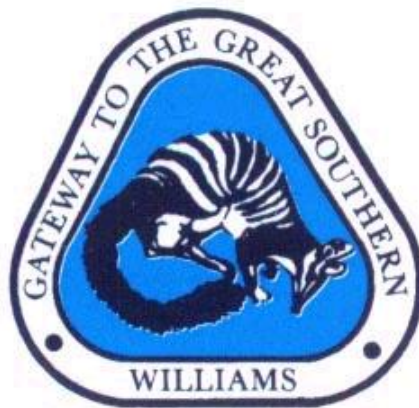


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY
16TH DECEMBER 2015***



COUNCIL DIARY

WEDNESDAY 16TH DECEMBER 2015

1.00pm

Ordinary Meeting

THURSDAY 17TH DECEMBER 2015

6.30pm

Staff Christmas Dinner

WEDNESDAY 17TH FEBRUARY 2016

1.00pm

Ordinary Meeting



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Separate Documents

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



SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

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

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

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

Your Ref:

Our Ref:

NOTICE OF MEETING

You are respectfully advised that the next ordinary meeting of Council will be held in the Council Chambers at 1.00pm on Wednesday 16th of December 2015.

Yours faithfully

Geoff McKeown
Chief Executive Officer



DISCLAIMER

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

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



AGENDA

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 1.00pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher President

Cr Greg Cavanagh Deputy President

Cr Richard Johnstone

Cr Gilbert Medlen

Cr Natalie Major

Cr Jarrad Logie

Cr Peter Paterson

Cr Moya Carne

Geoff McKeown Chief Executive Officer

Cara Ryan Manager of Finance

Heidi Cowcher Economic Development Officer (1.30pm to 2.21pm)

Tony Kett Works Supervisor (2.24pm to 2.57pm)

Steve Friend Environmental Health Officer/Building Surveyor (3.34pm to 3.53pm)

Apologies

Cr David Earnshaw

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 AUDIT COMMITTEE MEETING HELD 18TH NOVEMBER 2015

Officer's Recommendation

That the Minutes of the Audit Committee Meeting held on 18th November 2015, as previously circulated, be received.

Council Resolution

Paterson/Johnstone

That the Minutes of the Audit Committee Meeting held on 18th November 2015, as previously circulated, be received.

**Carried 8/0
Resolution 131/16**

6.2 ORDINARY COUNCIL MEETING HELD 18TH NOVEMBER 2015

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 18th November 2015, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Cavanagh/Paterson

That the Minutes of the Ordinary Meeting held on 18th November 2015, as previously circulated, be confirmed as a true and accurate record.

**Carried 8/0
Resolution 132/16**

6.3 4WDL MEETING HELD 8TH DECEMBER 2015

Officer's Recommendation

That the Minutes of the 4WDL Meeting held on 8th December 2015, as previously circulated, be received.

Council Resolution

Carne/Medlen

That the Minutes of the 4WDL Meeting held on 8th December 2015, as previously circulated, be received.

**Carried 8/0
Resolution 133/16**



6.4 HWEDA MEETING HELD 8TH DECEMBER 2015

Officer's Recommendation

That the Minutes of the HWEDA Meeting held on 8th December 2015, as previously circulated, be received.

Council Resolution

Cavanagh/Major

That the Minutes of the HWEDA Meeting held on 8th December 2015, as previously circulated, be received.

**Carried 8/0
Resolution 134/16**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.0 REPORTS



8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

The Economic Development Officer, Heidi Cowcher entered the meeting at 1.30pm to discuss her report.

8.1.1 4WDL WELL AGED HOUSING PROJECT

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	10 th December 2015

Background

The Shire of Williams, as lead agency on behalf of the 4WDL Regional Group, has secured funding to construct a total of at least 45 units across seven local governments from various sources. To date five separate funding streams have financed the construction, two of which are now complete (2010/11 CLGFR and 2011/12 CLGFR funding – both have had final reports submitted and accepted by the Department). RCSF and 2012/13 CLGFR are due to be expended in early 2016 with the final funding stream (SII) only just commencing.

Comment

The RCSF funding was all expended by **30th September 2015**, with the final report and acquittal due to be submitted by 31st December 2015. Once units are complete, the Shire of Williams will conduct an independent inspection of the units across the project area to ensure compliance with Universal Access Design principles as per the FAA. Unit inspections have been completed in all Shires with exception of Lake Grace (Newdegate units). A quarterly progress report for activity from October-December will be required to be submitted by the 31st January 2016.

Due to delays with the completion of the construction of the units in Newdegate, approval has been requested of the Department for the Final Report and Acquittal Statement to be given an extension to the 1st April 2016. Approval has been granted. At the 4WDL meeting on 8th December, it was indicated that the Newdegate units may not be completed until the 31st March 2016. With this information in hand, it is felt advisable that the Department should be notified and an extension of time for the submission of the Final Report be made until the end of April (rather than the beginning as is currently in place). *To be confirmed.*

The 2012/13 CLGFR funding (\$1,972,409 to construct 7 units) is due for completion **11th February 2016**. Currently the final report is required to be completed by 11th May 2016. A quarterly progress report for activity from October-December will be required to be submitted by the 31st January 2016.

At the 4WDL meeting on 8th December, it was indicated that the Newdegate units may not be completed until the 31st March 2016. A formal application for an extension is to be sought from the Department. *To be confirmed.*



SII Funding (due for completion December 2018)

Funding totalling \$5,023,648 has been secured to construct an additional 14 units across 6 shires. A quarterly progress report for activity from October-December will be required to be submitted by the 31st January 2016.

In each Shire the project is progressing well and it is hoped that the drawdown of the second instalment of funding (\$3m) will be able to be completed at end of March 2016 as proposed.

Financial Implications

Project Management and Audit expenses attributed to this project are funded from the interest earned on the investment of the funding. The Shire of Williams does not incur any additional expenditure on this project that is not funded from the project interest.

Voting Requirements

Simple Majority

Officers Recommendation

For information only. The report on progress of the 4WDL Well Aged Housing Project is noted.

8.1.2 SHIRE OF WILLIAMS AGED UNITS PROJECT

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 10 th December 2015
Additional Information	Draft Concept Plans as prepared by H & H Architect (to be emailed under separate cover)

Background

Council has previously declared its intent to construct Aged Units on former Lots 32, 33, 34 New Street and Lot 110 & 111 Growse St. A concept plan of the proposed development of the entire site that incorporated a potential 13 units was endorsed by Council at its May 2011 meeting.

The aforementioned lots were subdivided and the resultant plan has 10 lots available for construction without removing any existing infrastructure.

Construction was completed of the 5 rear units (Lots 69, 70, 71, 72 & 73) in 2014, with tenancy occurring in May 2015. The funding for the construction of these units was provided by the Royalties for Regions Country Local Government Fund (2010/11, 2011/12, 2012/13) and the Regional Community Services Fund.



The sixth block is the public open space (Lot 75), and this is to be completed with funding provided by the Wheatbelt Development Commission’s Age Friendly Communities Funding. It is anticipated that a gazebo, seating, pathways and raised planter beds and landscaping will be completed by the end of the year.

Through the SII funding, the Shire of Williams is to be allocated \$717,664 to construct a further 2 units. It is proposed that these units are to be constructed on Lots 67 & 68 New Street.

SII Funding 2015		
Site costs	\$25,000.00	Shire
Services /Tel/gas/elec/water	\$30,000.00	Shire/Builder
Building costs	\$597,664.00	Builder
Driveway	\$17,500.00	Builder
Footpath	\$17,500.00	Builder
Fencing	\$15,000.00	Shire
Landscaping	\$15,000.00	Shire
TOTAL	\$717,664.00	

No further funds have been budgeted in the Shire of Williams 2015/16 budget as this funding was secured after the budget had been completed. Any expenditure on this project will need to be approved by Council as unbudgeted expenditure as per the Act.

Site costs are expected to cover the expenditure that the Shire will incur when testing and preparing the site for construction, including surveying, geotechnical surveys, sand pad construction and testing. Services costs include the connection to telephone, power and water and will be partly the builders cost and partly the Shire of Williams cost. Construction costs will include a combination of the building costs, footpath and driveway line items (totalling \$632,664). Fencing and Landscaping totalling \$30,000 will be sufficient based on the expenditure on the previous five units.

NB: The expenditure of the funding does not have to completely match the budget as indicated above, provided that the funds are expended on the construction of at least 2 units as per the funding agreement and that any variations on the above can be explained.

Comment

The decision of the November 2015 Council meeting was:

Council Resolution

Paterson/Major

That Council not accept any tender as submitted for the design and construction of two (or three) independent living units based on concerns over the total cost of the project, and the availability of funds to finance the project and the risk to local government in not having the necessary project management skills as required to successfully oversee the project.



That Council requests that the Economic Development Officer obtain three quotes for a qualified Architect to design and provide architectural plans with Councils desired specifications. Further, the Architect is to include in the quote provision for contract management support for the construction of two (2), 3 x 2 bathroom, and independent living units. Once the architectural plans have been adopted by Council, a tender for construction will be advertised.

**Carried 8/0
Resolution 110/16**

Following the November Council meeting resolution, quotes were requested of four architectural firms (Maya Designs – Steve Kesich; Gary Batt & Associates; Ramms Building Services – Gary Ramm and H & H Architects Albany) to submit a fee proposal for the provision of architectural services in support of the design and construction of two independent living units (3 bed + 2 bath).

Three quotes were received and were provided to the Aged Housing Sub-Committee for their consideration. As a result, H & H Architects were selected. Their fee proposal is as follows:

Phase	% Fee	Cost
Brief Preparation & Concept Design	0.24%	\$1722.39
Schematic Design	0.48%	\$3444.79
Design Development	0.96%	\$6889.57
Documentation & Tendering	1.44%	\$10,334.36
Contract Administration	1.68%	\$12,056.75
TOTAL	4.8%	\$34,447.86

In addition to the architectural fees, there needs also provision to be made for the additional consultants required to provide input into the architectural design, including (approximately):

Feature survey	\$1000	
(Soil Test	\$1200	<i>Completed)</i>
Structural engineer	\$2000-\$2500	
Civil engineer	\$1500	<i>May not be required</i>
Electrical engineer	\$1500-\$2000	
Hydraulic engineer	\$1500-\$2000	
Energy rating	\$800-\$1000	
Building certification	\$1200	<i>BCA Certification (required)</i>
Total estimated	\$11,200	

These costs, together with the architect’s fees, will need to be covered under the construction costs line item.

H & H Architects have provided Concept Drawings to the Aged Housing Sub-Committee and these will be considered prior to the Council meeting, with an update to be provided at the Council meeting. H & H Architects were provided with the previous tender specifications to give guidance as to the identified preferences of the Aged Housing Sub-Committee and the inclusions that were required.



Financial Implications

Nil for 2015/16.

Voting Requirements

Simple Majority

Officers Recommendation

That Council agrees to support the Aged Housing Sub-Committee recommendations to the architect. Further, that the Shire of Williams in consultation with the architect commences the tender process provided agreement has been reached with the Aged Housing Sub-Committee on design and specifications.

Council Resolution

Cavanagh/Johnstone

That Council agrees to support the Aged Housing Sub-Committee recommendations to the architect. Further, that the Shire of Williams in consultation with the architect commences the tender process provided agreement has been reached with the Aged Housing Sub-Committee on design and specifications.

**Carried 8/0
Resolution 135/16**

8.1.3 WILLIAMS LIONS PARK

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	10 th December 2015
Additional Information	Community Feedback Project Numbat letter	

Background

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

A quarterly report on the progress of the project from October-December 2015 will be required by the end of January 2016, as per the funding agreement. The project needs to be completed by June 2016 and is on track to do so.

Once the Masterplan is complete, funding opportunities will be investigated.



Comment

Community feedback from the meeting held on the 18th November together with Council comments has been collated (attached) and has been provided to UDLA. A teleconference to discuss this is planned for Monday 14th December.

UDLA have requested that the final Masterplan and Report be presented to Council at the end of January 2016 (and not December 2015 as first proposed) due to a significant workload in the lead up to Christmas. As the funding is not due to be expended until June 2016, this request has been accepted. The Final plan will be presented to Council at the February 2016 meeting.

In addition to the work that UDLA have completed to date, the Shire has also received a letter from Project Numbat Incorporated (attached) with a request for consideration of a 3m x 1m fibreglass numbat to be placed in the Lions Park when the redevelopment is undertaken.

The details of the request are in the letter, but in summary, the proposal is that the Project Numbat Incorporated would fundraise (with assistance from the Shire of Williams and Williams community) for the purchase of the handmade, specially designed numbat estimated to cost \$38,000 + GST + freight + installation (concrete base and fixtures with bark softfall around).

Financial Implications

Current Masterplan project – as agreed to by Council and budgeted

Future implementation – to be staged and budgeted for accordingly.

Numbat proposal – funding/fundraising to assist with the costs associated, if accepted.

Voting Requirements

Simple Majority

Officers Recommendation

That Council accepts the update on the progress of the Lions Park Masterplan project, following review of the community feedback.

That Council endorses the concept of the 3m x 1m numbat for the Lions Park and will provide assistance with sourcing funding/fundraising if required to the *Project Numbat Incorporated* group.

Council Resolution

Major/Paterson

That Council accepts the update on the progress of the Lions Park Masterplan project, following review of the community feedback.

That Council endorses the concept of the 3m x 1m numbat for the Lions Park and will provide assistance with sourcing funding/fundraising if required to the Project Numbat Incorporated group.

Carried 7/1
Resolution 136/16



8.1.4 SHIRE OF WILLIAMS DFES LOAN 2.4 BROADACRE FIREFIGHTING TRUCK

File Reference

Statutory Reference

N/A

Author & Date

Heidi Cowcher

11th December 2015

Background

Council has previously applied for a broadacre firefighting truck and shed.

Comment

Following the November 2015 Council meeting, the EDO has continued close engagement with DFES to determine the anticipated delivery date of the loan truck.

At the time of writing the report, the truck is anticipated to arrive in Williams before Christmas. It will be housed at the Shire depot.

As the truck has come out of active service it has required some minor repairs and maintenance including a new hose reel, a pressure test on the main tank (fibreglass work required) and other associated works.

The details of the arrangement as far as the loan truck is concerned are to be detailed in a letter that will be provided to the CEO in due course. At this stage it is unknown the length of time that the truck will be available to the Shire of Williams. The next round of ESL Capital Works Programs will open in March 2016, at which the Shire is encouraged to apply once again. In correlation to this, it would be pertinent and appropriate for the Shire to provide a letter of appreciation to the Commissioner for the loan truck for the fire season, and that it would be beneficial to the Williams community that this arrangement continue with a permanent truck being considered for Williams.

Financial Implications

Any costs associated with the DFES 2.4 truck can be claimed from the ESL funds.

Voting Requirements

Simple Majority

Officers Recommendation

That Council notes the imminent receipt of the DFES 2.4 broadacre loan fire-fighting truck for the 2015/16 fire season and acknowledges that appropriate access to the Shire depot will be arranged with nominated volunteer town based bush fire brigade registered members.



Council Resolution

Medlen/Logie

That Council notes the imminent receipt of the DFES 2.4 broadacre loan fire-fighting truck for the 2015/16 fire season and acknowledges that appropriate access to the Shire depot will be arranged with nominated volunteer town based bush fire brigade registered members.

**Carried 8/0
Resolution 137/16**

8.1.5 GENERAL PROJECTS UPDATE

File Reference	Various		
Statutory Reference	N/A		
Author & Date	Heidi Cowcher	11 th December 2015	

General Update

Williams LEMC

Local Emergency Management Arrangements were due for review/updating in October 2015. They are currently being reviewed in-house, with a LEMC meeting to be called to consider updates (mainly just change of template) once this review has been completed. This was proposed for completion before Christmas, however with the additional workload experienced this last month, it is now not anticipated for completion until early in the new-year.

Creating Age Friendly Communities project

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

The design for the Jam Tree Lane POS has been completed, with the gazebo having been constructed by the Shire Works Crew. The table and seating will be installed once the concrete pathway has been completed linking Jam Tree Lane with the rear laneway. Five raised planter beds have been purchased, and the residents will be encouraged to plant their choice of flowers, or vegetables in these beds (one for each unit). Additional landscaping will be completed, including a small lawn area and some fruit trees (lemon and oranges) for the residents. Leon Bertuola is assisting with this landscaping. It is hoped that this work will all be completed by Christmas as some residents are already planning their Christmas lunch in the space.

The New Street path is likely to be the next pathway completed, followed by the Brooking Street pathway. The entire project is to be completed by 31st March 2016, with final report and acquittal due 30 June 2016. A quarterly progress report for activity October-December 2015 is to be completed and submitted by end January 2016.

RBN Local Path – Growse/Piesse Streets

This pathway (with exception of the section where the Western Power pole is to be relocated) has been completed. Once the pole is relocated, the contractors will return and complete the



pathway. The project is due for completion by 13th May 2016 with inspection of the pathway to be undertaken on 16th May 2016. A progress report is due 1st February 2016.

Williams Bowling Club

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

HWEDA Strategic Plan Review & Economic Implementation Plan

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

The WDC and PDC require a copy of the draft report to provide feedback and this is due 30th December 2015. A quarterly report on progress October-December 2015 is due at the end of January 2016. An extension on the completion of the project has been granted, with the Final report to be provided to WDC and PDC by 29th February 2016 with the final report and financial acquittal to be submitted to them by 15th April 2016.

Financial Implications

Project based, as identified.

Voting Requirements

Simple Majority

Officers Recommendation

That Council note the General Projects report update.

8.1.6 EDO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EDO's report as presented be received.



Council Resolution

Johnstone/Paterson

That the EDO's report as presented be received.

**Carried 8/0
Resolution 138/16**

**Heidi Cowcher
Economic Development Officer
11th December 2015**

Ms Cowcher left the meeting at 2.21pm



8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 2.24pm to discuss his report.

File Reference 12.15.36
 Statutory Reference N/A
 Author & Date Tony Kett 8th November 2015

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Medlen Rd.	8.2
Wangeling gully Rd.	8.8
Pingelly Rd	8.1
Congelin-Narrogin Rd.	6.1
Glenfield Rd.	13.63
Marling Rd.	7.1
Narrakine Rd.	7.5
Zilko Rd.	19.3
Total Length for the Month	78.7 kms

8.2.2 ROAD MAINTENANCE WORKS

- White posts and signs back up after sealing York-Williams Rd.

8.2.3 2015/16 ROAD CONSTRUCTION PROGRAM

Road Construction Program 2015-16								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams Darkan Rd	Repair failed sections				Jul-15	Jul-15	Sealing to do...
8	Tarwonga Dardadine (21.50km)	Clear, widen & gravel sheet to 9m	5.00	12.50	7.50	Jul-15	Aug-15	Gravel sheeting complete. Minor tree trimming continuing
31	Extracts Rd (12.25km)	Tree trimming and repair failed section	Various slks			Aug-15	Sep-15	Completed.
10	Pingelly Rd (8.01km)	Seal to 7m	0.00	0.50	0.50	Sep-15	Nov-15	



1	York-Williams Rd (19.50km)	Seal previous sections	12.20	19.50	7.30	Sep-15	Nov-15	Water Binding. Sealing on 24-25-26 th
67	Brooking Street	Footpath	0	0.27	0.27	Oct-15	Nov-15	
	New street	Footpath	0	0.32	0.32	Oct-30	Dec-18	Ready for concrete.
68	Growse St	Footpath	0	0.32	0.32	Oct-15	Nov-15	Footpath in.
	Road to be decided	Reseal	0.00	6.00	6.00	Nov-15	Nov-15	
	Marradong Rd (11.45km)	Repair drainage and reconstruct failed sections	Various slks		1.00	Nov-15	Nov-15	
11	Cornwall Tce	Re-align intersection	0.50	5.31	4.81	Dec-15	Dec-15	
75	Cowcher Rd	Repair culvert running surface				Jan-16	Jan-16	
25	Glenfield (13.63km)	7m seal	0.50	5.31	4.81	Jan-16	Mar-16	
15	Zilko Rd (19.31km)	Widen & gravel sheet to 9m	13.00	14.50	1.50	Mar-16	Apr-16	
12	Zilko Rd (19.31km)	Tree trimming	Various slks			Mar-16	Apr-16	
12	Darkan Quindanning (30.3)	Tree trimming - south end 14.7km	Various slks			Apr-15	May-15	

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms July 2015	Works Completed this month
Mazda CX5	Light Vehicles	Cara Ryan	23 Sep 15	5,092km	
Toyota Kluger 16 WL		Ryan Duff	10 Sep 14	28,759 km	
Holden Rodeo Dual Cab Utility WL5499		Maintenance	5-Nov-04	223,966 km	
Isuzu D-Max WL 19		Tony Kett	9-Sep 14	28,500 km	
Kia 2 Tonne Truck WL 5414		Jeff Cowan	9-Oct-07	129,600 km	
Holden Colorado Crew Cab Ute WL 742		Andrew Wood	5-Oct 15	171,000 km	
Holden Rodeo Crew Cab Utility WL842		Out Side staff	15-Nov-06	285,069 km	4 new tyres.
Holden Rodeo Single Cab Utility WL 826		James Lenehan	20-Nov-06	104,128 km	
Mitsubishi Triton Single Cab Utility WL 430		Stewart Cowcher	22-Sep-99	224,716 km	



Skid Steer Track Loader	Construction Equipment	Out Side work Crew.	Sep 2015	51 hr	Two new hydraulic hoses, for the broom.
Multipac Multi-Tyre Road Roller WL49		Ray Scobie	21-Oct-04	5,802 hr	Serviced.
Vibromax Roller WL 126			29-Sep-04	3,802 hr	Serviced.
Caterpillar 12M Grader WL61		Richard Hewitt	Dec 2011	3,289 hr	
Caterpillar 12m Grader WL361		Andrew Wood	20-Oct-06	767.6 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	4,160hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	5,827hr	Serviced.
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	2,354 hr	Repaired hydraulic hose.
John Deere MFWD Tractor WL 767		Works	21-Oct-97	9,551 hr	
Toro Reelmaster SP mower WL5502		Works	Aug-09	796 hr	
Kubota Generator	Parks & Gardens	Refuse Site		2,570 hr	
Toro Z597 Ride on Mower WL 731		Jeff Cowan	1-Oct-06	1,628 hr	
Toro Z400 Kholer Ride on Mower WL5302		Jeff Cowan	8-Aug-05	552 hr	
Honda TRX Four Wheel M/Cycle WL 429		Jeff Cowan	20-Mar-00	1,332 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	233,800 km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	273,335 km	New left hand brake booster. Serviced. New pump motor for water tank.
Mercedes Benz Actross Prime Mover WL91		Phil Reed	21-Dec-05	269,079 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	180,424km	New batteries.
Isuzu NPR 300 Truck WL 016		Ray Scobie	21-Jan-13	50,313 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	115,400 km	Welded up cracks.
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	113,500km	
Howard Porter Pig Trailer WL3792		Justin Murdock	10-Dec-08	122,300 km	



8.2.5 STAFF

- Discussed ban on drinking at the depot.
- John Deere tractor disposal needs discussing.

8.2.6 TOWN AND FACILITIES REPORT

- Wren Oil emptied the waste oil; 10,400 litres

8.2.7 PRIVATE WORKS

- Nil to report

8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE

Voting Requirements

Simple Majority Required

Officers Recommendation

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

Council Resolution

Logie/Paterson

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

**Carried 8/0
Resolution 139/16**

Mr Tony Kett departed the meeting at 2.57pm.

Afternoon Tea

The President adjourned the meeting for afternoon tea at 2.57pm and resumed the meeting at 3.34pm.



8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

Environmental Health/Building Surveyor Steve Friend attended the meeting at 3.34pm to discuss his report.

8.3.1 BUILDING PERMITS

File Reference 13.34.10
Statutory Reference N/A
Author & Date Steve Friend 10th December 2015

Comment

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

#371 G & J Eustice Lot 20 Brooking Street Shed

Financial Implication

Fees: Shire \$95.00; BSL \$61.65; BCF \$00.00

Voting Requirements

Simple Majority Required

Officers Recommendation

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

Council Resolution

Medlen/Logie

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

Carried 8/0
Resolution 140/16

8.3.2 FOOD PREMISES INSPECTION

File Reference 7.40.41
Statutory Reference N/A
Author & Date Steve Friend 10th December 2015

Comment

Williams Hotel – cleanly maintained. Hotel lease is changing hands this month.

Williams Club – cleanly maintained. No outstanding issues



Voting Requirements

Simple Majority Required

Officers Recommendation

That the Food Premises Inspection report be endorsed by Council.

Council Resolution

Paterson/Medlen

That the Food Premises Inspection report be endorsed by Council.

**Carried 8/0
Resolution 141/16**

8.3.3 SWIMMING POOL SAMPLES

File Reference

11.20.20

Statutory Reference

Health Act 1911; Health (Aquatic Facilities) Regulations

Author & Date

Steve Friend 10th December 2015

Background

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

Comment

Water samples have been taken late November and the results showed excellent water quality.

Financial Implications

N/A

Voting Requirements

Simple Majority

Officers Recommendation

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

Council Resolution

Johnstone/Paterson

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

**Carried 8/0
Resolution 142/16**



8.3.4 RECYCLED WATER

File Reference

Statutory Reference

Health Act 1911

Author & Date

Steve Friend 10th December 2015

Background

The Shire, in conjunction with the Water Corporation, has commenced irrigating recycled water onto the football and hockey oval for the summer 2015/2016.

Comment

No samples have been taken to send to the laboratories since irrigation has commenced for this summer, although I have tested the effluent on a number of occasions to ensure the chlorine levels are correct.

The irrigation days do not coincide when I am Williams; however there is a requirement to sample and test, so this will just have to be built into the hours of attendance.

Voting Requirements

Simple Majority Required

Officers Recommendation

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

Council Resolution

Logie/Major

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

**Carried 8/0
Resolution 143/16**

8.3.5 DEVELOPMENT APPLICATION

File Reference

Statutory Reference

Shire of Williams Town Planning Scheme

Author & Date

Steve Friend 10th December 2015

Attachments

Background

At the November Council meeting it was brought up that the owner of Lot 104 Brooking Street had possibly built his shed over his side boundary, into the old caravan park.

Comment

I have emailed the owner and gone to look at his property several times.

The old, existing fence was not built on the correct alignment and at the rear of the property, adjacent to New Street, the old fence and a survey peg are something like 600 – 750mm apart, with the fence appearing to be that distance inside the owners property.



There is a bit of guesswork in this assumption as I couldn't actually find a survey peg at the rear and front of the actual property; however it does seem that the shed could have been built within the owner's property.

The following email seems to back that assumption up:

"Hi Steve.

The shed is on the correct block and all pegs are in place. The old fence is out of alignment. Brooking st was some 450mm and rear side cornwall st was near a 1000mm out. The leanto is 100mm inside the boundary

cheers

Hello Darren

Sorry I haven't gotten back to you but I have had a few days off. What you have supplied is ok, thanks, and I was going to issue the Planning Approval, but at the last Council meeting it came up that the edge of the shed didn't line up with the old fence and that I was to investigate.

I did have a look and it is correct that the edge of the shed doesn't line up with the old fence at the rear, but as I suspect, perhaps the fence isn't on the correct alignment.

I have taken a picture of the rear block and can see the survey peg is about 600 to the east of the old fence and probably lines up with the edge of the shed.



I couldn't see a survey peg at the rear or front of your property to double check – do you know if there are pegs front and back on that side? I am there tomorrow so will have another look around but if you have any comments I would appreciate it.”

Council can accept the report or if there is any doubt still, either have the owner uncover the survey pegs mentioned or have the property resurveyed if the pegs cannot be located.

It is my opinion that with the owner's assertion the shed is located within the boundary, and the evidence the old fence is on the incorrect alignment, this should satisfy Council.

If at any time in the future the old caravan park site was to be developed, it is most likely it would be resurveyed, and if the shed was to be incorrectly sited, it could still be made to move.

Officers Recommendation

That Council receives the additional information concerning the location of the shed at the rear of Lot 104 Brooking Street.

Council Resolution

Major/Medlen

That Council receives the additional information concerning the location of the shed at the rear of Lot 104 Brooking Street.

**Carried 8/0
Resolution 144/16**

8.3.6 EHO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EHO's report as presented be received.

Council Resolution

Major/Logie

That the EHO's report as presented be received.

**Carried 8/0
Resolution 145/16**

Mr Friend left the meeting at 3.53pm.



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	11 th December 2015

Background

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

Comment

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

Financial implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

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

Council Resolution

Cavanagh/Johnstone

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

Carried 8/0
Resolution 146/16



8.4.2 DELEGATIONS REGISTER REVIEW

File Reference	4.50.60
Statutory Reference	<i>Local Government Act 1995 section 5.42</i>
Author & Date	Geoff McKeown 11 th December 2015
Attachments	Appendix 1 – Delegations Register

Background

Pursuant to the *Local Government Act 1995* (LGA), the Council has the power to delegate to the Chief Executive Officer (CEO) (Section 5.42).

Council can delegate to the CEO, by an absolute majority resolution of Council, the exercise of any of its powers or the discharge of any of its duties from time-to-time and in such manner as the Council determines, excepting certain limitations as outlined below. The CEO has the power to on-delegate to other staff members (section 5.44 LGA 1995).

Delegations are to be in writing and a register of delegations is to be kept by the CEO.

There are limitations to delegating to the CEO under s5.43 of the *Local Government Act 1995* and they are outlined below:

A local government cannot delegate to a CEO any of the following powers or duties —

- a. any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- b. accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- c. appointing an auditor;*
- d. acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- e. any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- f. borrowing money on behalf of the local government;*
- g. hearing or determining an objection of a kind referred to in section 9.5;*
- h. (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- i. any power or duty that requires the approval of the Minister or the Governor; and*
- j. such other powers or duties as may be prescribed.*

Council can delegate to a committee comprising of elected members only, any of the Council's powers or duties under the LGA, or to a committee comprising of elected members and employees any duties that can be delegated to the CEO.

Limitations of delegation of powers and duties to committees are prescribed under s5.17 LGA.



There is a requirement under the LGA that all delegations made must be reviewed annually.

The opportunity is also taken to review all other delegations to staff provided under alternative legislation. Various other acts such as the *Bush Fires Act* and the *Building Act* allow for delegations to local government officers by Council.

The Shire of Williams delegations were last reviewed and adopted by Council at the 17th December 2014 Ordinary Meeting of Council (Council decision number 137/15).

Comment

A review of the delegations by Council under the LGA has been carried out.

The attached Register of Delegations consists of delegations from Council to the CEO under the LGA, and delegations from Council to the CEO and staff under other acts. Each delegation provides information on the respective head of power in the Delegation Register (**Appendix 1**).

Currently there are no Council committees with delegated authority under the LGA and therefore no delegations made by Council to any Council committees to review.

Financial Implications

Nil

Voting Requirements

An **Absolute Majority** vote is required under section 5.42 of the LGA to delegate any of Council's powers or the discharge of any of its duties to the Chief Executive Officer

Officer's Recommendation

That Council, having reviewed the delegations and authorisations currently in place and noting the recommended amendments:

1. Delegates to the CEO under s5.42 LGA, the exercise of the following powers and the discharge of any of its duties under the *Local Government Act 1995*, effective immediately, as listed in the Delegations Register (APPENDIX 1)
2. Revokes any previous delegations.

Council Resolution

Major/Logie

That Council, having reviewed the delegations and authorisations currently in place and noting the recommended amendments:

1. Delegates to the CEO under s5.42 LGA, the exercise of the following powers and the discharge of any of its duties under the *Local Government Act 1995*, effective immediately, as listed in the Delegations Register (APPENDIX 1)
2. Revokes any previous delegations.

**Carried By Absolute Majority 8/0
Resolution 147/16**



8.4.3 IMPOSITION OF HARVEST / MOVEMENT OF VEHICLE BANS

File Reference	5.10.3
Statutory Reference	Section 27 of <i>Bush Fires Act 1954</i> & <i>Bush Fire Regulations 1954</i>
Author & Date	Geoff McKeown 11 th December 2015

Background

This item seeks to provide a guide for the imposition of Harvest / Movement of Vehicle Bans within the Shire of Williams during the Restricted and Prohibited Burning Periods.

Comment

A guide is important for those people delegated with the responsibility of imposing Harvest / Movement of Vehicle Bans during the fire season. There needs to be a structure that can be followed to ensure consistency in the approach.

At the Annual Meeting of Fire Control Officers held on the 15th October 2015 this matter was discussed and the attached document (**Appendix 2**) is considered to reflect the approach that would be supported by Fire Control Officer and the community. It is suggested that the wording be used as a guide rather than a policy, as the circumstances may differ with individual events. Also, it assists those with the responsibility to make the decision that there is some flexibility.

Statutory Implications

Section 27 of the *Bush Fires Act 1954* states

(6) The Governor may make regulations with respect to the prohibition or regulation of the use of engines, vehicles, plant and machinery during the prohibited burning times or restricted burning times.

(7) Regulations made under subsection (6) may —

- (a) authorise a local government or a bush fire control officer to prohibit the carrying out of an activity or operation either absolutely or except in accordance with conditions specified in the notice or direction by which the prohibition is imposed or in the regulations;*
- (b) prohibit the carrying out of an activity or operation without the consent of a local government or bush fire control officer;*
- (c) provide that an act or thing shall be done subject to the approval or to the satisfaction of a local government or a bush fire control officer;*
- (d) provide as the penalty for a breach of any regulation so made a maximum penalty of \$5 000.*

Regulation 38A of the *Bush Fires Regulations 1954* states:

(1) Where a bush fire control officer is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times or restricted burning times, or both, is likely to cause a bush fire, or would be conducive to the spread of a bush fire, the bush fire control officer may by notice or direction prohibit or regulate the carrying out of any activity or operation in a specified area either absolutely or except in



accordance with conditions specified in the notice or direction or without the consent of the local government or bush fire control officer.

Financial implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Adopts the guide for the imposition of Harvest / Movement of Vehicle Bans;
2. Notifies all Fire Control Officers of the guide for imposition of Harvest / Movement of Vehicle Bans.

Council Resolution

Medlen/Johnstone

That Council:

1. Adopts the guide for the imposition of Harvest / Movement of Vehicle Bans with the addition of the following;

“That should the Fire Danger Index reach 26 or more a Harvest and Total Vehicle Movement Ban will be considered”.

2. Notifies all Fire Control Officers of the guide for imposition of Harvest / Movement of Vehicle Bans.

**Carried 8/0
Resolution 148/16**

The resolution differed from the recommendation as Council wished that greater definition was needed to identify when a ban would be considered.

8.4.4 WILLIAMS ST JOHN AMBULANCE

File Reference

7.70.30

Statutory Reference

Section 3.58 of the *Local Government Act 1995*

Author & Date

Geoff McKeown 11th December 2015

Background

The Committee of Williams St John Ambulance has written to the Shire requesting that consideration being given to the possibility of the land that the local sub centre headquarters is built on being acquired by Williams St John Ambulance.



In raising this matter the Committee has mentioned that the building is experiencing drainage issues that are potentially affecting the integrity of the building.

Comment

The Williams St John Ambulance headquarters is built on Lot 24 (20) Brooking Street which is owned by the Shire of Williams. Presently it is leased to The St John Ambulance Association in Western Australia Inc. for a fifty year period that concludes on the 31st December 2058.

At the time of building the new headquarters the Shire contributed land and site works as an in-kind contribution to the project. Substantial funds were provided by the Sub Centre itself, along with other contributions from Lotterywest, Government Grants and corporate and community donations. In total, the project cost was over \$829,000.

At this stage it is not known if the Williams St John Ambulance has consulted with The St John Ambulance Association in Western Australia Inc. on this proposal.

The level and range of financial support to the project was significant. Those that contributed did so understanding how the governance structure would work, with the Shire owning the land and leasing the facility to St John Ambulance Association in Western Australia Inc. for a substantial period. It would be unwise to divert from the original intent particularly as significant grant funds came from government.

Statutory Implications

Section 5.25(g) of the *Local Government Act 1995* outlines the process for local government if it chooses to dispose of property.

Financial implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

Advise the Committee of Williams St John Ambulance that the Shire of Williams does not wish to dispose of the property, being Lot 24 (20) Brooking Street, considering that funders of the Williams Sub Centre Headquarters Project made contributions based on knowledge of the current ownership structure.



Council Resolution

Cavanagh/Medlen

That Council:

Advise the Committee of Williams St John Ambulance that the Shire of Williams does not wish to dispose of the property, being Lot 24 (20) Brooking Street, considering that funders of the Williams Sub Centre Headquarters Project made contributions based on knowledge of the current ownership structure.

Carried 8/0
Resolution 149/16



8.4.5 REGIONAL REFUSE SITE

File Reference	10.10.30	
Statutory Reference	N/A	
Author & Date	Steve Friend	11 th December 2015

Background

This item concerns the recommendation by the Great Southern Regional Waste Group to withdraw the Development Application for the proposed Regional Refuse Site on Nebrikinning Road, Cuballing.

Comment

The Great Southern Regional Waste Group members met on Thursday 3rd December 2015 to consider the endeavours of the “Group” to establish a Regional Refuse Site on Nebrikinning Road in the Shire of Cuballing.

Council will be aware that the Group has for a considerable time been trying to establish a Regional Refuse Site, with previous efforts in the Shire of Wagin, Shire of Narrogin and now the Shire of Cuballing.

The efforts to have the Cuballing site approved accelerated when a landowner agreed to sell approximately 75 hectares to the Group for the purpose of establishing a refuse site.

Drilling and geotechnical examination indicated that the site would be acceptable, and as a consequence, a Development Application was submitted to the Shire of Cuballing to have the land approved for a refuse site.

When the Development Application was submitted to the Shire of Cuballing, the Shire referred the application to all relevant stakeholders, including the Environmental Protection Agency (EPA). As a consequence of the referral, the EPA considered the information provided and designated a Level of Assessment as “not assessed”.

This Level of Assessment was appealed by 5 members of the public and a Member of the Legislative Council.

The Minister for the Environment upheld the appeals and referred the matter back to the EPA with instructions for them to review the Level of Assessment.

The Chairman and officers of the EPA also met with the Group to discuss the process and progress of the proposal.

It is unsure at this stage exactly how the matter will proceed as the whole process has proven to be unusual and the EPA is being careful that all due process is being observed.



The Group also had an Memorandum of Understanding (MOU) with the landowners to be able to purchase the property, subject to certain things happening –

- A Works Approval being issued by the Department of Environment Regulation
- A subdivision approval being granted for excision of the land and
- Planning Approval being granted by the Shire of Cuballing

The original MOU was extended by 12 months; this expired on 31st August 2015.

During the 24 months the MOU was in place, none of the conditions of the MOU have been met, with only one (Development Application to Cuballing Shire) being submitted, with no approval being granted.

The MOU has not been extended for a third term.

The Shire of Cuballing is unable to consider the Development Application until the EPA process has concluded.

In reviewing the proposal the EPA can undertake a Level of Assessment as “Assessment on Proponent Information” (API) or a “Public Environmental Review” (PER).

The API is a lesser requirement than a PER and would take less time to conduct, however as mentioned, the EPA has not yet determined which will be applied and in fact has not as yet determined whether they will automatically apply a Level of Assessment, or that the Group should apply for a Level of Assessment.

Whichever will eventually apply, both Levels of Assessment are appealable so it is conceivable that if the lesser is applied (API), this will again be appealed and the process could start over again, or at least be delayed considerably.

It is not known how much more would need to be shown by the Group to satisfy an API: it is also not known what would need to be shown to complete a PER, however anecdotally, a PER could cost in the vicinity of \$500,000.

At the meeting referred to in the background above, it was resolved by the Group –

That the Great Southern Regional Waste Group:

- 1 Does not proceed with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road because of the expected high cost and uncertain outcome of meeting the EPA’s determined Level of Assessment for this site and formally withdraws the Development Application with the Cuballing Shire;
- 2 Advises the landowners, Peter and Heather Dowdell that the Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road and therefore will be withdrawing the development application with the Cuballing Shire and from any action to purchase part of their property;



- 3 Gratefully thanks Peter and Heather Dowdell for their patience and perseverance in their dealings with the GSRWG in this process;
- 4 Advises the EPA, other interested authorities and stakeholders that the Development Application is to be withdrawn and the Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road; and
- 5 Proceeds with investigations into alternative short and long term regional options to improve waste management within this region.

The recommendation of the members of the Group will require ratification by each of the individual Councils that comprise the Great Southern Regional Waste Group.

As can be seen, it is the opinion of the committee that comprises the Group that after many years of trying to have the Nebrikinning Road site approved as a refuse site, that due to the expected cost of meeting EPA requirements and public opposition to the proposal, it has been decided that the Group's efforts should be concentrated in other areas.

As there is still a process to have the Development Application approved by the Shire of Cuballing, then a Works Approval with DER approved (which is appealable), it is considered the cost and time cannot be justified anymore.

It is disappointing this outcome has been reached as the site itself (distance to ground water, geomorphology etc. has been shown to most likely comply with all parameters.

Financial implications

A considerable amount of money has been spent on trying to find a site that is suitable for a Regional Refuse Site, and in particular the Nebrikinning Road site. However unless this money had been expended to investigate the site, no application could ever have been made and the Group would be no closer to finding a suitable site.

There most certainly would be further expenditure required to prove the application to satisfy the Level of Assessment expected to be given by the EPA; this could be anything up to \$500,000.

Strategic Implications

The Great Southern Regional Waste Group has concluded that to proceed with the Cuballing site is counterproductive as the expected time, expenditure and opposition to the proposal would mean that any positive decision could be many years away and cost hundreds of thousands of dollars; time and money that could be better spent on investigating further options.

Consultation/Communication

Landform Research
Environmental Protection Agency
Members of the Great Southern Regional Waste Group



Voting Requirements

Simple Majority

Officer's Recommendation

That the Council endorses the recommendation of the Great Southern Regional Waste Group and

- 1 Does not proceed with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road because of the expected high cost and uncertain outcome of meeting the EPA's determined Level of Assessment for this site and formally withdraws the Development Application with the Cuballing Shire;
- 2 Advises the landowners, Peter and Heather Dowdell that the Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road and therefore will be withdrawing the development application with the Cuballing Shire and from any action to purchase part of their property;
- 3 Gratefully thanks Peter and Heather Dowdell for their patience and perseverance in their dealings with the GSRWG in this process;
- 4 Advises the EPA, other interested authorities and stakeholders that the Development Application is to be withdrawn and the Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road; and
- 5 Proceeds with investigations into alternative short and long term regional options to improve waste management within this region.

Council Resolution

Johnstone/Medlen

That the Council endorses the recommendation of the Great Southern Regional Waste Group and

- 1 Does not proceed with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road because of the expected high cost and uncertain outcome of meeting the EPA's determined Level of Assessment for this site and formally withdraws the Development Application with the Cuballing Shire;
- 2 Advises the landowners, Peter and Heather Dowdell that the Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road and therefore will be withdrawing the development application with the Cuballing Shire and from any action to purchase part of their property;
- 3 Gratefully thanks Peter and Heather Dowdell for their patience and perseverance in their dealings with the GSRWG in this process;
- 4 Advises the EPA, other interested authorities and stakeholders that the Development Application is to be withdrawn and the Group will not be proceeding with the development of the proposed Regional Waste Disposal Site at Nebrikinning Road; and
- 5 Proceeds with investigations into alternative short and long term regional options to improve waste management within this region.

Carried 8/0
Resolution 150/16



Council Resolution

Carne/Medlen

That Council requests the Chief Executive Officer to advocate for assistance from the State Government to identify areas/sites for a future regional waste site, given the difficulty experienced by local government in finding a suitable location. Further, it is recommended that advocacy be initiated through the Great Southern Regional Waste Group or the WALGA Central Country Zone.

**Carried 8/0
Resolution 151/16**

8.4.6 4WDL STRATEGIC PLANNING PRIORITIES

File Reference	4.12.36
Statutory Reference	N/A
Author & Date	Jeanette Bennett - 4WDL Executive Officer 11/12/2015

Background

For 4WDL Member Councils to provide feedback and prioritise the list of priority projects put forward by members at the recent 4WDL Meeting.

At its February 2015 Meeting, the 4WDL VROC discussed priority projects that aligned with the Groups Strategic Plan. The 4WDL Strategic Plan 2014/15 – 2016/17 is attached for reference (**Appendix 3**).

At meetings held throughout the year, conversations have been had around what the next major project for the 4WDL to focus on could be.

Member councils would be aware that the Regional Aged Housing Project has been highly successful in achieving a great outcome for the region with the construction of well-aged housing across the Shires and the 4WDL is keen to now look towards a future collaborative project to benefit the people living in our Shires.

To assist with the process of 'future 4WDL projects' both the Wheatbelt Development Commission and Regional Development Australia organisations have attended meetings over past months to talk about priorities at both State and Federal level in relation to available grant funding opportunities that may exist.

At its meeting on Tuesday 8 December, group members discussed areas of common need across the region that would align with Federal and State focus areas and identified the following priority areas:



- Communications i.e. mobile phone reception & internet services/capacity throughout the region.
- Water Security i.e. developing water security plans for the region to ensure our ‘water’ future.
- Housing i.e. provision of short and long term accommodation for local industry.
- Development of ‘business ready’ industrial land i.e. develop land and business premises ready to move into.

Comment

The meeting felt it appropriate to take the discussion back to individual councils so that all 4WDL member shires can have input into what they feel is most important for their community and the region.

As stated above the 4WDL group have identified four common areas of need relevant to Shires across the region and request each Member Council prioritise the areas from highest to lowest.

Councils may also wish to suggest other ideas and projects for discussion and consideration by 4WDL.

Statutory Implications

4WDL Strategic Plan 2014/15 – 2016/17

Vision: To be an alliance that is proactive and responsive to the changing environment whilst valuing and enhancing local communities.

Mission:

- *To position 4WDL as a viable, political, social and economic region.*
- *To enhance service delivery and infrastructure for our collective and individual communities.*
- *To achieve a sustainable, cost effective model for the sharing of resources.*

Financial implications

Nil

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council prioritises the following areas for further investigation by the 4WDL Group:

1.
2.
3.



Council Resolution

Carne/Johnstone

That Council prioritises the following areas for further investigation by the 4WDL Group:

- Communications i.e. mobile phone reception & internet services/capacity throughout the region.
- Water Security i.e. developing water security plans for the region to ensure our 'water' future.
- Housing i.e. provision of short and long term accommodation for local industry.

Carried 8/0
Resolution 152/16



8.4.7 2016 COUNCIL MEETING DATES

File Reference	4.1.20
Statutory Reference	Section 5.25 (g) of the <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 11 th December 2015

Background

To provide suggested dates for Council approval for meeting dates for the 2016 year to enable public advertising as required by the *Local Government Act 1995*.

Comment

Below is a draft schedule of proposed dates for Council meetings for the 2016 year which is based on the Third Wednesday of each month:

Wednesday 17th February
Wednesday 16th March
Wednesday 20th April
Wednesday 18th May
Wednesday 15th June
Wednesday 20th July
Wednesday 17th August
Wednesday 21st September
Wednesday 19th October
Wednesday 16th November
Wednesday 21st December

Statutory Implications

Section 5.25(g) of the *Local Government Act 1995* stipulates that Regulations may make provision in relation to the giving of public notice of the date and agenda for Council or committee meetings.

Regulation 12 of the Local Government (Administration) Regulations 1996 states:

1. At least once each year a local government is to give local public notice of the dates on which and the time and place at which –
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.

Sections 5.98 and 5.99 of the *Local Government Act 1995* and Regulation 30 of the *Local Government (Administration Regulations) 1996* sets the minimum and maximum amounts for the payment of meeting fees.



Financial implications

There are no financial implications for Council in relation to this item. The holding of Council meetings, including all associated costs, is provided for in the current budget and in future budgets.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. Adopts the meeting schedule for the period January 2016 to December 2016 as list above, based on one Ordinary Meeting of Council per month;
2. Advertises the meeting dates in accordance with section 5.25 of the *Local Government Act 1995* and Regulation 12 (1) of the *Local Government (Administration) Regulations 1996*.

Council Resolution

Major/Paterson

That Council:

1. Adopts the meeting schedule for the period January 2016 to December 2016 as list above, based on one Ordinary Meeting of Council per month;
2. Advertises the meeting dates in accordance with section 5.25 of the *Local Government Act 1995* and Regulation 12 (1) of the *Local Government (Administration) Regulations 1996*.

**Carried 8/0
Resolution 153/16**



8.5 MANAGER OF FINANCE'S REPORT

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	10 th December 2015

Background

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

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

Comment

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

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

Officers Recommendation

That Municipal Fund cheque 104477, EFT Transfers and Direct Debits totalling \$116,678.25, trust cheque 1153 totalling \$498.00 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104479-104483 totalling \$41,115.05 and Municipal Fund EFT Transfers totalling \$178,810.12 be approved for payment.



Council Resolution

Medlen/Paterson

That Municipal Fund cheque 104477, EFT Transfers and Direct Debits totalling \$116,678.25, trust cheque 1153 totalling \$498.00 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104479-104483 totalling \$41,115.05 and Municipal Fund EFT Transfers totalling \$178,810.12 be approved for payment.

**Carried 8/0
Resolution 154/16**

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	10 th December 2015

Background

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

Statutory Implications

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

Comment

The financial statements are a separate attachment to this agenda.

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officers Recommendation

That the financial statements presented for the period ending 30th November 2015 be received.

Council Resolution

Johnstone/Paterson

That the financial statements presented for the period ending 30th November 2015 be received.

**Carried 8/0
Resolution 155/16**



8.5.3 FINANCIAL MANAGEMENT REVIEW

File Reference	4.22.00
Statutory Reference	<i>Local Government (Financial Management) Regulations 1996:</i> Part 2 5(2)(c) Financial Management Review
Author & Date	Cara Ryan 10 th December 2015
Attachments	Appendix 1 – Financial Management Review

Purpose

To receive the Financial Management Review dated the 24th August 2015, as presented to the Audit Committee on the 18th November 2015.

Background

The *Local Government (Financial Management) Regulations 1996* (Regulation 5(2)(c)) states that the Local Government's Chief Executive Officer is to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews. The Shire's last financial review was conducted in March 2011.

Butler Settineri, the Shire of Williams' auditors, were engaged to conduct the review on the 13 March 2015 and presented their final report to the Chief Executive Officer on the 24 August 2015.

The Audit Committee reviewed and received the Financial Management Review Report on the 18th November 2015, together with management responses and recommendations.

An amendment of the *Local Government (Audit) Regulations 1996* was gazetted on 8th February 2013, which extended the role of the Audit Committee. The CEO is also to review and report on the appropriateness and effectiveness of systems and procedures relating to: Risk Management, Internal Control, and Legislative Compliance. The results of the review are to be presented to the Audit Committee biennial, with the first one due by 31 December 2014.

Comment

From the work performed during the review it was noted by the Auditor that the financial management framework is generally in good order. In particular, they found that all major controls in relation to financial controls for the receipting of monies, safeguarding of assets and control over expenditure are in place and functional.

In regards to internal control all findings were categorised as medium or low, which indicate a generally good system of internal control.

There are several recommendations and these are all detailed in the report. The report did highlight there were limited written procedures.

The Audit Committee discussed the report in detail and agreed with the management responses to the recommendations. During the time of the audit the policies were being reviewed by the Chief Executive Officer and generally all items raised relating to policies have been addressed. The



written procedures do need attending to and this has been included on the Risk Management Report as a current issue/action with a due date of December 2016.

Financial Implications

Where possible actions will be included within the existing budget and considered in future budget adoption.

Voting Requirements

Simple Majority

Officers Recommendation

That Council receive the Financial Management Review Report for the Shire of Williams, dated the 24th August 2015.

Council Resolution

Paterson/Logie

That Council receive the Financial Management Review Report for the Shire of Williams, dated the 24th August 2015.

**Carried 8/0
Resolution 156/16**

8.5.4 WILLIAMS CRICKET ASSOCIATION – RECREATION GROUND HIRE

File Reference	11.70.40
Statutory Reference	<i>Local Government Act 1995 Section 6.12</i>
Author & Date	Cara Ryan 10 th December 2015

Background

Correspondence received from the Williams Cricket Club states:

“The Williams Cricket Association has struggled to sustain three teams in recent years and it has been decided to join to the Upper Great Southern Cricket Association.

The three local teams, namely Towns CC, Tarwonga CC and Country CC, that participated in the Williams Cricket Association will combine to form one side in the UGSCA A-Grade competition. Boddington and Wandering will retain their teams, competing in the UGSCA B-Grade competition.

For the shire this will mean six games of regular season cricket in Williams, with the possibility of finals. I ask that the Shire may kindly consider adjusting our ground hire fee to reflect this change.”

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

The current fee set for the recreation ground hire for the Williams Cricket Association for 2015/2016 is \$718.00. Two (2) invoices were raised on the 6th November 2015 and split evenly between the Towns Cricket Club and Tarwonga Cricket Club.

This fee was originally split three ways between Towns Cricket Club, Tarwonga Cricket Club and the Country Cricket Club. The Country Cricket Club went into recess at the end of the 2012/2013 cricket season and since this time the Towns Cricket Club and Tarwonga Cricket Club have covered this fee by splitting it between them.

I have since spoken with the Williams Cricket Club and they have advised me that previously there were twelve (12) cricket matches held at the ground. This will be reducing to six (6) matches with the possibility of a final.

As a comparison of other Sporting Club fees these are as follows:

Bowling Club	\$468.50
Campdraft	\$434.75
Football Club	\$1,186.50
Gateway Expo	\$468.50
Hockey Club	\$468.50
Netball Club	\$135.00
Tennis Club	\$135.00
Trotting Club (per meeting)	\$135.00

Financial Implications

Should Council support the recommendation to waive \$249.50 of \$718, reducing the fee set for 2015/2016 to \$468.50, there will be a reduction on the Recreation Ground Hire fees of \$249.50.

Voting Requirements

Absolute Majority

Officers Recommendation

That Council waive \$249.50 of the \$718.00 fee set for the Williams Cricket Association teams by reversing the invoices raised to Towns Cricket Club of \$359.00 and Tarwonga Cricket Club of \$359.00. Further a new fee of \$468.50 be invoiced to the Williams Cricket Club, for the 2015/2016 cricket season.



Council Resolution

Cavanagh/Major

That Council waive \$249.50 of the \$718.00 fee set for the Williams Cricket Association teams by reversing the invoices raised to Towns Cricket Club of \$359.00 and Tarwonga Cricket Club of \$359.00. Further a new fee of \$468.50 be invoiced to the Williams Cricket Club, for the 2015/2016 cricket season.

**Carried By Absolute Majority 8/0
Resolution 157/16**



8.6 COUNCILLORS' REPORTS

- Cr Carne attended and discussed the WALGA Central Country Zone meeting that she attended in Brookton on the 27th November 2015
- Cr Carne attended and discussed the 4WDL meeting held on the 8th December 2015 hosted by the Shire of Williams.
- Cr Cavanagh attended and discussed the Bauxite CLC meeting held in Wandering on the 26th November 2015.

- Cr Cowcher thanked Cr Johnstone and the Shire staff for their assistance during the absence of a permanent Chief Bushfire Control Officer. Cr Cowcher then welcomed Mr Geoff McKeown to the role.

9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.

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

10.1 ELECTED MEMBERS.

10.2 OFFICERS.

11.0 APPLICATION FOR LEAVE OF ABSENCE

12.0 INFORMATION SESSION

13.0 CLOSURE OF MEETING

There being no further business for discussion the President declared the meeting closed at 6.03pm