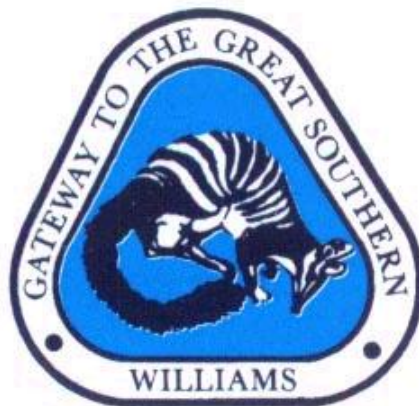


# ***SHIRE OF WILLIAMS***

***MINUTES OF THE ORDINARY MEETING HELD ON  
WEDNESDAY 26TH MARCH 2014***



## **COUNCIL DIARY**

**WEDNESDAY 26<sup>TH</sup> MARCH 2014**

1.00pm

Ordinary Meeting

**WEDNESDAY 16<sup>TH</sup> APRIL 2014**

1.00Pm

Ordinary Meeting

**FRIDAY 25<sup>TH</sup> APRIL 2014**

Anzac Day Ceremony



## MINUTES – ORDINARY MEETING OF COUNCIL HELD 26TH MARCH 2014

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***SEPARATE DOCUMENTS***

1. Minutes
2. Appendices
3. Accounts for Payment
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6. Info Statement



## SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

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

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

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

Your Ref:

Our Ref:

### NOTICE OF MEETING

You are respectfully advised that the next ordinary meeting of Council will be held in the Council Chambers at 1.00pm on Wednesday 26<sup>th</sup> of March 2014.

Yours faithfully

**Ryan Duff**  
Chief Executive Officer



## DISCLAIMER

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

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



# AGENDA

## 1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open 1.04pm

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

(PREVIOUSLY APPROVED)

Cr John Cowcher            President  
Cr David Earnshaw        Deputy President (from 3.06pm)  
Cr Greg Cavanagh  
Cr Richard Johnstone  
Cr Gilbert Medlen  
Cr Natalie Major  
Cr Peter Paterson  
Cr Moya Carne

Ryan Duff                    Chief Executive Officer  
Cara Ryan                    Manager of Finance  
Tony Kett                     Works Supervisor (1.27pm to 2.02pm)  
Heidi Cowcher              Economic Development Officer (1.14pm to 1.26pm)

### Apologies

Cr Jarrad Logie  
Steve Friend                Environmental Health Officer/Building Surveyor

## 3.0 PUBLIC QUESTION TIME

## 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

## 5.0 DECLARATIONS OF INTEREST

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



## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 19<sup>TH</sup> FEBRUARY 2014

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

That the Minutes of the Ordinary Meeting of Council held on 19<sup>th</sup> February 2014, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Johnstone/Medlen***

That the Minutes of the Ordinary Meeting of Council held on 19th February 2014, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0  
Resolution 161/14**

### 6.2 4WDL VROC MEETING HELD 11<sup>TH</sup> MARCH 2014

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

That the Minutes of the 4WDL Meeting held on 11th March 2014, as previously circulated, be received.

#### **Council Resolution**

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

That the Minutes of the 4WDL Meeting held on 11th March 2014, as previously circulated, be received.

**Carried 7/0  
Resolution 162/14**

### 6.3 WAGIN WASTE GROUP MEETING HELD 4<sup>TH</sup> MARCH 2014

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

That the Minutes of the Wagin Waste Group Meeting held on 4th March 2014, as previously circulated, be received.

#### **Council Resolution**

##### ***Medlen/Paterson***

That the Minutes of the Wagin Waste Group Meeting held on 4th March 2014, as previously circulated, be received.

**Carried 7/0  
Resolution 163/14**





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#### 6.4 AUDIT COMMITTEE MEETING HELD 14<sup>TH</sup> MARCH 2014

**Officer's Recommendation**

That the Minutes of the Audit Committee Meeting held on 14th March 2014, as previously circulated, be received.

**Council Resolution**

***Johnstone/Major***

That the Minutes of the Audit Committee Meeting held on 14th March 2014, as previously circulated, be received.

**Carried 7/0  
Resolution 164/14**

#### 7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

#### 8.0 REPORTS



**8.1 ECONOMIC DEVELOPMENT OFFICER’S REPORT**

Nil to report as there are no further updates to last month’s EDO report.

*Economic Development Officer Heidi Cowcher attended the meeting at 1.14pm for a general discussion on the Receptions facilities upgrade.*

*Ms Cowcher left the meeting at 1.26pm.*

**8.2 WORKS SUPERVISOR’S REPORT**

Works Supervisor Tony Kett attended the meeting at 1.27pm to discuss his report.

<b>File Reference</b>	<b>12.15.36</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Tony Kett	11 <sup>th</sup> March 2014

**8.2.1 MAINTENANCE GRADING ACTIVITY**

Road Name	Length Graded (kms)
Extracts Rd	12.2
Quindanning-Darkan South Rd	18.2
Plank Rd	4.7
Glenfield Rd drainage off-shoots	
Wangeling Gully Rd drainage off-shoots	
Munthoola Rd	2.0
Tip Rd	1.0
<b>Total Length for the Month</b>	<b>38.1 km</b>

**8.2.2 ROAD MAINTENANCE WORKS**

- New corner signs were put in on the Quindanning-Darkan Road



### 8.2.3 UPCOMING WORKS & ITEMS ON ROAD CONSTRUCTION PROGRAM

Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Status	Comment
<b>Darkan-Quindanning Rd (For Boddington Shire) (30.3km)</b>	Reconstruct, widen and seal to 7m	0.00	3.7	3.7		Completed
<b>York-Williams Rd (19.50km)</b>	Shoulder widening and Seal from 6m to 7m	4.60	11.60	7.00	Graded up spoil. Ready to pick up for 7km	
<b>Culbin-Boraning (19.31km)</b>	Gravel Sheeting	7.00	10.20	3.20	Not Started	
<b>Hardie Rd</b>	Replacement of Bridge				Putting in culvert	Completed
<b>Aged Homes</b>	Sandpad					Completed
<b>New Hockey Oval</b>	Ongoing work					

### 8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms January 2014	Works Completed this month
Ford FG G6E Sedan	Light Vehicles	Ryan Duff	July 2011	82,349 km	
Ford FG G6E Sedan		Cara Ryan	1 Jul 09	101,352 km	
Holden Rodeo Dual Cab Utility		Maintenance	5-Nov-04	235,504 km	
Ford Ranger Dual Cab Utility		Tony Kett	1-Jul-09	161,345 km	
Kia 2 Tonne Truck		Jeff Cowan	9-Oct-07	49,043km	
Holden Rodeo Crew Cab Utility		Andrew Wood	15-Nov-06	249,609 km	
Holden Rodeo Single Cab Utility		James Lenehan	20-Nov-06	86,500 km	
Mitsubishi Triton Single Cab Utility		Stewart Cowcher	22-Sep-99	212,720 km	
Multipac Multi-Tyre Road Roller	Construction Equipment	Ray Scobie	21-Oct-04	5,215 hr	Serviced
Vibromax Roller			29-Sep-04	3,343hr	Serviced
Caterpillar 12M Grader		Andrew Wood	Dec 2011	1,822 hr	



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Volvo G930 Road Grader		Richard Hewitt	20-Oct-06	6,904 hr	Grader to CJD Perth
721E Case Loader		Roger Gillett	May 2012	3,426 hr	
Volvo EC210BLC Excavator		Phil Reed	18-Jul-07	4,925 hr	
John Deere 315SE4 Backhoe		Trevor Palframan	17-Sep-01	1,587 hr	
John Deere MFWT Tractor		Works	21-Oct-97	10,545 hr	
Toro Reelmaster SP mower		Works	Aug-09	531 hr	
Toro Z597 Ride on Mower	Parks & Gardens	Jeff Cowan	1-Oct-06	1,328 hr	
Toro Z400 Kholer Ride on Mower		Jeff Cowan	8-Aug-05	519 hr	
Honda TRX Four Wheel M/Cycle		Jeff Cowan	20-Mar-00	1,269 hr	
Toyota DA115 Tip Truck (Water Truck)		James Lenehan	24-Aug-94	232,408 km	
Isuzu FVZ1400 Tip Truck	Trucks & Trailers	Steven Stewart	31-Dec-03	245,908 km	New engine mounts
Mercedes Benz Actross Prime Mover		Phil Reed	21-Dec-05	232,510 km	Serviced
Isuzu Giga CXZ Tip Truck		Justin Murdock	10-Dec-08	145,100km	
Isuzu NPR 300 Truck		Ray Scobie	21-Jan-13	21,831km	
SFM Side Tipping Trailer		Works	21-Dec-05	102,567 km	
Howard Porter Low Loader		Works	31-Aug-07	101,064 km	Fixed wiring for lights
Howard Porter Pig Trailer		Justin Murdock	10-Dec-08	101,345 km	

**8.2.5 STAFF**

- Jeff Cowan currently attending Ranger Training

**8.2.6 TOWN AND FACILITIES REPORT**

- New hockey oval is ready for sand

**8.2.7 PRIVATE WORKS**

- Putting in culvert on Hardie Road

**8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority Required

**Officers Recommendation**

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



**Council Resolution**

**Paterson/Medlen**

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

**Carried 7/0  
Resolution 165/14**

Mr Tony Kett left the meeting at 2.02pm

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

**8.3.1 BUILDING PERMITS**

**File Reference:** 13.34.10  
**Statutory Reference:** N/A  
**Author & Date:** Steve Friend 20<sup>th</sup> March 2014

**Comment:**

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

#336	Genders/Taylor	Lot 17 Richardson St	Steel Patio & Carport
#337	Genders/Taylor	Lot 17 Richardson St	Verandah
#338	Shire of Williams	Lot 34 New Street	Independent Living Unit

**Financial Implication:**

Fees: Shire \$609.82; BSL \$284.60; BCF \$452.44

**Voting Requirements:**

Simple Majority Required

**Officers Recommendation:**

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

**Council Resolution**

**Medlen/Major**

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

**Carried 7/0  
Resolution 166/14**



### 8.3.2 FOOD PREMISES INSPECTION

**File Reference** 7.40.41  
**Statutory Reference** N/A  
**Author & Date** Steve Friend 19<sup>th</sup> March 2014

#### Comment

Williams Primary School – Cleanly maintained. Several cracks in the wall and ceiling brought to the principal's and caterer's attention.

Shell Roadhouse – Cleanly maintained

#### Voting Requirements

Simple Majority Required

#### Officers Recommendation

That the Food Premises Inspection report be endorsed by Council.

#### Council Resolution

*Cavanagh/Paterson*

That the Food Premises Inspection report be endorsed by Council.

**Carried 7/0**  
**Resolution 167/14**

### 8.3.3 SWIMMING POOL SAMPLES

**File Reference** 11.20.20  
**Statutory Reference** Health Act 1911; Health (Aquatic Facilities) Regulations  
**Author & Date** Steve Friend 19th March 2014

#### Background

It is a requirement of the Code of Practice for Aquatic Facilities that class 1 Public Swimming Pools are sampled on a monthly basis.

#### Comment

The swimming pool was sampled on Wednesday 19<sup>th</sup> March. At the time of writing the report, the sample results were unavailable and will be reported verbally at the meeting.

I think this might be the last of the pool sampling for this year as it expected that the weather will cool down enough that the pool will no longer be used this summer.



**Financial Implications**

N/A

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That Council endorses the actions of the EHO/BS with respect to water sampling at the Williams swimming pool.

**Council Resolution**

**Major/Carne**

That Council endorses the actions of the EHO/BS with respect to water sampling at the Williams swimming pool.

**Carried 7/0  
Resolution 168/14**

**8.3.4 RECYCLED WATER**

<b>File Reference</b>	<b>11.30.50</b>
<b>Statutory Reference</b>	Health Act 1911
<b>Author &amp; Date</b>	Steve Friend 20 <sup>th</sup> March 2014

**Background**

As part of the Department of Health's approval to use recycled effluent on the town oval, it is a requirement to test the chlorine levels and sample the effluent on a monthly basis.

**Comment**

As reported in February, there has been a hiatus in using recycled water due to the Water Corporation waste water plant running out of effluent.

The Water Corp has been pumping effluent from the Shire Railway Dam back to the treatment plant to be chlorinated and reused.

Although the pump is small and not moving a lot of effluent, there is sufficient to begin irrigating again.

It is expected the volumes will be sufficient for about a month, which hopefully will get the Shire over the hottest parts of the year and therefore save on scheme water.

The effluent was sampled on Wednesday 19<sup>th</sup> March and at this stage, the results are unavailable.

A verbal report on the sample result will be given at the meeting on 26<sup>th</sup> March.



**Voting Requirements**

Simple Majority Required

**Officers Recommendation**

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

**Council Resolution**

**Major/Medlen**

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

**Carried 7/0  
Resolution 169/14**

**8.3.5 DEVELOPMENT APPLICATION – LOT 20 MILLBROOK PLACE**

<b>File Reference</b>	<b>13.34.10</b>
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme
<b>Author &amp; Date</b>	Steve Friend 20 <sup>th</sup> March 2014
<b>Attachments</b>	<b>Appendix 1</b>

**Background**

The prospective purchasers of Lot 20 Millbrook Place have written to the Shire requesting an ‘Approval in Principle’ to be able to operate a bed and breakfast should they build a dwelling on the property.

**Comment**

The proposal, at this stage, is to build a three bedroom, three bathroom dwelling with a view to using two of the bedrooms for B & B purposes.

There is a building envelope on the property which the prospective owners are aware of.

At this stage there is no detail on the house finishes, but the request is for the approval to be able to operate a B&B, not the dwelling itself.

At the February meeting it was resolved by Council to advertise the proposal before deciding whether to grant planning approval.

The proposal was advertised by way of a notice in “The Williams” and a letter to the residents of Millbrook Estate.

There have been no submissions received at the time of writing this report.





A verbal update will be given during the March Council meeting.

Assuming there will be no submissions, Council can grant approval to the purchasers to operate a B & B from the premises, when built, can refuse the request or can approve it with conditions.

As there have been no submissions received, it can be assumed that there is no resistance to the proposal.

As the proposal is to make two bedrooms available, it possibly will mean a maximum of four people living in the house on occasions (other than the owners). This could be less than a “normal” house of four bedrooms so the impact should be negligible.

The purchasers will still require planning approval for the house, as well as building approval, as the area is zoned Rural Residential in the Town Planning Scheme (TPS).

**Officers Recommendation**

That Council grants approval for Lot 20 Millbrook Place to be used for B & B purposes, subject to the numbers of rooms to be used for that purpose being restricted to two, with any increase in numbers being referred to Council.

**Council Resolution**

***Major/Carne***

That Council grants approval for Lot 20 Millbrook Place to be used for B & B purposes, subject to the numbers of rooms to be used for that purpose being restricted to two, with any increase in numbers being referred to Council.

**Carried 7/0  
Resolution 170/14**

**8.3.6 EHO REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That the EHO's report as tabled be received.

**Council Resolution**

***Johnstone/Medlen***

That the EHO's report as tabled be received.

**Carried 7/0  
Resolution 171/14**



## 8.4 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.4.1 REGIONAL WASTE SITE

<b>File Reference</b>	<b>10.10.30</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Regional Waste Group Exec. Officer 17 <sup>th</sup> March 2014
<b>Attachments</b>	<b>Appendix 1</b> – Regional Waste Site Plan <b>Appendix 2</b> – Proposed Waste Budget

#### **Brief summary**

A request from the Great Southern Regional Waste Group to Council to commit ongoing funds to establish a regional refuse site to service those Local Governments that make up the group.

#### **Background**

In September 2008 Bruce Bowman & Associates produced a report, the “Bowman Report” into the state of the refuse sites contained within 12 local governments.

The local governments included Lake Grace, Woodanilling, West Arthur, Wagin, Shire of Narrogin, Town of Narrogin, Pingelly, Wickepin, Wandering, Williams, Cuballing and Dumbleyung.

The report was very extensive and made a number of critical points and recommendations.

Chief among them was that the 12 local governments had an extraordinary amount of refuse sites between them and that all had problems with the management of the sites and varying levels of compliance with Department of Environment Regulations.

One of the recommendations was that a large number of the satellite tips should close down and that the group should look at establishing a “Regional Refuse Site” to take the waste from all of the participating LGs.

This would involve retaining the main or nominated refuse site in each LG to be converted to a transfer station to remove putrescible waste to the regional site and the other materials that are collected (scrap metal, asbestos, green waste, waste oil etc.) could be handled at the LGs site.

The “Bowman Report” was funded by the State Government.

Since the “Bowman Report”, three of the Local Governments have pulled out of the group – these being Lake Grace, Woodanilling and West Arthur.

The remaining 9 Councils have been putting in \$5,000 per year to keep the group going and to try and establish a regional refuse site.



**Comment**

A significant amount of work has been going on to try and establish a regional refuse site.

A lot of the work has been concentrated within the Shire of Wagin, which took on the mantle as the lead agency.

Wagin Shire has also been the “treasurer” for the group and has collected and disbursed funds as necessary.

In addition, Wagin has investigated several sites within the Shire for potential use as the regional refuse site. For various reasons, none of the sites has proved useful.

Another site that showed some promise was in Tarwonga, in the Shire of Narrogin. This site had soil samples taken and analysed and showed promise.

About this time the group was beginning to formulate a management structure and discussed how the land might be purchased.

However the land owner pulled out of the deal and the group was again left looking for a suitable site for the regional refuse site.

A piece of land then became available within the Shire of Cuballing.

This site has been drilled to establish the geotechnical and geological formation and water depth and type.

More importantly, the owners are keen to sell the land for the use of a refuse site.

This has resulted in a Memorandum of Understanding being signed by the owners and the 9 local governments still in the group, to purchase the site being offered, for use as a regional refuse site to take “putrescible municipal solid waste”.

The report has been compiled and shows great promise.

Essentially it shows the clay being 10-1 which is a minimum requirement for a refuse site. As importantly, the water table has been shown to be metres below the expected depth of any trench used for waste disposal.

A meeting has been held with the Department of Environment Regulation in Northam between the manager of the Department and the report’s author (Landform Research) and members of the lead agency, the Shire of Wagin.

The result of the meeting indicated that the site in Cuballing appeared to tick all the boxes for suitability and as such a formal Works Approval application is being compiled for submission.



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Separately, the Shire of Wagin has been producing some indicative figures of expected costs to establish the new site in Cuballing as a regional refuse site, costs to establish the current refuse sites as transfer stations and expected charges to get the waste to the regional site (freight).

A template has been produced in which each local government can input its own figures to establish what it will cost each Council to develop the new site and other inputs to operate a regional site as compared to individual refuse sites.

*(Williams CEO comment – The costs for the Williams site are included at **APPENDIX 2**)*

At this point in time, for the group to progress, it requires a commitment of up to \$80,000 per Council.

*(Williams CEO comment – The Shire of Williams have included \$65,000 in the 2013/14 Budget)*

This money will be used for professional advice (e.g. Works Approval application, Town Planning advice), subdivision, setting up the regional waste site.

There will be additional expenditure not included within the \$80,000 for such things as setting up transfer stations (there is a grant of \$20,000/ each LG for this), freight of waste to the regional site and other contingencies not allowed for or unseen at this point in time.

### **CONSULTATION/COMMUNICATION**

Landform Research  
Department of Environment Regulation  
Nine CEOs of participating Councils  
Councillors of participating Councils

### **STATUTORY/LEGAL IMPLICATIONS**

N/A

### **POLICY IMPLICATIONS**

N/A

### **Financial Implications**

At this point in time, \$80,000 to keep progressing the regional waste site.

There might be further expenditure required as the site develops, however it is felt that the contribution of \$80,000 by each Council will significantly cover expected costs.

This figure does not include setting up transfer stations or freight of waste to the regional site by each LG.

It also does not allow for management of the new site and this figure won't be known until tenders to run the site are called for.



### **Strategic implications**

The amount of funds being asked for is significant and will show whether this local government is committed to the establishment of a regional waste site.

It can be seen that it is not a cheap exercise and there can be no doubt that it is more expensive than running the Shire tips as they are.

What needs to be remembered is all of the 9 participating Councils have varying life expectancies of their tips – some have quite a considerable life left and some very little.

What cannot be disputed is that none of the Councils would be complying fully with Government legislation regarding refuse sites and each breach could incur a penalty of \$50,000, if the DER was to prosecute.

The group has established a site that has the potential to take all of the waste for 50+ years and if managed properly, will comply with DER requirements.

This will also permit the transfer stations to be more cleanly run and acceptable to the community.

If a local government does not commit to continuing (does not commit the funding), it may well find itself having to go through the exercise itself later on as an individual or perhaps being able to use the regional site, but at a premium cost.

### **Voting Requirements**

Simple Majority

### **Officers Recommendation**

That the Shire of Williams commits an amount of \$80,000 in the 2014/2015 budget towards the ongoing establishment of a regional refuse site at Nebrikinning Road in the Shire of Cuballing.

*Council agreed that the Chief Executive Officer is to further investigate the Regional Site Maintenance Costs and bring before Council at the next meeting to make a decision.*



#### **8.4.2 SHIRE OF WILLIAMS – NEW WASTE TRANSFER STATION**

<b>File Reference</b>	<b>10.10.30</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	R.N. Duff 18 <sup>th</sup> March 2014
<b>Attachments</b>	<b>Appendix 3</b> – Transfer Station Concept Plan

##### **Background**

The Williams Refuse Site on Lot 40 Williams-Narrogin Rd and was established in 2003. This site takes approximately 330 tonnes of putrescible waste per year and is quickly running out of space with a final pit to be dug within 12 months. It is at this point that there are limited options for additional pits and therefore the move towards a Transfer Station.

##### **Comment**

The concept of the Transfer Station is relatively simple in that the Shire will continue to receive all other stream of waste that it currently does with only the putrescible waste being dumped in a number of 10m<sup>3</sup> bins. These bins are collected by a front load waste truck and transferred to the Regional Waste Site. In the situation where the Regional Waste Site is not complete the waste can be transported to a number of other Shire refuse sites which have the capacity to receive additional waste.

Planning the site plan is currently underway and it attached at **APPENDIX 3**. Being a public facility the ramp will have to have an engineer's certificate and the CEO will work with the Building Surveyor to ensure all the requirements are met.

##### **Strategic Implications**

Extract from the Shire of Williams Corporate Business Plan 2013-2017

##### *Regional Waste Site and Transfer Station*

##### **Purpose**

To cease landfill and the Williams Refuse site and created a transfer station for waste to taken to a Regional Landfill site.

##### **Background**

A Regional Landfill Site for the Wagin Group of Councils will be developed on a site a Nebrikinning Road near Cuballing. This will enable the Group participants to progressively close and rehabilitate all 21 existing landfill sites of the members that cover an area of 14,855km<sup>2</sup> and covert each site into a common transfer station design that has been adopted. Transfer station infrastructure is the individual LGA responsibility.



**Community Strategic Plan Reference**

No specific reference, however waste disposal is a core service of the Shire and the transition to a transfer station is an operational decision that will ensure Council’s compliance with the relevant Waste Disposal Legislation.

**Funding Sources**

	2013/14	2014/15	2015/16	2016/17
Council	65,000	\$50,000		
Other Grants		\$100,000		
<b>Total Expenditure</b>	<b>\$65,000</b>	<b>\$150,000</b>		

**Financial Implications**

Capital Cost of Transfer Station



<b>Refuse Site Transfer Station - Capital Budget</b>				
			Staff/Plant	Total
Plant	Rego	Days	Per Day	
6 Wheel Truck	WL39		5 \$ 491.80	\$ 2,459.00
Multi Roller	WL49		5 \$ 491.80	\$ 2,459.00
Excavator	WL499		6 \$ 676.80	\$ 4,060.80
Grader			5 \$ 668.40	\$ 3,342.00
Water Truck	WL093		2.5 \$ 516.80	\$ 1,292.00
				\$ 13,612.80
		Unit	\$/unit	
10m3 Front Load Bins		10	\$ 1,650.00	\$ 16,500.00
Concrete L-Shape Retaining	1800h x 2400w	11	\$ 1,644.00	\$ 18,084.00
Concrete Floor	24m x 4m x 0.1m	9.6	\$ 500.00	\$ 4,800.00
Bitumen	2500m2	2500	\$ 3.80	\$ 9,500.00
Signage/Bollards etc				\$ 5,000.00
Contingency				\$ 10,000.00
				\$ 63,884.00
<b>Project Budget</b>				<b>\$ 77,496.80</b>
<b>Funding</b>				
Waste Authority				\$ 20,000.00
Council Funds				\$ 43,884.00
Council Wages				\$ 13,612.80
<b>Total Funding</b>				<b>\$ 77,496.80</b>

### Voting Requirements

Simple Majority

### Officer's Recommendation

That the Chief Executive Officer commence planning for the transition to a Waste Transfer Station and that funds be set aside in the 2014/15 Budget.

### Council Resolution

#### *Johnstone/Paterson*

That the Chief Executive Officer commence planning for the transition to a Waste Transfer Station and that funds be set aside in the 2014/15 Budget.

**Carried 7/0**  
**Resolution 172/14**





### 8.4.3 RENTAL/LEASE LIGHT INDUSTRIAL SHED

<b>File Reference</b>	<b>14.25.30</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Ryan Duff 17 <sup>th</sup> March 2014
<b>Attachments</b>	<b>Appendix 4</b> – Business Incentive Selection Criteria

#### **Background**

The Shire of Williams has accepted a tender to construct a shed on Lot 440 Marjidin Way Williams. The Shed is due to be completed by October 2014 and will be leased out to an appropriate business as selected by Council.

The Shed is 24m x 18m (432m<sup>2</sup>) and contains an office, storeroom, kitchen, toilet and mezzanine storage.

#### **Comment**

In order to lease the Shed Council should call for Expressions of Interest from suitable businesses.

The criteria Council should use to assess an expression of interest could be based on the scoring sheet adopted by Council for the Business Incentive Policy (**APPENDIX 4**). This would act as a guide for Council to make the decision.

#### Lease Term

It is proposed to lease the property for 3 years with a 3 year option.

#### Lease Fee

Based on the figure below Council should determine the annual lease figure, which is to be increased annually in line with CPI.

#### **Legislative requirements**

Section 3.58 of the Local Government Act 1995 and Regulation 30 & 31 Local Government (Functions and General) Regulations 1996.

#### **3.58 . Disposing of property**

(1) In this section —  
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) Except as stated in this section, a local government can only dispose of property to —  
a) the highest bidder at public auction; or  
b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.



- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;
- and
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include
- a) the names of all other parties concerned; and
  - b) the consideration to be received by the local government for the disposition; and
  - c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
  - b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - d) any other disposition that is excluded by regulations from the application of this section.

### **Financial implications**

The cost to develop the shed is estimated to be \$477,000 with Council allocating \$260,104 of the Country Local Government Fund and \$67,239 of General Funds to the project. To make up the shortfall a loan of \$149,746 will be drawn.



The loan will be taken over ten (10) years at an interest rate of 4.38% making annual loan repayments of \$18,489. As a per week amount this equates to \$355.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Shire of Williams call for expressions of interest from suitable businesses to lease Unit 1 on Lot 440 Marjidin Way with the lease to be for 3 years with a 3 year option and at an annually lease starting at \$18,500.

**Council Resolution**

***Carne/Paterson***

That Shire of Williams call for expressions of interest from suitable businesses to lease Unit 1 on Lot 440 Marjidin Way with the lease to be for a 3 years with a 3 year option and at an annual lease starting at \$18,500.

**Carried 7/0  
Resolution 173/14**



#### **8.4.4 WATER CORPORATION – RECYCLED WATER SUPPLY AGREEMENT**

<b>File Reference</b>	<b>10.30.20</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Ryan Duff 17 <sup>th</sup> March 2014
<b>Attachments</b>	<b>Appendix 5</b> – Recycled Water Supply Agreement

#### **Background**

In September 2013 Water Minister Terry Redman announced the completion of a \$12million upgrade to the Williams wastewater scheme.

The project involved the construction of a new wastewater treatment plant to cater for future population growth and enable recycled wastewater to be used on the town's oval.

The Shire of Williams had previously irrigated the oval during the summer months using rainwater pumped from a storage dam and supplemented by scheme water.

The new wastewater treatment plant will increase treatment capacity from 32,000 litres a day to 150,000 litres a day. The new plant has been fitted with a recycling system, which will allow 100 per cent of the town's wastewater to be treated and reused on the oval.

Irrigation to the town oval may be supplemented by the shire's rainwater storage dam in the drier summer months until flows into the wastewater treatment plant increase in line with population growth.

#### **Comment**

The original Waste Water Supply Agreement has expired and a new agreement has been drawn up by the Water Corporation. The original agreement allowed for a \$13,000 annual fee however the new agreement has removed this clause effectively having a supply of water at a fraction of the cost compared to previous years.

The new agreement is for a 10 year term and is included at **APPENDIX 5**.

#### **Financial Implications**

The costs associated with the receiving treated waste water are for chlorine to dose the Shire tank and water sampling carried out by the Shire's EHO.

#### **Voting Requirement**

Simple Majority

#### **Officers Recommendation**

That Council authorise the Chief Executive Officer to sign the Waste Water Supply Agreement with the Water Corporation.



**Council Resolution**

**Cavanagh/Medlen**

That Council authorise the Chief Executive Officer to sign the Waste Water Supply Agreement with the Water Corporation.

**Carried 7/0  
Resolution 174/14**

**Afternoon Tea**

Council adjourned for afternoon tea at 3.00pm and resumed the meeting at 3.34pm.

Cr Earnshaw arrived 3.06pm

**8.4.5 NEW ST RESIDENTS – SPEEDING VEHICLES**

<b>File Reference</b>	<b>12.15.37</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	R.N. Duff	19 <sup>th</sup> March 2014

**Background**

Letter received from Concerned Residents:

*“We, the undersigned resident of New Street, ask that Council consider implementing measures to stop cars speeding along New Street/Cornwall Terrace before an accident occurs.*

*Parts of the road have a gravel verge, the speed limit is 50kph, yet very few cars travel at or below the speed limit. On several occasions we have seen drivers hit the gravel and momentarily lose control of their vehicles. As you know there are small children and elderly people living in the area and as pedestrians enjoying their walks they are at risk.*

*Suggestions for solving this problem include the closure or modification of Cornwall terrace at the intersection of New and Rosseloty Streets, roundabouts at that intersection and at Growse Street one or two speed bumps strategically placed along the entire road.”*

**Comment**

Observations would suggest that the concerns of the New Street residents are valid. New Street/Cornwall Terrace is a relatively long street and vehicles do gather pace along Cornwall Terrace before a bend into New St.

The Shire traffic counters can be placed on New Street to gather data on vehicle patterns to verify the concerns raised. In the interim Council may wish to give some thought based on the complaint if traffic calming devices are warranted.



**Financial Implications**

Nil.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That the Chief Executive Officer gathers traffic data on New Street/Cornwall Terrace.

**Council Resolution**

***Paterson/Cavanagh***

That the Chief Executive Officer gathers traffic data on New Street/Cornwall Terrace.

**Carried 8/0**  
**Resolution 175/14**



#### 8.4.6 QUINDANNING PICNIC RACE DAY CLUB – SPONSORSHIP

<b>File Reference</b>	<b>11.70.95</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	R.N. Duff 17 <sup>th</sup> March 2014

#### Background

Letter received from the Quindanning Picnic Race Day Club requesting donations and in-kind assistance for their Annual Picnic Race Day on the 19<sup>th</sup> April 2014.

#### Comment

The Quindanning Picnic Race Ground is located in the Shire of Boddington however a significant number of Williams ratepayers reside in the Quindanning locality and many Williams ratepayers attend the one day event.

In previous years Council has supported this event with offers of plant hire and more recently the use of the Shire generator at no cost.

#### Financial Implications

Nil.

#### Voting Requirements

Simple Majority

#### Officer's Recommendation

That Council offer the Shire generator for use by the Quindanning Picnic Race Day Club at the 2014 Race Day.

#### Council Resolution

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

That Council offer the Shire generator for use by the Quindanning Picnic Race Day Club at the 2014 Race Day.

**Carried 8/0**  
**Resolution 176/14**



#### 8.4.7 M ITALIANO – PLANNING APPLICATION – LOT 72 ALBANY HIGHWAY

<b>File Reference</b>	<b>11.70.95</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	R.N. Duff      17 <sup>th</sup> March 2014

#### **Background**

The owner of Lot 72 Albany Highway Williams has submitted a planning application to locate a temporary office building and sea container on the lot for the purposes of housing a rural supplies business. The business proposed is a Landmark Agency, to which Council is aware of a previous proposal to locate in the new Marjidin Way Industrial Area.

Lot 72 Albany Highway is within the Williams Townsite Boundary and is zoned “Industrial” in the Shire of Williams Town Planning Scheme No.2

The application was considered at the February 2014 Council meeting and approved subject to a one month advertising period.

#### **Comment**

Advice was sought from Council Planning Consultant on this proposal:

“Further to our telephone conversation we note you seek advice on whether Council has discretion to approve an office in the Industrial zone which may in the future also include the supply and sale of rural products (Landmark).

After examining the Scheme we consider that Council has some discretion to consider a proposal for Landmark to operate from the Industrial zone, however the most appropriate land-use classification would depend on exactly what they propose on the site and whether it is purely storage and sales or involves some form of processing / manufacturing. As guidance we advise as follows:

1. Stand-alone office - An office is an ‘AA’ use in the Industrial zone under Table 1- Zoning Table which means Council has discretion to approve an office however the application would have to be advertised for public comment.
2. Industry – We note that Landmark sells rural products such as fertilisers and equipment. Some Landmark sites include a processing / manufacturing component and in those cases we would consider the use could be classified as some form of industry. More information would be needed to determine the exact type of industry, and whether it should be classified as general, light, or rural industry. A light industry is permitted in the Industrial zone. Council has discretion to consider a general industry. Council has no discretion to consider a rural industry in the industrial zone.





3. Showroom – If the business does not involve any industrial activities such as processing or manufacturing, and the Landmark premises is only for the sale and display of bulk products (with ancillary office), then Council has discretion to consider the proposal as a showroom. A showroom is not defined in the Shires scheme so would have to be processed as a ‘use not listed’ in the Industrial zone. A showroom is defined in the Model Scheme text as *‘means premises used to display, sell by wholesale or retail, or hire, automotive parts and accessories, camping equipment, electrical light fittings, equestrian supplies, floor coverings, furnishings, furniture, household appliances, party supplies, swimming pools or goods of a bulky nature’*.

It is common for showrooms to operate from industrial zones as generally they have larger land requirements than shops which operate in commercial zones because they sell ‘goods of a bulky nature’. Examples include sale of fridges, furniture etc.”

The Planning Application was received on the 6<sup>th</sup> January 2014 and with no Council meeting in January the Chief Executive Officer and Shire President gave approval for a Temporary Office Building to be located on Lot 72. Subsequently the sea container was also delivered onsite and as per Council’s Sea Container Policy approval was also given.

The conditions included in the approval are:

1. Approval is for 6 months, with the option to renew with Council approval for a further 6 months.
2. Temporary Office shall be of skid mounted construction.
3. Toilets in existing shed shall be operational and inspected by the Shire’s Environmental Health Officer.

It should be noted that this approval is subject to the advertising clause in the Town Planning Scheme.

### **2.6 Advertisement of Application**

Clause 2.6 of the Town Planning Scheme has been followed.

1. Notice on Lot 72
2. Ad in Local Newspaper
3. Notify adjoining owners

The comments period was open for 1 month and closed on the 24<sup>th</sup> March 2014. At the time of writing the report no public submissions had been received.

### **Financial Implications**

Nil.

### **Voting Requirements**

Simple Majority



**Officer's Recommendation**

That Council formally approve the application M Italiano to place a temporary office building and sea container on Lot 72 Albany Highway Williams subject to the following conditions:

1. Approval is for 6 months, with the option to renew with Council approval for a further 6 months.
2. Temporary Office shall be of skid mounted construction.
3. Toilets in existing shed shall be operational and inspected by the Shire's Environmental Health Officer.

**Council Resolution**

***Johnstone/Paterson***

That Council formally approve the application M Italiano to place a temporary office building and sea container on Lot 72 Albany Highway Williams subject to the following conditions:

1. Approval is for 6 months, with the option to renew with Council approval for a further 6 months.
2. Temporary Office shall be of skid mounted construction.
3. Toilets in existing shed shall be operational and inspected by the Shire's Environmental Health Officer.

**Carried 8/0  
Resolution 177/14**



#### 8.4.8 SUZANNA LAST – BOOGIE ROOS – PAVILION USAGE

<b>File Reference</b>	<b>11.30.45</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	R.N. Duff	17 <sup>th</sup> March 2014

##### **Background**

Correspondence received from Suzanna Last:

*"I am writing to request a consideration to waver or reduce the hire fee of the sports pavilion. I am applying for funding through The Department of Local Government and Communities for an Early Years Activity Grant to get Sandra Bennett from Boogie Roos to come to Williams to do five sessions with 20-30 of our children aged 0-5yrs in Term Two and five sessions in Term Three on a Friday. The cost of her sessions, travel and pavilion fee would be more than the grant money of \$2000 and parents would be considerably out of pocket to cover all costs.*

*Boogie Roos is action packed, music & movement activity group for 0-5 year olds incorporating lively songs and nursery rhymes. There are vibrant props that give the children an amazing sensory experience. The sessions are designed to get the children, "little Roos", boogieing ad singing to lots of high-energy songs & rhymes.*

*Sandra lives in Kulin and for her to drive to Williams from Kulin and back is a 280km round trip. 280kms @ 0.50c a km = \$140. The session itself would be \$140. The total cost of her to come to Williams would be \$280 per session for 10 sessions with the total being \$2800."*

*To hire the pavilion for 1 hour the fee quoted was \$120.50. This fee over 10 weeks would be a total of \$1205.*

*The total fee to be covered by the parents would be \$800 (difference between grant and Sandra's cost) + \$1205 (pavilion hire) = \$2005. There is a 20 child minimum on the classes so the cost to parents would be approx \$100.25 per child.*

*I understand that there are costs associated with hiring out the facility such as power, water and cleaning costs. The activities are mess free and I am happy to vacuum the pavilion as well as clean the toilets (the disabled toilet is all we would need). At this stage we will not be using the kitchen.*

*As you would understand having access to activities like this for our children can sometimes be difficult when we live in the country and this is a fantastic opportunity. I would be disappointed if the children in our community miss out because of costing issues.*

*Thank you for your consideration in the matter and I look forward to hearing from you.*



Upon clarification by the CEO of the correct fee additional correspondence has been received:

*“Thank you for that correct pricing. The \$37 makes the program much more affordable for families working out at \$41 per child for 10 weeks. Obviously it would be nice if you could take this to council to see if that fee could be reduced any more so that we can make it accessible to all families within the Williams Community. This is a great new opportunity for the children of Williams and to make it as successful as possible it would be nice if we could make it as accessible as possible.”*

**Comment**

Nil.

**Financial Implications**

Pavilion (inc GST)			
<b>Sporting Clubs/Community Organisations</b>			
Meeting		\$	37.00
Function		\$	120.50
Kitchen	Major (Meals preparation)	\$	52.00
Kitchen	Minor (Re-heating only)	\$	22.00
Outside Bar		\$	23.00
<b>Private Hire</b>			
Meeting		\$	120.50
Function		\$	338.50
Kitchen	Major (Meals preparation)	\$	52.00
Kitchen	Minor (Re-heating only)	\$	22.00
Williams Football Club Season (no charge for club functions)		\$	1,040.50

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council consider the request from Suzanna Last to have a reduced fee for the Boogie Roos Program.

**Council Resolution**

**Major/Earnshaw**

That Council maintain the fee at \$37 per session at the Pavilion for the Boogie Roos Program

**Carried 8/0  
Resolution 178/14**



## **LATE ITEMS**

### **Council Resolution**

#### ***Cavanagh/Paterson***

That the following late items be accepted for discussion.

**Carried 8/0  
Resolution 179/14**

## **8.4 CHIEF EXECUTIVE OFFICER'S REPORT – LATE ITEMS**

### **8.4.9 WILLIAMS REPERTORY CLUB – HALL BAR GLASS WASHER**

<b>File Reference</b>	<b>11.10.35</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	R.N. Duff      26 <sup>th</sup> March 2014

#### **Background**

Correspondence received from the Williams Repertory Club:

*"I am writing to you to put forward a proposal for the shires consideration.*

*For some time, our club has been considering ways that we can further improve the efficiency of our catering systems during repertory production. As you would be aware, we can have up to 200 patrons per night over 2 weekends during show time. We are very grateful for the improvements that the shire has made to the hall, one of these being the lock down bar area. As the bar is quite some distance from the catering and washing facilities in the kitchen, at present, all glass ware is moved to the kitchen for cleaning the following morning, which on a prep morning (Saturdays) means that clean-up crew are trying to wash and dry gasses, while kitchen staff are preparing food. By having a specific glass washing zone, this would ensure no cross contamination from food particles by the kitchen dishwasher, and more efficient handling of the glasses as a lot of them could be washed during intermission breaks and also after the show up until closing time (bar staff are often not busy at this time). There would also be less risk of injury, as currently the trays of washed glasses are carried from the kitchen to the bar area for storage after use. The repertory club would like to install a glass washer to the bar area, and would like to know if:*

- a) We could have permission to do so*
- b) Whether the shire would consider contributing to the cost*

*Our initial investigations have shown that we would be looking at around \$1,800 + GST for a Washtec Economy Recirculation Glass washer. On top of this would be installation costs, which we envisage being fairly reasonable considering that there is already power, water and drainage in the*



bar. We feel that many groups that use the hall for functions would benefit from an improvement such as this.

We ask that our suggestion be given due consideration and look forward to your response.”

**Comment**

Nil.

**Financial Implications**

None, unless Council wish to contribute towards the cost of the glass washer or the installation.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That the Williams Repertory Club be given permission to install a glass washer in the Main Hall Bar and that Shire of Williams cover the cost of installation.

**Council Resolution**

***Medlen/Paterson***

That the Williams Repertory Club be given permission to install a glass washer in the Main Hall Bar and that Shire of Williams cover the cost of installation.

**Carried 8/0  
Resolution 180/14**



## 8.5 MANAGER OF FINANCE'S REPORT

### 8.5.1 ACCOUNTS FOR PAYMENT

<b>File Reference</b>	<b>4.23.15</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	13 <sup>th</sup> March 2014

#### Background

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

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

#### Comment

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

#### Financial Implications

As listed in the recommendation below.

#### Voting Requirements

Simple Majority

#### Officers Recommendation

That Municipal Fund cheques 104115 -104122 & 104129, EFT Transfers and Direct Debits totalling \$593,737.48, CLGF Regional Funding EFT transfers totalling \$395,804.07 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104110 – 10114, 104127 – 104128 & 104131 totalling \$4,304.14 and Municipal Fund EFT Transfers totalling \$172,933.60 be approved for payment.



**Council Resolution**

***Johnstone/Earnshaw***

That Municipal Fund cheques 104115 -104122 & 104129, EFT Transfers and Direct Debits totalling \$593,737.48, CLGF Regional Funding EFT transfers totalling \$395,804.07 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104110 – 10114, 104127 – 104128 & 104131 totalling \$4,304.14 and Municipal Fund EFT Transfers totalling \$172,933.60 be approved for payment.

**Carried 8/0  
Resolution 181/14**

**8.5.2 FINANCIAL STATEMENTS**

<b>File Reference</b>	<b>4.23.15</b>	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	12 <sup>th</sup> March 2014

**Background**

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

**Statutory Implications**

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

**Comment**

The financial statements are a separate attachment to this agenda.

**Financial Implications**

As disclosed in the financial statements.

**Voting Requirements**

Simple Majority

**Officers Recommendation**

That the financial statements presented for the period ending 28 February 2014 be received.

**Council Resolution**

***Earnshaw/Medlen***

That the financial statements presented for the period ending 28 February 2014 be received.

**Carried 8/0  
Resolution 182/14**





### 8.5.3 WRITE OFF OUTSTANDING DEBTS

<b>File Reference</b>	<b>4.21.25</b>
<b>Statutory Reference</b>	Local Government Act 1995 Section 6.12(1)
<b>Author &amp; Date</b>	Cara Ryan 18 <sup>th</sup> March 2014

#### Background

This report is presented to advise Council of non-collectable debts and seeks Council approval to write-off debts that have been outstanding for an excessive period of time and are considered unrecoverable.

The total outstanding monies owed to Council of \$993.50 relate to sundry debtors for lost books from the Williams Library of \$454.00 and standpipe water of \$539.50.

A schedule of sundry debts to be written off is detailed below.

Date	Invoice Number	Name	Details	Amt
23/11/2010	11.135	Tiana Hill	2 Loads of Water Delivered - Ms Hill no longer resides in Williams and we have been unable to locate her.	\$308.00
1/06/2011	11.394	Tiana Hill	Standpipe water only – Ms Hill no longer resides in Williams and we have been unable to locate her.	\$31.50
24/12/2009	10.200	Tiana Hill	Lost Books – Ms Hill has been prohibited to borrow any further books from the Williams Library. As Ms Hill no longer resides in Williams we have since been unable to locate her current address.	\$116.55
03/03/2011	11.310	Charmaine Lawrie	Lost Books – Ms Lawrie has been prohibited to borrow any further books from the Williams Library until the debt is settled.	\$35.50
10/05/2013	13.720	Stephanie Kemp	1 Load of water delivered – unable to locate Ms Kemp’s current address. Have tried three different addresses all mail has been returned to sender.	\$162.50
10/05/2010	10.352	David Moore	Lost Books – Mr Moore is resolute that books were returned to the Williams Library.	\$74.70
01/06/2011	11.387	David Moore	Standpipe Water – Mr Moore is certain that he paid the delivery person the cost of the water	\$37.50
08/09/2009	10.70	Kirstie Sandilands	Lost Books – Ms Sandilands has been prohibited to borrow any further books from the Williams Library until the debt is settled.	\$34.60
31/05/2011	11.378	Sarah Spencer	Lost Books – Ms Spencer has been prohibited to borrow any further books from the Williams Library until the debt is settled.	\$87.25
1/12/2011	12.151	Sapphire Watson	Lost Books – Ms Watson has been prohibited to borrow any further books from the Williams Library until the debt is settled.	\$105.40



### Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SECT 6.12

6.12 . Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
  - (a) when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
  - (b) waive or grant concessions in relation to any amount of money; or
  - (c) write off any amount of money,which is owed to the local government.

### Comment

All outstanding debtors are reviewed on a monthly basis and whilst the Council has a good track record at managing and recovering debts there will always be some debts that become uncollectable. Due to the excessive age of the debts presented and the significant costs that would be associated with debt collection it would be uneconomical to pursue the debt with legal action.

In relation to bad debts associated with lost books, the borrower is immediately deregistered in the library system with notes advising that the borrower has an outstanding debt and is unable to borrow any books or media content until the debt is paid.

### Financial Implications

Should the council support the recommendation to write off \$993.50 as a bad debt, there would be a nil effect to the year end closing funds as there is a provision on the balance sheet of \$15,267 for doubtful debts.

### Voting Requirements

Absolute Majority

### Officers Recommendation:

That Council agrees to write off the following bad debts totalling \$993.50:

<u>Invoice Number</u>	<u>Name</u>	<u>Amt</u>
10.200	Tiana Hill	\$116.55
11.135	Tiana Hill	\$308.00
11.394	Tiana Hill	\$31.50
11.310	Charmaine Lawrie	\$35.50
13.720	Stephanie Kemp	\$162.50
10.352	David Moore	\$74.70
11.387	David Moore	\$37.50
10.70	Kirstie Sandilands	\$34.60
11.378	Sarah Spencer	\$87.25
12.151	Sapphire Watson	\$105.40



**Council Resolution**

**Carne/Paterson**

That Council agrees to write off the following bad debts totalling \$993.50:

<u>Invoice Number</u>	<u>Name</u>	<u>Amt</u>
10.200	Tiana Hill	\$116.55
11.135	Tiana Hill	\$308.00
11.394	Tiana Hill	\$31.50
11.310	Charmaine Lawrie	\$35.50
13.720	Stephanie Kemp	\$162.50
10.352	David Moore	\$74.70
11.387	David Moore	\$37.50
10.70	Kirstie Sandilands	\$34.60
11.378	Sarah Spencer	\$87.25
12.151	Sapphire Watson	\$105.40

**Carried 8/0  
Resolution 183/14**

**8.5.4 2013/2014 BUDGET REVIEW**

**File Reference**

**4.21.25**

**Statutory Reference**

Local Government Act 1995 Section 6.12(1)

**Author & Date**

Cara Ryan 19<sup>th</sup> March 2014

**Attachments**

**Appendix 1** - 2013/2014 Budget Review Statement of Financial Activity, Net Current Funding and Predicted Variances

**Purpose**

To consider and adopt the Budget Review as presented and recommended at the Audit Committee meeting held on Friday, 14<sup>th</sup> March 2014.

**Background**

A Budget Review Statement of Financial Activity incorporating year to date budget variations and forecasts to 30<sup>th</sup> June 2014, for the period ending 28<sup>th</sup> February 2014 was presented to the audit committee to consider and for recommendation to Council for adoption. The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. The results of the review and accompanying report from the review must be presented to Council within 30 days of the review. The review and determination is then to be provided to the Department of Local Government within 30 days of the adoption of the review.



The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 5% and \$5,000 minimum for reporting of material variances to be used in the statements of financial activity and the annual budget review.

Features of the review as summarised from the detailed financial reports attached are as follows:

#### REVENUE

Unexpected Bonus Payment from LGIS	\$2,951
Decrease in Housing Rental Income on DCEO House	(\$10,510)
Insurance Claim – DCEO House	\$14,798
Increase in Federal Sustainability Assistance	\$2,135
Decrease in Childcare Centre Fees	(\$30,550)
Contribution received from “The Williams”	\$7,351
Lotterywest Grant for Toy Library/Playgroup Shed	\$12,582
Treasury Grant for Swimming Pool withdrawn by Treasury	(\$3,000)
Additional funding for Recreation Facilities from Newmont & BHP	\$45,000
RDAF Round 5 grant withdrawn by RDA	(\$35,000)
Main Roads Storm Damage Funding	\$323,058
Loss in Housing Rental Income	(\$19,377)
Additional Private Works Income	\$35,411
Insurance Claim – Excavator	\$23,234
<b>TOTAL ADDITIONAL REVENUE</b>	<b>\$360,803</b>

#### EXPENDITURE

Additional insurance – Corporate Business Practice	(\$2,594)
Increase in Housing Maintenance – CEO and DCEO Houses	(\$20,955)
Additional expense to Staff Training	(\$6,952)
Saving on Fire Insurance	\$6,462
Increase in expenses on Aged Housing Units	(\$6,566)
Increase in expenditure to Public Conveniences	(\$10,190)
Payment to Tarwonga Tennis Club	(\$13,700)
Additional Expenses for repairs to 18 Fry Street	(\$5,620)
Storm Damage expenses	(\$234,732)
Additional expenditure on Depot Maintenance	(\$4,500)
Replacement cost of fencing at 25 Richardson Street	(\$5,560)
Increase in Workers Compensation Premium	(\$16,845)
Additional expenses to Plant & Equipment Maintenance	(\$64,943)
<b>TOTAL ADDITIONAL REVENUE</b>	<b>(\$386,695)</b>



**CAPITAL ADJUSTMENTS**

Loan for Industrial Shed not required until 2014/2015	(\$149,746)
Industrial Land Development delayed until 2014/2015	\$409,850
Additional Building – Toy Library/Playgroup Shed	(\$12,582)
Purchase of Metro Counters for Roads	(\$7,284)
Purchase of photocopier for the use of “The Williams”	(\$7,351)
<b>CAPITAL ADJUSTMENT</b>	<b>\$232,887</b>

**OTHER ITEMS**

Increase in Opening Surplus	\$37,286
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**Statutory Implications**

REGULATION 33A OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- (4) Within 30 days after a Council has made a determination it is to be provided to the Department of Local Government.

**Financial Implications**

Due to the above adjustments the closing funds have increased by \$244,281 from \$0. Taking into account that \$260,104 of the closing funds surplus is for the construction of the Industrial Shed, this will need to be carried over to the 2014/15 financial year. This means that the permanent variance is a \$15,823 deficit. The \$260,104 will be reported in the Annual Financial Statement as an “Unspent Grant”.

**Voting Requirements**

Absolute Majority

**Officers Recommendation**

That Council adopt the 2013/2014 Budget Review for the period 1 July 2013 to 28 February 2014 as presented in the 2013/2014 Budget Review Financial Statements.

**Council Resolution**

***Earnshaw/Major***

That Council adopt the 2013/2014 Budget Review for the period 1 July 2013 to 28 February 2014 as presented in the 2013/2014 Budget Review Financial Statements.

**Carried 8/0  
Resolution 184/14**



## 8.6 COUNCILLORS' REPORTS

Cr Cavanagh attended the Boddington Bauxite Mine CLC Meeting

Cr Cavanagh attend the Hotham Williams Economic Development Alliance Meeting

Cr Cavanagh attended a course run by WALGA on Professional Speaking

Cr Carne, Cr Cowcher and Cr Cavanagh meet with Labor Leader Mark McGowan MLA and Darren West MLC

Cr Cowcher attended the WALGA Central Country Zone Meeting

## 9.0 ELECTED MEMBER MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

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

### 10.1 ELECTED MEMBERS.

#### Council Resolution

##### *Carne/Earnshaw*

That Council discuss the CEO's contract that is due for renewal by February 2015.

**Carried 8/0  
Resolution 185/14**

#### Council Resolution

##### *Earnshaw/Cavanagh*

That Council requests that the President together with the CEO draw up terms of new contract to be brought before Council at the next Ordinary Council meeting.

**Carried 8/0  
Resolution 186/14**



**10.2 OFFICERS.**

**11.0 APPLICATION FOR LEAVE OF ABSENCE**

**12.0 INFORMATION SESSION**

**13.0 CLOSURE OF MEETING**

There being no further business for discussion the President declared the meeting closed at 5.05pm.