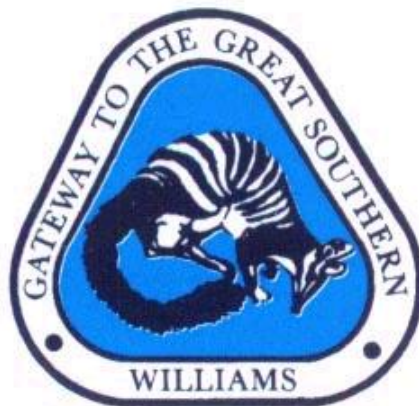


# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY  
21ST OCTOBER 2015***



## **COUNCIL DIARY**

### **WEDNESDAY 21<sup>ST</sup> OCTOBER 2015**

12.30pm

Councillor Swearing in Ceremony

1.00pm

Ordinary Meeting

3.00pm

Citizenship Ceremony

6.00pm

Annual Electors Meeting

### **WEDNESDAY 18<sup>TH</sup> NOVEMBER 2015**

1.00pm

Ordinary Meeting



## MINUTES – ORDINARY MEETING OF COUNCIL HELD 21<sup>ST</sup> OCTOBER 2015

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*MINUTES – ORDINARY MEETING OF COUNCIL HELD 21<sup>ST</sup> OCTOBER 2015*

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2. Appendices
3. Payment Listing
4. Financial Statements
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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](mailto:shire@williams.wa.gov.au)

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

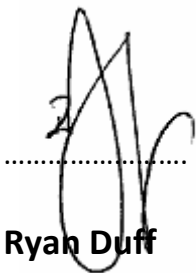
Your Ref:

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 21<sup>st</sup> October 2015, preceded by the Councillor Swearing in Ceremony at 12.30pm.

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.



The Chief Executive Officer declared the meeting open at 12.36pm.

## SWEARING IN OF COUNCILLORS

<b>Report Reference</b>	<b>SIOC</b>
<b>Subject</b>	Swearing in of Councillors - Declarations, Oaths or Affirmations of Allegiance
<b>File Reference</b>	4.1.40
<b>Statutory Reference</b>	Local Government Act 1995 s 2.29(1)
<b>Author &amp; Date</b>	R.N. Duff      13th October 2015

### Background

Section 2.29.      Declaration

(1) A person elected as an elected mayor or president or as a councillor has to make a declaration in the prescribed form before acting in the office.

### Comment

Chief Executive Officer, Ryan Duff will perform the formal duty of allowing newly elected Councillors to make an Oath or Affirmation of Allegiance and Declaration of Office.

Those Councillors to be sworn in are:

1.      Cr John Cowcher
2.      Cr Gilbert Medlen
3.      Cr Natalie Major
4.      Cr Moya Carne
5.      Cr Greg Cavanagh

*Cr John Cowcher, Cr Greg Cavanagh, Cr Moya Carne, Cr Natalie Major and Cr Gilbert Medlen signed the declaration of office in front of CEO Ryan Duff.*



## ELECTION OF PRESIDENT

<b>Report Reference</b>	<b>EOP</b>
<b>Subject</b>	<b>Election of Shire President</b>
<b>File Reference</b>	4.1.40
<b>Statutory Reference</b>	Local Government Act 1995 (Sections 2.11 to 2.15 and Schedules 2.3 and 4.1)
<b>Author &amp; Date</b>	R.N Duff      13th October 2015

### Background

The Local Government Act 1995 (Sections 2.11 to 2.15 and Schedules 2.3 and 4.1) outlines procedures for the election process for the Shire President and Deputy Shire President. In each case the following procedures have to be adhered to:

- i) The election for the Shire President is conducted by the Chief Executive Officer. The election for the Deputy Shire President is conducted by the (newly elected) Shire President.
- ii) Nominations for Shire President and Deputy Shire President must be given in writing.
  - a) Nominations for Shire President must be given in writing to the Chief Executive Officer.
  - b) Nominations for Deputy Shire President must be given in writing to the Shire President.
- iii) If a Councillor is nominated by another Councillor, the Chief Executive Officer or Shire President (as the case may be) is NOT to accept the nomination unless the nominee has advised the Chief Executive Officer or Shire President orally or in writing that he or she is willing to be nominated for the office.
- iv) Councillors are to vote on the nominations by secret ballot just as they would at any Council election. Councillors who have accepted nomination are entitled to cast a vote just the same as those Councillors not nominated.
- v) Votes are counted by the Chief Executive Officer on the basis of “first past the post” and the candidate with the highest number of votes is declared elected.
- vi) If there is an equality of votes, the meeting is adjourned for a period of not more than 7 days.
- vii) During the 7 day period up until the adjourned meeting resumes, existing candidates may withdraw their nominations or new nominations can be made (provisions still apply in relation to written nominations and willingness to accept nominations where the nominee is not the nominating person).
- viii) Upon resumption of the adjourned meeting, Councillors all vote for a second time and if there is a clear winner that person is declared.





ix) If upon the second count there is still an equality of votes, the Chief Executive Officer is to draw lots to ascertain a winner.

**LOCAL GOVERNMENT ACT 1995 - SECT 2.29**

**2.29. Declaration**

(2) A person elected by the council as Mayor, President, Deputy Mayor or Deputy President has to make a declaration in the prescribed form before acting in the office.

**Comment**

At the time of sending the agenda out no nominations have been received.

*Cr Carne nominated Cr Cowcher in writing prior to the meeting, with Cr Cowcher accepting the nomination. The Chief Executive Officer called for any further nominations, to which no more were received.*

*Cr John Cowcher was duly elected as Shire President for a two (2) year term and signed the declaration of office in front of CEO Ryan Duff.*

*Cr Cowcher assumed the Chair.*

## ELECTION OF DEPUTY PRESIDENT

<b>Report Reference</b>	<b>EODP</b>
<b>Subject</b>	<b>Election of Deputy Shire President</b>
<b>File Reference</b>	4.1.40
<b>Statutory Reference</b>	Local Government Act 1995 (Sections 2.11 to 2.15 and Schedules 2.3 and 4.1)
<b>Author &amp; Date</b>	R.N Duff 13th October 2015

**Background**

The same method of nomination applies for the position of Deputy Shire President as does the counting of votes except that the newly elected Shire President will take the Chair for the process.

Taking of the Oath of Allegiance and Declaration of Office of Deputy Shire President.

**Comment**

At the time of sending the agenda out no nominations have been received.

*Cr Earnshaw nominated Cr Cavanagh in writing prior to the meeting, with Cr Cavanagh accepting the nomination. The President called for any further nominations, to which no more were received.*

*Cr Cavanagh was duly elected as Deputy Shire President for a two (2) year term and signed the declaration of office in front of CEO Ryan Duff.*



## ELECTION OF COUNCIL COMMITTEES

<b>Report Reference</b>	<b>EOCC</b>
<b>Subject</b>	<b>Election of Council Committees</b>
<b>File Reference</b>	4.1.20
<b>Statutory Reference</b>	Local Government Act 1995 section 5.8-5.18
<b>Author &amp; Date</b>	R.N Duff      13th October 2015

### Background

s5.8 . Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

### Comment

Council has appointed the committees below which expire each election year:

1. Williams Community Resource Centre Management Committee: Cr M Carne,
2. Central Zone (WALGA) Delegates: Crs JES Cowcher, DS Earnshaw and M Carne (Proxy)
3. School Bus Representative: Cr NE Major
4. Narrogin Sub-Regional Road Group: Cr RF Johnstone
5. Heritage Inventory Review: Cr JES Cowcher, J Fowler, George and Neta Lavender
6. Williams Landcare Inc: Cr GH Medlen
7. Oval Water Group: Crs GM Cavanagh, JW Logie and P Patterson
8. Community Housing Group: Cr M Carne, Helen Bunch, Ruby Milne and Sharon Wilkie (Staff)
9. Recreation Advisory Committee: Cr GM Cavanagh
10. Occupational Health and Safety Committee: Cr GH Medlen
11. Pride in Your Town Committee: Cr NE Major
12. Works and Plant Committee: Crs JES Cowcher, DS Earnshaw, RF Johnstone
13. Audit Committee: Crs JES Cowcher, Cr GH Medlen, P Patterson
14. Building Committee: Crs M Carne, DS Earnshaw, GM Cavanagh, P Patterson
15. Art Acquisition Committee: Crs P Patterson, M Carne and two community members
16. Aged Housing Committee: Crs P Patterson, M Carne, N Major
17. Hotham Williams Economic Alliance: Cr Cavanagh
18. Worsley's Community Liaison Committee (CLC) for Boddington Bauxite Mine – Cr Cavanagh, Proxy: Cr Major
19. 4WD VROC – Cr DS Earnshaw
20. Regional Waste Group – Cr NE Major

### Voting Requirements

Absolute Majority



**Recommendation**

That Council make the appointment of Council Committees

**Council Resolution**

***Earnshaw/Major***

That the following Council Committee appointments be made:

1. Williams Community Resource Centre Management Committee: Cr N Major
2. Central Zone (WALGA) Delegates: Crs JES Cowcher, GM Cavanagh and M Carne (Proxy)
3. Narrogin Sub-Regional Road Group: Cr RF Johnstone
4. Heritage Inventory Review: Cr JES Cowcher
5. Williams Landcare Inc: Cr GH Medlen
6. Community Housing Group: Cr M Carne and Sharon Wilkie (Staff)
7. Works and Plant Committee: Crs JES Cowcher, DS Earnshaw, RF Johnstone, Cr J Logie
8. Audit Committee: Crs JES Cowcher, Cr GH Medlen, P Paterson
9. Art Acquisition Committee: Crs P Paterson, M Carne and two community members
10. Aged Housing Committee: Crs P Paterson, M Carne, N Major
11. Hotham Williams Economic Alliance: Cr Cavanagh – Proxy Cr Major
12. Worsley's Community Liaison Committee (CLC) for Boddington Bauxite Mine – Cr Cavanagh, Proxy: Cr Major
13. 4WDL VROC – Cr M Carne, Cr N Major
14. Lions Park Reference Group – Cr Carne, Cr Major

**Carried 9/0  
Resolution 83/16**

*Heidi Cowcher entered the meeting at 12.56pm.*



# AGENDA

## 1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the ordinary meeting of Council open at 1.05pm.

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

(PREVIOUSLY APPROVED)

Cr John Cowcher      President  
Cr Greg Cavanagh    Deputy President  
Cr David Earnshaw  
Cr Richard Johnstone  
Cr Gilbert Medlen  
Cr Natalie Major  
Cr Jarrad Logie  
Cr Peter Paterson  
Cr Moya Carne

Ryan Duff              Chief Executive Officer  
Cara Ryan             Manager of Finance  
Heidi Cowcher       Economic Development Officer (12.56pm – 2.26pm)  
Tony Kett              Works Supervisor (3.31pm – 4.00pm)  
Steve Friend         Environ. Health Officer/Building Surveyor (2.27pm – 2.48pm)

### Visitors

Mr Lawrence Rose (1.06pm to 1.32pm)  
Mr Ted Gillett (1.06pm to 1.32pm)  
Mr Ian Mitchell (1.06pm to 1.32pm)

## 3.0 PUBLIC QUESTION TIME

## 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

1.00pm (After question time) - Williams Men's Shed to discuss proposed site, shed site and costs.

The President, Cr Cowcher welcomed Mr Lawrence Rose, Mr Ted Gillett and Mr Ian Mitchell at 1.06pm and invited them to present an update on their proposal regarding the Williams Men's Shed development.



Mr Rose advised Council that the Men's Shed group supported Council's option of locating the proposed shed on shire owned land between the bowling club and the tennis club for the development of the shed. The group had obtained an initial quote for a 7m x 20m shed, which is fully lined for an estimated cost of \$65,000. This quote does not include site works, concrete floor, water, power and amenities. The secretary was investigating the sourcing of further quotes. The group are now seeking financial and in-kind support from Council for the development of the shed.

Council have agreed to investigate possible funding opportunities and will allocate council resources to commence the development of the project. The delegation was advised that the development of the project, including the preparation of a project plan and sourcing and applying for funding may take time. The group understood this and looked forward to working with Council on the development of the project further.

The President thanked the gentlemen and they departed the meeting at 1.32pm.

## 5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Natalie Major/Councillor
Item No. / Subject	8.4.3/Chief Bushfire Control Officer & Deputy Chief Bushfire Officer
Type of Interest	Impartiality
DECLARATION OF INTEREST	
Name / Position	Ryan Duff / Chief Executive Officer
Item No. / Subject	8.4.6/Emergency Easement Lot 801 Albany Hwy – RS & CL Duff
Type of Interest	Impartiality



## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 16<sup>TH</sup> SEPTEMBER 2015

#### **Officer's Recommendation**

That the Minutes of the Ordinary Meeting held on 16<sup>th</sup> September 2015, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Johnstone/Carne***

That the Minutes of the Ordinary Meeting held on 16<sup>th</sup> September 2015, as previously circulated, be confirmed as a true and accurate record.

**Carried 9/0  
Resolution 84/16**

### 6.2 4WDL MEETING HELD 13<sup>TH</sup> OCTOBER 2015

#### **Officer's Recommendation**

That the Minutes of the 4WDL Meeting held on 13<sup>th</sup> October 2015, as previously circulated, be received.

#### **Council Resolution**

##### ***Major/Paterson***

That the Minutes of the 4WDL Meeting held on 13<sup>th</sup> October 2015, as previously circulated, be received.

**Carried 9/0  
Resolution 85/16**

### 6.3 HWEDA MEETING HELD 13<sup>TH</sup> OCTOBER 2015

#### **Officer's Recommendation**

That the Minutes of the HWEDA Meeting held on 13<sup>th</sup> October 2015, as previously circulated, be received.

#### **Council Resolution**

##### ***Logie/Earnshaw***

That the Minutes of the HWEDA Meeting held on 13<sup>th</sup> October 2015, as previously circulated, be received.

**Carried 9/0  
Resolution 86/16**



#### **6.4 BUSHFIRE BRIGADES ANNUAL GENERAL MEETING HELD 15TH OCTOBER 2015**

##### **Officer's Recommendation**

That the Minutes of the Bushfire Brigades Annual General Meeting held on 15<sup>th</sup> October 2015, as previously circulated, be received.

##### **Council Resolution**

##### ***Johnstone/Earnshaw***

That the Minutes of the Bushfire Brigades Annual General Meeting held on 15<sup>th</sup> October 2015, as previously circulated, be received.

**Carried 9/0  
Resolution 87/16**

#### **7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

#### **8.0 REPORTS**



## 8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

Economic Development Officer Heidi Cowcher discussed her report commencing at 1.48pm.

### 8.1.1 4WDL WELL AGED HOUSING PROJECT

<b>File Reference</b>	EDO Files
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Heidi Cowcher 14 <sup>th</sup> October 2015

#### Background

The Shire of Williams, as lead agency on behalf of the 4WDL/Kent Regional Group, has secured to funding to construct a total of at least 45 units across seven local governments from various sources.

#### Comment

The 2011/12 CLGFR allocation of \$1,972,409 (plus interest) has all been expended as at 30<sup>th</sup> September 2014. The Final Report and Acquittal was completed and signed by the Shire Auditors on 7<sup>th</sup> May 2015 and submitted to the Department for their review. The report was accepted by the Department on 11<sup>th</sup> September 2015 and has now been finalised. No further reporting is required.

The RCSF funding was expended by **30<sup>th</sup> September 2015**, with the final report and acquittal to be submitted by 31<sup>st</sup> December 2015. Once units are complete, the Shire of Williams will conduct an independent inspection of the units across the project area to ensure compliance with Universal Access Design principles as per the FAA. Unit inspections have been completed in all Shires with exception of Lake Grace (Newdegate units). A quarterly report for activity July-September 2015 is due at the end of October.

The 2012/13 CLGFR funding (\$1,972,409 to construct 7 units) is due for completion **11<sup>th</sup> February 2016**. The final report will be required to be completed by 11<sup>th</sup> May 2016. A quarterly progress report for activity July-September 2015 is due at the end of October.

Update on 2012/13 expenditure:

Shire	Funds allocated	Remaining	Units to be built
<b>West Arthur</b>	\$608,082.25	\$18,916	2 (complete)
<b>Williams</b>	\$183,162.25	\$1753	1 (complete)
<b>Lake Grace</b>	\$538,082.25	\$96,496	2 (under construction)
<b>Woodanilling</b>	\$643,082.25	\$142,374	2 (complete)
<b>TOTAL</b>	<b>\$1,972,409 (+ interest)</b>	<b>\$259,539 (inc interest)</b>	

#### SII Funding

The funding was officially announced by Mia Davies in Merredin on Friday 31<sup>st</sup> July. The regional project has secured \$5,023,648 to construct 14 units over the project area. This will see the





completion of the 45 units that were identified at the commencement of the project in 2009. The first instalment of the funding (\$500,000) has been received. The second instalment is due at the end of March 2016, providing that all construction has commenced across the project area.

#### Financial Implications

Nil for 2015/16.

#### Voting Requirements

Simple Majority

#### Officers Recommendation

For information only.

### 8.1.2 WILLIAMS SWIMMING POOL – COMMUNITY POOL REVITALISATION GRANTS 2015/16

File Reference	11.20.20		
Statutory Reference	N/A		
Author & Date	Heidi Cowcher		14 <sup>th</sup> October 2015

#### Background

The 2015/16 Community Pool Revitalisation Program (CRBP) provides funding to regional local governments to assist with the maintenance and upgrade of their aquatic facility. In 2014/15, the Shire of Williams were successfully granted \$30,000 for general maintenance. This year's funding round opened on 21<sup>st</sup> September 2015 and will close on Friday 30<sup>th</sup> October 2015.

In 2015/16, there have been two changes. Firstly, the total funding that can be applied for is \$32,000 per eligible aquatic centre. Secondly, a new initiative has been introduced 'Future Capital Project' which can be applied for in place of the annual grant. The purpose of this future fund is to allow the local government to use the CPRP from multiple years on an identified future capital upgrade project, capital maintenance item or major equipment purchase which will significantly revitalise a regional aquatic facility.

The Future Capital Project grant must be placed in a specified reserve account, the project must be identified in a Council Budget or Forward Capital Works program for the 2016/17 financial year and/or 2017/18 financial year, and must be completed and acquitted by June 2018. This evidence must be provided at the time of application.

#### Comment

What can the grants be used for?

- ✓ Upgrade to the aquatic facility (eg: new heating system, new floodlighting)
- ✓ Maintenance of the aquatic facility (eg: replacement of existing filters)
- ✓ Reduction of pool entry costs
- ✓ Staff development and/or training (eg: swimming instructor training)
- ✓ Purchase of pool equipment (eg: lane ropes, inflatables)



Previously Council has discussed the possibility the funding could be applied for to install solar heating at the pool based on feedback that has been provided by users for many years on the temperature of the pool.

Due to the anticipated cost of installing solar heating, and during our initial investigations, it is suggested that consideration be given to seeking funding to install solar power at the pool. This would offset some of the current power costs at the pool, which in turn would release additional funds to the possibility of installing solar heating at the pool using the Community Pool Revitalisation scheme funding in 2016/17 and 2017/18 as part of the Future Capital Project funding.

Quotes have been obtained from the following companies at this stage to support the funding request.

*Solargain*

15kW system	\$21,445 excl GST	Renesola panels/Fronius inverters
18kW system	\$24,718 excl GST	Renesola panels/Fronius inverters

*Infinite Energy*

15kW system	\$24,266 excl GST	REC panels/Fronius inverters
15kW system	\$22,419 excl GST	Canadian solar panels/SMA inverters

*Sunwise*

15kW system	\$22,377 excl GST	Jinko Panels/Zever solar inverters
18kW system	\$26,364 excl GST	Jinko Panels/Zever solar inverters

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That Council consider applying the 2015/16 DSR Community Pool Revitalisation Program for the installation of an 18kW solar power system at the Williams Swimming Pool from the preferred supplier.

**Council Resolution**

***Cavanagh/Earnshaw***

That Council apply for the 2015/16 DSR Community Pool Revitalisation Program for the installation of an 18kW solar power system at the Williams Swimming Pool and that the Economic Development Officer may choose from any of the quotes presented.

**Carried 9/0  
Resolution 88/16**



### 8.1.3 WILLIAMS LIONS PARK – UDLA CONCEPT SKETCH PLANS

<b>File Reference</b>	EDO Files		
<b>Statutory Reference</b>	N/A		
<b>Author &amp; Date</b>	Heidi Cowcher	9 <sup>th</sup> September 2015	
<b>Appendix</b>	EDO #1		

#### Background

The Shire applied to the WDC's Community Chest Funding in December 2014 for \$20,000 to assist with the engagement of a suitably qualified professional to provide assistance and design guidance on the proposed redevelopment of the Williams Lions Park. The Shire received advice that the funding had been successful in March 2015 and in April appointed UDLA to complete the work.

Work completed to date has included the preferred site identification (Lions Park vs Main Roads block) and also a visioning framework identifying possible sketches and rough cost estimates for the proposed work. During this stage, Council agreed to the redevelopment of the existing Lions Park and enhancing a link between the main street (Brooking Street) and the Lions Park through connected pathways.

The next stage of the project has just been completed, with a sketch design with two alternative scenarios for consideration by Council and is attached at Appendix EDO 1.

A quarterly report on the progress of the project from July-September 2015 is due at the end of October. The project needs to be completed by June 2016 and is on track to do so. Funding opportunities will be investigated once the final masterplan and stages have been agreed to.

#### Comment

The report attached details the opportunities that could be presented through the two different park redevelopment proposals:

In summary:

#### PARK SKETCH DESIGN 1

- ✓ Arbour walk – linking all components of the park together
- ✓ Play areas 1 & 2 – designed for different ages
- ✓ Carpark – relocated to a more central location
- ✓ Sunny lawn – fronting the sportsground
- ✓ Linear park - picnic table area
- ✓ River park – connecting the main park to the river with new terraced area
- ✓ The Orchard – (maybe not actual fruit trees based on previous experience??!!)



PARK SKETCH DESIGN 2

- ✓ Giant Playground
- ✓ Nature Play playground including water features
- ✓ Linear verge park
- ✓ Carpark – in a similar location to the current one
- ✓ Sculpture walk – combining art and sculpture
- ✓ River park – with the potential for the establishment of a river kiosk (commercial business opportunity)

Linking the Lions Park to Brooking Street and recognising this as the main street of Williams is two options for development:

MAIN STREET OPTION 1

- ❖ Giant rose to identify Brooking Street as a destination/place
- ❖ Rose garden at the carpark opposite the Post office
- ❖ Tree avenue along Albany Highway to provide link to Lions Park and shaded paths
- ❖ Tree buffer around rose garden

MAIN STREET OPTION 2

- ❖ Rose wallpaper to identify Brooking Street as a destination/place
- ❖ Tree grid at post office carpark
- ❖ Tree avenue along Albany Highway to provide link to Lions Park and shaded paths
- ❖ Tree buffer to provide additional shade for carpark opposite post office

**Financial Implications**

Current masterplan project – as agreed to by Council and budgeted  
Future implementation – to be staged and budgeted for accordingly.

**Voting Requirements**

Simple Majority

**Officers Recommendation**

For consideration and resolution.

**Council Resolution**

**Major/Johnstone**

That Council's preferred option for the Lions Park development is park sketch design 1 and for the main street intersection, option 2.

**Carried 9/0  
Resolution 89/16**



#### 8.1.4 GENERAL PROJECTS UPDATE

<b>File Reference</b>	Various		
<b>Statutory Reference</b>	N/A		
<b>Author &amp; Date</b>	Heidi Cowcher	14 <sup>th</sup> October 2015	

#### General Update

##### Williams LEMC

Local Emergency Management Arrangements were due for review/updating in October 2015. They are currently being reviewed in-house, with a LEMC meeting to be called to consider updates (mainly just change of template) once this review has been completed. It is anticipated that this will be completed before Christmas.

##### Creating Age Friendly Communities project

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

The design for the Jam Tree Lane POS has been completed, and the components (gazebo and seating) has been ordered and delivered. This will be constructed over the next month, together with the concrete path through the middle linking Jam Tree Lane with the rear laneway. Five raised planter beds will be purchased, and the residents encouraged to plant their choice of flowers, or vegetables in these beds. Additional landscaping will be completed, including a small lawn area and some fruit trees (lemon and oranges) for the residents. Leon Bertuola is assisting with this landscaping. It is hoped that this work will all be completed by Christmas as some residents are already planning their Christmas lunch in the space.

The New Street path is likely to be the next pathway completed, followed by the Brooking Street pathway. The entire project is to be completed by 31<sup>st</sup> March 2016, with final report and acquittal due 30 June 2016.

A quarterly progress report for activity July-September was completed and submitted on 9<sup>th</sup> October.

##### RBN Local Path – Growse/Piesse Streets

This pathway (with exception of the section where the Western Power pole is to be relocated) has been completed. Once the pole is relocated, the contractors will return and complete the pathway. The project is due for completion by 13<sup>th</sup> May 2016 with inspection of the pathway to be undertaken on 16<sup>th</sup> May 2016.

A progress report is due 2<sup>nd</sup> November on activity to date.



**Williams Bowling Club**

Funding application was completed and submitted 22<sup>nd</sup> September 2015. The project will now be assessed by DSR and Bowls WA before a recommendation is made to the Minister. It is not likely that an outcome will be known before February 2016.

**Williams Aged Units – SII funded**

Tender specifications were finalised and advertised commencing 1<sup>st</sup> October. Tenders close 29<sup>th</sup> October. A good deal of interest has been shown with a number of requests for the tender documents, as well as additional information. It is hoped that a good number of tenders are submitted for consideration. It is anticipated that the sub-committee will meet once tenders close, and then a recommendation be made to the November meeting of Council.

**HWEDA Strategic Plan Review & Economic Implementation Plan**

WDC and PDC jointly funded the review of the HWEDA Strategic Plan and the development of an Economic Implementation Plan. Jo Burges facilitated the Strategic Plan review at a meeting held in early September. Jo continues to work with the HWEDA Board members to complete the review of the Strategic Plan. It is envisaged that this will be completed in collaboration with the Economic Implementation Plan that is currently being developed concurrently. RPS has been engaged to prepare a draft Economic Implementation Plan, which has been received and is currently being reviewed by a small working group.

A quarterly progress report has been requested by WDC for activity July-September 2015, due 31<sup>st</sup> October. The report has been completed, awaiting signing and then will be submitted. Project is due for completion by 29<sup>th</sup> January 2016.

**Financial Implications**

Project based, as identified.

**Voting Requirements**

Simple Majority

**Officers Recommendation**

For noting.



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**8.1.5 EDO REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That the EDO's report as presented be received.

**Council Resolution**

***Paterson/Johnstone***

That the EDO's report as presented be received.

**Carried 9/0  
Resolution 90/16**

**Heidi Cowcher**

**Economic Development Officer**

**14<sup>th</sup> October 2015**

Ms Cowcher left the meeting at 2.26pm.

*The President adjourned the order of the Ordinary meeting to attend to 8.3 Environmental Health/Building Surveyors report.*



## 8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 3.31pm to discuss his report.

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	13 <sup>th</sup> October 2015

### 8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Darkan-Quindanning Rd	18.2
Kelly Rd	8.4
Roccis Rd	4.2
Zilko Rd	19.3
Westmere Rd	5.1
Yarrabin Rd	4.5
Glenfield Rd	13.6
Graham Rd	1.9
Wangeling Gully Rd	8.8
Medlen Rd	8.2
<b>Total Length for the Month</b>	<b>92.2 km</b>

### 8.2.2 ROAD MAINTENANCE WORKS

- Nil to report





**8.2.3 2015/16 ROAD CONSTRUCTION PROGRAM**

<b>Road Construction Program 2015-16</b>								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams Darkan Rd	Repair failed sections				Jul-15	Jul-15	Drainage dug, Two patches stabilised with cement.
8	Tarwonga Dardadine (21.50km)	Clear, widen & gravel sheet to 9m	5.00	12.50	7.50	Jul-15	Aug-15	Gravel sheeting complete. Minor tree trimming continuing.
31	Extracts Rd (12.25km)	Tree trimming and repair failed section	Various slks			Aug-15	Sep-15	Repaired failed section. Doing some tree trimming
10	Pingelly Rd (8.01km)	Seal to 7m	0.00	0.50	0.50	Sep-15	Nov-15	
1	York-Williams Rd (19.50km)	Seal previous sections	12.20	19.50	7.30	Sep-15	Nov-15	Started picking up Spoil.
67	Brooking Street	Footpath	0	0.27	0.27	Oct-15	Nov-15	
68	Growse St	Footpath	0	0.32	0.32	Oct-15	Nov-15	Trees removed. Footpath in.
	Road to be decided	Reseal	0.00	6.00	6.00	Nov-15	Nov-15	
11	Marradong Rd (11.45km)	Repair drainage and reconstruct failed sections	Various slks		1.00	Nov-15	Nov-15	
75	Cornwall Tce	Re-align intersection	0.50	5.31	4.81	Dec-15	Dec-15	
25	Cowcher Rd	Repair culvert running surface				Jan-16	Jan-16	
15	Glenfield (13.63km)	7m seal	0.50	5.31	4.81	Jan-16	Mar-16	
12	Zilko Rd (19.31km)	Widen & gravel sheet to 9m	13.00	14.50	1.50	Mar-16	Apr-16	
12	Zilko Rd (19.31km)	Tree trimming	Various slks			Mar-16	Apr-16	
2	Darkan Quindanning (30.3)	Tree trimming - south end 14.7km	Various slks			Apr-15	May-15	



**8.2.4 MECHANICAL REPORT**

Plant Description		Driver	Date Purchased	Hours/Kms July 2015	Works Completed this month
Ford FG G6E Sedan WL 16	Light Vehicles	Cara Ryan	July 2011	132,931km	
Toyota Kluger 16 WL		Ryan Duff	10 Sep 14	28,759 km	
Holden Rodeo Dual Cab Utility WL5499		Maintenance	5-Nov-04	223,966 km	
Isuzu D-Max WL 19		Tony Kett	9 –Sep 14	28,500 km	4 new tyres and wheel alignment.
Kia 2 Tonne Truck WL 5414		Jeff Cowan	9-Oct-07	129,600 km	
Holden Colorado Crew Cab Ute WL 742		Andrew Wood	5-Oct 15	171,000 km	Serviced.
Holden Rodeo Crew Cab Utility WL842		Outside staff	15-Nov-06	285,069 km	New inlet manifold gasket.
Holden Rodeo Single Cab Utility WL 826		James Lenehan	20-Nov-06	104,128 km	Serviced.
Mitsubishi Triton Single Cab Utility WL 430		Stewart Cowcher	22-Sep-99	224,716 km	
Skid Steer Track Loader		Outside staff	Sep 2015	51 hr	Serviced.
Multipac Multi-Tyre Road Roller WL49	Construction Equipment	Ray Scobie	21-Oct-04	5,802 hr	
Vibromax Roller WL 126			29-Sep-04	3,802 hr	
Caterpillar 12M Grader WL61		Richard Hewitt	Dec 2011	3,289 hr	
Caterpillar 12m Grader WL361		Andrew Wood	20-Oct-06	767.6 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	4,160hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	5,827hr	
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	2,354 hr	
John Deere MFWD Tractor WL 767		Works	21-Oct-97	9,551 hr	
Toro Reelmaster SP mower WL5502		Works	Aug-09	796 hr	
Kubota Generator		Refuse Site		2,570 hr	
Toro Z597 Ride on Mower WL 731	Parks & Gardens	Jeff Cowan	1-Oct-06	1,628 hr	
Toro Z400 Kholer Ride on Mower WL5302		Jeff Cowan	8-Aug-05	552 hr	
Honda TRX Four Wheel M/Cycle WL 429		Jeff Cowan	20-Mar-00	1,332 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	233,800 km	



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Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	273,335 km	Put safety rail on water tank.
Mercedes Benz Actross Prime Mover WL91		Phil Reed	21-Dec-05	269,079 km	New clutch and reconditioned gear box.
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	180,424km	
Isuzu NPR 300 Truck WL 016		Ray Scobie	21-Jan-13	50,313 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	115,400 km	Two repaired rams, new breaks and bearings
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	113,500km	
Howard Porter Pig Trailer WL3792		Justin Murdock	10-Dec-08	122,300 km	

**8.2.5 STAFF**

- New staff member commenced work; David Munday (JJ).

**8.2.6 TOWN AND FACILITIES REPORT**

- Purchased a second hand ute – Holden Colorado Crew Cab

**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 9/0  
Resolution 97/16**

*Mr Tony Kett left the meeting at 4.00pm*

*The order of the meeting re-commenced at 8.4.3 Chief Bushfire Control Officer & Deputy Chief Bushfire Officer.*



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

Environmental Health Officer/Building Surveyor Steve Friend attended the meeting at 2.27pm to discuss his report.

#### 8.3.1 BUILDING PERMITS

**File Reference** 13.34.10  
**Statutory Reference** N/A  
**Author & Date** Steve Friend 13<sup>th</sup> October 2015

#### Comment

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

#366	B, M, J & T Price	Lot 17, 18 & 200 Albany Highway	Tilt-up Panel Shed
#367	K & J Martin	Lot 5 Munthoola Road	Patio
#368	M & M Bourdon	Lot 81 Hynes Court	Patio
#369	M Duff	Lot 801 Albany Highway	House Sand Pad
#370	N Gallegos	Lot 3 Quindanning Darkan Rd	Dwelling

#### Financial Implication

Fees: Shire \$2,000; BSL \$1,140.00; BCF \$965.85

#### 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/Medlen*

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

**Carried 9/0**  
**Resolution 91/16**



### 8.3.2 FOOD PREMISES INSPECTION

**File Reference** 7.40.41  
**Statutory Reference** N/A  
**Author & Date** Steve Friend 7<sup>th</sup> February 2014

#### Comment

Caltex Roadhouse – Cleanly maintained. An issue with water coming off the roof being incorrectly disposed of brought to management’s attention.

Williams Woolshed – Cleanly maintained. No outstanding issues. New owners will be closely monitored.

#### Voting Requirements

Simple Majority Required

#### Officers Recommendation

That the Food Premises Inspection report be endorsed by Council

#### Council Resolution

##### *Logie/Major*

That the Food Premises Inspection report be endorsed by Council.

**Carried 9/0**  
**Resolution 92/16**

### 8.3.3 DEVELOPMENT APPLICATION

**File Reference** 13.34.20  
**Statutory Reference** Shire of Williams Town Planning Scheme  
**Author & Date** Steve Friend 15<sup>th</sup> October 2015  
**Attachments** **Appendix 1 - Original Position of Proposed Shed**  
**Appendix 2 - Letter Explaining Shift in Position**  
**Appendix 3 - Proposed New Position of Shed**

#### Background

At the July Ordinary meeting, Council approved a Development Application for a shed at Lot 4 (33) Lavender Street Williams.

The application was approved with the shed to be 15m from the front boundary (Lavender Street) with a concrete hard stand of 6m between the shed and Lavender Street.

Work has commenced on the earthworks for the shed and they are not in the approved position.



**Comment**

I recently noticed the form work for the shed and hardstand being prepared in a position far closer to the front boundary than approved.

I have asked the builder to cease work until such time as this is sorted out, which he has agreed to do.

The original approved proposal had the shed 15m from Lavender Street with a concrete hard stand between the shed and the front boundary, which still meant there was to be 9m clearance from the front of the hard stand and the front boundary.

The resolution allowed for a reduction of two metres as per the builder's request, i.e. a setback of 7 metres.

The "new" position has the shed 7.4m from the boundary with the 6m hardstand between the shed and the front boundary, meaning the closest point of the hard stand to the boundary will be 1.4m.

Apart from being wrong in not following both the Development Approval and the Building Permit, the shed itself will still be approximately 7.4 metres from the front boundary.

There would be a concrete hard stand within 1.4m of the boundary which presumably will be used to store vehicles etc, although I can't be sure of that fact.

Council needs to be aware that the proponent did not take heed of two approvals and relied on poor local advice.

There is ample room on the property for the shed, hardstand and a future residence should Council decide the shed should be in the approved position.

If, due to earth works, the first, approved position is inappropriate, it could be moved elsewhere on the property.

Perhaps the shed could be built where the earthworks have taken place, and the hardstand deleted altogether.

I don't think the hardstand by itself is a problem at 1.4m from the front boundary; it's more what will it be used for and will a request come for it have a roof over it?

**Officers Recommendation**

That the owner of Lot 4 (33) Lavender Street be instructed that if he wishes to have the concrete hard stand between the shed and the front boundary, the shed and hard stand be moved to the position approved by Council in July 2015. However, if the hard stand is not constructed, the shed can be moved forward to the proposed position, leaving a front setback of 7.4 metres between the shed and the front boundary.



**Council Resolution**

**Cavanagh/Major**

That Council requires the owner of Lot 4 (33) Lavender Street Williams to re-submit a development application for a shed and hardstand, including a plan detailing the revised position of the shed and hardstand, which if satisfactory, is to be approved by the Principal Environmental Health Officer/Building Surveyor. Additionally, the owner is to be made aware that Council will not approve a development application for a roof/patio over the hardstand in that position in the future.

**Carried 9/0  
Resolution 93/16**

**8.3.4 REDUCTION IN SIDE SETBACK – LOT 104 BROOKING STREET**

<b>File Reference</b>	<b>13.34.20</b>
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme: Residential Design Codes
<b>Author &amp; Date</b>	Steve Friend 15 <sup>th</sup> October 2015
<b>Attachments</b>	<b>Appendix 4 - Letter Requesting Change in Building Position</b>

**Background**

The owner of Lot 104 has built a shed with a lean-to in a position that was not approved in the Building Permit.

He has now requested Council approves the shed closer to a side boundary than that permitted.

**Comment**

On 7<sup>th</sup> August I approved a shed with a lean-to to be built at the rear and side of Lot 104 Brooking Street, Williams.

When the shed was being constructed, it was noticed that the shed was up against the side boundary of the property when the approved position was 1.5m from the eastern side boundary.

Lot 104 abuts Lot 30, which was the old caravan park.

The shed, with a 3m garaport on the side, is built 100mm from the side boundary whereas the approved position was 1.5m from that boundary.

In a letter of explanation, the owner states he installed a large storm water collection sump in his rear yard, which has now prevented him from erecting the shed where it was initially intended.

The Residential Design Codes (R Codes) require a building, including a shed, to be 1m from a side boundary if the wall height is less than 3m. The distance from the boundary increases as the height of the shed increases.

So in this case, the R Codes requires a 1m separation from the side boundary.



The R Codes do allow for Council to reduce this distance, if the neighbour is consulted and has no objection.

In this particular instance, the neighbour is the Shire as we administer the park.

If Council can see no problem with the shed being 100mm from the side boundary, then it can approve the new position.

It would be dependent on no water being discharged over the boundary into Lot 30, an access to the garaport being through Lot 104 Brooking Street, not via Lot 30.

**Officers Recommendation**

That the owners of Lot 104 Brooking Street Williams be granted approval to having the position of their shed moved towards the boundary with Lot 30 Brooking Street, with a 100mm side setback, subject to:

- no storm water from the shed is discharged onto Lot 30, and
- no access to the shed is to come off Lot 30 Brooking Street, i.e. access to the shed is to be through Lot 104 Brooking Street.

**Council Resolution**

**Major/Medlen**

That Council requires the owner of Lot 104 Brooking Street Williams to re-submit a development application for a shed, including a plan detailing the revised position of the shed, which if satisfactory, is to be approved by the Principal Environmental Health Officer/Building Surveyor.

**Carried 9/0  
Resolution 94/16**

**8.3.5 EHO REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That the EHO's report as presented be received.

**Council Resolution**

**Medlen/Carne**

That the EHO's report as presented be received.

**Carried 9/0  
Resolution 95/16**

*Mr Steve Friend left the meeting at 2.48pm*





## 8.4 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

<b>File Reference</b>	<b>4.1.20</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Ryan Duff 9 <sup>th</sup> October 2015

#### 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 September 2015 be received by Council.

#### Council Resolution

##### *Paterson/Cavanagh*

That the Chief Executive Officer's General Report for September 2015 be received by Council

**Carried 9/0**  
**Resolution 96/16**

#### Afternoon Tea

The President adjourned the meeting for the Citizenship Ceremony and afternoon tea at 2.56pm and resumed the meeting at 3.31pm commencing at 8.2 Works Supervisor's Report.



#### 8.4.2 ELECTION OF COUNCIL COMMITTEES

<b>File Reference</b>	<b>4.1.20</b>
<b>Statutory Reference</b>	Local Government Act 1995 section 5.8-5.18
<b>Author &amp; Date</b>	R.N Duff 14th October 2015

#### Background

s5.8 . Establishment of committees

A local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

\* Absolute majority required

#### Comment

Council has appointed the committees below which expire each election year:

1. Williams Community Resource Centre Management Committee: Cr N Major
2. Central Zone (WALGA) Delegates: Crs JES Cowcher, DS Earnshaw and M Carne (Proxy)
3. Narrogin Sub-Regional Road Group: Cr RF Johnstone
4. Heritage Inventory Review: Cr JES Cowcher
5. Williams Landcare Inc: Cr GH Medlen
6. Community Housing Group: Cr M Carne and Sharon Wilkie (Staff)
7. Recreation Advisory Committee: Cr GM Cavanagh
8. Works and Plant Committee: Crs JES Cowcher, DS Earnshaw, RF Johnstone, Cr J Logie
9. Audit Committee: Crs JES Cowcher, Cr GH Medlen, P Paterson
10. Art Acquisition Committee: Crs P Paterson, M Carne and two community members
11. Aged Housing Committee: Crs P Paterson, M Carne, N Major
12. Hotham Williams Economic Alliance: Cr Cavanagh – Proxy Cr Major
13. Worsley's Community Liaison Committee (CLC) for Boddington Bauxite Mine – Cr Cavanagh, Proxy: Cr Major
14. 4WD VROC – Cr DS Earnshaw
15. Regional Waste Group – Cr N Major

#### Voting Requirements

Absolute Majority

#### Recommendation

That Council make the appointment of Council Committee

*The Election of the Council Committees was resolved as part of the Swearing in of Councillors before the commencement of the Ordinary Meeting of Council.*



Cr Major has declared an impartiality interest and left the meeting at 4.01pm.

### **8.4.3 CHIEF BUSHFIRE CONTROL OFFICER & DEPUTY CHIEF BUSHFIRE CONTROL OFFICER**

<b>File Reference</b>	<b>5.10.1</b>
<b>Statutory Reference</b>	Bush Fires Act 1954 – Section 38
<b>Author &amp; Date</b>	Ryan Duff 15 <sup>th</sup> October 2015

#### **Background**

Council is required to appoint the Chief and Deputy Bush Fire Control Officers prior to the Annual General Meeting of the Williams Bush Fires Brigades which will be held in October 2014.

The current office holders are Brian Liddelow (Chief) and Ross Major (Deputy).

#### **Statutory Reference**

Section 38 of the Bush Fires Act 1954 - 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 be 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.
  
- (2) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

#### **Comment**

The Annual General Meeting of the Volunteer Bushfire Brigades was held on the 14<sup>th</sup> October 2015. The meeting attended by all Fire Control Officers recommended a change in direction for the CBFCO role with the Chief Executive Officer of the Shire becoming the CBFCO. The CEO as CBFCO would be mainly an administrative and co-ordinating role with the Deputy CBFCO and Fire Control Officers having the responsibility of managing the fire ground.

#### **Financial Implications**

Nil.

#### **Voting Requirements**

Simple Majority

#### **Officer's Recommendation**

That Council appoints the Shire of Williams Chief Executive Officer as Chief Bushfire Control Officer and Ross Major as Deputy Chief Bush Fire Control Officer for the 2015/2016 financial year.



**Council Resolution**

***Johnstone/Cavanagh***

That Council appoints the incoming Shire of Williams Chief Executive Officer as Chief Bushfire Control Officer for the 2015/2016 financial year and seek nominations from the Bushfire Brigades for the Deputy Chief Bush Fire Control Officer for the 2015/2016 financial year.

**Carried 8/0  
Resolution 98/16**

*Council amended the Officer's recommendation due Mr Ross Major withdrawing from the position of Deputy Chief Bushfire Control Officer*

*Cr Major returned to the meeting at 4.19pm.*

**8.4.4 WILLIAMS COMMUNITY RESOURCE CENTRE – MEMORANDUM OF UNDERSTANDING**

<b>File Reference</b>	4.21.05
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Ryan Duff 14 <sup>th</sup> October 2015
<b>Attachment</b>	<b>Appendix 1 – Draft MOU with the Williams CRC</b>

**Background**

The Williams Community Resource Centre was opened on the 21<sup>st</sup> February 2005 and upon opening the building housed a number of tenants. A Memorandum of Understanding was signed at this time which outlined the general principles on how the building would operate.

The original signatories to the MOU were:

- Shire of Williams
- Williams Community Resource Management Committee
- Williams Telecentre Inc.
- The Williams Newspaper
- Williams-Narrogin CLC Management Committee
- Department of Agriculture

**Comment**

The operation of the Community Resource Centre building has changed with the Williams CRC being the only tenant to a large degree. The existing MOU has become irrelevant and due to some recent changes at the Williams CRC it has come to light that the relationship between the Williams CRC Building, the Williams CRC Management Committee (Previously the Telecentre) and the Shire of Williams needs to be documented.



The Chief Executive Officer has developed a Draft MOU based on:

#### PRINCIPLES

This agreement takes into consideration the following principles:

- A common interest benefiting and building capacity in the Williams Community
- To operate in synergy towards common goals
- Mutual respect, trust and support both organisations
- A commitment to open communication regarding services to the Community
- Shared capabilities and resources

This MOU is based around four key areas:

1. Building Asset
2. CRC Employees
3. Library Service Program
4. CRC Community Programs

The Draft MOU is attached at **APPENDIX 1**

#### **Financial implications**

The MOU discusses the financial obligations of both the Shire and the CRC in respect to rent, wages, utilities and maintenance.

#### **Voting Requirements**

Simple Majority

#### **Officer's Recommendation**

That Council endorse the Draft Memorandum of Understanding between the Shire of Williams and Williams Community Resource Centre Management Committee October 2015 for signing.

#### **Council Resolution**

##### ***Major/Cavanagh***

That Council endorse the Draft Memorandum of Understanding between the Shire of Williams and Williams Community Resource Centre Management Committee October 2015 for signing for a five year period.

**Carried 9/0  
Resolution 99/16**



#### 8.4.5 TARWONGA SPORT & RECREATION ASSOCIATION – ASBESTOS ROOF

<b>File Reference</b>	<b>11.70.90</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Ryan Duff 15 <sup>th</sup> October 2015

#### **Background**

Correspondence received:

*At our AGM held on 24.8.15, it was suggested that the Tennis/Cricket shed roof needs to be replaced, as it is asbestos. We feel that it is a health risk as the roof helps to provide the water to the storage tank for drinking water.*

*It was moved at the meeting, to approach the Shire to put it in their budget, to replace the roof and to clean out the concrete tank for the wellbeing of our residents and ratepayers.*

#### **Comment**

The Tarwonga Hall and associated facilities are situated on Reserve 14486 which is vested to the Shire of Williams. The building and facilities are included on the Shire's insurance schedule but there is no agreement with the Tarwonga Sport and Recreation Association regarding use of, or maintenance of the assets.

In regards to this request the Shire of Williams has an Asbestos Management Plan to which the long-term aim is for all buildings occupied or controlled by government agencies to be free of asbestos containing materials (ACM). Whilst working towards this goal, agencies also have an obligation to identify and manage ACM in their facilities in order to comply with legislative requirements.

ACM in sound condition, left undisturbed, presents negligible risk to employees, building occupants and the general community. Therefore removal of asbestos may not be immediately necessary but should take into consideration immediate health risks and be completed prior to demolition, partial demolition, renovation or refurbishment if these works are likely to disturb ACM.

Remaining ACM should be regularly inspected and actions taken to minimise health risk, as far as is reasonably practical.

All work conducted on ACM must only be undertaken in accordance with legislative requirements.

#### **Financial Implications**

No quotation has been sought to remove and replace the roof but it is estimated to cost up to \$8,000 to have a Licensed Contractor to remove the existing asbestos roof and replace it with corrugated iron.



**Voting Requirements**

Simple Majority

**Officers Recommendation**

That Council consider the request from the Tarwonga Sport and Recreation Association.

**Council Resolution**

***Medlen/Carne***

That Council obtain a quote for the removal of the asbestos shed roof at Tarwonga by a licensed asbestos contractor and a second quote for the replacement roof and include these costs in the 2016/17 Budget deliberations.

**Carried 9/0  
Resolution 100/16**



The Chief Executive Officer is declaring an interest in the following item.

**8.4.6 EMERGENCY EASEMENT LOT 801 ALBANY HWY – RS & CL DUFF**

<b>File Reference</b>	<b>10.64.20</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	R.N. Duff      14 <sup>th</sup> October 2015

**Background**

The Western Australia Planning Commission has granted approval to RS & CL Duff to subdivide Lot 801 Albany Hwy Williams. WAPC application 150730 was approved on the 23<sup>rd</sup> January 2015 with 7 conditions needing to be met by the applicants.

**Comment**

Condition 7 of the approval states:

Easement(s) in accordance with Sections 195 and 196 of the *Land Administration Act 1997* for the benefit of the Shire of Williams are to be placed on the certificate(s) of title of the proposed lot(s) specifying access rights. Notice of the easement(s) is to be included on the diagram or plan of survey (deposited plan). The easement(s) are to state as follows:

*“An easement accessible by Lot 1 connected to Albany Highway shall be available for emergency fire access purposes at all times.”*

The Shire of Williams has now received legal documentation to execute the easement for Lot 801 and required signing and sealing.

**Financial Implications**

Nil.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council authorises the Chief Executive Office to sign and seal documentation in relation to the easement on Lot 801 Albany Highway.

**Council Resolution**

**Johnstone/Paterson**

That Council authorises the Chief Executive Office to sign and seal documentation in relation to the easement on Lot 801 Albany Highway.

**Carried 9/0  
Resolution 101/16**





#### 8.4.7 APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER

<b>File Reference</b>	<b>11.60.20</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	R.N. Duff      14 <sup>th</sup> October 2015

#### Background

The incumbent CEO, Ryan Duff, is finishing his employment on the 27<sup>th</sup> October 2015. Council have selected a new CEO but there will be a period of time before the new CEO can commence duties.

#### Comment

It is recommended that the Manger of Finance, Cara Ryan, be appointed Acting Chief Executive Officer until such time as the new CEO formally commences his duties.

#### Statutory Environment:

Section 5.36 of the *Local Government Act 1995* provides that:

- (1) A local government is to employ —
  - (a) a person to be the CEO of the local government; and
  - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- (2) A person is not to be employed in the position of CEO unless the council —
  - (a) believes that the person is suitably qualified for the position;
  - (b) is satisfied with the provisions of the proposed employment contract.
- (3) A person is not to be employed by a local government in any other position unless the CEO —
  - (a) Believes that the person is suitably qualified for the position; and
  - (b) is satisfied with the proposed arrangements relating to the person’s employment.
- (4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement into contain such information with respect to the position as is prescribed.
- (5A) Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.
- (5) For the avoidance of doubt, subsection (4) does not impose requirement to advertise a position before the renewal of contract referred to in section 5.39.

Regulation 18 of the Local Government (Administration) Regulations provides that:

- (1) If a position of CEO, or of senior employee, of a local government becomes vacant, the local government is to advertise the position —
  - (a) on a notice board exhibited to the public at the local government’s offices, if the position is —
    - (i) to be filled on a part time basis by a person who is also employed by another local government; or
    - (ii) an acting position for a term not exceeding one year;or
  - (b) otherwise, in a newspaper circulating generally throughout the State.



- (2) An advertisement referred to in sub regulation (1) is to contain –
- (a) the details of the remuneration and benefits offered;
  - (b) details of the place where applications for the position are to be submitted;
  - (c) the date and time for the closing of applications for the position;
  - (d) the duration of the proposed contract;
  - (e) contact details for a person who can provide further information about the position;
- and
- (f) any other information that the local government considers is relevant.

### Financial Implications

The Manager of Finance shall be paid a higher duties allowance during the period of increased responsibility.

### Voting Requirements

Simple Majority

### Officer's Recommendation

That the Manager of Finance, Ms Cara Ryan be appointed as Acting Chief Executive Officer for the Shire of Williams from the 28<sup>th</sup> October 2015 until such time as the selected Chief Executive Officer formally commences duties

### Council Resolution

#### *Cavanagh/Major*

That the Manager of Finance, Ms Cara Ryan be appointed as Acting Chief Executive Officer for the Shire of Williams from the 28<sup>th</sup> October 2015 until such time as the selected Chief Executive Officer formally commences duties.

**Carried 9/0**  
**Resolution 102/16**

### **8.4.8 DEPARTMENT OF PARKS AND WILDLIFE – PROPOSED AMENDMENTS DRYANDRA STATE FORREST**

<b>File Reference</b>	<b>10.51.00</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	R.N. Duff      14 <sup>th</sup> October 2015

### Background

Correspondence received from the Department of Parks and Wildlife regarding the proposed amendments to State Forrest No. 51, 52 and 53 creating the Dryandra Woodlands National Park and Nature Reserves.



Letter below extract:

**PROPOSED AMENDMENTS TO STATE FOREST NO. 51, 52 AND 53  
CREATION OF THE DRYANDRA WOODLANDS NATIONAL PARK AND NATURE  
RESERVES**

The Department of Parks and Wildlife (DPaW) writes to inform the Shire of Williams that we are beginning implementation of the tenure proposals in the *Dryandra Woodlands Management Plan 2011*. In the plan areas of State Forest No. 51 and 52 are proposed to be converted to National Park and portions of State Forest No. 53 are to be converted to Nature Reserve. The map at attachment 1 indicates these areas, as outlined in the plan.

The Dryandra Woodlands are an area of significance to the Wheatbelt Region for a numerous natural, recreational and cultural reasons. The importance of this area was highlighted in the *Dryandra Woodlands Management Plan 2011*, which proposed the creation of the National Park and Nature Reserves you see on Attachment 1.

The Woodlands are the largest and most diverse vegetation remnant in the Central Wheatbelt. They contain 12 distinct vegetation associations, which provide an important habitat for numerous threatened and priority fauna, including the State's mammalian emblem, the Numbat. These 12 vegetation types are comprised of over 800 native plant species, including rare and priority species. The Woodlands are known to support ten threatened species of fauna and two additional species in need of further protection. These include the Carnaby's Cockatoo, Woylie, Numbat, Bilby and Chuditch.

In addition to the conservation and natural values that the Woodlands possess this area is also an important recreation and tourism point. The Woodlands currently support numerous walking trails, picnic sites, two scenic drives and low cost camping. The Irabina Study Centre and Barna Mia, an animal sanctuary, also provide recreational and educational opportunities for visitors to the region.

The Woodlands also have cultural values for the indigenous and non-indigenous peoples. These values include archaeological sites associated with scar trees, an ochre quarry and landscapes of cultural significance to the Aboriginal people. The non-indigenous cultural heritage are associated with the area's early settlement and Timber Industry, the cottages from the original forestry settlement has been maintained and are now part of accommodation within the woodlands.



DPaW is proposing the creation of one National Park and two Nature Reserves over portions of the Dryandra Woodlands to ensure that these values are protected for further generations. The creation of the Dryandra Woodlands National Park would also be the first National Park created in the Western Australian Wheatbelt.

It is proposed that:

- An area of approximately 16393 hectares to be excised from State Forest No. 51 and 52 to create a Class 'A' Dryandra Woodlands National Park. The areas proposed for amendment are displayed on Map 1 at Attachment 2.
- An area of approximately 110 hectares to be excised from State Forest No. 53 to create a Class 'A' Nature Reserve, with the purpose of 'Conservation of Flora and Fauna'. The areas proposed for amendment are displayed on Map 2 at Attachment 2.
- An area of approximately 2106 hectares to be excised from State Forest No. 53 to create a Class 'A' Nature Reserve, with the purpose of 'Conservation of Flora and Fauna'. The areas proposed for amendment are displayed on Map 3 at Attachment 2.

As part of the process required for excisions from State forest DPaW is seeking the necessary approvals.

Would you please advise whether the Shire of Williams has any objections to the proposal? If not, are there any conditions that you would like to see applied to the proposal?

Maps of the proposed reserves are attached. Further information regarding the Dryandra Woodland can be located in the Dryandra Woodlands Management Plan 2011, which is located at the Department of Parks and Wildlife's website, <http://www.dpaw.wa.gov.au/parks/management-plans/approved-management-plans>.

#### **Comment**

The letter has been sent to all Shires neighbouring the Dryandra Forrest. All Shires has supported the change. In addition HWEDA have also indicated their support to a new National Park being located within our Region.

#### **Financial Implications**

Nil.

#### **Voting Requirements**

Simple Majority

#### **Officer's Recommendation**

That the Shire of Williams writes to the Department of Parks and Wildlife supporting the proposed amendments to State Forrest No. 51, 52 and 53 creating the Dryandra Woodlands National Park and Nature Reserves.



**Council Resolution**

***Medlen/Paterson***

That the Shire of Williams writes to the Department of Parks and Wildlife supporting the proposed amendments to State Forrest No. 51, 52 and 53 creating the Dryandra Woodlands National Park and Nature Reserves.

**Carried 9/0**  
**Resolution 103/16**



## 8.5 MANAGER OF FINANCE'S REPORT

### 8.5.1 ACCOUNTS FOR PAYMENT

<b>File Reference</b>	<b>4.23.15</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	14 <sup>th</sup> October 2015

#### 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 104445 -104447, EFT, BPay and Direct Debits totalling \$170,241.77, CLGF Regional Funding EFT transfers totalling \$525,878.35 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104448 - 104462 totalling \$74,393.79 and Municipal Fund EFT Transfers totalling \$140,375.02 be approved for payment.



**Council Resolution**

***Johnstone/Earnshaw***

That Municipal Fund cheques 104445 -104447, EFT, BPay and Direct Debits totalling \$170,241.77, CLGF Regional Funding EFT transfers totalling \$525,878.35 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104448 - 104462 totalling \$74,393.79 and Municipal Fund EFT Transfers totalling \$140,375.02 be approved for payment.

**Carried 9/0  
Resolution 104/16**

**8.5.2 FINANCIAL STATEMENTS**

<b>File Reference</b>	<b>4.23.15</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	14 <sup>th</sup> October 2015

**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 30<sup>th</sup> September 2015 be received.

**Council Resolution**

***Johnstone/Logie***

That the financial statements presented for the period ending 30<sup>th</sup> September 2015 be received.

**Carried 9/0  
Resolution 105/16**



## 8.6 COUNCILLORS' REPORTS

### 8.6.1 APPOINTMENT OF CHIEF EXECUTIVE OFFICER

File Reference:

Statutory Reference: Local Government Act 1995 s5.36

Author & Date: Cr John Cowcher 18th October 2015

#### Background

Current Chief Executive Officer, Ryan Duff, tendered his resignation to the Shire President on Monday 27th July 2015. At the August Council meeting, Council discussed his resignation and appointed a sub-committee of Crs J Cowcher, D Earnshaw and G Cavanagh to conduct the appointment process of a replacement CEO.

#### Comment

The sub-committee reviewed the application package that was used in 2009, and with assistance provided by staff, updated the package in preparation for commencing the advertising process.

Once the application package had been completed, the position was advertised in *The West Australian*, on [www.seek.com.au](http://www.seek.com.au) and on the WA Local Government website. The position was advertised for a period of 2 weeks closing on Friday 21st August 2015.

A total of 19 applications were received at the close of applications. The sub-committee reviewed the applicants, and short-listed to three to be interviewed. The first round of interviews were conducted on Saturday 12th September. All those who were not selected for interview were advised by email from the Shire President that they had not been successful in their application. The two unsuccessful candidates who were interviewed were advised by telephone call from the Shire President that they had been unsuccessful in their application. A letter will be sent to confirm this as a matter of courtesy.

The sub-committee recommended that one applicant, Geoff McKeown, be invited to an interview with Council, and this was conducted on 24th September 2015. From this interview, Council supported the appointment of Geoff McKeown as the new CEO. The Shire President advised Geoff by telephone, however the appointment now needs to be ratified formally by Council to support this appointment.

Geoff, together with the Shire President, are reviewing the current CEO Employment contract before presentation to Council at the November meeting for endorsement. Geoff has confirmed his ability to commence full time with Council on Monday 7th December 2015, subject to acceptance by Council.

#### Financial Implications

Contract between incoming CEO Geoff McKeown and Council will be finalised for the November meeting of Council. The package will be within the advertised range.





**Voting requirements**

Absolute Majority

**Recommendation**

That Council confirm the appointment of Geoff McKeown to the position of Chief Executive Officer of the Shire of Williams commencing on Monday 7th December 2015.

**Council Resolution**

***Medlen/Cavanagh***

That Council confirm the appointment of Geoff McKeown to the position of Chief Executive Officer of the Shire of Williams commencing on Monday 7th December 2015.

**Carried 9/0  
Resolution 106/16**

*Cr Cavanagh and Cr Cowcher attended and discussed the Newmont breakfast they attended that morning introducing the new mine manager for Newmont.*

*Cr Carne attended the regional waste site meeting on the 7<sup>th</sup> October 2015.*

**9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.**

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

Cr Johnstone opened a discussion surrounding a possible solution for a wash down area for the local transport businesses at the old railway reserve utilising treated recycled waste water.

**Council Resolution**

***Johnstone/Cavanagh***

That Council approach the Regional Manager for the Water Corporation regarding the possibility of utilising treated recycled waste water from the sewerage ponds for the wash down of livestock trucks.

**Carried 9/0  
Resolution 107/16**



**10.1 ELECTED MEMBERS.**

**10.2 OFFICERS.**

**11.0 APPLICATION FOR LEAVE OF ABSENCE**

**12.0 INFORMATION SESSION**

**13.0 CLOSURE OF MEETING**

There being no further business for discussion the President declared the meeting closed at 5.19pm.