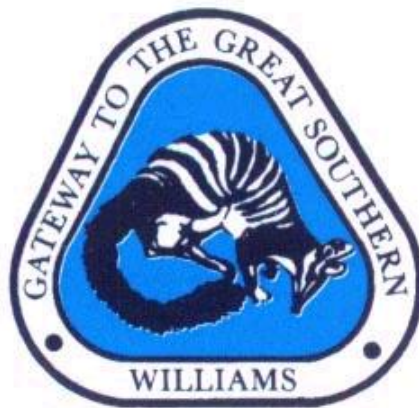


# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING HELD ON  
WEDNESDAY, 16TH AUGUST 2017***



## **COUNCIL DIARY**

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

1.00pm

Ordinary Meeting

**WEDNESDAY 20<sup>TH</sup> SEPTEMBER 2017**

1.00pm

Ordinary Meeting



## MINUTES – ORDINARY MEETING OF COUNCIL HELD 16<sup>TH</sup> AUGUST 2017

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**Separate Documents**

1. Minutes – Council; 4WDL, HWEDA
2. CEO General Report
3. CEO General Report Appendix
4. Payment Listing
5. Monthly Financial Report
6. Municipal Bank Reconciliation
7. Status Report
8. 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 1.01pm.

## 2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Cr John Cowcher	President
Cr David Earnshaw	(from 1.03pm)
Cr Richard Johnstone	
Cr Natalie Major	
Cr Jarrad Logie	
Cr Peter Paterson	
Cr Moya Carne	(from 1.04pm)
Geoff McKeown	Chief Executive Officer
Cara Ryan	Manager of Finance
Heidi Cowcher	Economic Development Officer (1.01pm to 1.48pm) (4.10pm to 5.22pm)
Tony Kett	Works Supervisor (1.49pm to 2.04pm)
Gordon Tester	Environ. Health Officer/Building Surveyor (2.05pm to 2.21pm)

### Leave of Absence

Cr Greg Cavanagh (Deputy President)  
Cr Gil Medlen

### Visitors

Ryan Pearce (1.01pm to 1.17pm)  
Ryan Wilkie (1.01pm to 1.17pm)



### 3.0 PUBLIC QUESTION TIME

The President welcomed Ryan Pearce and Ryan Wilkie from Prime Ag Services to the Meeting and advised that they wished to discuss matters relating to their current tenure of Lot 440 Marjidin Way, Williams.

Mr Wilkie commenced by advising Council that as the current tenant and proprietors of Prime Ag Services they would like to express a preference to either amend the current lease arrangement for Lot 440 Marjidin Way, to include the entire lot or to purchase the property.

Mr Wilkie advised that their current business activities require the use of areas outside the current leased area. If Council was agreeable to amending the lease to include the entire lot the business will have the opportunity to expand. Also, the property would benefit from improvements including: changing the entry point for large vehicles, fencing the entire block and extending the bitumen by 10 to 12 metres.

Mr Wilkie asked Council if it has a preference to sell the property.

The President responded stating that the Council has not been provided with the recent Market Valuation Report for the property, and as such, it is difficult to answer the question. The matter is included in the Agenda, at 8.4.2 Industrial Shed Development - Marjidin Way Industrial Estate and the Market Valuation Report will be tabled for consideration. The Council will be able to respond appropriately following that discussion.

Mr Wilkie and Mr Pearce thanked Council for considering their presentation and left the meeting at 1.17pm.

### 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

### 5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Jarrad Logie / Councillor
Item No. / Subject	8.4.2 / Industrial Shed Development - Marjidin Way Industrial Estate
Type of Interest	Proximity Interest



## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 26<sup>TH</sup> JULY 2017

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

That the Minutes of the Ordinary Meeting held on 26<sup>th</sup> July 2017, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Logie/Earnshaw***

That the Minutes of the Ordinary Meeting held on 26<sup>th</sup> July 2017, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0  
Resolution 24/18**

### 6.2 HWEDA MEETING HELD 8<sup>TH</sup> AUGUST 2017

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

That the Minutes of the HWEDA Meeting held on 8<sup>th</sup> August 2017, as previously circulated, be received.

#### **Council Resolution**

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

That the Minutes of the HWEDA Meeting held on 8<sup>th</sup> August 2017, as previously circulated, be received.

**Carried 7/0  
Resolution 25/18**

### 6.3 4WDL MEETING HELD 8<sup>TH</sup> AUGUST 2017

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

That the Minutes of the 4WDL Meeting held on 8<sup>th</sup> August 2017, as previously circulated, be received.

#### **Council Resolution**

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

That the Minutes of the 4WDL Meeting held on 8<sup>th</sup> August 2017, as previously circulated, be received.

**Carried 7/0  
Resolution 26/18**



## 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, commenced discussion of her report at 1.28pm.

#### 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	14 <sup>th</sup> August 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 14.08.17
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	\$912,404.49
Woodanilling (3 units)	\$717,664 (+ interest) 2 units	\$722,824.36
<b>TOTAL (18 units)</b>	<b>\$5,023,648 (14 units)</b>	<b>\$4,864,777.16</b>

Audited Annual Report is to be submitted to the Department by the end of September 2017. The Auditors are currently reviewing the report in preparation for signing off. It is anticipated that the project will be completed by the end of 2017, approximately 6 months ahead of schedule.

#### 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. 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

#### *Carne/Paterson*

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

**Carried 7/0  
Resolution 27/18**

## 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 14 <sup>th</sup> August 2017
<b>Attachments</b>	<b><i>Marradong Country 'Unique Rural Road Trips' – Draft Framework</i></b>

### 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 Draft Framework was circulated to the HWEDA Board last week (as attached). Initial research is due to be completed by 30<sup>th</sup> September 2017. The funding from the Development Commissions and South32 has been received.

#### Williams Swimming Pool – Heat Pumps Installation

The power to the heat pumps was installed last week, together with a 'mains switch' for the mains power board at the Recreation Ground. This will mean that in the future we are able to isolate our own power rather than needing to request Western Power to isolate.

Contract Aquatic will return in the next few weeks to do the final connection for the heat pumps. They will be fully operational well before the commencement of the pool season on the 2<sup>nd</sup> November.



### Williams Bowling Club

The application to Newmont Boddington Gold was successful with \$4,000 being approved for the fabrication of new purpose built shade structures at the Club. The total cost of the project is \$15,000 for 3 new shade structures.

The Club requested additional applications be prepared and submitted to the Stronger Communities Program Round 3 (Rick Wilson Federal MP funding) and CBH Infrastructure Funding. SCP funding is firstly by Expression of Interest, with only 20 applications to be invited to the full application stage. As the Bowling Club were successful in the last round with \$15,000 towards their synthetic surface, they may not be successful once again, however were encouraged to still submit an application for consideration. An outcome should be known of the EOI in the next 3 weeks (full applications close 28<sup>th</sup> September). An EOI requesting \$4,000 was submitted last week.

CBH funding closes on the 31<sup>st</sup> August, with an application requesting \$4,000 in assistance to be submitted for the shade structures. The outcome should be known around 4 weeks after the close of applications.

### Kidsport

The Shire has been awarded \$500 in funding (plus the carryover funds of \$400 from the previous agreement) for 1<sup>st</sup> July-31<sup>st</sup> December 2017. Funds of up to \$200 for eligible applicants are available to children and youth aged 5-18 years to assist with club membership fees.

### Regional Bicycle Network – Albany Highway

The Shire has submitted an Expression of Interest for funding from the RBN to assist with costs associated with a new concrete shared use path on Albany Highway from just north of the Coalling Creek Bridge to the Rustik Rainbow. This path will be the construction of a new path (approximately 324m) and the replacement of the existing paved pathway (approximately 406m). The pathway from Rustik to the Williams River Bridge is to be included in MRWA plans and costings (with the creation of islands for the safe passage of pedestrians across the front of the hotel and roadhouse.

The pathway has been designed by the consultants (Arup) who are preparing the designs for the new bridges and highway upgrade by Main Roads WA. The pathway is being considered for funding as the existing paved path will be potentially damaged during construction as the design includes raising service pits to meet the new highway levels, as well as replacing the kerbing. Under MRWA contracts, they are responsible for all works 'kerb to kerb' and the shire responsible for all works behind the kerb.

The estimated cost for this work is approximately \$121,150 (including project management costs and the need to relocate a Western Power dome at the corner of Albany Highway and Richardson Street that will be in direct line of the new path). Funding of \$60,575 has been requested.

Under the new EOI arrangements, the Shire has been invited to submit a request for consideration, and then, if successful, will be invited to full application. The outcome of the EOI should be known by 4<sup>th</sup> September, with full applications closing 13<sup>th</sup> October. Final outcomes will be known in January 2018 for construction to commence after 1<sup>st</sup> July 2018. Projects are



encouraged to be implemented over 2 financial years. This has the potential to align with the proposed roadworks program if MRWA are successful in obtaining funding for the bridges and highway to commence works in 2018/19.

**Solar Power – Williams CRC and Childcare Centre**

The Shire has submitted an Expression of Interest to the Stronger Communities Program (Rick Wilson Federal MP funding) Round 3. Total cost for the project is \$17,809 (inc GST). Quotes for the installation of solar power are as follows:

Williams CRC	\$9,991
Williams Childcare Centre	\$6,991
Bidirectional meter installation	\$552 (Western Power)
Project Management	\$275

The outcome of the EOI process should be known early September, with full applications to be submitted by 28<sup>th</sup> September 2017.

**Financial Implications**

Project based, budgeted for as appropriate.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That the General Projects update be received.

**Council Resolution**

***Johnstone/Earnshaw***

That the General Projects update be received.

**Carried 7/0  
Resolution 28/18**

**8.1.3 WILLIAMS LIONS PARK REDEVELOPMENT**

<b>File Reference</b>	EDO Files
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Heidi Cowcher      14 <sup>th</sup> August 2017
<b>Attachment</b>	<b><i>Williams Lions Park Final Drawings</i></b>

**Background**

The Shire has been planning the redevelopment of the Williams Lions Park for a number of years. Funding was initially secured from the Wheatbelt Development Commission’s Community Chest



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Funding in 2014 to prepare concept plans for the project. These plans were completed and endorsed by Council in early 2016.

The redevelopment of the Williams Lions Park project has been the subject of recent applications for funding from a number of potential project partners to assist with the costs associated with the redevelopment plans. It was originally anticipated that the proposed redevelopment of the Williams Lions Park would be completed alongside MRWA and their proposed works for the replacement of the Williams River Bridge. This may now no longer be the case as MRWA do not have a definitive timeline for implementation for their project as it is subject to securing Federal and State funding for the project.

Earlier this year funding applications were submitted to the *Building Better Regions Fund*, *Lotterywest*, *Newmont* and *South32*.

### **Comment**

The Shire has received advice that almost all its funding submissions have been successful, with the following secured to date:

<i>Building Better Regions</i>	\$360,000
LotteryWest	\$200,000
South32	\$50,400

The application to Newmont is still pending, with a request of \$50,000 submitted. Should this not be successful, then this cost will be transferred to the Shire cash contribution to the project.

In-Kind support was offered from the Department of Parks and Wildlife for \$30,000 for the interpretive signage that would be placed adjacent to the Numbat to provide information on the Numbat and its home in the Dryandra National Park.

A cash contribution of \$20,000 was confirmed by Project Numbat towards the total estimated cost of \$40,000 (with the balance now secured from BBRF funding). Project Numbat continue their fundraising efforts to secure their cash contribution and are planning a Quiz Night in Williams on Saturday 7<sup>th</sup> October at the Williams Bowling Club.

The BBRF funding agreement is currently being finalised with the Department. The timelines for implementation will be the subject of a discussion with officers on Thursday 17<sup>th</sup> August. The original project timeline was for the commencement of works in early September 2017, and the project being completed by January 2019. The Department acknowledges that given the significant delay in the announcements of successful funding, this may have potentially had impacts on the project timelines, and has therefore encouraged applicants to review their timelines in light of the recent announcement.

Lotterywest states that the project must commence within 6 months from the date granted (29<sup>th</sup> June 2017, therefore the project needs to have commenced by 31<sup>st</sup> December 2017). Funding is



drawn down retrospectively, with the first to be completed within the 6 months and the balance in no less than three monthly instalment periods following.

Given that there is no clear decision on the proposed works by MRWA, Council needs to make a decision on the timeline of implementation, taking into consideration the funding agreement timelines respectively and how these will be managed.

Officers have made contact with UDLA, who assisted with the initial design of the Lions Park (as attached). The implementation of the project was planned to be staged to take into consideration the proposed works by MRWA and their impact (at least initially) on the carpark at the existing Park. Under MRWA current plans, the temporary by-pass track will go partly through the carpark as well as their proposal to have the temporary works depot located in the carpark. It is understood that both of these will preclude access to the Park during construction of the new bridge, however MRWA have not as yet confirmed this as the plans for implementation are not confirmed.

The Community Reference Group have noted access to the Williams Lions Park during construction as one of the main issues that they would like addressed, given the significant usage that this Park attracts throughout the year. Alternative access points have been suggested, however whether these would be able to be implemented are yet to be determined.

To commence the implementation of the project, UDLA have provided advice on alternatives in project management in the lead up to implementation:

*Option A: Traditional Design Resolution and Procurement Process (will cost approx. \$50,000)*

- Stage 1 Design Resolution & Tender Drawings (UDLA)  
Design development (approximately 4 weeks)  
Tender documentation & specification (approximately 6-8 weeks)
- Stage 2 Procurement (Shire with assistance from UDLA)  
Procurement process (advertising & selection of successful tenderer – approximately 6-8 weeks)  
Award successful tenderer (approximately 3-4 weeks)
- Stage 3 Construction, completion & Defects Liability (Builder with Shire as Project Manager – UDLA to provide expertise where required)  
Builder takes possession of site and delivers project (approx. 14-18 weeks)

*Option B: Design and Construct (will cost approx. \$20,000)*

Design and documentation costs are built into the price submitted by builder. Shire tenders for project and then builder delivers within budget specifications. Takes into consideration different outcomes of different funding partners. Project is awarded to builder that confirms they can deliver the project for a fixed price.



Stage 1 Brief Development (UDLA with Shire)

Design brief further enhanced and map out funding allocations  
Briefing document prepared that will support development of tender documents

Stage 2 Procurement & Award (Shire only)

Procurement process to select a Design & Construct team via tender process  
Successful team awarded project

Stage 3 Design Finalisation (Design & Construct team)

Plans finalised for Shire approval

Stage 4 Construction, completion & defects liability (Design & Construct team)

Builder takes possession of site and delivers project (approx. 14-18 weeks)

Considering these two options, staff recommend the selection of ‘Option B’, as this is potentially a more cost effective method for the implementation of the project. It also enables the engagement and involvement of UDLA as specialist advisers in the initial brief development to ensure that the ‘Design and Construct’ tender documents include all the required elements. A finite budget is set and potential Design & Construct teams (designers, landscapers, engineers, builders) have to deliver project to a set price. Incorporated into this, we can include the need to engage and involve the community to ensure that the project delivers to community expectations.

**Financial Implications**

The budget for the project that was used to secure funding was as follows:

	Total Cost	Shire (in-kind)	Shire (cash)	Newmont	South32	BBRF	LW	DPaW (in-kind)	Project Numbat
<b>Project Preliminaries</b>	\$62,500	\$17,500	\$17,500			\$4,000	\$23,500		
<b>General POS Amenities</b>	\$343,325		\$33,075	\$28,000		\$224,000	\$58,250		
<b>Play Area 1</b>	\$349,975	\$39,975	\$22,750	\$22,000		\$112,000	\$103,250	\$30,000	\$20,000
<b>Play Area 2</b>	\$161,050	\$55,050	\$20,600		\$50,400	\$20,000	\$15,000		
<b>TOTAL</b>	<b>\$916,850</b>	<b>\$112,525</b>	<b>\$93,925</b>	<b>\$50,000</b>	<b>\$50,400</b>	<b>\$360,000</b>	<b>\$200,000</b>	<b>\$30,000</b>	<b>\$20,000</b>

The construction budget does not include the initial design and scoping, however if a ‘Design & Construct’ tender process is implemented, then these costs are absorbed into the construction budget.

**Voting Requirements**

Simple Majority



**Officer’s Recommendation**

That Council support the commencement of the Williams Lions Park Redevelopment project. Further, a ‘Design and Construct’ tender be prepared and advertised seeking suitably qualified persons to deliver the redevelopment project as per the Concept Plan.

**Council Resolution**

**Johnstone/Paterson**

That Council support the commencement of the Williams Lions Park Redevelopment project. Further, a ‘Design and Construct’ tender be prepared and advertised seeking suitably qualified persons to deliver the redevelopment project as per the Concept Plan.

**Carried 7/0  
Resolution 29/18**

*Heidi Cowcher left the meeting at 1.48pm.*

**8.2 WORKS SUPERVISOR’S REPORT**

*The Works Supervisor, Mr Tony Kett, attended the meeting at 1.49pm to discuss his report.*

<b>File Reference</b>	12.15.36	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Tony Kett	11 <sup>th</sup> August 2017

**8.2.1 MAINTENANCE GRADING ACTIVITY**

<b>Road Name</b>	<b>Length Graded (km)</b>
Medlen Rd	8.26
Westmere Rd	5.1
Yarrabin Rd	4.5
Munthoola Rd	2.0
Dardadine Rd	21.20
Sattler Rd	5.4
Playle Rd	3.7
McKenzie Rd	5.4
Bulleid Rd	1.6
<b>Total Length for the Month</b>	<b>57.1 km</b>

**8.2.2 ROAD MAINTENANCE WORKS**

- Culvert Cleaning: Extracts, Marradong, Westmere, Yarrabin, Bulleid, Carne, Narrakine, Kennedy, Johnstone, Zilko, Munday, Marling, Waldock and Culbin-Boraning Roads
- Replaced culvert on Narrakine Rd
- Repaired washed out culvert on 14 Mile Brook Rd



**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	Serviced, new battery
Kia 2 Tonne Truck WL 954		Jeff Cowan	9-Oct-07	150,363 km	Serviced
Holden Colorado Crew Cab Ute WL 742		Andrew Wood	5-Oct 15	219,194 km	
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		Construction Equipment	Outside works crew	Sep 2015	465 hr
Multipack Multi-Tyre Road Roller WL 49	Outside works crew		21-Oct-04	6,519 hr	
Vibromax Roller WL 126	Outside crew		29-Sep-04	4,343 hr	
Caterpillar 12M Grader WL 61	Richard Hewitt		Dec 2011	5,228 hr	
Caterpillar 12M Grader WL 361	Andrew Wood		15-10-2014	2,184 hr	
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	
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	New tail lights on trailer
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	<b>Trucks &amp; Trailers</b>		31-Dec-03	298,267 km	
Mercedes Benz Actross Prime Mover WL 91		Phil Reed	21-Dec-05	322,986 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	217,127 km	
Isuzu NPR 300 Truck WL 016		David Munday	21-Jan-13	85,064 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	144,500 km	New wheel bearings and seals
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	New rocker bushes
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	2008 Received 23- Feb 2016	167,500 km ?	

### 8.2.5 STAFF

- Nil to report

### 8.2.6 TOWN AND FACILITIES REPORT

- Gravelled pot holes in Lions car park

### 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

##### *Paterson/Logie*

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

**Carried 7/0  
Resolution 30/18**

*Tony Kett left the meeting at 2.04pm.*



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

The Environmental Health Officer/Building Surveyor, Mr Gordon Tester, attended the meeting at 2.05pm.

#### 8.3.1 BUILDING PERMITS

**File Reference** 13.34.10  
**Statutory Reference** Building Act 2011, Building Regulations 2012  
**Author & Date** Gordon Tester 09 August 2017

**Comment**  
 Nil

Permit Number	Owner	Address	Description
395	Russell Robinson	Lot 10, Pinjarra-Williams Road, Williams	Change Roof Cladding and Timber Framed Additions to Existing House.

**Voting Requirements**  
 Simple Majority Required

**Officer's Recommendation**  
 That Building report as presented above be endorsed by Council.

**Council Resolution**  
*Johnstone/Paterson*  
 That Building report as presented above be endorsed by Council.

**Carried 7/0**  
**Resolution 31/18**

#### 8.3.2 FOOD PREMISES REGISTRATIONS

**File Reference** 7.40.41  
**Statutory Reference** Food Act 2008  
**Author & Date** Gordon Tester 9 August 2017

**Comment**  
 Williams River Produce proprietor Mr William Newton – Wordsworth has now applied to register his food premises and an introductory inspection of these premises will be conducted in the near future.



**Voting Requirements**

Simple Majority Required

**Officer's Recommendation**

That the Food Premises Registration report be endorsed by Council.

**Council Resolution**

***Logie/Earnshaw***

That the Food Premises Registration report be endorsed by Council.

**Carried 7/0  
Resolution 32/18**

**8.3.3 PROPOSED OUTBUILDING POLICY**

<b>File Reference</b>	14.25.22
<b>Statutory Reference</b>	Town Planning Scheme No2, Residential Design Codes.
<b>Author &amp; Date</b>	Gordon Tester            9 August 2017
<b>Attachment</b>	Copy of Proposed Outbuilding Policy

**Background**

Council considered this matter at the Ordinary Meeting held on 21 June 2017.

After due consideration of this matter Council resolved as follows:

That Council advertise the proposed outbuilding policy for public comment in the manner prescribed prior to reconsidering the adoption of the proposed outbuilding policy.

At the conclusion of the advertising period no submissions were received.

**Comment**

As no comments were received following the conclusion of the advertising period it is now recommended that Council resolve to adopt the Proposed Outbuilding Policy and advertise the Policy as having been adopted in the prescribed manner.

***Proposed Outbuilding Policy***

***Outbuildings in Residential Zones, R2, R2.5, R5, R12.5, R20, R30***

***Policy:***

*This policy provides direction and guidance on the area and height of the buildings that the Council will permit within the Residential areas of the Shire of Williams. The policy provides the basis for determining applications that do not meet the requirements of State Planning Policy 3.1 Residential Design Codes Part 5.4.3 and Part 6.4.4.*



This policy only applies to the Residential zones where the Residential Design Codes are applicable. The policy does not apply to the Rural Residential zones or Rural zones.

**Objectives:**

1. To provide flexibility for outbuilding size, construction and materials for outbuildings in residential areas.
2. To ensure that outbuildings are constructed and located in such a way as to minimise their impact on the amenity of the locality.
3. To prevent the construction of outbuildings on vacant lots.

**Definitions:**

- **Outbuilding:** An enclosed non – habitable structure that is detached from any building.
- **Garage:** Any roofed structure, other than a **carport**, designed to accommodate one or more motor vehicles and attached to the **dwelling**.
- **Carport:** A roofed structure designed to accommodate one or more motor vehicles, **unenclosed** except to the extent that it abuts a **dwelling** or a property boundary on one side, and being without a door unless that door is **visually permeable**.
- **Patio:** An unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling.
- **Pergola:** An open framed structure covered in water permeable material or unroofed, which may or may not be attached to a dwelling.

**Note:** Other common private garden or backyard constructions such as pergolas, cubby houses, play fixtures and dog kennels are exempted from planning control.

**Guidelines:**

- **Vacant Lots:** An outbuilding will not be permitted to be constructed on vacant lots. The exception to this will only be in the situation where an application for a building permit for a dwelling is submitted at the same time as the building permit for the outbuilding.
- **Development Standards**

<b>Residential Density Code of Property</b>	<b>Permitted Area of Outbuilding</b>	<b>Permitted Wall Height</b>	<b>Permitted Ridge Height</b>
R2 – 5000m <sup>2</sup> lots	200m <sup>2</sup>	4.5	5.0
R2.5 – 4000m <sup>2</sup> lots	180m <sup>2</sup>	4.0	4.6
R5 – 2000m <sup>2</sup> lots	120m <sup>2</sup>	3.6	4.5
R12.5 –Average lots 800m <sup>2</sup>	80m <sup>2</sup>	3.0	4.5
R20 - Average lots 450m <sup>2</sup>	60m <sup>2</sup> or 10% in aggregate of the site area, whichever is the lesser	2.7	4.2
R30 - Average lots 260m <sup>2</sup>	60m <sup>2</sup> or 10% in aggregate of the site area, whichever is the lesser	2.7	4.2



- **Materials:** *Second hand materials may only be used where the materials are in good condition and are sufficient to provide a consistent appearance of the building. Councils Building Surveyor may request a report from structural engineer for use of second hand materials. Residents are encouraged to use materials with a low reflectivity to avoid adverse impact on neighbours.*
- **Outbuildings:** *are not attached to the dwelling, are non - habitable and not for commercial purposes, are not within the primary street setback area, do not reduce the amount of open space required by the R-Codes.*
- **General:** *If the proposed outbuilding meets the criteria outlined in this policy it is considered that the proposal meets the performance criteria of Part 5 & 6 of the R- Codes*

**Officer's Recommendation**

That Council adopt the Outbuilding Policy and advertise its adoption in the prescribed manner.

**Council Resolution**

**Johnstone/Major**

That Council adopt the Outbuilding Policy and advertise its adoption in the prescribed manner.

**Carried 7/0  
Resolution 33/18**

*Gordon Tester left the meeting at 2.21pm.*



## 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	11 <sup>th</sup> August 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 August 2017 be received by Council.

#### Council Resolution

##### *Paterson/Major*

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

**Carried 7/0**  
**Resolution 34/18**

#### Council Resolution

##### *Major/Paterson*

That Council approve the attendance of delegates on behalf of the Shire of Williams to attend the Australian Local Government Association (ALGA), National Roads and Transport Congress to be held in Albany from the 6<sup>th</sup> to 8<sup>th</sup> November 2017.

**Carried 7/0**  
**Resolution 35/18**

*Cara Ryan left the meeting at 2.57pm.*



### Afternoon Tea

The President adjourned the meeting for afternoon tea at 3.20pm and the meeting resumed at 3.54pm.

*Cara Ryan returned to the meeting at 4.10pm.*

*Heidi Cowcher entered the meeting at 4.10pm.*

*Cr Logie declared a Proximity Interest for the following item, 8.4.2 Industrial Shed Development – Marjidin Industrial Estate. The nature of his interest relates to being the owner of land that is adjacent to Lot 440 Marjidin Way.*

*Cr Logie left the meeting at 4.21pm.*

### **8.4.2 INDUSTRIAL SHED DEVELOPMENT - MARJIDIN WAY INDUSTRIAL ESTATE**

<b>File Reference</b>	13.60.55
<b>Statutory Reference</b>	Nil
<b>Author and Date</b>	Geoff McKeown      11 <sup>th</sup> August 2017
<b>Attachment</b>	Nil

### **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 partly funded from the Royalties for Regions - Country Local Government Fund 2012/13 along a Shire contribution that included loan funds.

The first tenant of the industrial unit is Prime Ag Services and they are about to conclude the initial three year term of their lease. The lease includes a further three-year term commencing on the 1<sup>st</sup> December 2017. The further term triggers a review of the market rent for the premises.

At the July 2017 Ordinary Council Meeting a resolution was passed endorsing the calling of tenders for the construction of one or more units on a Lot located at Marjidin Way, Williams. This would be in accordance with detail included in the 2017/18 Budget. Council was also informed that Prime Ag Services had concerns about another unit being built in close proximity to its development and asked to be considered in relation to an expanded lease area, and if the property became available for purchase.

The process of calling tenders for an additional unit has been delayed pending further consideration by Council. The Chief Executive Officer was requested to obtain a rental market value for consideration in accordance with the terms of the current lease agreement in order to progress the further three year lease period. In addition, a market rental valuation was sought for the entire area of Lot 440, along with a valuation for sale of the property, should the Council wish to consider this option.





### Comment

This item considers a number of scenarios concerning the current and future development of Lot 440 and the Marjidin Industrial Estate generally. They are summarised as follows:

1. Continuation of the lease agreement with Prime Ag and establishment of the rent to apply for the further three-year term, due to commence on the 1<sup>st</sup> December 2017, following the market rental review as outlined in the lease document;
2. Suitability of constructing a second industrial unit on Lot 440 Marjidin Way, or consideration of the request from Prime Ag Services to extend its lease to include the entire lot;
3. Consideration of the potential sale of the premises, subject to approval of the State Government in terms of the Financial Assistance Agreement that accompanied the Royalties for Regions - Country Local Government Fund contribution to the initial construction; and
4. Development of a new industrial unit on an alternative lot in the Marjidin Industrial Estate.

The following detail is provided for each of the scenarios:

#### Continuation of the Lease Agreement

An independent market rental valuation was obtained from LMW based in Bunbury. LMW were made aware of the requirement for a market review as outlined in the current lease. They noted that there are a limited number of industrial properties in Williams and the current tenants are well suited to the premises in this location. The valuation report also provided evidence that the current rent being paid is below the market rent as evidenced by a review of similar premises in the region. The report also contained the following comment:

*“The front improved section of the property was occupied at the date of inspection. Due to the modern building improvements, it would be expected that this component of the property would continue to have a good occupancy rate. I consider the undeveloped rear yard would have appeal to most tenants that occupy the front component of the property as this front section has minimal yard area.*

*The current rent is below market rent. There is an element of risk in negotiations with tenants when bringing rental levels back to market rent. There is a risk of the tenant vacating. Rents may need to increase in stages of fixed increases above CPI until the rent reverts back to market rent.”*

#### Construction of a Second Unit on Lot 440

At the time that the Shire considered the development of a lot in the Marjidin Way Industrial Estate it envisaged a three unit complex. It would not have anticipated that the initial tenant would be a rural supplies business that has a need for a large hardstand area. Prime Ag Services has asked that Council not consider an additional unit abutting its shed as this would impede their ability to operate effectively.



The options are to extend the leased area for Prime Ag Services to the entire block and strike a rent based on the expanded area. Alternatively, proceed to construct the second unit at the rear of the block, leaving as much room as possible for both developments to coexist.

#### Potential Sale of the Premises

The Financial Assistance Agreement that accompanied the Royalties for Regions - Country Local Government Fund Grant, that assisted the construction of the initial unit, includes a clause that prevents the Shire from disposing of the premises within five (5) years of its completion. As the project was completed in 2015 the Shire will be in breach of this condition if it sells the premises before 2020. The Shire could seek approval from the State Government for a relaxation of this condition, and can mount a reasonable argument that the proceeds of the sale will be used to further develop the industrial estate and this is in keeping with the original intent of the grant funding.

The option to dispose of property is governed by Section 3.58 of the *Local Government Act 1995*. The means by which it can occur is summarised by the following extract from the Act:

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

(1) *In this section —*

**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;

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

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

*and*

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*



- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include –*
- (a) *the names of all other parties concerned; and*
  - (b) *the consideration to be received by the local government for the disposition; and*
  - (c) *the market value of the disposition –*
    - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
    - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *This section does not apply to –*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
  - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
  - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
  - (d) *any other disposition that is excluded by regulations from the application of this section.*

As outlined in the Act, a disposal can occur through the process of a public auction or public tender. If Council wishes to negotiate a disposal other than by these methods it will need to follow the process outlined in Section 3.58(3), where the details are publicised and consideration given to public submissions received.

A market sale valuation has been obtained and is contained in the report from LMW.

#### Development of a New Industrial Unit on an Alternative Lot

The Budget adopted for the 2017/18 financial year includes \$408,576 for the construction of a new industrial unit. At the time of adopting the Budget Council had not considered the possibility of utilising an alternative lot. Therefore the budget amount does not include a component for land value or significant earthworks.

To offset the cost of this development the Shire proposes the sale of a staff house and a loan, which have a combined value of \$385,000. Repayment of the loan over its term will be covered by the rent received for the premises.

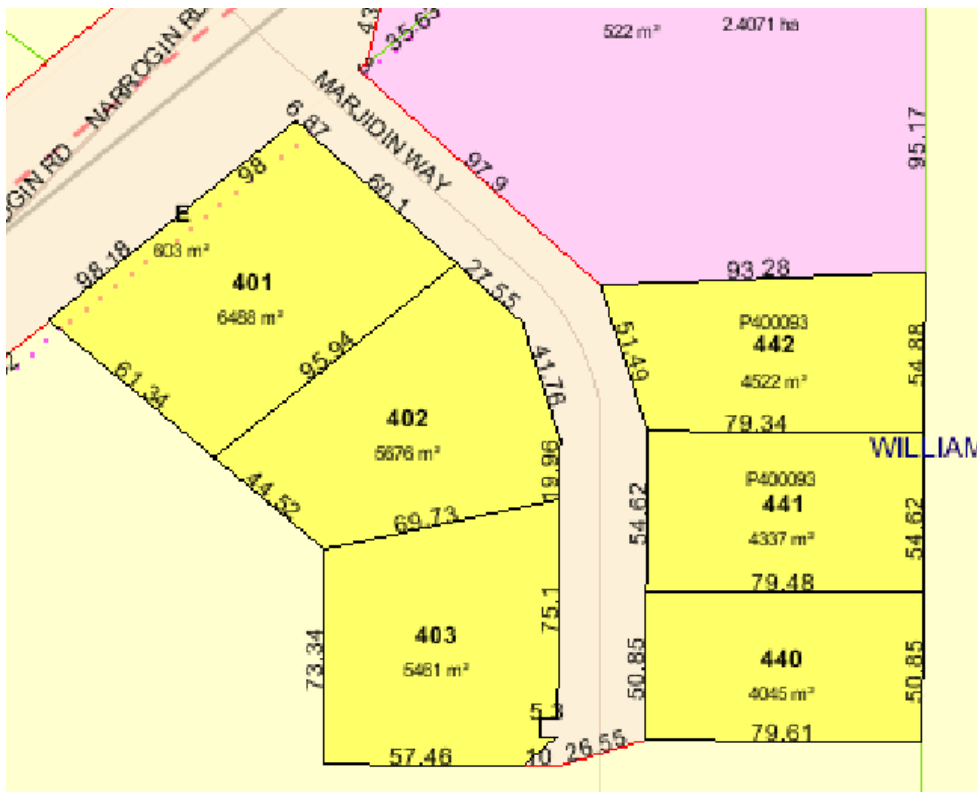
If Council wishes to consider an alternative lot it has to factor in the extra cost of land, earthworks and service connections. This cost may fit within the overall budget, but is very dependent on the cost to construct the unit. This will be known once tenders are received.



LandCorp has been approached about the possibility of purchasing a lot in the Marjidin Way Industrial Estate. It is willing to sell a lot at a negotiated price. The contract of sale requires commencement of the development within two (2) years and completion within three (3) years. A draft contract of sale has been provided by LandCorp if it wants to pursue this option.

Developing an alternative lot has merit as it will promote the entire industrial estate.

The Shire of Williams Strategic Community Plan 2017 to 2032 includes reference to sustainable growth and progress, with a specific objective to develop and promote the Marjidin Industrial Estate to offer affordable and appropriately serviced lots.



**Consultation**

The President and Chief Executive Officer met with the owner of Prime Ag Services to outline the content of the report is provided to Council at this Meeting.

**Financial Implications**

An allocation is included in the 2017/18 Budget for the development of a new industrial unit.

**Voting Requirements**

Simple Majority



### Officer's Recommendation

That Council:

1. Advise Prime Ag Services that a market review of the rent for the current leased area of Lot 440 Marjidin Way has been completed and that the Shire will implement the recommended increased rental amount, plus CPI movements, equally over the remaining three years of the lease agreement;
2. Offer Prime Ag Services an extension of its leased area, comprising the whole of Lot 440 Marjidin Way, for the remaining period of the lease agreement, incorporating the market rental valuation obtained for the rear hardstand area in the total rental amount; and
3. Proceed to purchase an additional lot in the Marjidin Way Industrial Estate with funds deriving from the budget allocation for the construction of an additional industrial unit as contained in the 2017/18 Budget.

### Council Resolution

#### **Major/Johnstone**

That Council:

1. Advise Prime Ag Services that a market review of the rent for the current leased area of Lot 440 Marjidin Way has been completed and that the Shire will implement the recommended increased rental amount, plus CPI movements, equally over the first two years of the lease agreement;
2. Offer Prime Ag Services an extension of its leased area, comprising the whole of Lot 440 Marjidin Way, for the remaining period of the lease agreement, incorporating the market rental valuation obtained for the rear hardstand area in the total rental amount;
3. Proceed to purchase an additional lot being Lot 403 Marjidin Way Industrial Estate with funds deriving from the budget allocation for the construction of an additional industrial unit as contained in the 2017/18 Budget; and
4. Offer Prime Ag Services the option to negotiate the purchase of Lot 440 Marjidin Way, subject to the Shire meeting its legislative requirements in accordance with Section 3.58 of the *Local Government Act 1995*.

**Carried 6/0  
Resolution 36/18**

*The resolution differed to the recommendation as Council wished to apply the increased rental amount, plus CPRI movements, equally over the first two years of the lease agreement and further offer Prime Ag Services the option to negotiate the purchase of Lot 440 Marjidin Way. Council also wished to proceed with purchasing Lot 403 Marjidin Way, Williams.*

*Cr Logie returned at 5.22pm.*

*Heidi left the meeting at 5.22pm.*



**8.4.3 PROPOSED CLOSURE OF UNMADE ROAD RESERVE**

<b>File Reference</b>	12.15.38
<b>Statutory Reference</b>	Land Administration Act 1997
<b>Author &amp; Date</b>	Geoff McKeown 11 <sup>th</sup> August 2017
<b>Attachment</b>	Nil

**Background**

The Chief Executive Officer was approached by Mr Neal Brown seeking information about the process and the possibility of having an unmade road reserve adjacent to his property closed and made available for purchase. The initial enquiry has been followed by a letter that states:

*“I made a visit to the Shire Offices and talked to Geoff about the possibility of having Coalling Street closed. As I would like to purchase it to add to my property.*

*There is access to the block behind my place via Flynn Street and the access to the reserve all along Richmond Street as there are only three house blocks. The rest is the reserve and this is how the shire workers access the area to put in fire breaks. They do not use Coalling Street.”*

**Comment**

The following plan shows Mr Brown’s property, being Lot 148 Richmond Street





The unmade road reserve to the north east of Lot 148 is known as Coalling Street. Flynn Street runs along the west side of Lot 1.

Before Council is asked to indicate whether it supports the formal closure, and undertakes the process outlined in the *Land Administration Act 1997*, it is recommended that advice be obtained from the Shire's Consultant Planner. This will identify any issues relating to access or future development of adjoining lots.

**Financial Implications**

Consultant planning fees will apply.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council seek comment from its Consultant Planner on the proposal to permanently close an unmade road reserve adjacent to Lot 148 Richmond Street, Williams.

**Council Resolution**

***Carne/Major***

That Council seek comment from its Consultant Planner on the proposal to permanently close an unmade road reserve adjacent to Lot 148 Richmond Street, Williams and subject to no adverse issues being identified proceed to advertise the closure in accordance with the requirements of the *Land Administration Act 1997*.

**Carried 7/0  
Resolution 37/18**

*The resolution differed to the recommendation as Council wished to proceed with the closure of the unmade road reserve adjacent to Lot 148 Richmond Street, Williams if no adverse issues were identified.*



#### **8.4.4 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      11 <sup>th</sup> August 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. \$730,321.42 from the Reserve Accounts to a 90 day Term Deposit to attract a higher interest rate.

- **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 2017/18 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 July 2017.

**Council Resolution**

***Johnstone/Paterson***

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

**Carried 7/0  
Resolution 38/18**



## 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	8 <sup>th</sup> August 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 104639 - 104643 totalling \$328,848.48 and SII Funding EFT payments totalling \$75,027.20 approved by the Chief Executive Officer be endorsed.



**Council Resolution**  
**Paterson/Johnstone**  
 That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104639 - 104643 totalling \$328,848.48 and SII Funding EFT payments totalling \$75,027.20 approved by the Chief Executive Officer be endorsed.

**Carried 7/0**  
**Resolution 39/18**

**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	8 <sup>th</sup> August 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 31<sup>st</sup> July 2017 be received.

**Earnshaw/Paterson**  
 That the financial statements presented for the period ending 31<sup>st</sup> July 2017 be received.

**Carried 7/0**  
**Resolution 40/18**



## **8.6 COUNCILLORS' REPORTS**

Cr Cowcher discussed his attendance at the WALGA AGM, which was held at the 2017 WA Local Government Convention and Trade Exhibition on the 2<sup>nd</sup> August 2017. This was also attended by the Chief Executive Officer and Cr Johnstone. Cr Cowcher also wished to congratulate Cr Johnstone on his achievement on receiving a Long and Loyal Service Award at the Convention, for his 27 years of service as a Councillor of the Shire of Williams.

## **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 6.09pm.