

# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING  
HELD ON WEDNESDAY 21 NOVEMBER 2018***



## **COUNCIL DIARY**

### **WEDNESDAY 21 NOVEMBER 2018**

1.00pm

Ordinary Meeting

3.00pm

Citizenship Ceremony

Keiju Poldsepp & Mari Toom

### **FRIDAY 30 NOVEMBER 2018**

9:30am

WALGA Central Country Zone Meeting  
in Williams

### **WEDNESDAY 19 DECEMBER 2018**

1.00pm

Ordinary Meeting



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### Separate Documents

1. Minutes – Council; 4WDL, HWEDA, LEMC, CRG
2. CEO General Report
3. Appendices to CEO General Report
4. Appendices to CEO Report
5. Appendices to EDO Report 1 and 2
6. Appendix to Work Supervisor’s Report
7. Payment Listing
8. Monthly Financial Report
9. Municipal Bank Reconciliation
10. Status Report
11. Info Statement



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## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 17 OCTOBER 2018

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

That the Minutes of the Ordinary Meeting held on 17 October 2018, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Watt / Medlen***

That the Minutes of the Ordinary Meeting held on 17 October 2018, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0  
Resolution 72/19**

### 6.2 HWEDA MEETING HELD 9 OCTOBER 2018

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

That the Minutes of the HWEDA Meeting held on 9 October 2018, as previously circulated, be received.

#### **Council Resolution**

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

That the Minutes of the HWEDA Meeting held on 9 October 2018, as previously circulated, be received.

**Carried 7/0  
Resolution 73/19**

### 6.3 4WDL MEETING HELD 9 OCTOBER 2018

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

That the Minutes of the 4WDL Meeting held on 9 October 2018, as previously circulated, be received.

#### **Council Resolution**

##### ***Watt/Baker***

That the Minutes of the 4WDL Meeting held on 9 October 2018, as previously circulated, be received.

**Carried 7/0  
Resolution 74/19**



#### 6.4 LEMC MEETING HELD 6 NOVEMBER 2018

**Officer's Recommendation**

That the Minutes of the LEMC meeting held on 6 November 2018, as previously circulated, be received.

**Council Resolution**

***Carne/Medlen***

That the Minutes of the LEMC meeting held on 6 November 2018, as previously circulated, be received.

**Carried 7/0  
Resolution 75/19**

#### 6.5 CRG MEETING HELD 5 NOVEMBER 2018

**Officer's Recommendation**

That the Minutes of the CRG meeting held on 5 November 2018, as previously circulated, be received.

**Council Resolution**

***Medlen/Harding***

That the Minutes of the CRG meeting held on 5 November 2018, as previously circulated, be received.

**Carried 7/0  
Resolution 76/19**

#### 6.6 AUDIT COMMITTEE MEETING HELD 13 NOVEMBER 2018

**Officer's Recommendation**

That the Minutes of the Audit Committee meeting held on 13 November 2018, as previously circulated, be received.

**Council Resolution**

***Major/Carne***

That the Minutes of the Audit Committee meeting held on 13 November 2018, as previously circulated, be received.

**Carried 7/0  
Resolution 77/19**



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

## **8.0 REPORTS**

*The Economic Development Officer, Mrs Heidi Cowcher, attended the Meeting at 1.16pm to discuss her report.*

### **8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT**

#### **8.1.1 SHIRE OF WILLIAMS DIGITAL CENSUS**

<b>File Reference</b>	EDO Files
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Jim Wyatt (Consultant) & Heidi Cowcher - 15 November 2018
<b>Attachment</b>	Williams Shire Digital Census Profile (November 2018)

#### **Background**

The 4WDL Regional Group identified telecommunications as a major focus as part of their Strategic Plan review conducted earlier this year. The group invited Jim Wyatt (Digital Strategist and Implementation Advisor from Optimi Digital) to attend a 4WDL meeting and brief the members on the merits of undertaking a digital survey.

Optimi Digital were recommended as the best consultant to assist in this digital knowledge space as Jim has worked federally and state in the telecommunications area. Optimi Digital have developed a unique investment assessment model that identifies digital demand and activity within a specific region (in this case the Shire of Williams). The model will prove useful in providing the evidence needed to build a business case for potential investment into new or improved mobile coverage or high speed broadband. The model has been used in WA to support State Funding allocations, in support of expanded and upgraded regional mobile coverage across 360 rural and remote sites.

Digital technology and the internet are now very much integral to society and the economy. The ability to be able to embrace the digital age factors strongly in building the optimal community and economy for both today and tomorrow. The Shire of Williams is undertaking a digital survey to understand what is required to assist homes and businesses benefit in the digital age.

#### **Comment**

The 4WDL Regional Group has identified telecommunications as a major focus for the region. The group invited Jim Wyatt (Digital Strategist and Implementation Advisor from Optimi Digital) to attend a 4WDL meeting and brief the members on the merits of undertaking a digital survey.

The Shire of Williams agreed to participate in the project to help to identify future strategies, plans and actions to position the Shire competitively for the digital future. Over the 4 weeks that the survey was 'live', a total of 49 responses (13%) were received, with 63% from business and 37% from homes. This was considerably lower than we would have liked, however may demonstrate that either there is not an issue with digital connectivity in the Shire of Williams OR that residents





are unaware of the digital capacity that is available to them if the service was improved or more reliable.

Once all individual reports are received across the 4WDL Regional Group, it is anticipated that a collective report will be prepared and possible funding is identified for implementation of initiatives, if the group collectively believe that this would be beneficial.

Based on the assessment of the Digital Census results (observations) and the Digital Infrastructure Audit, Optimi Digital made the following recommendations to the Shire of Williams:

1. *There is a subdued mandate from Business, supported by Homes, for the Shire to explore ways to support improvement in digital infrastructure. It is expected that this represents the rural responses, and not those from the town of Williams (who are adequately covered by Fixed Wireless NBN). A possible solution could include (but not limited to) direct negotiations with several of the operators who have been funded to develop new networks as part of the WA Government's Digital Farm Fund. This would include Superloop, Pivotel and Ciphertel.*

[Footnote: Jim Wyatt has passed a copy of this report to Superloop and is meeting with their Chief Operating Officer Infrastructure. They have indicated that they are interested to understand how their plans may be able to accommodate the Shire. The CEO has also had discussions with Ciphertel who have been funded for works in the Lynford Farms area.]

2. *It is recommended that the Shire approach Telstra, to ascertain when the 3G sites within the Shire will be upgraded to 4G and what level of improvement that this will create.*

[Footnote: Recommend that the Shire make contact with Regional Manager Boyd Brown to discuss this and report back]

3. *The Shire should register all locations showing mobile coverage gaps on the national database. As a minimum this should include the following locations: Quindanning and sections of the York-Williams Road. The Shire could also explore the use of the CAT Mobile Hotspot technology and provide low cost access points for extended mobile connections at rest stops along the main transport route (Albany Highway, York-Williams Road and Pinjarra-Williams Road) and any reserves of parks where people congregate for recreation.*

[Footnote: the Shire has provided detailed information on the National Mobile Phone Blackspot database. Exploring the use of CAT Mobile Hotspot technology would be determined by evidence of need and cost implications.]

4. *NBN is not an issue for the townsite of Williams based on take up and satisfaction ratings. It would still appear to be an issue for the surrounding rural areas, especially Quindanning. One option would be to approach the network operator, to reconsider deployment of fixed wireless services for these areas, leveraging the existing Telstra mobile sites where possible. However from the experience of the author (Optimi Digital) this is not likely to prove*



successful or cost effective. The Shire therefore explore NBN alternatives as mentioned in point 1.

5. *The Shire should look to encourage further developments in Smart Farming and then use this as leverage to attract carriers to support this emerging business opportunity. Both Telstra and Optus have plans to provide services for this type of operations using their 4G networks and as such should consider discussions on how to enable this.*
6. *The Shire should consider the level of mandate indicated through the census for it to act on behalf of the community and industry, to secure better broadband and mobile services for the Shire. This is not that strong other than in the rural areas.*
7. *The Shire could consider setting out its approach in a digital action plan. This would cover any decision to facilitate improved access, to help the community better engage in the digital world and help Business to adopt technology and innovations in order to remain competitive. Essentially to build on the baseline already established by the Digital Census. This could also include ways to tap into the emerging technologies that will support efficiencies in operations and management for the Shire.*

### **Strategic Implications**

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

- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.
- CL 3.1 Participate in, and actively collaborate with, the 4WDL VROC on resource sharing opportunities.

### **Financial Implications**

To be determined, based on recommendations and implementation (if any).  
Report preparation \$2,000 + GST.

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That Council review the Williams Shire Digital Census Profile and the recommendations provided by Optimi Digital and determine action (if any) subject to budget consideration.

### **Council Resolution**

#### ***Carne/Major***

That Council review the Williams Shire Digital Census Profile and the recommendations provided by Optimi Digital and determine action (if any) subject to budget consideration.

**Carried 7/0**  
**Resolution 78/19**



**8.1.2 WILLI WAG TAILS CHILDCARE CENTRE POLICIES**

<b>File Reference</b>	Willi Wag Tails Childcare Centre Policy Manual
<b>Statutory Reference</b>	Various – as required by <i>Education and Care Services National Law Act 2010</i> and <i>Education and Care Services National Regulations 2012</i>
<b>Author &amp; Date</b>	Sara Friend & Heidi Cowcher                      15 November 2018
<b>Attachments</b>	Willi Wag Tails Childcare Centre Policy Manual: Oct 2018

**Background**

Willi Wag Tails Childcare Centre was licensed and officially opened in 2012. At the time the Centre was established, there was a requirement to prepare many operational and policy related documents. The Shire as licensee prepared these documents and they were accepted by the licensing authority as part of the licensing of the centre. The Policies have regularly been reviewed and updated by the Coordinator of the Centre over the last 6 years since opening. The Policies have been referred to by Staff, and have been provided as supporting evidence when the Centre has been reviewed for licensing and compliance by the regulatory authority.

**Comment**

Policies need to be reviewed and endorsed by Council annually, including the Policies for the childcare centre.

**Strategic Implications**

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

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

**Financial Implications**

Where applicable

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council endorses the Willi Wag Tails Childcare Centre Policy Manual October 2018 as circulated.

**Council Resolution**

***Baker/Harding***

That Council endorses the Willi Wag Tails Childcare Centre Policy Manual October 2018 as circulated.

**Carried 7/0  
Resolution 79/19**



Heidi Cowcher left the Meeting at 1.25pm.

The Works Supervisor, Mr Tony Kett, attended the Meeting at 1.26pm to discuss his report.

## 8.2 WORKS SUPERVISOR'S REPORT

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	9 November 2018
Attachments	Appendix 1	

### 8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (km)
Zilko Rd	19.3
Congelin-Narrogin Rd	6.1
Pingelly Rd	3.1
Munthoola Rd	2.0
Eddington Rd	2.9
Playle Rd	3.7
Folland Rd	2.9
Martin Rd	3.8
Hillman – Dardadine Rd	1.7
Johnston Rd	1.2
Kennedy Rd	2.7
Darkan-Quindanning Rd	14.0
<b>Total Length for the Month</b>	<b>63.4 Km</b>

### 8.2.2 ROAD MAINTENANCE WORKS (SEE APPENDIX)

- Flood damage from 2017 repaired on: Cowcher Rd, Nash Rd, Tarwonga Rd, Bulleid Rd, Chapman Rd, Culbin South Rd, Dardadine Rd, Deep Dene Rd, Hurley Rd, Bates Rd
- Drainage and a soft spot repaired on Bulleid Rd
- Bus pull-off widened at 1027 Williams-Darkan Rd
- Installing drainage and fixing soft spot on Gillett Rd



**8.2.3 2018/19 ROAD CONSTRUCTION PROGRAM**

Road Construction Program 2018-2019								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
10	Pingelly Rd	Seal 7m wide	5.00	6.50				
128	Williams Darkan Road	Reseal	0.00	7.00				
7	Clayton Road	Seal Shoulder	2.00	4.00				
7	Clayton Road	Widen Shoulders	4.00	6.00				
1	York Williams Road	Reseal 3kms	6.10	9.10				
23	Wangeling Gully Road	Install Culverts and Gravel Sheet						
12	Zilko Road	Widen over Culverts						
15	Glenfield Road	Tree Trimming			2.00kms			
9	Dardadine Road	Tree Trimming			2.00kms			
31	Extracts Road	Tree Trimming			2.50kms			
	Townsite Drainage	Drainage plan and upgrade						
58	Kelly Road	Replace Culvert						
12	Zilko Road	Gravel Sheet (3kms)						
11	Marradong Road	Drainage and seal failures						
	Various Roads	Gravel Sheeting and Reforming						



**8.2.4 MECHANICAL REPORT**

Plant Description		Driver	Date Purchased	Hours/Km 8/11/2018	Works Completed this Month
Mazda CX5 WL 16	Light Vehicles	C Ryan	Aug 18	negligible	
Toyota Prado 16 WL		G McKeown	Sep 16	76,000 km	
Holden Rodeo Dual Cab Utility WL 5499		Outside staff	Nov 04	260,485 km	
Holden Colorado Dual Cab WL 19		T Kett	Sep 17	45,000 km	Serviced
Isuzu 150 WL 36		J Cowan	Nov 18	200 km	
Isuzu D-Max WL 5802		A Wood	Nov 14	132,854 km	
Isuzu 4x2 Single Cab Ute WL 5826		Maintenance	Nov 16	22,325 km	
Holden Rodeo Single Cab Utility WL 826		Outside staff	Nov 06	127,726 km	
Isuzu 4x2 Single Cab Ute WL 915		J Lenahan	Nov 16	17,756 Km	
Skid Steer Track Loader 1EVV725		Construction Equipment	Outside staff	Sep 15	888 hr
Multipack Multi-Tyre Roller WL 49	Outside staff		Oct 04	7,239 hr	Air con re-gassed
Vibromax Roller WL 126	Outside staff		Sep 04	4,615hr	Air con re-gassed
Caterpillar 12M Grader WL 61	D Munday		Dec 11	6,340 hr	
Caterpillar 12M Grader WL 361	A Wood		Oct 14	3,466 hr	
721E Case Loader WL 5639	R Gillett		May 12	6,953 hr	New seat rails fitted, air conditioner re-gassed.
Volvo EC210BLC Excavator WL 499	P Reed		Jul 07	7,745 hr	
John Deere 315SE4 Backhoe WL 745	T Palframan		Sep 01	3,159 hr	Cleaned out radiator
Toro Reelmaster SP Mower WL 5827	Works		Aug 09	1,327 hr	
Kubota Generator	Parks & Gardens		Refuse Site		4,829 hr
Toro Groundmaster 360 WL917		J Cowan	Nov 16	1,280 hr	
Toro Kholer Ride on Mower WL 5302		J Cowan	Aug 05	674 hr	
Honda TRX 4-wheel M/cycle WL 429		J Cowan	Mar 00	1,529 hr	
Toyota DA115 Tip/Water Truck WL 595		J Lenahan	Aug 94	237,400 km	
Isuzu FVZ1400 Tip Truck WL093	Trucks & Trailers		Dec 03	312,323 km	
Merc Benz Actross P-Mover WL91		P Reed	Dec 05	355,951 km	Serviced air con, re-gassed
Isuzu Giga CXZ Tip Truck WL 128		J Murdock	Dec 08	245,533 km	
Isuzu NPR 300 Truck WL 5825		K Sandilands	Jan 13	107,574 km	Two new batteries
SFM S-Tip Trailer WL 3730		Works	Dec 05	163,500 km	
Howard Port. L-Loader 1TIF238		Works	Aug 07	155,500 km	
Howard Port. Pig Trail. WL3792		J Murdock	Dec 08	164,500 km	
'08 Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	Received Feb 16	167,500 km	



**8.2.5 STAFF**

- General Hand / Plant Operator positions (x2) advertised; applications closed 14 November 2018
- An Employee has lost his licence. Under the *Road Traffic (Authorisation to Drive) Regulations 2014 (WA)*, there is provision in Regulation 55 that authorises certain persons to drive on the road even though the person is not authorised to do so other than by Regulation. This allows an employee to operate machinery within a designated work zone. The Williams Police have been informed of this likelihood.

**8.2.6 TOWN AND FACILITIES REPORT**

- Constructed frame for rubbish bins at Lions Park carpark
- Installed drainage at the back of the Bowling Club

**8.2.7 PRIVATE WORKS**

- Nil to report

**8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

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

**Council Resolution**

**Major/Medlen**

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

**Carried 7/0  
Resolution 80/19**

*Tony Kett left the Meeting at 1.41pm.*

*The Environmental Health Officer/Building Surveyor, Mr Gordon Tester, attended the Meeting at 1.42pm to discuss his report.*



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

#### 8.3.1 BUILDING PERMITS

**File Reference** 13.34.10  
**Statutory Reference** Building Act 2011, Building Regulations 2012  
**Author & Date** Gordon Tester 14 November 2018

**Comment**  
 Nil

Permit Number	Owner	Address	Description
412	Simon Maylor	Lot 4,19 Growse Street, Williams	Addition to Rear of Existing House.

**Voting Requirements**  
 Simple Majority

**Officer's Recommendation**

That Building report as presented above be endorsed by Council.

**Council Resolution**

**Major/Medlen**

That Building report as presented above be endorsed by Council.

**Carried 7/0  
 Resolution 81/19**

#### 8.3.2 LOT 215, 36 LAVENDER STREET, MARKO JAKSIC

**File Reference** 10.60.15  
**Statutory Reference** *Town Planning and Development Act 2005*  
*Building Act 2011*  
*Health (Miscellaneous Provisions) Act 1911*  
*Caravan Parks and Camping Grounds Act 1995*  
**Author & Date** Gordon Tester 14 November 2018

**Background**

On 10 October 2018 Mr Marko Jaksic was advised in writing that Council Officers had noted that he had commenced construction of a steel framed house that incorporated corroded second hand structural components. Mr Jaksic had obtained all necessary preliminary approvals but he did not have a Building Permit.





It has also been noted that Mr Jaksic has been using the unauthorised structure currently attached to the shed as a laundry that is in turn connected to a crude plastic septic tank that is fitted with a pump that deposits the contents of the septic tank on the surface of the ground in the centre of the lot. Damp foul smelling salt encrusted soil is the result of this activity.

Complaints have been received by Council that Mr Jaksic has been burning rubbish on his land at the front of his lot which have been investigated and found to be justified with a burnt area of land with steel cans and the like being clearly evident in the ashes residue.

The land is also littered with unlicensed vehicles and disused machinery.

Mr Jaksic contacted a Private Building Certifier but did not go ahead with Private Certification of the partially constructed house due to the costs involved. Mr Jaksic has decided to remove the structure and advise Council via email that he now no longer wished to proceed with his project.

During a recent site visit it was noted that approximately 98 percent of the structure had been removed.

On 5 November 2018 at 11.15am, Mr Marko Jaksic met with Council's Chief Executive Officer and Building Surveyor to initially discuss the possibility of constructing a lightweight poly tunnel type structure for the purpose of growing plants hydroponically. Mr Jaksic also indicated that he wished to fence his property.

Advice on what constituted a sufficient fence under Council's Fencing Local Law and the need to become familiar with the provisions of the Dividing Fences Act by contacting owners of adjacent property was discussed with Mr Jaksic.

### **Comment**

Mr Jaksic was advised that any proposed development on this site required planning approval and the size of the poly tunnel would require a building permit.

Mr Jaksic was asked whether or not he intended to continue to reside in the shed. He replied I will stay there on and off for as long as I feel like it.

It was then pointed out to Mr Jaksic that continued occupation of the shed for the purpose of human habitation was illegal and could not continue indefinitely.

Mr Jaksic was made aware that it would be of benefit to him to continue with his original intention to construct an approved dwelling house so as he no longer needed to reside in the shed.

Mr Jaksic is about to go overseas but stated he would reconsider his decision to not proceed with his house.

It was also discussed that the land use zoning for his property is Rural Residential which is intended for people to reside in a rural environment while engaging in rural pursuits as approved in Councils Town Planning Scheme.



The construction of a poly tunnel and subsequent hydroponic activities is an activity that should not be permitted without an approved house first being constructed on this site and the fact that no scheme water is currently available would tend to make the concept unviable.

Due to the problems created by approving sheds in this area prior to a house or house plans being submitted to Council for approval, it is also suggested that Council may wish to consider including the Rural Residential zone in its Outbuilding policy to prevent the construction of sheds prior to houses in this land use zone as the potential to have a subdivision full of sheds with the owners of the sheds using them inappropriately will be prevented with this very simple amendment.

It is recommended that correspondence be forwarded to Mr Jaksic requesting the following:

1. Cease burning household rubbish on his land forthwith.
2. Tidy the land by removing all unregistered vehicles.
3. Tidy the land by removing all disused machinery and building materials.
4. Cease using the Class 10(a) non habitable shed for the purpose of human habitation forthwith.
5. Remove the unauthorised laundry by removing and disconnecting all fixtures fittings and drain lines to the unapproved plastic septic tank.
6. Remove the unapproved plastic septic tank and fill the remaining excavation with clean sand.

As Mr Jaksic has indicated he will be overseas for eighteen (18) months from January of 2019 it is suggested that a fair and reasonable approach is to require the above matters be attended to within (90) days of his return to Western Australia.

This suggestion is based on the fact that the current situation is not a recent occurrence and it is of little point to require works to be undertaken knowing that the owner is unavailable to undertake them.

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That Council request staff to forward correspondence to Mr Marko Jaksic owner of Lot 215, 36 Lavender Street Williams, requiring the land be improved by undertaking works as indicated below by September 30 2020:

1. Cease burning household rubbish on his land forthwith.
2. Tidy the land by removing all unregistered vehicles.
3. Tidy the land by removing all disused machinery and building materials.
4. Cease using Class 10(a) non habitable shed for the purpose of human habitation forthwith.
5. Remove the unauthorised laundry by removing and disconnecting all fixtures fittings and drain lines to the unapproved plastic septic tank.
6. Remove the unapproved plastic septic tank and fill the remaining excavation with clean sand.



In the course of considering this matter the Building Surveyor advised that he had met Mr Jaksic on the 19 November 2018 where he advised that he no longer intended to be overseas for the period mentioned. This advice will alter the recommendation.

**Council Resolution**

***Watt/Medlen***

That Council request staff to forward correspondence to Mr Marko Jaksic owner of Lot 215, 36 Lavender Street Williams, requesting that he seek a building permit for his proposed dwelling as soon as possible and that he attend to the following list of requirements by the 28 February 2019:

1. Cease burning household rubbish on his land forthwith.
2. Tidy the land by removing all unregistered vehicles.
3. Tidy the land by removing all disused machinery and building materials.
4. Cease using Class 10(a) non habitable shed for the purpose of human habitation forthwith.
5. Remove the unauthorised laundry by removing and disconnecting all fixtures fittings and drain lines to the unapproved plastic septic tank.
6. Remove the unapproved plastic septic tank and fill the remaining excavation with clean sand.

**Carried 7/0  
Resolution 82/19**

*The resolution differed from the recommendation as Council wished to ensure that the property owner obtain a Building Permit as soon as possible and also to place a reasonable timeline on attending to other issues relating to the property.*

*Gordon Tester left the Meeting at 2.17pm.*



**8.4 CHIEF EXECUTIVE OFFICER’S REPORT**

**8.4.1 CHIEF EXECUTIVE OFFICER’S GENERAL REPORT**

<b>File Reference</b>	4.1.20	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Geoff McKeown	15 November 2018
<b>Attachment</b>	Nil	

**Background**

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

**Comment**

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

**Strategic Implications**

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

CL 2.2 Maintain accountability, transparency and financial responsibility.

**Financial implications**

Nil

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That the Chief Executive Officer’s General Report for November 2018 be received by Council.

**Citizenship Ceremony**

The President adjourned the Meeting at 2.58pm for the Citizenship Ceremony to be conducted for Keiju Poldsepp & Mari Toom. The Citizenship Ceremony was held and concluded at 3.15pm.

**Afternoon Tea**

Following the Citizenship Ceremony, afternoon tea commenced at 3.15pm and the Meeting resumed at 3.47pm.

**Council Resolution**

**Watt/Harding**

That the Chief Executive Officer’s General Report for November 2018 be received by Council.

**Carried 7/0  
Resolution 83/19**



**8.4.2 CHRISTMAS/NEW YEAR PERIOD – OFFICE CLOSURE**

<b>File Reference</b>	4.20.50	
<b>Statutory Reference</b>	Nil	
<b>Author &amp; Date</b>	Geoff McKeown	13 November 2018
<b>Attachment</b>	Nil	

**Background**

Since December 2012 the Shire Office has closed during the Christmas/New Year’s period. This year the Administration Staff are seeking Council approval to close from 5.00pm, Friday 21 December 2018 and to reopen at 8.00am Wednesday 2 January 2019. This period includes four working days.

**Comment**

The Public Holidays are:

- Tuesday 25 December 2018 (Christmas Day Public Holiday)
- Wednesday 26 December 2018 (Boxing Day Public Holiday)
- Tuesday 1 January 2019 (New Year’s Day Public Holiday)

Scheduled working days are:

- Monday 24 December 2018
- Thursday 27 December 2018
- Friday 28 December 2018
- Monday 31 December 2018

If approved, the Administration Staff will be required to have sufficient leave for this period.

**Strategic Implications**

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

- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council approves the Shire Office closure from 5.00pm, Friday 21 December 2018, to re-open 8.00am, Wednesday 2 January 2019, with the appropriate advertising of the closure to be undertaken and suitable emergency contacts to be listed for the duration of the closure period.



**Council Resolution**

**Major/Watt**

That Council approves the Shire Office closure from 5.00pm, Friday 21 December 2018, to reopen 8.00am, Wednesday 2 January 2019, with the appropriate advertising of the closure to be undertaken and suitable emergency contacts to be listed for the duration of the closure period.

**Carried 7/0  
Resolution 84/19**

**8.4.3 WILLIAMS PRIMARY SCHOOL EXCELLENCE AWARD**

<b>File Reference</b>	6.20.70
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Geoff McKeown      13 November 2018
<b>Attachment</b>	Nil

**Background**

Correspondence has been received from Ms Catherine Gordon, Principal, Williams Primary School stating:

*“Over the past many years the Shire of Williams has sponsored the Excellence Award at our School which is presented to a chosen Year 6 student at the end of year awards night. 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 11<sup>th</sup> December 2018 from 6:30pm in the Shire of Williams Town Hall. In previous years the Shire President has presented the award on the Council’s behalf. Could you please inform the school if this is your intention this year.*

*I thank you in anticipation of a positive response and look forward to seeing you and the Councillors on the night.”*

**Comment**

The Shire allocates funds for this Award and arranges an Elected Member to present it at the Presentation Night.

**Strategic Implications**

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

SCD 2.4      Continue to promote community events, initiatives and programs



- SCD 3.1 Advocate and support initiatives that will develop and celebrate the cultural heritage of the Shire
- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.

**Financial Implications**

An allocation is included in the Annual Budget for this award.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council supports the Williams Primary School Excellence Award by agreeing to contribute \$150 for a selected Year 6 Student and that a Council Representative will present the award at the School’s Presentation Night.

**Council Resolution**

**Watt/Medlen**

That Council supports the Williams Primary School Excellence Award by agreeing to contribute \$150 for a selected Year 6 Student and that a Council Representative will present the award at the School’s Presentation Night.

**Carried 7/0  
Resolution 85/19**

**8.4.4 APPOINTMENT OF COMMITTEE – WILLIAMS DRIVER REVIVER**

<b>File Reference</b>	12.60.05
<b>Statutory Reference</b>	Section 5.8 <i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 13 November 2018
<b>Attachment</b>	Draft Terms of Reference – Appendix 1

**Background**

The Shire was approached by the volunteers who manage the Driver Reviver Van regarding the cost for public liability insurance. They recently let their insurance lapse as they had not operated for some time due to the works at the Williams Lions Park and at the Williams River Bridge.

The approach was made to ask if their activity could be covered by the Shire’s insurance, saving them the cost of separate insurance.

**Comment**

The Chief Executive Officer approached the Local Government Insurance Service on this matter. It responded indicating that these volunteers can be covered by the Shire’s Personal Accident



Volunteers Policy as a Shire approved/authorised activity. Similarly, the Public Liability Protection Policy would also cover them, again as a Shire approved/authorised activity.

An important point is reference to a Shire approved/authorised activity. The volunteers undertake the driver reviver activity with support of the RoadWise Program which in turn is supported by the Road Safety Council of WA and WALGA. The Shire of Williams provides the van, the location and access to power. As such there is a reasonable association between the Shire and this volunteer group.

It is possible to support this group if it operates under the umbrella of the Shire. However there are a number of administrative steps that need to be taken to ensure the group's members are covered, including the definition of the group itself which could be defined as one of the following:

- Volunteer organisation;
- Community Group that is operated by the Local Government; or
- Committee of Council established by the Local Government in accordance with the provisions of the *Local Government Act 1995* which has administration responsibilities for the conduct and minuting of meetings, and also has a requirement that an Elected Member or Employee of the Local Government is a member of the committee.

In considering the final option above, the Driver Reviver volunteers have approached the Shire with a proposal to operate as a formal 'Committee of Council'. If agreed, the members can function with insurance coverage under the Local Governments' Public Liability and Personal Accident policies.

In anticipation that Council will support the proposal, a draft Terms of Reference has been prepared and is attached as **Appendix 1** to this item.

The relevant legislation concerning the establishment of committees and appointment of members to committees follows:

#### **5.8. 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.*

#### **5.9. Committees, types of**

(1) In this section —

*other person* means a person who is not a council member or an employee.





- (2) A committee is to comprise —
  - (a) council members only; or
  - (b) council members and employees; or
  - (c) council members, employees and other persons; or
  - (d) council members and other persons; or
  - (e) employees and other persons; or
  - (f) other persons only.

**5.10. Committee members, appointment of**

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,

the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

**Strategic Implications**

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

SCD 2.4 Continue to promote community events, initiatives and programs

CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.



**Financial Implications**

The Shire provides assistance to the Driver Reviver volunteers through the provision of a van and access to power during scheduled events.

**Voting Requirements**

Absolute Majority

**Officer’s Recommendation**

That Council approves the establishment of the Williams Driver Reviver Committee in accordance with Section 5.8 *Local Government Act 1995* to operate under the approved terms of reference. Further, Council appoints Cr.....and/or the Chief Executive Officer as a member of the committee along with the following community members:

- |                  |                   |
|------------------|-------------------|
| Helen Williamson | Debbie Kemp       |
| Daphne Kett      | Bill Young        |
| Graham Prowse    | Alice Young       |
| Lesley Prowse    | Lyn Baker         |
| Ted Gillett      | Georgina Paterson |
| Daphne Gillett   | Hilary Bowman     |
| Gail Gillett     |                   |

**Council Resolution**

***Watt/Medlen***

That Council approves the establishment of the Williams Driver Reviver Committee in accordance with Section 5.8 *Local Government Act 1995* to operate under the approved terms of reference. Further, Council appoints Cr Baker and Cr Carne as members of the committee along with the following community members:

- Graham Prowse
- Daphne Kett
- Debbie Kemp
- Ted Gillett

**Carried by Absolute Majority 7/0  
Resolution 86/19**

*The resolution differed from the recommendation as Council wished to nominate and recognise the key committee office bearers/executives as the appointed members rather than the entire volunteer cohort.*



#### **8.4.5 ADOPTION OF ANNUAL REPORT AND DATE FOR ANNUAL MEETING OF ELECTORS**

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	Sections 5.27, 5.54 & 5.55 <i>Local Government Act 1996</i>
<b>Author and Date</b>	Geoff McKeown 13 November 2018
<b>Attachment</b>	2017/18 Annual Report

#### **Background**

Council is asked to adopt the Annual Report for the 2017/18 financial year, which includes the Annual Financial Report, and set a date for the Annual Meeting of Electors.

#### **Comment**

Council's Auditor visited during September 2018 to conduct the financial audit for the 2017/18 financial year. Following that visit the Manager of Finance provided further information to complete the Audit. A meeting of the Audit Committee was held on Tuesday, 13 November 2018 where the Auditor attended to discuss any issues arising from the audit.

Council can now consider adoption of the Annual Report, which includes the Annual Financial Report and set a date for the Annual Meeting of Electors.

Local governments are required to give local public notice of the availability of the Annual Report as soon as practical after the report has been adopted by the Council.

Last year the Annual Meeting of Electors was held in November immediately following the scheduled Ordinary Council Meeting.

This year it is recommended that the Annual Meeting of Electors be held at 6.00pm on Wednesday, 19 December 2018, again following Ordinary Council Meeting.

#### **Strategic Implications**

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

CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate

CL 2.2 Maintain accountability, transparency and financial responsibility

#### **Voting Requirements**

Absolute Majority

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

The Annual Report, including the Annual Financial Report, for the financial year ending 30 June 2018 be adopted and the Annual Meeting of Electors be held on Wednesday, 19 December, 2018 commencing at 6.00pm.



**Council Resolution**

***Medlen/Major***

The Annual Report, including the Annual Financial Report, for the financial year ending 30 June 2018 be adopted and the Annual Meeting of Electors be held on Wednesday, 19 December, 2018 commencing at 6.00pm.

**Carried by Absolute Majority 7/0  
Resolution 87/19**

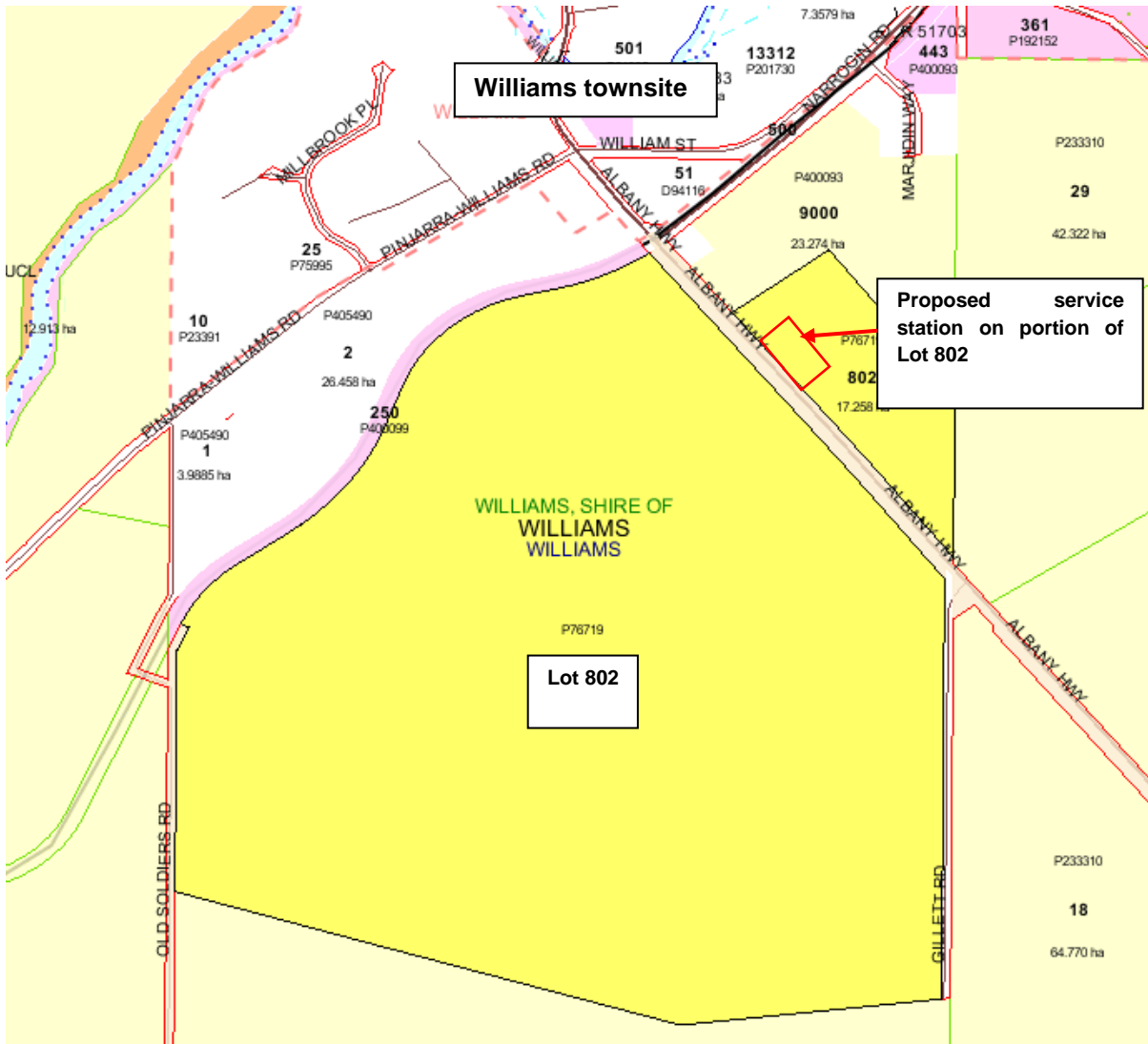
**8.4.6 PROPOSED SERVICE STATION – LOT 802 ALBANY HIGHWAY, WILLIAMS**

<b>File Reference</b>	10.60.15
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Liz Bushby, Town Planning Innovations, 9 November 2018
<b>Attachment</b>	Nil

**Background**

Lot 802 is zoned 'Rural' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot is approximately 500 metres from the Pinjarra-Williams Road and Albany Highway intersection. Albany Highway dissects Lot 802 and the Service Station is proposed on a portion of Lot 802 that is east of Albany Highway. The lot has been cleared and is currently used for farming.



Location Plan compiled by TPI



## Comment

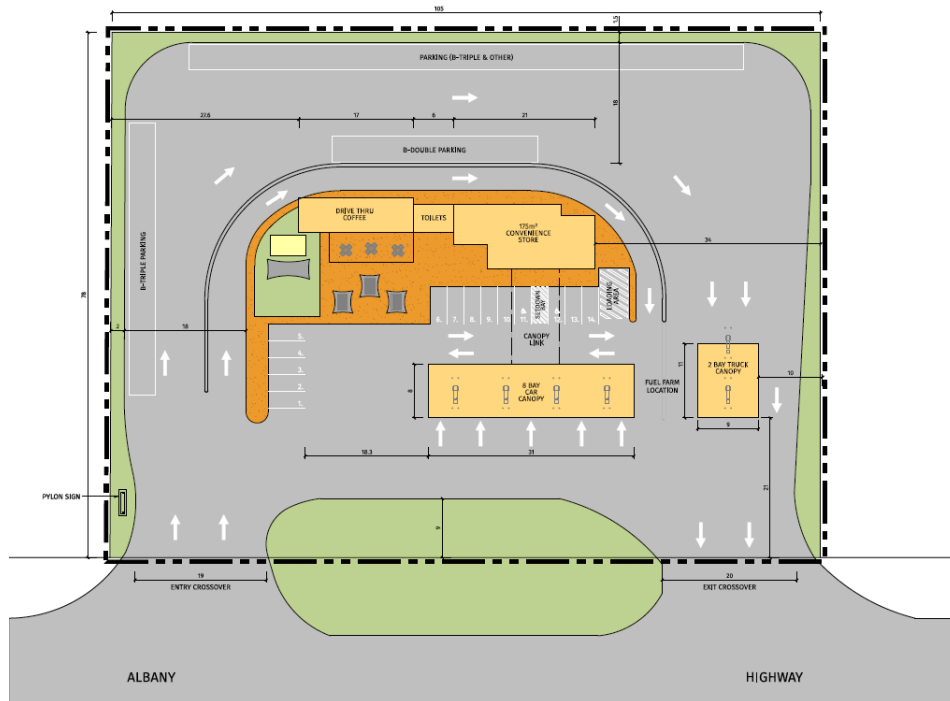
- **Proposed Development**

The proposed Service Station will be contained on an 8,190m<sup>2</sup> portion of Lot 802, which has a total land area of the 17.2575 hectares.

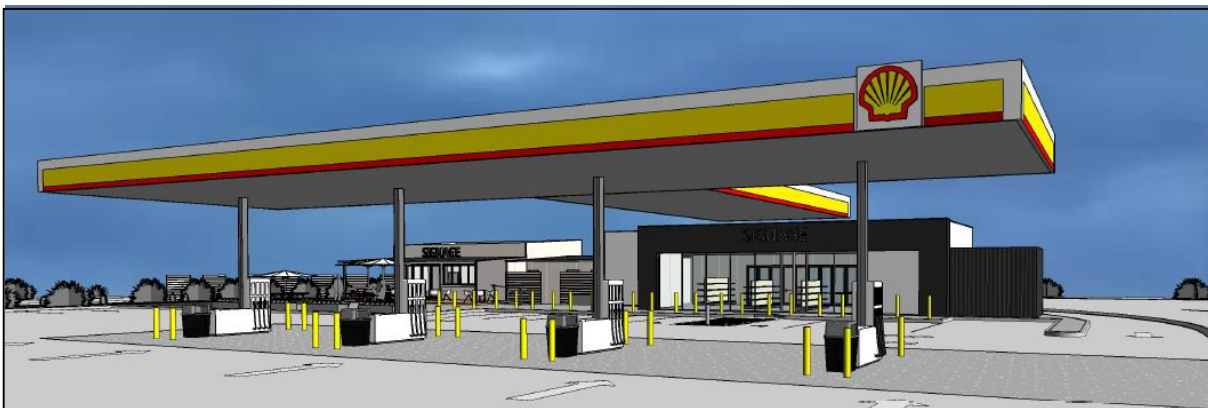
This application is for a Shell Service Station which includes the following:

- Four (4) proposed refilling bowsers and associated 5.7 metre high canopy;
- A separate high-flow diesel refilling area with associated 6.5 metre high canopy which can accommodate 2 B-triple trucks at any one time;
- A convenience store with a total Gross Floor Area (GFA) of 175m<sup>2</sup>. The convenience store will include a retail/food sales area, fridges of drinks, a cool room, internal ablution facilities and an office/store;
- The service station will sell food such as pies, pasties, sausage rolls, freshly prepared burgers, chips, other hot products, fresh rolls, coffee, and cold drinks. Seating (in the form of stools) will be for approximately 6 customers;
- A 70m<sup>2</sup> café with outdoor alfresco area. The café includes windows to the rear to serve coffee to drive through patrons;
- The café will sell coffee, other hot drinks, cold drinks, patisserie items (pies, pasties, sausage rolls, cakes), freshly made rolls and sandwiches;
- The applicant has advised that seating for the café is expected to be 6 internal and 12 external;
- Paved walkways to surround the proposed convenience store and an outdoor rest area;
- A children's play area adjacent to the service station rest area;
- A 11.475m high illuminated pylon sign located adjacent to the Albany Highway, with associated signage on both the exterior of the convenience store and fuel canopies;
- 14 car parking bays with 2 bays reserved to be for ACROD parking;
- A separate heavy vehicle (B-double and B-triple truck) one way route at the rear of the site to separate light and heavy vehicle movements;
- Heavy vehicle parking bays designed to accommodate both B-double and B-triple trucks with a maximum length of 36.5 metres;
- A loading bay for deliveries to the proposed convenience store and coffee drive through;
- Two enclosed bin storage areas; and
- Access and egress in and out of the site.

A site plan is included below, and a copy of the development application report is available to Councillors on request.



The proposed elevations are fairly typical of a modern service station as follows:





- **Landuse Classification and Permissibility**

In determining whether this application is capable of approval under the Scheme, it is first necessary to consider the most appropriate land use classification/s for the proposal with reference to the definitions provided for in Schedule 1 of the Scheme.

The proposal falls under the 'Service Station' land use definition.

A 'service station' is defined in Schedule 1 of the Scheme as:

*'means land and buildings used for the supply of petroleum products and motor vehicle accessories and for carrying out greasing, tyre repairs and minor mechanical repairs and may include a cafeteria, restaurant or shop incidental to the primary use; but does not include a transport depot, panel beating, spray painting, major repair to motor vehicles or wrecking of vehicles'.*

The service station is the predominant use. The proposed 175m<sup>2</sup> convenience store is an incidental shop and the café with drive through coffee area is an incidental restaurant.

A 'service station' is an 'AA' use in the Rural zone under Table 1: Zoning Table of the Scheme which means that the Council may, at its discretion, permit the use.

- **Public Consultation**

The application is being advertised until 9 December 2018. Advertising includes:

- a. A newspaper advertisement published in the Narrogin Observer;
- b. Individual letters to nearby neighbours;
- c. Information on the Shire website and Facebook page;
- d. Correspondence to Main Roads Western Australia; and
- e. Correspondence to the Department of Health Western Australia.

It is anticipated that the application will be referred to the December Council Meeting for determination, however it is contingent on the complexities of issues raised in any submissions and Main Roads advice on the Traffic Impact Assessment.

- **Zone Objectives**

There are no specific objectives for the Rural zone under Clause 4.7 of the Scheme. Clause 4.7(3) includes provisions relating to subdivision in the Rural zone.

- **Setbacks and Site requirements**

There are no setbacks or site requirements specific to the Rural zone under the Scheme.

- **Car parking**

The applicant proposes 14 car parking bays in front of the service station, 8 car bays at the car bowser/ fuelling area, 2 x B-triple truck parking bays, a B-triple truck parking area, and 2 x truck parking bays at the truck bowser/ fuelling area. Car parking is to the discretion of Council.





Clause 5.1(1) of the Scheme requires parking space dimensions to measure 2.5 metres by 5.5 metres.

The applicant proposes car parking spaces that measure 2.5 metres by 5.4 metres, with a 6 metre (reversing) isle width.

The proposed car parking dimensions comply with the Australian/ New Zealand Standard 2890.1:2004 (Part 1 : Off street car parking) which allow 90 degree bays to measure 2.5 metres by 5.4 metres with an isle width of 5.8 metres.

There is no specific provision made for cars towing caravans.

- **Traffic**

Albany Highway falls under the care and control of Main Roads Western Australia (MRWA).

Two new crossovers to Albany Highway are proposed. Traffic circulation is proposed to be one way with cars and trucks entering via the northern crossover, and departing via the southern crossover.

Car movements are to the front of the service station and truck movements are deviated to the rear of the service station before departing. The layout proposes separation between car and truck movements, with the exception of the one departure point being the southern crossover.

A Transport Impact Assessment (TIA) has been prepared by Transcore for the development, and has been referred to MRWA. At the time of writing this report advice from MRWA had not been received.

The TIA notes that the development is proposed on a portion of an existing farm.



Existing situation – extract from TIA

The TIA identifies that:

- a. There is an 80 kilometre speed in the vicinity of the lot and Albany Highway is a RAV Network 7 which permits access by various heavy vehicle combinations up to a 36.5m long road train.



- b. Vehicle access to the proposed development is proposed via a 19m wide entry only crossover and a 20m wide exit only crossover on Albany Highway. The widths of the proposed crossovers are a reflection of the largest size vehicle expected to use this site.
- c. A SIDRA Network model was developed for the development crossovers in order to assess their operations in the post-development and 2028 scenarios. SIDRA is an intersection modelling tool commonly used by traffic engineers for all types of intersections.
- d. The net additional traffic as a result of the proposed development is estimated to be approximately 40vph during the critical peak hour. This level of traffic generation is relatively minimal and as such would have insignificant impact on Albany Highway.
- e. The proposed development layout has been assessed with respect to the largest size trucks which are permitted on Albany Highway in this vicinity, fuel tanker and service vehicle entry, egress and circulation.
- f. Swept path analysis confirms that the proposed entry and egress arrangements and the site layout facilitate safe and efficient vehicle circulation through the site.
- g. The SIDRA results also does not indicate significant queue or delays for turning traffic from Albany Highway and therefore there is no requirement for any turn lanes on Albany Highway.
- h. The traffic generated by the proposed development is not expected to significantly affect surrounding areas and the road network has been designed to accommodate this type of development traffic.
- i. It generally requires a doubling of traffic volumes on a road to produce a perceptible 3dB (A) increase in road noise. The proposed development will not increase traffic volumes on surrounding roads anywhere near this level.
- j. The SIDRA Network analysis undertaken as part of the Transport Impact Assessment confirms satisfactory operation of the subject site crossovers on Albany Highway for the post-development and 10 years post-development scenarios.

Traffic will be further assessed once Main Roads WA advice is received.

- **Landscaping**

Under Clause 5.2 of the Scheme the Council may *'require the provision of any amount of landscaping that it considers reasonable and desirable in the circumstances.'*

The applicant proposes landscaping in a 9 metre wide area between the proposed crossovers, along the side and rear boundaries, and adjacent to the coffee drive through entry and children's playground.

Lodgement of a detailed landscaping plan can be imposed as a condition of development.

- **Effluent Disposal**

The applicant proposes that the development be serviced by on site effluent disposal.

To comply with separate health legislation, the developer will need to lodge an 'Application to construct or install an apparatus for the treatment of sewerage' to the Shire.



It is likely that approval of any on site effluent system will be required from the Department of Health WA, however the application has been referred to the Department of Health to confirm their requirements.

- **Stormwater**

The applicant has advised that:

- a. Drainage management shall include a suitable hydro-carbon interceptor to capture incidental spillages during tank filling and dispensing. Such systems form part of the design of all modern Service Station developments.
- b. Hardstand areas, car parking and access ways shall be designed to ensure that any fuel spills are precluded from contact with uncontaminated storm water. Any liquid runoff within these areas will be directed to an oil/water separator for treatment.
- c. The specific hydro-carbon interceptor which shall be installed to service the proposed development will be determined at a subsequent design stage which meets best practice methods for the capture and treatment of runoff and complies with all regulatory requirements.

Main Roads has been requested to advise if it requires all stormwater to be contained on site. Conditions for stormwater management can be imposed on any approval if granted.

- **Buffers**

The Environmental Protection Authority (EPA) has developed a document called '*Guidance for the Assessment of Environmental Factors Western Australia - Separation Distances between Industrial and Sensitive Land Uses*'.

It specifically addresses generic separation distances between industrial/commercial and sensitive land uses to avoid conflicts between these land uses. Sensitive land uses include residential development, hotels, caravan parks, schools, child care facilities, schools and play grounds.

The EPA guidelines focus on protecting sensitive land uses from unacceptable impacts on amenity that may result from activities, emissions and infrastructure.

While not replacing the need for best practice approaches to emission management, the use of buffers is a useful tool in achieving an acceptable environmental outcome. It recognises that impacts are generally lessened with increased distances.

The guidelines recommend a buffer of 100 metres for 24 hour freeway service stations and 200 metres for all other 24 hour operations.

There are no sensitive premises within 100 to 200 metres of the proposed service station, based on available Google Earth mapping. The only exception may be a dwelling that the Shire has identified on the west portion of Lot 802 which is not shown on this aerial image.

TPI does not have reservations over the distance between dwellings and the service station on the same lot, as the owner of Lot 802 has consented to the development application.



- **Environmental measures**

The applicant advises that the proposed development seeks to minimise the impact on the natural environment in the following ways:

- a. Installation of modern Service Station holding tanks, double skinned walls, fitted with alarms to prevent any subsoil contamination;
- b. All waste water collected onsite will be appropriately filtered to remove all hydrocarbon pollution from any fuel spills;
- c. An effluent disposal system will be appropriately designed and installed to the standard of the Shire of Williams; and
- d. All waste water will be contained within the development site.

- **Signage**

An 11.475 metre high illuminated pylon sign is proposed adjacent to the Albany Highway frontage in the North West portion of the lot.

There will also be associated signage on the exterior of the convenience store and fuel canopies.

TPI is of the view that signage is of a scale that is suitable for the proposed development.



- **Potential for future subdivision**

The owners' and developers' future aspirations are not known, however there is potential that if development approval is granted, they could apply in the future to excise the service station onto its own lot.

Any subdivision application (if pursued) would be lodged to the Western Australian Planning Commission who is the determining authority. Subdivision is a separate issue and does not impact on assessment of the planning application.

This advice is included for information only.

## **POLICY REQUIREMENTS**

Not applicable.

## **LEGISLATIVE REQUIREMENTS**

### *Planning and Development (Local Planning Schemes) Regulations 2015*

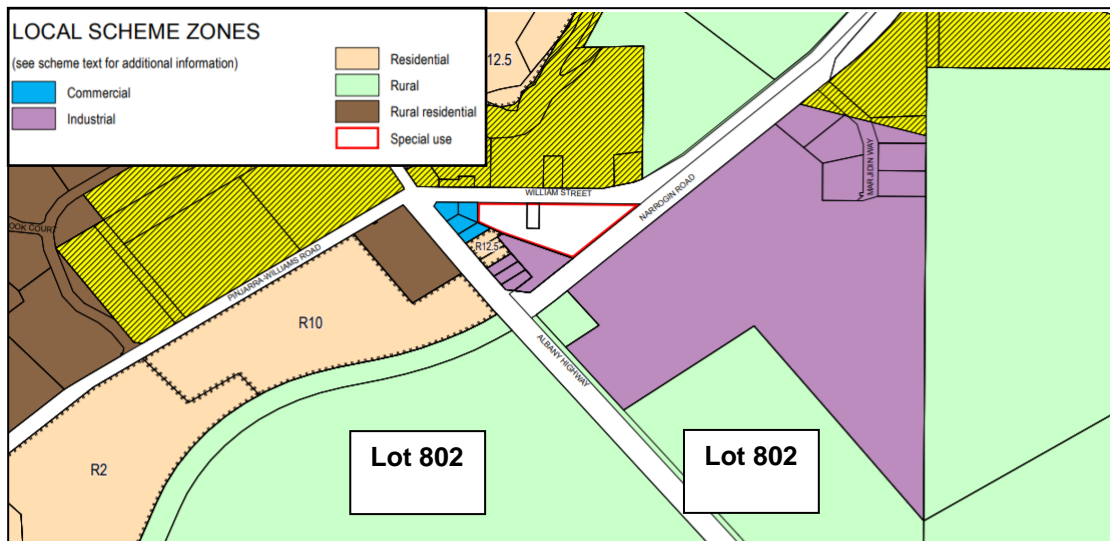
The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shires Scheme.

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

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



The Scheme Map below shows the zoning in the surrounding area.



**STRATEGIC IMPLICATIONS**

There are no strategic implications associated with this matter.

**SUSTAINABILITY IMPLICATIONS**

**Environment**

There are no known significant environmental implications associated with this proposal.

**Economic**

The development provides opportunity for a new business which will have positive economic benefits to the wider community.

**Social**

There are no known significant social implications associated with this proposal.

**FINANCIAL IMPLICATIONS**

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice.

**VOTING REQUIREMENTS**

Simple Majority

**Staff (Consultant Planner) Recommendation**

That Council note that the application for a service station on Lot 802 Albany Highway, Williams is being advertised for public comment and a further report will be referred to a future Council meeting for determination of the application.



**Council Resolution**

**Medlen/Baker**

That Council note that the application for a service station on Lot 802 Albany Highway, Williams is being advertised for public comment and a further report will be referred to a future Council meeting for determination of the application.

**Carried 7/0  
Resolution 88/19**

**8.4.7 WATER CORPORATION – FIXED STANDPIPES**

<b>File Reference</b>	13.60.45
<b>Statutory Reference</b>	Nil
<b>Author &amp; Date</b>	Geoff McKeown      14 November 2018
<b>Attachment</b>	Williams Standpipe Map – Appendix 2

**Background**

The Water Corporation will implement a new charging arrangement for fixed standpipes, effective from the 1 July 2019. Local Governments are asked to categorise their standpipes and advise the Water Corporation by the end of November 2018.

**Comment**

The table on the following page highlights the different categories. Currently all standpipes in the Shire are accessible to the public. People who access them are asked to fill out a docket and they are then invoiced for the water taken. If the Shire wishes to continue to make them fully accessible they will be considered a ‘Commercial Standpipe’ and subject to higher charges, including a fixed water service charge of \$1,658.93 per annum and a kilolitre rate ranging from \$5.011 to \$8.353. The rate currently charged is \$2.391 per Kilolitre.

There are six (6) fixed standpipes in the Shire, all with meter sizes greater than 25mm. A map showing their location is attached as **Appendix 2**.

The following table highlights the amount of water taken from these standpipes and the cost for the last three years. Figures for 2017/18 are year-to-date and do not reflect a full financial year.



Shire of Williams Standpipes								
Location	Meter Size	2015/16		2016/17		2017/18 YTD		2018/19
		Kilolitres	Cost	Kilolitres	Cost	Kilolitres	Cost	Estimated Cost if classified Commercial
Williams Collie Road (near State Forest)	50mm	464	\$1,229.91	76	\$405.43	14	\$222.20	\$1,762.82
Pinjarra Williams Road (near Marling Road)	50mm	423	\$1,093.90	618	\$620.37	176	\$673.77	\$2,540.87
Pinjarra Williams Road (near Culbin Boraning Road)	50mm	1012	\$2,532.63	907	\$2,202.16	372	\$1,142.41	\$3,523.02
Pinjarra Williams Road (near Williams Darkan Road)	40mm	419	\$1,099.08	365	\$1,081.99	296	\$960.69	\$2,544.99
Pinjarra Williams Road (near Williams Sportsground)	50mm	235	\$688.24	60	\$421.81	96	\$482.49	\$2,460.82
Narrogin Road (near Glenfield Road)	50mm	11937	\$26,163.06	10427	\$23,882.97	6943	\$16,853.66	\$36,450.30

## Fixed Standpipes FAQ



### Appendix 1- New Standpipe Charges

Type of standpipe: (Water Corporation code)	Rates 2018/2019 New Description
Local Authority Standpipe	<p><b>Use:</b> For use by Shire only – must be locked or within a depot and not available for public access.</p> <p><b>Meter:</b> Can be any size service as long as it is for direct Shire use.</p> <p>No contractor access for Shire projects as they need to use the Commercial standpipes and charged the appropriate commercial Town Class rate for the region.</p> <p><b>Service Charge:</b> No Service Charge.</p> <p><b>Commercial Class 1 tariff:</b> \$2.534 per kilolitre (kL).</p>
Community Use Standpipe	<p><b>Use:</b> Available to assist local farmers for topping up their water tanks, households not connected to schemes etc. Limited use by Shire for their own purposes.</p> <p><b>Meter:</b> 20mm and 25mm standpipes that are publicly accessible.</p> <p>Storage tanks can be installed by Shires at these sites to improve accessibility to larger volumes of water in a timely manner if required.</p> <p><b>Service Charge:</b> 20mm Service Charge only.</p> <p><b>Farmlands tariff:</b> \$2.534 per kilolitre (kL).</p>
Commercial Standpipe	<p><b>Use:</b> For use by commercial customers; may include major road building, water carting for large projects, and farming.</p> <p><b>Meter:</b> Any meter above 25mm.</p> <p><b>Service Charge:</b> Meter-based service charges (according to the size of the meter).</p> <p><b>Town based charges:</b> ranging from \$2.534 cents to \$8.353 per kilolitre.</p>
Fire Standpipe	<p>Remains as is – no changes to current concessions. However, if a fire standpipe remains unlocked, Commercial charges will apply</p> <p><b>Service Charge:</b> No Fee. 100% discount.</p> <p><b>Water Use Charge:</b> No Fee.</p> <p><b>Note:</b> Currently some Shire standpipes with signs advising they are for fire-fighting only are unlocked. Shires will need to implement a locked system or commercial rates apply unless evidence provided it was for fire-fighting purposes to obtain a refund.</p>
Water Corporation standpipe	<p>Offer to handover/gift these standpipes to Shires where there is a desire to manage an additional service.</p> <p>If Shires are not interested, service to be disconnected.</p> <p><b>Charge to handover:</b> No charge.</p>
Private, Recycled and non-potable standpipes	<p>Remains as is – no changes.</p>



The standpipe used most often is the one located on Glenfield Road.

If the Shire does not want to incur the higher kilolitre charge it has a number of options:





1. Convert to a 'Community Use' reducing the meter size to 25mm. This reduces the flow rate from approximately 80 litres per minute to 20-40 litres per minute.
2. Convert to a 'Community Use' reducing the meter size to 25mm and installing a storage tank to retain high flow.
3. Convert to a 'Fire Standpipe' where the standpipe is locked.
4. Retain as a 'Commercial Standpipe' with an appropriate charge out rate to recover cost.
5. Retain as a 'Commercial Standpipe' and install a control system, i.e. swipe card.

This proposal was communicated to representatives of the Shire's Bush Fire Brigades at their recent Annual General Meeting. Those present at the meeting generally agreed that the Glenfield standpipe should remain as a 'Commercial Standpipe' and remain unlocked and that the others be converted to 'Fire Standpipe'. The only concern centred around timely access in case of an emergency, especially if they are locked. One suggestion was to install digital locks, and the combination be changed after every fire season. The combination could be circulated to Fire Officers and/or nearest landowner.

The Water Corporation confirmed that a combination or digital lock would be acceptable but questioned their security.

Another suggestion is to split the water main to have both a 25mm 'community use standpipe' and 50mm 'fire standpipe' emanating from the single meter. The Water Corporation indicated that this would have to be assessed to see if the scheme can accommodate this option. An issue is how the water use from the different standpipes is metered as there will be a different charging regime.

It is recommended that Council endorse the following classifications:

- |  |                         |
|--|-------------------------|
| 1. Williams Collie Road (near State Forest)            | Fire Standpipe          |
| 2. Pinjarra Williams Road (near Marling Road)          | Fire Standpipe          |
| 3. Pinjarra Williams Road (near Culbin Boraning Road)  | Fire Standpipe          |
| 4. Pinjarra Williams Road (near Williams Darkan Road)  | Fire Standpipe          |
| 5. Pinjarra Williams Road (near Williams Sportsground) | Community Use Standpipe |
| 6. Narrogin Road (near Glenfield Road)                 | Commercial Standpipe    |

There are various options available to install swipe card systems for use on standpipes accessible by the public. If the above mentioned classification is endorsed the Shire should consider installation of a swipe card system on the Narrogin Road /Glenfield Road standpipe.

### **Strategic Implications**

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

- LUE 3.2 Investigate the implementation of sustainable water programs in town.  
CL 2.2 Maintain accountability, transparency and financial responsibility.

### **Financial Implications**

An investment in a swipe card system will need to be considered in the 2018/19 financial year.



**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council advise the Water Corporation that it supports the following classification of standpipes in the Shire of Williams, effective from the 1 July 2019:

- |  |                         |
|--|-------------------------|
| 1. Williams Collie Road (near State Forest)            | Fire Standpipe          |
| 2. Pinjarra Williams Road (near Marling Road)          | Fire Standpipe          |
| 3. Pinjarra Williams Road (near Culbin Boraning Road)  | Fire Standpipe          |
| 4. Pinjarra Williams Road (near Williams Darkan Road)  | Fire Standpipe          |
| 5. Pinjarra Williams Road (near Williams Sportsground) | Community Use Standpipe |
| 6. Narrogin Road (near Glenfield Road)                 | Commercial Standpipe    |

**Council Resolution**

***Medlen/Harding***

That Council advise the Water Corporation that it supports the following classification of standpipes in the Shire of Williams, effective from the 1 July 2019:

- |  |                         |
|--|-------------------------|
| 1. Williams Collie Road (near State Forest)            | Fire Standpipe          |
| 2. Pinjarra Williams Road (near Marling Road)          | Fire Standpipe          |
| 3. Pinjarra Williams Road (near Culbin Boraning Road)  | Community Use Standpipe |
| 4. Pinjarra Williams Road (near Williams Darkan Road)  | Fire Standpipe          |
| 5. Pinjarra Williams Road (near Williams Sportsground) | Fire Standpipe          |
| 6. Narrogin Road (near Glenfield Road)                 | Commercial Standpipe    |

**Carried 7/0  
Resolution 89/19**

*The resolution differed from the recommendation as Council wished to maintain one Community Use Standpipe on the Pinjarra Williams Road. Further, it decided that the standpipe near the Williams Sportsground should be classified as a Fire Standpipe to retain the meter size for the possible future installation of a fire hydrant for the Pavilion complex.*

**8.4.8 MANAGEMENT OF RESERVE 36575**

<b>File Reference</b>	11.30.31
<b>Statutory Reference</b>	<i>Land Administration Act 1997</i>
<b>Author &amp; Date</b>	Geoff McKeown      14 November 2018
<b>Attachment</b>	Nil

**Background**

The Department of Planning, Lands and Heritage has written to the Shire asking if it is willing to accept the management of Reserve 36575, being Lot 15698 on Plan 12904.

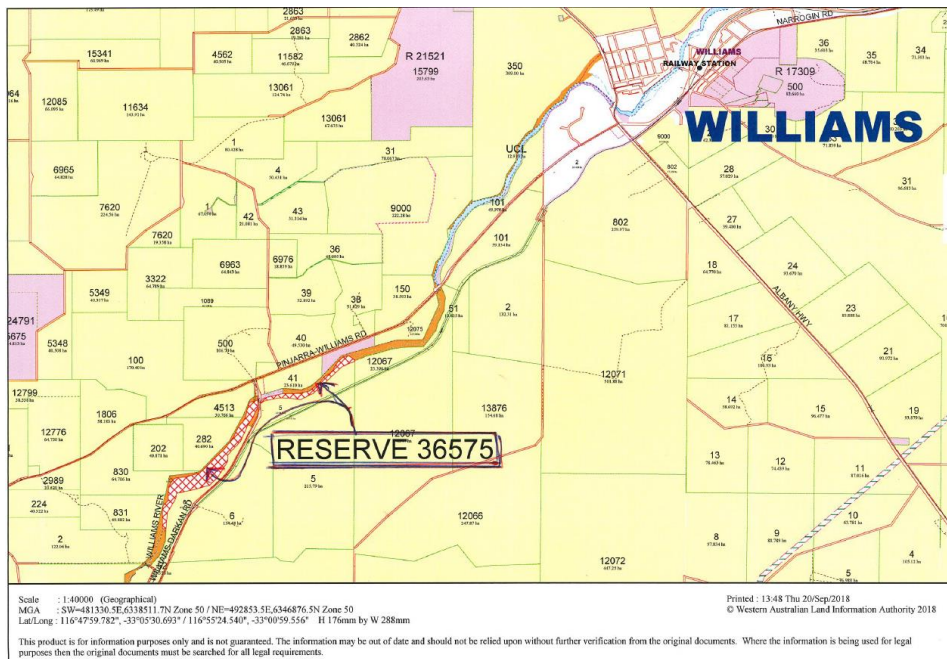
**Comment**

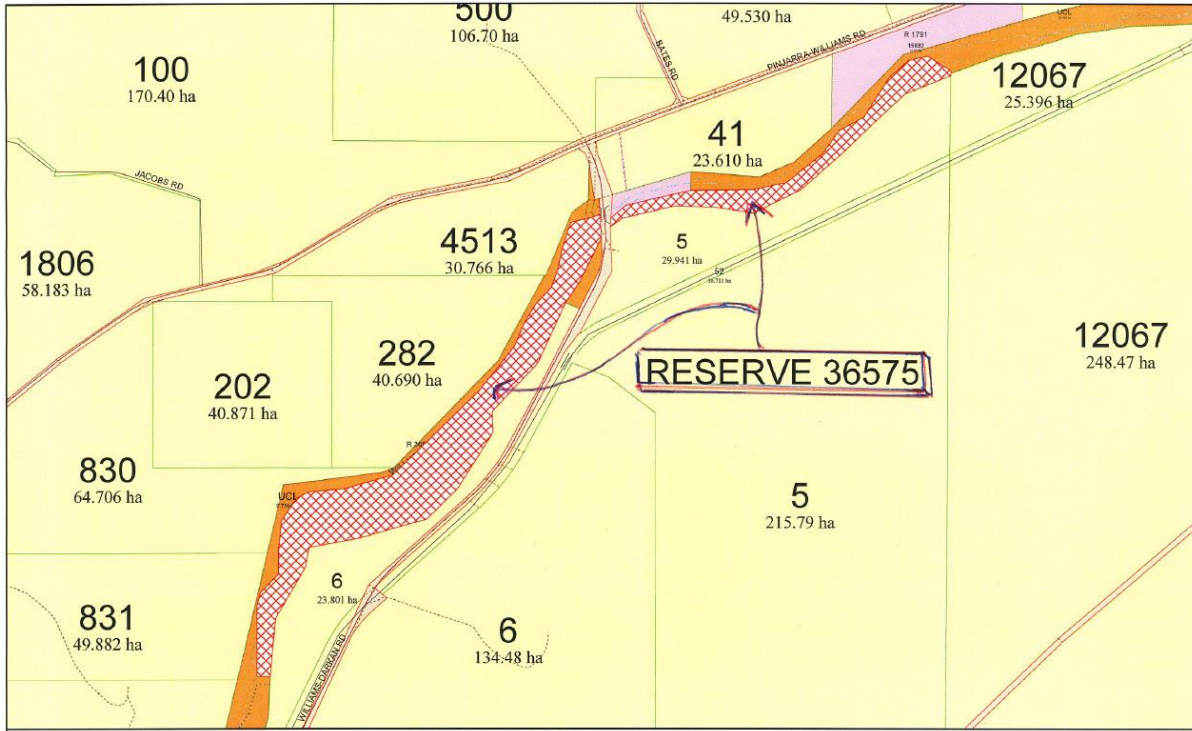
The reserve was created as a result of a freehold subdivision and was ceded to the Crown subject to section 152 of the *Planning and Development Act 2005* for the purpose of ‘Public Recreation’.

The reserve effectively follows the Williams River east and west of the Williams Darkan Road Bridge. It incorporates parts of the river and its associated floodplain. The plans below and on the following pages highlight the extent of the reserve. The ‘hatched’ area further defines the boundary.

The Shire could decline the offer if it considers that it does not want the care and management of this land. However there are other reserves vested in the Shire that are not actively managed with issues dealt with as and when they arise.

Alternatively there may be value in accepting the vesting. The Williams River is used by residents for passive recreation and the Shire having management ensured that this can continue into the future.





Scale : 1:14000 (Geographical)  
 MGA : SW=482360.7E,6339096.1N Zone 50 / NE=486393.1E,6342025.6N Zone 50  
 Lat/Long : 116°48'39.564", -33°05'11.778" / 116°51'15.268", -33°03'36.857" H 176mm by W 288mm

Printed : 13:41 Thu 20/Sep/2018  
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This product is for information purposes only and is not guaranteed. The information may be out of date and should not be relied upon without further verification from the original documents. Where the information is being used for legal purposes then the original documents must be searched for all legal requirements.







### Strategic Implications

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

- ED 1.8 Consider future land acquisition for the Shire for recreation, commercial, residential or industrial purposes.
- SCD 1.5 Continue to support and develop tourism opportunities for the Shire.
- SCD 3.1 Advocate and support initiatives that will develop and celebrate the cultural heritage of the Shire.
- LUE 2.1 Provide quality amenities and accessible public open spaces for the community.

### Financial Implications

Nil

### Voting Requirements

Simple Majority

#### Officer's Recommendation

That Council accept the offer from the Department of Planning, Lands and Heritage to take on the management of Reserve 36575, being Lot 15698 on Plan 12904 for the purpose of 'Public Recreation'.

#### Officer's Alternative Recommendation

That Council decline the offer from the Department of Planning, Lands and Heritage to take on the management of Reserve 36575, being Lot 15698 on Plan 12904 for the purpose of 'Public Recreation'.

#### Council Resolution

##### ***Carne/Watt***

That Council defer making a decision on the offer from the Department of Planning, Lands and Heritage to take on the management of Reserve 36575, being Lot 15698 on Plan 12904 for the purpose of 'Public Recreation' pending the receipt of more information.

**Carried 7/0  
Resolution 90/19**

*The resolution differed from the recommendation as Council wanted further information on the circumstances leading to the creation of the reserve and the likely responsibilities that come with management of the reserve.*



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

<b>File Reference</b>	4.50.60
<b>Statutory Reference</b>	Sections 5.42 and 9.49A <i>Local Government 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown      14 November 2018
<b>Attachment</b>	Nil

##### **Background**

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

There is a requirement under the *Local Government Act 1995* that the Delegations Register is reviewed annually by Council. A procedure included in the Delegations Register is to report to Council the activities or actions that have been performed under delegated authority. A report will be completed for Council at each meeting that identifies: (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Delegations Register.

##### **Comment**

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

- **Planning Matters – Delegation PLN1**

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

**Action** - The Chief Executive Officer issued planning consent for a pet grooming activity as a home occupation at Lot 105 (6) Gull Street, Williams in accordance with Council Resolution 62/19 as no adverse submissions were received following the public advertising period.

**Action** - The Chief Executive Officer issued planning consent for a drive-thru coffee kiosk as an addition to The Williams Woolshed, 50 Albany Highway, Williams in accordance with Council Resolution 63/19 as no adverse submissions were received following the public advertising period.

- **Payment of Creditors – Delegation FMR1**

**Delegation** - Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the *Local Government (Financial Management) Regulations 1996*, in regard to the making of payments from the municipal and trust funds.

**Action** - Payments from the Municipal Fund and Trust Fund as per financial report attached at 8.5.1 of this Agenda.



**Strategic Implications**

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

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

**Financial Implications**

Payments from the Municipal Fund and Trust Fund have been approved in the 2018/19 Annual Budget or by separate resolution of Council.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of October 2018.

**Council Resolution**

***Harding/Major***

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of October 2018.

**Carried 7/0  
Resolution 91/19**

*The Manager of Finance, Mrs Cara Ryan, attended the Meeting at 5.21pm to discuss her report.*



**8.5 MANAGER OF FINANCE’S REPORT**

**8.5.1 ACCOUNTS FOR PAYMENT**

<b>File Reference</b>	4.23.15	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	14 November 2018

**Background**

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

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

**Statutory Implications**

*LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13*

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

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

**Comment**

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

**Financial Implications**

As listed in the recommendation below.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104718 – 104722 totalling \$379,161.08 approved by the Chief Executive Officer be endorsed





**Council Resolution**

***Watt/Harding***

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104718 – 104722 totalling \$379,161.08 approved by the Chief Executive Officer be endorsed

**Carried 7/0  
Resolution 92/19**

**8.5.2 FINANCIAL STATEMENTS**

<b>File Reference</b>	4.23.15	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	14 November 2018

**Background**

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

**Statutory Implications**

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

**Comment**

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

**Financial Implications**

As disclosed in the financial statements.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That the financial statements presented for the period ending 31 October 2018 be received.

**Council Resolution**

***Baker/Major***

That the financial statements presented for the period ending 31 October 2018 be received.

**Carried 7/0  
Resolution 93/19**



**8.5.3 AUDIT COMMITTEE TERMS OF REFERENCE**

<b>File Reference</b>	<b>4.22.00</b>
<b>Statutory Reference</b>	<i>Local Government Act 1995, Part 7</i> <i>Local Government (Audit) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan                      15 November 2018
<b>Attachments</b>	Audit Committee Terms of Reference 13 Nov 18

**Purpose**

To consider and adopt the amended Terms of Reference for the Shire of Williams Audit Committee.

**Background**

The Audit Committee plays a key role in assisting local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the external audit functions.

Amendment to the *Local Government (Audit) Regulations 1996*, led by the 2017 reforms which will see the Auditor General undertake and report on local government financial audits, has expanded the role of the Audit Committee. To assist the Audit Committee in achieving its role, amended Terms of Reference for the Audit Committee have been drafted based on the changes to the regulations.

**Statutory Environment**

**Local Government Act 1995 – Section 7.1A**

**7.1A. Audit committee**

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed\* by the local government and at least 3 of the members, and the majority of the members, are to be council members.

*\* Absolute majority required.*

- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.



### 7.1B. Delegation of some powers and duties to audit committees

- (1) Despite section 5.16, the only powers and duties that a local government may delegate\* to its audit committee are any of its powers and duties under this Part other than this power of delegation.

\* *Absolute majority required.*

- (2) A delegation to an audit committee is not subject to section 5.17.

### 7.1C. Decisions of audit committees

Despite section 5.20, a decision of an audit committee is to be made by a simple majority.

## Local Government (Audit) Regulations 1996 – Reg 16

### 16. Functions of audit committee

An audit committee has the following functions —

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and
  - (ii) its functions relating to other audits and other matters related to financial management;
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
  - (i) report to the council the results of that review; and
  - (ii) give a copy of the CEO's report to the council;
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and
  - (ii) the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3); and
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and



- (iv) has accepted should be taken following receipt of a report of a review conducted under the *Local Government (Financial Management) Regulations 1996* regulation 5(2)(c);
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.

**Comment**

With the change of the auditing of local governments being assigned to the Auditor General, the role of the Audit Committee has been expanded to have a greater involvement in assisting the Chief Executive Officer to carry out the review of systems and procedures concerning risk management, internal control and legislative compliance in accordance to Regulation 17, of the *Local Government (Audit) Regulations 1996*.

The Audit Committee is now allowed to “monitor and advise” the Chief Executive Officer in reviews of certain systems prescribed by the audit and financial management regulations. The committee will also support the Auditor as required and have functions to oversee the implementation of audit recommendations, which have been accepted by Council and accepted recommendations arising from reviews of local government systems and procedures.

Previously the Chief Executive Officer was required to undertake a review of systems and procedures no less than every two years under Regulation 17(2) and a review of financial management systems every four years under Regulation 5. These have now both been amended and are now required to be undertaken once in every three years.

**Consultation**

The Chief Executive Officer and the Guide to Local Government Auditing Reforms – June 2018 published by the Department of Local Government, Sport and Cultural Industries.

**Financial Implications**

Nil

**Strategic Implications**

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

CL 2.2 Maintain accountability, transparency and financial responsibility.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council adopts the amended Terms of Reference for the Shire of Williams Audit Committee as presented and endorsed by the Audit Committee.



**Council Resolution**

***Harding/Baker***

That Council adopts the amended Terms of Reference for the Shire of Williams Audit Committee as presented and endorsed by the Audit Committee.

**Carried 7/0  
Resolution 94/19**

*Cara Ryan left the Meeting at 5.50pm.*

**8.6 COUNCILLORS' REPORTS**

Cr Cowcher advised that there will be a WALGA Central Country Zone Meeting in Williams on Friday, 30 November 2018 at the Pavilion. Elected Members from the local governments in the Zone will be present and he encouraged anyone who has the time and interest to attend.

**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**

There being no further business for discussion the President declared the Meeting closed at 6.17pm.