



SHIRE OF WILLIAMS

MINUTES

ORDINARY COUNCIL MEETING
WEDNESDAY 20 MARCH 2024

SHIRE COUNCIL CHAMBERS
9 BROOKING STREET
WILLIAMS WA 6391



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SHIRE OF WILLIAMS STRATEGIC COMMUNITY PLAN 2022-32

VALUES / VISION

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

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

ECONOMIC

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

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

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

SOCIAL & CULTURAL

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

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

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

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

LAND USE AND ENVIRONMENT

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

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

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

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

LUE4. Recognising and implementing sustainability measures.



INNOVATION, LEADERSHIP & GOVERNANCE

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

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

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

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

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

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AGENDA

Prior to and post the Council meeting, Councillors meet for 3 hours and reviewed the following matters.

Capital Projects and funding opportunities.

Road construction and maintenance grading program (130.9km graded in the previous 5 weeks)

Plant and equipment use and maintenance.

Town maintenance operations

Childcare services

Future development of Williams Location D, Albany Highway

Alinta Energy- Interest in Carbon Offsets-Nature Based Plantings

Williams Property Street Numbering

Restricted Access Vehicles on the road network-heavy haulage

1.0 Declaration of Opening / Announcement of Visitors

The Presiding Member, President Jarrad Logie, declared the Meeting open at 3.34pm and welcomed visitors to the meeting.

2.0 Record of Attendance / Apologies / Leave of Absence

Elected Members

Cr Jarrad Logie President
Cr Natalie Major Deputy President
Cr Simon Harding
Cr Tracey Price
Cr Bernie Panizza
Cr Christine Cowcher
Cr John Macnamara

Staff

Peter Stubbs Chief Executive Officer
Britt Logie Minute Taker

Visitors – Anne Buchanan, Trish Bowden

Apologies - Nil

Leave of Absence – Nil

3.0 Public Question Time

Public question time is limited to a total of fifteen minutes of duration, except by consent of the person presiding. Each speaker is limited to three minutes duration to speak, except by consent of the person presiding.

Trish Bowden

1. What does the William's Shire know about South 32 current and proposed plans?

The Chief Executive Officer replied that the Shire of Williams uses the public and published information about the current and proposed mining plans from the EPA website as the State regulator for the mining activity.

2. Do you feel rate payers need to be informed?

The Chief Executive Officer replied that all ratepayers are encouraged to stay informed on the matter.

3. Is the Shire aware of the volume of water being used by the mine in the area?

The Chief Executive Officer replied that the Shire was aware of the volumes of water allocated by the regulator the EPA.

4.0 Petitions / Deputations / Presentations

Nil

5.0 Declarations of Interest

DECLARATION OF INTEREST	
Name / Position	Cr Simon Harding
Item No. / Subject	8.2.5 - Proposed Single House – Lot 40 (No 18) and Lot 41 (20) New St, Williams
Type of Interest	Financial Interest

6.0 Confirmation of Minutes of Previous Meetings

6.1 Ordinary Council Meeting Held 7 February 2023

Officer's Recommendation

That the Minutes of the Ordinary Council Meeting held 7 February 2024, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Moved: Cr Harding / **Seconded:** Cr Price

That the Minutes of the Ordinary Council Meeting held 7 February 2024, as previously circulated, be confirmed as a true and accurate record.

Carried 7/0

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

Against: Nil

Resolution 86/24

6.2 General Meeting of Electors Held 7 February 2024

Officer's Recommendation

That the Minutes of the General Meeting of Electors held 7 February 2024, as previously circulated, be received.

Council Resolution

Moved: Cr Harding / **Seconded:** Cr Major

That the Minutes of the General Meeting of Electors held 7 February 2024, as previously circulated, be confirmed as a true and accurate record.

Carried 7/0

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

Against: Nil

Resolution 87/24

6.3 Audit Committee Meeting Held 6 March 2024

Officer's Recommendation

That Council:

1. Note and receive the minutes of the Audit Committee meeting held on Wednesday 6 March 2024.
2. Note the Audit Committee review of the Compliance Audit Report for 2023 and adopt the Compliance Audit Report, provided with the Council Agenda, for certification by the Shire President and Chief Executive Officer and submission to the Minister.
3. Note and receive the Shire of Williams Financial Management, Risk Management and Regulation Compliance audit conducted by Dry Kirkness (Audit) Pty Ltd, and the Shire Management comments in the report for recommended improvements.

Council Resolution

Moved: Cr Price / **Seconded:** Cr Harding

That Council

1.Note an accept the Minutes of the Audit Committee Meeting held 6 March 2024, as previously circulated, be confirmed as a true and accurate record.

2.Note the Audit Committee review of the Compliance Audit Report for 2023 and adopt the Compliance Audit Report, provided with the Council Agenda, for certification by the Shire President and Chief Executive Officer and submission to the Minister.

3.Note and receive the Shire of Williams Financial Management, Risk Management and Regulation Compliance audit conducted by Dry Kirkness (Audit) Pty Ltd, and the Shire Management comments in the report for recommended improvements.

Carried 7/0

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

Against: Nil

Resolution 88/24

7.0 Announcements by Presiding Member Without Discussion

I would like to congratulate Wendy Williamson on her decision to become an Australian Citizen today with the ceremony for that special event held in our Williams Shire Council Chambers, and for Wendy joining our Shire staff as a gardener.

I thank Councillors who were able to participate in Council's road and drainage infrastructure inspections on the 6 March 2024. 380km of the road network were inspected along with numerous culverts and bridges to inform our works program going forward.

I thank Councillors who were able to meet with Altina Energy on 14 March 2024 about Alinta's proposed nature-based carbon plantings with the Williams and surrounding districts and encourage residents to attend the Altina Energy public meetings to be held in Williams Friday 22 and Monday 25 March 2024.

8.0 Matters Which Require Decisions

8.1 Corporate and Community Services

8.1.1 Payment Listing

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cassie Barker 29 February 2024
Attachments	Payment listing for month ending 31 January 2024 Payment listing for month ending 29 February 2024

Background

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

Statutory Implications

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

13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

<p>Officer's Recommendation</p> <p>That Municipal Fund EFT, Bpay, Direct Debits and Cheques 105005 – 105008 totalling \$570,925.42 approved by the Chief Executive Officer during the month of January 2024 be endorsed.</p> <p>That Municipal Fund EFT, Bpay, Direct Debits and Cheques 105009 – 105012 totalling \$401,748.87 approved by the Chief Executive Officer during the month of February 2024 be endorsed.</p>

Council Resolution

Moved: Cr Price / **Seconded:** Cr Harding

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 105005 – 105008 totalling \$570,925.42 approved by the Chief Executive Officer during the month of January 2024 be endorsed.

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 105009 – 105012 totalling \$401,748.87 approved by the Chief Executive Officer during the month of February 2024 be endorsed.

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

Carried 7/0

Against: Nil

Resolution 89/24

8.1.2 Financial Statements

File Reference	4.23.15
Statutory Ref.	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cassie Barker 29 February 2024
Attachments	Financial Statements ending 31 January 2024
	Financial Statements ending 29 February 2024

Background

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

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

Statutory Implications

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

Comment

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

Strategic Implications

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

CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officer's Recommendation
 That the financial statements presented for the period ending 31 January 2024 be received
 That the financial statements presented for the period ending 29 February 2024 be received.

Council Resolution
Moved: *Cr Harding* / **Seconded:** *Cr Cowcher*
 That the financial statements presented for the period ending 31 January 2024 be received, and that the financial statements presented for the period ending 29 February 2024 be received.

Carried 7/0

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

Against: Nil
Resolution 90/24

8.2 Office of the Chief Executive Officer

8.2.1 Local Planning Strategy

File Reference	14.25.24
Statutory Reference	Planning and Development (Local Planning Schemes) Regulations 2015
Author & Date	Peter Stubbs
Attachments	Nil

Background

Agreement between the Department of Planning Lands and Heritage (DPLH), and the Shires of Williams, West Arthur and Wagin to prepare a joint Local Planning Strategy was reached on in June 2023. The concept of a joint approach was for efficiency and cost effectiveness reasons.

Legislation

The Planning and Development Act 2005 and related Planning and Development (Local Planning Schemes) Regulations 2015 require that Local Governments establish local planning strategies.

Section 11 of the Regulations sets at the requirement for local planning strategy for local planning scheme.

(1) A local government must prepare a local planning strategy in accordance with this Part for each local planning scheme that is approved for land within the district of the local government.

(2) A local planning strategy must —

(a) be prepared in a manner and form approved by the Commission; and

(a) set out the long-term planning directions for the local government; and

(b) apply any State or regional planning policy that is relevant to the strategy; and

(c) provide the rationale for any zoning or classification of land under the local planning scheme.

(3) A local planning strategy may be prepared concurrently with the local planning scheme to which it relates.

[Regulation 11 amended: SL 2020/252 r. 6.]

A first draft of the joint local planning strategy, for comment, was received by the Shire of Williams on 15 February 2023. Comments by the CEO on the first draft have been submitted to DPLH.

Comment

The best- case estimated timeline and summary of the process to finalise the local planning strategy is provided below. It is likely that this timeline will take longer.

Shire of Wagin, West Arthur and Williams Joint Local Planning Strategy – the process to come:

		Date
Start 	<i>This correspondence from DPLH</i>	<i>13 February</i>
	<i>Finalise mapping - Four weeks</i>	<i>12 March</i>
	<i>Final draft - Six weeks</i>	<i>23 April</i>
	<i>Certification for advertising - Six weeks</i>	<i>4 June</i>
	<i>Advertising - Four weeks</i>	<i>2 July</i>
	<i>Consideration of submission, modifications, Council reports recommending WAPC endorsement - Eight weeks</i>	<i>27 August</i>
	<i>Endorsement by WAPC - Six weeks</i>	<i>8 October</i>
	Finish	<i>Final Document Published - Two weeks</i>

The strategy aims to describe key features of each Shire district, aspirations, and ways in which Shires seek to influence the balance between growth and looking after the natural environment.

The first draft recommends some changes over the next 5 years to Town Planning Scheme zoning. Feedback has been given that some changes proposed in the first draft, might have little value or detract from the aspirations of Williams. Close attention will be necessary in the final draft to mitigate the risk of committing to changes that have little benefit or might impede flexibility or objectives of Council and the district.

On Tuesday 26 March 2024 DPLH representatives will visit Williams townsite to ground truth some properties to better understanding zoning options.

The next draft of the local planning strategy will be circulated to Councillors out of session and will be included on the Council Forum agenda in April 2024.

Strategic Implications

The local planning strategy has broad relevance to many of Councils strategies related to economic development, governance, land and environmental management and cultural social issues.

Financial Implications

There is no cost for DPLH drafting the local planning strategy. However, DPLH mapping costs will alloy to each Shire at an hourly rate.

Mapping by DPLH is to be charged at \$85 per hour. Total cost is estimated at less than \$2,500. Council will have minor advertising costs.

Voting Requirements

Simple majority

Officer’s Recommendation

That Council notes the joint-collaboration between the Shires of Williams, Wagin, and West Arthur with the support of the Department of Planning Lands and Heritage for the preparation of Local Planning Strategy and the estimated timeframes and process for that.

Council Resolution

Moved: Cr Major / **Seconded:** Cr Price

That Council notes the joint-collaboration between the Shires of Williams, Wagin, and West Arthur with the support of the Department of Planning Lands and Heritage for the preparation of Local Planning Strategy and the estimated timeframes and process for that.

Carried by Absolute Majority 7/0

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

Against: Nil

Resolution 91/24

8.2.2 Budget Review

File Reference	4.1.20
Statutory Ref.	Local Government (Financial Management) Regulations 1996, Regulation 33A
Author & Date	Peter Stubbs, 12 March 2024
Attachments	Budget Review Report for the period to 31 January 2024

Background

The *Local Government (Financial Management) Regulations 1996*, Regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. The results of the review and accompanying report must be presented to Council within 30 days of the review. The review and Council decision is then provided to the Department of Local Government, Sport, and Cultural Industries within 30 days of the Council adoption of the review.

The Budget Review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

Council adopted a 5% and \$5,000 minimum for reporting of material variances to be used in the statements of financial activity and the annual budget review.

Local Government (Financial Management) Regulations 1996**Section 33(a) Review of budget**

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget; and
 - (d) include the following —
 - (i) the annual budget adopted by the local government;
 - (ii) an update of each of the estimates included in the annual budget;
 - (iii) the actual amounts of expenditure, revenue and income as at the date of the review;
 - (iv) adjacent to each item in the annual budget adopted by the local government that states an amount, the estimated end of year amount for the item.
- (2) The review of an annual budget for a financial year must be submitted to the council on or before 31 March in that financial year.
- (3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- (4) Within 14 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Comment

Employee Costs

No budget allocation/provision was made to support the position and work of Administration Officer (Trainee) or for two vacant works staff when the 2023/24 budget was adopted. This appears to be an oversight.

The replacement of two Administration Officers (Kate Medlen and Manuela Lenehan) in the Shire Office, with Jessica Paterson and Deborah Martin has no material budget impact.

Manuela Lenehan and James Lenehan are on leave and have significant annual and long service leave entitlements to clear.

The budget review includes provision for four weeks salary to support the now vacant Manager for Corporate Services role, currently being advertised and on the assumption that this position is filled in mid-May 2024. A successful applicant may not commence until July 2024 depending on what notice they may need to provide to their current employer.

An over budget Employee cost expense of 5.3% is forecast.

Budget - Capital Items

	Budget	Revised Budget	Variance	Comments
Archive Room	\$30,000	\$10,000	-\$20,000	Records to be re organised in 23/24. The room can continue as storage going forward. WHS risk with steps- potential scissor lift to overcome carrying records up the steps & digitisation of records
Housing (Reserve Fund)	\$600,000	\$450,000	-\$150,000 (Reserve Fund)	Opportunity to purchase existing home subject to valuation, building inspection report & Offer & Acceptance.
Fire Appliance	\$50,000	\$50,000	\$0	Fast fill units to support BushFire brigades
Culbin Boraning Road	\$69,000	\$0	-\$69,000	Resourcing & work program review indicates this work will not occur before end of June 2024
Medlen Road	\$57,750	\$0	-\$57,750	
Footpath Albany Highway, Woolshed to Pharmacy	\$60,000	\$90,000	\$30,000	\$30,000 grant funding is budgeted to be received. An application is pending to increase this to the \$45,000, given quotes indicate that the project will now cost \$90,000. <u>Options;</u> 1.Reduce scope & stay with original budget. 2. Increase the Council's budget to \$45,000 if department of transport agrees to extend funding

				3. Increase the Council's budget to \$60000 if department of transport does not agree to additional funding. 4. Not proceed with the project.
RV sewer dump	\$25,000	\$40,000	-\$25,000	Recommended to be funded by LRCI grant funding-\$20,000 & Trust Fund Public Open Space contributions \$20,000 Plumbing quote is \$20,000. Additional \$20,000 for vehicle hard stands/roads, signage, picnic tables
Reallocation of Funding				
Roadside vegetation management			\$126,750	Contracted work
Dardadine Road				Complete the works commenced in 23/24.

It is recommended that Council increase its budget allocation to the Albany Highway footpath to \$45,000, to assist secure the additional and matching grant funding allowing the project to proceed in 2023/24 with the original scope.

The above recommended changes to the capital budget items are considered prudent given the time of year, resource capacity, and workloads. If Council approved those budget changes here would remain \$30,000 uncommitted in the capital budget.

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

The Budget Review for 2023/24 indicates that the Shire expects a budget surplus of \$88,515 at the 30 June 2024. This forecast is contingent on the expected income of \$665,363 from the capital budget yet to be received and associated with Road for Recovery grants.

Voting Requirements

Absolute Majority

Officer's Recommendation 1

That Council make following budget 2023/24 amendments,

1. Reduce the Archive Room budget from \$30,000 to \$10,000 to support records sorting, storing and disposal as per State Records Act .
2. Authorise the Chief Executive Officer to review a property valuation and building inspection report, to make an offer within 5% of the valuation purchase to acquire a suitable 3 x 2 home in Williams to meet Shire housing needs.
3. Reallocate \$69,000 from the Cublin Boraning Road and \$57,750 from Medlen Road to complete Dardanine Road to support contract roadside vegetation management on Shire roads and the completion of works commenced on Dardadine Road.
4. Increase the Council budget allocation for Footpath, Albany Highway from the Woolshed to the Pharmacy from \$30,000 to \$45,000 to enhance the securing matching grant funding and retain the original project scope.

Council Resolution 1

Moved: Cr Major / **Seconded:** Cr Price

That Council make following budget 2023/24 amendments,

1. Reduce the Archive Room budget from \$30,000 to \$10,000 to support records sorting, storing and disposal as per State Records Act.
2. Authorise the Chief Executive Officer to review a property valuation and building inspection report, to make an offer within 5% of the valuation purchase to acquire a suitable 3 x 2 home in Williams to meet Shire housing needs.
3. Reallocate \$69,000 from the Cublin Boraning Road and \$57,750 from Medlen Road to complete Dardanine Road to support contract roadside vegetation management on Shire roads and the completion of works commenced on Dardadine Road.
4. Increase the Council budget allocation for Footpath, Albany Highway form the Woolshed to the Pharmacy from \$30,000 to \$45,000 to enhance the securing matching grant funding and retain the original project scope.

Carried by Absolute Majority 7/0

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

Against: Nil

Resolution 92/24

Officer's Recommendation 2

That Council

1. authorise the establishment of the budgeted RV sewer dump point to be built on the site of the old caravan park at 38 Brooking Street, Williams, in accordance with Department of Health guidelines, regulations and Australian Standards.
2. authorise use of \$20,000 from LRCI grant funding and \$20,000 from Council's Trust fund for Public Open Space Contributions to complete the RV sewer dump point facility including road access hardstands, signage and picnic tables.

Council Resolution 2

Moved: Cr Major / **Seconded:** Cr Cowcher

That Council request the Chief Executive Officer present costings for three location options of the potential RV Dump Point(38 Brooking St, Lions Park, Sport Pavilion precinct) to be presented at the April meeting.

For Council to authorise the use of \$20,000 from the LRCI grant funding to be allocated to RV Dump point project. Further fund allocation to be decided on receipt of costings on the three location options.

Carried by Absolute Majority 7/0

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

Against: Nil

Resolution 93/24

The Council resolution differed from the Officer recommendation to allow consideration of other site options for the RV dump site.

8.2.3 Long Term Financial Plan 2024-2039

File Reference	4.12.36
Statutory Ref.	Local Government Act 1996
Author & Date	Peter Stubbs. 12 March 2024
Attachments	Att.2 Long Term Financial Plan (Draft)

Background

In May 2023 the Shire of Williams accepted a quote from Moore Australia to assist in reviewing Council's Long Term Financial Plan (LTFP, a 10-to-15-year Plan) in accordance with the Department of Local Government, Sport, and Cultural Industries (DLGSC) Financial Planning framework and guidelines.

Mr Russell Barnes, Director of Moore Australia presented to Councillors at the Councillor Forum on data, assumptions and a proposal for consideration to finalise the LTFP for Council adoption.

In developing a LTFP, important considerations include debt ratios, inflation, rates revenue etc. Revenue (rates) modelling in the draft LTFP is built on a predicted CPI +1.5% across the LTFP.

Comment

LTFP's are a key element of the Integrated Planning and Reporting Framework. It enables local governments to set priorities, based on their resourcing capabilities, for the delivery of short-, medium- and long-term community priorities. The LTFP is a ten year rolling plan that informs the Corporate Business Plan to activate Strategic Community Plan priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives are developed.

LTFP's require a set of assumptions on which they are developed. In developing a LTFP important considerations include debt ratios, inflation, rates revenue etc. Revenue (rates) modelling in the draft LTFP is built on a predicted CPI plus 1.5% across the LTFP.

Strategic Implications

Long Term Financial Planning is a key driver of Council's Strategic Community Plan 2020-2032 and its approach to Annual Budgets.

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

The cost of Moore Australia's assistance and financial modelling was \$9,500 plus GST.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council adopt to draft Long Term Financial Plan 2024-2039 as presented, noting further reviews can be undertaken at any time.

Council Resolution

Moved: Cr Price / **Seconded:** Cr Harding

That Council adopt to draft Long Term Financial Plan 2024-2039 as presented, noting further reviews can be undertaken at any time.

Carried by Absolute Majority 7/0

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

Against: Nil

Resolution 94/24

8.2.4 Proposed Single House and Rainwater Tank – Lot 204 (No 173) Narrogin Road, Williams

File Reference	10.60.15
Statutory Ref	Shire of Williams Town Planning Scheme No 2
Author & Date	Liz Bushby, Town Planning Innovations, 8 March 2024
Attachments	

Background

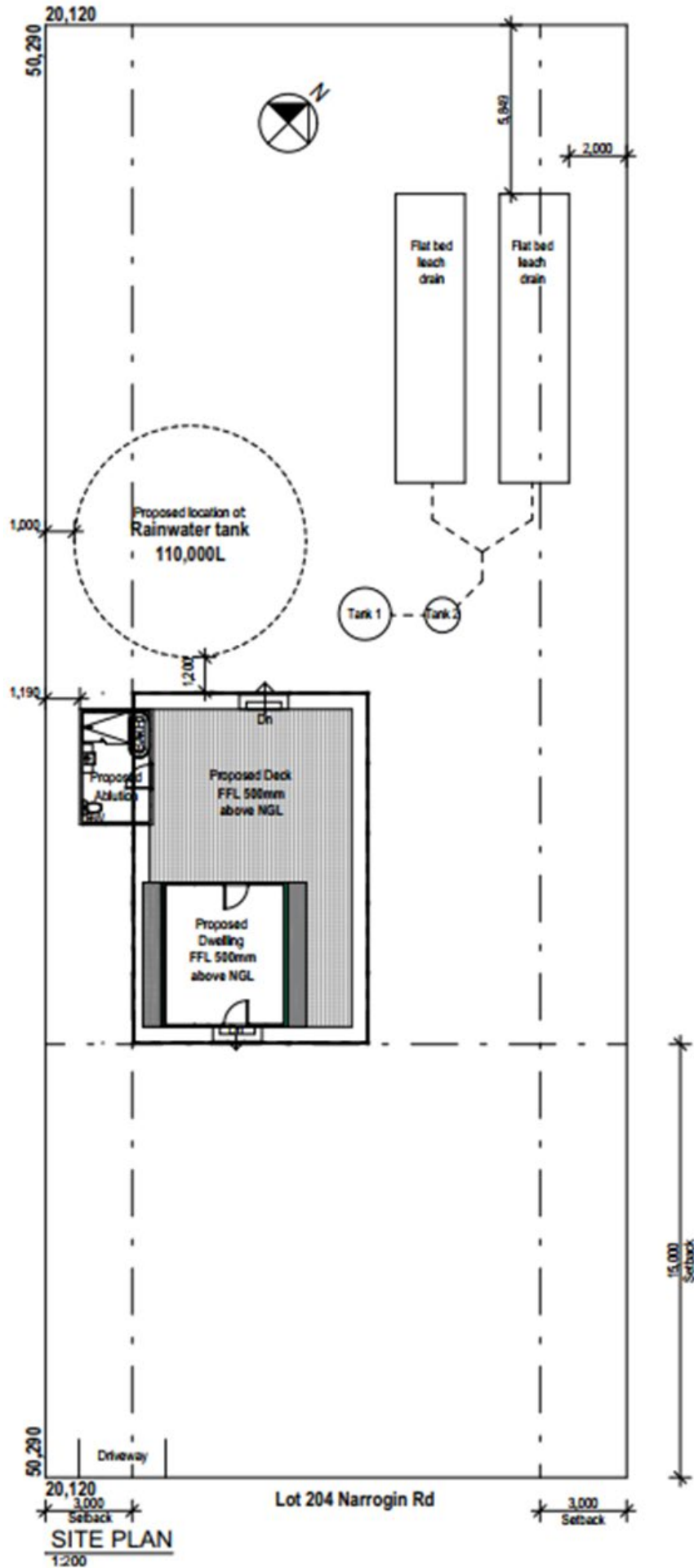
Lot 204 is zoned 'Rural Residential' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme'). The lot has an approximate area of 1012m² and is vacant.



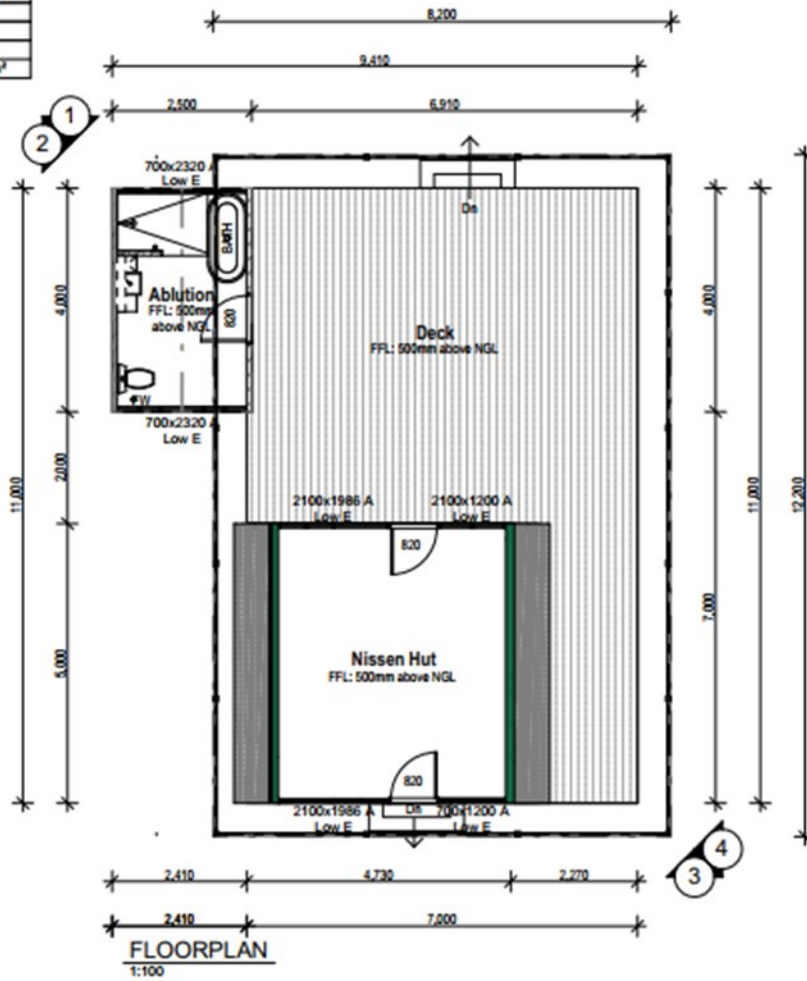
Comment

Proposed Development

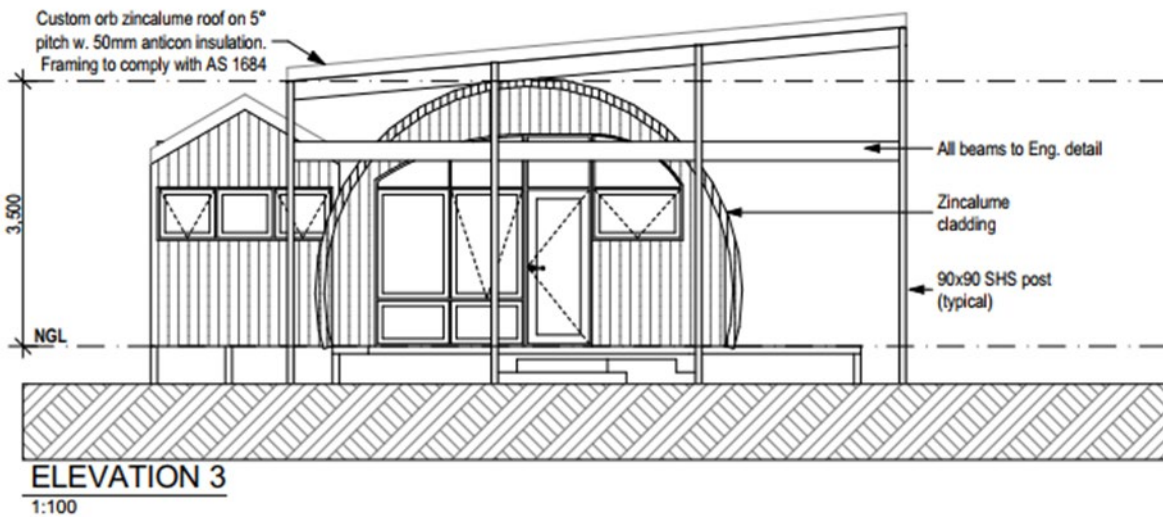
The owner has applied for a single house, deck/patio, separate ablution, and a 110,000 litre rainwater tank on the lot.



FLOOR AREAS	
NAME	AREA
ABLUTION	10.0
DECK	53.0
DWELLING	21.3
	84.3 m ²



Street Elevation below:



State Planning Policy 3.7: Planning in Bushfire Prone Areas

The Western Australian Planning Commission released State Planning Policy 3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone, and are amended from time to time.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The lot is within a declared bushfire prone area.

A Bushfire Attack Level (BAL) assessment report is not required as part of the planning application process where the lot size is 1,100m² or less.

At that lot size it is recognised that planning can only play a limited role in reducing bushfire risk, and application of the appropriate construction standard at the building permit stage is the most appropriate instrument for reducing the bushfire risk for existing lots.

As Lot 204 has an area of 1,012m², a BAL assessment will be required as part of the separate Building Permit process. A BAL is not required to be submitted as part of the planning process.

Referral to Main Roads Western Australia

The development will necessitate a new crossover to Narrogin Road, which falls under the care and control of Main Roads Western Australia (MRWA).

The owners will need to lodge a formal application to MRWA to undertake works within their road reserve. TPI contacted MRWA and they advised the application should be formally submitted to their organisation for comment.

To expedite processing of the application, TPI recommends that Council delegate authority to the Chief Executive Officer, so the application can be determined once MRWA advice is received.

Legislative Requirements:

Planning and Development (Local Planning Schemes) Regulations 2015

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

Clause 61 lists development for which planning approval is not required. A rainwater tank is only exempt from the need for planning approval where it meets specific size criteria, including a maximum volume of 5000 litres.

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

Shire of Williams Town Planning Scheme No 2 (the Scheme) – Under Clause 4.6(2)(a) planning approval is required for a single house in a Rural Residential zone.

Under Clause 4.6.2(f) Council shall have regard for the following:

- (i) the colour and texture of external building materials;
- (ii) building size, height, bulk, roof pitch;
- (iii) setback and location of the building on it's lot;
- (iv) architectural style and design details of the building;
- (v) relationship to surrounding development; and
- (vi) other characteristics considered by the Shire to be relevant.

A single house is listed as a permitted use under Table 1: Zoning Table.

Strategic Implications

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

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

Financial Implications

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. Council's development application fee to the applicant is applicable.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council

1. Note that the application for a single house and rainwater tank on Lot 204 (No 173) Narrogin Road, Williams has been referred to Main Roads Western Australia as a crossover is proposed to a road that falls under their care and control.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for a single house, deck/patio, separate ablution and rainwater tank on Lot 204 (No 173) Narrogin Road, Williams.

Council Resolution

Moved: Cr Price / **Seconded:** Cr Cowcher

That Council

1. Note that the application for a single house and rainwater tank on Lot 204 (No 173) Narrogin Road, Williams has been referred to Main Roads Western Australia as a crossover is proposed to a road that falls under their care and control.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the development application for a single house, deck/patio, separate ablution and rainwater tank on Lot 204 (No 173) Narrogin Road, Williams.

Carried by Absolute Majority 7/0

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

Against: Nil

Resolution 95/24

Cr Harding declared a Financial Interest in the following item 8.2.5 Proposed Single House – Lot 40 (No 18) and Lot 41 (20) New St, Williams and left the Meeting at 4.53pm. The nature of his interest lies in being an owner of the properties Lot 40 & Lot 41 New Street.

8.2.5 Proposed Single House – Lot 40 (No 18) and Lot 41 (20) New St, Williams

File Reference	10.60.25
Statutory Ref.	Shire of Williams Town Planning Scheme No 2
Author & Date	Peter Stubbs
Attachments	Nil

Background

The Shire has received two planning applications for two single houses side by side, on adjacent lots.

Both lots are under the same ownership. The owners are in the process of purchasing crown land to the rear of Lot 41.



Location Plan

Comment

Proposed Development

The owners have lodged two planning applications seeking approval for a single house on Lots 40 and 41 respectively.

The house proposed on Lot 40 complies with the Residential Design Codes, with the exception of a variation to a privacy setback for living room windows that face east. The variation is supported as it only impacts on Lot 41 which is under the same ownership, and a dividing fence is proposed at 2.6 metres high which will interrupt sightlines.

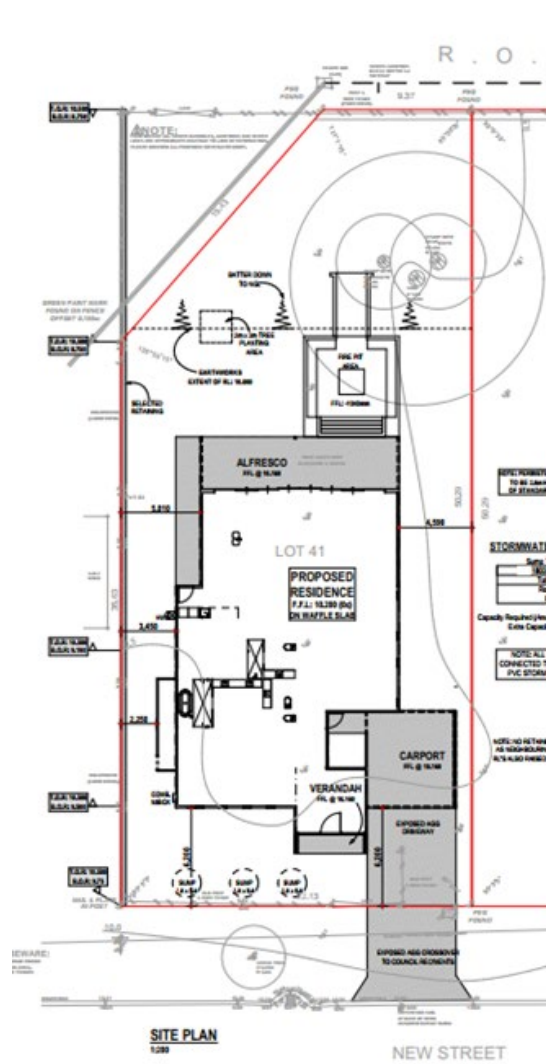


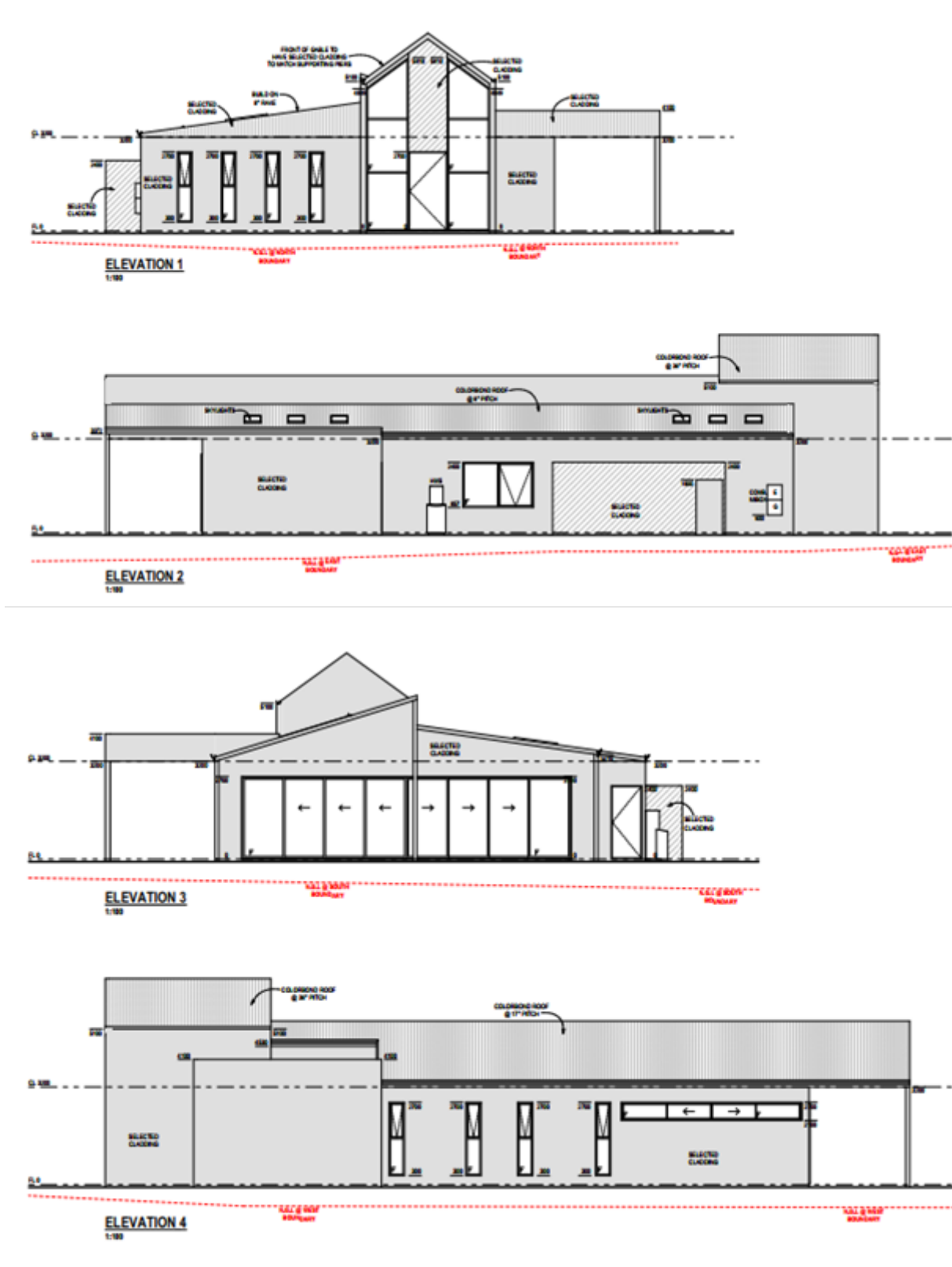
The house proposed on Lot 41 also seeks variations to the Residential Design Codes including:

- a) A portion of the entry protrudes into the 6 metre front setback area;
- b) Variations are proposed to the minimum privacy setbacks where the finished floor level is more than 0.5m above natural ground level. A higher 2.5 metre dividing fence is proposed to interrupt sightlines; and
- c) A retaining wall is proposed on the common east lot boundary. The height ranges from 0.75 metres, to 1.75 metres at the highest point.

The existing levels of Lot 41 range from 9.75m at the front lot boundary to 9.19m at the rear truncation.

Much of the finished floor level of the proposed dwelling on Lot 41 will be more than 0.5 metres above the existing Natural Ground Level, as evident from the elevations.





Consultation

The applications are being advertised for public comment until the 22 March 2024. Any comments on the retaining wall or privacy will need to be considered.

State Planning Policy 3.7 : Planning in Bushfire Prone Areas

The Western Australian Planning Commission released State Planning Policy 3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone and are amended from time to time.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The lots are both within a declared bushfire prone area.

A Bushfire Attack Level (BAL) assessment report is not required as part of the planning application process where the lot size is 1,100m² or less.

At that lot size it is recognised that planning can only play a limited role in reducing bushfire risk, and application of the appropriate construction standard at the building permit stage is the most appropriate instrument for reducing the bushfire risk for existing lots.

As Lots 40 and 41 both have areas less than 1,100m², a BAL assessment will be considered as part of the separate Building Permit process.

POLICY REQUIREMENTS:

Not applicable.

LEGISLATIVE REQUIREMENTS:

Planning and Development (Local Planning Schemes) Regulations 2015

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

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

Clause 82(1) and 82(2) provides Council with the ability to grant delegated authority to the Chief Executive Officer to determine the application. This will expedite determination of the application (after advertising). Any delegation must be made by an Absolute Majority of Council.

Shire of Williams Town Planning Scheme No 2 (the Scheme) – Both lots are zoned Residential with an R20 density code.

STRATEGIC IMPLICATIONS:

Additional housing is important to the needs of the community.

Council's strategic objectives include to support industry and business development through the development of sustainable infrastructure and investment opportunities.

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

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

FINANCIAL IMPLICATIONS:

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice. Council's development application fees will be applicable.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY

Officer's Recommendation

That Council,

1. Note that the applications for a single house on Lot 40 (No 18) New Street, Williams and Lot 41 (No 20) New Street, Williams are being advertised for public comment.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant delegated authority to the Chief Executive Officer to determine the development applications for a single house on Lot 40 (No 18) New Street, Williams and Lot 41 (No 20) New Street, Williams, after the close of public comment period 22 March 2024.

Council Resolution

Moved: Cr Macnamara / **Seconded:** Cr Major

That Council,

1. Note that the applications for a single house on Lot 40 (No 18) New Street, Williams and Lot 41 (No 20) New Street, Williams are being advertised for public comment.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant delegated authority to the Chief Executive Officer to determine the development applications for a single house on Lot 40 (No 18) New Street, Williams and Lot 41 (No 20) New Street, Williams, after the close of public comment period 22 March 2024.

Carried by Absolute Majority 6/0

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

Against: Nil

Resolution 96/24

Councillor Harding returned to the meeting at 4:56pm.

8.2.6 Use of Common Seal and Decisions Under Delegated Authority

File Reference	Various
Statutory Ref.	
Author & Date	Peter Stubbs
Attachments	Nil

Background

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

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 meetings 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

The Common Seal was applied the Cats Local Law on the 7 February 2024.

Decisions by the CEO using delegated authority were as per the table below;

Decision Type	Name/Property	Date of Decision	Purpose
1 Demolition Permit # 516	Denya Nominees Pty Ltd for the Williams Hotel	6 February 2024	partial demolition following the fire damage to the building.
2 Development Application	60 Lavender Street, Williams	14 February 2024	a variation to the approved Development Application- inclusion of an awning 9m x.7.5m to the proposed shed
3 Development Application	Neoen, Umwelt, Mr Glen Ford	29 February 2024	Meteorological Mast as per Council resolution 80/24
4 Building Permit #497	19 Growse St, Williams	8 February 2024	Carport

Payment from the Municipal or Trust Funds – Delegation 1.1.19

Delegation - Authority to make payments from the municipal or trust funds with the authority limited to making payments subject to annual budget limitations.

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

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 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

The standard approved Council fees were applied the above decisions.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 6 February 2024 to 15 March 2024.

Council Resolution

Moved: Cr Macnamara / **Seconded:** Cr Harding

That Council accept the report "Use of Common Seal and Actions Performed under Delegated Authority" for the period 6 February 2024 to 15 March 2024.

Carried by Absolute Majority 7/0

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

Against: Nil

Resolution 97/24

9.0 Elected Members' Motions of which Notice has been given

Nil

10.0 New Business of an Urgent Nature introduced by Decision of Meeting

10.1 Elected Members

Nil

10.2 Officers

The Chief Executive Officer sought Council approval to raise an additional late item not included in the Agenda.

Council Resolution

Moved: Cr Major / **Seconded:** Cr Price

That the following late item relating to a request by the Williams Gateway Expo for funding assistance for the Expo fireworks be considered by Council.

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

Carried 7/0

Against: Nil

Resolution 98/24

10.2.1 Williams Gateway Expo-Request for Funding

File Reference	11.60.95
Statutory Ref.	Local Government Act 1996
Author & Date	Peter Stubbs
Attachments	Letter-Williams Expo request for funding

Background

The Williams Gateway Expo (Expo) is to be held on Saturday 13 April 2024. The Expo Committee requested funding support on 17 March 2024 for the fireworks to be held as part of the Expo through the attached letter.

Council contributed \$2,000 to the 2023 Expo fireworks from the Community Chest Reserve.

Funds for the Community Chest accrue from the sale of items at the Williams Waste Recovery facility and from activities run by *Live Local Love Local* .

A summary of past community contributions from the Community Chest is provided below and was last presented at the Councillor Forum in September 2023.

2021		
Williams Hockey Club	Weber Q BBQ	\$883.95
Williams Cricket Club	Cricket Pitch Replacement	\$1000.00
The Dance Unit	Equipment	\$997.14
The Williams District Club	Concrete Outdoor	\$1000.00
The Blue Light Disco	Notified of successful application however never spent the money.	\$0
2022		
Williams Gateway Expo	Expo	\$2000.00
Evolve	Evolve	\$1000.00
Williams Netball Club	Storage	\$947.25
Williams Golf Club	New Flags & Washer	\$989.00

Comment

The Expo is the largest free (gold coin donation entry) community event held in Williams each year.

No budget allocation has been made in the 2023/24 budget to support fireworks at the Expo. Should Council wish to make funds available to the Expo then an Absolute Majority is required for the decision to do as it is out of budget expense.

Council has a budget allocation of \$2,157.00 for the Gateway Expo Promotion & Advertising. This funding is to support the set up and clean up by Shire staff following for the event.

Council also has a budget allocation of \$7,657.00 for Community Promotion. Expenditure from this budget to date is \$5,540.26, leaving a balance of \$2,116.74 not committed. The remaining community event to be considered is ANZAC Day.

Applications from community groups for Community Chest funding have in the past been called in September, and the total amount of funding distributed annually has been approximately \$5,000.

6.8. Expenditure from municipal fund not included in annual budget.

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) is authorised in advance by resolution*; or
 - (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

- (1a) In subsection (1) —
 - additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) Where expenditure has been incurred by a local government —
 - (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
 - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Council may want to consider an annual financial support the Williams Gateway Expo gives its significance to the district.

Strategic Implications

The item links to Council's strategic goals through the following goal statements.

- ED 1.4 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest.
- SCD2 To support a safe and healthy community with a strong sense of community pride.
- SCD3. To recognise the vibrant history of the Shire and its rich, varied cultural heritage and natural environment is valued, respected, promoted and celebrated.

Financial Implications

Council has uncommitted funds of \$2,116.74 for the Community Promotion.
The Community Chest Reserve account has a current balance of \$16,366.69.

Voting Requirements

Absolute majority

Officer's Recommendation

That Council approves the provision of \$2,000 to support the Williams Gateway Expo fireworks to be held 13 April 2024 from its Community Promotion budget allocation.

Council Resolution

Moved: Cr Harding / **Seconded:** Cr Macnamara

That Council approves the provision of \$2,000 to support the Williams Gateway Expo fireworks to be held 13 April 2024 from its Community Promotion budget allocation.

Carried by Absolute Majority 7/0

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

Against: Nil

Resolution 99/24

11.0 Application for Leave of Absence

Nil

12.0 Closure of Meeting

There being no further business for discussion the President, Cr Logie, declared the Meeting closed at 5:04pm.