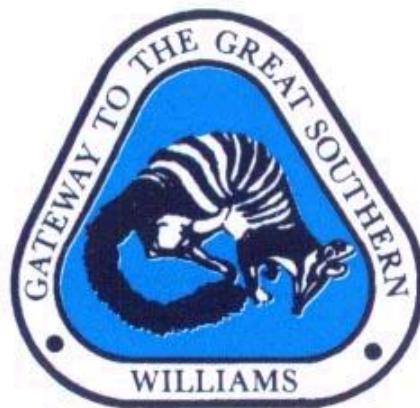


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING
HELD ON WEDNESDAY 19 JUNE 2019***



COUNCIL DIARY

WEDNESDAY 19 JUNE 2019

9.00am

Budget Information Session

~

1.00pm

Ordinary Meeting

WEDNESDAY 24 JULY 2019

1.00pm

Ordinary Meeting



TABLE OF CONTENTS

Item	Subject	Page
	DISCLAIMER	4
1.0	Declaration of Opening / Announcement of Visitors	5
2.0	Record of Attendance / Apologies / Leave of Absence	5
3.0	Public Question Time	6
4.0	Petitions / Deputations / Presentations	6
8.4.3	Proposed Service Station – Lot 802 Albany Highway, Williams	8
5.0	Declarations of Interest	23
6.0	Confirmation of Minutes of Previous Meetings	24
6.1	Ordinary Council Meeting Held 15 May 2019	24
6.2	HWEDA MEETING Held 11 June 2019	24
6.3	4WDL Meeting Held 11 June 2019	24
7.0	Announcements by Presiding Member Without Discussion	24
8.0	Reports	24
8.1	Community Development Officer’s Report	25
8.2	Works Supervisor’s Report	25
8.2.1	Maintenance Grading Activity	25
8.2.2	Road Maintenance Works (see Appendix)	25
8.2.3	2018/19 Road Construction Program	26
8.2.4	Mechanical Report	27
8.2.5	Staff	27
8.2.6	Town and Facilities Report	27
8.2.7	Private Works	27
8.2.8	Works Supervisor Report Acceptance	28
8.3	Environmental Health / Building Surveyor’s Report	28
8.3.1	Building Permits	28
8.3.2	Food Premises Inspections	29
8.4	Chief Executive Officer’s Report	30
8.4.1	Chief Executive Officer’s General Report	30
8.4.2	Change of Date for July 2019 Ordinary Council Meeting	31
8.4.4	Community Chest Reserve	32



MINUTES – ORDINARY MEETING OF COUNCIL HELD 19 JUNE 2019

8.4.5	Development Application – Proposed Cottage Industry and Garden Centre – Lot 320 (No 281) Williams Narrogin Highway, Williams	33
8.4.6	Request for Financial Support – Williams Community Sculpture Project	42
8.4.7	Use of the Common Seal and Actions Performed Under Delegated Authority	44
8.5	Manager of Finance’s Report	46
8.5.1	Accounts for Payment	46
8.5.2	Financial Statements	47
8.5.3	Corporate Business Plan.....	48
8.5.4	Amendment to the 2018/2019 Fees and Charges	50
8.5.5	2019– 2020 Road Construction and Maintenance Programme.....	53
	Blue Light Disco – Waiver of Hall Hire Fee	56
8.6	Waste Management Officer’s Report	56
8.7	Councillors’ Reports	56
9.0	Elected Members Motions of which Notice has been given	56
10.0	New Business of an Urgent Nature introduced by Decision of Meeting	56
10.1	Elected Members	57
10.2	Officers	57
11.0	Application for Leave of Absence	57
12.0	Information Session	57
13.0	Closure of Meeting	57

Separate Documents

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



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AGENDA

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President Jarrad Logie declared the Meeting open at 1.04pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Cr Jarrad Logie	President
Cr Natalie Major	Deputy President
Cr Gil Medlen	
Cr Greg Cavanagh	
Cr Simon Harding	
Cr Alex Watt	
Cr Bob Baker	

Geoff McKeown	Chief Executive Officer
Cara Ryan	Manager of Finance (3.27pm – 3.56pm)
Tony Kett	Works Supervisor (1.43pm – 2.03pm)
Trevor Brandy	Environmental Health Officer/Building Surveyor (2.04pm – 2.17pm)
Manuela Lenehan	Minute Taker

Apologies	Nil
Leave of Absence	Cr Moya Carne

Visitors

David Maiorana	Harley-Dykstra (1.04pm – 1.30pm)
Joel Saraceni	Saracen Properties (1.04pm – 1.30pm)
Sebastian Bolhuis	Harley-Dykstra (1.04pm – 1.30pm)
Liz Bushby	Town Planning Innovations (1.04pm – 1.33pm)
Marilyn Welch	(1.04pm – 1.30pm)
Cara Ryan	(1.04pm – 1.30pm)
Poppy Wright	Rustik Rainbow (1.09pm – 1.30pm)



3.0 PUBLIC QUESTION TIME

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

Cr Logie declared a proximity interest for the following item 8.4.3 Proposed Service Station – Lot 802 Albany Hwy, Williams and left the Meeting at 1.06pm. The nature of his interest relates to being the owner of land that is adjacent to Lot 802 Albany Hwy, Williams.

The Deputy President, Cr Major, assumed the Chair.

Council Resolution

Harding/Baker

That Councillor Logie be permitted to return to the Council Chamber while Council considers the matter of Item 8.4.3 Proposed Service Station – Lot 802 Albany Hwy, Williams but will not participate in discussion or vote on the matter. Further, Council considers it important that Cr Logie as President remain informed on this issue.

**Carried 6/0
Resolution 198/19**

Cr Logie returned to the Meeting as an observer at 1.07pm.

Cr Major offered the opportunity for the Proponent of the Proposed Service Station – Lot 802 Albany Hwy, Williams to make a presentation to Council.

David Maiorana commenced by commenting that the developer has considered the commercial viability of an additional service station on the Albany Highway in Williams. Also that traffic considerations have been taken into account in consultation with Main Roads WA. Further, that the proposed conditions included in the recommendation to Council were acceptable. He then offered to address any questions from Council.

A question was asked about containment of any contaminants and stormwater runoff. David Maiorana responded that a bunded area will capture potential contaminants, and a similar set-up will be in place to deal with on-site stormwater, with all the details being set out in the previously submitted plan. It was further questioned whether there was a possibility of run-off into the nearby creek, and the answer was no, all will be captured on site. It was pointed out that this region is at times is subject to large storms with heavy rainfall.

It was commented that not all landholders concerned had been notified and informed of the proposal by the Proponent, to which David Maiorana replied that this was considered a Shire responsibility in advertising the proposed development. The CEO Geoff McKeown provided clarification in stating that letters had been sent to adjoining landholders. Joel Saraceni pointed out that Saracen Properties had not been approached by any adjoining landholders.

Cr Major invited further questions and specifically asked if there were any questions from the public gallery.



The first question from the public gallery asked what the impact of the new development would be on local businesses. Liz Bushby explained that commercial considerations are not a matter that Councils are able to take into account, and when the question was re-phrased as to why Williams needed another roadhouse, Liz Bushby confirmed that a local government cannot refuse an application such as this on grounds of business competition.

Another question from the public gallery stated that existing local businesses will lose out due to the proposed café component of the application. In response it was pointed out that the new service will be operating on a 24/7 basis, a service which is not currently offered by any other café in the town and therefore will not be in direct competition for this level of service.

The Proponent was asked why this application was not immediately referred to a Development Assessment Panel (DAP) for consideration. David Maiorana responded saying that they preferred going to the local government rather than DAP as the local Council has more input into the decision making process.

Cr Major concluded questions on the matter and invited Council to refer to the item in the Agenda.



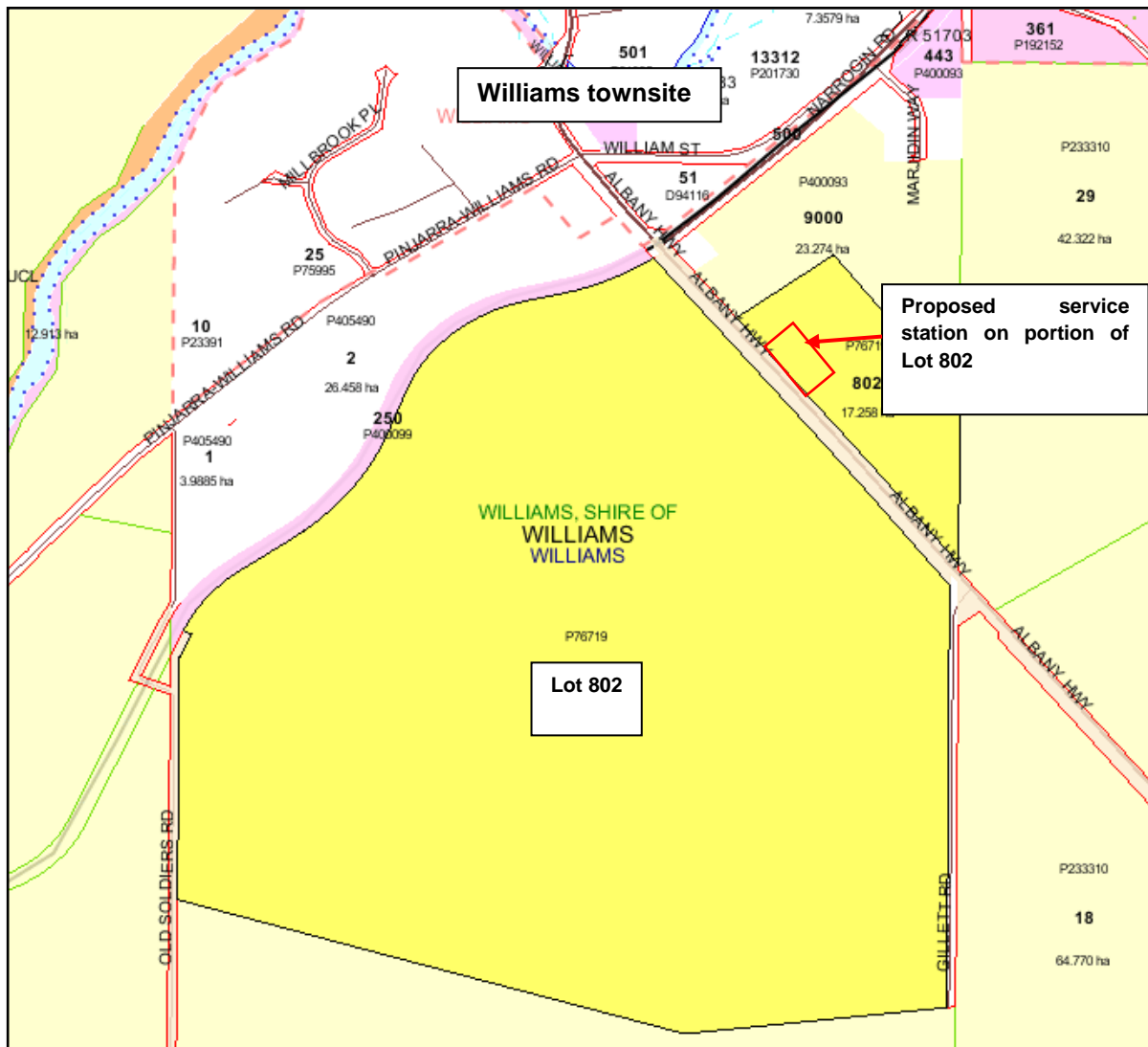
8.4.3 PROPOSED SERVICE STATION – LOT 802 ALBANY HIGHWAY, WILLIAMS

File Reference	10.60.15
Statutory Reference	Shire of Williams Town Planning Scheme No.2
Author & Date	Liz Bushby Town Planning Innovations (TPI) 8 June 2019
Attachment	Appendix 1 – Table of Submissions

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

A preliminary report on the service station was referred the Council meeting held on the 21 November 2018. Council resolved to:



“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.”

Comment

• **Proposed Development**

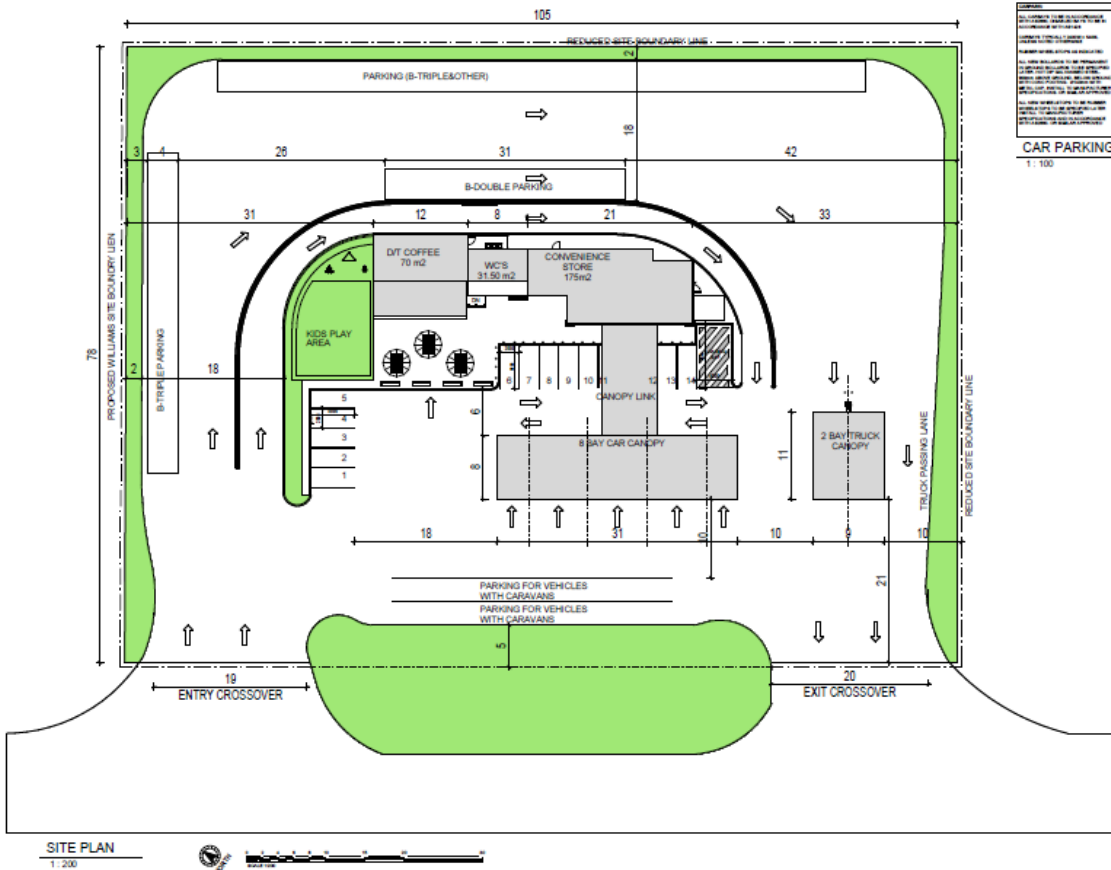
The proposed Service Station will be contained on an 8190m² portion of Lot 802, which has a total land area of the 17.2575 hectares.

This application is for a Shell service station which includes the following:

- a. Four (4) proposed refilling bowsers and associated 5.7 metre high canopy;
- b. 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;
- c. A convenience store with a total Gross Floor Area (GFA) of 175m². The convenience store will include a retail/food sales area, fridges of drinks, a cool room, internal ablution facilities and an office/store.
- d. 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.
- e. A 70m² café with outdoor alfresco area. The café includes windows to the rear to serve coffee to drive through patrons.
- f. The café will sell coffee, other hot drinks, cold drinks, patisserie items (pies, pasties, sausage rolls, cakes), freshly made rolls and sandwiches.
- g. The applicant has advised that seating for the café is expected to be 6 internal and 12 external.
- h. Paved walkways to surround the proposed convenience store and an outdoor rest area.
- i. A children’s play area adjacent to the service station rest area.
- j. 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.
- k. 14 car parking bays with one (2) bays reserved to be for ACROD parking.
- l. 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.
- m. Heavy vehicle parking bays designed to accommodate both B-double and B-triple trucks with a maximum length of 36.5 metres.
- n. A loading bay for deliveries to the proposed convenience store and coffee drive through.
- o. Two enclosed bin storage areas; and
- p. Access and egress in and out of the site.

A site plan is included over page, and a copy of the development application report is available to Councillors on request. The site plan has been revised by the applicant at TPI’s request to:

1. Include some caravan parking bays; and
2. Revise the car parking bay dimensions to comply with the Shires Scheme.



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 necessary to consider the most appropriate land use classifications for the proposal with reference to the definitions provided for in Schedule 1 of the Scheme.

The development includes an integrated service station and shop, and a connected restaurant. TPI is of the view that the 'predominant use' of the subject land is the service station and sale of fuel. It is construed that 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'.

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.

TPI recommends that the proposed 'convenience store' be considered as an incidental shop. This recommendation is based upon the principle that incidental uses can be those types of activities which grow out of or develop from the primary use and are intended to enhance it, such as the sale of convenience goods which has come to be accepted as being ancillary to a service station. It is common place for service stations to include a shop area for sale of convenience goods, as recognised in the 'service station' definition.

The proposed café could either be construed as incidental to the service station use, or as a separate land use being a restaurant. Having reviewed the plans TPI recommends that the café be construed as a separate 'restaurant' land use as it is not integrated within the service station floor area, is physically separate from the service station / shop building by ablutions, and has potential to be operated by a different entity than the service station component of the development.

A 'restaurant' 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 was advertised until the 8 December 2018. Advertising included:

- 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 (no response received).

A detailed 'Table of Submissions' is included as **Appendix 1** and includes responses by the applicant. For ease of reference, the main common objections are summarised below:



ISSUE	SHIRE CONSULTANT PLANNER COMMENT (TOWN PLANNING INNOVATIONS)
Impact of service station on businesses in Williams townsite	<p>The ‘matters to be considered by local government’ (in considering a development application) are listed under Clause 67 of the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>.</p> <p>The Regulations specifically state that local governments cannot consider:</p> <p><i>‘potential loss that may result from economic competition between new and existing businesses’.</i></p>
Consistency with Rural zoning	<p>The land is zoned Rural however Council has discretion to consider applications for non-rural uses in accordance with Table 1-Zoning Table under the Shire of Williams Town Planning Scheme No 2.</p> <p>The Rural zone does limit land uses to agricultural activities.</p>
Potential negative impacts such as noise and light	<p>The location of the development complies with recommended separation distances under the relevant Environmental Protection Authority guidelines.</p>
Potential environmental impact of onsite effluent disposal	<p>A separate application will need to be lodged for the installation of any on site effluent disposal, and the application will need approval by the Department of Health WA. Effluent disposal is controlled through separate health legislation.</p>
Potential future subdivision of service station onto its own title	<p>The Shire is only in a position to consider the proposed land use, as opposed to any tenure, purchase arrangements, or potential future subdivision which are separate matters. The Shire is not aware of any intention to subdivide, however any such application would be lodged to, and assessed independently by, the WA Planning Commission.</p> <p>Objection on the basis of assertions of</p>



	<p>future subdivision is not a relevant matter. The application is for a service station development, and not subdivision.</p>
<p>References to non-compliance with State Planning Policy 2.5 and fragmentation of rural land</p>	<p>Section 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 outlines the range of matters to be considered by local governments in determining applications for development approval.</p> <p>References to fragmentation of Rural land under SPP2.5 mainly refer to subdivision. The fact that the land is zoned rural does not in itself limit any future landuse to agricultural activities.</p> <p>The Shire has broad discretion to consider a wide range of landuses in the Rural zone under its Town Planning Scheme.</p>
<p>Concerns over traffic volumes, speed limits, safety, access and lack of turning lanes</p>	<p>The applicant has lodged a Traffic Impact Assessment which has been referred to MRWA who conditionally supports the proposal.</p> <p>The Highway falls under MRWA control therefore their advice forms an important part of the assessment of the proposal.</p> <p>TPI provided MRWA with a Draft list of conditions prior to completing the officer recommendation in this agenda report.</p>

- **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 which are not relevant to the development application.

- **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 B-triple truck parking bays, a B double truck parking area, and 2 truck parking bays at the truck bowser/ fuelling area.



The B-triple truck bay to the rear of the proposed building has additional space to also cater for smaller trucks.

The site plan has been amended to include bays for cars towing caravans, and ensure car parking bays comply with Clause 5.1(1) of the Scheme which requires parking space dimensions to measure 2.5 metres by 5.5 metres.

- **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 cars and truck movements, with the exception of the one departure point being the southern crossover.

A Transport Impact Assessment (TIA) prepared by Transcore in October 2018 was lodged with the development application, and was referred to MRWA for comment. MRWA raised concerns that the first TIA relied on traffic data from temporary traffic count sites (2013/2014), and MRWA recommended use of current 2018 traffic data from permanent count sites.

Transcore has revised the Traffic Impact Statement several times to respond to matters raised by Main Roads WA.

Main Roads WA has now provided conditional support for a revised Traffic Impact Assessment by Transcore dated April 2019. Whilst Main Roads WA has supported the TIA as being sufficient for the development application, detailed engineering design drawings will still have to be submitted and approved separately.

Main Roads WA has advised that the final treatment, upgrading and requirements for Albany Highway will be refined during the 85% and 100% design phases.

MRWA Submission	TPI Comment
<p data-bbox="132 1630 520 1668"><u>1. Email dated 17th May 2019</u></p> <p data-bbox="132 1709 906 1783">Main Roads has reviewed the most recent revised Traffic Impact Assessment.</p> <p data-bbox="132 1823 906 1977">Appendix E of the TIA provides a concept design for a AUL left turn treatment and a AUR right turn treatment. The concept is required to be modified to include a CHR treatment as per the warrants.</p>	<p data-bbox="922 1630 1355 1783">Main Roads initially provided advice that full channelised right turn treatment would be required.</p> <p data-bbox="922 1823 1355 1939">The TIA recommends an AUL left turn treatment and AUR right turn treatment.</p> <p data-bbox="922 1980 1355 2016">AUL/AUR means widening to</p>



<p>Main Roads is prepared to support and accept this TIA on the condition that the treatment for the right turn treatment is modified to be a full channelized right turn treatment. Please note it is the applicants responsibility to fully fund the design and construction of the improvements to the satisfaction of Main Roads prior to the operation of the proposed development.</p>	<p>facilitate a turning vehicle but does not include a dedicated additional lane.</p>
<p><u>2. Supplementary email advice dated 17th May 2019</u></p>	
<p>Main Roads will accept at this time that the treatment will be a AUR treatment of widening for the purposes of the development application.</p>	<p>Main Roads has accepted the TIA as being sufficient for the development application, however the final design and treatment to the Highway will be determined as part of the more detailed engineering design phase.</p>
<p>However during the design the details of the improvements will be reviewed and the treatment may end up as a hybrid of AUR/CHR given the layout of the development and surrounding Albany Highway. This will be determined during the 85% design and 100% design phases.</p>	<p>TPI recommends conditions be imposed to require more detailed design drawings which will be referred by the Shire to MRWA for endorsement.</p>

- **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.

The application includes a landscaping plan however there are anomalies on the plan as the number of species shown the plan does not correlate with the plant quantities listed in the landscaping legend. The legend also makes reference to ‘Pinjarra Road’ boundary which does not relate to the development site.

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

- **Stormwater**

The applicant has advised that:

- 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.

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.

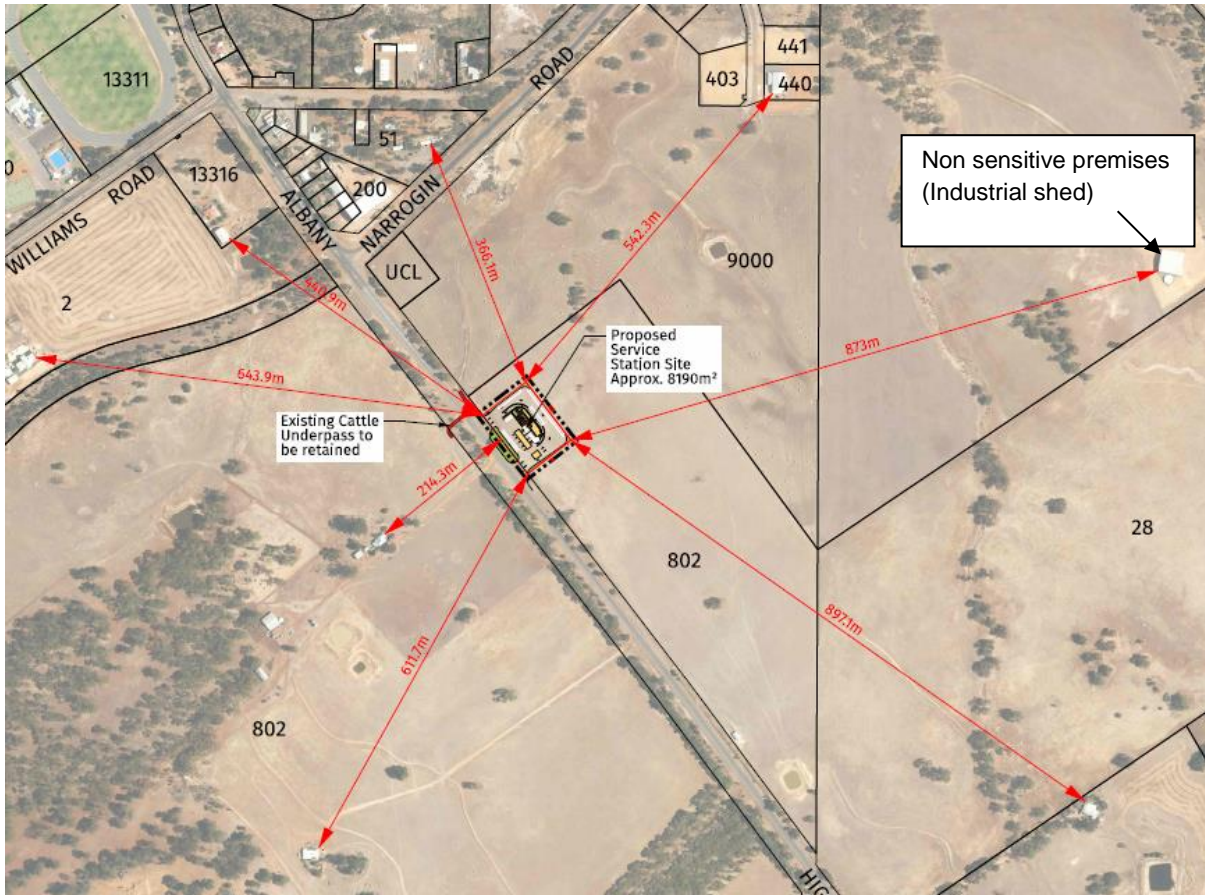
While not replacing the need for best practice approaches to emission management, the use of buffers is a useful tool in achieving an acceptable environmental outcome. It recognises that impacts are generally lessened with increased distances.

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

There is no sensitive premise within 100 to 200 metres of the proposed service station, based on available aerial mapping. The only exception is a dwelling that the Shire has identified on the west portion of Lot 802 which does not show on available aerial maps (Landgate and Google Earth).

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.

The applicant has provided a more detailed map showing distances to buildings.



Source: Extract of map compiled by Dykstra

• **Environmental measures**

The applicant advises that the proposed development seeks to minimize 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**

A 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. The proponent may need separate approval by Main Roads WA for the pylon sign as it is located on land adjacent to a Highway.



POLICY REQUIREMENTS

Not applicable.

LEGISLATIVE REQUIREMENTS

Planning and Development (Local Planning Schemes) Regulations 2015

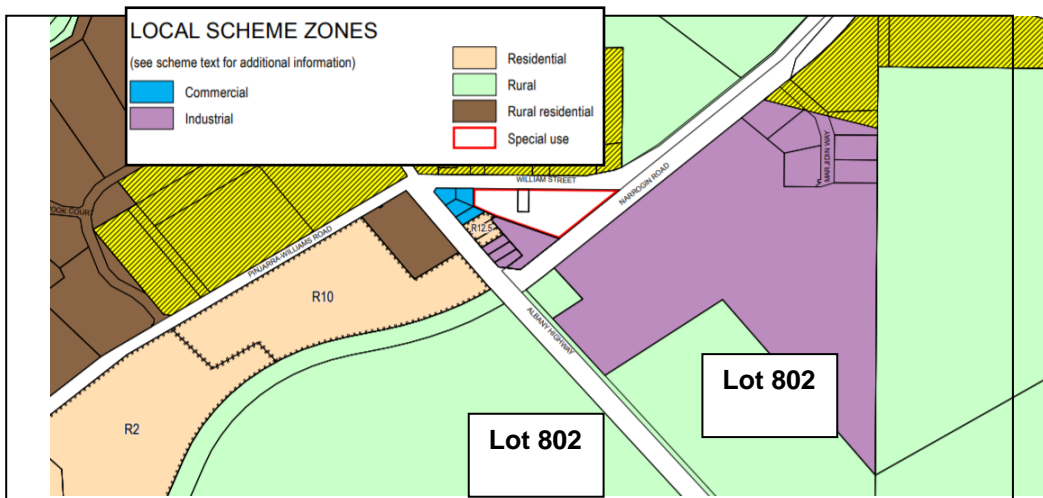
The Regulations include ‘deemed provisions’ which automatically apply to the Shire, without the need to amend the Shires Scheme.

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.

Under the Regulations the Shire cannot consider ‘potential loss that may result from economic competition between new and existing businesses’.

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

There are no quantified economic implications associated with this report.



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

Officer’s (Consultant Planner) Recommendation

That Council:

- A. Approve the development application for a service station, incidental shop and a restaurant on Lot 802 Albany Highway, Williams subject to the following conditions:
 - 1. A revised landscaping and reticulation/watering plan shall be submitted for separate written approval by the Shire Chief Executive Officer. The plan shall be submitted prior to the issue of a building permit unless otherwise agreed to in writing.
The plan shall show by numerical code, the species, quantity and anticipated mature dimensions of all plant types to be planted and shall include:
 - (a) landscaping along the frontage facing Albany Highway;
 - (b) landscaping to the north, east and south of the proposed development.
 - 2. Landscaping, plants and reticulation shall be installed and maintained thereafter in accordance with a landscaping plan approved by the Shire of Williams.
 - 3. Detailed engineering design drawings for upgrading, widening and appropriate traffic management treatments within the Albany Highway road reserve are to be submitted and approved separately in writing by the Shire Chief Executive Officer.
 - 4. Albany Highway shall be upgraded in accordance with detailed engineering design drawings (approved under Condition 3) and all works shall be completed prior to commencement of operation.
 - 5. Vehicle parking (15 car bays), truck parking bays, caravan bays, loading zones, manoeuvring and circulation areas within the lot shall be designed, line marked, constructed, sealed and kerbed generally in accordance with the revised overall site plan by Harley Dykstra (Plan 21520-02 dated 16.11.18) and detailed site plan by Exzo Drafting (Project 0035-18, Drawing No A002, Rev 3) and thereafter maintained to the satisfaction of the Shire of Williams.
 - 6. Prior to occupation or use of the development all vehicle crossovers shown on the approved plans shall be constructed to the satisfaction of the Shire of Williams.
 - 7. Provision to be made so that all commercial vehicles and trucks can ingress and egress the site in forward gear.
 - 8. All signage outlined for traffic movements within the lot boundaries in the Traffic Management Plan by Transcore dated April 2019 (Reference: t18.141.mz.01h) to be implemented at all times of operation including:
 - (a) The northern one way entry crossover to be clearly demarked as the only entry point from Albany Highway to the satisfaction of the Shire, with a ‘no exit’ sign facing inwards towards the service station;



- (b) The southern one way exit crossover to be clearly demarked as the only exit point to Albany Highway to the satisfaction of the Shire, with a 'exit only' sign facing inwards towards the service station and 'no entry' sign facing Albany Highway;
 - (c) One way traffic flows for all vehicles (heavy, coaches and light) to be clearly demarcated using one way arrows at the entry and exit crossovers; and
 - (d) Heavy vehicle routes to be clearly signposted.
9. No loading or unloading of vehicles is to occur that interferes with the parking of light vehicles in the car park by visitors and employees.
10. The owner/applicant to submit detailed drainage plans to the Shire for separate written approval that demonstrate adequate drainage management with no adverse impact on the Albany Highway road network.
11. Adequate precautions and measures to be undertaken to ensure no effluent or contaminated liquids enters the Main Roads WA and Shire drainage systems.
12. If lighting is installed in the carparking area, all illumination shall be confined within the property boundaries to the satisfaction of the Shire.
13. All development (including signage) shall be generally in accordance with the approved plans to the satisfaction of the Shire.
14. The development shall substantially commence within 3 years from the date of this decision. If the development does not substantially commence before expiration of the 3 year period, this approval becomes invalid and expires.

Footnotes:

- (i) It is noted that a landscaping plan was lodged with the application however it contains conflicting information on the number of species to be provided, and there is concern the landscaping may be sparse.
- (ii) In regards to Condition 3, the applicant is advised that the Shire will refer any detailed designs to Main Roads Western Australia, and any design needs to comply with the Main Roads 'Supplement to Ausroads Guide to Road Design'. Main Roads has generally accepted the third revised Transport Impact Assessment prepared by Transcore as being sufficient for the development application, however has advised that during the detailed design phases the details of the improvements will be reviewed and the treatment may end up as a hybrid of AUR/CHR given the layout of the development and surrounding Albany Highway. The final treatment, upgrading and requirements for Albany Highway will be determined during the 85% design and 100% design phases.
- (iii) It is noted that Transcore prepared a concept design which reflected their recommendation on the outcome of the turn lane assessment. The proposed concept design is not approved as part of the development application, as detailed design for upgrading and works in the Albany Highway road reserve will be refined as part of the more detailed design phase.
- (iv) Please be advised that separate approval may be required from Main Roads WA for the proposed pylon sign. (v) A separate Building Permit will be required. This is not an approval to commence any construction.

B. Note the public submissions as summarised in **Appendix 1**



Council Resolution

Cavanagh/Harding

That Council:

- A. Approve the development application for a service station, incidental shop and a restaurant on Lot 802 Albany Highway, Williams subject to the following conditions:
1. A revised landscaping and reticulation/watering plan shall be submitted for separate written approval by the Shire Chief Executive Officer. The plan shall be submitted prior to the issue of a building permit unless otherwise agreed to in writing.
The plan shall show by numerical code, the species, quantity and anticipated mature dimensions of all plant types to be planted and shall include:
 - (a) landscaping along the frontage facing Albany Highway;
 - (b) landscaping to the north, east and south of the proposed development.
 2. Landscaping, plants and reticulation shall be installed and maintained thereafter in accordance with a landscaping plan approved by the Shire of Williams.
 3. Detailed engineering design drawings for upgrading, widening and appropriate traffic management treatments within the Albany Highway road reserve are to be submitted and approved separately in writing by the Shire Chief Executive Officer.
 4. Albany Highway shall be upgraded in accordance with detailed engineering design drawings (approved under Condition 3) and all works shall be completed prior to commencement of operation.
 5. Vehicle parking (15 car bays), truck parking bays, caravan bays, loading zones, manoeuvring and circulation areas within the lot shall be designed, line marked, constructed, sealed and kerbed generally in accordance with the revised overall site plan by Harley Dykstra (Plan 21520-02 dated 25.02.2019) and detailed site plan (Project 21520-03 dated 18.6.2019) and thereafter maintained to the satisfaction of the Shire of Williams.
 6. Prior to occupation or use of the development all vehicle crossovers shown on the approved plans shall be constructed to the satisfaction of the Shire of Williams.
 7. Provision to be made so that all commercial vehicles and trucks can ingress and egress the site in forward gear.
 8. All signage outlined for traffic movements within the lot boundaries in the Traffic Management Plan by Transcore dated April 2019 (Reference: t18.141.mz.01h) to be implemented at all times of operation including:
 - (a) The northern one way entry crossover to be clearly demarked as the only entry point from Albany Highway to the satisfaction of the Shire, with a 'no exit' sign facing inwards towards the service station;
 - (b) The southern one way exit crossover to be clearly demarked as the only exit point to Albany Highway to the satisfaction of the Shire, with a 'exit only' sign facing inwards towards the service station and 'no entry' sign facing Albany Highway;
 - (c) One way traffic flows for all vehicles (heavy, coaches and light) to be clearly demarcated using one way arrows at the entry and exit crossovers; and
 - (d) Heavy vehicle routes to be clearly signposted.
 9. No loading or unloading of vehicles is to occur that interferes with the parking of light vehicles in the car park by visitors and employees.



10. The owner/applicant to submit detailed drainage plans to the Shire for separate written approval that demonstrate adequate drainage management with no adverse impact on the Albany Highway road network.
11. Adequate precautions and measures to be undertaken to ensure no effluent or contaminated liquids enters the Main Roads WA and Shire drainage systems.
12. If lighting is installed in the carparking area, all illumination shall be confined within the property boundaries to the satisfaction of the Shire.
13. All development (including signage) shall be generally in accordance with the approved plans to the satisfaction of the Shire.
14. The development shall substantially commence within 3 years from the date of this decision. If the development does not substantially commence before expiration of the 3 year period, this approval becomes invalid and expires.

Footnotes:

- (i) It is noted that a landscaping plan was lodged with the application however it contains conflicting information on the number of species to be provided, and there is concern the landscaping may be sparse.
- (ii) In regards to Condition 3, the applicant is advised that the Shire will refer any detailed designs to Main Roads Western Australia, and any design needs to comply with the Main Roads 'Supplement to Ausroads Guide to Road Design'. Main Roads has generally accepted the third revised Transport Impact Assessment prepared by Transcore as being sufficient for the development application, however has advised that during the detailed design phases the details of the improvements will be reviewed and the treatment may end up as a hybrid of AUR/CHR given the layout of the development and surrounding Albany Highway. The final treatment, upgrading and requirements for Albany Highway will be determined during the 85% design and 100% design phases.
- (iii) It is noted that Transcore prepared a concept design which reflected their recommendation on the outcome of the turn lane assessment. The proposed concept design is not approved as part of the development application, as detailed design for upgrading and works in the Albany Highway road reserve will be refined as part of the more detailed design phase.
- (iv) Please be advised that separate approval may be required from Main Roads WA for the proposed pylon sign. (v) A separate Building Permit will be required. This is not an approval to commence any construction.

B. Note the public submissions as summarised in **Appendix 1**

Carried 5/1
Resolution 199/19

The resolution differed from the recommendation to reflect a change to the description of the plans/drawings as presented.

The Proponent's representatives and members of the public left the Meeting at 1.30pm.



Cr Logie assumed the Chair at 1.30pm.

Liz Bushby remained in the Meeting to provide advice to Council on a further item on the Agenda concerning Item 8.4.5 Development Application, Proposed Cottage Industry and Garden Centre - Lot 320 Williams Narrogin Highway, Williams.

Liz Bushby left the Meeting at 1.33pm.

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cr Logie / President
Item No. / Subject	8.4.3 Proposed Service Station – Lot 802 Albany Hwy, Williams
Type of Interest	Proximity Interest

DECLARATION OF INTEREST	
Name / Position	Cr Baker / Councillor
Item No. / Subject	8.5.4 Amendment to the 2018/2019 Fees and Charges
Type of Interest	Direct Financial Interest

DECLARATION OF INTEREST	
Name / Position	Cr Cavanagh / Councillor
Item No. / Subject	8.5.5 2019-2020 Road Construction and Maintenance Programme
Type of Interest	Proximity Interest



6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 15 MAY 2019

Officer's Recommendation

That the Minutes of the Ordinary Meeting held 15 May 2019, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Harding/Watt

That the Minutes of the Ordinary Meeting held 15 May 2019, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0
Resolution 200 /19**

6.2 HWEDA MEETING HELD 11 JUNE 2019

Officer's Recommendation

That the Minutes of the HWEDA Meeting held 11 June 2019, as previously circulated, be received.

Council Resolution

Cavanagh/Major

That the Minutes of the HWEDA Meeting held 11 June 2019, as previously circulated, be received.

**Carried 7/0
Resolution 201/19**

6.3 4WDL MEETING HELD 11 JUNE 2019

Officer's Recommendation

That the Minutes of the 4WDL Meeting held 11 June 2019, as previously circulated, be received.

Council Resolution

Watt/Medlen

That the Minutes of the 4WDL Meeting held 11 June 2019, as previously circulated, be received.

**Carried 7/0
Resolution 202/19**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.0 REPORTS



8.1 COMMUNITY DEVELOPMENT OFFICER'S REPORT

Nil report

The Works Supervisor, Mr Tony Kett, attended the Meeting at 1.43pm to discuss his report.

8.2 WORKS SUPERVISOR'S REPORT

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	13 June 2019
Attachments	Appendix 1	

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (km)
Darkan-Quindanning Rd	14.0
Kelly Rd	8.4
Zilko Rd	19.3
Extracts Rd	12.2
Plank Rd	4.7
Rintoul Rd	1.6
Hamon Rd	0.8
Lyons Rd	1.7
Folland Rd	2.9
Martin Rd	3.8
English Rd	6.5
Total Length for the Month	75.9 km

8.2.2 ROAD MAINTENANCE WORKS (SEE APPENDIX)

- Patching



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				COMPLETED
128	Williams Darkan Road	Reseal	0.00	7.00				COMPLETED
7	Clayton Road	Seal Shoulder	2.00	4.00				COMPLETED
7	Clayton Road	Widen Shoulders	4.00	6.00				COMPLETED
1	York Williams Road	Reseal 3kms	6.10	9.10				COMPLETED
23	Wangeling Gully Road	Install Culverts and Gravel Sheet						Culverts are in. Tree trimming and picking up spoil completed.
12	Zilko Road	Widen over Culverts						
15	Glenfield Road	Tree Trimming			2.00kms			COMPLETED
9	Dardadine Road	Tree Trimming			2.00kms			COMPLETED
31	Extracts Road	Tree Trimming			2.50kms			COMPLETED
	Townsite Drainage	Drainage plan and upgrade						
58	Kelly Road	Replace Culvert						COMPLETED
12	Zilko Road	Gravel Sheet (3kms)						Starting
11	Marradong Road	Drainage and seal failures						COMPLETED
	Various Roads	Gravel Sheeting and Reforming						



8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Km 10/6/19	Works Completed this Month
Mazda CX5 WL 16	Light Vehicles	C Ryan	Aug 18	17,065 km	
Toyota Prado 16 WL		G McKeown	Sep 16	94,800 km	
Isuzu 4x2 Dual Cab Utility WL 76		Outside staff	Nov 04	4,482 km	
Holden Colorado Dual Cab WL 19		T Kett	Sep 17	65,600 km	
Isuzu 150 WL 36		J Cowan	Nov 18	7,123 km	
Isuzu D-Max WL 5802		A Wood	Nov 14	145,301 km	
Isuzu 4x2 Single Cab Ute WL 5826		Maintenance	Nov 16	29,193 km	
Holden Rodeo Single Cab Utility WL 826		Outside staff	Nov 06	132,384 km	
Isuzu 4x2 Single Cab Ute WL 915		J Lenehan	Nov 16	23,249 Km	
Skid Steer Track Loader 1EVV725		Construction Equipment	Outside staff	Sep 15	978 hr
Multipack Multi-Tyre Roller WL 49	Outside staff		Oct 04	7,375 hr	Serviced
Vibromax Roller WL 126	Outside staff		Sep 04	4,724hr	
Caterpillar 12M Grader WL 61	C Fawcett		Dec 11	6,618 hr	
Caterpillar 12M Grader WL 361	A Wood		Oct 14	4000 hr	
721E Case Loader WL 5639	N Fisher		May 12	7,804 hr	
Volvo EC210BLC Excavator WL 499	P Reed		Jul 07	8,150 hr	
John Deere 315SE4 Backhoe WL 745	T Palframan		Sep 01	3,258 hr	
Toro Reelmaster SP Mower WL 5827	Works	Aug 09	1,440 hr		
Kubota Generator	Parks & Gardens	Refuse Site		5,218 hr	
Toro Groundmaster 360 WL917		J Cowan	Nov 16	298 hr	
Toro Kholer Ride on Mower WL 5302		J Cowan	Aug 05	679 hr	
Honda TRX 4-wheel M/cycle WL 429		J Cowan	Mar 00	1,545 hr	
Toyota DA115 Tip/Water Truck WL 595		J Lenehan	Aug 94	237,500 km	
Isuzu FVZ1400 Tip Truck WL093	Trucks & Trailers		Dec 03	322,547 km	
Volvo P-Move WL91		P Reed	Jan 19	11,104 km	
Isuzu Giga CXZ Tip Truck WL 128		J Murdock	Dec 08	257,123 km	Serviced
Isuzu NPR 300 Truck WL 5825		D Hill	Jan 13	114,677 km	
SFM S-Tip Trailer WL 3730		Works	Dec 05	173,500 km	
Howard Port. L-Loader 1TIF238		Works	Aug 07	165,500 km	
Howard Port. Pig Trail. WL3792		J Murdock	Dec 08	174,500 km	
'08 Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	Received Feb 16	167,853 km	

8.2.5 STAFF

- Nil to report

8.2.6 TOWN AND FACILITIES REPORT

- Nil to report

8.2.7 PRIVATE WORKS

- Water deliveries



8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE

Voting Requirements

Simple Majority Required

Officer’s Recommendation

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

Council Resolution

Medlen/Watt

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

**Carried 7/0
Resolution 203/19**

Tony Kett left the Meeting at 2.03pm.

The Environmental Health Officer/Building Surveyor, Mr Trevor Brandy, attended the Meeting at 2.04pm 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 Trevor Brandy 14 June 2019
Attachments Nil

Comment

Applications processed during May 2019:

Permit Number	Owner	Address	Description
423	Michael Eastwood	20 Channon Street, Williams	Timber Framed Dwelling.
424D	Caltex Australia	Albany Highway Williams	Timer Framed Asbestos Cladded

Certificates to use an Effluent Disposal Systems

Lot 918 Glenfield Road, Williams

27 Lavender Road, Williams

Lot 172 (61) Lavender Street, Williams



BA7 Building Completion Certificates Received

Lot 918 (1899) Glenfield Road, Williams

Quindanning Church Ablution Facility

Communication has been forthcoming from the Diocese with reference to stone cladding being used on the facility, it is proposed to use a reduced effluent disposal system to help bring the facility back into budget.

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 204/19**

8.3.2 FOOD PREMISES INSPECTIONS

File Reference	7.40.41	
Statutory Reference	<i>Food Act 2008</i>	
Author & Date	Trevor Brandy	14 June 2019
Attachments	Nil	

Comment

A series of Food Premises inspections were carried out within the last month with only one major non-compliance.

Premises inspected:

- Rustic Rainbow
- Williams Newsagency
- Caltex Service Station
- Williams Hotel
- Wool Shed
- BP Williams

Financial Implications

Nil



Voting Requirements

Simple Majority

Officer's Recommendation

That the Food Premises Registration Report be endorsed by Council.

Council Resolution

Watt/Harding

That the Food Premises Registration Report be endorsed by Council.

**Carried 7/0
Resolution 205/19**

Trevor Brandy left the Meeting at 2.17pm.

8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

File Reference	4.1.20	
Statutory Reference	N/A	
Author & Date	Geoff McKeown	14 June 2019
Attachment	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 June 2019 be received by Council.



Council Resolution

Major/Cavanagh

That the Chief Executive Officer’s General Report for June 2019 be received by Council.

**Carried 7/0
Resolution 206/19**

8.4.2 CHANGE OF DATE FOR JULY 2019 ORDINARY COUNCIL MEETING

File Reference	4.1.20
Statutory Reference	Section 5.4 <i>Local Government Act 1995</i> and reg 12(2) <i>Local Government (Administration) Regulations 1996</i>
Author & Date	Geoff McKeown 5 June 2019
Attachment	Nil

Background

The July 2019 Ordinary Council Meeting is scheduled to be held on Wednesday, 17 July 2019. Adoption of the Annual Budget is typically done at the July Council Meeting each year.

Comment

The Shire Administration seeks Council support to defer the scheduled meeting date by a week to be held on Wednesday, 24 July 2019. This will allow more time for the budget preparation and ensure a thorough account of the previous financial year position to be carried forward.

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 Council agree to the rescheduling of the July 2019 Ordinary Council Meeting to now be held on Wednesday, 24 July 2019 and the Chief Executive Officer is to give local public notice of the change of date in accordance with reg 12(2) *Local Government (Administration) Regulations 1996*.

Council Resolution

Cavanagh/Watt

That Council agree to the rescheduling of the July 2019 Ordinary Council Meeting to now be held on Wednesday, 24 July 2019 and the Chief Executive Officer is to give local public notice of the change of date in accordance with reg 12(2) *Local Government (Administration) Regulations 1996*.

**Carried 7/0
Resolution 207/19**



8.4.4 COMMUNITY CHEST RESERVE

File Reference	4.23.15
Statutory Reference	Section 6.11 <i>Local Government Act 1995</i> and Regulation 17 <i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Geoff McKeown 10 June 2019
Attachment	Nil

Background

This item recommends the creation of a reserve fund for the pooling of monies received from the sale of second hand items at the Williams Refuse Site and the subsequent allocation of those funds for community projects.

Comment

Section 6.11 *Local Government Act 1995* outlines the process to create a reserve account. An extract of the Act follows:

6.11. Reserve accounts

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

For many years the proceeds from the sale of second hand items at the ‘tip shop’ have been placed in the Shire’s Trust Account. Where money or other property is held in the Trust Account, the local government is to, in the case of money, pay it to the person entitled to it.

Funds received from the sale of items belong to the local government and therefore should not be placed in the Trust Account. Therefore, it is more appropriate that these monies are received in the Municipal Fund as they are received and then transferred to a reserve account to be used for a community purpose in future years.

Regulation 17 of the *Local Government (Financial Management) Regulations 1996* states that a reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside for.

In this case it is recommended that the account be named the Community Chest Reserve and have the purpose stated as ‘To be used to support community initiatives and projects’. Currently there is an amount of \$13,930.65 that can be transferred from the Trust Account.

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 2.2 Maintain accountability, transparency and financial responsibility.



CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial implications

The transfer of funds held in the Trust Account to a Reserve Account before the end of the financial year will ensure the correct accountability of these funds.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council establish a Reserve Account for the collection of monies from the sale of second hand items from the Williams Refuse Site ‘tip shop’. Further, the Reserve Account title will be known as the Community Chest Reserve with the purpose: ‘To be used to support community initiatives and projects’.

Council Resolution

Harding/Baker

That Council establish a Reserve Account for the collection of monies from the sale of second hand items from the Williams Refuse Site ‘tip shop’. Further, the Reserve Account title will be known as the Community Chest Reserve with the purpose: ‘To be used to support community initiatives and projects’.

**Carried 7/0
Resolution 208/19**

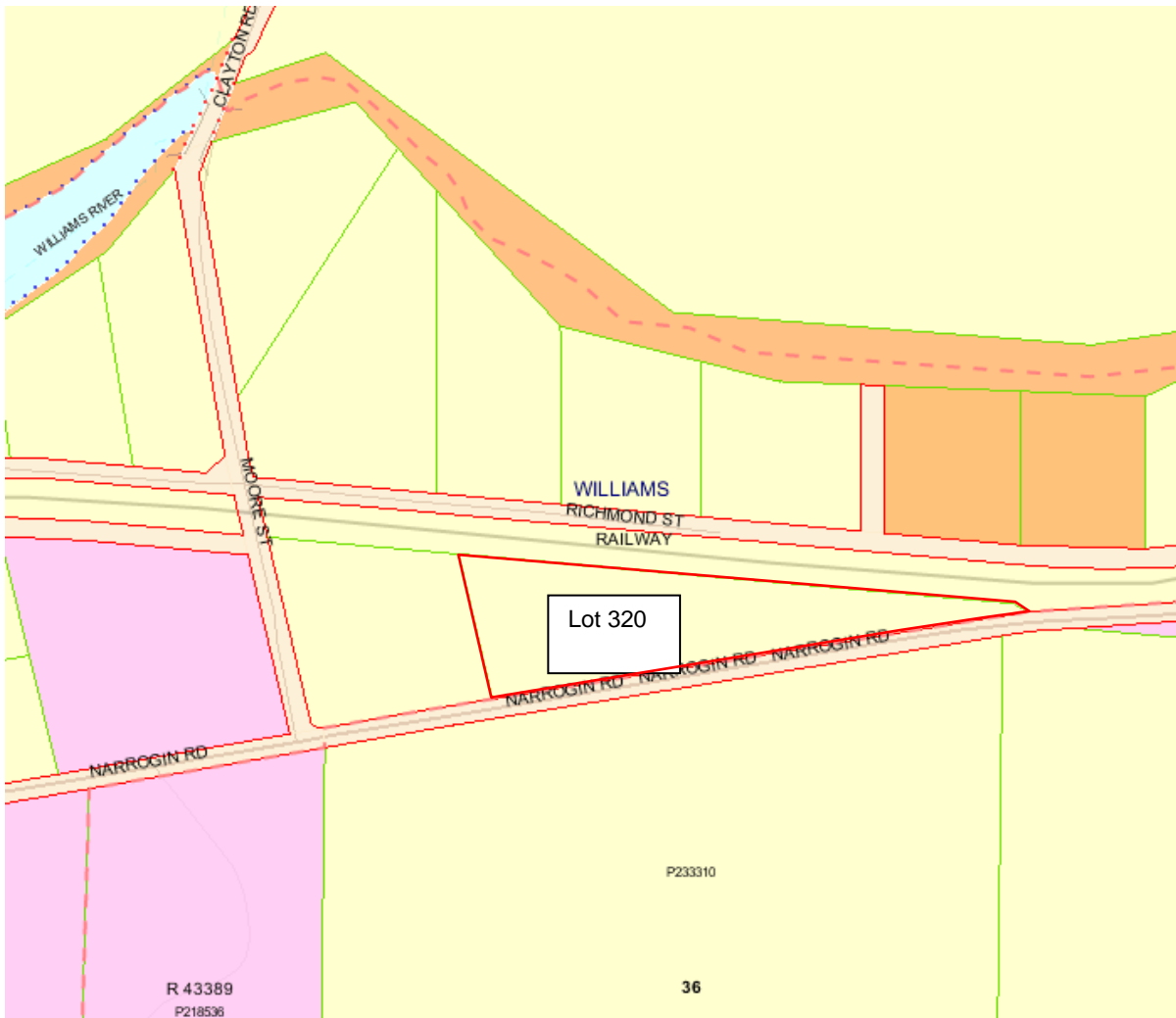
8.4.5 DEVELOPMENT APPLICATION – PROPOSED COTTAGE INDUSTRY AND GARDEN CENTRE – LOT 320 (NO 281) WILLIAMS NARROGIN HIGHWAY, WILLIAMS

File Reference	10.60.15
Statutory Reference	<i>Town Planning and Development Act 2005</i>
Author & Date	Liz Bushby, Town Planning Innovations, 12 June 2019
Attachment	Nil

Background

Lot 320 is zoned ‘Rural’ under the Shire of Williams Town Planning Scheme No 2 (‘the Scheme’).

The lot has been cleared and is currently used for sheep grazing / rural activities.



Location Plan compiled by TPI

Comment

- **Proposed Development**

A planning application has been lodged for a garden centre comprising of a 144m² building, outdoor display area, hot house, and gravel car park.

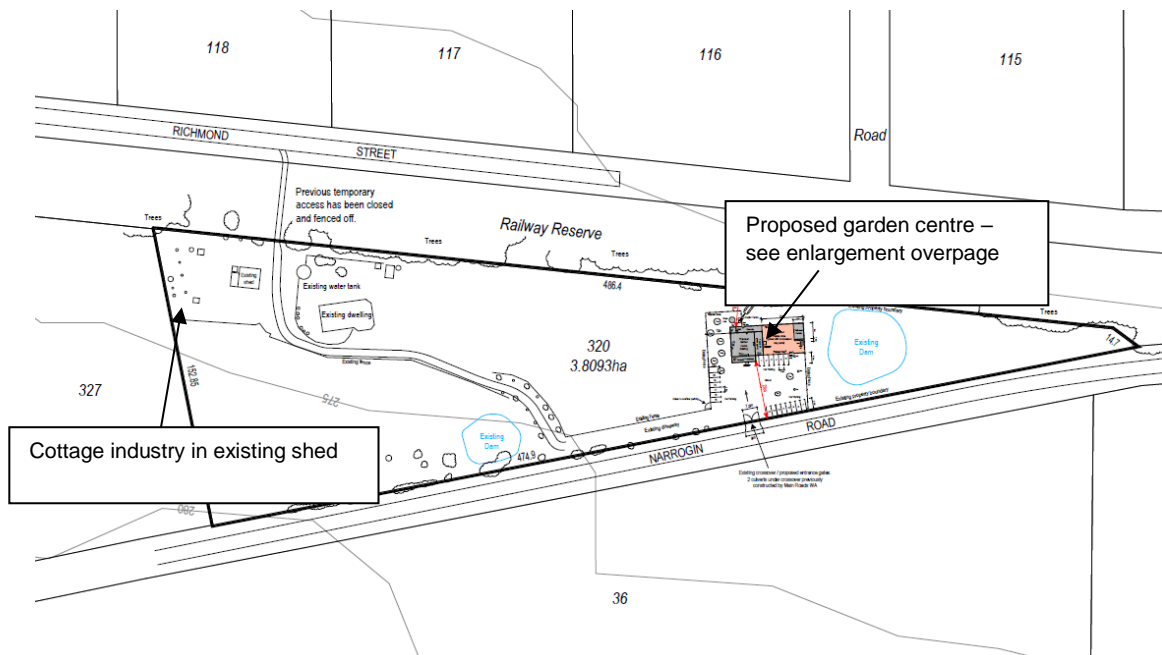
The applicant/owner has advised as follows:

- There is an existing shade house and hot house adjacent to the residence on the lot where any propagation will occur.
- Some potting will occur on a bench in the outdoor display area as this is where potting mix will be kept.
- The car parking area is proposed to be compacted gravel.
- Plants will be displayed on benches or on gravel on the ground.
- The proposed operating hours are Thursday to Sunday and on a Monday on long-weekends. Opening times will be 9:00am to 5:00pm.
- The owners of the property will be operating the garden centre.

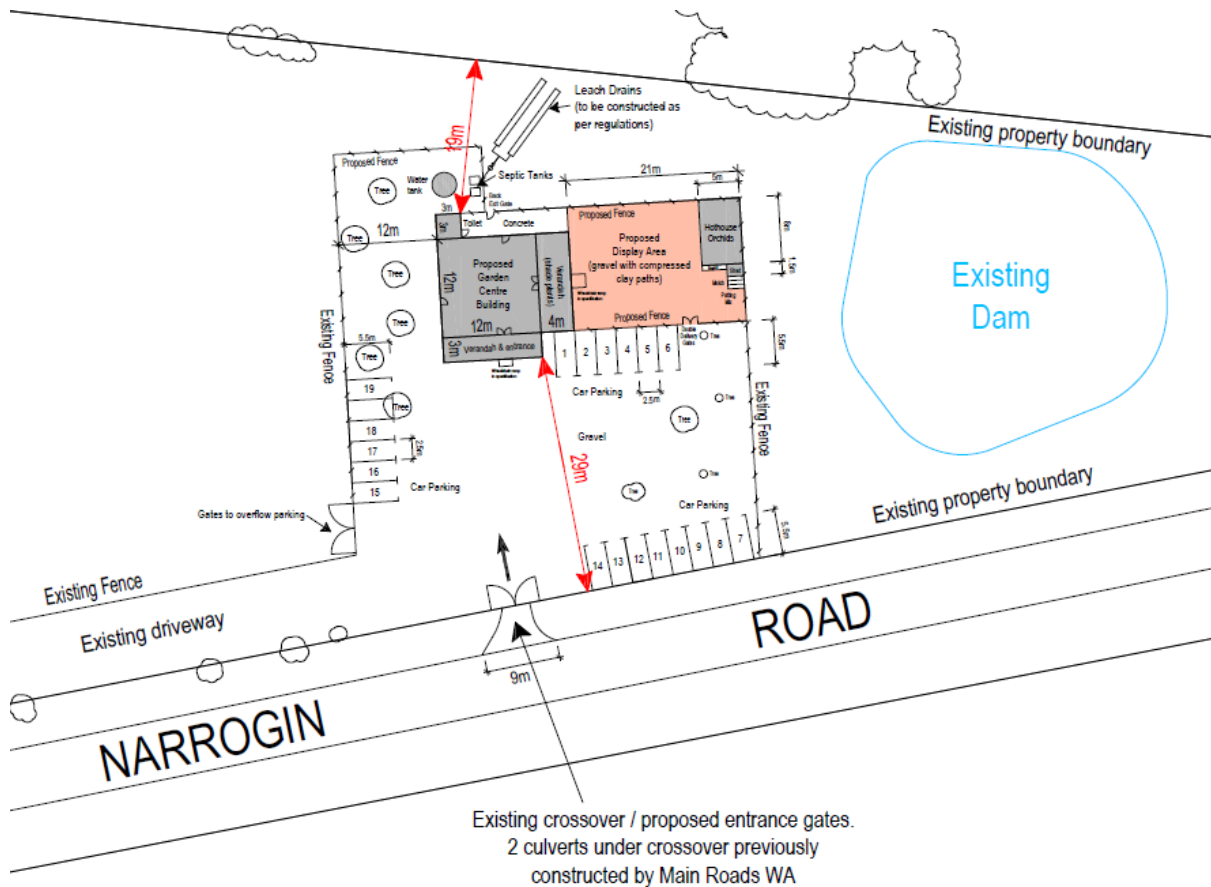
The applicant proposes to sell orchids, indoor and outdoor plants, garden art, statues, bird baths, pots, potting mix, mulch, environmentally friendly chemical free fertilisers/pesticides, handmade (gardeners) soap, wind chimes, seeds, fairies and fairy plants, and worms.

Most of the items to be sold will be purchased from other premises and brought onto the property. The owners propose to make the soap, some garden art and wind chimes on site in an existing outbuilding adjacent to their house.

The applicant has advised that all fertilisers to be used will be trace elements - blood and bone, dolomite, seaweed, worm juice and strickback which are environmentally friendly. Those fertilisers will be locked in a small garden shed.



Above: Overall site plan



Above: Enlargement of proposed garden centre

- **Zoning**

The subject land is zoned 'Rural' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

- **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 classifications for the proposal with reference to the definitions provided for in Schedule 1 of the Scheme.

Whilst the application proposes to make some goods on site within the existing outbuilding, it also proposes to purchase garden related goods from external sources.

There are 2 main components to the proposed land use:

(A) Making and producing goods on the premises to sell in the garden centre;

This is construed as a cottage industry as per the definition below:



Scheme Definition	Consultant Comment
Cottage industry means an industry which produces arts and craft goods which cannot be carried out under the provisions of a 'home occupation' and that:	Only a small part of the proposal involves the production of goods on site including soap, garden art, and wind chimes. A home occupation limits business activities to 20m ² and does not allow for retail sales.
a) does not cause injury to or prejudicially affect the amenity of the neighbourhood including (but without limiting the generality of the foregoing) injury, or prejudicial affection, due to the emission of light, noise, vibration, stream, soot, ash, dust, grit, oil, liquid wastes or waste products.	a) Noted.
b) where operated in a Residential zone, does not entail the employment of any person not a member of the occupier's family normally resident on the land.	b) Noted. Not applicable as lot is zoned Rural.
c) is conducted in an out-building which is compatible to the zone and its amenity and does not occupy an area in excess of 55m ² .	c) Complies. Products will be hand crafted in a portion of the existing outbuilding adjacent to the residence.
d) does not require the provision of any essential service main of a greater capacity than normally required in the zone in which it is located.	d) Noted.

The Cottage Industry definition allows for production of arts and craft goods. It will allow the owners to make some hand crafted goods on site, and any retail sales are proposed in the garden centre.

A cottage industry is listed as an 'AA' use in the Rural zone which means that it can be permitted at Council's discretion.

The second component of the business is:

(B) Selling plants and products associated with gardening.

This part of the business could be considered as a 'garden centre'. A 'garden centre' is not defined in the Shires Scheme or listed in 'Table 1-Zoning Table'.

A 'garden centre' is defined in the Model Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* as 'means premises used for the propagation, rearing and sale of plants, and the storage and sale of products associated with horticulture and gardens'.



A 'garden centre' can be processed as a 'use not listed' in the Zoning Table. Council has two options when processing a 'use not listed' in accordance with Clause 4.3.2 as follows:

- (a) determine that the garden centre use is not consistent with the objectives and purposes of the Rural zone and is not permitted; or
- (b) determine that the garden centre use may be consistent with the objectives and purposes of the Rural zone and therefore follow the advertising procedures of Clause 2.6 in considering an application for planning consent.

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 which are not relevant to the development application.

Due to the absence of Rural zone objectives under the Scheme, TPI makes reference to some of the objectives of the Rural zone under the Model Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* which include:

- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstance where they demonstrate compatibility with the primary use; and
- To provide for a range of non-rural uses land uses where they have demonstrated benefit and are compatible with surrounding rural uses.

It is recommended that Council pursue option b) as the proposal is only to use a portion of the lot so agricultural activities can continue on the balance lot area, and it is considered that the land use could be compatible with surrounding rural uses.

- **Setbacks and Site requirements**

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

- **Car parking**

The applicant proposes a gravel car park which can accommodate a minimum of 19 car parking bays, and can also be used for deliveries/ loading.

- **Traffic/ Access**

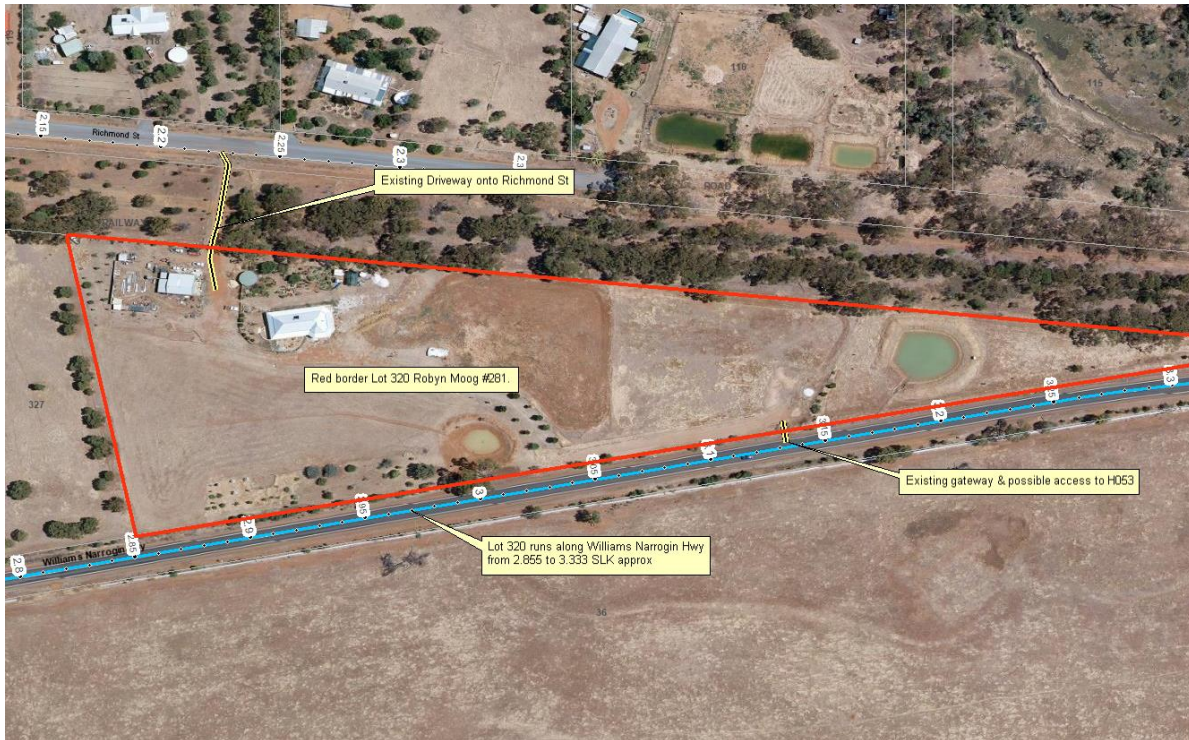
Access into the lot has previously been via Richmond Street which is not supported by Main Roads WA as the lot is separated from that road by railway reserve.

All access into the lot is proposed from the Williams Narrogin Highway. Main Roads WA has examined the proposal and advised that:

- (1) They support use of the existing/ proposed driveway on Williams Narrogin Highway on the provision the non-approved second access on Richmond Street is permanently closed and verge reinstated.

- (2) The proposed access provides a significantly safer access than does the second unapproved driveway via Clayton Road and Richmond Street.

Main Roads WA provided the map below. They also provided photographs showing clear sightlines along this section of Highway.



TPI liaised directly with Main Roads WA and they reaffirmed that they support the proposal, and no new formal referral to MRWA needs to occur. They advised the Shire can send copies of the refined plans to them for filing.

- **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.'*

Council should provide advice if landscaping is requested.

POLICY REQUIREMENTS

Not applicable.

LEGISLATIVE REQUIREMENTS

Planning and Development (Local Planning Schemes) Regulations 2015

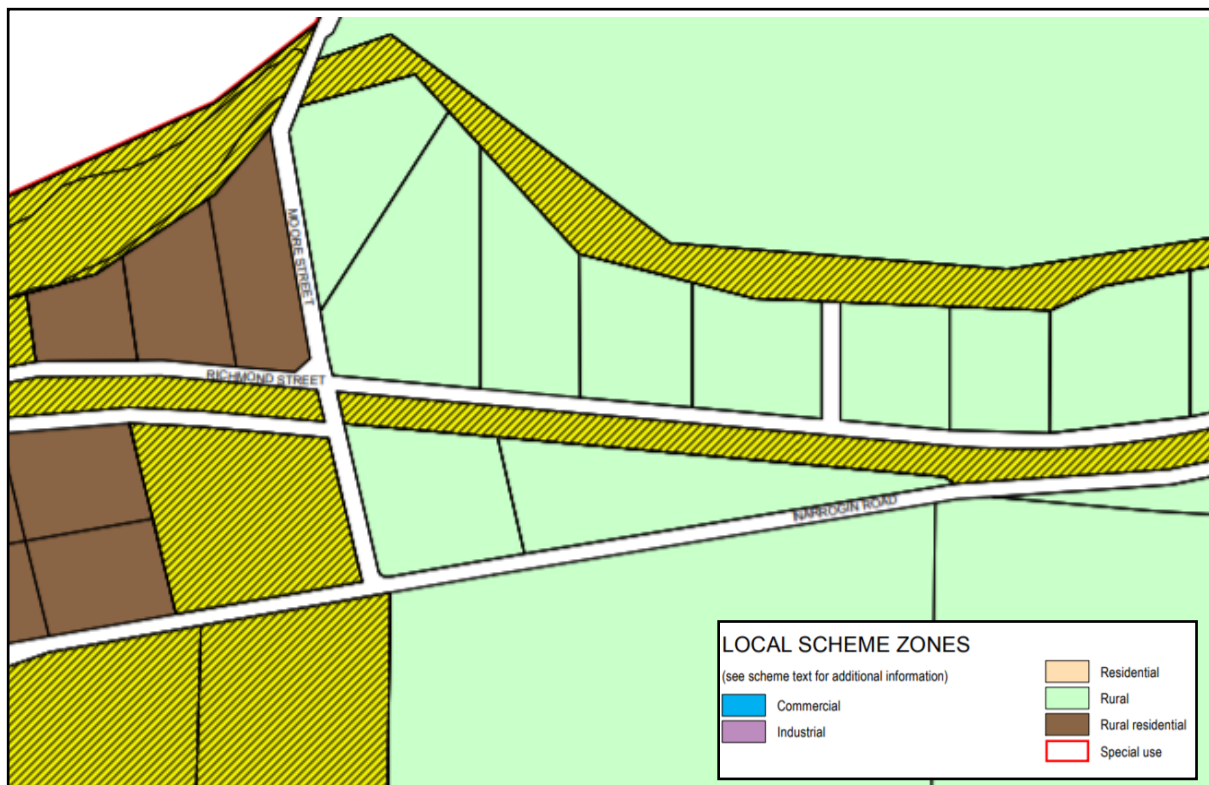
The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shires Scheme.



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

There are no quantified economic implications associated with this report.

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

Absolute Majority

Officer's (Consultant Planner) Recommendation

That Council:

1. Note that the application includes a 'cottage industry' component as the owner proposes to hand make some items, such as garden art and wind charms, within an existing outbuilding on the lot.
2. Determine that the garden centre use may be consistent with the objectives and purposes of the Rural zone and therefore follow the advertising procedures of Clause 2.6 in considering an application for planning consent.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for a cottage industry and garden centre on Lot 320 (No 281) Williams Narrogin Highway, Williams following completion of advertising.
4. Note that if any adverse valid submissions are received during advertising the application will not be determined under delegated authority and a further report will be referred to the July 2019 Ordinary Council Meeting.
5. Advise the owners that the Shire is generally supportive of the proposal however the garden centre is required to be advertised under the Shire of Williams Town Planning Scheme No 2.

Council Resolution

Harding/Major

That Council:

1. Note that the application includes a 'cottage industry' component as the owner proposes to hand make some items, such as garden art and wind charms, within an existing outbuilding on the lot.
2. Determine that the garden centre use may be consistent with the objectives and purposes of the Rural zone and therefore follow the advertising procedures of Clause 2.6 in considering an application for planning consent.
3. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for a cottage industry and garden centre on Lot 320 (No 281) Williams Narrogin Highway, Williams following completion of advertising.
4. Note that if any adverse valid submissions are received during advertising the application will not be determined under delegated authority and a further report will be referred to the July 2019 Ordinary Council Meeting.
5. Advise the owners that the Shire is generally supportive of the proposal however the garden centre is required to be advertised under the Shire of Williams Town Planning Scheme No 2.

**Carried by Absolute Majority 7/0
Resolution 209/19**



8.4.6 REQUEST FOR FINANCIAL SUPPORT – WILLIAMS COMMUNITY SCULPTURE PROJECT

File Reference	4.21.05
Statutory Reference	Nil
Author & Date	Geoff McKeown 13 June 2019
Attachment	Nil

Background

A letter has been received from the Williams CRC seeking financial support from the Shire to assist in delivery of a community sculptures project. The CRC is exploring opportunities for various funding partners to be involved.

Comment

An extract from the Williams CRC's letter follows:

"I am writing to request the council's consideration for a contribution to the Williams Community Sculpture – "Bridging the gap - stories of our community" at the next Council Budget meeting.

We are requesting an amount of \$5000 from the Art Acquisition Reserve. This will help to partially cover the cost of an artist to come to our town over several weeks, providing guidance and skills to our community members. This in turn will provide numerous works of art to be displayed along the Albany Highway within our town site made by our community. Such artworks alongside the Albany highway will encourage travellers to stop in our town which can only be a good thing for our community and our businesses.

We anticipate that the artist will cost anywhere from \$12,000 - \$17,000 according to the quotes we have obtained so far. (est \$15,000)

The Costings will be:

- *Artistic guidance - \$15,000 (Fully inclusive of guidance, travel, food, accommodation)*
- *Professional Photographer - \$1,000*
- *Workshop Assistant - \$1,000 (over several weekends possibly 5)*
- *Newmont has Donated for plaques \$2,000 but we hope to request further funding.*
- *We also hope to apply for a CBH grass roots fund grant.*

Letters of support have been garnered from the community. Several members of our artistic community have indicated they are happy to help with this project. Prices Engineering have offered the space and equipment for the workshops. Williams Men Shed have offered assistance. Art and Craft are interested in possible collaboration. Williams Primary School has provided a letter of support



The Williams CRC is available to provide project management and to help assist in any administrative roles.

The Shire have advised they are happy to maintain the sculptures and areas once installed. Materials are to be donated and scavenged from tip and farms.

The community members will produce works of art that we are proud to display. "Proud to tell the story of Williams, where we came from and what makes us special today."

They may be made from scrap but certainly not a pile of scrap. We aim to have high quality artworks showcasing Williams and our artistic endeavours.

We hope that the Williams Council can see the merits of these workshops and the wonderful works of art and are happy to contribute to the project."

The Shire has an Art Acquisition Reserve which has the purpose: 'To be used for the purchase of art pieces for the Williams Art Collection'. If Council supports of this project and would like to contribute financially, it can budget to make a contribution from this reserve. It would be appropriate to modify the purpose of this reserve to provide for greater flexibility in the use of these funds. The purpose can be changed to: 'To be used for the purchase of art pieces for the Williams Art Collection and support art projects in the Williams community'.

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

Financial implications

For consideration in the draft Annual Budget for 2019/2020.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council include a contribution of \$5,000 in the draft Annual Budget 2019/2020 towards the Williams Community Sculpture – "Bridging the gap - stories of our community" Project. Further, it approves an amendment to the purpose of the reserve it include the following wording: 'To be used for the purchase of art pieces for the Williams Art Collection and support art projects in the Williams community'.



Council Resolution

Major/Medlen

That Council include a contribution of \$5,000 in the draft Annual Budget 2019/2020 towards the Williams Community Sculpture – “Bridging the gap - stories of our community” Project. Further, it approves an amendment to the purpose of the reserve it include the following wording: ‘To be used for the purchase of art pieces for the Williams Art Collection and support art projects in the Williams community’.

**Carried 7/0
Resolution 210/19**

8.4.7 USE OF THE COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY

File Reference	4.50.60
Statutory Reference	Sections 5.42 and 9.49A <i>Local Government 1995</i>
Author & Date	Geoff McKeown 14 June 2019
Attachment	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:

- **Investment of Shire Monies – Delegation LGA4**

Delegation - The Chief Executive Officer has delegated authority, subject to Part 3 of the *Trustees Act 1962*, to invest money held in the Municipal Fund or the Trust Fund that is not, for the time being, required by the local government for any other purpose.

Action - The Chief Executive Officer approved a transfer of:

1. \$200,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund in anticipation of future expenditure.

- **Common Seal – Delegation LGA7**

Delegation - The Chief Executive Officer has delegated authority to affix the common seal of the Shire of Williams to any document which requires the affixing of the common seal to be validly executed.



Action - The President and Chief Executive Officer affixed the common seal to the Agreement for Sale of Part Williams Location D.

- **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.

- **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 to NBN Co for a minor upgrade to a microwave antenna at the existing NBN Co base station located at Williams Location 13061, 329 McKenzie Road, Williams.

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 May 2019.

Council Resolution
Harding/Watt
That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of May 2019.

Carried 7/0
Resolution 211/19



The President adjourned the Meeting for afternoon tea at 3.03pm and the Meeting resumed at 3.27pm.

Cr Baker was not in attendance at the resumption of the meeting.

The Manager of Finance, Mrs Cara Ryan, attended the Meeting at 3.27pm to discuss her report.

Cr Baker returned to the Meeting at 3.28pm.

8.5 MANAGER OF FINANCE'S REPORT

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15
Statutory Reference	<i>Local Government (Financial Management) Regulations 1996</i>
Author & Date	Cara Ryan 13 May 2019

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 104748 – 104753 totalling \$361,918.40 approved by the Chief Executive Officer during the month of May 2019 be endorsed.

Council Resolution

Major/Medlen

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104748 – 104753 totalling \$361,918.40 approved by the Chief Executive Officer during the month of May 2019 be endorsed.

**Carried 7/0
Resolution 212/19**

8.5.2 FINANCIAL STATEMENTS

File Reference

4.23.15

Statutory Reference

Local Government (Financial Management) Regulations 1996

Author & Date

Cara Ryan 13 May 2019

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 May 2019 be received.



Council Resolution

Baker/Watt

That the financial statements presented for the period ending 31 May 2019 be received.

**Carried 7/0
Resolution 213/19**

Manager of Finance Report – Late items

Council Resolution

Medlen/Major

That the following late items be accepted for discussion.

**Carried 7/0
Resolution 214/19**

8.5.3 CORPORATE BUSINESS PLAN

File Reference	3.2.1
Statutory Reference	<i>Local Government Act 1995 Section 5.56</i> <i>Local Government (Financial Management Regulations) 1996</i>
Author & Date	Cara Ryan 17 June 2019
Attachments	Appendix 1 - Corporate Business Plan (2019-2023)

Background

The *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* require local governments to prepare a plan for the future. In August 2011, the State Government made changes to the *Local Government (Administration) Regulations 1996* to formalise the requirement for a local government to adopt Integrated Planning and Reporting (IPR). All local governments were required to have their first suite of IPR documents in place by 1 July 2013. The core components of the Integrated Planning and Reporting Framework are:

- Strategic Community Plan (*full review every four years*)
- Corporate Business Plan (*reviewed annually*)
 - *Informing Strategies include:*
 - Long Term Financial Plan
 - Asset Management Plan
 - Workforce Plan

The Corporate Business Plan is a key component of the Integrated Planning and Reporting suite and is integral to the financial planning for now and future years. This plan captures the Shire's top priorities of the first four years of the longer term 10 year Strategy and drives the development of the annual budget.



Statutory Implications

Local Government Act 1995 - Section 5.56.

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Regulation 19DA of the *Local Government (Administration) Regulations 1996* requires that “A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.”

Comments

According to the *Local Government Act 1995* – Section 6.2, a local government is to have regard to the contents of the plan for the future when preparing the Annual Budget. The Corporate Business Plan should draft year one(1) budget figures, plus detailed projections for years two (2), three(3) and four (4) for services, projects and operations.

Through the development of the 2019-2023 Corporate Business Plan, Council may have to consider a rates increase of 5% for the first year, which is lower than the 6% that was forecast within the 2018-2022 Corporate Business Plan.

The Corporate Business Plan contains the delivery of capital projects over a number of years. These projects will only be undertaken once approved in the statutory budget and may be subject to funding availability. Some of these projects include:

1. Upgrades to the Williams Cemetery
2. Construction of an Industrial Unit
3. Additional town footpaths
4. Land Purchase – MRWA block west Albany
5. Improvements to Townsite Drainage
6. Development of the Town Hall Park
7. Renewal of Shire Buildings and Recreational Infrastructure
8. Road Construction and Renewal Projects

The plan aims to achieve a balance between sustainability and meeting the community’s expectations for continued levels of service, development and maintenance of infrastructure.

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 4.1 Implement the development of the IPR documentation including the Corporate Business Plan, Asset Management Plan, Workforce Plan and Forward Capital Works Plan.



Financial Implications

The financial implications are set out in the Corporate Business Plan and are formalised through the adoption of the Annual Budget.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council adopts the Shire of Williams 2019-2023 Corporate Business Plan, with the contents of the Plan to be considered when adopting the 2019-2020 Annual Budget.

Council Resolution

Watt/Harding

That Council adopts the Shire of Williams 2019-2023 Corporate Business Plan, with the contents of the Plan to be considered when adopting the 2019-2020 Annual Budget.

Carried by Absolute Majority 7/0

Resolution 215/19

Cr Baker declared a direct financial interest for the following late Item 8.5.4 - Amendment to the 2018/2019 Fees and Charges and left the Meeting at 3.39pm. The nature of his interest relates to him being a tenant of a Shire property, the subject of consideration for the proposed Fees and Charges.

8.5.4 AMENDMENT TO THE 2018/2019 FEES AND CHARGES

File Reference	4.23.10
Statutory Reference	Local Government Act 1995 – s6.16
Author & Date	Geoff McKeown 17 June 2019
Attachments	Appendix 2 – Schedule of Fees and Charges

Background

A local government has the power to impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed when adopting the Annual Budget, but may also be imposed during a financial year or amended from time to time during a financial year.

As in previous years, Council has adopted an amendment to the fees and charges in June of each year to ensure that any fees and charges raised as of 1 July to the date of budget adoption are levied consistently for the entirety of that financial year.



Statutory Implications

LOCAL GOVERNMENT ACT 1995 – s6.16

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

** Absolute majority required.*

Comment

A full list of amended and new Council fees and charges are attached at APPENDIX 2 for Council consideration.

The waste collection contract and the transition to a transfer station is still currently under review, therefore all fees and charges relating to refuse and rubbish collection will remain the same and will be re-addressed at the adoption of the Annual Budget in July.

New fees have been included within the schedule for the Family Day Care Service which is scheduled to commence at the beginning of July.

Statutory fees have been amended where required and the majority of other fees and charges have been increased by 2%.

It should be noted that the Officer's recommendation is to amend the adopted 2018/19 Schedule of Fees and Charges. It will still be necessary for Council to adopt a new Schedule for the 2019/20 financial year in conjunction with adoption of the budget for that year.



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 2.3 Monitor revenue streams and implement opportunities where appropriate.
Consistently review rate income.

Financial Implications

The amended Schedule of Fees and Charges, if adopted by Council, will not come into effect until 1 July 2019. There will be no impact on the current 2018/19 budget. Any increases in fees and charges resulting from the amendment will be recognised in the Annual Budget for 2019/2020.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council adopt the amended fees and charges list as presented, to be included in the 2019/20 Draft Annual Budget and to commence on the 1 July 2019. Further, all residential housing rental increases are to apply after tenants have been given 60 days' notice, as required by the *Residential Tenancies Act 1987 (WA)*. The adopted fees and charges are to be advertised in accordance with Section 6.19 of the *Local Government Act 1995*.

Council Resolution

Watt/Harding

That Council adopt the amended fees and charges list as presented, to be included in the 2019/20 Draft Annual Budget and to commence on the 1 July 2019. Further, all residential housing rental increases are to apply after tenants have been given 60 days' notice, as required by the *Residential Tenancies Act 1987 (WA)*. The adopted fees and charges are to be advertised in accordance with Section 6.19 of the *Local Government Act 1995*.

**Carried by Absolute Majority 6/0
Resolution 216/19**

Cr Baker returned to the Meeting at 3.52pm.

Cr Cavanagh declared a proximity interest the following Item 8.5.5 - 2019-2020 Road Construction and Maintenance Programme, and left the Meeting at 3.54pm. The nature of his interest relates being the owner of land that is adjacent to one of the roads considered on the Programme.



8.5.5 2019– 2020 ROAD CONSTRUCTION AND MAINTENANCE PROGRAMME

File Reference	4.23.10
Statutory Reference	N/A
Author & Date	Geoff McKeown 17 June 2019
Attachment	Nil

Background

Council is asked to endorse a draft road construction and maintenance programme for 2019/20. The programme will then appear in the draft 2019/20 Annual Budget for adoption.

Comment

Some projects are ‘locked in’ due to external funding arrangements, i.e. Regional Road Group, Roads to Recovery, etc. Other projects are open for Council consideration and inclusion in the overall works programme.

Income

Firstly, there is external funding available for the coming year. The following is a summary of grant funds anticipated for road construction and maintenance:

Regional Road Group Projects (State Funds)	273,200	
Direct Grant (State Funds)	74,631	
Roads to Recovery (Federal Funds)	196,122	
FAGs Local Road Component (Federal Funds)	<u>309,735</u>	estimate only
Total	853,688	

The Local Road Component of the Federal Government’s Financial Assistance Grant (FAG) shown above is a notional figure at this stage based on the amount received in 2018/19.

Expenditure

The following are estimates of expenditure required to meet the Shire’s maintenance needs and for construction projects identified at the road inspection by Council:

Programme	Road	Description	Cost	Total
<u>Maintenance</u>				
		Bridge Inspection and maintenance	11,070	
	Rural Road	Maintenance	463,280	
	Town Road	Maintenance	22,405	
	Drainage		17,315	514,070



MINUTES – ORDINARY MEETING OF COUNCIL HELD 19 JUNE 2019

Construction				
Road Project Grant	Williams Darkan Road	Reseal (SLK 11.00 to 16.00) Pavement repair (SLK 21.07 to 21.17)	202,350	
	Pingelly Road	Seal 7m wide (SLK 6.50 to 8.01)	207,450	409,800
Roads to Recovery	Clayton Road	Seal shoulder (SLK 4.00 to 6.00) Widen Shoulders (SLK 6.00 to 8.00)	75,000	
	York Williams Road	Reseal 3kms (SLK 9.10 to 12.10) Pavement repair	70,000	
	Wangeling Gully Road	Gravel Sheet 3kms (SLK 4.70 to 7.70) Clear 1.6kms (SLK 7.70 to 9.30)	51,112	196,112
Council Funding	Zilko Road	Widen over culverts	26,000	
	Marradong Road	Stabilising pavement	52,055	
	Carne/Narrakine Roads	Stabilise pavement - Carne (SLK 3.71 to 3.86), Narrakine (SLK 7.21 to 7.27)	22,050	
	Lavender Street	Seal to 7.0m wide - Lavender St (360m), Forrest St (185m) & Stan Gillett St (105m)	89,895	
	Zilko Road	Gravel Sheet (3kms)	45,000	235,000
			Total	840,912

Summary

To summarise these budget estimates the following table shows the budget figures for the last three years along with the 2019/20 draft budget estimates. They highlight the movement in Council funds required to meet next financial year's commitment.

	2016/2017 Budget	2017/18 Budget	2018/2019 Budget	2019/2020 Budget
INCOME				
State Grants	320,287	371,310	311,971	347,832
Federal Grants	618,208	574,915	480,480	505,857
Shire Funds	616,122	440,171	416,963	501,203
Total	1,554,617	1,386,396	1,209,414	1,354,892
EXPENDITURE				
Maintenance	650,810	527,000	458,631	514,070
Construction	903,807	859,396	750,783	840,912
Total	1,554,617	1,386,396	1,209,414	1,354,982



If the amount shown in the table above as Council Funds is not available, due to other budget priorities, it may be necessary to reduce the overall construction and maintenance allocations.

The reserve projects that have been identified but not included in the table above are:

- | | |
|--------------------|----------------------|
| 1. Brooking Street | Pavement stabilising |
| 2. Extracts Road | Gravel sheeting |

Council has requested that a ten-year road construction programme be developed. This will be prepared to guide future projects and supported by a road inspection to be held in August 2019.

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 4.1 Strive for high-quality, well-constructed and maintained local road network.
LUE 4.2 Ensure adequate and appropriate drainage is considered in all road upgrades and maintenance for both town and rural roads.

Financial implications

For consideration in the 2019/20 budget deliberation.

Voting Requirements

Simple Majority

Officer's Recommendation

The Road Construction and Maintenance Programme for the 2019/2020 financial year, as proposed, be endorsed and the detail included in the draft Annual Budget.

Council Resolution

Major/Medlen

The Road Construction and Maintenance Programme for the 2019/2020 financial year, as proposed, be endorsed and the detail included in the draft Annual Budget.

**Carried 6/0
Resolution 217/19**

Cr Cavanagh returned to the meeting at 3.55pm

Cara Ryan left the Meeting at 3.56pm.

The Chief Executive Officer sought Council approval to raise additional items not included in the CEO Report. Council agreed to receive late items for discussion not included in the CEO Report.



BLUE LIGHT DISCO – WAIVER OF HALL HIRE FEE

The Chief Executive Officer advised that he had been contacted by the Williams Police indicating that they wished to hold a Blue Light Disco in the Town Hall on the 5 July 2019 for the youth of the Williams Community. A hire fee applies to the usage of the Town Hall and the Chief Executive Officer requested Council approval the waiver of the fee for the community event.

Council Resolution

Medlen/Watt

That Council waive the hire fee for use of the Town Hall on the 5 July 2019 to support the running of a Blue Light Disco by the Williams Police.

**Carried by Absolute Majority 7/0
Resolution 218/19**

8.6 WASTE MANAGEMENT OFFICER'S REPORT

The Chief Executive Officer gave a summary of progress being made by the Waste Management Officer in recommending a contractor for the collection and disposal of municipal waste and recyclable materials.

8.7 COUNCILLORS' REPORTS

Cr Cavanagh attended the HWEDA meeting held on the 11 June 2019 and gave a brief report of items discussed.

The Chief Executive Officer advised that Cr Carne was unable to attend the 4WDL VROC Meeting held on the 11 June 2019 and he gave a brief report in her absence.

Cr Cavanagh reported on his attendance at the South 32 Community Liaison Committee Meeting and mentioned they were keen to have another community representative from this area.

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

Cr Major reported on her attendance, along with Cr Logie, at a WALGA Workshop on the subject of CEO performance appraisal. Cr Major raised options that Council can consider in undertaking this process.

Cr Medlen left the meeting at 4.57pm.

The Chief Executive Officer gave a brief update on his advice to WALGA regarding advertising for the upcoming Local Government Elections.

Cr Logie mentioned the upcoming WALGA Annual Convention and asked if Councillors would like to attend.

13.0 CLOSURE OF MEETING

There being no further business for discussion the President declared the Meeting closed at 5.01pm.