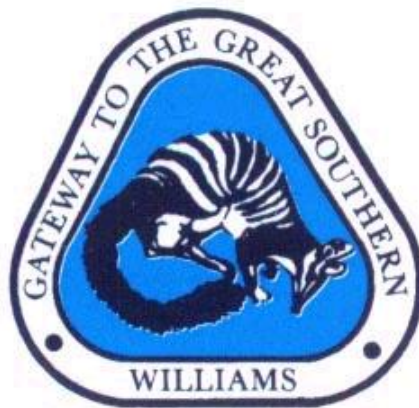


# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY  
26TH JULY 2017***



## **COUNCIL DIARY**

**WEDNESDAY 26<sup>TH</sup> JULY 2017**

1.00pm

Ordinary Meeting

**WEDNESDAY 16<sup>TH</sup> AUGUST 2017**

1.00pm

Ordinary Meeting



## MINUTES – ORDINARY MEETING OF COUNCIL HELD 26<sup>TH</sup> JULY 2017

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*MINUTES – ORDINARY MEETING OF COUNCIL HELD 26<sup>TH</sup> JULY 2017*

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**Separate Documents**

1. Minutes – Council Ordinary & Special
2. CEO General Report
3. Manager of Finance Appendices
4. EDO Appendix
5. Payment Listing
6. Monthly Financial Report
7. Municipal Bank Reconciliation
8. Status Report
9. Info Statement



## **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, Cr John Cowcher declared the meeting open at 1.13pm.

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

(PREVIOUSLY APPROVED)

Cr John Cowcher      President  
Cr Greg Cavanagh      Deputy President  
Cr David Earnshaw  
Cr Richard Johnstone  
Cr Gilbert Medlen      (from 4.26pm)  
Cr Natalie Major  
Cr Jarrad Logie

Geoff McKeown      Chief Executive Officer  
Cara Ryan      Manager of Finance  
Heidi Cowcher      Economic Development Officer (1.17pm to 2.05pm)  
Tony Kett      Works Supervisor (2.06pm to 2.44pm)  
Gordon Tester      Environ. Health Officer/Building Surveyor (2.45pm to 2.56pm)

### Leave of Absence

Cr Moya Carne

### Apologies

Cr Peter Paterson

## 3.0 PUBLIC QUESTION TIME

## 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS



## 5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Jarrad Logie / Councillor
Item No. / Subject	8.1.3 / Industrial Shed Development – Marjidin Industrial Estate – Lot 440 -Marjidin Way – Advertise Tenders
Type of Interest	Proximity Interest

DECLARATION OF INTEREST	
Name / Position	Geoff McKeown / Chief Executive Officer
Item No. / Subject	8.4.2 / Employee Industrial Award Conditions
Type of Interest	Financial Interest

DECLARATION OF INTEREST	
Name / Position	Cara Ryan / Manager of Finance
Item No. / Subject	8.4.2 / Employee Industrial Award Conditions
Type of Interest	Financial Interest

DECLARATION OF INTEREST	
Name / Position	John Cowcher / President
Item No. / Subject	8.4.2 / Employee Industrial Award Conditions
Type of Interest	Impartiality Interest



<b>DECLARATION OF INTEREST</b>	
Name / Position	Jarrad Logie / Councillor
Item No. / Subject	8.4.2 / Employee Industrial Award Conditions
Type of Interest	Impartiality Interest

<b>DECLARATION OF INTEREST</b>	
Name / Position	John Cowcher / President
Item No. / Subject	8.5.5 / Adoption of the 2017/2018 Budget
Type of Interest	Financial Interest



## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 SPECIAL COUNCIL MEETING HELD 21<sup>ST</sup> JUNE 2017

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

That the Minutes of the Special Meeting held on 21<sup>st</sup> June 2017, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

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

That the Minutes of the Special Meeting held on 21<sup>st</sup> June 2017, as previously circulated, be confirmed as a true and accurate record.

**Carried 6/0  
Resolution 1/18**

### 6.2 ORDINARY COUNCIL MEETING HELD 21<sup>ST</sup> JUNE 2017

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

That the Minutes of the Ordinary Meeting held on 21<sup>st</sup> June 2017, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Cavanagh/Logie***

That the Minutes of the Ordinary Meeting held on 21<sup>st</sup> June 2017, as previously circulated, be confirmed as a true and accurate record.

**Carried 6/0  
Resolution 2/18**

## 7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

## 8.0 REPORTS





## 8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

The Economic Development Officer, Mrs Heidi Cowcher, attended the meeting at 1.17pm to discuss her report.

### 8.1.1 4WDL WELL AGED HOUSING PROJECT

<b>File Reference</b>	EDO Files	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Heidi Cowcher	13 <sup>th</sup> July 2017

#### Background

The Shire of Williams, as lead agency on behalf of the 4WDL Regional Group, has secured funding to construct a total of up to 50 units across seven local governments from various sources since 2010. To date five separate funding streams have financed the construction, four of which are now complete. The final funding stream (SII) is underway and due for completion 2018.

#### Comment

Funding totalling \$5,023,648 has been secured to construct an additional 14 units across 6 shires. Confirmation has been received that additional units are being built, which will bring the total to 18. In each Shire the project is progressing reasonably well.

Summary of claims processed to date:

Shire	Total Funded	Total claimed to 13.07.17
West Arthur (3 units)	\$717,664 (+ interest) 2 units	\$722,824.36
Williams (2 units)	\$717,664 (+ interest) 2 units	\$722,824.36
Wagin (4 units)	\$1,076,496 (+ interest) 3 units	\$1,061,075.23
Dumbleyung (3 units)	\$717,664 (+ interest) 2 units	\$722,824.36
Lake Grace (3 units)	\$1,076,496 (+ interest) 3 units	\$787,792.46
Woodanilling (3 units)	\$717,664 (+ interest) 2 units	\$722,824.36
<b>TOTAL (18 units)</b>	<b>\$5,023,648 (14 units)</b>	<b>\$4,740,165.13</b>

Quarterly report (April-June) was completed and submitted 11<sup>th</sup> July. I anticipate that the annual report will arrive soon and be required to be audited and submitted end September. The project is on track to be completed later this year.

#### 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. Project management costs for 2016/17 of \$22,000 have been approved for the Shire of Williams to claim from the project interest component. All audit expenses, bank fees and other related project management expenses are claimed from the interest.



### Voting Requirements

Simple Majority

### Officer's Recommendation

The report on progress of the 4WDL Well Aged Housing Project is received.

### Council Resolution

#### *Logie/Earnshaw*

The report on progress of the 4WDL Well Aged Housing Project is received.

**Carried 6/0  
Resolution 3/18**

### 8.1.2 GENERAL PROJECTS UPDATE

<b>File Reference</b>	EDO Files	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Heidi Cowcher	13 <sup>th</sup> July 2017

#### Background

The EDO manages and supports the management of a variety of projects that are either currently being implemented, in the final stages of delivery/reporting or awaiting outcome advice on potential funding.

#### Comment

##### HWEDA – Marradong Country Self-Drive Trail

The consultants, Moo Marketing, have been appointed, and have commenced their initial market research. The Working Group met with Amanda Rose at a meeting on 3<sup>rd</sup> July to discuss initial concepts and planning for the identification of tourism hot spots, attractions, accommodation providers and tourist support businesses. Initial research is due to be completed by 30<sup>th</sup> September 2017. The first draw down of funding from the two respective Development Commissions has been requested, with funds anticipated to be received by the end of July.

##### Williams Swimming Pool – Heat Pumps Installation

Funding was secured from DSR's Community Pool Revitalisation Scheme 2016/17 for the installation of two heat pumps at the Williams Swimming Pool. Acquittal of the funding was completed on the 1<sup>st</sup> June 2017.

We are still waiting on Western Power to confirm the date for the power to be turned off so that Country Sparky Services can complete the upgrade to the power supply for the installation of the new heat pumps.



Williams Lions Park Redevelopment

Lotterywest have confirmed approval of \$200,000 in funding towards the redevelopment. The project has been approved conditional on securing the balance of the funding required for the project to proceed.

Building Better Regions funding is due to be announced shortly. Hopefully we may know the outcome by the time of the meeting.

Meetings have been held with Newmont and South32 who have both supported an application being submitted for consideration of funding support for this project. The Business Case was revised and updated and submissions made for \$50,000 and \$50,400 respectively. Applications were submitted at the end of June. It may be a few months before we hear the outcome.

Should all funding be secured for the redevelopment, the next challenge will be the timing of the implementation, as the proposed work on the bridges and road upgrade timeline is unknown due to Main Roads funding uncertainty.

Williams Bowling Club

I prepared an application for the Williams Bowling Club to Newmont Boddington Gold for \$5,000 as contribution towards their new shade structures. Applications closed on 28<sup>th</sup> June, with the outcome anticipated within 6 weeks. A verbal update may be available at the meeting.

Kidsport

The Shire received \$2,000 in Kidsport funding for 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2017. During this time, assistance was provided to 13 individual children. This funding is due to be acquitted by the end of July 2017. A new application for 2017/18 is required to be submitted to continue offering this financial assistance to children aged 5-18 with a valid concession card. From 1<sup>st</sup> August 2017, Kidsport funding will only be able to be used for Club registration fees (previously included uniforms and core equipment) within the \$200 available per child per calendar year. The Shire currently has approximately \$400 unspent from the current funding, so will carryover this funding with an application to be submitted for \$1,000 (including carryover funding).

**Financial Implications**

Project based, budgeted for as appropriate.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That the General Projects update be received.



**Council Resolution**

**Cavanagh/Earnshaw**

That the General Projects update be received.

**Carried 6/0  
Resolution 4/18**

*Cr Logie declared a proximity interest for the following item, 8.1.3 Industrial Shed Development – Marjidin Industrial Estate – Lot 440 -Marjidin Way – Advertise Tenders. The nature of his interest related to being the owner of land that is adjacent to the Lot 440 Marjidin Way. Cr Logie left the Meeting at 1.33pm.*

**8.1.3 INDUSTRIAL SHED DEVELOPMENT – MARJIDIN INDUSTRIAL ESTATE – LOT 440 -MARJIDIN WAY – ADVERTISE TENDERS**

<b>File Reference</b>	EDO Files	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Heidi Cowcher	13 <sup>th</sup> July 2017

**Background**

In 2014, the Shire of Williams constructed the first Industrial unit to be made available for rent in the newly established Marjidin Industrial Estate. The construction of the unit was part funded by funding secured from the Country Local Government Fund 2012/13 and partly from loan funds. The unit was advertised for rent, with the commercial rent independently determined and applied. The unit has been tenanted by Prime Ag since it was completed.

**Comment**

The Shire has received an expression of interest from an existing business based in Williams seeking the Shire’s support in the construction of an industrial unit adjacent to the existing Shire owned unit that would then be made available for lease.

The development of the industrial estate was identified strongly in the recently completed Strategic Community Plan 2017-2032. The community and Council were supportive of any initiatives that would see the industrial area being further developed. The community and Council were supportive of new and existing business development opportunities that strengthens the Shire’s economic base.

Council resolved at the June meeting the following:



**Council Resolution**

**Johnston/Paterson**

*That Council progress the construction of an additional industrial unit at Lot 440 Marjidin Way, Williams by applying for a loan for a portion of the cost with the balance being sourced from the Building Reserve Fund and including these amounts in the draft 2017/18 Budget. Further, Council supports proceeding to offer the property at 11 New Street, Williams for sale by listing it with a local real estate agent, and on receipt of an offer that in the opinion of Council is acceptable, follow the provisions of Section 3.58(3) of the Local Government Act 1995 to dispose of the property and proceeds to be used to replenish the Building Reserve Fund.*

**Carried 8/0  
Resolution 227/17**

A scope of works to support the tender submission has been prepared and is as follows:

Design and Construct Tender – One (1) Unit

Inclusions

- *To construct an industrial unit at Lot 440 Marjidin Way as a premises suitable for rental for start-up light industrial business. The new construction is to be at the rear of the existing unit and adjoin the rear wall of the existing unit.*
- *Unit to include:*
  - *All design, engineering and fabrication of unit.*
  - *Construction of an 18m x 24m shed to match existing shed in style, design and materials.*
  - *Connection to all services – power (3 phase), water, septic, telephone/internet.*
  - *Steel shed construction including 125mm reinforced painted concrete floor.*
  - *Internal office/unisex disabled toilet/kitchenette as per concept drawing*
  - *All plumbing, including connection to existing leach drain system*
  - *All electrical work to be included*
  - *Shed to have enclosed, rear suitably fenced yard including a wash down bay. Rear yard to have concrete hardstand for wash down bay/storage and coarse blue metal in the remaining area.*
  - *The wash down bay is to be under cover on a concrete hardstand and include appropriate collectors for oil/petrol (wash down facility)*
  - *90/90/90 Fire construction for rating of east wall (for future construction of additional unit at rear)*
  - *Shed to include 2 x electric roller doors and PA doors*
  - *Shed roof to be an insulated roof with skylights*
  - *LED lighting to workshop standard (specify detail in tender submission)*



*Exclusions*

- *Planning and building approval*
- *Earthworks and site works*
- *Bitumen seal car park area (extension of existing)*
- *Landscaping*
- *Signage for units*

*Assumptions*

- *Shire of Williams to provide project management staff.*
- *Shed construction to be undertaken by suitably qualified builder*
- *Shire to complete civil works as noted in exclusions section above*
- *Project to be complete by 31<sup>st</sup> January 2018*

Council is requested to endorse the calling of tenders for the design and construction of a second industrial unit at Lot 440 Marjidin Way, Williams. It is proposed that tenders are advertised for 2 weeks and close Thursday 10<sup>th</sup> August at 4:00pm.

**Financial Implications**

To be confirmed once tenders close.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council endorse the calling of tenders for the construction of one (1) industrial unit at Lot 440 Marjidin Way, Williams.

**Council Resolution**

**Cavanagh/Earnshaw**

That Council endorse the calling of tenders for the construction of one or more units on a Lot located at Marjidin Way, Williams.

**Carried 5/0  
Resolution 5/18**

*The resolution differed from the recommendation as Council wished to investigate the option to construct two industrial units on alternative land located in Marjidin Way, Williams.*

*Cr Logie returned to the meeting at 2.05pm.*

*Heidi Cowcher left the meeting at 2.05pm.*



## 8.2 WORKS SUPERVISOR'S REPORT

The Works Supervisor, Mr Tony Kett, attended the meeting at 2.06pm to discuss his report.

File Reference 12.15.36  
 Statutory Reference N/A  
 Author & Date Tony Kett 19<sup>th</sup> July 2017

### 8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (km)
Culbin Boraning Rd	17.7
Hurley Rd	13.8
Phillis loop Rd	3.4
Highams Rd	3.3
Pingelly Rd	8.1
Congelin-Narrogin Rd	6.1
Rintoul Rd	1.6
Hamon Rd	.8
Lyons Rd	1.7
Zilko Rd	19.3
Darkan-Quindanning Rd	14.0
Plank Rd	4.7
<b>Total Length for the Month</b>	<b>94.5 km</b>

### 8.2.2 ROAD MAINTENANCE WORKS

- Culvert cleaning on Curteis, Munday's, York-Williams, Pingelly, Congelin-Narrogin, 14 Mile Brook, Martin and Folland Roads.
- Replaced broken culvert pipe on Martin Rd.
- Put up white posts on Curteis Rd.
- Burnt piles of trees on Darkan-Williams and Pingelly Roads.



**8.2.3 2016/17 ROAD CONSTRUCTION PROGRAM**

Road Construction Program 2016-17								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams-Darkan Rd	Reseal	20.52	25.52	5 km			Completed.
9	Dardadine Road	Seal	00	2.00	2 km			
10	Pingelly Road	Seal to 7m	0.05	3.50	3 km			Completed.
1	York-Williams	Reseal	0.0	3.00	3 km			Completed.
7	Clayton Road	Widen Shoulders	0.0	2.00	2 km			Completed.
11	Marradong Road	Clear vegetation, drainage and repair failures	Various slks					Gravel in and mixed. Sealing to be done after winter.
12	Zilko Road	Clear vegetation and gravel sheet	Various slks					Completed.
2	Darkan-Quindanning	Tree trimming south end	Cross roads to Boundary		15km			Completed.
54	Kennedy Road	Gravel sheet	0.00	2.74	2.74km			Completed.
88	Curteis Road	Clear sections and gravel sheet 1km.			1 km			Completed.
99	Wilkie road	Reconstruct culvert floodway						Completed.
5	Fourteen Mile Brook Road	Reconstruct culvert floodway.						Completed.





**8.2.4 MECHANICAL REPORT**

Plant Description		Driver	Date Purchased	Hours/Km JUNE 2017	Works Completed this month
Mazda CX5 WL 16	Light Vehicles	Cara Ryan	23 Sep 15	69,474 km	
Toyota Prado 16 WL		Geoff McKeown	10 Sep 16	32,700 km	
Holden Rodeo Dual Cab Utility WL 5499		Outside staff	5-Nov-04	247,040 km	
Isuzu D-Max WL 19		Tony Kett	9 –Sep 14	91,260 km	2 new front tyres
Kia 2 Tonne Truck WL 954		Jeff Cowan	9-Oct-07	150,363 km	
Holden Colorado Crew Cab Ute WL 742		Andrew Wood	5-Oct 15	219,194 km	Serviced
Isuzu 4x2 Single Cab Ute WL 916		Maintenance	25-Nov-2016	6,225 km	
Holden Rodeo Single Cab Utility WL 826		Outside works crew	20-Nov-06	119,486 km	
Isuzu 4x2 Single Cab Ute WL 915		James Lenehan	25 Nov 2016	5,230 Km	
Skid Steer Track Loader 1EVV725		Outside works crew	Sep 2015	465 hr	
Multipack Multi-Tyre Road Roller WL 49	Construction Equipment	Outside works crew	21-Oct-04	6,519 hr	Serviced
Vibromax Roller WL 126		Outside crew	29-Sep-04	4,343 hr	
Caterpillar 12M Grader WL 61		Richard Hewitt	Dec 2011	5,228 hr	2 New front tyres. New bearings, housing and seals for freeroller.
Caterpillar 12M Grader WL 361		Andrew Wood	15-10-2014	2,184 hr	Serviced
721E Case Loader WL 5639		Roger Gillett	May 2012	6,269 hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	7,104 hr	Taken to Perth to be checked over by CJD and a private assessor from All Terrain Services.
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	2,814 hr	
Toro Reelmaster SP Mower WL 5502		Works	Aug-09	1,097hr	
Kubota Generator		Refuse Site		3,852 hr	
Toro Groundmaster 360 WL 917		Parks & Gardens	Jeff Cowan	Nov 2016	31 hr
Toro Z400 Kholer Ride on Mower WL 5302	Jeff Cowan		8-Aug-05	622 hr	



*MINUTES – ORDINARY MEETING OF COUNCIL HELD 26<sup>TH</sup> JULY 2017*

Honda TRX Four Wheel M/cycle WL 429		Jeff Cowan	20-Mar-00	1,419 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	236,010 km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	298,267 km	
Mercedes Benz Actross Prime Mover WL 91		Phil Reed	21-Dec-05	322,986 km	Serviced
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	217,127 km	8 new drive tyres
Isuzu NPR 300 Truck WL 016		D Munday	21-Jan-13	85,064 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	144,500 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	136,500km	
Howard Porter Pig Trailer WL 3792		Justin Murdock	10-Dec-08	143,500 km	
			2008 Received		
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	23- Feb 2016	167,500 km	

**8.2.5 STAFF**

- Nil to report

**8.2.6 TOWN AND FACILITIES REPORT**

- Put in a gravel road and drainage at the back of ram shed and horse stables.
- Finished off gravel between aged homes and kerb at the back of Jamtree Lane.
- Put in an access road at the back of the Williams Medical Centre.
- Contractor has re-sealed all the joins in the grandstand to stop water leaks.

**8.2.7 PRIVATE WORKS**

- Nil to report

**8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE**

**Voting Requirements**

Simple Majority Required

**Officer's Recommendation**

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



**Council Resolution**

**Major/Logie**

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

**Carried 6/0  
Resolution 6/18**

*Tony Kett left the meeting at 2.44pm.*

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

*The Environmental Health Officer/Building Surveyor, Mr Gordon Tester, attended the meeting at 2.45pm.*

**8.3.1 BUILDING PERMITS**

**File Reference** 13.34.10  
**Statutory Reference** Building Act 2011, Building Regulations 2012  
**Author & Date** Gordon Tester 17 July 2017

**Comment**

Nil

Permit Number	Owner	Address	Description
394	J & C Scicluna	Lot 520,13 Piesse Street, Williams	Steel Framed and Clad Addition to Existing Shed.

**Voting Requirements**

Simple Majority Required

**Officer’s Recommendation**

That Building report as presented above be endorsed by Council.

**Council Resolution**

**Logie/Earnshaw**

That Building report as presented above be endorsed by Council.

**Carried 6/0  
Resolution 7/18**



### 8.3.2 FOOD PREMISES REGISTRATIONS

<b>File Reference</b>	7.40.41	
<b>Statutory Reference</b>	Food Act 2008	
<b>Author &amp; Date</b>	Gordon Tester	17 July 2017

#### Comment

The goal of having all food premises registered in accordance with the provisions of the Food Act 2008 is almost achieved with the exception of one food premise in the Town site and two food premises external of the town site remaining to be registered.

#### Voting Requirements

Simple Majority Required

#### Officer's Recommendation

That the Food Premises Registration report be endorsed by Council.

#### Council Resolution

##### *Earnshaw/Logie*

That the Food Premises Registration report be endorsed by Council.

**Carried 6/0**  
**Resolution 8/18**

*Gordon Tester left the meeting at 2.56pm.*



## 8.4 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

<b>File Reference</b>	4.1.20	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Geoff McKeown	21 <sup>st</sup> July 2017
<b>Attachment</b>	Nil	

#### Background

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

#### Comment

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

#### Financial implications

Nil

#### Voting Requirements

Simple Majority

#### Officer's Recommendation

That the Chief Executive Officer's General Report for July 2017 be received by Council.

#### Council Resolution

##### *Logie/Johnstone*

That the Chief Executive Officer's General Report for July 2017 be received by Council.

**Carried 6/0**  
**Resolution 9/18**

#### Afternoon Tea

The President adjourned the meeting for afternoon tea at 3.07pm and the meeting resumed at 3.33pm.



Geoff McKeown and Cara Ryan declared a financial interest in the following item 8.4.2 Employee Industrial Award Conditions and left the meeting at 3.36pm. The nature of their interest related to the item dealing with employment arrangements.

Cr Cowcher and Cr Logie declared an impartiality interest for the following item 8.4.2 Employee Industrial Award Conditions and remained in the chamber. The nature of their interest related to the item dealing with employment arrangements of an immediate family employed by the Shire of Williams.

#### **8.4.2 EMPLOYEE INDUSTRIAL AWARD CONDITIONS**

<b>File Reference</b>	4.30.40
<b>Statutory Reference</b>	Nil
<b>Author and Date</b>	Geoff McKeown      21 <sup>st</sup> July 2017
<b>Attachment</b>	Nil

#### **Background**

At the June Ordinary Council Meeting a decision was made to endorse the employment of all staff under the federal award system, specifically the Local Government Industry Award 2010.

Council was provided with background on the major changes between the state and federal awards and advice that employees should not be worse off due to the change.

The Chief Executive Officer met with staff to explain the proposed change. Discussion was held regarding the differences in the awards. For the outside staff the federal award has an 'adverse working conditions allowance', which differs in value to the 'industry allowance' in the state award.

Also, the federal award does not have the additional holidays that are in the state award, being those days after New Year's Day and Easter Tuesday. Staff were to be compensated for this disparity with a component of the increase in the wages budget for the new financial year attributed to this change.

#### **Comment**

Following the decision to move to the federal system a number of employees have asked for consideration to be given to reinstate the additional holidays that are not included in the Local Government Industry Award 2010.

As there is a presumption the employees will not be worse off due to the change, the request is that consideration be given to the retention of the days in preference to the monetary offset.

At the Special Council Meeting held on the 21<sup>st</sup> June 2017 the Salaries and Wages Budget was endorsed for inclusion in the draft 2017/18 Annual Budget. It included an increase to individual salary and wage levels and estimated that the monetary value of the additional holidays at



approximately 0.7%. This percentage varies for individuals depending on their normal working hours.

In a letter signed by a majority of staff Council is asked to consider the following:

- All staff are supportive of the change from State award to the Federal award
- The staff who signed the letter have requested the retention of the two 'picnic' days in preference to the proposed monetary compensation
- If a monetary compensation is to be paid, then request that this is *not* included in the proposed pay increase, but added separately and after tax (so that financially there are no tax implications on this offset)
- The proposed pay increase is then applied in its entirety (and not including the 0.7% estimate in lieu of the days)

The letter contains the signatures of fifteen (15) employees.

When this matter was considered by Council in June the Chief Executive Officer was asked if Staff had requested the retention of the additional holiday days. He reported that one outside employee had indicated a preference for this along with a number of the administration staff. Since that time more support for this position has been expressed.

#### **Consultation**

The Chief Executive Officer met with staff to explain the proposed change. Discussion was held regarding the differences in the awards.

Separate consultation by staff has occurred following the June Council Meeting.

#### **Financial Implications**

There will be wage adjustments to reflect the new award arrangements which will be captured in the wages allocation for 2017/18.

#### **Voting Requirements**

Simple Majority

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

That Council endorses:

1. in transitioning to the Federal industrial relations system and the Local Government Industry Award 2010, that the additional holidays, being those days after New Year's Day and Easter Tuesday not contained in the award, be retained as holiday days to be taken in the calendar year that they fall.
2. the salaries and wages budget included in the draft 2017/18 Annual Budget be retained.



**Officer's Alternative Recommendation**

That Council endorses:

1. in transitioning to the Federal industrial relations system and the Local Government Industry Award 2010, that employees be compensated for the loss of the additional holidays, being those days after New Year's Day and Easter Tuesday not contained in the award.

**Council Resolution**

**Major/Cavanagh**

That Council endorses:

1. in transitioning to the Federal industrial relations system and the Local Government Industry Award 2010, that the additional holidays, being those days after New Year's Day and Easter Tuesday not contained in the award, be retained as holiday days to be taken in the calendar year that they fall.
2. the salaries and wages budget included in the draft 2017/18 Annual Budget be amended to reflect this change.

**Carried 5/1  
Resolution 10/18**

*Geoff McKeown and Cara Ryan returned to the meeting at 3.55pm.*

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

<b>File Reference</b>	4.50.60
<b>Statutory Reference</b>	Sections 5.42 and 9.49A <i>Local Government 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown      21 <sup>st</sup> July 2017
<b>Attachment</b>	Nil

**Background**

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

Council approved the updated Delegations Register at the February 2017 Ordinary Council Meeting. The procedure associated with the register is to report to Council the activities or actions that have been performed under the delegated authority. A report will be completed for Council at each meeting that identifies: (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Shire of Williams Delegations Register.





## Comment

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

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

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

**Action** - The Chief Executive Officer approved a transfer of:

1. \$400,952.22 from the Municipal Fund Investment Account to the Municipal Fund to reflect end of year balance.
2. \$670,117.77 from Term Deposit to Municipal Fund Investment Account to reflect reserve and trust account end of year balances.
3. \$172,000.00 from the Municipal Fund to reserve accounts (\$100,000 to Plant Reserve, \$67,000 to the Recreation Facilities Reserve and \$5,000 to the Leave Reserve.
4. \$30,000.00 from the Building Reserve to the Municipal Fund to reflect to approved budget transfer and cover expenditure on building refurbishment.
5. \$81,819.98 from the Municipal Fund Cash Management Account to the Trust Account to show end of year balance.
6. \$1,819.98 from the Trust Account to the Municipal Fund accounting for the interest amount accrued on the Trust Account balance in a term deposit.
7. \$1,878.25 from the Trust Account to the Municipal Fund to reflect a housing rental deposit outstanding following reconciliation.

- **Payment of Creditors – Delegation FMR1**

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

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

## Financial Implications

Payments from the Municipal Fund and Trust Fund have been approved in the 2016/17 Annual Budget or by separate resolution of Council.

## Voting Requirements

Simple Majority



**Officer's Recommendation**

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of June 2017.

**Council Resolution**

***Johnstone/Cavanagh***

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of June 2017.

**Carried 6/0  
Resolution 11/18**

**8.5 MANAGER OF FINANCE'S REPORT**

**8.5.1 ACCOUNTS FOR PAYMENT**

<b>File Reference</b>	4.23.15	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	14 <sup>th</sup> July 2017

**Background**

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

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

**Statutory Implications**

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

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

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



**Comment**

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

**Financial Implications**

As listed in the recommendation below.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104633 - 104641 totalling \$287,404.20, Trust Cheques 1163 - 1164 totalling \$1,200.00 and SII Funding EFT payment totalling \$345,201.02 approved by the Chief Executive Officer be endorsed.

**Council Resolution**

**Logie/Major**

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104633 - 104641 totalling \$287,404.20, Trust Cheques 1163 - 1164 totalling \$1,200.00 and SII Funding EFT payment totalling \$345,201.02 approved by the Chief Executive Officer be endorsed.

**Carried 6/0  
Resolution 12/18**

*Cr Medlen entered the meeting at 4.26pm.*

**8.5.2 FINANCIAL STATEMENTS**

<b>File Reference</b>	4.23.15	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	14 <sup>th</sup> July 2017

**Background**

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

**Statutory Implications**

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



**Comment**

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

**Financial Implications**

As disclosed in the financial statements.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That the financial statements presented for the period ending 30<sup>th</sup> June 2017 be received.

**Council Resolution**

**Johnstone/Earnshaw**

That the financial statements presented for the period ending 30<sup>th</sup> June 2017 be received.

**Carried 7/0  
Resolution 13/18**

**8.5.3 REQUEST TO WRITE OFF INTEREST CHARGES ON OVERDUE RATES**

**File Reference**

**3.2.1**

**Statutory Reference**

*Local Government Act 1995 Section 6.51*

*Local Government Act 1995 Section 6.12*

*Local Government (Financial Management Regulations) 1996*

**Author & Date**

Cara Ryan 19<sup>th</sup> July 2017

**Attachments**

Letter from Ratepayer

**Background**

The Shire has received a request from an applicant to waive the overdue rates interest charges due on the property owned by Windward Holdings Pty Ltd at Lot 501 Albany Hwy, Williams 6391.

The applicant’s email, which was received on the 6<sup>th</sup> July 2017, is attached for Council’s information under a separate cover.

The total interest incurred to the 30<sup>th</sup> June 2017 is \$165.82.

**Statutory Implications**

*Local Government Act 1995 – Section 6.51*



**6.51 . Accrual of interest on overdue rates or service charges**

- (1) A local government may at the time of imposing a rate or service charge resolve\* to impose interest (at the rate set in its annual budget) on —
- (a) a rate or service charge (or any instalment of a rate or service charge); and
  - (b) any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.

\* Absolute majority required.

- (2) The rate of interest that may be set by the local government under this section is not to exceed the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of this section.

- (3) Accrued interest is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.

Local Government Act 1995 Section 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.

\* Absolute majority required.

- (2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

- (3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

- (4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

**Comment**

Under the Local Government Act 1995, the Shire is entitled to charge interest on unpaid rates. The interest rate for rates instalments is currently 5.5% per annum, and is 11% per annum on overdue rates. Additionally, those ratepayers who elect to pay via instalments are charged an administration fee of \$25.00.



The purpose of imposing interest on ratepayers is to ensure equity amongst ratepayers who pay their obligations to the community on time, by charging ratepayers who do not pay in the same time frame a cost for Council to carry an outstanding debt.

In addition, Council has a policy relating to financial hardship where a ratepayer may request alternative arrangements for the payment of rates, these arrangements still accrue penalty interest in the usual manner.

### **Financial Implications**

Should Council decide to write off \$165.82, this will reduce the interest earned on overdue Rates payments for the 2016/2017 financial year.

### **Voting Requirements**

Absolute Majority

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

That Council agrees to the applicants request to write off the interest charges imposed on Rates Assessment 1021, Lot 501 Albany Hwy, Williams 6391 to the value accrued in 2016/2017 financial year.

#### **Council Resolution**

##### ***Major/Johnstone***

That Council agrees to the applicants request to write off the interest charges imposed on Rates Assessment 1021, Lot 501 Albany Hwy, Williams 6391 to the value accrued in 2016/2017 financial year.

**Lost 3/4  
Resolution 14/18**

#### **Council Resolution**

##### ***Johnstone/Cavanagh***

That Council advise the applicant that the interest charges accrued to date will remain in place as it believes it is inequitable to offer to write off interest charges for one ratepayer over another.

**Carried by Absolute Majority 7/0  
Resolution 15/18**

*The resolution differed from the resolution as Council wished to ensure that all ratepayers are treated equitably.*



#### 8.5.4 CORPORATE BUSINESS PLAN

<b>File Reference</b>	<b>3.2.1</b>
<b>Statutory Reference</b>	<i>Local Government Act 1995 Section 5.56</i> <i>Local Government (Financial Management Regulations) 1996</i>
<b>Author &amp; Date</b>	Cara Ryan 19 <sup>th</sup> July 2017
<b>Attachments</b>	Corporate Business Plan (2017-2021) Strategic Resource Plan (2017-2032) - <i>incorporating Asset Management and Long Term Financial Planning</i> Workforce Plan (2017-2021)

#### Background

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

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

Four (4) years after adopting the first plans in July 2013, commencement for a complete review of the Strategic Community Plan was undertaken in early 2017 and was adopted by Council in May 2017. In December 2016, Moore-Stephens were engaged to develop a revised Corporate Business Plan, along with a Strategic Resource Plan, incorporating Asset Management Planning and Long Term Financial Planning. The Workforce Plan 2017-2032 was developed internally. With Moore-Stephens mentorship and development of tools for Asset Management and Long Term Financial Planning it is envisaged that the Shire will be able to continue to maintain these plans in their own right without little or no external help into the future.

#### Statutory Implications

*Local Government Act 1995 - Section 5.56.*

#### 5.56. Planning for the future

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



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

### Comments

According to the *Local Government Act 1995* – Section 6.2, a local government is to have regard to the contents of the plan for the future when preparing the Annual Budget. The Corporate Business Plan should draft year one(1) budget figures, plus detailed projections for years two (2), three(3) and four (4) for services, projects and operations. It is intended that this plan, along with the informing strategies, will be reviewed and adopted by Council by the 31<sup>st</sup> March annually. This will help drive the development of the Annual Budget and enables the Shire to plan for and meet the needs of the community.

Through the development of the Corporate Business Plan the Shire has worked hard on preserving a rates increase, no greater than 4% per year, whilst remaining committed to the long term financial sustainability of the Shire. The plan aims to achieve a balance of the community’s affordability whilst meeting the community’s expectations for continued levels of service and maintenance of infrastructure.

The Corporate Business Plan contains the delivery of capital projects, and such projects requiring funding will only be undertaken once approved within the statutory budget and may be subject to funding availability. Some of these projects include:

1. Redevelopment of the Lions Park
2. Upgrades to the Williams Cemetery
3. Revitalisation of the Brooking Street CBD
4. Improvements to Townsite Drainage
5. Development of the Town Hall Park
6. Renewal of Shire Buildings and Recreational Infrastructure
7. Road Construction and Renewal Projects

### Financial Implications

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

### Voting Requirements

Absolute Majority

### Officer’s Recommendation

That Council adopts the Shire of Williams, Corporate Business Plan 2017-2021, along with the Strategic Resource Plan 2017-2032 (incorporating Asset Management Planning and Long Term Financial Planning) and the Workforce Plan 2017-2021.





**Council Resolution**

***Johnstone/Earnshaw***

That Council adopts the Shire of Williams, Corporate Business Plan 2017-2021, along with the Strategic Resource Plan 2017-2032 (incorporating Asset Management Planning and Long Term Financial Planning) and the Workforce Plan 2017-2021.

**Carried 7/0  
Resolution 16/18**

**8.5.5 ADOPTION OF THE 2017/2018 BUDGET**

<b>File Reference</b>	<b>4.23.10</b>
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Cara Ryan & Geoff McKeown 21 <sup>st</sup> July 2017
<b>Attachment</b>	2017-2018 Draft Budget 2017-2018 Fees & Charges

**Purpose**

To consider and adopt the Annual Budget for the 2017/18 financial year together with supporting schedules.

**Background**

The draft 2017/2018 Budget has been compiled based on the principles contained in the Strategic Community Plan and Corporate Business Plan. The draft 2017/18 Budget has been prepared in accordance with the presentations made to Councillors at the Special Budget meeting held on the 21<sup>st</sup> June 2017.

**Details**

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft budget include:

- The budget has been prepared with a **GRV 8%** rate in the dollar increase and **UV 4%** rate in the dollar increase. The minimum rates are proposed to increase from \$610 to **\$660** for **GRV** rated properties and **\$710** to **\$850** for **UV** rated properties. The overall increase to the total rates revenue will be an increase of **3.12%** which is lower than the 4% allowed in the Long Term Financial Plan contained in the Plan for the Future.
- Fees and charges have been increased by **2%**, with the exception of the changes resolved at the Special Budget meeting held on 21<sup>st</sup> June 2017. These are itemised in the draft budget and are in line with the forward financial plans.



- Household and commercial waste charges and charges for depositing refuse at the Shire of Williams Refuse Site are proposed to increase by **2%** and are itemised separately in the draft budget and are in line with the forward financial plans.
- A capital works programme totalling **\$2,087,001** for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is a major component of this **\$859,359** in line with Council's strategy to increase the investment in road and associated assets. An amount of **\$408,576** is included for the construction of a new industrial unit and the other major project is the re-development of the Lions Park for **\$440,961**.
- An estimated surplus of **\$296,500** is anticipated to be brought forward from 30 June 2017. However, this is unaudited and may change. Any change will be addressed as part of a future budget review.
- Loan borrowings of **\$235,000** to partially fund the construction of an industrial unit is proposed.
- Principal additional grant funding for the year is estimated from:
  - Roads to Recovery – \$281,351
  - Road Project Grant - \$300,030
  - Lions Park Development- \$375,000

### Consultation

While no specific community consultation has occurred on the draft 2017/18 budget, consultation has previously occurred on several of the major projects planned. The Community has been involved in extensive consultation with the development of the Strategic Community Plan 2017-2032. Previous Community Surveys have also directed Council on the level of service expected to be delivered by the Shire.

Extensive internal consultation has occurred between all senior employees and through discussions with elected members.

### Statutory Environment

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and the raising of rates and charges. *The Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2017/18 Budget as presented is considered to meet statutory requirements.



### **Policy Implications**

The budget is based on the principles contained in the Strategic Community Plan and the Corporate Business Plan.

### **Financial Implications**

Specific financial implications are as outlined in the Detail section of this report and as itemised in the draft 2017/18 Budget attached for adoption.

### **Strategic Implications**

The draft 2017/18 Budget has been developed based on existing strategic planning documents adopted by council.

## **TRIPLE BOTTOM LINE ASSESSMENT**

### **Economic Implications**

The draft 2017/18 Budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for Council and the community.

### **Social Implications**

The draft 2017/18 Budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the Council.

### **Environmental Implications**

The draft 2017/18 Budget supports key environmental strategies and initiatives adopted by the Council.

### **Comment**

The draft 2017/18 Budget continues to deliver on other strategies adopted by the Council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

### **Voting Requirements**

Absolute Majority

### **Officer's Recommendation**

That Council:

#### **PART A – MUNICIPAL FUND BUDGET FOR 2017/18**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Council adopts the Municipal Fund Budget as contained in the Attachment of this Agenda and the Minutes, for the Shire of Williams for the 2017/18 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page (2) showing a net result for that year of **\$230,190**



- Statement of Comprehensive Income by Program on page (3) showing a net result for that year of **\$230,190**
- Statement of Cash Flows on page (4)
- Rate Setting Statement on page (5) showing an amount required to be raised from rates of **\$1,734,942**
- Notes to and Forming Part of the Budget on pages (6 to 32)
- Capital Income and Expenditure (33 to 34)
- Schedule of Operating Revenue and Expenditure (35 to 49)

**Council Resolution**

***Earnshaw/Johnstone***

That Council:

**PART A – MUNICIPAL FUND BUDGET FOR 2017/18**

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Council adopts the Municipal Fund Budget as contained in the Attachment of this Agenda and the Minutes, for the Shire of Williams for the 2017/18 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page (2) showing a net result for that year of **\$230,190**
- Statement of Comprehensive Income by Program on page (3) showing a net result for that year of **\$230,190**
- Statement of Cash Flows on page (4)
- Rate Setting Statement on page (5) showing an amount required to be raised from rates of **\$1,734,942**
- Notes to and Forming Part of the Budget on pages (6 to 32)
- Capital Income and Expenditure (33 to 34)
- Schedule of Operating Revenue and Expenditure (35 to 49)

**Carried by Absolute Majority 7/0  
Resolution 17/18**

**Officer’s Recommendation**

**PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

1. Raising Rates

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum rates on Gross Rental and Unimproved Values.

2. General Rates\*

- |                                 |                                   |
|---------------------------------|-----------------------------------|
| • Residential (GRV)             | <b>6.8635 cents in the dollar</b> |
| • Commercial / Industrial (GRV) | <b>6.8635 cents in the dollar</b> |
| • Rural/Mining (UV)             | <b>0.7011 cents in the dollar</b> |



## MINUTES – ORDINARY MEETING OF COUNCIL HELD 26<sup>TH</sup> JULY 2017

### 3. Minimum Rates

- Residential (GRV) **\$660**
- Commercial / Industrial (GRV) **\$660**
- Rural/Mining (UV) **\$850**

### 4. Instalments

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date **15<sup>th</sup> September 2017**
- 2nd quarterly instalment due date **17<sup>th</sup> November 2017**
- 3rd quarterly instalment due date **19<sup>th</sup> January 2018**
- 4th and final quarterly instalment due date **23<sup>rd</sup> March 2018**

### 5. Instalment Option Charge

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of **\$8.33** for each instalment after the initial instalment is paid.

### 6. Instalment Option Interest Rate

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of **5.5%** where the owner has elected to pay rates and service charges through an instalment option.

### 7. Interest rate on Overdue Rates

Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of **11%** for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

## Council Resolution

### *Medlen/Major*

#### PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

### 1. Raising Rates

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum rates on Gross Rental and Unimproved Values.

### 2. General Rates\*

- Residential (GRV) **6.8635 cents in the dollar**
- Commercial / Industrial (GRV) **6.8635 cents in the dollar**
- Rural/Mining (UV) **0.7011 cents in the dollar**



3. Minimum Rates

- Residential (GRV) **\$660**
- Commercial / Industrial (GRV) **\$660**
- Rural/Mining (UV) **\$850**

4. Instalments

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date **15<sup>th</sup> September 2017**
- 2nd quarterly instalment due date **17<sup>th</sup> November 2017**
- 3rd quarterly instalment due date **19<sup>th</sup> January 2018**
- 4th and final quarterly instalment due date **23<sup>rd</sup> March 2018**

5. Instalment Option Charge

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of **\$8.33** for each instalment after the initial instalment is paid.

6. Instalment Option Interest Rate

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of **5.5%** where the owner has elected to pay rates and service charges through an instalment option.

7. Interest rate on Overdue Rates

Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of **11%** for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

**Carried by Absolute Majority 7/0  
Resolution 18/18**

**Officer's Recommendation**

**PART C – GENERAL FEES AND CHARGES FOR 2017/2018**

Pursuant to section 6.16 of the *Local Government Act 1995*, Council adopts the Fees and Charges included at pages 50 to 55 inclusive of the draft 2017/2018 Budget included in the budget attachment of this Agenda.



**Council Resolution**

**Major/Johnstone**

**PART C – GENERAL FEES AND CHARGES FOR 2017/2018**

Pursuant to section 6.16 of the *Local Government Act 1995*, Council adopts the Fees and Charges included at pages 50 to 55 inclusive of the draft 2017/2018 Budget included in the budget attachment of this Agenda.

**Carried by Absolute Majority 7/0  
Resolution 19/18**

**Officer's Recommendation**

**PART D – OTHER STATUTORY FEES FOR 2017/2018**

1. Pursuant to section 53 of the *Cemeteries Act 1986* the Council adopts the Fees and Charges for the Williams Cemetery and Marling Cemetery included in the draft 2017/2018 Budget included as attachment of this agenda.

2. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopt the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (including recycling)

- 240ltr bin per weekly collection **\$318.50pa**

Commercial Premises

- Privately Owned Bulk Bin collection **\$632.00pa**
- 240ltr bin per service Commercial General Waste (no recycling) **\$236.50pa**

3. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* Council adopt the following charges for the deposit of domestic and commercial waste:



**Refuse Site Charges (Refuse site opens 9am to 3pm Wed, Sat & Sun)**

**General Waste**

Cars, utes, trailers 1.8m x 1.2m x 0.5 (or 1 cubic metre)		\$23.00
1 Sulo bin (one third of a cubic metre)		\$11.00
2 Sulo bins (two thirds of a cubic metre)		\$16.00
Garden Waste - Ute or trailer		\$13.00
Garden Waste - Truck 3 tonnes or more		\$20.00
Vehicle Body - Car belonging to ratepayer		\$51.00
Vehicle Body - Car by non ratepayer		\$303.00
Vehicle Body - Truck belonging to ratepayer		\$102.00
Vehicle Body - Truck by non ratepayer		\$604.00
Asbestos waste	per m <sup>3</sup>	\$56.00
Tyres - Small (car etc.)	each	\$8.00
Tyres - Small truck	each	\$11.00
Tyres - Large truck or tractor	each	\$18.00
Animal Carcasses - Small animals (dogs, cats, sheep)	each	\$11.00
Animals Carcasses - Large animals (horses, cattle)	each	\$23.00
Septage	per load	\$61.00
Building rubble	per m <sup>3</sup>	\$27.00
Rural Household Pass (unlimited household waste)		\$220.00
Scrap metal and batteries from ratepayer		NIL
New/Replacement Bins		\$105.00

**Kerbside Rubbish Collection**

240lt General Waste & 240lt Recycling pickup		\$318.50
Commercial Bulk Recycling Bin		\$632.00
Commercial General Waste 240lt (No Recycling)		\$236.50

**Council Resolution**

***Earnshaw/Medlen***

**PART D – OTHER STATUTORY FEES FOR 2017/2018**

1. Pursuant to section 53 of the *Cemeteries Act 1986* the Council adopts the Fees and Charges for the Williams Cemetery and Marling Cemetery included in the draft 2017/2018 Budget included as attachment of this agenda.

2. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopt the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (including recycling)

- 240ltr bin per weekly collection **\$318.50pa**





Commercial Premises

- Privately Owned Bulk Bin collection **\$632.00pa**
  - 240ltr bin per service Commercial General Waste (no recycling) **\$236.50pa**
3. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* Council adopt the following charges for the deposit of domestic and commercial waste:

Refuse Site Charges (Refuse site opens 9am to 3pm Wed, Sat & Sun)		
General Waste		
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Kerbside Rubbish Collection		
240lt General Waste & 240lt Recycling pickup		\$318.50
Commercial Bulk Recycling Bin		\$632.00
Commercial General Waste 240lt (No Recycling)		\$236.50

**Carried by Absolute Majority 7/0  
Resolution 20/18**

*Cr Cowcher declared a financial interest in the following item at 5.15pm, and left the council chambers. The nature of the interest related to adoption of the President's Allowance.*



Deputy President Cr Cavanagh assumed the chair.

**PART E – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2017/2018**

Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the meeting fee:

- President      **\$4,304**

**Council Resolution**

***Major/Earnshaw***

**PART E – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2017/2018**

Pursuant to section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the meeting fee:

- President      **\$4,304**

**Carried by Absolute Majority 6/0  
Resolution 21/18**

Cr Cowcher returned to the meeting and resumed the chair at 5.17pm.

**Officer’s Recommendation**

**PART F – MATERIAL VARIANCE REPORTING FOR 2017/18**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2017/18 for reporting material variances shall be 5% or \$5,000, whichever is the greater.

**Council Resolution**

***Major/Johnstone***

**PART F – MATERIAL VARIANCE REPORTING FOR 2017/18**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2017/18 for reporting material variances shall be 5% or \$5,000, whichever is the greater.

**Carried by Absolute Majority 7/0  
Resolution 22/18**



## 8.6 COUNCILLORS' REPORTS

Cr Cavanagh provided Council with an update on the Hotham Williams Economic Development Alliance (HWEDA) and advised that there will be further discussions with the group in regards to the maximum financial contributions from the three local governments.

## 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

Cr Cavanagh and Cr Medlen requested leave of absence for the Ordinary Meeting of Council scheduled for the 16<sup>th</sup> August 2017.

### Council Resolution

#### *Earnshaw/Johnstone*

That Cr Cavanagh and Cr Medlen are granted leave of absence for the Ordinary Meeting of Council scheduled for the 16<sup>th</sup> August 2017.

**Carried 7/0  
Resolution 23/18**

## 12.0 INFORMATION SESSION

## 13.0 CLOSURE OF MEETING

There being no further business for discussion the President declared the meeting closed at 5.39pm.