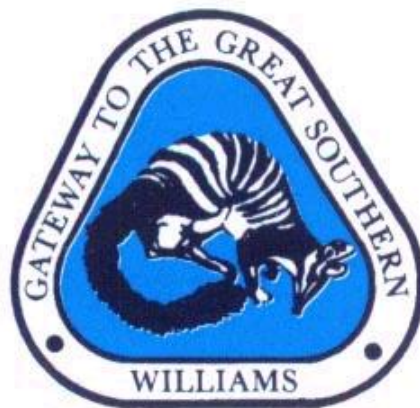


# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING HELD  
ON WEDNESDAY 16 OCTOBER 2019***



## **COUNCIL DIARY**

**WEDNESDAY 16 OCTOBER 2019**

1.00pm

Ordinary Meeting

**WEDNESDAY 20 NOVEMBER 2019**

1.00pm

Ordinary Meeting



TABLE OF CONTENTS

Item	Subject	Page
<b>1.0</b>	<b>Declaration of Opening / Announcement of Visitors</b> .....	4
<b>2.0</b>	<b>Record of Attendance / Apologies / Leave of Absence</b> .....	4
<b>3.0</b>	<b>Public Question Time</b> .....	4
<b>4.0</b>	<b>Petitions / Deputations / Presentations</b> .....	4
<b>5.0</b>	<b>Declarations of Interest</b> .....	4
<b>6.0</b>	<b>Confirmation of Minutes of Previous Meetings</b> .....	5
<b>6.1</b>	<b>Ordinary Council Meeting Held 18 September 2019</b> .....	5
<b>6.2</b>	<b>HWEDA MEETING Held 24 September 2019</b> .....	5
<b>6.3</b>	<b>HWEDA AGM Held 24 September 2019</b> .....	6
<b>7.0</b>	<b>Announcements by Presiding Member Without Discussion</b> .....	6
<b>8.0</b>	<b>Reports</b> .....	6
<b>8.1</b>	<b>Community Development Officer’s Report</b> .....	7
8.1.1	General Projects Update .....	7
<b>8.2</b>	<b>Works Supervisor’s Report</b> .....	9
8.2.1	Maintenance Grading Activity .....	9
8.2.2	Road Maintenance Works (see Appendix) .....	9
8.2.3	2019/20 Road Construction Program .....	10
8.2.4	Mechanical Report .....	10
8.2.5	Staff .....	11
8.2.6	Town and Facilities Report .....	11
8.2.7	Private Works .....	11
8.2.8	Works Supervisor Report Acceptance .....	11
<b>8.3</b>	<b>Environmental Health / Building Surveyor’s Report</b> .....	12
8.3.1	Building Permits .....	12
8.3.2	Food Premises .....	13
8.3.4	Proposed Shed on Lot 18 Millbrook Place .....	14
<b>8.4</b>	<b>Chief Executive Officer’s Report</b> .....	15
8.4.1	Chief Executive Officer’s General Report .....	15
8.4.2	Authorised Officers Under Legislation .....	16
8.4.3	Long Service Leave Management Policy .....	18
8.4.4	Proposed Subdivision/Amalgamation – Lots 1 and 1341 English Road and Lot 3140 Pig Gully Road, Williams .....	20
8.4.5	Occupational Safety & Health Policy .....	23
8.4.6	Lease of Vacant Shire Land – Lot 9000 Albany Highway .....	26
8.4.7	Use of the Common Seal and Actions Performed Under Delegated Authority .....	29



<b>8.5</b>	<b>Manager of Finance’s Report</b> .....	32
8.5.1	Accounts for Payment .....	32
8.5.2	Financial Statements .....	33
<b>8.6</b>	<b>Waste Management Officer’s Report</b> .....	34
8.6.1	Shire of Williams Landfill Closure .....	34
<b>8.7</b>	<b>Family Day Care Coordinator’s Report</b> .....	37
8.7.1	Educators .....	37
8.7.2	Operational .....	38
<b>8.8</b>	<b>Councillors’ Reports</b> .....	39
<b>9.0</b>	<b>Elected Members Motions of which Notice has been given</b> .....	39
<b>10.0</b>	<b>New Business of an Urgent Nature introduced by Decision of Meeting</b> .....	40
10.1	Elected Members .....	40
10.2	Officers .....	40
<b>11.0</b>	<b>Application for Leave of Absence</b> .....	40
<b>12.0</b>	<b>Information Session</b> .....	40
<b>13.0</b>	<b>Closure of Meeting</b> .....	40

**Separate Documents**

1. Minutes – Council; HWEDA
2. CEO General Report
3. Appendix to CEO General Report
4. Appendices to CEO Report
5. Action Items Report
6. Appendices to EHO Report
7. Appendix to Work Supervisor’s Report
8. Payment Listing
9. Monthly Financial Report x2
10. Municipal Bank Reconciliation
11. Status Report
12. Info Statement

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# AGENDA

## 1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President Jarrad Logie declared the Meeting open at 1.00pm.

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

Cr Jarrad Logie	President
Cr Natalie Major	Deputy President
Cr Moya Carne	
Cr Gil Medlen	
Cr Greg Cavanagh	
Cr Simon Harding	
Cr Bob Baker	
Geoff McKeown	Chief Executive Officer
Britt Logie	Community Development Officer (1.11pm – 1.47pm)
Kim Walsh	Administration Officer (1.11pm – 1.47pm)
Tony Kett	Works Supervisor (1.47pm – 2.15pm)
Trevor Brandy	Environmental Health Officer/Building Surveyor (2.16pm – 2.41pm)
Cara Ryan	Manager of Finance (4.01pm – 4.15pm)
Manuela Lenehan	Minute Taker
Apologies	Nil
Leave of Absence	Cr Alex Watt

## 3.0 PUBLIC QUESTION TIME

## 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

## 5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Geoff McKeown / CEO
Item No. / Subject	8.4.3 Long Service Leave Management Policy
Type of Interest	Impartiality

DECLARATION OF INTEREST	
Name / Position	Manuela Lenehan / Minute Taker
Item No. / Subject	8.4.3 Long Service Leave Management Policy
Type of Interest	Impartiality



DECLARATION OF INTEREST	
Name / Position	Cr Jarrad Logie / President
Item No. / Subject	8.4.3 Long Service Leave Management Policy
Type of Interest	Impartiality

DECLARATION OF INTEREST	
Name / Position	Cr Moya Carne / Councillor
Item No. / Subject	8.4.6 Lease of Vacant Shire Land – Lot 9000 Albany Highway
Type of Interest	Impartiality

## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 18 SEPTEMBER 2019

#### Officer's Recommendation

That the Minutes of the Ordinary Meeting held 18 September 2019, as previously circulated, be confirmed as a true and accurate record.

#### Council Resolution

##### *Harding/Major*

That the Minutes of the Ordinary Meeting held 18 September 2019, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0**  
**Resolution 62/20**

### 6.2 HWEDA MEETING HELD 24 SEPTEMBER 2019

#### Officer's Recommendation

That the Minutes of the HWEDA Meeting held 24 September 2019, as previously circulated, be received.

#### Council Resolution

##### *Medlen/Carne*

That the Minutes of the HWEDA Meeting held 24 September 2019, as previously circulated, be received.

**Carried 7/0**  
**Resolution 63/20**



### 6.3 HWEDA AGM HELD 24 SEPTEMBER 2019

**Officer's Recommendation**

That the Minutes of the HWEDA AGM held 24 September 2019, as previously circulated, be received.

**Council Resolution*****Baker/Major***

That the Minutes of the HWEDA AGM held 24 September 2019, as previously circulated, be received.

**Carried 7/0  
Resolution 64/20**

### 7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 8.0 REPORTS

*Community Development Officer, Britt Logie, attended the Meeting at 1.11pm to discuss her report, accompanied by Administration Officer Kim Walsh.*



**8.1 COMMUNITY DEVELOPMENT OFFICER’S REPORT**

**8.1.1 GENERAL PROJECTS UPDATE**

**File Reference** CDO Files  
**Statutory Reference** N/A  
**Author & Date** Britt Logie 11<sup>th</sup> October 2019

**Background**

The CDO manages and supports the management of a variety of projects that are either currently being implemented, in the final stages of delivery/reporting or awaiting outcome advice on potential funding.

**Comments**

**Williams Men’s Shed**

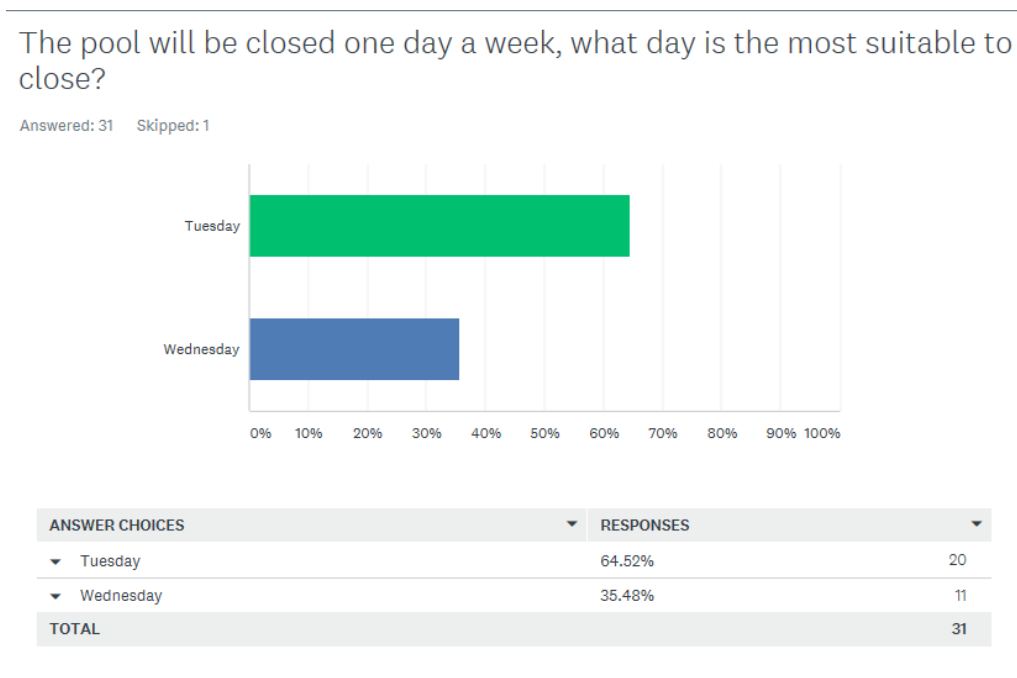
We have been successful in the Stronger Communities funding, securing \$9,200 for the ablution block.

Unfortunately we have not been successful in the CBH Grass Roots Funding or the Newmont Funding. I will reapply for the Newmont Funding in the February Round under Shire of Williams, as the original application was made under the Men’s Shed.

**The Williams Swimming Pool**

The Williams Pool is set to be opened on Friday 1<sup>st</sup> November. Mat Mildwaters has made a request that we change the pool closing day back to the Tuesday to coincide with all the Contract Aquatic staff.

I have put a survey out on the Shire of Williams Facebook page as well as the Williams Swimming Pool page and we have had 32 responses.





Last year, swim club operated on a Tuesday and a Thursday which brought in a considerable percentage of patrons to the pool on those days. I have contacted Karen Vlastuin and she is happy to run swim club / lessons on the Monday and Thursday.

The swimming pool will be closed on a Tuesday for the 2019/2020 season.

**Strategic Implications**

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

- ED 1.2 Develop and invest in the redevelopment of the Williams Lions Park.
- SCD 1.1 Provide, maintain and improve community infrastructure.
- SCD 1.2 Support the initiatives of the Williams Men’s Shed in establishing a facility that will support men’s health and well-being.
- SCD 1.3 Maintain a safe and secure environment for the community.
- SCD 2.7 Support implementation of initiatives identified in DAIP, Williams Local Bike Plan, LEMA and other related Plans for the Shire.
- LUE 2.1 Provide quality amenities and accessible public open spaces for the community.
- LUE 2.2 Ensure townsite amenities are maintained and improved where required.
- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.
- CL 2.2 Maintain accountability, transparency and financial responsibility

**Financial Implications**

Project based, budgeted for as appropriate. Funding identified and secured where appropriate.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That the Community Development Officer’s General Projects update be received.

**Council Resolution**

**Medlen/Major**

That the Community Development Officer’s General Projects update be received.

**Carried 7/0  
Resolution 65/20**

*Britt Logie and Kim Walsh left the Meeting at 1.47pm.*

*Works Supervisor, Tony Kett, attended the Meeting at 1.48pm to discuss his report.*





## 8.2 WORKS SUPERVISOR'S REPORT

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	10 October 2019
Attachments	Appendix 1	

### 8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (km)
Dardadine Rd	21.5
English Rd	6.5
Congelin-Narrogin Rd	6.1
Martin Rd	3.8
McKenzie Rd	5.4
Playle Rd	3.7
Bulleid Rd	1.6
Eddington Rd	2.9
Munthoola Rd	2.0
Old Soldiers Rd	3.9
Darkan- Quindanning Rd	14.0
Plank Rd	4.7
<b>Total Length for the Month</b>	<b>76.1km</b>

### 8.2.2 ROAD MAINTENANCE WORKS (SEE APPENDIX)

- Patching, new culvert and tree clearing on Waldock Rd
- Locked all standpipes
- Gravel sheeted small section on Redman Rd
- Taken trees out on the corner of Graham Rd and Glenfield Rd



**8.2.3 2019/20 ROAD CONSTRUCTION PROGRAM**

Road Construction Program 2019-2020								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
10	Pingelly Rd	Seal 7m wide	6.50	8.01				
128	Williams Darkan Road	Reseal. Pavement repair	11.0 21.07	16.0 21.17				
7	Clayton Road	Seal Shoulder	4.00	6.00				
7	Clayton Road	Widen Shoulders	6.00	8.00				
1	York Williams Road	Reseal 3kms and pavement repairs	9.10	12.10				
23	Wangeling Gully Road	Gravel Sheet Tree Clear	4.70 7.70	7.70 9.30				
12	Zilko Road	Seal Widen over Culverts						
14	Narrakine Road	Stabilise pavement	7.21	7.27				
21	Carne Road	Stabilise pavement	3.71	3.86				
04-03	Lavender St, Forrest St, Stan Gillett St: Seal to 7.0m wide.		650m	650m.				Gravel in, drainage and culverts done.
12	Zilko Road	Gravel sheet	10.4	13.4				
11	Marradong Road	Stabilising Pavement						

**8.2.4 MECHANICAL REPORT**

Plant Description		Driver	Date Purchased	Hours/Km 10/6/19	Works Completed this Month
Isuzu D-Max WL 5802	Vehicles	A Wood	Nov 14	145,301 km	Fitted fuel meter
Isuzu 4x2 Single Cab Ute WL 5826		Maintenance	Nov 16	29,193 km	Fitted fuel meter
Caterpillar 12M Grader WL 361	Equipment	A Wood	Oct 14	4,000 hr	2 new tyres
721E Case Loader WL 5639		N Fisher	May 12	7,804 hr	Repaired tilt cylinder seal
John Deere 315SE4 Backhoe WL 745	Garden	T Palframan	Sep 01	3,258 hr	Replaced cutting edge
Toro Groundmaster 360 WL917		J Cowan	Nov 16	298 hr	New blades
Toro Kholer Ride on Mower WL 5302		J Cowan	Aug 05	679 hr	New blades
Isuzu Giga CXZ Tip Truck WL 128	Trucks	J Murdock	Dec 08	257,123 km	Repaired gearbox problems
'08 Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	Received Feb 16	167,853 km	Repaired vibration in front end



**8.2.5 STAFF**

- Nil report

**8.2.6 TOWN AND FACILITIES REPORT**

- Put up signs and opened up new car park opposite Post Office
- Re-mulched softfall areas at the Lions Park
- Piesse St footpath completed
- Meeting with Jarad Lovegrove and Phil Stewart regarding the Hockey Oval

**8.2.7 PRIVATE WORKS**

- Water Deliveries

**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**

***Cavanagh/Baker***

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

**Carried 7/0  
Resolution 66/20**

*Tony Kett left the Meeting at 2.15pm.*

*Environmental Health Officer/Building Surveyor, Trevor Brandy, attended the Meeting at 2.16pm to discuss his report.*



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

#### 8.3.1 BUILDING PERMITS

<b>File Reference</b>	13.34.10
<b>Statutory Reference</b>	<i>Building Act 2011, Building Regulations 2012</i>
<b>Author &amp; Date</b>	Trevor Brandy 9 October 2019
<b>Attachments</b>	Nil

#### Building Permits Issued

Permit Number	Owner	Address	Description
1/09	Kerri Goff	Lot 203 (48) Lavender St	Timber Framed Dwelling

#### Certificate to Use Effluent Disposal System

One certificate to use was issued:  
Geoff Uren, 31 Marling Road Quindanning.

#### Certificate to Construct Effluent Disposal System

Lot 203 (48) Lavender Street, Williams.

#### Certificate of Completion (BA7)

Received from Caltex Road House Williams.

#### Recycled Water Supply Scheme Department of Health Annual Report Sign off

All samples were in safety guidelines with no complaints received from residents during the financial year.

#### Building and Construction Industry Training Fund and Levy Collection Act 1990

Draft Report to WALGA on whether Local Government should remain a collection agency for the Construction Industry Training Fund.

WALGA put out a survey to all local Governments on their interest on remaining a collection agency for the CITF fees, currently Council receives \$8.25 for every Building Permit over \$20,000. Generally the fee does not justify the time spent collecting, having to follow up on non-payments and reporting at the end of the month. Discussions with the CEOs within the Scheme indicated a possible greater problem if we don't carry on this service.

The feedback from the WALGA survey indicated most Local Governments are in favour of not providing the service.

#### 112 Narrogin/Williams Road – Illegal Building

Contact has been made with the new owner of the abovementioned lot, Mr Sheldon Caddies, via e-mail regarding his options with the building. He was told of the restrictions under the Town Planning Scheme being an Industrial block and that he should consider removing the said building before getting involved with the official process. To date no response or application for approval has been forthcoming and an official letter will now be sent requiring the removal of the building.

#### Condition of Lot 36 Lavender Street, Williams

Contact was made with the owner of the above mentioned lot with the intention of having debris removed, a number of trailer loads have been removed and a marked progression has taken place



on construction of the dwelling. Further contact will be made in the future on the removal of more debris.

**Financial Implications**

Applicable Planning and Building fees apply.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Building Report as presented above be endorsed by Council.

**Council Resolution**

***Medlen/Harding***

That Building Report as presented above be endorsed by Council.

**Carried 7/0  
Resolution 67/20**

**8.3.2 FOOD PREMISES**

<b>File Reference</b>	7.40.41	
<b>Statutory Reference</b>	<i>Food Act 2008</i>	
<b>Author &amp; Date</b>	Trevor Brandy	16 September 2019
<b>Attachments</b>	Nil	

**Food Recalls**

- 4 Food recalls were received during the Month of August:
- Milk – Chemical contamination.
  - Cheese – Gluten found in gluten free labelled product.
  - Salt and Pepper grinders – evidence of foreign matter, plastic.
  - Milk – Undeclared allergen.

All affected Food Premises were notified of food recall via email.

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That the Food Premises Registration Report be endorsed by Council.

**Council Resolution**

***Cavanagh/Major***

That the Food Premises Registration Report be endorsed by Council.

**Carried 7/0  
Resolution 68/20**



### 8.3.4 PROPOSED SHED ON LOT 18 MILLBROOK PLACE

<b>File Reference</b>	10.60.15
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme No.2
<b>Author and Date</b>	Trevor Brandy 9 October 2019
<b>Attachments</b>	<b>Appendix 1</b> - Site Plan

#### Background

Council is in receipt of a Planning Application to erect a 64m fodder storage shed on Lot 18 (67) Millbrook Place, Williams. As part of the subdivision planning conditions issued on the 1<sup>st</sup> October 1997, building envelopes were established due to area being possibly subjected to flooding.

#### Comment

The conditions are silent on the inclusion of ancillary building such as shed, garages and alike being included, generally the building envelope only concerns the Class 1 Dwelling and does not include Class 10 buildings. It is also noted that the proposed shed only has a 1 meter setback which doesn't allow for seasonal fire break applications. The proposed shed does not attract a Bush Fire Attack Level Assessment (BALs) due the shed not being within 6 meters of the Dwelling house.

#### Financial Implications

Applicable Planning and Building fees

#### Voting Requirements

Simple Majority

#### Officer's Recommendation

That Mr Isaac Barrett be granted planning approval to build a fodder/storage shed on Lot 18 (67) Millbrook Place, Williams subject to:

- 1 A minimum distance of a 5 metre setback being obtained from the western boundary of Lot 18 (67) Millbrook Place to allow for fire protection.

#### Council Resolution

##### **Medlen/Major**

That Mr Isaac Barrett be granted planning approval to build a fodder/storage shed on Lot 18 (67) Millbrook Place, Williams subject to:

- 1 A minimum distance of a 5 metre setback being obtained from the western boundary of Lot 18 (67) Millbrook Place to allow for fire protection.

**Carried 7/0**  
**Resolution 69/20**

*Trevor Brandy left the Meeting at 2.41pm.*



## 8.4 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

<b>File Reference</b>	4.1.20	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Geoff McKeown	11 October 2019
<b>Attachment</b>	Nil	

#### Background

The Chief Executive Officer's 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.

#### Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):  
CL 2.2 Maintain accountability, transparency and financial responsibility.

#### Financial Implications

Nil

#### Voting Requirements

Simple Majority

#### **Albany Highway Access to Lot 13917**

With improvement work currently occurring on the Albany Highway, including the parking bay opposite the Caltex Service Station, the owner of Lot 13917 has requested Main Roads approve an alternative access point to his property. The proposed alternative access also impacts on the entry to Portion Williams Location D which is in the process of being purchased by the Shire of Williams.

#### **Council Resolution**

##### ***Medlen/Cavanagh***

That the President, Deputy President and Chief Executive Officer be given delegated authority to negotiate the proposed access to Lot 13917 and Portion Williams Location D with the Shire's position being that it should not have to contribute to the cost of any easement of subdivision process. Further, the Chief Executive Officer seek comment from the Shire's Consultant Planner on the advantages or disadvantages of the proposed access on the future development of Lot 13917 and Portion Williams Location D, Albany Highway.

**Carried By Absolute Majority 7/0  
Resolution 70/20**



**Officer’s Recommendation**

That the Chief Executive Officer’s General Report for October 2019 be received by Council.

**Council Resolution**

**Major/Carne**

That the Chief Executive Officer’s General Report for October 2019 be received by Council.

**Carried 7/0  
Resolution 71/20**

The President adjourned the Meeting for afternoon tea at 3.29pm and the Meeting resumed at 3.44pm.

**8.4.2 AUTHORISED OFFICERS UNDER LEGISLATION**

<b>File Reference</b>	4.50.60
<b>Statutory Reference</b>	<i>Local Government Act 1995, Bush Fires Act 1954, etc.</i>
<b>Author &amp; Date</b>	Geoff McKeown      9 October 2019
<b>Attachment</b>	Nil

**Background**

At the Annual Meeting of Fire Control Officers held on the 23 September 2019 a resolution was passed recommending the appointment of Fire Control Officers and Dual Registered Fire Control Officers for the coming Fire Season.

**Comment**

The recommendation below includes an updated list of Fire Control Officers to reflect the most recent changes. Under the *Bush Fire Act 1954* local governments may appoint Bush Fire Control Officers.

**Strategic Implications**

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):  
CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council appoint the following persons as Bush Fire Control Officers in accordance with the *Bush Fires Act 1954* hereunder, effective immediately:

Chief Bush Fire Control Officer	Geoff McKeown
Deputy Chief Bush Fire Control Officer	David Carter





**Bush Fire Control Officers**

Boraning George Lavender & Dennis Cowcher  
 Congelin Philip Martin & Stuart Rintoul  
 Glenfield Nicholas Panizza  
 Narrakine Ashley Chadwick  
 Tarwonga Gilbert Medlen  
 West Culbin Wayne Duffield  
 Williams Townsite Trevor Palframan (Williams Gazetted Fire District only)

**Dual Registered Bush Fire Control Officers**

The following are appointed as Dual Registered Bush Fire Control Officers with neighbouring local governments:

Shire of West Arthur Gilbert Medlen & Wayne Duffield  
 Shire of Wagin Gilbert Medlen  
 Shire of Wandering Philip Martin & Stuart Rintoul  
 Shire of Cuballing Philip Martin & Stuart Rintoul  
 Shire of Narrogin Nicholas Panizza & Geoff McKeown  
 Shire of Boddington Ashley Chadwick

**Dual Bush Fire Control Officers**

The following are appointed as Dual Bush Fire Control Officers from neighbouring local governments:

Shire of West Arthur Trevor Bunce  
 Shire of Wagin Chris Piese  
 Shire of Wandering Peter Monk & Tim Hardie  
 Shire of Cuballing Nelson Young  
 Shire of Narrogin Barry Hardie & Brenton Hardie  
 Shire of Boddington Dennis Cowcher, Brad Morgan & Brad Hardie

**Council Resolution**

***Major/Cavanagh***

That Council appoint the following persons as Bush Fire Control Officers in accordance with the *Bush Fires Act 1954* hereunder, effective immediately:

Chief Bush Fire Control Officer Geoff McKeown  
 Deputy Chief Bush Fire Control Officer David Carter

**Bush Fire Control Officers**

Boraning George Lavender & Dennis Cowcher  
 Congelin Philip Martin & Stuart Rintoul  
 Glenfield Nicholas Panizza  
 Narrakine Ashley Chadwick  
 Tarwonga Gilbert Medlen  
 West Culbin Wayne Duffield  
 Williams Townsite Trevor Palframan (Williams Gazetted Fire District only)



**Dual Registered Bush Fire Control Officers**

The following are appointed as Dual Registered Bush Fire Control Officers with neighbouring local governments:

Shire of West Arthur	Gilbert Medlen & Wayne Duffield
Shire of Wagin	Gilbert Medlen
Shire of Wandering	Philip Martin & Stuart Rintoul
Shire of Cuballing	Philip Martin & Stuart Rintoul
Shire of Narrogin	Nicholas Panizza & Geoff McKeown
Shire of Boddington	Ashley Chadwick

**Dual Bush Fire Control Officers**

The following are appointed as Dual Bush Fire Control Officers from neighbouring local governments:

Shire of West Arthur	Trevor Bunce
Shire of Wagin	Chris Piesse
Shire of Wandering	Peter Monk & Tim Hardie
Shire of Cuballing	Nelson Young
Shire of Narrogin	Barry Hardie & Brenton Hardie
Shire of Boddington	Dennis Cowcher, Brad Morgan & Brad Hardie

**Carried 7/0  
Resolution 72/20**

*Geoff McKeown and Manuela Lenehan declared an impartiality interest in the following Item 8.4.2 Long Service Leave Management Policy. The nature of their interest relates to the item dealing with arrangements concerning their employment.*

*The President, Cr Logie, declared an impartiality interest for the following Item 8.4.2 Long Service Leave Management Policy. The nature of his interest relates to the item dealing with arrangements relating to the employment of an immediate family member employed by the Shire of Williams. Cr Logie remained in the meeting, took part in the discussion and voted on the item.*

**8.4.3 LONG SERVICE LEAVE MANAGEMENT POLICY**

<b>File Reference</b>	4.1.10
<b>Statutory Reference</b>	Local Government Act 1995 and Local Government (Long Service Leave) Regulations 1996
<b>Author &amp; Date</b>	Geoff McKeown 11 September 2019
<b>Attachment</b>	<b>Appendix 1</b> draft Long Service Leave Management Policy

**Background**

The Chief Executive Officer was requested to prepare a policy designed to guide the use of long service leave entitlements. A draft policy was presented to Council at the September Ordinary Meeting and then distributed to employees.

**Comment**

The objective of such a policy is to ensure that employees take their leave entitlements within a reason time period from when it falls due and to manage the liability associated with the value of the entitlement.



Long Service Leave entitlements for employees in local government are governed by the *Local Government (Long Service Leave) Regulations 1996*. The regulations make reference to the taking of leave, as highlighted below in Regulation 7, including that it shall be taken at the earliest ‘practicable date’.

## 7. ***Taking leave***

- (1) *Where a worker is entitled to long service leave —*
- (a) *at least 2 months’ notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;*
  - (b) *the employer shall not require the worker to commence the leave within 6 months of the date on which the worker became entitled to it;*
  - (c) *the leave taken shall be inclusive of any public holidays allowable under the worker’s conditions of employment but shall not be inclusive of any annual leave;*
  - (d) *the leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.*
- (2) *Subject to subregulation (1) long service leave shall be taken at the earliest practicable date.*

The draft policy seeks to make it clear when it is expected that the leave shall be taken and where variations to this timeframe require written agreement.

Shire employees were invited to comment on the draft policy. A small number of responses were received. In summary, the employees who responded from a number that are still to reach their entitlement date, acknowledged the policy and were generally understanding and supportive. A response from an employee, who currently has an entitlement to take leave, raised the issue of operational constraints of fitting leave between the maintenance and construction programmes along with their own financial constraints. The policy allows for negotiation of an outcome between the employee and the Chief Executive Officer.

### **Strategic Implications**

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

- CL 1.3 Maintain, review and ensure relevance of Council’s policies, local laws and operational plans
- CL 2.2 Maintain accountability, transparency and financial responsibility

### **Financial implications**

The prompt taking of long service leave will ensure the provision for the liability does not become excessive.

### **Voting Requirements**

Simple Majority

### **Officer’s Recommendation**

That Council adopt the Long Service Leave Management Policy and agree to include it in the Shire’s Policy Manual.



**Council Resolution**

**Major/Carne**

That Council adopt the Long Service Leave Management Policy and agree to include it in the Shire’s Policy Manual.

**Carried 7/0  
Resolution 73/20**

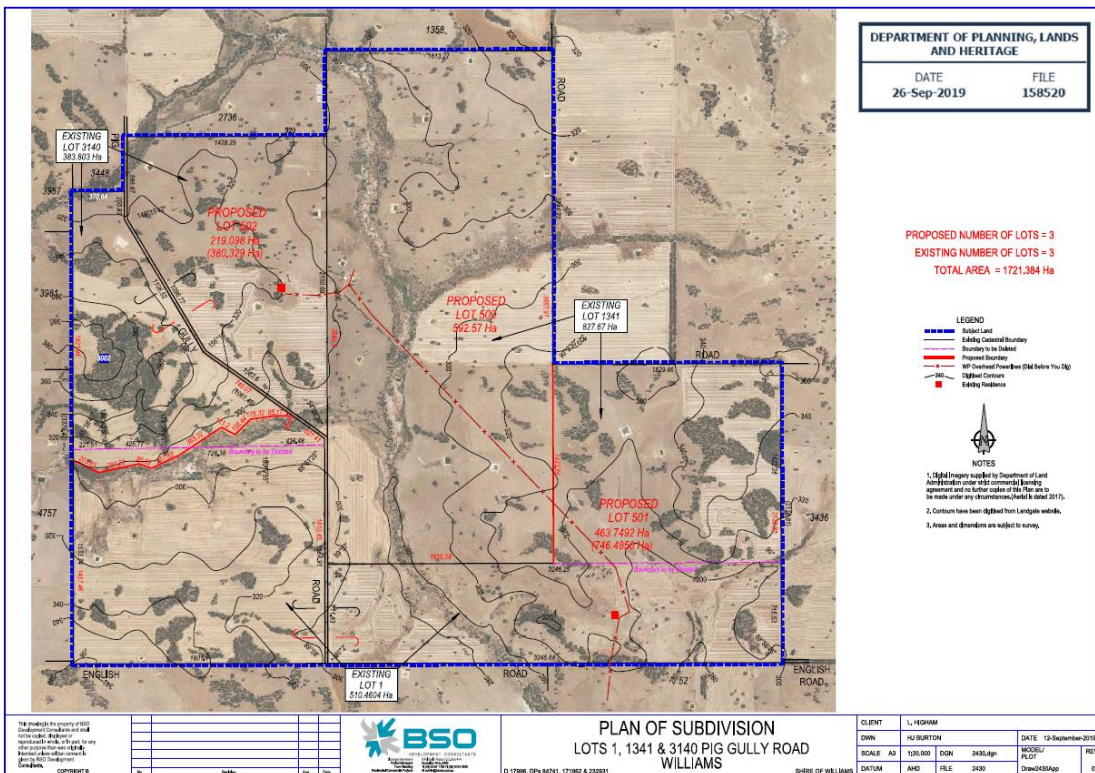
**8.4.4 PROPOSED SUBDIVISION/AMALGAMATION – LOTS 1 AND 1341 ENGLISH ROAD AND LOT 3140 PIG GULLY ROAD, WILLIAMS**

**File Reference** 10.64.20  
**Statutory Reference** Shire of Williams Town Planning Scheme No 2  
**Author & Date** Geoff McKeown 9 October 2019  
**Attachments** Nil

**Background**

An application has been lodged with the Western Australian Planning Commission (WAPC) seeking planning approval to subdivide and amalgamate Lots 1 and 1341 English Road and Lot 3140 Pig Gully Road, Williams. The WAPC has referred the application to the Shire of Williams for comment (by 13 November 2019).

The lots included in the proposal are shown on the following plan:



**Comment**

➤ **Description of Application**

Detail included in the Applicant’s letter supporting the application is referred to below:



*“The proposal is to realign boundaries within the three properties for farm succession planning reasons and no additional Titles will result. Consequently, we would not expect any conditions relating to power or other servicing utilities and this type of application is also exempt from Building Planning Requirements.*

*The new boundaries in the eastern section of these properties will run north/south for a distance of approximately 142 metres to create proposed Lots 500 and 501 with land areas of 592.57 and 746.485 Hectares respectively. A new boundary will also be surveyed on the west side of Pig Gully Road, running along the northern edge of a creekline and following an existing fence. The third proposed Lot 502 will contain a land area of approximately 380.329 Hectares.*

*The resultant lots are consistent with the existing lot sizes in the locality and the application is considered worthy of support.”*

➤ **Shire of Williams Town Planning Scheme No 2**

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

Under the Shire’s Scheme there is a general presumption against subdivision of rural land unless the lots have already been divided by a significant physical feature, the lots are for farm adjustment, the lots are for specific uses (recreation) or the lots are for the establishment of uses ancillary to the rural use of the land.

➤ **State Planning policy : Development Control Policy 3.4 – Subdivision of Rural Land**

There is also a general presumption against subdivision of rural land under the WAPC’s Development Control Policy 3.4 (‘DCP 3.4’) which states that *‘the creation of new or smaller lots will be by exemption’*.

DCP 3.4 outlines exceptional circumstances where subdivision of rural land will be considered as followed:

- Re-alignment of boundaries with no increase in the number of lots.
- Protection of heritage places
- Homestead lots (between 1-20 hectares)
- For public utilities.

All applications are assessed in accordance with stringent criteria aimed at preventing fragmentation of rural land, maintaining lot sizes suitable for continued agriculture, and protecting agricultural land from ad-hoc unplanned subdivision.

The proposed subdivision application does not propose to increase the number of lots and therefore complies with the Shire’s Scheme and WAPC Development Control Policy 3.4.

Accordingly, it is recommended that the application be supported.

➤ **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](http://www.dfes.wa.gov.au). An extract of the map as it applies to lots that are the subject to this application is included on the following page.

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.

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 (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas.

SPP 3.7 requires all new subdivision applications entailing land identified as Bushfire Prone to be supported with a Bushfire Attack Level (BAL) contour map.

The applicant has stated that this type of application is exempt from this requirement.



**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 Shire’s Scheme.

Regulation 67 outlines ‘matters to be considered by Council’ including ‘any policy of the Commission’. This gives immense weight to Development Control Policy 3.4.

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

**Strategic Implications**

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

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

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority



**Officer’s Recommendation**

That Council:

Recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 1 & 1341 English Road and Lot 3140 Pig Gully Road, Williams highlighting the following reasons:

- (i) The application complies with ‘Development Control Policy 3.4 – Subdivision of Rural Land’ as the proposal is to realign boundaries without creating additional lots; and
- (ii) The Shire of Williams Town Planning Scheme No.2 allows support for subdivision of ‘rural’ zoned land where adjustment of lot boundaries is proposed and where no additional lots are created.

**Council Resolution**

***Cavanagh/Major***

That Council:

Recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 1 & 1341 English Road and Lot 3140 Pig Gully Road, Williams highlighting the following reasons:

- (i) The application complies with ‘Development Control Policy 3.4 – Subdivision of Rural Land’ as the proposal is to realign boundaries without creating additional lots; and
- (ii) The Shire of Williams Town Planning Scheme No.2 allows support for subdivision of ‘rural’ zoned land where adjustment of lot boundaries is proposed and where no additional lots are created.

**Carried 7/0  
Resolution 74/20**

**8.4.5 OCCUPATIONAL SAFETY & HEALTH POLICY**

<b>File Reference</b>	4.40.30
<b>Statutory Reference</b>	<i>Occupational Safety and Health Act 1984</i>
<b>Author &amp; Date</b>	Geoff McKeown 9 October 2019
<b>Attachment</b>	Nil

**Background**

In May 2016 the Shire’s Occupational Safety and Health Committee recommended the adoption of an Occupational Safety & Health Policy as a means of outlining the commitment of the employer and employee to this important area. A draft Policy was proposed and adopted by Council at its Meeting on the 18 May 2016.

WorkSafe has developed a WorkSafe Plan as an assessment tool to rate safety and health management systems and direct attention to areas that could be improved. The Shire is currently working through this Plan in advance of an audit scheduled for the 23 October 2019. One of the components of the Plan is to document that the Occupational Safety and Health Policy has been reviewed.

**Comment**

By way of background, the Occupational Safety and Health Committee meets on a regular basis and operates under the following terms of reference:



- To facilitate consultation and cooperation between the Shire of Williams and its employees in initiating, developing and implementing measures designed to ensure the safety and health of employees at the workplace;
- To keep itself informed as to standards relating to health and safety generally recommended or prevailing in workplaces of a similar nature and to review and make recommendations on rules and procedures at the workplace relating to health and safety;
- To recommend to the Shire and employees the establishment, maintenance and monitoring of programs, measures and procedures relating to safety and health at the workplace;
- To keep in a readily accessible place and form information regarding the hazards that arise, or may arise, at the workplace;
- To consider and make recommendations in respect of any changes or intended changes to or at the workplace which may be reasonably expected to affect the health or safety of employees at the workplace;
- To consider such matters that may be referred to the committee by a safety and health representative or employee;
- To perform such other functions as may be prescribed in the OSH Regulations or given to the committee, with its consent, by the Shire of Williams.

It is not recommended that the current Occupational Safety & Health Policy be changed, just that Council acknowledge the current policy and it be re-endorsed.





# Shire of Williams

## Occupational Safety and Health Policy

The Shire of Williams provides a wide range of vital services to residents and visitors to the region. We are an equal opportunity employer committed to providing and maintaining a safe and healthy workplace for all employees. This commitment is required to be supported through the behaviours of our management representatives, employees, contracted services providers and volunteers in the workplace.

Responsibilities for addressing safety and health concerns are shared by everyone working at the Shire of Williams. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety and health obligations. Employees assist our management team to fulfil obligations through compliance with legislative and Shire safety and health requirements, as well as actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Williams are required to proactively identify and report forthwith any incident or hazard that are assessed as posing any risk to safety or health. These will be promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

The Shire of Williams is committed to continuously improving our workplace safety and health performance, aimed at the elimination of workplace injury and illness, through the establishment of measurable targets and objectives which are documented in our Occupational Safety and Health Management Plan.

Our Occupational Safety and Health Management Plan is supported by an occupational safety and health management system framework intended to guide our employees and subcontractors to work in a safe and healthy manner including, but not limited to, compliance with all applicable Occupational Safety and Health, other legislative regulatory requirements, relevant Australian Standards and with all other requirements placed upon the Shire or to which the Shire subscribes.

This Occupational Safety and Health Policy and our supporting management systems framework are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

A safe, healthy and efficient place of work is our goal and we must all be committed to working together to achieve this outcome.

Geoff McKeown

CEO  
Shire of Williams  
Issue Date

Document ID:	Issue Date:
Authorised By:	Review Date:



### Strategic Implications

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

- CL 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

### Financial Implications

Nil

### Voting Requirements

Simple Majority

### Officer's Recommendation

That Council re-endorse the Occupational Safety & Health Policy as recommended by the Shire's Occupational Safety & Health Committee.

### Council Resolution

#### **Baker/Major**

That Council re-endorse the Occupational Safety & Health Policy as recommended by the Shire's Occupational Safety & Health Committee.

**Carried 7/0  
Resolution 75/20**

*Cr Carne declared an impartiality interest for the following Item 8.4.6 Lease of Vacant Shire Land – Lot 9000 Albany Highway. The nature of her interest relates to her being a member of the Williams Bowling Club. Cr Carne remained in the meeting, took part in the discussion and voted on the item.*

### **8.4.6 LEASE OF VACANT SHIRE LAND – LOT 9000 ALBANY HIGHWAY**

<b>File Reference</b>	11.70.30
<b>Statutory Reference</b>	Section 3.58 <i>Local Government Act 1995</i> and Clause 30 <i>Local Government (Functions and General) Regulations 1996</i>
<b>Author &amp; Date</b>	Geoff McKeown      10 October 2019
<b>Attachment</b>	Nil

### Background

The Williams Bowling Club has written to the Shire seeking an extension of the lease of vacant land at Lot 9000 Albany Highway for cropping purposes to assist with fundraising to be put towards its proposed self-supporting loan and other projects.

In its letter the Club Secretary provides the following supporting information:

*“On behalf of the Bowling Club Committee I have been asked to write to thank you and the Council for the opportunity given to the Bowling Club to lease and crop Lot 9000 on the corner of the Highway and the Narrogin Road.*



*As you would be aware the laying of the new synthetic green was a huge cost and could not have been done without the assistance of the Shire. Fortunately this now saves us in regular cost of green upkeep, mowing etc.*

*However these greens only have a limited life span and the opportunity to lease Lot 9000 is giving us the opportunity to put some capital away for green replacement in the future. We also now need to change the lighting from B green to A green where the synthetic is which will also be at significant cost. With that in mind we would like to have the opportunity to lease the block again for a further three years. This would assist us in changing of the lighting but also in building that reserve for green replacement. Obviously the more the Bowling Club can fund the less need we have in asking the Shire for funds and assistance.*

*Once again thank you for your assistance and we hope that this request will be looked a favourably.”*

### **Comment**

In December 2016 the Shire called for expressions of interest from any interested community groups to lease this land. Expressions of interest were invited via a notice on the Shire’s Facebook page and in an article in The Williams. Clubs and groups in the Shire’s database were also sent emails inviting them to register their interest.

The Williams Bowling Club was the only community group to respond.

It is important to note that the leasing of property owned by a local government is governed by provisions contained in the *Local Government Act 1995* and *Local Government (Function and General) Regulations 1996*.

To lease property to an individual outside a public tender involves a process where the public can make submissions and the detail of the disposition is publicised. However, the regulations do allow for the disposition of property to a recreational or sporting organisation without going through this process. An extract of the relevant Regulation follows:

### **30. Dispositions of property excluded from Act s. 3.58**

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
  - (b) the land is disposed of to a body, whether incorporated or not —
    - (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and
    - (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body’s transactions;

A plan highlighting Lot 9000 is shown below:



In February 2017, Council passed the following resolution:

**Council Resolution**

**Cavanagh/Paterson**

That Council:

- 1) *Agrees to the Williams Bowling Club having a lease of Lot 9000 Albany Highway for the purpose of cropping, for period of three years from the 1st March 2017 to 28th February 2020, subject to the following conditions:*
  - (i) *arrangements for the grazing of the lot between cropping periods being negotiated separately with the Shire;*
  - (ii) *the Shire being recognised as a contributor and sponsor for its fundraising effort; and*
  - (iii) *should the land be required for development by the Shire during the period of the lease, the land will be returned without any commitment or obligation to provide compensation for cancellation of the lease.*

**Carried 8/1  
Resolution 154/17**

**Strategic Implications**

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

- ED 1.5 Encourage business and community groups’ initiatives to promote the Shire as a place to live, work, play and invest
- SCD 1.1 Provide, maintain and improve community infrastructure
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

**Financial Implications**

Nil



## Voting Requirements

Simple Majority

### Officer's Recommendation

That Council agrees to the Williams Bowling Club leasing Lot 9000 Albany Highway for the purpose of cropping and grazing for period of three years from the 1<sup>st</sup> March 2020 to 28<sup>th</sup> February 2023, subject to the following conditions:

- (i) the Shire being recognised as a contributor and sponsor for its fundraising efforts; and
- (ii) should the land be required for development by the Shire during the period of the lease, the land will be returned without any commitment or obligation to provide compensation for cancellation of the lease.

### Council Resolution

#### *Major/Harding*

That Council invite expressions of interest from local community and sporting clubs wishing to enter into a three (3) year lease of Lot 9000 Albany Highway for the purpose of cropping and grazing, with the matter to be presented to the November 2019 Ordinary Council Meeting for determination.

**Carried 7/0  
Resolution 76/20**

*The resolution differed from the recommendation as Council wished the proposed lease of Lot 9000 Albany Highway to be offered more widely to local community and sporting clubs.*

## **8.4.7 USE OF THE COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY**

<b>File Reference</b>	4.50.60
<b>Statutory Reference</b>	Sections 5.42 and 9.49A <i>Local Government 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown      11 October 2019
<b>Attachment</b>	Nil

### Background

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

There is a requirement under the *Local Government Act 1995* that the Delegations Register is reviewed annually by Council. A procedure included in the Delegations Register is to report to Council the activities or actions that have been performed under delegated authority. A report 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 Delegations Register.

### Comment

Actions performed under delegation during the preceding month are provided below:

- **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:

1. \$985,895.72 from the Municipal Fund Cash Management Account to a Term Deposit to generate interest earnings for the reserve accounts.
2. \$1,400,000.00 from the Municipal Fund to the Municipal Fund Cash Management Account to generate interest earnings.

- **Common Seal – Delegation LGA7**

**Delegation** - The Chief Executive Officer has delegated authority to affix the common seal of the Shire of Williams to any document which requires the affixing of the common seal to be validly executed.

**Action** - The President and Chief Executive Officer affixed the common seal to the Transfer of Land document for the purchase of Part Williams Location D Albany Highway.

- **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.

- **Planning Matters – Delegation PLN1**

**Delegation** - The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply with all requirements.

**Action** - The Chief Executive Officer reconfirmed planning approval to Gordon Atwell for the operation of a cattle feedlot on Glenfield Road, Williams acknowledging previous approval confirmation given by the Shire in February 2004 and July 2010. The endorsement recognises the requirement to comply with Shire's Health Local Law, Division 5 – Feedlots and regulations administered by the Department of Water and Environmental Regulation.

The request from Mr Atwell assists him to meet the feedlot's accreditation requirements.

**Strategic Implications**

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

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

**Financial Implications**

Payments from the Municipal Fund and Trust Fund have been approved in the 2019/20 Annual Budget or by separate resolution of Council.

**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 September 2019.

**Council Resolution**

***Carne/Medlen***

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of September 2019.

**Carried 7/0  
Resolution 77/20**

*Manager of Finance, Cara Ryan, attended the Meeting at 4.01pm to discuss her report.*



## 8.5 MANAGER OF FINANCE'S REPORT

### 8.5.1 ACCOUNTS FOR PAYMENT

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan 9 October 2019

#### Background

It is a requirement of the Local Government (Financial Management) Regulation 1996 to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to the Council in the following month.

Further, in accordance with the Delegation adopted by Council in December 2015 the Chief Executive Officer has the delegated authority to make payments from the Municipal Fund and Trust Fund. The Chief Executive Officer in exercising his authority is required to produce a list of accounts recorded in monthly Council meeting minutes.

#### Statutory Implications

*Local Government (Financial Management) Regulations 1996 - Reg 13*

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*

- (a) *the payee's name; and*
- (b) *the amount of the payment; and*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction.*

#### Comment

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

#### Financial Implications

As listed in the recommendation below.

#### Voting Requirements

Simple Majority

#### Officer's Recommendation

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104769 – 104771 totalling \$314,235.94 approved by the Chief Executive Officer during the month of September 2019 be endorsed.

#### Council Resolution

##### *Harding/Cavanagh*

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104769 – 104771 totalling \$314,235.94 approved by the Chief Executive Officer during the month of September 2019 be endorsed.

**Carried 7/0**  
**Resolution 78/20**





## 8.5.2 FINANCIAL STATEMENTS

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan 9 October 2019

### 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 monthly financial report and municipal bank reconciliation are separate attachments to this agenda.

### Financial Implications

As disclosed in the financial statements.

### Voting Requirements

Simple Majority

### Officer's Recommendation

That the financial statements presented for the periods ending 31 August 2019, and ending 30 September 2019, be received.

### Council Resolution

#### *Harding/Cavanagh*

That the financial statements presented for the periods ending 31 August 2019, and ending 30 September 2019, be received.

**Carried 7/0  
Resolution 79/20**

*Cara Ryan left the Meeting at 4.15pm.*

## 8.6 WASTE MANAGEMENT OFFICER’S REPORT

### 8.6.1 SHIRE OF WILLIAMS LANDFILL CLOSURE

<b>File Reference</b>	10.10.20
<b>Statutory Reference</b>	<i>Environmental Protection (Rural Landfilling) Regulations 2002, Best Practice Environmental Management Siting, Design, Operation and Rehabilitation of Landfills 2015, Closed Landfill Guidelines 2018.</i>
<b>Author &amp; Date</b>	Seonaid Leslie                      8 <sup>th</sup> October 2019
<b>Attachments</b>	<b>Appendix 1</b> – Updated Closure and Post Closure Rehabilitation Plan

#### Background

The Shire of Williams has been working towards closing its landfill since funding was secured for the transfer station cement pad and bulk bins in 2016. Site works were conducted in August in preparation for the opening of the transfer station. A gravel pad was laid, see Figure 1 below, to accommodate vehicle traffic, signs were installed, bin covers were built and notice was given to residents. While these works were happening the Shire took the opportunity to relocate the Waste Oil Tank from the Depot to a bunded concrete pad at the Waste Transfer Station and move the mixed recycling bin to a more accessible location, see Figure 2 below.



FIGURE 1 WILLIAMS REFUSE SITE SEPTEMBER 2019, TRANSFER STATION GRAVEL PAD AND BIN COVERS.



FIGURE 2 SHIRE OF WILLIAMS REFUSE SITE SEPTEMBER 2019, MIXED RECYCLING & WASTE OIL TANK RELOCATION.

Landfilling at the site ceased on the 4<sup>th</sup> September 2019. This aligned with the commencement of the Waste Services Contract with Avon Waste, on the 3<sup>rd</sup> September 2019. The landfill remained open, but unused for the month of September to ensure the Transfer Station was functional and the bulk bins and waste contractor met the Shire’s requirements. During this time a site surveyor was engaged to map the site and determine the site’s surface contours to guide future groundworks.

After three weeks, Shire Staff were confident the Transfer Station was functional and meeting the Shire’s needs. No complaints or incidents occurred on site. The Shire owns ten (10) bulk bins and only four (4) were filled over the month, so it had sufficient capacity for the incoming general waste. The landfill trench was then covered with approximately 200mm of clean fill as an initial cap. This clean fill was primarily from the Main Roads Bridgeworks project, and the clay content is an additional benefit to its use. Drainage swales were built to direct the surface water flow, and the site now remains unused, see Figure 3 below. The final capping will be constructed once the Shire’s Closure Plan is approved by the Department of Water and Environmental Regulation (DWER).



FIGURE 3 SHIRE OF WILLIAMS REFUSE SITE SEPTEMBER 2019, INITIAL LANDFILL COVER AND DRAINAGE SWALES.



### Comment & Recommendation

An Updated Closure and Post Closure Rehabilitation Plan was emailed to the DWER on 4<sup>th</sup> October 2019, see **Appendix 1**. The report summarises the site works to date, the Shire's future land use plans and proposed final capping system. It is recommended that the Shire manage the former landfill site for erosion and weeds, and limit vehicle movement over the site until approval for the proposed final cap is received from DWER.

### Strategic Implications

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

- LUE 3.5 Support and advocate for a regional waste approach to waste management including transfer station, recycling and waste reduction education
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

### Financial Implications

Funds are included in the 2019/20 Annual Budget for the landfill closure and commissioning of the waste transfer station.

### Voting Requirements

Simple Majority

### Officer's Recommendation

That Council endorse the work completed at the Williams Waste Transfer Station to date and the Updated Closure and Post Closure Rehabilitation Plan. Further, Council support the Shire finishing the capping of the landfill and rehabilitation proposed in the Updated Closure and Post Closure Rehabilitation Plan once approved by the Department of Water and Environmental Regulation.

### Council Resolution

#### *Medlen/Carne*

That Council endorse the work completed at the Williams Waste Transfer Station to date and the Updated Closure and Post Closure Rehabilitation Plan. Further, Council support the Shire finishing the capping of the landfill and rehabilitation proposed in the Updated Closure and Post Closure Rehabilitation Plan once approved by the Department of Water and Environmental Regulation.

**Carried 7/0**  
**Resolution 80/20**



## 8.7 FAMILY DAY CARE COORDINATOR'S REPORT

### 8.7.1 EDUCATORS

<b>File Reference</b>	80.50.40
<b>Statutory Reference</b>	<i>Education and Care Services National Law (WA) Act 2012</i>
<b>Author &amp; Date</b>	Sharon Palumbo 9 October 2019
<b>Attachments</b>	Nil

#### Comment

Family Day Care (FDC) has 13 Educators registered and operating as per previous month. The 14<sup>th</sup> Educator is still waiting for her last piece of compliance to be completed. The breakdown of educators is as follows:

14 Aug 2019	Narrogin	2	Residence
	Northam	4	Residence
	Toodyay	3	Residence
	Kukerin	1	Residence
	Kellerberrin	1	In-Venue
	Broome	2	Residence

#### Comparison of utilisation from last month.

JULY	EFT	AUGUST	EFT	SEPTEMBER	EFT
22/7/19 – 28/7/19	36	12/8/19 – 18/8/19	47	2/9/19 – 8/9/19	42
29/7/19 – 04/8/19	41	19/8/19 – 25/8/19	44	9/9/19 – 15/9/19	49
05/8/19 – 11/8/19	32	26/8/19 – 01/9/19	43	16/9/19 – 22/9/19	49
				23/9/19 – 29/9/19	49

These average EFT numbers have increased again this month due to the return of educators from annual leave and sick leave.

To break down this a little further, for the last 3 weeks in September when all educators were working and only taking sick leave the average EFT places for Monday were: 53; Tuesday: 57, Wednesday: 59, Thursday: 47 and Friday: 29.

The highest performing days are Monday to Wednesday when all 13 educators are working. We have six educators working 5 days per week with four of those offering before school, after school and two offering the additional school holidays. The additional care offered to school aged children is at the educators own discretion.

There are four educators working 4 days per week with one of them working a nine day fortnight. None of these four educators offer the additional care for school aged children.

There are three educators who work 3 days per week and two of those also offer before school, after school and school holidays.

All educators are working to their capacity of 4 children under 4 years, with only one educator needing to include her own 2 children, her eldest child will be attending kindy next year so she can take on another child when he is at school.

The next educator coming on board will be working 4 days and is at full capacity.

The last one that has just committed to us has said she would be working 5 days and she will need to include one of her own children. She should be operating at her maximum capacity too.



**Strategic Implications**

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

- SCD 2.5 Investigate opportunities to engage with youth, through improved access to services, facilities and programs
- CL 2.3 Monitor revenue streams and implement opportunities where appropriate. Consistently review rate income.

**Financial Implications**

The 2019/20 Annual Budget includes funds for the provision of Family Day Care Services.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council endorse the Family Day Care Coordinator’s Educators Report as presented.

**Council Resolution**

**Major/Harding**

That Council endorse the Family Day Care Coordinator’s Educators Report as presented.

**Carried 7/0  
Resolution 81/20**

**8.7.2 OPERATIONAL**

<b>File Reference</b>	80.50.40
<b>Statutory Reference</b>	<i>Education and Care Services National Law (WA) Act 2012</i>
<b>Author &amp; Date</b>	Sharon Palumbo 9 October 2019
<b>Attachments</b>	Nil

**Comment**

I have received a new enquiry from a potential educator wanting to start up a service in Toodyay. This lady has been informed that she cannot come on board until June 2020 when we have completed our first year of operation, she seemed open to this. I will meet with her on my next visit, do a pre-assessment on her residence and see if she is still wanting to proceed.

Moving forward as the service grows I will be encouraging educators who would like to be registered to WWT FDC to offer a minimum 4 days of care to ensure future growth and sustainability of the service.

The final Broome educator to join FDC has had a delay on her last piece of compliance to be completed. I am hopeful she will commence within the month.

Overall I feel the service is progressing really well and we will still see more revenue coming in as we are not at capacity yet.



All other operations for the service are progressing with the biggest achievement being the completion of the compulsory Quality Improvement Plan which all services are required to have available by the end of their first 3 months of operation.

The Educator support strategies that have been trialled and are now part of regular operation are; text messaging, email, phone calls, group chat, face to face visits and Facetime. All educators are receiving their support via these modes and are enjoying the variety and the connections they are making with each other.

New resources are being created and implemented to ensure educators are meeting the National Quality Standards and Early Years Learning Framework, increasing quality practice.

### Strategic Implications

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

- SCD 2.5 Investigate opportunities to engage with youth, through improved access to services, facilities and programs
- CL 2.3 Monitor revenue streams and implement opportunities where appropriate. Consistently review rate income.

### Financial Implications

The 2019/20 Annual Budget includes funds for the provision of Family Day Care Services.

### Voting Requirements

Simple Majority

### Officer's Recommendation

That Council endorses the Family Day Care Coordinator's Operational Report as presented.

### Council Resolution

#### *Harding/Cavanagh*

That Council endorses the Family Day Care Coordinator's Operational Report as presented.

**Carried 7/0**  
**Resolution 82/20**

## 8.8 COUNCILLORS' REPORTS

Cr Carne reported on her attendance at the 4WDL VROC Meeting at Lake Grace along with the Chief Executive Officer. The meeting included a presentation on the process of forming a Biosecurity Group. In addition, the 4WDL VROC Group will need to elect a new Chairperson with Cr Trevor Young, Shire of Woodanilling, not seeking re-election at the upcoming local government elections.

## 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**

Cr Cavanagh advised that the Shire will need to nominate a new delegate to the South 32 Community Liaison Group as his involvement will cease as a Shire representative.

Cr Carne extended a vote of thanks to Cr Cavanagh for his service to the Shire as a Councillor and Shire representative on a number of organisations.

The President also congratulated Cr Cavanagh and thanked him for his valued service to the Williams community.

Cr Cavanagh responded indicating that had enjoyed his time as a Councillor and he had learnt a lot during his term. He wished the Council all the best for the future.

## **13.0 CLOSURE OF MEETING**

There being no further business for discussion the President declared the Meeting closed at 4.44pm.