd on the 7<sup>th</sup> July 2015

**9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.**

**10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.**

**10.1 ELECTED MEMBERS.**

**10.2 OFFICERS.**

**11.0 APPLICATION FOR LEAVE OF ABSENCE**

**12.0 INFORMATION SESSION**

**13.0 CLOSURE OF MEETING**

The President declared the meeting closed at 6.21pm.