

SHIRE OF WILLIAMS

MINUTES OF THE ORDINARY MEETING HELD IN THE COUNCIL CHAMBERS ON WEDNESDAY 15TH OF NOVEMBER 2006

1.0 OPENING

1.1 DECLARATION OF OPENING

The President declared the meeting open at 1.00pm

1.2 ANNOUNCEMENT OF VISITORS

The Regional and Branch Manager, ANZ Banking Group together with representatives of the Williams Telecentre will be attending the meeting at 2.30pm to discuss the relocation of the ANZ Bank outlet to the Community Resource Centre.

2.0 RECORD OF ATTENDANCE

2.1 PRESENT

Cr John Cowcher	President
Cr Ashley Stone	Deputy President
Cr Gary Cowcher	
Cr Greg Cavanagh	
Cr Robert Bowden	
Cr Richard Johnstone	
Cr Moya Carne	
Cr David Earnshaw	
Cr Graham Prowse	
V Epiro	Chief Executive Officer
IR Ball	Deputy Chief Executive Officer

2.2 APOLOGIES

Nil

3.0 PUBLIC QUESTION TIME

Nil

4.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5.0 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6.0 CONFIRMATION OF PREVIOUS MINUTES

6.1 ORDINARY MEETING MINUTES

Johnstone/Earnshaw

That the minutes of the Ordinary Meeting held in the Council Chambers on Wednesday 18th October 2006, as circulated, be confirmed as a true and correct record of proceedings.

**Carried 9/0
Resolution 83/07**

6.2 WILLIAMS BUSH FIRE BRIGADES ANNUAL GENERAL MEETING

Prowse/Cavanagh

That the minutes of the Williams Bush Fire Brigades Annual General Meeting held on Wednesday 18th October 2006, as circulated, be received.

**Carried 9/0
Resolution 84/07**

G Cowcher/Stone

That the Local Laws on Firebreaks be reviewed early in 2007.

**Carried 9/0
Resolution 85/07**

6.3 RESOURCE SHARING WORKING GROUP “4WD” MINUTES

Johnstone/Cavanagh

That the minutes of the Resource Sharing Working Group “4W D” held on 30th October 2006, as circulated, be received.

**Carried 9/0
Resolution 86/07**

7.0 ANNOUCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

8.0 REPORTS OF COMMITTEES/OFFICERS AND COUNCILLORS

8.1 CHIEF EXECUTIVE OFFICER'S REPORT

8.1.1 COUNCIL MEETINGS – DECEMBER & JANUARY

File Reference: 4.1.20
Author & Date: V. Epiro 2nd November 2006

Background:

Council's December meeting is due to be held on the 20th (3rd Wednesday). As this date is close to Christmas it is suggested that consideration be given to bringing the meeting forward to say the 13th (2nd week), the 15th (Friday) or another day in the same week. Also Council has dispensed with the January meeting in past years and some direction is sought for January 2007.

Recommendation:

That Council consider the following:

- 1) Bringing forward the date of the December meeting
- 2) Dispensing with the ordinary meeting in January 2007.

Bowden/Earnshaw

That Council dispense with the ordinary meeting in January 2007.

**Carried 9/0
Resolution 87/07**

8.1.2 OUTSIDE EMPLOYEES

Annual Leave and Christmas Windup

File Reference: 14.30.50
Author & Date: V. Epiro 2nd November 2006

Background:

At this stage it is planned for the outside employees to cease work on Thursday 21st December. Therefore it is suggested that the annual Christmas barbeque windup be held between 14-20th December. However Council may consider having the windup on the same night as the Council meeting if the December meeting date is changed.

Recommendation:

That Council resolve a suitable date for the Christmas windup.

Johnstone/Earnshaw

That the Christmas Windup be held on Thursday 21st December 2006.

**Carried 9/0
Resolution 88/07**

8.1.3 ANNUAL REPORT 2005/2006

Acceptance by Council

File Reference: 4.22.00
Author & Date: V. Epiro 2nd November 2006

Background:

The 2005/2006 Annual Report as presented must be accepted by Council (section 5.54 of the Local Government Act)

Following acceptance of the report, Council is required to give public notice of the availability of the report prior to the Annual Electors Meeting for which a date needs to be set.

Recommendation:

That the 2005/2006 Annual Report be accepted and a date be set for the Annual Electors Meeting.

Carne/Bowden

That the 2005/2006 Annual Report be accepted and the Annual Electors Meeting be held at 7.30pm on Wednesday 20th December 2006.

**Carried 9/0
Resolution 89/07**

8.1.4 WORKS SUPERVISOR

Appointment

File Reference: 14.60.20
Author & Date: V. Epiro 2nd November 2006

Background:

The selection panel comprising Crs John Cowcher, Ashley Stone, Richard Johnstone and David Earnshaw conducted interviews with three applicants for the Works Supervisor's position. Following the interviews it was resolved to appoint Keith Shaw to the position. The terms of his appointment are:

- Five year contract
- Base salary of \$56,000
- Private use of motor vehicle
- Mobile phone
- Home phone rental
- Free rental of house at 14 Adam Street with an option of renting 18 Richardson Street (early in 2007) or 8 Fry Street (1st July 2007)
- Removal expenses

Keith Shaw was a supervisor with the Shire of West Arthur and has had extensive experience with private contractors (McMahons) in grader operation and supervision of employees. He is also a qualified diesel mechanic. He is 47 years old, married with one young child and will be commencing duties on Monday 13th November 2006.

Recommendation:

That the appointment of Keith Shaw as Works Supervisor on the terms listed above be endorsed.

Prowse/Earnshaw

That the appointment of Keith Shaw as Works Supervisor on the terms listed above be endorsed and that the Leading Hand be placed on 15% above Level 6 of the Municipal Employees Award.

**Carried 9/0
Resolution 90/07**

8.1.5 COUNCIL HOUSING

13 Fry Street

File Reference: 9.10.20
Author & Date: V. Epiro 2nd November 2006

Background:

Following the decision by Keith Shaw to move into 14 Adam Street, the current works supervisor's residence is still occupied by Mark Willcocks at a commercial rent of \$124 per week as from 26th October 2006. Council direction is now required as to the residence at 13 Fry Street with the following options for consideration:

- o Continue rental to present tenant Mark Willcocks
- o Consider selling the residence as is
- o Consider renovation and retaining the residence

As Councils is aware the tradespersons house at 8 Fry Street is let to GEHA until the 30th June 2007. It is suggested that in the event of Keith Shaw not taking up the offer to rent 18 Richardson Street, this house be offered to GEHA, when advice is forwarded regarding the non-renewal of the lease for 8 Fry Street Williams.

Recommendation:

That Council consider the rental/sale of 13 Fry Street, Williams.

Prowse/Johnstone

That a committee comprising Crs J Cowcher, G Cowcher, Carne and Stone be appointed to inspect the house for sale at Fry Street, Williams and make a recommendation to Council.

**Carried 9/0
Resolution 91/07**

Carne/G Cowcher

That an appraisal be carried out on the house at 13 Fry Street, Williams and then it offered for sale by tender.

**Carried 9/0
Resolution 92/07**

David Whitby, Regional Manager, Karen, Branch Manager and Lloyd Chidlow ANZ Banking Group together with Debbie Kemp, Telecentre Manager and Justine Harding, Telecentre Chairperson attended the meeting at 2.30pm to discuss relocation of the ANZ Bank local link agency to the Community Resource Centre.

Several items were discussed including:

Security for staff and equipment
Insurance
Agreement term
Provision of a safe
Surplus cash pick up by armoured vehicle
Transaction commission
Retainer
Building Rental

The ANZ Bank is to have further discussions with the Williams Telecentre after inspecting the Community Resource Centre.

Afternoon Tea

Council adjourned for afternoon tea at 3.00pm and resumed the meeting at 3.30pm

Environmental Health Officer/Building Surveyor Steve Friend attended the meeting at 3.30pm to discuss his report.

8.3 ENVIRONMENTAL HEALTH OFFICER / BUILDING SURVEYOR'S REPORT

Building Permits

#176 B Kealy	Lot 19 Growse St., Williams	Zinc patio
#177 G Pellew	Lot 120 Moore St, Williams	Colorbond patio
#178 Gt Southern Sheds	Lot 36 New St, Williams	Zinc roof shed

Building inspections ongoing.

Environmental Health Inspections

Quindanning Inne – cleanly maintained. Owners continuing to upgrade premises.

Shell Roadhouse – cleanly maintained as usual.

Caltex Roadhouse – clean. Some upgrading of kitchen occurring.

The Perfect Stop Café – clean. Several deficient structural items brought to the current owners and the lessees' attention. A timeline for remedial actions has been requested.

Development Application

The owner of lot 123 Richmond Street has applied to erect a 16.8m x 12m zinc roof, hardiplank dwelling on the lot. The house is a kit home and will be built by the owner.

The area is zoned rural residential which, in addition to a building permit, requires development approval. Council can decide whether the proposed development is in accordance with the existing surrounding development and can approve it as is, reject it or approve it with modifications.

Recommendation:

That Council approves the development of a Hardiplank and iron dwelling on lot 123 Richmond Street subject to the issue of a building permit.

Stone/Earnshaw

That Council approves the development of a Hardiplank and iron dwelling on lot 123 Richmond Street subject to the issue of a building permit.

**Carried 9/0
Resolution 93/07**

Non Complying Swimming Pool Barrier

A complaint has been received about a non complying swimming pool barrier at lot 18 Fry Street, Williams. A letter has been forwarded to the owners to make the fence/barrier comply by the end of November 2006. Failure to comply by that date should incur an order to comply. Should the work required not be completed by 30 November 2006, I seek Council's authorisation to issue an order for the owners to comply.

Recommendation:

Should the owners of lot 18 Fry Street, Williams not complete a complying fence/barrier around the below ground swimming pool by 30 November, the Building Surveyor be authorised to issue an order for the work to be completed by 20 December 2006.

Johnstone/Prowse

That should the owners of lot 18 Fry Street, Williams not complete a complying fence/barrier around the below ground swimming pool by 30 November, the Building Surveyor be authorised to issue an order for the work to be completed by 20 December 2006.

**Carried 9/0
Resolution 94/07**

8.3 EHO / BUILDING SURVEYOR'S REPORT – LATE ITEMS

Use of Sea Containers as a Class 10 Shed

The owners of lot 347 Williams Road have submitted a development application to erect two 12m x 2.4m sea containers at the rear of their property (site diagram attached).

It is proposed that there will be a 2.4m space between the sea containers.

There will be a zincalume roof (with a pitch) covering the two sea containers, to match the existing shed nearby.

It is proposed to paint the sea containers terracotta to match the existing nearby shed.

The overall size of the proposal will be 12m x 7.2m (86.4 square metres).

Comment:

It is believed that the application has been made as it is thought that to purchase and erect a shed would be too time consuming. The owners have just sold a business and need to relocate their belongings. The land is 2,777 square metres and is zoned "Public Purposes". As such a development application is necessary. A building permit will be necessary if Council allows this development to proceed.

Council would need to determine this application in the first instance and also with a view to the impact that allowing sea containers will have elsewhere. As mentioned the area is zoned "Public Purposes" and is within the

townsite boundaries. If Council permits this application it would most likely be bound to permit all subsequent applications. If Council allows this it may be necessary to formulate a policy such as requiring the containers to be painted within a certain time, being screened by fences, bushes or other buildings etc.

Recommendation:

For Council consideration.

G Cowcher/Prowse

That Council refuse the development application to erect two 12m x 2.4m sea containers at lot 347 Williams Road, Williams, because it is considered that approval would create a precedent for containers to be used on other lots within the Williams townsite.

**Carried 5/4
Resolution 95/07**

Johnstone/Cavanagh

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

**Carried 9/0
Resolution 96/07**

Mr Friend left the meeting at 4.15pm

8.1 CHIEF EXECUTIVE OFFICER'S REPORT CONTINUED

8.1.6 PETER D WEBB & ASSOCIATES

Proposed Subdivision Ptn Loc. 12070 Albany Hwy, Williams (D Carter) (see Appendix 1)

File Reference: 14.25.26
Author & Date: V. Epiro 6th November 2006

Background:

Council's in principle support is being requested for the proposed rezoning/subdivision of ptn loc 12070. The proposal is for a special rural development with minimum 1ha lots, however it has been suggested to the applicant that smaller lots of around 5,000 square metres as special residential would be in keeping with Council's Local Planning Scheme Policy.

Following are recommendations from Planner David Gray for Council's consideration. Unless Council has any changes, it is suggested that the recommendations be adopted.

Recommendation:

That the proposal for a Town Planning Scheme amendment in regard to Williams location ptn 12070 be supported subject to:

1. Land capability assessment
2. A subdivision guide plan based on recommendations from the land capability assessment and which provides for a variety of lot sizes including 'special residential' lots of approximately 5,000 square metres. The 'special residential' area is to be generally at the eastern end of the site closest to the builtup area of the town.
3. Confirmation from service providers that infrastructure can be extended to the subdivision in accordance with the subdivision guide plan
4. Submission of a draft Town Planning Scheme Amendment incorporating the land capability assessment and subdivision guide plan that provides for rezoning to special residential and special rural zones.

Stone/Cavanagh

That the proposal for a Town Planning Scheme amendment in regard to Williams location ptn 12070 be supported subject to:

5. Land capability assessment
6. A subdivision guide plan based on recommendations from the land capability assessment and which provides for a variety of lot sizes including 'special residential' lots of approximately 5,000 square metres for the area from Millbrook Place to Old Soldiers Road and residential lots of approximately 1000 square metres for the area from Millbrook Place to the Albany Highway.
7. Confirmation from service providers that infrastructure can be extended to the subdivision in accordance with the subdivision guide plan
8. Submission of a draft Town Planning Scheme Amendment incorporating the land capability assessment and subdivision guide plan that provides for rezoning to special residential and special rural zones.

**Carried 9/0
Resolution 97/07**

8.1.7 PETER D WEBB & ASSOCIATES

Proposed Rezoning – Lots 51 & 52 Eddington Road, Williams (G Atwell) (Document enclosed with Agenda)

File Reference: 14.25.26
Author & Date: V. Epiro 6th November 2006

Background:

Council's in principle support is being requested for the proposed rezoning/subdivision of lots 51 & 52 Eddington Road, Williams. The proposal is along the lines of Council's recently adopted Local Planning Scheme Policy for areas adjoining the Williams townsite, and therefore is worthy of support.

If Council supports both recommendations it will be up to the applicants to contact service providers (Western Power, Water Corporation) and to submit land capability assessments together with re-zoning proposals.

Recommendation:

That the proposal for a Town Planning Scheme Amendment for rezoning/subdivision of lots 51 & 52 Eddington Road, Williams be supported subject to:

1. Updating of the land capability assessment
2. Confirmation from service providers that infrastructure can be extended to the subdivision in accordance with the subdivision guide plan
3. Submission of a draft Town Planning Scheme Amendment incorporating the land capability assessment and subdivision guide plan that provides for rezoning to residential, special residential and special rural zones.

Earnshaw/Johnstone

That the proposal for a Town Planning Scheme Amendment for rezoning/subdivision of lots 51 & 52 Eddington Road, Williams be supported subject to:

4. Updating of the land capability assessment
5. Confirmation from service providers that infrastructure can be extended to the subdivision in accordance with the subdivision guide plan
6. Submission of a draft Town Planning Scheme Amendment incorporating the land capability assessment and subdivision guide plan that provides for rezoning to residential, special residential and special rural zones.

**Carried 9/0
Resolution 98/07**

8.1.8 WILLIAMS REFUSE SITE

Update

File Reference: 10.10.30
Author & Date: V. Epiro 7th November 2006

Background:

Applications are currently being called for the position of Refuse Site Attendant (either as an employee or contractor).

The amenities building is expected to be completed before the end of November, however a septic tank and water tank will need to be installed before manning of the site can be introduced.

As some councillors would be aware there was an illegal fire lit at the tip (household waste) at around 4.00pm on Monday 30th October. Fortunately there was not a large volume of refuse however the resultant smoke and ash created a serious concern with some nearby residents who contacted councillors and the Department of the Environment. There was still some minor smouldering on Tuesday (Oct. 31st) which was still causing concern and the affected area was covered over with soil on Wednesday morning.

The existing household waste trench was excavated in April and will be filled over the next couple of weeks. I have been in contact with contractor Robb Batt and it is intended to dig a new trench over the next few weeks.

There is still the issue of an excavator that needs to be resolved.

Recommendation:

For Council's information.

8.1.9 WILLIAMS PRIMARY SCHOOL

Excellence Awards

File Reference: 6.20.70
Author & Date: V. Epiro 7th November 2006

Background:

Council has been providing two excellence awards (value \$150 each) to two year 7 students for some years now.

The Williams Primary School has again requested Council's support and extends an invitation to the President and all Councillors to attend the presentation night on Wednesday 6th December 2006.

Recommendation:

That Council provides two excellence awards (value \$150 each) to two year 7 students from the Williams Primary School.

Carne/Prowse

That Council provides two excellence awards (value \$150 each) to two year 7 students from the Williams Primary School.

**Carried 9/0
Resolution 99/07**

8.1.10 OUTSIDE STAFF

Resignation Greg Lovering

File Reference: 14.60.20
Author & Date: V. Epiro 8th November 2006

Background:

Gardener Greg Lovering has handed in his resignation to take effect 29th November 2006. He has been employed for nearly three years and is leaving to pursue other work interests.

Recommendation:

That Greg Lovering's resignation be accepted with regret and appreciation be extended to him for his dedication to his employment.

G Cowcher/Earnshaw

That Greg Lovering's resignation be accepted with regret and appreciation be extended to him for his dedication to his employment.

**Carried 9/0
Resolution 100/07**

8.1.11 KEITH SHAW

Employment Contract (see Appendix 2)

File Reference: 14.60.20
Author & Date: V. Epiro 8th November 2006

Background:

A Council resolution is required for the President and CEO to sign and seal the contract for Works Supervisor Keith Shaw.

Recommendation:

That the signing and sealing of the contract for Keith Shaw be authorised.

Earnshaw/Cavanagh

That the signing and sealing of the contract for Keith Shaw be authorised.

**Carried 9/0
Resolution 101/07**

8.1.12 WA PLANNING COMMISSION

Application for Subdivision of Lot 24 Piesse Street, Williams (RJ & SG Morony) (see Appendix 3)

File Reference: 10.64.20
Author & Date: V. Epiro 8th November 2006

Background:

The application is to subdivide lot 24 (2.676ha) into:

- 4 lots (A-D) with an area of 1012 square metres
- 1 lot (E) area of 4047 square metres
- 1 lot (F) area of 1.8683 ha

Lot 24 is zoned residential and has a density code of R12.5 which allows for a minimum lot size of 762.5 square metres. The subdivision therefore complies with the provisions of the Williams Town Planning Scheme No 2 and is worthy of support.

Recommendation:

That the subdivision of lot 24 Piesse Street, Williams be supported.

Cavanagh/Johnstone

That the subdivision of lot 24 Piesse Street, Williams be supported and the WA Planning Commission be advised that the land is low lying and would require substantial fill before building.

**Carried 9/0
Resolution 102/07**

8.1 CHIEF EXECUTIVE OFFICER'S REPORT – LATE ITEMS

G Cowcher/Stone

That the following late items be accepted as urgent for discussion.

**Carried 9/0
Resolution 103/07**

8.1.13 ADMINISTRATION BUILDING

Air Conditioner

File Reference: 4.20.50
Author & Date: V. Epiro 14th November 2006

Background:

The office air conditioner has not been working efficiently since around August of this year. Despite repairs being carried out on two occasions, the unit is now deemed to be beyond repair. Quotations were obtained for a new 18.0kw unit as follows:

-Narrogen Retravision \$7,100
-Air Response \$6,046

The quote from Air Response was accepted and it is hoped that the new unit will be installed over the next month.

Recommendation:

For Councillors' information.

Earnshaw/Prowse

That the purchase of an office air conditioner be endorsed and the budget amended accordingly.

**Carried 9/0
Resolution 104/07**

8.1.14 WILLIAMS TROTting CLUB (INC.)

Fence around stables

File Reference: 11.70.75
Author & Date: V. Epiro 14th November 2006

Background:

On the 30th October Crs John and Gary Cowcher together with representatives from the Williams Trotting Club carried out an on-site inspection to consider fencing of the warm-up area fronting the stables. A quotation of \$1927.44 (materials only) was obtained by the Club for a Neetascreen panel fence between the northern lawn area and the stable warm-up area.

It seems that the club is also required to place a fence on the back strait (adjoining the Lions Park) however it is intended to erect a temporary fence for the meeting scheduled in December/January.

No doubt Councillors John and Gary Cowcher will provide more information on the above proposals to the meeting. The club is seeking payment of the fencing materials from Council (\$1,927.44) with the club to arrange for installation.

Recommendation:

That Council agree to fund from the Recreation Facilities Reserve the cost of fencing materials for the stable area up to a maximum cost of \$2,000.

Bowden/Johnstone

That Council agree to fund from the Recreation Facilities Reserve the cost of fencing materials for the stable area up to a maximum cost of \$2,000.

**Carried 9/0
Resolution 105/07**

8.1.15 WILLIAMS SWIMMING POOL

Plant room equipment

File Reference: 11.20.20
Author & Date: V. Epiro 14th November 2006

Background:

Some 2 weeks ago the metal pump pre-strainer assembly in the swimming pool plant room developed several leaks as a result of long term corrosion. Although the item has been temporarily repaired (welded) it is deemed to be in a terminal condition and a new assembly needs to be fabricated.

The new assembly is larger and fabricated out of non corrosive materials and will cost around \$6,885 plus GST. This situation is likely to keep recurring with the age of the pool plant nearly 30 years and it may be timely to have a plant assessment done at the close of the pool season.

Recommendation:

For Council's information.

8.2 DEPUTY CHIEF EXECUTIVE OFFICER'S REPORT

8.2.1 ACCOUNTS FOR PAYMENT

G Cowcher/Prowse

That Municipal Fund cheques 100269 – 100282 and direct debits totaling \$94,625.98 approved for payment by the Chief Executive Officer be endorsed and the Municipal Fund cheques 100283 - 100341 totaling \$60,543.69 be approved for payment.

**Carried 9/0
Resolution 106/07**

8.2.2 FINANCIAL STATEMENTS

G Cowcher/Johnstone

That the financial statements presented for the period ending 31st October 2006 be received.

**Carried 9/0
Resolution 107/07**

8.5 COUNCILLORS

Williams/Narrogin Landcare Management Committee

Cr Stone advised that he attended a Williams/Narrogin Landcare Management Committee Meeting. The Landcare Officer is currently on leave without pay.

Williams Art Acquisition Committee

Cr Prowse reported that the committee inspected art displayed at the open day however nothing appealed.

9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

10.1 ELECTED MEMBERS

Nil

10.2 STAFF

Nil

11.0 INFORMATION SESSION

Cr Bowden advised that he has recently received compliments on First Aid and Fire Awareness courses conducted in Williams.

12.0 MEETING CLOSURE

There being no further business for discussion the President declared the meeting closed at 5.30pm