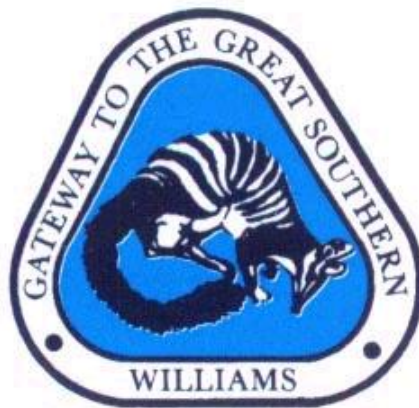


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY
19TH NOVEMBER 2014***



COUNCIL DIARY

WEDNESDAY 19TH NOVEMBER 2014

1.00pm

Ordinary Meeting

6.00pm

Annual Electors Meeting

WEDNESDAY 17TH DECEMBER 2014

1.00pm

Ordinary Meeting



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



SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

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

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

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

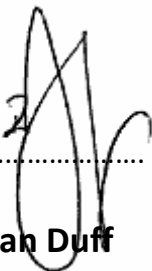
Your Ref:

Our Ref:

NOTICE OF MEETING

You are respectfully advised that the next ordinary meeting of Council will be held in the Council Chambers at 1.00pm on Wednesday 19th November 2014.

Yours faithfully


.....

Ryan Duff
Chief Executive Officer



DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Williams for any act, omission or statement or intimation occurring during Council or Committee meetings. The Shire of Williams disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or Committee meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or Committee meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Williams during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Williams. The Shire of Williams warns that anyone who has any application lodged with the Shire of Williams must obtain and should only rely on written confirmation of the outcome of the application, and any conditions attaching to the decision made by the Shire of Williams in respect of the application.



AGENDA

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 1.00pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher President

Cr David Earnshaw Deputy President

Cr Greg Cavanagh

Cr Richard Johnstone

Cr Peter Paterson

Cr Moya Carne

Ryan Duff Chief Executive Officer

Cara Ryan Manager of Finance

Tony Kett Works Supervisor (1.47pm to 2.11pm)

Steve Friend Environmental Health Officer/Building Surveyor (2.13pm to 2.31pm/4.01pm to 4.42pm)

Leave of Absence

Cr Natalie Major

Apologies

Cr Gilbert Medlen

Cr Jarrad Logie

Visitors

Scott Ewen (1.00pm to 1.13pm)

3.0 PUBLIC QUESTION TIME

The President acknowledged Mr Scott Ewen at 1.02pm and welcomed Mr Ewen to pose a question to Council.

Mr Ewen raised his concern with Council's resolution from the October 2014 meeting, in regards to the upgrade of Roccis Rd to the Restricted Access Vehicle network. The costs of the upgrade would be borne by Bunbury Fibre Exports. Mr Ewen was displeased that the upgrade of the road would inadvertently be a cost to him, and questioned whether Council



would expect a farming business to pay for upgrades to the road for their operations. He also pointed out that this is one of the only roads not on the Restricted Access Vehicle network. Mr Ewen explained that the Shire of West Arthur upgrades the road to specification and then the company maintains the road to the same standard.

CEO, Mr Ryan Duff and the President Cowcher responded with:

1. A precedence has been set with the request of sealing of RAV routes and that the resolution is based on Council's current policy.
2. If RAVs are currently using this route for transport they are doing so illegally and if an accident was to occur they would not be covered by insurance.
3. The Shire has done some minor works with the drainage and road widening on Roccis Road in preparation for Main Roads assessment.
4. Council are waiting on Main Roads assessment before determining if any upgrade to Roccis Rd should be completed.

The President declared that, there being no further comment or discussion, the Public Question Time closed at 1.13pm.

Mr Ewen left the meeting at 1.13pm.

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	
Item No. / Subject	
Type of Interest	

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 15TH OCTOBER 2014

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 15th October 2014, as previously circulated, be confirmed as a true and accurate record.



Council Resolution

Carne/Johnstone

That the Minutes of the Ordinary Meeting of Council held on 15th October 2014, as previously circulated, be confirmed as a true and accurate record.

**Carried 6/0
Resolution 109/15**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.0 REPORTS



8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

8.1.1 COMMUNITY POOL REVITALISATION PROGRAM GRANT 2014/15

File Reference	11.20.20	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	12 th November 2014

Background

The Department of Sport and Recreation released a new funding program in July 2014. The Community Pools Revitalisation Program (CPRP) is a new initiative that can provide up to \$30,000 per annum to maintain, upgrade or improve regional aquatic centres.

In regional WA aquatic centres are a central point for recreation, learning, exercise and rehabilitation. They are important pieces of infrastructure that host swimming lessons, including in-term and vacation swimming classes, school carnivals, teaching children and adults about water safety and survival techniques. Local government meets the cost of ensuring communities can access the health and leisure benefits of a swimming pool.

The objectives of the funding program is to:

- Provide financial assistance to regional local governments that have an aquatic centre to maintain and upgrade infrastructure, improve pool facilities (including development of new programs) and purchase new equipment.
- Ensure aquatic centres continue to be safe and vibrant places that encourage physical activity, a healthy lifestyle and participation in sport and recreation.

The grant must be used to subsidise at least one of the following:

- Capital upgrade of the aquatic centre *e.g. new heating system, new floodlighting, new pool shade covers.*
- Maintenance of the aquatic centre *e.g. replacement of existing filters, concourse repairs.*
- Reduction of centre entry costs.
- Staff development and/or training *e.g. swimming instructor training.*
- Purchase of pool equipment *e.g. lane ropes, inflatables*

Comment

The Shire applied online for a total funding of \$30,000 to be allocated to maintenance of the aquatic centre. The funding was approved on 25th October 2014, with further details to be provided by DSR soon. The funding is claimable in the 2014/15 financial year, and must be acquitted by June 15th 2015 to be able to apply for funding in the following year.

Financial Implications

The Shire has budgeted \$40,000 for the Swimming Pool for season 2014/15, which includes the grant from DSR.



Voting Requirements

Simple Majority

Officers Recommendation

For information only.

8.1.2 4WDL WELL AGED HOUSING PROJECT

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	12 th November 2014

Background

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

- CLGF Regional Funding 2011/12 (complete construction of 10 units)
 - \$1,972,409 (all funding has been expended)
- R4R Regional Community Services Funding (construction of 14 units)
 - \$5,023,646 (\$2,526,416 remaining to spend)
- CLGF Regional Funding 2012/13 (construction of 7 units)
 - \$1,972,409 (\$950,595 remaining to spend)

The Williams allocations from these funding sources are as follows:

➤ 2011/12 funding	\$389,449 (plus interest)	2 units
➤ RCSF funding	\$715,000 (plus interest)	2 units
➤ 2012/13 funding	\$183,162 (plus interest)	1 unit

Comment

The 2011/12 CLGFR allocation of \$1,972,409 (plus interest) has all been expended as at 30th September. At the completion of the expenditure of the funding, and therefore the project, there needs to be a total of 10 units completed across the project area to meet the outcomes as identified in the FAA.

The quarterly report for July-September was completed and submitted 31st October 2014. The final report and auditors report is due 31st December. Once this report is submitted, this will complete the reporting requirements for the 2011/12 CLGFR funding, and therefore the first stage of the project being the construction of 10 units funded from the 2010/11 CLGFR and the 2011/12 CLGFR combined. The template for the Final Report is still to be received from the Department, despite advice being provided to the Department on 25th September that the project was complete.

The RCSF funding is due for completion 10th May 2015. The final instalment (\$1,507,094) is due when evidence can be shown to the Department that construction is at 70% complete. It is



anticipated that this could be before the end of 2014, dependent on progress of expenditure across the 7 shires. The quarterly report for July-September was completed and submitted 31st October 2014.

Update on RCSF expenditure:

Shire	Funds allocated	Remaining	% complete	Units to be built
West Arthur	\$415,100	\$247,070	40.71%	2 (under construction)
Williams	\$715,000	\$11,753	98.36%	2 (complete)
Wagin	\$688,130	\$352,132	49.03%	2 (under construction)
Dumbleyung	\$664,400	\$433,514	35.01%	2 (under construction)
Lake Grace	\$978,930	\$529,710	46.10%	3 (1 completed in LG, 2 under construction in Newdegate)
Woodanilling	\$707,600	\$132,847	81.30%	2 (under construction)
Kent	\$854,486	\$819,391	4.48%	2 (project has commenced)
TOTAL	\$5,023,646 + interest	\$2,526,416 interest	inc 49.9%	

The 2012/13 CLGFR funding (\$1,972,409 to construct 7 units) is due for completion 11th February 2016. The quarterly report for July-September was completed and submitted 31st October 2014.

Update on 2012/13 expenditure:

Shire	Funds allocated	Remaining	Units to be built
West Arthur	\$608,082.25	\$326,266	2 (under construction)
Williams	\$183,162.25	\$682	1 (complete)
Lake Grace	\$538,082.25	\$442,832	2 (under construction)
Woodanilling	\$643,082.25	\$180,815	2 (under construction)
TOTAL	\$1,972,409 + interest	\$950,595 inc interest	

Williams has 5 units that have been completed to practical completion – two funded by CLGF 10/11-11/12 and two funded by RCSF and one funded by CLGF 12/13. The final components are currently being undertaken – road, drainage, landscaping and fencing. It is anticipated that this will all be completed by December so that tenants can move in early 2015.

Financial Implications

The Shire of Williams has committed \$150,000 to the project in 2013/14.

Voting Requirements

Simple Majority

Officers Recommendation

For information only



8.1.3 WILLIAMS LIONS PARK REDEVELOPMENT

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	12 th November 2014

Background

Hon Terry Redman, Minister for Regional Development, announced the State Government's Royalties for Regions Regional Grants Scheme and Community Chest Fund on Friday, 31 October 2014. The Wheatbelt Development Commission is NOW calling for applications to the 2014-15 Wheatbelt Regional Grants Scheme (\$20,000 to \$300,000) and Community Chest Fund (up to \$20,000).

For the Community Chest Fund, applications may be submitted at any time until all monies are exhausted. The Community Chest Fund provides grants for smaller community projects including but not limited to events, community enhancements and project planning. Applicants will be required to demonstrate that their project aligns with one or more of the Royalties for Regions WRGS and Community Chest Fund objectives and the Wheatbelt Development Commission priorities.

The primary objective of the Community Chest Fund is to improve economic and community infrastructure and services in the Wheatbelt Region through funding projects that will assist in attracting investment and increasing jobs, or help to improve the quality of life in the region. Funding is available to assist the development of infrastructure, services and community projects, and to assist in the broad development of the community, including the establishment of services and programs. Funding is intended to support the development of resilient communities and contribute to regional areas being vibrant and interesting places in which to live.

The Community Chest Fund is administered by the Wheatbelt Development Commission as part of the Royalties for Regions Program. Royalties for Regions is a State Government program designed to promote long-term development in Western Australia's regions. It aims to help local communities grow and prosper through the promotion of local decision-making and is specifically designed to help regions attract the resources needed to support development. The Community Chest Fund broad objectives are to:

1. Increase capacity for local strategic planning and decision-making.
2. Retain and build the benefits of regional communities.
3. Promote relevant and accessible local services.
4. Assist communities to plan for a sustainable economic and social future.
5. Enable communities to expand social and economic opportunities.
6. Assist regional communities to prosper through increased employment opportunities, business and industry development opportunities and improved local services.



Comment

The announcement of this funding program has given rise to the opportunity of engaging suitably qualified personnel to provide assistance and professional design advice for the redevelopment of the Williams Lions Park.

The Williams Lions Park redevelopment was originally to be undertaken when Main Roads completed the realignment or otherwise of the Albany Highway and the work on the bridges. Since Main Roads have decided that the road will not be realigned in a significant manner, with the only work proposed being the possible replacement of the bridges, this leaves the Lions Park in situ in need of a makeover to be able to cater for the increased traffic volumes and also the visitor numbers using these facilities.

A Project Brief has been prepared (Appendix 1) and has been distributed via Expressions of Interest to a number of qualified personnel/companies who work in this field. These are to be received by COB Tuesday 18th November and will be available at the meeting.

The project aligns with the R4R Community Chest objectives (1, 2, 4, 5 & 6). It aligns with the Shire of Williams' Community Strategic Plan (*Williams 2022: A Strategic Community Plan*) ED1.3, 1.5; SCD 4.2 and LU & E 2.1. It aligns with the Wheatbelt Development Commission's Regional Blueprint (Liveable Communities – Community Amenity) and has been identified in the Wheatbelt Development Commission's Wheatbelt South Sub-Economic Regional Economic Strategy as a priority project for the Shire of Williams.

Once quotes for the project have been received, this will assist in the substantiation of the funding request to the WDC Community Chest funding program.

Financial Implications

Subject to the funding request, Council may have to budget additional funds for the project in the 2014/15 budget.

Voting Requirements

Simple Majority

Officers Recommendation

That Council endorses an application to the Wheatbelt Development Commission's Community Chest Grant Scheme for the planning for the redevelopment of the Williams Lions Park.

Council Resolution

Johnstone/Earnshaw

That Council endorses an application to the Wheatbelt Development Commission's Community Chest Grant Scheme for the planning for the redevelopment of the Williams Lions Park.

**Carried 6/0
Resolution 110/15**



8.1.4 NATIONAL STRONGER REGIONS FUND 2014

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	12 th November 2014

Background

The Federal Government launched its flagship funding program on 1st October and is being managed by the Department of Infrastructure and Regional Development. Round one has opened and closes 28th November 2014, with announcements anticipated in May 2015.

The funding program has \$1 billion over 5 years to fund priority infrastructure in local communities, with decisions on further rounds to be determined by the Government subject to the outcomes of round one and two. It is noted that the priority project areas should be as noted in the Regional Development Australia Wheatbelt's Strategic Plan.

Grant amounts range from \$20,000 to \$10 million. **The applicant must match the NSRF grant request on at least a dollar for dollar basis.**

Comment

The objective of the NSRF is to fund investment ready projects which support economic growth and sustainability of regions across Australia, particularly disadvantaged regions, by supporting investment in priority infrastructure.

The desired outcomes of the program are:

- Improved level of economic activity in the regions;
- Increased productivity in the regions;
- Increased employment and a more skilled workforce in the regions;
- Increased capacity and improved capability of regions to deliver major projects, and to secure and manage investment funding;
- Improved partnerships between local, state, and territory governments, the private sector and community groups; and
- More stable and viable communities, where people choose to live.

It is expected that not all projects will be able to contribute to each desired outcome, however collectively the projects will meet the NSRF objectives and desired outcomes.

NSRF funding will be provided for capital projects which involve the construction of new infrastructure, or the upgrade, extension or enhancement of existing infrastructure.

The 4WDL meeting at its meeting on 14th October resolved to submit an application for the construction of the final stage of the Well-Aged Housing project of 14 units totalling a request of \$5,023.646 across the 7 shires.



Since the October Council meeting, the budget has been updated and revised and the total amount slightly varies from the original report. The application is currently being prepared and is due 28th November 2014.

Financial Implications

4WDL Well Aged Housing Project – in-kind land and project management
If successful, Williams will receive \$717,664 for the construction of 2 units.

MINUTES – ORDINARY MEETING OF COUNCIL HELD 19TH NOVEMBER 2014



CONSOLIDATED REGIONAL ALLIANCE BUDGET						
Shire	2010/11	2011/12	2012/13	13/14-14/15 RCSF	NSRF	Total
CLGF REGIONAL FUNDS	Secured Indiv cash contributions to overall project	Secured Indiv cash contributions to overall project	Secured Indiv cash contributions to overall project	Secured	Application submitted	
West Arthur	\$186,489.00	\$304,448.00	\$304,448.00	\$415,100.00	\$717,664.00	\$1,928,149.00
Williams	\$159,326.00	\$260,104.00	\$260,104.00	\$715,000.00	\$717,664.00	\$2,112,198.00
Wagin	\$106,497.00	\$346,906.00	\$346,906.00	\$688,130.00	\$717,664.00	\$2,206,103.00
Dumbleyung	\$215,720.00	\$352,168.00	\$352,168.00	\$664,400.00	\$717,664.00	\$2,302,120.00
Lake Grace	\$254,700.00	\$415,804.00	\$415,804.00	\$978,930.00	\$1,076,496.00	\$3,141,734.00
Woodanilling	\$179,464.00	\$292,979.00	\$292,979.00	\$707,600.00	\$717,664.00	\$2,190,686.00
Kent	\$0.00	\$0.00	\$0.00	\$854,486.00	\$358,832.00	\$1,213,318.00
TOTAL INCOME	\$1,102,196.00	\$1,972,409.00	\$1,972,409.00	\$5,023,646.00	\$5,023,648.00	\$15,094,308.00
Cash Contributions						
West Arthur	\$333.00					\$333.00
Williams	\$334.00		\$150,000.00			\$150,334.00
Wagin	\$334.00					\$334.00
Dumbleyung	\$333.00					\$333.00
Lake Grace	\$333.00					\$333.00
Woodanilling	\$333.00					\$333.00
Third Party Contributions						
West Arthur Cottage Homes	\$0.00	\$70,000.00				\$70,000.00
Wagin Cottage Homes	\$0.00					\$0.00
Total Cash & Third Party	\$2,000.00	\$70,000.00	\$150,000.00			\$222,000.00
RCSF Strategic Projects				\$5,023,646.00		\$5,023,646.00
NSRF					\$5,023,648.00	\$5,023,648.00
TOTAL CASH	\$1,104,196.00	\$2,042,409.00	\$2,122,409.00	\$5,023,646.00	\$5,023,648.00	\$15,316,308.00
Total Expenditure						
Surveyors	\$30,000.00			\$5,000.00		\$35,000.00
Architecture/drawings	\$90,000.00			\$15,000.00		\$105,000.00
Tender prep/alloc	\$60,000.00			\$10,000.00		\$70,000.00
Site costs	\$300,000.00			\$200,000.00	\$186,000.00	\$686,000.00
Services /Tel/gas/elec/water	\$176,497.00	\$172,503.00	\$137,500.00	\$230,500.00	\$214,000.00	\$931,000.00
Building costs	\$445,699.00	\$1,682,406.00	\$1,853,109.00	\$4,129,846.00	\$4,209,116.00	\$12,320,176.00
Driveways			\$30,000.00	\$92,500.00	\$94,208.00	\$216,708.00
Footpath			\$30,000.00	\$92,500.00	\$94,208.00	\$216,708.00
Fencing		\$90,000.00	\$42,500.00	\$120,000.00	\$109,208.00	\$361,708.00
Landscaping		\$27,500.00	\$27,500.00	\$120,000.00	\$109,208.00	\$284,208.00
Insurance			\$1,800.00	\$8,300.00	\$7,700.00	\$17,800.00
Audit costs	\$2,000.00					\$2,000.00
Purchase of Land		\$70,000.00				\$70,000.00
TOTAL EXPENDITURE	\$1,104,196.00	\$2,042,409.00	\$2,122,409.00	\$5,023,646.00	\$5,023,648.00	\$15,316,308.00
Inkind Expenditure						
West Arthur	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$85,000.00	\$145,000.00
Williams	\$15,000.00	\$135,000.00	\$75,000.00	\$135,000.00	\$135,000.00	\$495,000.00
Wagin	\$15,000.00	\$195,000.00		\$135,000.00	\$135,000.00	\$480,000.00
Dumbleyung	\$15,000.00	\$135,000.00		\$135,000.00	\$135,000.00	\$420,000.00
Lake Grace	\$15,000.00	\$135,000.00	\$135,000.00	\$195,000.00	\$195,000.00	\$675,000.00
Woodanilling	\$95,000.00	\$95,000.00	\$15,000.00	\$15,000.00	\$95,000.00	\$315,000.00
Kent				\$95,000.00	\$47,500.00	\$142,500.00
Total In Kind Budget	\$170,000.00	\$710,000.00	\$240,000.00	\$725,000.00	\$827,500.00	\$2,672,500.00
Project Cost with in Kind	\$1,274,196.00	\$2,752,409.00	\$2,362,409.00	\$5,748,646.00	\$5,851,148.00	\$17,988,808.00
Number of Units	Planning	Construction	Construction	Construction	Pending	
West Arthur	0	1	2	1	2	6
Williams	0	2	1	2	2	7
Wagin	0	3	0	2	2	7
Dumbleyung	0	2	0	2	2	6
Lake Grace	0	2	2	3	3	10
Woodanilling	0	0	2	2	2	6
Kent	0	0	0	2	1	3
Total Units Built	0	10	7	14	14	45
Average Cost per unit materials only		\$204,240.90	\$303,201.29	\$358,831.86	\$358,832.00	\$340,362.40

Audit costs 10/11
 Cash contribution & Audit costs 10/11
 Audit costs 10/11
 Audit costs 10/11
 Audit costs 10/11
 Audit costs 10/11
 Purchase of land
 \$250k secured - being managed by Shire of Wagin
 Secured
 Secured
 Application submitted
 \$10,292,660 secured; \$5,023,648 pending



Voting Requirements

Simple Majority

Officers Recommendation (Updated from October 2014)

That Council endorses an application by the Shire of Williams on behalf of the 4WDL consortium to the National Stronger Regions Fund (Round 1) for the construction of 14 units across 7 shires totaling \$5,023,648.

Council Resolution

Earnshaw/Johnstone

That Council endorses an application by the Shire of Williams on behalf of the 4WDL consortium to the National Stronger Regions Fund (Round 1) for the construction of 14 units across 7 shires totaling \$5,023,648.

**Carried 6/0
Resolution 111/15**

8.1.5 EDO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EDO's report as presented be received.

Council Resolution

Johnstone/Carne

That the EDO's report as presented be received.

**Carried 6/0
Resolution 112/15**

Heidi Cowcher

Economic Development Officer

12th November 2014



8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Mr Tony Kett attended the meeting at 1.47pm to discuss his report.

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	11 th November 2014

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Westmere Rd	5.1
Yarrabin Rd	4.5
Zilkos Rd	10.5
Gull Rd	.5
Hopkins Rd	.5
Dardadine Rd	21.5
Hillman Rd	1.7
English Rd	6.5
Taylor Rd	9.1
Higham Rd	3.3
Culbin-Boraning Rd	17.3
Playle Rd	3.7
Bulleid Rd	1.6
Munthoola Rd	2.0
Total Length for the Month	87.8 kms

8.2.2 ROAD MAINTENANCE WORKS

- Patching on Carne Rd
- "Narrow Bridge" and "One Lane Only" signs put up on Cowcher Road.
- Maintenance work on Roccis Road
- Sorted out the fire that was started by lightning on the corner of 14 Mile Brook and York-Williams Roads



8.2.3 UPCOMING WORKS & ITEMS ON ROAD CONSTRUCTION PROGRAM

Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Status	Comment
York-Williams Rd [19.50km]	Shoulder widening and Seal from 6m to 7m.	11.60	18.60	7.00		Not started.
York-Williams Rd (19.50km) 2013-14RRG Funding.	Shoulder widening and Seal from 6m to 7m	4.60	11.60	7.00		All Gravel in. To be mixed and sealed.
Brooking St ROW	Seal and Kerb.					Gravel Mixed and ready for seal
Tarwonga-Dardadine (21.50km)	Clearing, gravel sheeting	7.60	10.60	3.00	Not Started	
Bowling club Car Park	Seal and Kerb					Gravel in and to be mixed
Aged Homes	Drainage, seal and kerb					Ready to seal and kerb.
New Hockey Oval	Install lights and reticulation and plant grass.					Grass planted, footings in for retainer wall.

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms June 2014	Works Completed this month
Ford FG G6E Sedan	Light Vehicles	Cara Ryan	July 2011	91,600 km	
Toyota Kluger		Ryan Duff	10 Sep 14	100 km	
Holden Rodeo Dual Cab Utility		Maintenance	5-Nov-04	211,086 km	
Isuzu D-Max		Tony Kett	9 –Sep 14	150 km	Service
Kia 2 Tonne Truck		Jeff Cowan	9-Oct-07	106,323 km	
Holden Rodeo Crew Cab Utility		Andrew Wood	15-Nov-06	259,282 km	
Holden Rodeo Single Cab Utility		James Lenehan	20-Nov-06	93,046 km	
Mitsubishi Triton Single Cab Utility		Stewart Cowcher	22-Sep-99	218,660km	



Multipac Multi-Tyre Road Roller	Construction Equipment	Ray Scobie	21-Oct-04	5,389.7 hr	
Vibromax Roller			29-Sep-04	3,524hr	
Caterpillar 12M Grader		Andrew Wood	Dec 2011	2287.9 hr	
Volvo G930 Road Grader		Richard Hewitt	20-Oct-06	7,418 hr	
721E Case Loader		Roger Gillett	May 2012	3,760 hr	2 new tyres, repaired air-con
Volvo EC210BLC Excavator		Phil Reed	18-Jul-07	5,245 hr	
John Deere 315SE4 Backhoe		Trevor Palframan	17-Sep-01	2000hr	
John Deere MFWD Tractor		Works	21-Oct-97	10,545 hr	
Toro Reelmaster SP mower		Works	Aug-09	607 hr	
Toro Z597 Ride on Mower		Parks & Gardens	Jeff Cowan	1-Oct-06	1,418hr
Toro Z400 Kholer Ride on Mower	Jeff Cowan		8-Aug-05	525 hr	
Honda TRX Four Wheel M/Cycle	Jeff Cowan		20-Mar-00	1,284 hr	
Toyota DA115 Tip Truck (Water Truck)	Trucks & Trailers	James Lenehan	24-Aug-94	233,450 km	
Isuzu FVZ1400 Tip Truck			31-Dec-03	257,680 km	New accelerator cable
Mercedes Benz Actross Prime Mover		Phil Reed	21-Dec-05	249,205 km	Repaired PTO
Isuzu Giga CXZ Tip Truck		Justin Murdock	10-Dec-08	158,830km	
Isuzu NPR 300 Truck		Ray Scobie	21-Jan-13	31,063km	
SFM Side Tipping Trailer		Works	21-Dec-05	107,475 km	
Howard Porter Low Loader		Works	31-Aug-07	106,049 km	
Howard Porter Pig Trailer		Justin Murdock	10-Dec-08	106,456 km	

8.2.5 STAFF

- Nil to report

8.2.6 TOWN AND FACILITIES REPORT

- Nil to report

8.2.7 PRIVATE WORKS

- Nil to report

8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE

Voting Requirements

Simple Majority Required



Officers Recommendation

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

Council Resolution

Paterson/Earnshaw

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

**Carried 6/0
Resolution 113/15**

Mr Kett left the meeting at 2.11pm.

8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

Environmental Health/Building Surveyor Mr Steve Friend attended the meeting at 2.13pm to discuss his report.

8.3.1 BUILDING PERMITS

File Reference	13.34.10
Statutory Reference	N/A
Author & Date	Steve Friend 14 th November 2014

Comment

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

#345	J Anderson	Lot 15 Piesse Street	Patio
#346	M Italiano	Lot 297 Channon Street	Lean to
#347	M Italiano	Lot 29 Albany Highway	Patio and carport
#348	N & T Uchtman	Lot 35 Fletcher Road	Patio
#349	G & A Cowcher	Lot 1 Collie Williams Road	Dwelling
#350	Sunara Pty Ltd	Lot 104 Brooking Street	Dwelling

Financial Implication

Fees: Shire \$1,474.51; BSL \$689.93; BCITF \$1173.16

Voting Requirements

Simple Majority Required

Officers Recommendation

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



Council Resolution

Earnshaw/Paterson

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

**Carried 6/0
Resolution 114/15**

8.3.2 FOOD PREMISES INSPECTION

File Reference

7.40.41

Statutory Reference

N/A

Author & Date

Steve Friend 14th November 2014

Comment

Williams Woolshed – Cleanly maintained. No issues that require addressing.

Voting Requirements

Simple Majority Required

Officers Recommendation

That the Food Premises Inspection report be endorsed by Council.

Council Resolution

Paterson/Carne

That the Food Premises Inspection report be endorsed by Council.

**Carried 6/0
Resolution 115/15**

8.3.3 SWIMMING POOL SAMPLES

File Reference

11.20.20

Statutory Reference

Health Act 1911; Health (Aquatic Facilities) Regulations

Author & Date

Steve Friend 14th November 2014

Background

It is a requirement that the public swimming pool is sampled on a monthly basis (main pool and toddler's pool) for bacteriological water quality.



It is also a requirement that before the season opens, as well as the sample points mentioned above, the backwash is sampled.

Comment

This is a potentially weak point as the backwash by its nature contains all the things the pool filtration system is trying to remove.

In the past few years, the contract pool managers have conducted the first sample regime as they are best suited to know when the pool is at a stage for sampling and are available so that the results can be received to ensure the pool opens on a designated date.

All other pool samples throughout the summer will be undertaken by myself.

The results from the labs show that the pool is suitable for use and has begun operating as a result.

Financial Implications

N/A

Voting Requirements

Simple Majority

Officers Recommendation

That Council endorses the actions of the EHO/BS with respect to pool sampling.

Council Resolution

Earnshaw/Johnstone

That Council endorses the actions of the EHO/BS with respect to pool sampling.

**Carried 6/0
Resolution 116/15**



8.3.4 RECYCLED WATER

File Reference 10.20.30
Statutory Reference Health Act 1911
Author & Date Steve Friend 14th November 2014

Background

In the last couple of months the Water Corporation has been transferring waste water from either the Railway dam or the Waste Water Treatment Plant to the Shire storage dam at the depot for irrigation.

In addition, the Shire is intending to extend the use of the recycled water to the new hockey ground being constructed between the “Ram Shed” and the tennis courts.

Comment

With regards the movement of the waste water from the Railway dam or WWTP, this is a management issue for the Water Corporation as their capacity has been exceeded.

The water has not been required for irrigation at this point in time as the weather has not been hot enough to require irrigation.

The Shire has been co-operating with the Water Corp in this matter.

With regards the extension of the irrigation area to include the hockey ground with the town oval, a submission to the Department of Health has been submitted for approval.

It is expected that the approval will be forthcoming as the submission has taken into account all the requirements for waste water irrigation.

Voting Requirements

Simple Majority Required

Officers Recommendation

That Council endorses the actions of the EHO/BS with respect to the sampling and proposed extension of the Williams Recycled Water Scheme.

Council Resolution

Carne/Cavanagh

That Council endorses the actions of the EHO/BS with respect to the sampling and proposed extension of the Williams Recycled Water Scheme.

Carried 6/0
Resolution 117/15



8.3.5 DEVELOPMENT APPLICATION

File Reference	10.60.10
Statutory Reference	Shire of Williams Town Planning Scheme
Author & Date	Steve Friend 14 th November 2014
Attachments	Appendix 1

Background

The owner of Lot 254 Cowcher Street (corner of Hicks Street) has applied to erect a further storage unit on the property.

Comment

The proposal is to erect a further storage unit of 4.6m wide x 19m long with a series of storage bays for hire by the public.

There is already a larger storage unit on the property to the west of this proposed shed.

This particular unit will be constructed out of zincalume on three walls and the roof with the wall facing Lot 252 constructed out of concrete tilt up panels.

The concrete tilt up panels will be used as the wall of this unit will be within 3 metres of the adjacent property so will need a fire rated wall.

The concrete panels will provide that fire rating.

As well as building approval, the applicant requires planning approval.

Council is required to determine the application according to how the proposed development will look, the size, height, bulk etc and the effect it will have on the other properties in the immediate vicinity.

The use of the buildings should also be recognised.

With this particular application, there is already a similar shed constructed out of similar materials on the property that is used for identical purposes.

There is another similarly constructed shed on the adjacent property so the use of zincalume appears to be an acceptable building material.

Probably the only difference is the use of the concrete tilt up panels.

There are other materials that can achieve a similar fire rating, such as brick or a product called Fyrecheck.



However Council has recently built a shed for lease with a concrete tilt up panel wall for fire rating purposes so it could be assumed this type of material is acceptable to Council?

Officers Recommendation

That Council grants development approval to the owner of Lot 254 Cowcher Street to erect a 19m x 4.6m wide zincalume and concrete tilt up panel shed for the purposes of storage for hire, subject to

- The issue of a building permit and
- Payment of a Development Application fee (\$147)

Council Resolution

Johnstone/Cavanagh

That Council grants development approval to the owner of Lot 254 Cowcher Street to erect a 19m x 4.6m wide zincalume and concrete tilt up panel shed for the purposes of storage for hire, subject to

- The issue of a building permit and
- Payment of a Development Application fee (\$147).

**Carried 6/0
Resolution 118/15**

8.3.6 SEA CONTAINER USE

File Reference	10.60.10
Statutory Reference	Shire of Williams Town Planning Scheme, Policy Manual
Author & Date	Steve Friend 14 th November 2014
Attachments	Appendix 2 – Site Diagram

Background

The owner of Lot 120 (34) Moore Street Williams has applied to be able to erect two sea containers on his property for permanent storage use.

Comment

The owner of Lot 120 (34) Moore Street has applied to be able to erect two 6m x 2.5m (20 foot) sea containers on his property for permanent use as storage units.

Lot 120 is 2.6 hectares in size, is zoned Rural in the Town Planning Scheme and is within the town site of Williams.

The Shire has a policy regarding sea containers:



Policy on the use of Sea containers and Transportable Structures

Objectives:

- *To protect the amenity of the Williams townsite by ensuring that the visual impact of any proposal to use a sea container or transportable structure is minimised.*
- *To specify the circumstances under which Council may permit the use of sea containers or transportable structures within the Williams townsite.*
- *To outline the procedures required to be followed in seeking Council's approval to the use of sea containers or transportable structures within the Williams townsite*

Policy:

Statement:

The use of sea containers and transportable structures for purposes other than the transportation of goods (e.g. storage, shed, workshop etc.) has the potential to have a negative impact upon the visual amenity of areas in which they are located due to the general size and appearance of such structures. In order to guard against the potential negative impact of such usage Council requires that all proposals of this type be submitted to Council for its formal planning approval prior to commencement.

Policy Provision:

The use of sea containers or transportable structures within the Williams townsite for purposes other than the transportation of goods is generally not permitted. Council may however issue its planning consent for the use of such structures for purposes other than the transportation of goods where all of the following circumstances apply:

- a) Where the land the subject of such an application is classified / zoned "Commercial", "Industrial" or "Rural";*
- b) Where the structure is located on the land so as to be effectively screened from public view.*
- c) Where the height of such structures does not exceed 3 metres.*

All applications for planning approval to use a sea container or transportable structure shall be made in the form prescribed in Schedule 2 of the Williams Town Planning Scheme No.2 and shall be accompanied by the following information:

- *Details of the proposed use of the structure;*
- *Details of the dimensions and finish of the proposed structure;*
- *A photo of the proposed structure;*
- *Details of the structure's proposed location on the subject land; and*
- *The proposed method of screening.*

In considering any application for planning consent to use a sea container or transportable structure within the Williams townsite Council shall have regard to the objectives and provisions of its Town Planning Scheme and may take into account any matters relevant to Town and Regional Planning, the public interest in general and the locality surrounding the proposed development in particular.

Where a sea container is being used to transport goods it is not permitted to remain on any land within the Williams townsite for a period exceeding twenty eight (28) days without Council's approval.

In this case the property is within the town site of Williams so the policy applies.

The property is zoned Rural so there is scope to approve the application.

The proposed use is "storage" which is always the case.

I am led to believe that the cost of a container is considerably less than a similar sized shed, hence their popularity.

As can be seen by the accompanying photo, the two sea containers will barely be visible from Clayton Road as it will be behind a shed and a tree line that has been planted.

As the applicant has not actually purchased the containers, he can't supply a photo at this stage.



Generally I think, the opposition to sea containers is that they can be a variety of colours, generally discoloured, and have markings on the sides that, for obvious reasons, stand out from the container itself.

If the sea containers were made to be painted it would help with two of the points listed above (discolouration and white markings).

Whilst Council can insist on tree planting to provide screening, this takes time and is not always successful or well managed.

Officers Recommendation

That the owner of Lot 120 (34) Moore Street be permitted to erect two sea containers on the property in the position shown on the application, subject to

- The sea containers being painted green to match the house and shed
- A building permit being issued

Council Resolution

Johnstone/Cavanagh

That the owner of Lot 120 (34) Moore Street be permitted to erect two sea containers on the property in the position shown on the application, subject to

- The sea containers being painted green to match the house and shed
- A building permit being issued.

**Carried 6/0
Resolution 119/15**

8.3.7 EHO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EHO's report as tabled be received.

Council Resolution

Earnshaw/Paterson

That the EHO's report as tabled be received.

**Carried 6/0
Resolution 120/15**

Mr Friend left the meeting at 2.31pm.



8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

File Reference	4.1.20
Statutory Reference	N/A
Author & Date	Ryan Duff 9 th November 2014

Background

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

Comment

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

Financial implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That the Chief Executive Officer's General Report for November 2014 be received by Council.

Council Resolution

Carne/Earnshaw

That the Chief Executive Officer's General Report for November 2014 be received by Council.

Carried 6/0
Resolution 121/15

Afternoon Tea

Council adjourned for afternoon tea at 3.04pm and resumed the meeting at 3.40pm.



8.4.2 SIGNING AND SEALING – STAFF EMPLOYMENT CONTRACTS

File Reference	4.1.20
Statutory Reference	N/A
Author & Date	R.N. Duff 11 th November 2014

Background

The Chief Executive Officer has been employed in the position since 9th February 2009 on a 3 year contract. A further 3 year contract was granted in 2012 and expires February 2015 and in May 2014 Council agreed to a further 3 year extension to February 2018.

The Work Supervisor been employed in the position since 2008 on a 3 year contract. A further 3 year contract was granted in 2011 which expires in December 2014 and in June 2014 Council agreed to a further 3 year extension to December 2017.

Comment

Both employment contracts have been signed by the employee and the Shire President. The common seal has also been affixed to the documents and a resolution is sought from Council to endorse the actions of the Shire President and CEO.

Financial Implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council endorse the actions of the Shire President in affixing the seal to the employment contracts of Ryan Duff and Tony Kett.

Council Resolution

Paterson/Earnshaw

That Council endorse the actions of the Shire President in affixing the seal to the employment contracts of Ryan Duff and Tony Kett.

Carried 6/0
Resolution 122/15



8.4.3 SHIRE OF WAGIN & SHIRE OF CUBALLING - DUAL FIRE CONTROL OFFICERS

File Reference	5.10.1
Statutory Reference	<i>Bushfires Act 1954, s.38</i>
Author & Date	R.N. Duff 11 th November 2014

Background

The Shire of Wagin has requested that Mr Chris Piesse be appointed as dual fire control officer for the Shire of Williams and Shire of Wagin.

The Shire of Cuballing has also requested that Mr Nelson Young be appointed as dual fire control officer for the Shire of Williams and Shire of Cuballing.

Comment

BUSH FIRES ACT 1954 - SECT 38

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

Financial Implications

Nil

Voting Requirements

Simple Majority

Voting Requirements

Simple Majority

Officers Recommendation

- 1 The Shire of Williams appoints Mr Chris Piesse as a dual fire control officer for the Shire of Williams and Shire of Wagin until such time as the appointment is cancelled.
- 2 The Shire of Williams appoints Mr Nelson Young as a dual fire control officer for the Shire of Williams and Shire of Cuballing until such time as the appointment is cancelled.



Council Resolution

Johnstone/Cavanagh

- 1 The Shire of Williams appoints Mr Chris Piesse as a dual fire control officer for the Shire of Williams and Shire of Wagin until such time as the appointment is cancelled.

- 2 The Shire of Williams appoints Mr Nelson Young as a dual fire control officer for the Shire of Williams and Shire of Cuballing until such time as the appointment is cancelled.

**Carried 6/0
Resolution 123/15**



8.4.4 GILMAC HOLDINGS – DEVELOPMENT APPLICATION 17 PLAYLE RD

File Reference	4.1.20
Statutory Reference	N/A
Author & Date	R.N. Duff 11 th November 2014
Attachments	Appendix 1 – Main Road Response to the Shawmac Traffic Report

Background

An application was been received from Gilmac Holdings to build and operate a hay export facility on Lot 17 Playle Rd in May 2014.

Council determined that the application from Gilmac Holdings is an AA use in the RURAL Zone under the Town Planning Scheme No.2 and advertised the application under section 2.6 of the Scheme.

In June 2014 Council wrote to Gilmac requesting formally request additional information from Gilmac Holdings in relation to their planning application for Lot 17 Playle Rd as detailed in the Chief Executive Officer's letter dated 26th June 2014. Also request Gilmac Holdings to submit the required planning fee as set out in the Planning and Development Regulations 2009 and finally request Gilmac Holdings to indicate whether they would agree to an extension to the planning process beyond the 14th September 2014 if required to ensure the Shire of Williams has the required information.

On the 14th August 2014 Gilmac Holdings provided the required information to Council:

- Traffic engineers report
- Dust and litter report
- Noise report
- Scaled site plan
- Answers to questions and photos describing their production process

It was also advised that the project would cost in the order of \$3 million dollars, therefore a planning fee of \$8161 was paid to the Shire.

Gilmac also advised if the decision for approval will not be made before the 14/09/2014 then they would agree to an extension.

On the 15th August the CEO wrote to Main Roads. The specific purpose of this correspondence was to:

1. Seek advice on the Traffic Report and whether MRWA agree with its findings.
2. Ascertain whether traffic and road constraints are such a major impediment that the application should be refused.



3. Consider whether traffic issues can be resolved by placing appropriate conditions on the development to require (i) widening and sealing of Playle Road and (ii) upgrading of the Albany Highway / Playle Road intersection at the applicants cost.
4. The next steps / process for the applicant to pursue upgrading of the Albany Highway intersection at their cost.

On the 21st October the Shire office was advised that verbally that Gilmac were seeking out an alternative location and would therefore be withdrawing their planning application. The Shire President made contact with Gilmac to discuss their withdrawal to which he was advised that they were looking at a location in Wagin and could not wait longer for Main Roads to give their advice on the Traffic Report.

24th October 2014 an email was received from Main Roads detailing their response to the Shawmac Traffic Report. The report is attached at **APPENDIX 1**. Later that afternoon the CEO meet with the Regional Manager of Main Roads to discuss the delayed response from Main Roads and how to best address future planning applications that front State Roads.

Comment

Having withdrawn their planning application Gilmac have made a request for Council to refund any unused portion of their planning fee. The final invoices have been requested from the Shire's Planning Consultant.

Financial Implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council agree to refund Gilmac Holdings any unused portion of the Planning Fee already paid to the Shire of Williams due to the withdrawal of the application for Lot 17 Playle Rd.

Council Resolution

Carne/Paterson

That Council agree to refund Gilmac Holdings any unused portion of the Planning Fee already paid to the Shire of Williams due to the withdrawal of the application for Lot 17 Playle Rd.

Carried 6/0
Resolution 124/15



8.4.5 OFFICE OF BUSHFIRE RISK MANAGEMENT – BUSHFIRE PRONE VEGETATION DATA

Mr Friend returned to the meeting at 4.01pm.

File Reference	5.10.6
Statutory Reference	Planning and Development (Bushfire Management) Regulations 2014
Author & Date	R.N. Duff 11 th November 2014
Attachments	Appendix 2 – Bushfire Prone Vegetation Additional Information

Background

The Office of Bushfire Risk Management (OBRM) has supplied the Shire of Williams with the first draft of the bushfire prone vegetation maps that cover the land within the Shire boundaries. The Shire of Williams has been given 60 days to comment and suggest any changes to the maps before OBRM submits the information the Commissioner of the Department of Fire and Emergency Services

The State Government has released new draft regulations which if implemented will have the effect of modifying every Local Planning Scheme to deal with development Bush Fire Prone area. The identification and designation of bushfire prone areas acts as a mechanism to initiate application of bushfire land use planning in line with the Department of Planning's State Planning Policy 3.7 Planning for Bushfire Risk Management.

Land owners wishing to develop areas identified as being bushfire prone will need to conduct further assessment to determine the level of bushfire hazard (Bushfire Attack Level BAL) and appropriate application of Australian Standard AS3959-2009: Construction of Buildings in Bushfire Prone Areas.

The FES Commissioner is responsible for designating areas as bushfire prone based on the information in the maps provided.

Comment

The map provided by OBRM shows many bushfire prone vegetation areas and trying to separate the non-bushfire prone vegetation would appear to be very challenging for administration and planning requirements. It was also noted that there would also be a 100 metre buffer around bushfire prone vegetation that would further increase the area.

Given the extent of fire prone vegetation it is proposed that Council supports the purple areas on the map as being designated as bush fire prone. The map is quite large and will be presented at the Council meeting or can be inspected by Councillors prior to the meeting. Under this approach, assuming the regulation is promulgated, there would be the following effects:



Every new residential building in the purple shaded area would require an assessment of the Bushfire Attack Level and

- only if the BAL is 40 or above (that is extreme) would a development application be required;
- only if the BAL is 12.5 or above would there be any additional building costs;
- if the BAL is less than 12.5 there would be no additional requirements.

These arrangements would apply to new buildings only, not extensions or renovations. Further any implications would relate entirely to the actual circumstances of the building, and there would be a single planning and building regime applying across the Shire.

The 4WDL VROC are meeting to discuss the issue on the 18th November with Town Planner Geoffrey Lush and it is hoped that further information will be provided to clarify this issue for Council.

Additional information on the Bushfire Regulation and Mapping process is attached at **APPENDIX 2.**

Financial Implications

Designating the Shire of Williams as Bushfire prone (as per the draft map) would likely result in:

- Greater complexity is assessing some building license applications, which means that privately certified applications will be assessed at less than full cost recovery.

Voting Requirements

Simple Majority

Voting Requirements

Simple Majority

Officers Recommendation

That Council review the Bushfire Prone Area map for the Shire of Williams and provide comments back to the Office of Bushfire Risk Management.

Council Resolution

Carne/Earnshaw

That Council submit the following comments to the Office of Bushfire Risk Management and the Western Australian Planning Commission:

1. Council is concerned that the general application of the regulations across the state as a whole is unwarranted and is of the view that the regulations should allow for local variations especially in country townsites. The classification of bushfire prone land in country towns will lead to lower housing affordability due to increased construction costs. The classification is based on the assumption that existing vegetation in townsites has environmental priority over housing whereas there should be greater recognition in



environmental regulations and policies that this vegetation may need to be removed / managed for the protection of the townsite.

2. The absence of any guidelines or practice notes for the Regulations and especially in relation to BAL assessments is of concern and hinders the ability of Council to provide informed comment on the implications of the Regulations.

and

3. That the Chief Executive Officer make a response to the Office of Bushfire Risk Management regarding the Bushfire Prone Area map of the Shire of Williams and its implications of the Community.

**Carried 6/0
Resolution 125/15**

Mr Friend left the meeting at 4.42pm

8.4.6 WILLIAMS PRIMARY SCHOOL EXCELLENCE AWARD

File Reference	6.20.70
Statutory Reference	N/A
Author & Date	R.N. Duff 11th November 2013

Background

Correspondence received from the Williams Primary School:

"We would like to thank the Shire of Williams for the many years of support shown to our local school in the form of sponsorship of the Excellence Award.

This year we will have two Graduating Years (6 & 7) and will be presenting a year 6 and a year 7 student with an Excellence Award. Previously this award has carried funding of \$150 to be used to support the recipient's future education.

We would be most appreciative if the shire was able to continue their support and we look forward to hearing from you concerning this sponsorship.

I warmly extend an invitation to the Shire President, his fellow Councillors, yourself and families to join us for the Presentation Night on Tuesday 16th December 2014 from 6:30pm in the Shire Hall.

I thank you in anticipation of a positive response to the awards and look forward to seeing you and the councillors on the night."

Comment

Nil



Financial Implications

An allowance in made in the annual budget for this donation.

Voting Requirements

Simple Majority

Officers Recommendation

That Council continues to offer the Excellence Award for Year 7 Students (Year 6 after this year) and for 2014 and additionally Award be made to a Graduating Year 6 Student at the Williams Primary School and that a Council Representative presents the award on the night.

Council Resolution

Cavanagh/Earnshaw

That Council continues to offer the Excellence Award for Year 7 Students (Year 6 after this year) and for 2014 and additionally Award be made to a Graduating Year 6 Student at the Williams Primary School and that a Council Representative presents the award on the night.

**Carried 5/1
Resolution 126/15**



8.4.7 REVIEW OF POLICY MANUAL

File Reference	Policy Manual
Statutory Reference	Nil
Author & Date	R.N. Duff 11 th November 2014
Attachments	Appendix 3 - Shire of Williams Policy Manual

Background

The Shire of Williams Policy Manual is intended as a guide to members, staff and public on the normal practices and activities of the organization. The policies do not require absolute adherence, but may be changed as circumstances dictate, in accordance with Council's directions, and amended by Council from time to time.

Staff are expected to comply closely with the spirit and intention of the policies, and to use care and discretion in implementing the policies, to ensure the best possible outcome, whether or not a particular event complies totally with the stated policy. Implementation must be fair, consistent and effective, with the emphasis on guidance and assistance rather than compulsion and inspection.

Council, in its absolute discretion, reserves the right to amend, add, delete, or apply wholly or in part or not at all, any or all of the policies without notice.

The document does not stand alone, but is part of a "hierarchy", which comprises (in order of priority) –

- Legislation – Acts of Parliament, Regulations etc
- Common law – legal precedent, interpretation and decisions made by the Courts
- Delegated legislation – local laws and bylaws, town planning policy
- General policy – administrative policy

Comment

The Shire of Williams has not formally reviewed its policy manual since 2005 and given time at the end of each Council meeting Council should undertake to review a number of its policies until the full Policy Manual has been reviewed.

Extract from Policy Manual

"Process

It is a requirement of the Local Government Act s5.18 and s5.46 (1) that all delegations be reviewed at least once in each financial year.

In order to ensure that there is clear authority, and to ensure consistency and relevancy, Council and the appropriate officers will also formally review all policies at the same time, for the May Meeting each year, and their application confirmed.



In this way, the Policy Manual will be reviewed at a time when there is less time pressure, and after a year of operation, with the formal motion of application made for the commencement of the new financial year.

New Policies

Council may make new Policies at any time.

However, unless specifically stated that the authority is to be included in the Policy Manual, it will be assumed that the authority to act is for a specific matter and is not a general or on-going Policy.

As new policy is made, they will be appended to this Policy Manual, for update at the next review. The main manual will be unchanged until that time.

Amended and Revoked Policies

The full text of a policy will be retained in the Policy Manual for future reference and to ensure that actions when reviewed in later years can be substantiated, and so that should queries be raised, the application of policy and any amendments can be traced. New text will simply be inserted at the appropriate place, but revoked text will have a single strikethrough (e.g. "... the claim considered by Council). The history of the policy will be amended to show date and resolution number of the motion of the amendment.

The current version of the Policy Manual is attached at **APPENDIX 3**.

Financial Implications

Nil

Voting Requirements

Simple Majority

Voting Requirements

Simple Majority

Officers Recommendation

That Council commence a review of the Shire of Williams Policy Manual

Council Resolution

Johnstone/Earnshaw

That Council commence a review of the Shire of Williams Policy Manual for comment at March 2015 meeting.

**Carried 6/0
Resolution 127/15**



8.4 MANAGER OF FINANCE'S REPORT

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	12 th November 2014

Background

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

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

Comment

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

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

Officers Recommendation

That Municipal Fund cheques 104259 -104272, EFT Transfers and Direct Debits totalling \$229,483.18, CLGF Regional Funding EFT transfers totalling \$250,511.06 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104273 - 104280 totalling \$11,538.65 and Municipal Fund EFT Transfers totalling \$283,610.04 be approved for payment.

Council Resolution

Johnstone/Carne

That Municipal Fund cheques 104259 -104272, EFT Transfers and Direct Debits totalling \$229,483.18, CLGF Regional Funding EFT transfers totalling \$250,511.06 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104273 - 104280



totalling \$11,538.65 and Municipal Fund EFT Transfers totalling \$283,610.04 be approved for payment.

**Carried 6/0
Resolution 128/15**

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	12 th November 2014

Background

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

Statutory Implications

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

Comment

The financial statements are a separate attachment to this agenda.

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officers Recommendation

That the financial statements presented for the period ending 31st October 2014 be received.

Officers Recommendation

That the financial statements presented for the period ending 31st October 2014 be received.

Council Resolution

Cavanagh/Earnshaw

That the financial statements presented for the period ending 31st October 2014 be received.

**Carried 6/0
Resolution 129/15**



8.5 COUNCILLORS' REPORTS

No Councillors' reports received.

9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.

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

10.1 ELECTED MEMBERS.

10.2 OFFICERS.

11.0 APPLICATION FOR LEAVE OF ABSENCE

12.0 INFORMATION SESSION

13.0 CLOSURE OF MEETING

The President declared the meeting closed at 5.03pm.