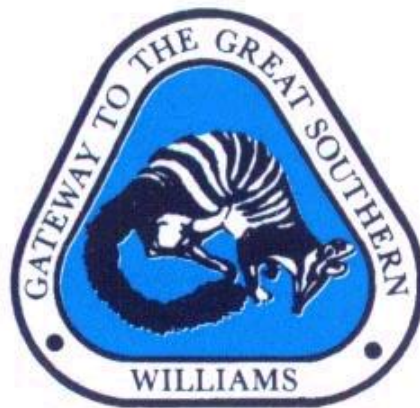


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING HELD ON
WEDNESDAY 20TH APRIL 2016***



COUNCIL DIARY

WEDNESDAY 20TH APRIL 2016

1.00pm

Ordinary Meeting

MONDAY 25TH APRIL 2016

8.00AM

ANZAC Day Ceremony

WEDNESDAY 18TH MAY 2016

1.00pm

Ordinary Meeting



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MINUTES – ORDINARY MEETING OF COUNCIL HELD 20TH APRIL 2016

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Separate Documents

1. Minutes – Council; 4WDL, HWEDA, LEMC
2. CEO General Report – April 2016
3. Appendices – CEO & CEO General Report
4. Payment Listing
5. Financial Statements
6. Status Report
7. Info Statement



SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

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

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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 20th April 2016.

Yours faithfully

Geoff McKeown
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.



MINUTES

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the ordinary meeting of Council open at 1.03pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher	President
Cr Greg Cavanagh	Deputy President (from 1.34pm)
Cr David Earnshaw	
Cr Richard Johnstone	
Cr Natalie Major	
Cr Jarrad Logie	
Cr Peter Paterson	
Cr Moya Carne	
Geoff McKeown	Chief Executive Officer
Cara Ryan	Manager of Finance
Heidi Cowcher	Economic Development Officer (1.25pm to 2.00pm)
Tony Kett	Works Supervisor (2.01pm to 2.14pm)
Steve Friend	Environ. Health Officer/Building Surveyor (2.15pm to 2.33pm)

Apologies

Cr Gilbert Medlen

3.0 PUBLIC QUESTION TIME

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cara Ryan / Manager of Finance
Item No. / Subject	8.4.8 / New Employment Contract – Manager of Finance
Type of Interest	Financial Interest



6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 16TH MARCH 2016

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 16th March 2016, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Paterson/Johnstone

That the Minutes of the Ordinary Meeting held on 16th March 2016, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0
Resolution 209/16**

6.2 HWEDA MEETING HELD 12TH APRIL 2016

Officer's Recommendation

That the Minutes of the HWEDA Meeting held on 12th April 2016, as previously circulated, be received.

Council Resolution

Major/Earnshaw

That the Minutes of the HWEDA Meeting held on 12th April 2016, as previously circulated, be received.

**Carried 7/0
Resolution 210/16**

6.3 4WDL MEETING HELD 13TH APRIL 2016

Officer's Recommendation

That the Minutes of the 4WDL Meeting held on 13th April 2016, as previously circulated, be received.

Council Resolution

Major/Earnshaw

That the Minutes of the 4WDL Meeting held on 13th April 2016, as previously circulated, be received.

**Carried 7/0
Resolution 211/16**



6.4 LEMC MEETING HELD 18TH APRIL 2016

Officer's Recommendation

That the Minutes of the LEMC meeting held on 18th April 2016, as previously circulated, be received.

Council Resolution

Paterson/Carne

That the Minutes of the LEMC meeting held on 18th April 2016, as previously circulated, be received.

**Carried 7/0
Resolution 212/16**

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 1.25pm to discuss her report.

8.1.1 4WDL WELL AGED HOUSING PROJECT

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 19 th April 2016

Background

The Shire of Williams, as lead agency on behalf of the 4WDL Regional Group, has secured funding to construct a total of at least 45 units across seven local governments from various sources. To date five separate funding streams have financed the construction, two of which are now complete (2010/11 CLGFR and 2011/12 CLGFR funding – both have had final reports submitted and accepted by the Department). RCSF and 2012/13 CLGFR are complete with the final reports currently being prepared and the final funding stream (SII) only just commencing and due for completion 2018.

Comment

The RCSF funding was all expended by **30th September 2015**, with the final report and acquittal originally due to be submitted by 31st December 2015. An extension has now been granted on this, with the Final Report and Acquittal due **30th June 2016**. Unit inspections of the now completed Newdegate units will be undertaken on 4th May. Quarterly progress report for January-March 2016 is due for submission **30th April 2016**.

The 2012/13 CLGFR funding (\$1,972,409 to construct 7 units) is due for completion **31st March 2016**. An extension was applied for and secured from the Department for a later completion date (due to the Shire of Lake Grace and the units at Newdegate), with the Final Report and Acquittal due **30th June 2016**. Unit inspections on the now completed Newdegate units will be undertaken on the 4th May. Quarterly progress report for January-March 2016 is due for submission **30th April 2016**.

SII Funding (due for completion December 2018)

Funding totalling \$5,023,648 has been secured to construct an additional 14 units across 6 shires. In each Shire the project is progressing well, and it is hoped that the drawdown of the second instalment of funding (\$3m) will occur in the next month. Quarterly progress report for January-March 2016 is due for submission **30th April 2016**.

Financial Implications

Project Management and Audit expenses attributed to this project are funded from the interest earned on the investment of the funding. The Shire of Williams does not incur any additional expenditure on this project that is not funded from the project interest.



Voting Requirements

Simple Majority

Officer's Recommendation

The report on progress of the 4WDL Well Aged Housing Project is noted.

Cr Cavanagh arrived at 1.34pm during discussions of the following item.

8.1.2 WILLIAMS BOWLING CLUB / DSR MEETING / WILLIAMS SPORT & REC PLAN

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 19 th April 2016
Attachment	Shire of Williams Active Recreation Plan 2011 & Appendices

Background

The Williams Bowling Club is proposing the construction of a 7 rink synthetic surface to replace one of the grass greens at the Club. The Club had previously considered this in 2009 and Council supported the club at the time by preparing and submitting an application to CSRFF, but unfortunately it was unsuccessful. Further to this, an application was submitted in 2015 that was also unsuccessful. Following the recent application, Council initiated a meeting with DSR Representatives, Council staff and Bowling Club members to seek feedback on the application and provide advice as to 'where to from here'.

Following the unsuccessful DSR CSRFF grant in 2009, Council met with DSR representatives who advised that the Shire needed to consider investment in a Sport and Recreation Master Plan for the facilities in and around Williams.

As reported at the June 2010 Council meeting, Councils previous applications to the funding program were in October 2009 on behalf of the Bowling Club who were seeking financial assistance with the proposed replacement of one green with synthetic as well as the replacement of the clubhouse roof (on advice at the time, by the DSR Regional Officer). In March 2010 on behalf of Tarwonga Tennis Club who were seeking financial assistance with the upgrade of six courts. Both of these were unsuccessful.

DSR advised the Shire that they should undertake a comprehensive review of the shire's sport and recreation facilities and develop a Master Plan which would identify all future proposed work and ensure that the Shire's sporting facilities were collocated and shared use was identified and undertaken were possible.

In June 2010 the Shire endorsed the engagement of A Balanced View (ABV) Leisure Consultancy to prepare a Master Plan for the Shire's recreation facilities to support any future funding applications. ABV Leisure were identified by DSR in a list of preferred consultants and had



experience in preparing other Master Plans across the State. The cost of the plan was estimated at \$20,000 (however in reality only \$10,000 was paid).

As discussed at the April 2011 Council meeting, sporting groups had provided their feedback on the Draft Recreation Plan, which was presented at the April Council meeting. At the same time as seeking general public feedback, the Shire forwarded a copy of the draft document, together with other supporting information as provided by Darren Monument (ABV Leisure) at the time of securing his services to prepare the plan, to the Department of Sport and Recreation for their comments.

The following comments were received by email from Chelsea Gellard (DSR Regional Officer) on Wednesday 4th May 2011. It is understood that these comments are the result of a meeting held between Chelsea Gellard (DSR Regional Officer, Narrogin), Clayton White (DSR Facilities Consultant) and Jenifer Collins (DSR Regional Manager, Northam)

The Department of Sport and Recreation would like to acknowledge the effort and commitment the Shire of Williams has put into developing the draft sport and recreation plan for the shire's future. The department is encouraged by the initial progress report offered by the consultant; however would not recommend the process the shire has undergone to reach the draft report. The areas of concern are that no written brief was agreed to and the scope of work was based on the Shire of Kalamunda, a metropolitan Local Government with little in common with Williams. It is difficult to make a comparison between what was requested by the Shire to be investigated and what has been delivered by the consultant. What can be commented on however is the proposed Williams Recreation Precinct Concept Plan and the principles and guidelines of the CSRFF program.

There are 20 recommendations for facility development within the concept plan.

Short term

- 1. Bowls pavilion requiring an upgrade. It is worth noting that the tennis building also requires an upgrade and bowls are looking at developing a 12 rink synthetic surface and tennis are looking at court upgrades. It would be expected that the possibility of both of these groups relocating near to the main pavilion or co-locating would have been investigated as an option.*
- 2. New 12 rink synthetic green for bowls. Not opposed to this proposal however with a new surface required and work to the existing bowls pavilion it would be an ideal time to consider relocating. To attract CSRFF support there is little in this proposal that would satisfy the guidelines of consolidation and co-location/ shared use of resources. A 12 rink green at a shared pavilion (or extension to the existing pavilion to accommodate bowls and tennis) would be far more appealing and would result in lower costs in the long term as the main pavilion is shared by every user group within the precinct).*
- 3. Internal road would not be required to bowls if they relocated.*
- 4. Same as point 1. Relocation should be considered as an option.*
- 5. Relocating the tennis courts should be considered and multi marked netball/ basketball courts (not every court).*
- 6. Agree with modification of entry*



7. *Playground (Lotterywest may be interested in the playground. R4R allocation should be used for carparks, entry statements, landscaping etc which are ineligible under CSRFF).*
8. *Would question the need for relocation of the hockey field. Main oval could accommodate both football and hockey. Surface should be improved under agreement with Water Corp (are there costs related to this? Could be a possible CSRFF project). How does Narrogin's synthetic surface tie in with Williams? Do Williams play games in Narrogin?*
9. *Car parking-agree but not eligible for CSRFF.*
10. *Bitumise Ramshed floor and lighting suitable for netball and basketball. If it is a low cost option i think it would make sense if building is viable to do this.*
11. *Rear entrance to recreation ground.*
12. *New storage and scoreboard-not a high priority.*
13. *2 practice cricket wickets-consider location in relation to pavilion, storage etc.*

Long term

14. *Campdraft area- appears to make sense*
15. *Unsure of the need to complete this road*
16. *Horse float area-appears to make sense*
17. *Multipurpose rectangular field-would question the need for this however would propose that hockey is played here if there is the desire to relocate from the main playing field. Little work required as this is an existing field.*
18. *Pavilion extension-unsure of the need if everyone stays where they are and gets upgrades. Would be a priority if other sports were to relocate to the building.*
19. *Stables-appears logical in this location*
20. *Race Track extension-target R4R or Racing and Gaming.*

Conclusion

- *The policies and guidelines of the CSRFF program focus on co-location, consolidation of aging infrastructure and the sharing of common infrastructure such as clubhouses, change rooms and social amenities.*
- *What has been presented in the Shire of Williams Concept Plan is the expansion of facilities, upgrade of all facilities at their existing location and no rationale for these proposals other than that the facilities are at an age where significant work is required.*
- *No options have been presented, only the draft final plan. It is therefore difficult to see if other options have been considered and whether they have been dismissed for legitimate reasons or the pros and cons of each proposal are presented.*
- *Other options do not appear to have been presented to the community to have an opinion on.*
- *Other towns that have gone down the co-location and shared use model have enjoyed an improved playing arena and access to a higher quality social amenity that is shared with other user groups. Examples include Merredin, Bruce Rock, Brookton, York, Westonia, Dowerin, Darkan amongst others.*

At the time, Council considered these comments and made adjustments to the Final Masterplan based on these. Council decided to include the relocation of the Bowling Green to the north of the



pavilion as a long term option once the Bowling Clubhouse reached the end of its useful life. Council endorsed the Plan including the revised Concept Plan at its meeting of September 2011.

Comment

Since the Plan was endorsed by Council in September 2011, it has been used as a Supporting Document in the Sport and Recreation Upgrade Project that CSRFF contributed to in 2013/14. CSRFF contributions totalled \$40,633 of a total project cost of \$637,514. CSRFF funding was attributed to the resurfacing of the bottom 3 tennis courts and making provision for netball and tennis.

The meeting between DSR Representatives (Jenifer Collins – Regional Manager, Northam; Kent Burton CSRFF Facilities Officer and Amber de Jong – Administrative Assistant CSRFF), Council representatives (Geoff McKeown, John Cowcher, Moya Carne, Heidi Cowcher and Tony Kett) and Bowling Club representatives (Lawrence Rose, Jim Epiro, Graham Prowse, Marie Hardacre, Charmaine Duff, Bob Duff and Di Kett) was held on 5th April 2016.

At the meeting, feedback was requested on the Bowling Club's CSRFF application. Reasons for the project not being successful were:

- Fund was oversubscribed - \$7m available when previously fund was \$20m
- Query as to why the Shire/Bowling Club went against the recommendations of the Sport and Recreation Master Plan, advice previously provided by DSR and the advice provided by the Consultant engaged to prepare the Plan previously. Evidence as to why this was the case was not clear in the application.
- Concern over why club wishes to retain one grass and one synthetic. DSR believes that this would not reduce costs by 50%, despite the assertions in the application. What if members did not like the synthetic, and return to using grass green, this would be a considerable waste of DSR and Government investment.
- If roof replacement is earmarked in life cycle cost analysis, then perhaps Club needs to give consideration as to relocation at this time rather than invest in current infrastructure.

One of the main items of discussion was why the Shire/Bowling Club went against the recommendation in the adopted Sport and Recreation Master Plan for the Bowling Green to be relocated to the north end of the Pavilion. If it is the Bowling Club and Shire's preference that the Club be retained in its current location, then there needs to be a revision of the now somewhat obsolete Sport and Recreation Master Plan that was prepared in August 2011. Cost considerations of retention vs relocation need to be clearly outlined and recommendations around why one is selected over the other. The current report does not clearly demonstrate that options have been considered and why the Club's current location would be retained long term.

If Council and the Bowling Club were not happy with the recommendations in the Sport and Recreation Master Plan, then perhaps the Plan should not have been endorsed at the time.

DSR Staff have recommended that consideration be given to reviewing and updating the Sport and Recreation Master Plan to include a more robust assessment of the options for future



developments with clear, definitive, well considered detailed recommendations including consideration of options and why the final options presented have been selected.

Should Council consider investing in a review of the Plan, it would be strongly recommended that the engagement of a Consultant be utilised, with a well-defined scope of works (that was not done previously) to ensure that the outcome is in line with DSR current guidelines and parameters around investment in sport and recreation facilities and the need for rationalisation as encouraged. This would give elected members the ability to consider investment in sport and recreation facilities in a well-planned manner. The Plan needs to include a review of options, including detailed financial comparison of options as well as a more thorough community consultation and consideration of options as presented.

If Council supports this review, then costs would be obtained from suitably qualified and experienced consultants to assist in this project to be included in budget deliberations. Council has the option of applying for funding from DSR to assist in this, however only 1/3 of the total cost is eligible and planning projects are considered in the same round as

Advice has been provided that if the Shire/Bowling Club submits the application for the 7 rink synthetic green in the same format with the same supporting Plan, then it is unlikely to be funded.

Financial Implications

To be determined.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council consider, as part of its 2016/17 Budget deliberation, the engagement of a suitably qualified consultant to review the Shire's Sport and Recreation Master Plan.

Council Resolution

Carne/Earnshaw

That Council consider, as part of its 2016/17 Budget deliberation, the engagement of a suitably qualified consultant to review the Shire's Sport and Recreation Master Plan.

Carried 8/0
Resolution 213/16



8.1.3 WILLIAMS LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS & RECOVERY PLAN

File Reference	EDO Files
Statutory Reference	<i>Emergency Management Act 2005</i>
Author & Date	Heidi Cowcher 19 th April 2016
Attachments	Williams Local Emergency Management Arrangements & Recovery Plan

Background

The Williams Local Emergency Management Plan was previously reviewed comprehensively in 2011. Incremental reviews have been undertaken on the Resources and Contact Lists regularly to ensure that the Plan includes the most relevant and up to date information. The Plan has a 5 year lifespan before it is due to be reviewed overall.

Comment

The Williams Local Emergency Management Arrangements were reviewed based on advice provided by Adam Smith (District Emergency Management Advisor, Great Southern Region) and updated into the most current template. Much of the actual content remains the same. The copy included as an Appendix to this report is the in-house version, the public version will not include contact details or other personal information.

Within the document there is a Risk Review and Treatment Options section which was last reviewed in 2012. This has not been reviewed as part of this update, however will be required to be completed in the next few years to ensure that the most current risks have been identified and appropriate mitigation methods considered.

The Plan was endorsed at the Williams LEMC meeting on 18th April (minutes attached). Council endorsement is sought, after which the signed Plans will be forwarded to the District Emergency Management Committee and State Emergency Management Committee for noting.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council endorses the Williams Local Emergency Management Arrangements and Recovery Plan 2016.



Council Resolution

Major/Paterson

That Council endorses the Williams Local Emergency Management Arrangements and Recovery Plan 2016.

**Carried 8/0
Resolution 214/16**

8.1.4 GENERAL PROJECTS UPDATE

File Reference	Various	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	19 th April 2016

General Update

Williams Aged Units – Lots 67 & 68 New Street

Site works have commenced by the Shire. Retaining wall for the west boundary of Lot 68 is required. Retaining wall blocks (wonderwall) has been purchased and David Reed will install in the next couple of weeks. Once sand fill and retaining wall is complete, pad will be tested and then site will be handed to builder (Tradesman Homes). Building Contract has been received and is to be signed by Tradesman Homes. Builder will have 26 weeks from possession of site.

Creating Age Friendly Communities project

The Shire secured \$56,054 for the following projects: Brooking Street shared use path, Jam Tree Lane POS and New Street shared use path.

The Jam Tree Lane POS is now complete, including gazebo and seating, concrete paths, raised planter beds and garden. The New Street path was completed in January 2016 and now completes the link between Rossellotty Street and Albany Highway. The construction of the Brooking Street pathway is also complete, with the final back fill and removal of the old pavers the final component of the project. The entire project was completed by 31st March 2016, with final report and acquittal due **30 June 2016**. The Final Report & Acquittal is currently being prepared for auditing by the Shire auditors in late May.

RBN Local Path – Growse/Piesse Streets

The project is due for completion by 13th May 2016 with inspection of the pathway to be undertaken on 16th May 2016. The Final Completion Report is to be prepared and submitted as soon as practical.

HWEDA Strategic Plan Review & Economic Implementation Plan

WDC and PDC jointly funded the review of the HWEDA Strategic Plan and the development of an Economic Implementation Plan. Both Plans have now been completed, and were endorsed at the HWEDA Board meeting on 1st March. Final Reports to WDC and PDC were submitted on 14th April 2016.



The HWEDA Board have resolved to officially 'launch' the plans with a deputation to Parliament House at 9:30am on 23rd June 2016 to see Terry Waldron and other Ministers/Members.

Financial Implications

Project based, as identified.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council note the General Projects report update.

Council Resolution

Earnshaw/Paterson

That Council note the General Projects report update.

**Carried 8/0
Resolution 215/16**

Heidi Cowcher

Economic Development Officer

19th April 2016

Ms Cowcher left the meeting at 2.00pm.



8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 2.01pm to discuss his report.

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	11 th April 2016

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Wangling Gully Rd	8.8
Cowcher Rd	4.4
Hurley Rd	13.8
Eddington Rd	2.9
Munthoola Rd	1.8
Total Length for the Month	31.7 kms

8.2.2 ROAD MAINTENANCE WORKS

- Re-sealed Carne Rd

8.2.3 2015/16 ROAD CONSTRUCTION PROGRAM

Road Construction Program 2015-16								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams Darkan Rd	Repair failed sections				Jul-15	Jul-15	Completed
8	Tarwonga Dardadine (21.50km)	Clear, widen & gravel sheet to 9m	5.00	12.50	7.50	Jul-15	Aug-15	Gravel sheeting complete.
31	Extracts Rd (12.25km)	Tree trimming and repair failed section	Various slks			Aug-15	Sep-15	Completed.
10	Pingelly Rd (8.01km)	Seal to 7m	0.00	0.50	0.50	Sep-15	Nov-15	Completed
1	York-Williams Rd (19.50km)	Seal previous sections	12.20	19.50	7.30	Sep-15	Nov-15	Completed.
67	Brooking Street	Footpath	0	0.27	0.27	Oct-15	Nov-15	Completed.
	New Street	Footpath	0	0.32	0.32	Oct-30	Dec-18	Completed.
68	Growse St	Footpath	0	0.32	0.32	Oct-15	Nov-15	Completed.
	Carne Rd.	Reseal	0.00	6.00	6.00	Nov-15	Nov-15	Completed



11	Marradong Rd (11.45km)	Repair drainage and reconstruct failed sections	Various slks		1.00	Nov-15	Nov-15	Completed
75	Cornwall Tce	Re-align intersection	0.50	5.31	4.81	Dec-15	Dec-15	Waiting for kerbing to be done
25	Cowcher Rd	Repair culvert running surface				Jan-16	Jan-16	Completed
15	Glenfield (13.63km)	7m seal	0.50	5.31	4.81	Jan-16	Mar-16	Carting gravel
12	Zilko Rd (19.31km)	Widen & gravel sheet to 9m	13.00	14.50	1.50	Mar-16	Apr-16	
12	Zilko Rd (19.31km)	Tree trimming	Various slks			Mar-16	Apr-16	
2	Darkan Quindanning (30.3)	Tree trimming - south end 14.7km	Various slks			Apr-15	May-15	

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms January 2016	Works Completed this month
Mazda CX5	Light Vehicles	Cara Ryan	23 Sep 15	13,600 km	
Toyota Kluger 16 WL		Geoff McKeown	10 Sep 14	41,400 km	
Holden Rodeo Dual Cab Utility WL5499		Maintenance	5-Nov-04	230,289 km	
Isuzu D-Max WL 19		Tony Kett	9-Sep 14	46,000 km	
Kia 2 Tonne Truck WL 5414		Jeff Cowan	9-Oct-07	128,651 km	
Holden Colorado Crew Cab Ute WL 742		Andrew Wood	5-Oct 15	180,085 km	New battery
Holden Rodeo Crew Cab Utility WL842		Outside staff	15-Nov-06	294,480 km	
Holden Rodeo Single Cab Utility WL 826		James Lenehan	20-Nov-06	108,936 km	
Mitsubishi Triton Single Cab Utility WL 430		Stewart Cowcher	22-Sep-99	225,504 km	
Skid Steer Track Loader		Construction Equipment	Outside works crew	Sep 2015	136 hr
Multipac Multi-Tyre Road Roller WL49	Ray Scobie		21-Oct-04	6,017 hr	
Vibromax Roller WL 126			29-Sep-04	4,017 hr	
Caterpillar 12M Grader WL61	Richard Hewitt		Dec 2011	3,841 hr	



Caterpillar 12m Grader WL361	Parks & Gardens	Andrew Wood	20-Oct-06	1,140 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	4,967 hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	6,096 hr	Serviced
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	22,474 hr	
John Deere MFWD Tractor WL 767		Works	21-Oct-97	9,590 hr	
Toro Reelmaster SP mower WL5502		Works	Aug-09	874 hr	
Kubota Generator	Parks & Gardens	Refuse Site		2,900 hr	
Toro Z597 Ride on Mower WL 731		Jeff Cowan	1-Oct-06	1,699 hr	
Toro Z400 Kholer Ride on Mower WL5302		Jeff Cowan	8-Aug-05	567 hr	
Honda TRX Four Wheel M/Cycle WL 429		Jeff Cowan	20-Mar-00	1,346 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	234,129 km	
Isuzu FVZ1400 Tip Truck WL 093				31-Dec-03	285,359 km
Mercedes Benz Actross Prime Mover WL91	Trucks & Trailers	Phil Reed	21-Dec-05	2,85000 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	191,000 km	
Isuzu NPR 300 Truck WL 016		Ray Scobie	21-Jan-13	58,609 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	125,400 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	123,500km	
Howard Porter Pig Trailer WL3792		Justin Murdock	10-Dec-08	132,300 km	
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	23-Feb-16	167,500 km	

8.2.5 STAFF

- Nil to report

8.2.6 TOWN AND FACILITIES REPORT

- Sand pad for new units completed

8.2.7 PRIVATE WORKS

- Nil to report



8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE

Voting Requirements

Simple Majority Required

Officer's Recommendation

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

Council Resolution

Paterson/Johnstone

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

**Carried 8/0
Resolution 216/16**

Mr Kett left the meeting at 2.14pm



8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

Environmental Health Officer/Building Surveyor Steve Friend attended the meeting at 2.15pm to discuss his report.

8.3.1 BUILDING PERMITS

File Reference	13.34.10
Statutory Reference	N/A
Author & Date	Steve Friend 14 th April 2016

Comment

The following building licenses have been issued under delegation by the EHO/BS:
No building permits issued since the end of February.

Financial Implication

Fees: Shire \$00.00; BSL \$00.00; BCF \$00.00

Voting Requirements

Simple Majority Required

Officer's Recommendation

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

8.3.2 "R" CODES VARIATION

File Reference	13.34.10
Statutory Reference	Shire of Williams Town Planning Scheme
Author & Date	Steve Friend 14 th April 2016
Attachments	Appendix 1

Background

The Shire of Williams has engaged H & H Architects to draw up plans for two more aged persons' homes in New Street.

The plans (appendix 1) show side setbacks of 1005mm and 995mm for Lots 67 and 68 respectively.

Comment

All development in Residential zoned areas is governed by the Residential Design Codes (R Codes) for things such as setbacks, height, overshadowing etc.

The R Codes state that a building should have a side setback (wall) from a side boundary of 1500mm if that wall has a major opening (window or door) to a habitable room, and if there is an



opening to a non-habitable room (laundry/bathroom/WC), the setback can be reduced to 1000mm.

In both instances the rooms are habitable rooms so the distance should be 1500mm.

There are provisions for these distances to be reduced and that is that Council should approve a lesser distance.

This is usually done with consultation with the neighbour affected.

In this instance, the Shire owns all the properties along this strip so there is no need to advertise the proposal.

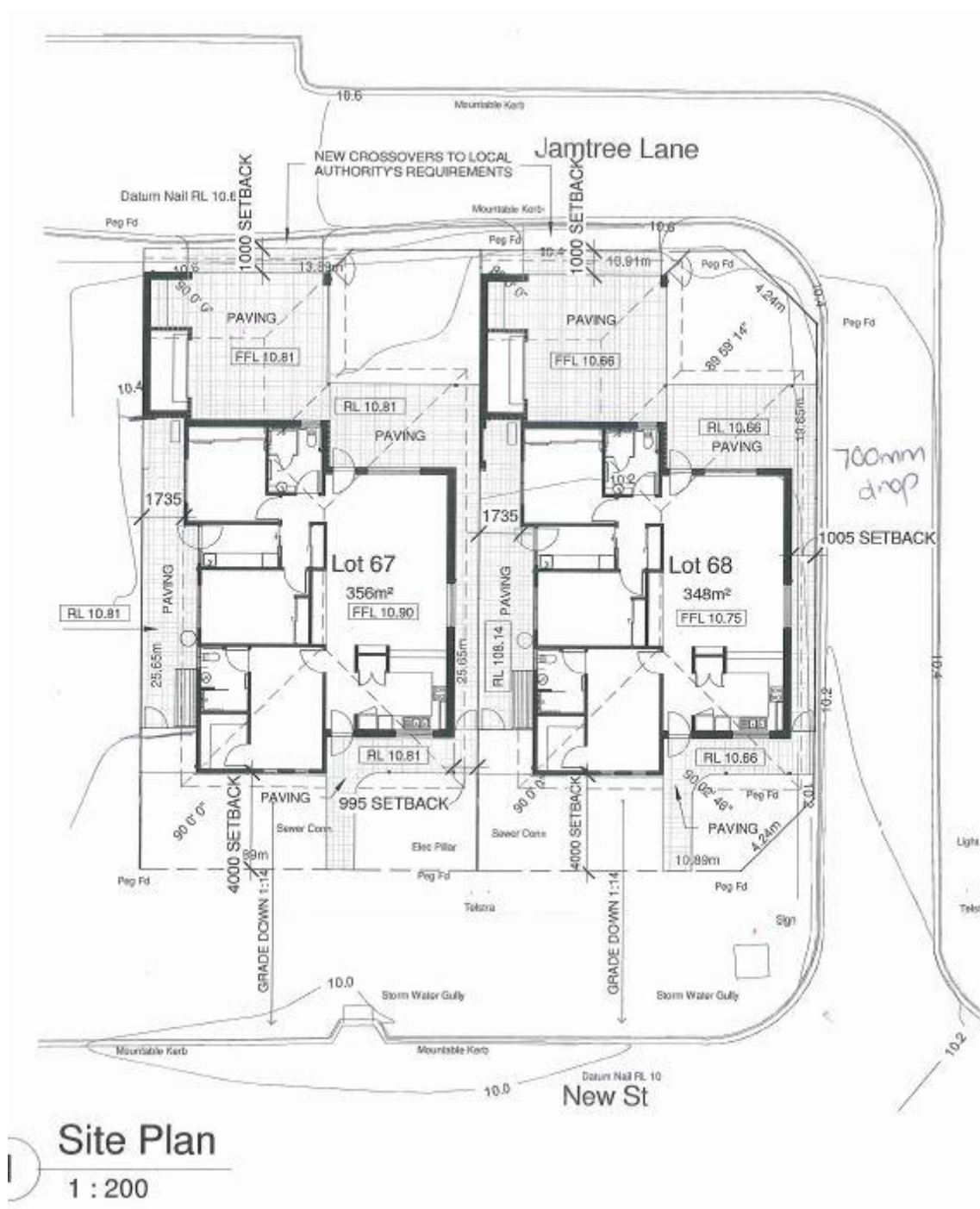
In the case of Lot 68, the side boundary faces no other building directly: it faces onto Jam Tree Lane, so there would be no issues with privacy or light.

With regards Lot 67, the side setback shown is 995mm, which, while not ideal, could be viewed as acceptable as the units are for aged persons and it could be assumed that visual and noise pollution would not be a problem.

It is also proposed to erect a 1.8m high Colorbond wall down this boundary, which while it should provide sufficient privacy, the lesser setback might not allow as much natural light into the building as could normally be expected.

It may have been possible to move the proposed dwelling on Lot 67 a little further to the west which would have given a few more mm's on the eastern side (between Lot 67 and 68), however it would not have made the 1,500mm required.

Again, as the units being built are to be used for aged persons housing, and Shire owned, it is possible to allow lesser setbacks than the Deemed to Satisfy provisions of the R Codes.



Financial Implications

Nil

Voting Requirements

Simple Majority



Officer's Recommendation

That Council determines that a side setback for the building on Lot 68 New Street be reduced to 1,005mm and for Lot 67 New Street be reduced to 995mm.

Council Resolution

Cavanagh/Major

That Council:

1. approve the construction of aged persons independent living units on Lots 67 and Lot 68 New Street in accordance with the Shire of Williams Town Planning Scheme No.2; subject to lodgement of a Bushfire Attack Level (BAL) assessment prior to the issue of a Building Permit to demonstrate compliance with 'State Policy 3.7 – Planning in Bushfire Prone Areas'. All construction to be in accordance with the recommendations of the BAL assessment; and
2. determines that a side setback for the building on Lot 68 New Street be reduced to 1,005mm and for Lot 67 New Street be reduced to 995mm.

**Carried 8/0
Resolution 217/16**

The resolution differed from the recommendation as Council wished to ensure it granted planning approval for the construction of two units on Lots 67 and Lot 68 New Street, subject to a Bushfire Attack Level (BAL) assessment in accordance with 'State Policy 3.7 – Planning in Bushfire Prone Areas', prior to the issue of a Building Permit.

8.3.3 EHO/BS REPORT ACCEPTANCE

Voting Requirements

Simple Majority Required

Officer's Recommendation

That the Environmental Health Officer/Building Surveyor's Report as tabled be received.

Council Resolution

Carne/Johnstone

That the Environmental Health Officer/Building Surveyor's Report as tabled be received.

**Carried 7/0
Resolution 218/16**

Mr Friend left the meeting at 2.33pm.



8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

File Reference	4.1.20
Statutory Reference	N/A
Author & Date	Geoff McKeown 14 th April 2016

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 April 2016 be received by Council.

Council Resolution

Paterson/Logie

That the Chief Executive Officer's General Report for April 2016 be received by Council.

Carried 8/0
Resolution 219/16

8.4.2 REQUEST FOR CLEARANCE OF CONDITIONS – SUBDIVISION BATES ROAD, WILLIAMS

File Reference	10.64.20
Statutory Reference	Shire of Williams Town Planning Scheme No 2 and <i>Town Planning & Development Act 2005</i>
Author & Date	Geoff McKeown 1 st April 2016
Attachment	Nil

Background

The Shire of Williams is requested to provide authorisation for clearance of seven conditions placed on the subdivision approval for various lots on Bates Road, Williams. This subdivision application was initiated by Agnes, Mark and Riley Iredell and received Western Australian Planning Commission (WAPC) approval on the 17th April 2015.



Comment

In approving the application the WAPC included the following conditions that require local government clearance:

Condition 1 - A fire management plan being prepared, approved and relevant provisions implemented during subdivisional works, in accordance with the WAPC's *Guideline Planning for Bushfire protection Edition 2, may 2010 (in particular Appendix 3)* to the specifications of the local government.

Condition 2 – A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate(s) of title of the proposes lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:
'The lot(s) is/are subject to a fire management plan.'

Condition 3 – The proposed battle-axe access way(s) being constructed and drained at the landowner/applicant's cost to the specifications of the local government.

Condition 4 – The landowner/applicant entering into an agreement with the local government to ensure reciprocal rights of access over adjoining battle-axe access ways and the emergency access way.

Condition 5 – The landowner/applicant shall provide a written undertaking to the satisfaction of the Western Australian Planning Commission to advise prospective purchasers of the fire management plan and provide purchasers with a copy of the plan.

Condition 6 – A notification, pursuant to Section 70A of the *Transfer of Land Act 1893* is to be placed on the certificate(s) of title of the proposes lot(s). Notice of this notification is to be included on the diagram or plan of survey (deposited plan). The notification is to state as follows:
'This lot is in close proximity to existing farming activity and may be adversely affected by virtue of odour, noise, dust and spray drift.'

Condition 7 – A restrictive covenant, to the benefit of the local government, pursuant to Section 129BA of the *Transfer of Land Act 1893* (as amended) is to be placed on the certificate of title of the proposed lot(s) advising of the existence of a restriction on the use of the land. Notice of this restriction is to be included on the diagram or plan of survey (deposited plan). The restrictive covenant is to state as follows:

'No residential development shall occur within 100 metres of an extreme bushfire risk area as identified in the approved Fire Management Plan.'

The conditions have been met and the Chief Executive Officer has endorsed via correspondence that they have been satisfied. Authorisation to do this is contained under Delegation PLN1 in the Shire of Williams Delegations Register, which states: *"The CEO is authorised to issue planning consent for development applications that fully comply with all requirements."*



Financial Implications

Nil

Voting Requirements

Absolute Majority

Officer's (Consultant Planner) Recommendation

That Council endorses the exercise of delegated authority by the Chief Executive Officer in notifying that Conditions 1, 2, 3, 4, 5, 6 and 7, placed on the subdivision Lots on Bates Road, Williams (WAPC Application No.151340), have been met.

Further, Council endorses the actions of the President and Chief Executive Officer in signing and affixing the Common Seal to documents under provisions of the *Transfer of Land Act 1893*.

Council Resolution

Johnstone/Earnshaw

That Council endorses the exercise of delegated authority by the Chief Executive Officer in notifying that Conditions 1, 2, 3, 4, 5, 6 and 7, placed on the subdivision Lots on Bates Road, Williams (WAPC Application No.151340), have been met.

Further, Council endorses the actions of the President and Chief Executive Officer in signing and affixing the Common Seal to documents under provisions of the *Transfer of Land Act 1893*.

**Carried by Absolute Majority 8/0
Resolution 220/16**

Afternoon Tea

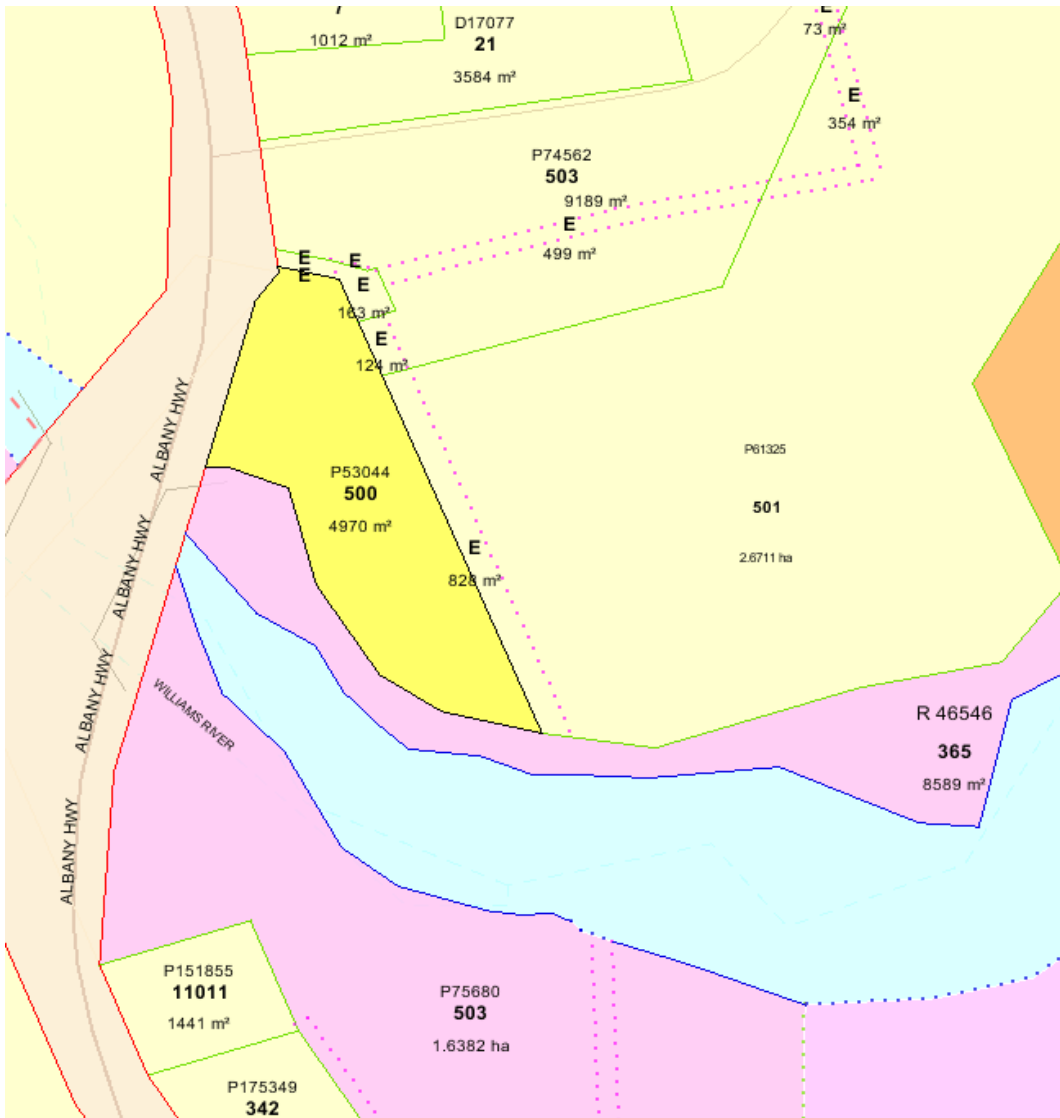
The President adjourned the meeting for afternoon tea at 3.05pm and resumed the meeting at 3.39pm.

8.4.3 PROPOSED WORKERS ACCOMMODATION – LOTS 500 ALBANY HIGHWAY, WILLIAMS

File Reference	10.60.15
Statutory Reference	Shire of Williams Town Planning Scheme No 2
Author & Date	Geoff McKeown and Liz Bushby – Gray & Lewis, Landuse Planners, 11 th April 2016
Attachment	Nil

Background

The northern portion of Lot 500 has been developed with a service station/roadhouse, and there is an existing house located on the southern portion. The existing house is partially screened from Albany Highway by trees within Reserve 46546.



Lot 500 is zoned Commercial under the Shire of Williams Town Planning Scheme No 2 (‘the Scheme’).

Comment

➤ **Description of Application**

A planning application has been lodged for a transportable building (for workers accommodation) and a patio to the rear of an existing house located on Lot 500 Albany Highway, Williams. The applicant has advised 2 rooms within the existing house are already used for workers accommodation.

The transportable building will be located approximately 9.8 metres from the east boundary and 40 metres from the south boundary. The floor area of approximately 60m² will accommodate 4 single rooms with individual en-suites.

A patio measuring 5 metres by 14.5 metres is proposed between the rear of the existing house and the proposed transportable building.



Source: Landgate

In support of the proposal the applicant has advised:

- The purpose of the accommodation is to increase the number of rooms available for staff from 2 useable rooms to 5.
- There is currently a workforce of 8 employees for the roadhouse, four of which are transient workers.
- All persons would be employed directly by the entity holding a lease over the entire premises, and will not be charged any nightly or short term accommodation fees.
- It is proposed to utilise an Ausco 4 person transportable building. The building has not been purchased yet as it is subject to necessary Shire approvals.
- The buildings are circa 2011 and there is a large supply in Perth.
- The existing building and new building will have a height of +400mm.
- The patio will be cream tube and zincalume loom for the roof sheeting.



The applicant has provided photograph examples to demonstrate the visual appearance of the proposed structures.

➤ **Landuse definitions permissibility**

The landuse of ‘workers accommodation’ is not defined in the Shire’s Scheme or in the Model Scheme Text contained in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

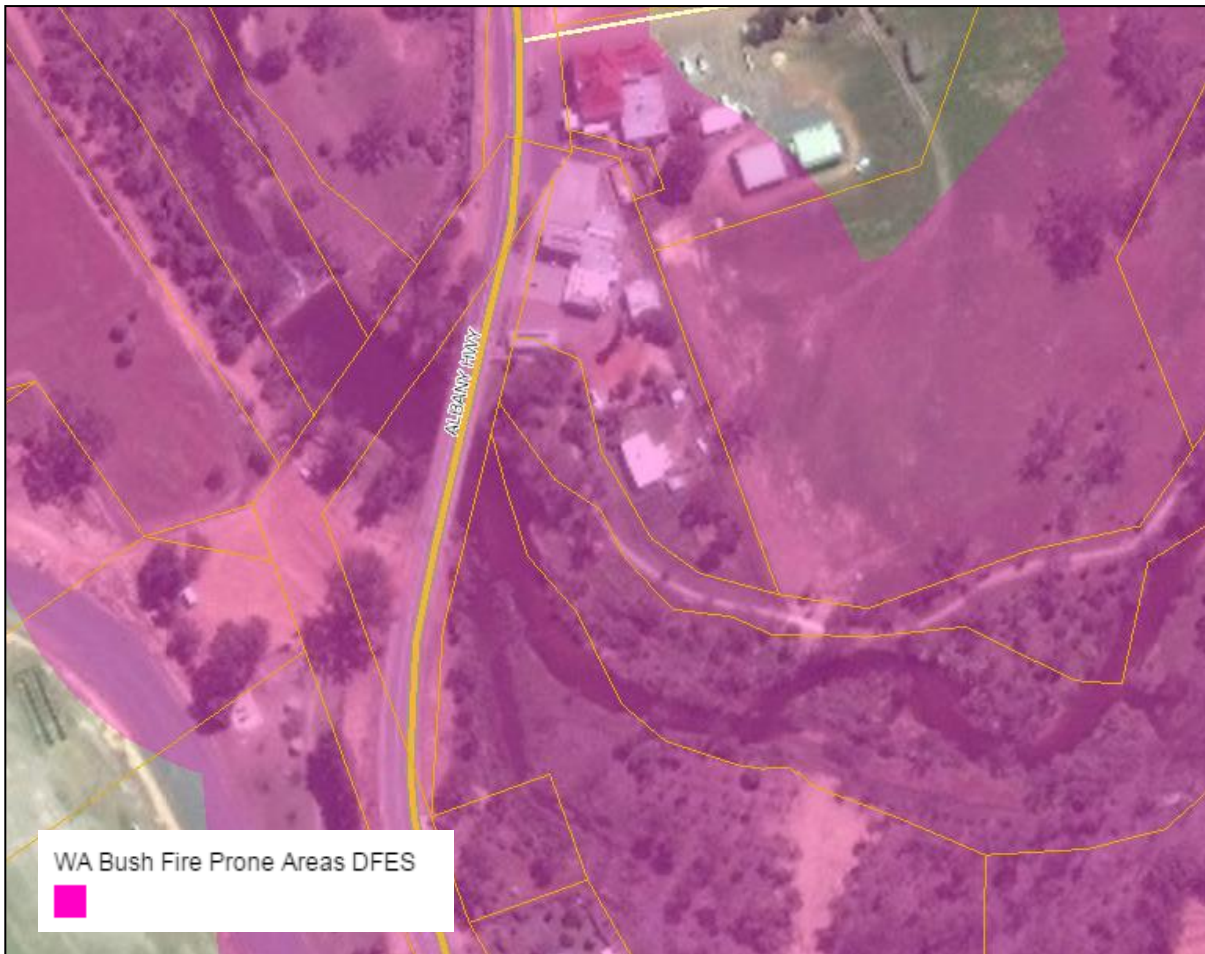
A number of other town planning schemes throughout Western Australia contain landuse definitions for workers accommodation. Definitions between Schemes vary however the most recent one that Gray & Lewis has dealt with is for the Shire of Cranbrook (scheme amendment gazetted May 2015) as follows:

“workers’ accommodation” means a building or buildings used for the accommodation of persons who are employed by the predominant industry or business operating on the same site; are seasonal workers in the agricultural industry; or another major industry in the same local government area that is considered vital by the Shire to the local community. Workers Accommodation may include a range of associated facilities for the exclusive use of staff including, but not limited to, the provision of meals, cooking facilities, ancillary services, recreational areas, laundry facilities, car parking and bus parking, but does not include a Single Dwelling, Grouped Dwelling, Ancillary Dwelling or Residential Building as defined in the Residential Design Codes.

As the landuse of ‘workers accommodation’ is not specifically mentioned in the Zoning table of the Scheme, Council adopted an option in accordance with Clause 4.3.2 of the Scheme and determined by absolute majority that the workers accommodation may be consistent with objectives and purposes of the zone and thereafter follow the advertising procedures of Clause 2.6 in considering an application for planning consent. This decision was made at the March 2016 Council Meeting.

➤ **Bush Fire Prone Mapping**

There is on line mapping which identifies all land in bushfire prone areas for the whole of Western Australia – available on www.dfes.wa.gov.au An extract of the map as it applies to Lot 500 is included below.



The bush fire prone areas have been designated by the Fire and Emergency Services Commissioner.

A new State Planning Policy, *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) was gazetted on Monday 7 December 2016. Technically SPP 3.7 is effective now and the 'Guidelines for Planning in Bushfire Prone Areas' require all development applications in bushfire prone areas to be accompanied by a BAL assessment.

Building requirements for bushfire prone areas will become effective on the 8 April 2016. A BAL assessment is required to be lodged with Building Permit applications for Class 1, 2, 3 buildings and associated Class 10A buildings and decks.

The applicant has been advised (in writing) by Gray & Lewis that:

- The lot is contained within a bushfire prone area and
- New building requirements become effective on the 8 April 2016.



➤ **Flood Prone Area**

As Lot 500 may be in a flood prone area the application was referred to the Department of Water who advised as follows:

- The Department of Water, in carrying out its role in floodplain management, provides advice and recommends guidelines for development on floodplains with the object of minimising flood risk and damage.
- We have no formal floodplain mapping in Williams. However, some information is available for a large event that occurred in December 2011 (expected to be ~ 50 year ARI event). Based on observations during this event the peak flood level upstream of the Albany Highway Bridge was ~261.2 m AHD.
- Based on our floodplain development strategy for the area, a minimum habitable floor level of 262.2 m AHD is recommended to ensure adequate flood protection.
- Please note that a failure to adhere to these recommendations will result in a greater exposure to risks of flood damage. It should be noted that this advice is related to major flooding only and other planning issues, such as environmental and ecological considerations, may also need to be addressed.

The applicant has advised the existing house has a finished floor level above 400m AHD, and the new building will comply with the Department of Waters advice.

➤ **Carparking**

Gray & Lewis is of the view that the lot is of a sufficient area to accommodate parking for the existing business and proposed workers accommodation. It is recommended that one bay per every room (for workers accommodation) be provided on site.

➤ **Consultation**

The proposal was advertised for a minimum 14 day period and letters were sent to adjacent landholders. The closing date for submissions was Friday, 8th April 2016.

At the closing date no submissions were received. Subsequently Main Roads lodged a submission on the 14th April 2016. It advised that it had no objection to the proposal but indicated it would not approve any additional access to and from the proposed development on Albany Highway and the existing access arrangements shall continue.

The application does not suggest any additional access arrangements therefore the requirements of Main Roads can be met.

Policy Requirements

N/A

Legislative Requirements

Planning and Development (Local Planning Schemes) Amendment Regulations 2015



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

Regulation 67 outlines 'matters to be considered by Council' including 'any policy of the Commission'. This gives immense weight to State Planning Policy 3.7.

The application has to be advertised in accordance with Regulation 64(1)(b)(i) as the proposed use of workers accommodation is not listed in the Zoning Table. Regulation 64(3) requires advertising for a 14 day period.

Shire of Williams Town Planning Scheme No 2 – discussed in the body of this report.

Strategic Implications

There are no known strategic implications associated with this proposal.

Sustainability Implications

➤ Environment

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

➤ Economic

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

➤ 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

Simple Majority

Officer's (Consultant Planner) Recommendation

That Council:

1. Having determined that the proposed workers accommodation on Lot 500 Albany Highway Williams may be consistent with the objectives of the Commercial zone, has advertised the application (as a use not listed) in accordance with Clause 2.6 of the Shire of Williams Town Planning Scheme No 2 and Regulation 64 (1)(b)(i) of the *Planning and Development (Local Planning Schemes) Amendment Regulations 2015*
2. Note that advertising of the application closed on the 8 April 2016 and no submissions were received by that date.
3. Approve the application for workers accommodation on Lot 500 Albany Highway Williams subject to the following conditions:
 - (i) Lodgement of a Bushfire Attack Level (BAL) assessment prior to the issue of a Building Permit to demonstrate compliance with 'State Policy 3.7 – Planning in



- Bushfire Prone Areas'. All construction to be in accordance with the recommendations of the BAL assessment.
- (ii) The plans lodged with this application dated December 2015 (Drawing 1982/OA) shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
 - (iii) An informal carparking area with capacity to accommodate a minimum of 6 carparking bays (one per bedroom) is to be provided and maintained to a trafficable standard on site to the satisfaction of the Shire's Chief Executive Officer. Six carbays are to be made available to service the workers accommodation.
 - (iv) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.
 - (v) The Finished Floor Level of all habitable buildings shall be a minimum of 262.2 m AHD.
 - (vi) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.
4. Include the following footnote advice on the planning approval:
- (a) Planning consent is not an approval to commence construction. A building permit must be obtained for all work.
 - (b) Please be advised that Condition (i) has been imposed due to new Planning for Bushfire Protection requirements. The subject lot has been identified as bushfire prone on available mapping published by the Department of Fire and Emergency Services (DFES). From Friday 8 April 2016, all other habitable or specified buildings in a designated 'bush fire prone area' require a BAL assessment. Your BAL assessment will be processed with your separate application for a Building Permit by the Shire's Building Surveyor.
 - (c) Please be advised the Department of Water has indicated that this lot may be subject to flooding.

Council Resolution

Major/Cavanagh

That Council:

1. Having determined that the proposed workers accommodation on Lot 500 Albany Highway Williams may be consistent with the objectives of the Commercial zone, has advertised the application (as a use not listed) in accordance with Clause 2.6 of the Shire of Williams Town Planning Scheme No 2 and Regulation 64 (1)(b)(i) of the *Planning and Development (Local Planning Schemes) Amendment Regulations 2015*.
2. Note that advertising of the application closed on the 8 April 2016 and no submissions were received by that date.



3. Approve the application for workers accommodation on Lot 500 Albany Highway Williams subject to the following conditions:
 - (i) Lodgement of a Bushfire Attack Level (BAL) assessment prior to the issue of a Building Permit to demonstrate compliance with 'State Policy 3.7 – Planning in Bushfire Prone Areas'. All construction to be in accordance with the recommendations of the BAL assessment.
 - (ii) The plans lodged with this application dated December 2015 (Drawing 1982/0A) shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
 - (iii) An informal carparking area with capacity to accommodate a minimum of 6 carparking bays (one per bedroom) is to be provided and maintained to a trafficable standard on site to the satisfaction of the Shire's Chief Executive Officer. Six carbays are to be made available to service the workers accommodation.
 - (iv) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.
 - (v) The Finished Floor Level of all habitable buildings shall be a minimum of 262.2 m AHD.
 - (vi) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.
4. Include the following footnote advice on the planning approval:
 - (a) Planning consent is not an approval to commence construction. A building permit must be obtained for all work.
 - (b) Please be advised that Condition (i) has been imposed due to new Planning for Bushfire Protection requirements. The subject lot has been identified as bushfire prone on available mapping published by the Department of Fire and Emergency Services (DFES). From Friday 8 April 2016, all other habitable or specified buildings in a designated 'bush fire prone area' require a BAL assessment. Your BAL assessment will be processed with your separate application for a Building Permit by the Shire's Building Surveyor.
 - (c) Please be advised the Department of Water has indicated that this lot may be subject to flooding.

Carried 8/0
Resolution 221/16



8.4.4 SALE OF SECOND HAND PAVERS

File Reference	12.21.40
Statutory Reference	<i>Local Government Act 1995 and Local Government (Functions & General) Regulations 1996</i>
Author & Date	Geoff McKeown 4 th April 2016
Attachment	Nil

Background

The upgrade of the footpath on Brooking Street has resulted in the lifting of brick pavers and reinstating the footpath with concrete. The pavers are surplus to the Shire’s requirements and residents have made approaches to purchase them.

Comment

Rather than move the pavers to another location, it is recommended that they be offered for sale in-situ. An assessment of their age and condition was made and determined that they have a value of 25 cents per paver. The best option for their disposal is offering them for sale to residents who had expressed an interest, on a first come first served basis.

The Chief Executive Officer has limited delegation to dispose of surplus equipment, materials and tools. An extract of the Delegation Register reads as follows:

“Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the Local Government Act 1995 where -

- *the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the Local Government (Functions and General) Regulations 1996.*
- *the surplus items have an estimated value of less than \$1,000.”*

The reference to “an exempt disposition” in the wording above refers to property with a market value less than \$20,000. It is estimated that the value of the pavers is between \$1,500 and \$1,700, therefore the Chief Executive Officer does not have the delegated authority to sell them without Council approval.

Financial Implications

Estimated income from sale of pavers is between \$1,500 and \$1,700.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council endorses the Chief Executive Officer’s proposal to sell second hand pavers from the Brooking Street upgrade project to interested residents on a first come first served basis at 25 cents per paver.



Council Resolution

Johnstone/Cavanagh

That Council endorses the Chief Executive Officer's proposal to sell second hand pavers from the Brooking Street upgrade project to interested residents on a first come first served basis at 25 cents per paver.

**Carried 8/0
Resolution 222/16**

8.4.5 PART ROAD CLOSURE – MCKENZIE ROAD, WILLIAMS

File Reference	12.15.38
Statutory Reference	<i>Land Administration Act 1997</i>
Author & Date	Geoff McKeown 5 th April 2016
Attachment	Nil

Background

In March 2015 correspondence was received from JD & MR Ford asking the Shire to initiate a road closure of portion of McKenzie Road. Their letter stated:

"We have recently purchased land at the end of McKenzie Road, Williams. We believe that McKenzie Road extends through the shed and house block on Loc 13061. To our knowledge this part of McKenzie Road has never been developed or used by the general public.

We are writing to request that McKenzie Road from the farm gate onwards be closed.

This section of road is un-maintained and un-fenced and does not have any significant purpose. Therefore, we believe it would have no impact on the general public if it were closed off.

As is, the surveyed road through our property can leave us open to trespassers on our land and near the house. We feel this is a potential danger to livestock and residents, including children, if left accessible to the public.

This issue has come to light after a recent visit from an unannounced group who unhinged the gates and declared they had a right to be there as it was a surveyed road.

If you require any more information in relation to this please do not hesitate to contact us. We thank you for your consideration in this matter."

In response to the request the Council resolved:

1. *That Council resolve its intention to close McKenzie Road from 3.08 to 5.43 SLK shown at above and advertise, in accordance with Section 58 of the Land Administration Act 1997.*
2. *That in the event no objections are received at the end of the notice period, the closure of the portion of road reserve is recommended to the Minister for Planning.*



Comment

The Shire proceeded with the advertising as mentioned in the Council resolution. During the advertising period objections were received from Rod and Ioanna Culleton and Bob Petchell. No further action was taken at the time.

Mr Matt Ford recently approached the Chief Executive Officer to request that the closure be progressed.

According to Landgate records the individuals who raised objections to the closure proceeding initially are no longer owners of land adjacent to the section of road being considered for closure.

For the matter to be progressed it is recommended that the Shire initiate the notice period again and invite comment from the current registered owners of property that adjoin the section of road proposed to be closed. In addition to again notify the Department of Lands and service authorities of the proposal considering the time that has elapsed since the initial approach.

The original request was for the closure of the section of McKenzie Road from 3.08 to 5.43 SLK as shown on the following plan.





Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Resolves to support the request to close a portion of unconstructed road reserve being the section of McKenzie Road from 3.08 to 5.43 SLK in accordance with the *Land Administration Act 1997* and *Land Administration Regulations 1998* for the purpose of initiating advertising and consultation.
2. Authorises the Chief Executive Officer to publicly advertise the road closure for 35 days. Advertising to include:
 - (i) A newspaper notice;
 - (ii) Individual letters to nearby and adjacent landowners;
 - (iii) A sign erected adjacent to McKenzie Road by the owners/ applicant (A3 size); and
 - (iv) Individual letters to the Department of Lands and service authorities.
3. Note that a further report will be referred to a future Council meeting to consider submissions.

Council Resolution

Cavanagh/Johnstone

That Council:

1. Resolves to support the request to close a portion of unconstructed road reserve being the section of McKenzie Road from 3.08 to 5.43 SLK in accordance with the *Land Administration Act 1997* and *Land Administration Regulations 1998* for the purpose of initiating advertising and consultation.
2. Authorises the Chief Executive Officer to publicly advertise the road closure for 35 days. Advertising to include:
 - (i) A newspaper notice;
 - (ii) Individual letters to nearby and adjacent landowners;
 - (iii) A sign erected adjacent to McKenzie Road by the owners/ applicant (A3 size); and
 - (iv) Individual letters to the Department of Lands and service authorities.
3. Note that a further report will be referred to a future Council meeting to consider submissions.

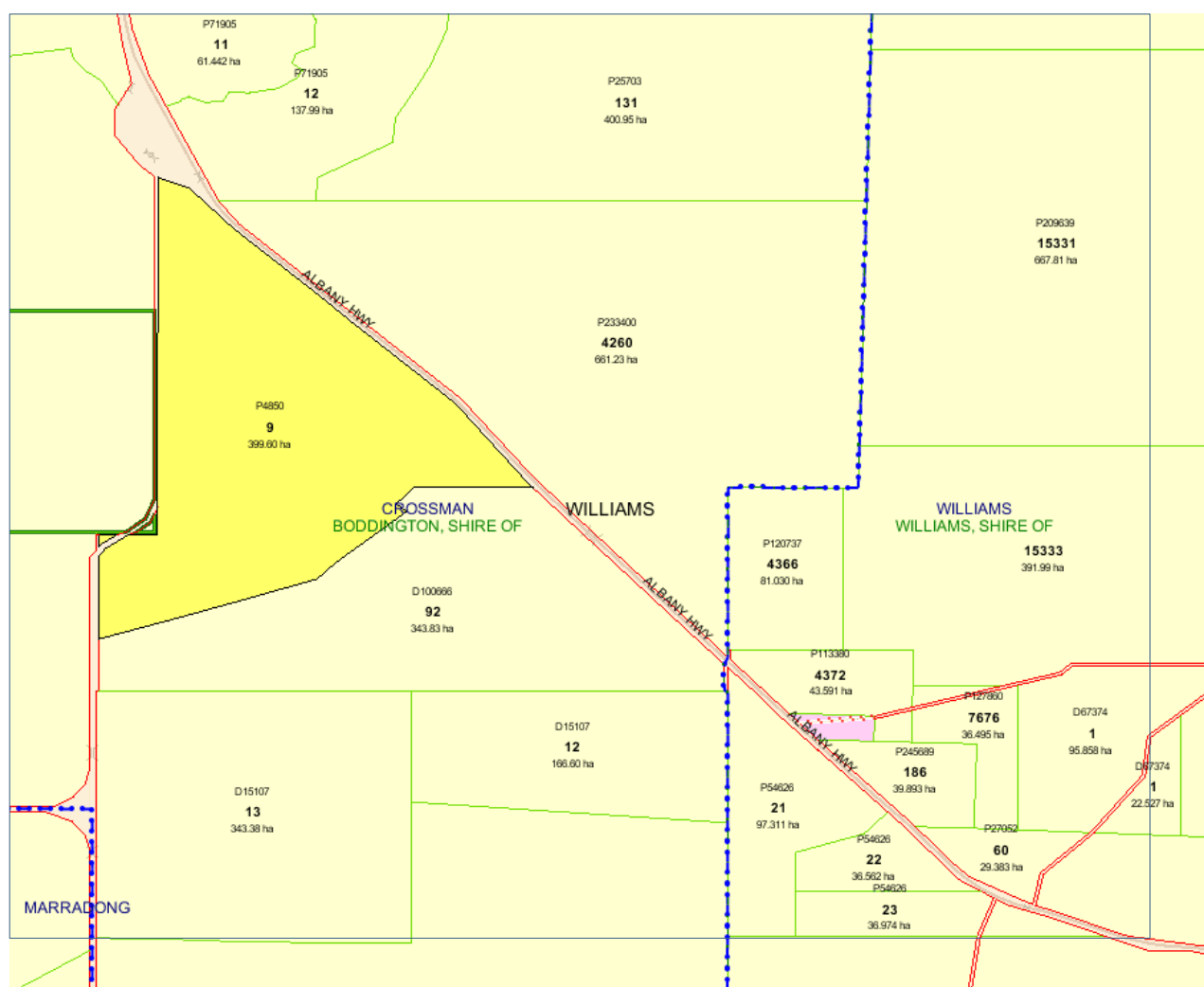
Carried 8/0
Resolution 223/16

8.4.6 PROPOSED FERTILISER PLANT IN SHIRE OF BODDINGTON – LOT 9 ALBANY HWY, CROSSMAN

File Reference	10.60.15
Statutory Reference	Shire of Boddington Local Planning Scheme No 2
Author & Date	Liz Bushby – Gray & Lewis, Landuse Planners, 13 th April 2016
Attachment	Appendix 1

Background

An application has been lodged for a fertiliser plant on Lot 9 Albany Highway, Crossman within the Shire of Boddington. The Shire of Boddington has referred it to the Shire of Williams for comment due to the proximity of the development to the local government boundary between Boddington and Williams Shires – refer location plan below.



The Shire of Williams has been requested to provide comment by the close of advertising on the 2 May 2016.



Comment

➤ **Description of Application**

A planning application has been lodged for a fertiliser plant on Lot 9.

A summary of the application is included below:

- A fully enclosed production plant is proposed to turn selected residues and manure (feedstocks) into high performance fertilisers.
- Animal manure is delivered in covered trucks, dumped undercover and loaded into covered bins. No manure is left in the open. From the covered bins the manure is conveyed into the production shed.
- The maximum amount of manure in a single delivery will be 38 tonnes, with a maximum of 4-6 tonnes being processed at any one time.
- The facility incorporates detention dams for water runoff from hardstand and roads.
- The process is a dry process and does not include the addition of water or liquids.
- The project will be on a 40 hectare portion of Lot 9. Initially the land will be leased but eventually the plant will be subdivided off and purchased.
- The manufacturing process comprises size reduction, mixing, pelletising, cooling and packing.
- Pellets will be produced initially and liquid fertilisers are planned in the future.
- The facility will include an odour control system to ensure that there will be no detectable odour off site. The odour control system will extract air from the storage and process areas to an odour absorption bio-filter unit.
- Transportable buildings will initially be used as offices and amenities.
- The development will include 2 generators and fuel storage tanks. In the future the plan is to install solar / battery generation.
- The Department of Environment Regulation (DER) has issued a draft works approval which will be granted if planning approval is obtained by the Shire of Boddington.

A copy of the application is included as Appendix 1.

➤ **Consultation**

Gray & Lewis has recommended that the Chief Executive Officer notify nearby landowners within the Shire of Williams of the application, so they have opportunity to comment directly to the Shire of Boddington as the determining authority.

Accordingly letters from the Shire of Williams have been sent to a number of landowners who own land near to the Boddington Shire local government boundary.

➤ **Landuse permissibility**

Lot 9 is zoned 'Rural' under the Shire of Boddington Local Planning Scheme No 2 ('the Scheme').

The applicant has applied for the fertiliser plant as a 'rural industry' which is defined as '*means an industry handling, treating, processing or packing primary products grown, reared or produced in the locality, and a workshop servicing plant or equipment used for rural purposes in the locality*'.



Examples of rural industries include a winery, dairy producing butter or cheese, and a farm producing olive oil – all of these process products grown in the locality.

A Rural Industry is an 'AA' use in the Rural zone which 'means that the use is not permitted unless the Council has granted planning approval.'

Determination of the landuse classification is under the Shire of Boddington jurisdiction, however it is recommended that:

1. The Shire of Boddington obtain additional information from the applicant to ensure that the proposed landuse can be properly classified as a 'rural industry'. The application does not explicitly state that the input product of manure is from the locality.
2. The application discusses inputs of manures (feedstocks) and the Shire of Boddington will need to be satisfied that the manure is a 'primary product' which is 'produced' in the locality.
3. There have been cases determined by the State Administrative Tribunal where the issue of whether a landuse can be properly classified as a rural industry has been examined and these may be relevant:
 - Attwell and City of Albany DR 2 of 2009: The Tribunal determined a limestone production industry was a 'general' and not 'rural' industry'.
 - Ecogrowth International Pty Ltd and City of Swan DR 405 of 2001: The Tribunal determined an organic fertiliser plant was a 'general' not 'rural' industry. The fertiliser plant processed two main products including a rock mineral product from Queensland and liquid soil improvers (liquid fish and kelp).

The Ecogrowth case differs to the Crossman proposal as it did not involve use of manure.

➤ **Buffers and separation distances**

The Environmental Protection Authority (EPA) has a 'Guidance for the assessment of environmental factors – separation distances between industrial and sensitive landuses'.

It recommends a buffer of 300 – 500 metres depending on size. Based on information from the Department of Environment Regulation (DER), the application complies as the nearest sensitive landuses are 1.2km south west (farm residence), 1km south east and 820m north east (proposed caravan park).

➤ **Emissions and environmental approvals**

The applicant has applied for a works licence from the Department of Environment Regulation (DER).

Potential emissions such as dust, odour and noise have been considered by DER as part of their assessment and they have issued a Draft Works Approval (which is included in Attachment 1).

Information from DER indicates that the applicant has developed an odour management plan and will develop an environmental management plan prior to commencement.



DER will issue a works license if planning consent is secured from the Shire of Boddington.

➤ **Carparking**

The applicant proposes 30 carparking bays to service an office, 6 near the receival bay and 6 adjacent to the production shed.

Carparking is to the discretion of the Shire of Boddington, however Gray & Lewis is of the view that the lot is of a sufficient area to accommodate parking for the proposed business.

➤ **Traffic**

The application does not seem to include specific information on the maximum number of daily vehicles. Information indicates low traffic volumes as the maximum amount of manure in a single delivery will be 38 tonnes, with a maximum of 4-6 tonnes being processed at any one time.

It is anticipated that the Shire of Boddington will liaise with Main Roads WA in regards to traffic. The application states that wide turn-ins will be constructed off road so as not to impede traffic.

➤ **Bushfire Management**

Parts of Lot 9 are identified as 'bush fire prone' on mapping designated by the Fire and Emergency Services Commissioner.

A new State Planning Policy, State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) was gazetted on Monday 7 December 2015 and is effective now.

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services Commissioner as highlighted on the Map of Bush Fire Prone Areas – refer plan below.



As the proposal includes on site fuel tanks, it is recommended that the Shire of Boddington have due regard for 'State Planning Policy 3.7 Planning in Bushfire Prone Areas' and consider requiring a Bushfire Management Plan and risk management plan that addresses bushfire risk management for any flammable on site hazards.

Policy Requirements

State Planning Policy 3.7 Planning in Bushfire Prone Areas

Legislative Requirements

Planning and Development (Local Planning Schemes) Amendment Regulations 2015 ('the Regulations')

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

Regulation 67 outlines '*matters to be considered by Council*' including '*any policy of the Commission*'.

The application is being advertised by the Shire of Boddington in accordance with Regulation 64(3) of the Deemed Provisions of the Regulations.



Strategic Implications

There are no known strategic implications associated with this proposal.

Sustainability Implications

➤ Environment

There are no known significant environmental implications associated with this proposal. Environmental matters have been assessed by DER.

➤ Economic

The proposed development will create employment opportunities.

➤ 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

Simple Majority

Officer's (Consultant Planner) Recommendation

That Council:

Advise the Shire of Boddington as follows:

- (a) The Shire of Williams appreciates the opportunity to be informed in regards to the proposed development on Lot 9 Albany Highway, Crossman. The Shire has sent letters to landowners within the Shire of Williams who own land in the vicinity of Lot 9 so they have opportunity to comment directly to the Shire of Boddington (as the determining authority).
- (b) The Shire of Williams respectfully requests that the Shire of Boddington have due regard for any valid submissions lodged by residents who live in the Shire of Williams.
- (c) The Shire of Williams has no objection to the proposal subject to the Shire of Boddington being satisfied that the proposed development meets relevant planning requirements and will not adversely impact on the amenity of the locality.
- (d) Determination of the landuse classification for the development as a 'rural industry' falls under the Shire of Boddington jurisdiction, however it is recommended that:
 - (i) The Shire of Boddington obtain additional information from the applicant to ensure that the proposed landuse can be properly classified as a 'rural industry'. The application does not explicitly state that the input products are from the locality.
 - (ii) The application discusses inputs of manure and the Shire of Boddington will need to be satisfied that the manure is a 'primary product' which is 'produced' in the locality.
 - (iii) There have been cases determined by the State Administrative Tribunal where the issue of whether a landuse can be properly classified as a rural industry has been examined and these may provide useful references:



- Attwell and City of Albany DR 2 of 2009: The Tribunal determined a limestone production industry was a 'general' and not 'rural' industry'.

- Ecogrowth International Pty Ltd and City of Swan DR 405 of 2001: The Tribunal determined an organic fertiliser plant was a 'general' not 'rural' industry. The fertiliser plant processed two main products including a rock mineral product from Queensland and liquid soil improvers (liquid fish and kelp).

The Ecogrowth case differs to the Crossman proposal as it did not involve use of manure. However it has some relevance as the Tribunal determined that '*organic fertiliser is not a rural product*' – essentially because the use of fertiliser is not limited to agriculture and can be used for non-agricultural purposes such as turf, grass and home gardens.

- (e) Parts of Lot 9 are identified as bushfire prone as declared by the Fire and Emergency Services Commissioner. As the proposal includes on site fuel tanks, it is recommended that the Shire of Boddington have due regard for 'State Planning Policy 3.7 Planning in Bushfire Prone Areas' and consider requiring a Bushfire Management Plan and risk management plan that addresses bushfire risk management for any flammable on site hazards.

Council Resolution:

Logie/Cavanagh

That Council:

Advise the Shire of Boddington as follows:

- (a) The Shire of Williams appreciates the opportunity to be informed in regards to the proposed development on Lot 9 Albany Highway, Crossman. The Shire has sent letters to landowners within the Shire of Williams who own land in the vicinity of Lot 9 so they have opportunity to comment directly to the Shire of Boddington (as the determining authority).
- (b) The Shire of Williams respectfully requests that the Shire of Boddington have due regard for any valid submissions lodged by residents who live in the Shire of Williams.
- (c) The Shire of Williams has no objection to the proposal subject to the Shire of Boddington being satisfied that the proposed development meets relevant planning requirements and will not adversely impact on the amenity of the locality.
- (d) Determination of the landuse classification for the development as a 'rural industry' falls under the Shire of Boddington jurisdiction, however it is recommended that:
- (i) The Shire of Boddington obtain additional information from the applicant to ensure that the proposed landuse can be properly classified as a 'rural industry'. The application does not explicitly state that the input products are from the locality.
- (ii) The application discusses inputs of manure and the Shire of Boddington will need to be satisfied that the manure is a 'primary product' which is 'produced' in the locality.



- (iii) There have been cases determined by the State Administrative Tribunal where the issue of whether a landuse can be properly classified as a rural industry has been examined and these may provide useful references:
- Attwell and City of Albany DR 2 of 2009: The Tribunal determined a limestone production industry was a 'general' and not 'rural' industry'.
 - Ecogrowth International Pty Ltd and City of Swan DR 405 of 2001: The Tribunal determined an organic fertiliser plant was a 'general ' not 'rural' industry. The fertiliser plant processed two main products including a rock mineral product from Queensland and liquid soil improvers (liquid fish and kelp).
- The Ecogrowth case differs to the Crossman proposal as it did not involve use of manure. However it has some relevance as the Tribunal determined that '*organic fertiliser is not a rural product*' – essentially because the use of fertiliser is not limited to agriculture and can be used for non-agricultural purposes such as turf, grass and home gardens.
- (e) Parts of Lot 9 are identified as bushfire prone as declared by the Fire and Emergency Services Commissioner. As the proposal includes on site fuel tanks, it is recommended that the Shire of Boddington have due regard for 'State Planning Policy 3.7 Planning in Bushfire Prone Areas' and consider requiring a Bushfire Management Plan and risk management plan that addresses bushfire risk management for any flammable on site hazards.

Carried 8/0
Resolution 224/16

8.4.7 HWEDA - MARKETING OF MARRADONG COUNTRY

File Reference	4.50.25	
Statutory Reference	Nil	
Author & Date	Geoff McKeown	14 th April 2016
Attachment	Nil	

Background

The Shire of Boddington has written to the Shire of Williams concerning the future distribution and printing of the Marradong Country Brochure. The original brochure was developed with funding made available to the Shire of Boddington. Currently there is stock of approximately 7,000 brochures and they are distributed with an ongoing cost.

Copies of invoices from the Shire of Boddington indicate that the cost per quarter to distribute the brochures is between \$500 and \$600. This cost is currently being by the Shire of Boddington.

Comment

Tourism sector development is one of the key strategies in the Hotham Williams Economic Development Implementation Plan recently adopted by the Hotham Williams Economic



Development Alliance Inc. (HWEDA) and endorsed by the Shire of Williams. It also is included in HWEDA's Strategic Plan.

Development of the 'Marradong' brand is seen by HWEDA as an important step in achieving its objectives and influences many of its key strategies.

At this time the Shire of Boddington has not provided any firm costings for the brochure distribution and creation of the next version of the brochure. However the \$500 to \$600 quarterly cost is indicative of the current distribution cost.

If the Shire of Williams is to commit to sharing this cost next financial year and beyond it should request involvement in the development of the next brochure when the current stocks are exhausted.

Financial Implications

Distribution cost estimated at \$800 per annum based on a 1/3 share. Brochure revision cost not known.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council advise the Shire of Boddington that it is prepared to contribute to the future distribution and printing of the Marradong Country Brochure on an equal share basis with the Shires of Boddington and Wandering.

Further, the Shire of Williams wishes to have input into the development of the new brochure when it occurs.

Council Resolution

Carne/Major

That Council advise the Shire of Boddington that it is prepared to contribute to the future distribution of the current Marradong Country Brochure on an equal share basis with the Shires of Boddington and Wandering.

Further, the Shire of Williams wishes to have input into the development of any new brochure when it occurs, and a contribution to the cost will be determined at that time.

**Carried 8/0
Resolution 225/16**

The resolution differed from the recommendation as Council wished to support a contribution towards the costs of distribution of the current Marradong Country Brochure. Any further contribution to the printing of a new brochure will be determined at the time.



Ms Cara Ryan declared a financial interest for the following item and left the meeting at 4.16pm. The nature of the interest relates to discussion of her employment contract.

8.4.8 NEW EMPLOYMENT CONTRACT – MANAGER OF FINANCE

File Reference	4.20.15
Statutory Reference	Section 5.37 <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 14 th April 2016
Attachment	Nil

Background

Ms Cara Ryan was employed as the Manager of Finance on a 3 year contract that commenced in May 2013. The current contract will expire on the 5th May 2016.

In June 2015 it was raised with Council that Ms Ryan wished to enter into a new contract when her current contract expires.

The Council resolved at the time to renew the Manager of Finance's Employment Contract for a further 3 years expiring in May 2019.

Comment

Discussion has occurred between Ms Ryan and the Chief Executive Officer on the terms of the new contract. It is not proposed to make any significant changes and the new contract will simply reflect the new term of employment from the 6th May 2016 and expiring on the 5th May 2019.

Financial Implications

The Manager of Finance's remuneration package will be included in the Annual Budget and Long Term Financial Plan.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accepts the Chief Executive Officer's recommendation for the Shire of Williams to enter into a new three year contract of employment with Ms Cara Ryan for the position of Manager of Finance.



Council Resolution

Logie/Major

That Council accepts the Chief Executive Officer’s recommendation for the Shire of Williams to enter into a contract of employment with Ms Cara Ryan for the position of Manager of Finance and is agreeable to Ms Ryan accepting a contract for either a three year period or a five year period.

**Carried 8/0
Resolution 226/16**

The resolution differed from the recommendation as the Council wished Ms Ryan to be given the option to consider either a three year or five year contract period.

Ms Ryan returned 4.24pm

8.4.9 USE OF THE COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY

File Reference	4.50.60
Statutory Reference	Sections 5.42 and 9.49A <i>Local Government 1996</i>
Author & Date	Geoff McKeown 14 th April 2016
Attachment	Nil

Background

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

Council approved the updated Delegations Register at the December 2015 Ordinary Council Meeting. The procedure associated with the register is to report to Council the activities or actions that have been performed under the delegated authority. A report will be completed for Council at each meeting that identifies: (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Shire of Williams Delegations Register.

Comment

Actions performed under delegation during the month of March 2016 are provided below:

- **Disposal of Surplus Equipment, Materials, Tools, etc. – Delegation No LGA3**

Delegation - Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under section 3.58 of the *Local Government Act 1995* where -

- the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the *Local Government (Functions and General) Regulations 1996*.
- the surplus items have an estimated value of less than \$1000



Action – The Chief Executive Officer approved the disposal of an unused item of plant, being the sale of a second hand tree grad to Phil Martin for the sum of \$500, including GST.

- **Payment of Creditors – Delegation FMR1**

Delegation - Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the *Local Government (Financial Management) Regulations 1996*, in regard to the making of payments from the municipal and trust funds.

Action - Payments from the Municipal Fund and Trust Fund as per financial report attached at 8.5.1 of this Agenda.

- **Investment of Shire Monies – Delegation LGA4**

Delegation - The Chief Executive Officer has delegated authority, subject to Part 3 of the *Trustees Act 1962*, to invest money held in the municipal fund or the trust fund that is not, for the time being, required by the local government for any other purpose.

Action - The Chief Executive Officer approved a transfer of \$100,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund Operating Account for the purpose of meeting normal expenditure requirements.

Financial Implications

Funds received from sale of plant not included as income in 2015/16 Budget.

Payments from the Municipal Fund and Trust Fund have been approved in the 2015/16 Annual Budget

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of March 2016.

Council Resolution

Johnstone/Earnshaw

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of March 2016.

**Carried 8/0
Resolution 227/16**



8.5 MANAGER OF FINANCE'S REPORT

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	13 th April 2016

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 104513 -104515, BPay, EFT Transfers and Direct Debits totalling \$132,997.10, Trust cheques 1156-1157 totalling \$2,286.00, CLGF Regional Funding EFT transfers totalling \$92,489.46, SII Funding EFT transfers \$59,586.48 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104516 - 104522 totalling \$3,854.59 and Municipal Fund EFT Transfers totalling \$261,319.99 be approved for payment.



Council Resolution

Paterson/Cavanagh

That Municipal Fund cheques 104513 -104515, BPay, EFT Transfers and Direct Debits totalling \$132,997.10, Trust cheques 1156-1157 totalling \$2,286.00, CLGF Regional Funding EFT transfers totalling \$92,489.46, SII Funding EFT transfers \$59,586.48 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104516 - 104522 totalling \$3,854.59 and Municipal Fund EFT Transfers totalling \$261,319.99 be approved for payment.

**Carried 8/0
Resolution 228/16**

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	13 th April 2016

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 31st March 2016 be received.

Council Resolution

Earnshaw/Paterson

That the financial statements presented for the period ending 31st March 2016 be received.

**Carried 8/0
Resolution 229/16**



8.6 COUNCILLORS' REPORTS

Cr Carne attended and discussed the 4WDL VROC meeting held at Woodanilling on the 13th April 2016. This meeting was followed by the official opening of the Woodanilling Aged Housing Units.

Cr Carne along with Sharon Wilkie undertook housing inspections of the Wandoo Court, Jamtree Lane, Sandalwood Court and New Street Units on the 11th April 2016.

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

Cr Carne requested leave for the Ordinary Meeting of Council scheduled for the 20th July 2016.

Council Resolution

Paterson/Earnshaw

That Cr Carne is granted leave of absence for the Ordinary Meeting of Council scheduled for the 20th July 2016.

**Carried 7/0
Resolution 230/16**

12.0 INFORMATION SESSION

13.0 CLOSURE OF MEETING

There being no further business for discussion the President declared the meeting closed at 5.10pm