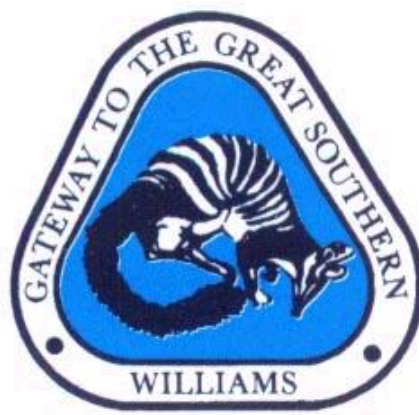


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING TO BE HELD ON
WEDNESDAY 21ST MARCH 2018***



COUNCIL DIARY

WEDNESDAY 21ST MARCH 2018

12noon

Budget Meeting

1.00pm

Ordinary Meeting

WEDNESDAY 20TH APRIL 2018

1.00pm

Ordinary Meeting

WEDNESDAY 25TH APRIL 2018

8.00am

ANZAC DAY Ceremony



MINUTES – ORDINARY MEETING OF COUNCIL TO BE HELD 21ST MARCH 2018

TABLE OF CONTENTS

Item	Subject	Page
	DISCLAIMER	4
1.0	Declaration of Opening / Announcement of Visitors	5
2.0	Record of Attendance / Apologies / Leave of Absence (previously approved).....	5
3.0	Public Question Time	5
4.0	Petitions / Deputations / Presentations	5
5.0	Declarations of Interest	5
6.0	Confirmation of Minutes of Previous Meetings	6
6.1	Ordinary Council Meeting Held 21st February 2018.....	6
6.2	Audit Committee Meeting Held 21st March 2018	6
7.0	Announcements by Presiding Member without discussion	6
8.0	Reports	6
8.1	Economic Development Officer’s Report	7
8.1.1	General Projects Update	7
8.1.2	Williams Lions Park Redevelopment	9
8.1.3	Future Projects	11
8.2	Works Supervisor’s Report	15
8.2.1	Maintenance Grading Activity	15
8.2.2	Road Maintenance Works	15
8.2.3	2017/18 Road Construction Program.....	16
8.2.4	Mechanical Report.....	17
8.2.5	Staff.....	18
8.2.6	Town and Facilities Report	18
8.2.7	Private Works	18
8.2.8	Works Supervisor Report Acceptance	18
8.3	Environmental Health / Building Surveyor’s Report	20
8.3.1	Building Permits.....	20
8.3.2	Private Swimming Pools Inspections	21
8.3.3	Williams Public Swimming Pool.....	21
8.4	Chief Executive Officer’s Report	22
8.4.1	Chief Executive Officer’s General Report	22



MINUTES – ORDINARY MEETING OF COUNCIL TO BE HELD 21ST MARCH 2018

8.4.2	2017 Compliance Audit Return	23
8.4.3	Proposed Industrial Shed For Motor Vehicle Repairs on Lot 403 Marjidin Way, Williams.....	25
8.4.4	Use of the Common Seal and Actions Performed Under Delegated Authority	31
8.4.5	Construction of Fire shed at Lot 265 Narrogin Road, Williams.....	33
8.5	Manager of Finance’s Report	34
8.5.1	Accounts for Payment	34
8.5.2	Financial Statements	36
8.5.3	2017-2018 Budget Variations.....	37
8.5.4	2017/2018 Budget Review	40
8.6	Councillors’ Reports.....	43
9.0	Elected Members Motions of which Notice has been given	43
10.0	New Business of an Urgent Nature introduced by Decision of Meeting	43
10.1	Elected Members	43
10.2	Officers	43
11.0	Application for Leave of Absence.....	43
12.0	Information Session.....	43
13.0	Closure of Meeting	43

Separate Documents

1. Minutes – Council; Audit Committee Meeting
2. CEO General Report
3. Appendix to CEO General Report
4. Appendix to CEO Report
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 1.06pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher President
Cr Moya Carne
Cr Gilbert Medlen
Cr Natalie Major
Cr Greg Cavanagh
Cr Simon Harding
Cr Alex Watt
Cr Bob Baker

Geoff McKeown Chief Executive Officer
Cara Ryan Manager of Finance
Heidi Cowcher Economic Development Officer (1.11pm to 2.23pm)
Tony Kett Works Supervisor (2.24pm to 2.43pm)

Apologies

Cr Jarrad Logie Deputy President

3.0 PUBLIC QUESTION TIME

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Alex Watt /Councillor
Item No. / Subject	8.3.1 / Building Permits
Type of Interest	Financial



DECLARATION OF INTEREST	
Name / Position	Alex Watt /Councillor
Item No. / Subject	8.4.3 / Proposed Industrial Shed for Motor Vehicle Repairs on Lot 403 Marjidin Way, Williams
Type of Interest	Proximity

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 21ST FEBRUARY 2018

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 21st February 2018, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Watt/Major

That the Minutes of the Ordinary Meeting held on 21st February 2018, as previously circulated, be confirmed as a true and accurate record.

**Carried 8/0
Resolution 144/18**

6.2 AUDIT COMMITTEE MEETING HELD 21ST MARCH 2018

Officer's Recommendation

That the Minutes of the Audit Committee Meeting held 21st March 2018, as previously circulated, be received.

Council Resolution

Major/Medlen

That the Minutes of the Audit Committee Meeting held 21st March 2018, as previously circulated, be received.

**Carried 8/0
Resolution 145/18**

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 1.11pm to discuss her report.

8.1.1 GENERAL PROJECTS UPDATE

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 16 th March 2018

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

Williams Bowling Club

Williams Bowling Club has been successful in all 3 of the funding applications submitted for the construction of the 3 new shade structures. Funding was received from CBH, Newmont, Stronger Communities Program and 'The Williams'.

Both acquittals have been completed for CBH and Stronger Communities. The Newmont funding acquittal will be completed once all invoices are received to support the expenditure of their funding, and the third shade structure is completed. This report is due within 6 weeks of the completion of the project.

Williams Police: Community Crime Prevention Funding

The outcome of this project will not be known for another couple of months.

Willi Wag Tails Childcare Centre – Sustainability Funding

The current sustainability funding of approximately \$50,000 per year ceases as at 30th June 2018. A new funding program has been introduced, but is an open, competitive fund Australia-wide. Up to \$50 million is available nationally per year. It is anticipated the likely average grant amount will be \$25,000. The Shire of Williams applied for \$55,000 for 2018/19; \$44,000 in 2019/20 and \$43,000 in 2020/21 (inc GST). This takes into consideration the potential for the transition to the new regional model. The outcome of the funding should be known in April, which will be timely with budget deliberations in June/July.

The Wheatbelt Early Childcare Education and Care Sustainability Project has reached an important milestone and an exciting development for the Wheatbelt. The Hon Simone McGurk MLA, Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence;



Community Services, officially launched Regional Early Education and Development Inc. (REED) in Narrogin on Friday 16th March. REED has a new board, chaired by Helen Creed. I was encouraged to nominate for a board position, and was selected along with Kim Guelfi, Anika Keeling, Tom Kendall, Jane Liu, Mark Morrissey, Paul Schutz and Fleur Wilkinson. I have been elected the Deputy Chairperson.

WA Governor Visit – Friday 9th March 2018

The Wheatbelt Development Commission facilitated a regional tour for Her Excellency the Honourable Kerry Sanderson AC to visit the Wheatbelt region from Thursday 8th March to Friday 9th March. During the visit, Her Excellency commented that her first regional tour when she commenced the role was to the Wheatbelt, so it was only fitting that her final regional tour would also be to the Wheatbelt. She was impressed with all that she saw, the people that she met and the passion and commitment they have to their communities.

The Shire of Williams hosted a visit to the Jamtree Lane Independent Living Units and the Governor was able to tour the unit currently rented by Bob & Lyn Baker. Her Excellency was impressed with the units, and the amenities in the area, together with the initiative to retain older members of our community in their 'community of choice'. She noted the significance of the overall project, in delivering dedicated independent living units for the well-aged, with an impressive 50 units constructed across 7 local governments and 9 communities over the last 8 years.

A small group enjoyed afternoon tea in the RSL Hall (location changed due to the warm weather forecast), where she enjoyed time mingling with the residents, councillors and staff. She presented a gift to the Shire in appreciation for hosting the visit.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

- SCD 1.1 Provide, maintain and improve community infrastructure.
- SCD 1.4 Implement strategies that will support increased usage of the Williams Recreation Ground facilities (including swimming pool).
- LUE 2.1 Provide quality amenities and accessible public open spaces for the community.
- LUE 2.2 Ensure townsite amenities are maintained and improved where required.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.
- CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

Project based, budgeted for as appropriate. Funding identified and secured where appropriate.

Voting Requirements

Simple Majority



Officer’s Recommendation

That the General Projects update be received.

Council Recommendation

Carne/Baker

That the General Projects update be received.

**Carried 8/0
Resolution 146/18**

8.1.2 WILLIAMS LIONS PARK REDEVELOPMENT

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 16 th March 2018

Background

The Williams Lions Park Redevelopment has been in the development phase since 2015. Funding was initially secured from the Wheatbelt Development Commission to undertake a feasibility study/concept plan for the redevelopment of the Park that would be able to be used for any future funding submissions.

The initial planning was completed in late 2016, when Council endorsed the Plan. In the following year, Council endorsed the applications for funding that would support its implementation. All funding was secured by the end of 2017.

The project was estimated to cost \$900,500 and contributions have been secured from:

Shire of Williams (in-kind)	\$79,562.60
Shire of Williams (cash)	\$134,937.40
South32 Worsley Alumina (cash)	\$20,000
Building Better Regions (cash)	\$20,000
Lotterywest (cash)	\$200,000
Newmont Boddington Gold (cash)	\$50,000
Department of Biodiversity, Conservation & Attractions (in-kind)	\$30,000
Project Numbat	\$26,000

In late 2017, the Design & Construct Contract was awarded to Phase 3 Landscape Constructions, together with Emerge & Associates.

The last few months has seen a collaborative effort between Phase 3, Emerge, the Shire of Williams and MRWA as the final details for the planning has been completed.



Comment

The Final Plan was presented at a Community & Stakeholder engagement session held on Wednesday 14th March in conjunction with MRWA and their Williams Bridge Project engagement. Both projects were presented to the community for their discussion and feedback.

The Lions Park Redevelopment was presented together with Project Numbat's climbable numbat and an early artistic impression of the Numbat and its main features. The Numbat will be 3m long and 1m high and will be climbable, certified to Australian Playground standards. The Numbat is anticipated to be completed by June 2018.

The main discussion points with community members at the engagement session revolved around the carpark and the turning ability of cars towing caravans and larger vehicles that would come into the new carpark. Phase 3 are going to investigate this further and ensure that the design is to standard and allows for this safe movement of vehicles both within the carpark itself and the ingress and egress from the carpark onto Albany Highway. The rear access to the Williams Sports Ground will remain as it currently is. An additional vehicle access gate is to be constructed in the fence adjacent to the ablutions for the cleaner to safely access as required.

It was felt by many community members that an additional 'overflow' carpark should be identified as an alternative for these longer vehicles so that the main carpark could be just for single vehicles.

During the bridge work, the current carpark will be out of action as it will be part of the sidetrack that needs to be constructed to allow the highway to remain open during the construction of the new bridge. With this in mind, the Williams Bridge Community Reference Group recommended to MRWA that an alternative carpark be identified for use in the interim. The option that was agreed to, was to approach the landowners of the block adjacent to the Lions Park for access to their land as a temporary carpark. They were amenable to this, and it has been facilitated by MRWA.

It may be timely, therefore, for Council to consider the option of whether to formally approach the landowners and seek their advice as to whether they would sell the block to the Shire, and the Shire initiate a subdivision and absorb the block into one of the Shire blocks that runs adjacent. This would then give the Shire permanent access to the block as an overflow carpark once the new carpark is constructed at the completion of the bridge replacement project.

Phase 3 will be commencing work on-site around the 9th April once the Shire Works crew return from Easter break. The proposed timeframe is 14-16 weeks from commencement of construction.

Access to the toilets will remain throughout the duration of the construction, with alternative access to be via the rear entrance to the Williams Sports Ground and through the new vehicle access gate adjacent to the ablutions. The only time that the ablutions may not be open, will be once the Shire completes the internal renovations, and this will be advertised to the travelling public and timed to minimise adverse or protracted impact. Alternative toilets are available at the Shire Hall in Brooking Street.



Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

- ED 1.2 Develop and invest in the redevelopment of Williams Lions Park
- ED 1.3 Encourage linkages between the Lions Park and Brooking Street to actively encourage visitation and investigate the establishment of an information board highlighting places to stay, services and the history of the town.
- SCD 1.1 Provide, maintain and improve community infrastructure.
- LUE 2.1 Provide quality amenities and accessible public open spaces for the community.
- LUE 2.2 Ensure townsite amenities are maintained and improved where required.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.
- CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

Project based, budgeted for as appropriate. Funding identified and secured where appropriate.

Voting Requirements

Simple Majority

Officer's Recommendation

That the Williams Lions Park Redevelopment update be received.

Council Resolution

Harding/Medlen

That the Williams Lions Park Redevelopment update be received.

**Carried 8/0
Resolution 147/18**

Cr Medlen left the meeting at 1.49pm and returned at 1.58pm.

8.1.3 FUTURE PROJECTS

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 16 th March 2018

Background

The CEO has requested inclusion of potential future projects for Council to have an awareness of, but not necessarily make a decision on at this stage as they are only in the development stage.



Comment

Williams Men's Shed

As Council would no doubt be well aware, this has been a project 'on the books' since around 2015 when the group first formed and initiated a meeting with Council to discuss the project potential and requesting assistance with securing a suitable location for the future construction of a shed.

The location has now been finalised, and it would be fair to assume that shortly the committee will be in a position to complete their planning and then seek assistance with securing funding/financial support for the construction of their facility. A draft business case has been prepared by committee member Bob Baker and a Strategic Plan by consultant Robert Dainton.

It is likely that funding will need to be secured, and if so, Lotterywest would be the likely funding body. This would need to be discussed further when/if a proposal is presented to Council.

Regional Bicycle Network Funding: Albany Highway shared use path

Last year, the Shire applied for funding to extend the shared use pathway along the Albany Highway to complete the network where there is no path currently (north of Coalling Creek, past Caltex and finishing at the Woolshed). This is estimated to be a 324m new shared use pathway and would indicatively cost \$60,720, with up to 50% funding available. Due to the unknown timeline of MRWA project at the time, it was resolved to defer the application for 12 months.

This funding will open in September 2018 for the construction to commence in 2019/2020.

Community Arts Project: Sculptures with Len Zuks

Heather Rose has initiated discussions with Shire staff, Councillors Major and Carne, CRC and community members to develop a Community Arts Project to be implemented in conjunction with Len Zuks. The proposal is to seek funding (potentially from Country ArtsWA Regional Arts Fund) to engage Len to undertake a project that will develop sculptures for display potentially along the Albany Highway and then be identified and linked to the HWEDA Self-Drive Trail Project. Len would be engaged in a 'artist in residence' type basis and would work with community artists/budding sculptors to create iconic characters that would 'tell a story' and be attractions for Williams as part of the drive-trail.

Heather Rose has indicated that the project would cost an estimated \$15,000, however quotes are yet to be secured. After a preliminary meeting on 6th March 2018, it was resolved that as the first round of funding closed on the 16th March, it was a little too early in the project development to submit a funding application. The next round closes on the 17th August and it is anticipated that an application would be submitted in this round. It is yet to be determined who will make the application, or what other sources of funding or sponsorship may be identified in the project development.



New Information Bay Sign – Williams Lions Park

With the planned redevelopment of the Williams Lions Park arises the need to replace the current Information Signage in the park. The current sign is well out-dated and needs to be replaced. It is required to be removed for the redevelopment work, so the need to replace it is timely.

Designs and quotes are yet to be sourced, which will determine if funding would be required for the project and if so, where from and the proposed timeline for implementation. It would be ideal for a new sign to be in place once the Lions Park redevelopment is complete. A potential project to be included for consideration in the 2018/19 Budget.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

- ED 1.3 Encourage linkages between the Lions Park and Brooking Street to actively encourage visitation and investigate the establishment of an information board highlighting places to stay, services and history of the towns
- ED 1.5 Encourage business and community groups' initiatives to promote the Shire as a place to live, work, play and invest
- SCD 1.1 Provide, maintain and improve community infrastructure.
- SCD 1.2 Support the initiatives of the Williams Men's Shed in establishing a facility that will support men's health and well-being
- SCD 1.5 Continue to support and develop tourism opportunities for the Shire
- SCD 2.4 Continue to promote community events, initiatives and programs
- SCD 2.7 Support implementation of initiatives identified in the Disability Access and Inclusion Plan, Williams Local Bike Plan, Local Emergency Management Arrangements and other related Plans for the Shire
- SCD 3.1 Advocate and support initiatives that will develop and celebrate the cultural heritage of the Shire
- LUE 2.1 Provide quality amenities and accessible public open spaces for the community.
- LUE 2.2 Ensure townsite amenities are maintained and improved where required.
- CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.
- CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

Project based, budgeted for as appropriate. Funding identified and secured where appropriate.

Voting Requirements

Simple Majority



Officer's Recommendation

That the Future Projects update be received.

Council Resolution

Medlen/Carne

That the Future Projects update be received.

**Carried 8/0
Resolution 148/18**

The Chief Executive Officer wished to update Council on the proposed construction of an industrial shed at Lot 403 Marjidin Way, Williams.

Cr Watt declared a Proximity Interest, being the owner of land that is adjacent to Lot 403 Marjidin Way and left the meeting at 2.06pm.

Cr Cavanagh and Cr Medlen discussed the meeting that they had with the Builder regarding the minor variation to the specifications and the materials being used in the construction.

After discussion the Council unanimously agreed that the Shire will not continue with the minor variations to the specifications and proceed with the design concept provided by the Builder. It requested that the Chief Executive Officer confirm that the office, lunchroom etc. are to be constructed in steel.

Cr Watt returned to the meeting at 2.23pm.

Heidi Cowcher left the meeting at 2.23pm.



8.2 WORKS SUPERVISOR’S REPORT

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

File Reference 12.15.36
 Statutory Reference N/A
 Author & Date Tony Kett 12th March 2018

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (km)
Glenfield Rd	13.6
Fawcett Rd	2.8
Munthoola Rd	2.0
Eddington Rd	2.9
Playle Rd	3.7
McKenzie Rd	5.4
Bulleid Rd	1.6
Westmere Rd	5.1
Yarrabin Rd	4.5
Kennedy Rd	2.7
Johnstone Rd	1.2
Quindanning-Darkan	14.0
Pingelly Rd	2.9
Congelin-Narrogin Rd	6.1
Total Length for the Month	68.5 km

8.2.2 ROAD MAINTENANCE WORKS

- Graded race track at Quindanning for the races at Easter.



8.2.3 2017/18 ROAD CONSTRUCTION PROGRAM

Road Construction Program 2017-2018								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams-Darkan Rd	Pavement stabilisation	Various SLKS					
10	Pingelly Road	Seal to 7m	3.50	5.0	1.5 km			Completed
1	York-Williams	Reseal	3.10	6.10	3 km			Completed
7	Clayton Road	Seal Shoulders	0.0	2.00	2 km			Completed
7	Clayton Road	Widen Shoulders	2.00	4.00	2km			Completed
11	Marradong Road	Seal 600m. Install drainage and repair pavement failures for a further 600m.	Various slks					Started Drainage
12	Zilko Road	Drainage and Seal 300 Metres over culvert	14.0	14.3	300m			
9	Dardadine Road	Tree Trimming			4 km			
15	Glenfield Road	Tree Trimming			4 km			Completed.
	2017 Flood Damage	Road and Culvert Repairs	Various Roads in Shire.					



MINUTES – ORDINARY MEETING OF COUNCIL TO BE HELD 21ST MARCH 2018

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Km 1 December 2017	Works Completed this month
Mazda CX5 WL 16	Light Vehicles	Cara Ryan	23 Sep 15	81,328 km	
Toyota Prado 16 WL		Geoff McKeown	10 Sep 16	44,000 km	
Holden Rodeo Dual Cab Utility WL 5499		Outside staff	5-Nov-04	253,523 km	
Holden Colorado Dual Cab WL 19		Tony Kett	11-Sep-17	8,883 km	
Kia 2 Tonne Truck WL 954		Jeff Cowan	9-Oct-07	156,265 km	
Isuzu D-Max WL 5802		Andrew Wood	5-Nov-14	105,753 km	
Isuzu 4x2 Single Cab Ute WL 916		Maintenance	25-Nov-2016	13,376 km	
Holden Rodeo Single Cab Utility WL 826		Outside works crew	20-Nov-06	121,918 km	
Isuzu 4x2 Single Cab Ute WL 915		James Lenehan	25 Nov 2016	9,449 Km	
Skid Steer Track Loader 1EVV725		Construction Equipment	Outside works crew	Sep 2015	592 hr
Multipack Multi-Tyre Road Roller WL 49	Outside works crew		21-Oct-04	6,861 hr	New electric fan for air-cond.
Vibromax Roller WL 126	Outside crew		29-Sep-04	4,448 hr	New drum pivot bearing and seals. New drum vibe system clutch.
Caterpillar 12M Grader WL 61	Richard Hewitt		Dec 2011	5,563 hr	Repaired tyre.
Caterpillar 12M Grader WL 361	Andrew Wood		15-10-2014	2,676 hr	
721E Case Loader WL 5639	Roger Gillett		May 2012	6,527 hr	New hydraulic pipe. Repaired tyre.
Volvo EC210BLC Excavator WL 499	Phil Reed		18-Jul-07	7,321 hr	
John Deere 315SE4 Backhoe WL 745	Trevor Palframan		17-Sep-01	2,975 hr	
Toro Reelmaster SP Mower WL 5502	Works		Aug-09	1,165hr	
Kubota Generator	Refuse Site			4,163 hr	Serviced.
Toro Groundmaster 360 WL 917	Parks & Gardens	Jeff Cowan	Nov 2016	148 hr	
Toro Z400 Kholer Ride on Mower WL 5302		Jeff Cowan	8-Aug-05	636 hr	
Honda TRX Four Wheel M/cycle WL 429		Jeff Cowan	20-Mar-00	1,456 hr	



MINUTES – ORDINARY MEETING OF COUNCIL TO BE HELD 21ST MARCH 2018

Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	237,020 km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	300,919 km	
Mercedes Benz Actross Prime Mover WL 91		Phil Reed	21-Dec-05	336,474 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	230,126 km	Serviced.
Isuzu NPR 300 Truck WL 016		David Munday	21-Jan-13	91,715 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	154,500 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	146,500km	
Howard Porter Pig Trailer WL 3792		Justin Murdock	10-Dec-08	153,500 km	
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	2008 Received 23- Feb 2016	167,500 km ?	

8.2.5 STAFF

- Training: Traffic Control, Basic Worksite Management & Policies and Work Procedures

8.2.6 TOWN AND FACILITIES REPORT

- Put in a gravel pad for the new bushfire shed development.
- Cleaned culverts and put up white posts and signs on Pingelly Rd.
- Put up white posts and signs on Clayton Rd, after sealing.
- Mulched spare block near aged units.

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

Medlen/Watt

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

**Carried 8/0
Resolution 149/18**

Tony Kett left the meeting at 2.43pm.



8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

Cr Watt declared a Financial Interest in the following items, 8.3.1 Building Permits. The nature of his interest relates to being the owner of the building permit issued to Lot 441, 3 Marjidin Way, Williams.

Cr Watt left 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 14 March 2018

Comment

Nil

Permit Number	Owner	Address	Description
400	Indigenous Land Corporation	Lot 2310,37 Quindanning – Darkan Road, Williams	Demolition of Residence.
401	Alex Watt	Lot 441, 3 Marjidin Way, Williams	Steel Framed and Clad Commercial Shed.

Voting Requirements

Simple Majority

Officer's Recommendation

That Building Report as presented above be endorsed by Council.

Council Resolution

Major/Medlen

That Building Report as presented above be endorsed by Council.

**Carried 7/0
Resolution 150/18**

Cr Watt returned to the meeting at 2.47pm.



8.3.2 PRIVATE SWIMMING POOLS INSPECTIONS

File Reference	13.34.40
Statutory Reference	Building Act 2011, Building Regulations 2012
Author & Date	Gordon Tester 14 March 2018

Comment

All townsite pools have been inspected with two found to be complying all other pools have been issued with field notices to undertake rectification works within thirty days.

At the time of writing this report approximately seven rural based private swimming pools have not yet been inspected

Voting Requirements

Simple Majority Required

Officer's Recommendation

That the Private Swimming Pool Inspection Report be endorsed by Council.

Council Resolution

Medlen/Major

That the Private Swimming Pool Inspection Report be endorsed by Council.

**Carried 8/0
Resolution 151/18**

8.3.3 WILLIAMS PUBLIC SWIMMING POOL

File Reference	11.20.20
Statutory Reference	Health (Aquatic Facilities) Regulations
Author & Date	Gordon Tester 14 March 2018

Comment

Pool water testing and sampling was carried out with satisfactory results being returned.

Officer's Recommendation

For Council's Information.



8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

File Reference	4.1.20	
Statutory Reference	N/A	
Author & Date	Geoff McKeown	15 th March 2018
Attachment	Nil	

Background

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

Comment

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

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):
CL 2.2 Maintain accountability, transparency and financial responsibility.

Financial implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That the Chief Executive Officer's General Report for March 2018 be received by Council.

Council Resolution

Carne/Watt

That the Chief Executive Officer's General Report for March 2018 be received by Council.

**Carried 8/0
Resolution 152/18**

Afternoon Tea

The President adjourned the meeting for afternoon tea at 3.02pm and the meeting resumed at 3.35pm.

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



8.4.2 2017 COMPLIANCE AUDIT RETURN

File Reference	4.50.00
Statutory Reference	<i>Local Government (Audit) Regulations 1996</i>
Author & Date	Geoff McKeown 14 th March 2018
Attachment	Appendix 1 – Compliance Audit Return

Background

The Annual Compliance Audit Return for the period 1 January 2017 to 31 December 2017, is presented for review by Council.

All Local Governments are required to carry out a Compliance Audit Return (CAR) under the *Local Government (Audit) Regulations 1996* on an annual basis. The CAR contains a checklist of statutory requirements and covers the calendar year.

The CAR is to be:

1. Presented to the Audit Committee for review at a meeting of the Audit Committee;
2. Recommended for Adoption by Council at an Audit Committee Meeting;
3. Presented to the Council at a meeting of Council;
4. Adopted by the Council; and
5. The adoption recorded in the minutes of the meeting at which it is adopted.

Once the CAR has been presented to Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the CAR is to be submitted to the Director General, Department of Local Government, Sport and Cultural Industries by 31st March 2018.

Comment

The audit was carried out internally, sourcing evidence of compliance through the Shire's own records. The audit checklist is determined by the Minister of Local Government.

There were no areas where non-compliance was noted. However, comment has been made in relation to one occasion where an absolute majority resolution was needed. Although an absolute majority of votes was identified, the resolution appearing in the Minutes states "Carried" rather than "Carried by Absolute Majority". Attention will be given to this matter to ensure the correct notation is recorded in future Minutes.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

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



Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council adopt the 2017 Compliance Audit Return and endorses the certification by the Shire President and the Chief Executive Officer for submission to the Department of Local Government, Sport and Cultural Industries.

Council Resolution

Cavanagh/Medlen

That Council adopt the 2017 Compliance Audit Return and endorses the certification by the Shire President and the Chief Executive Officer for submission to the Department of Local Government, Sport and Cultural Industries.

**Carried 7/0
Resolution 153/18**

Cr Bob Baker entered the meeting at 3.37pm.

Cr Watt declared a Proximity Interest in the following item, 8.4.3 Proposed Industrial Shed for Motor Vehicle Repairs on Lot 403 Marjidin Way, Williams. The nature of his interest relates to being the owner of land that is adjacent to Lot 403 Marjidin Way.

Cr Watt left the meeting at 3.38pm.

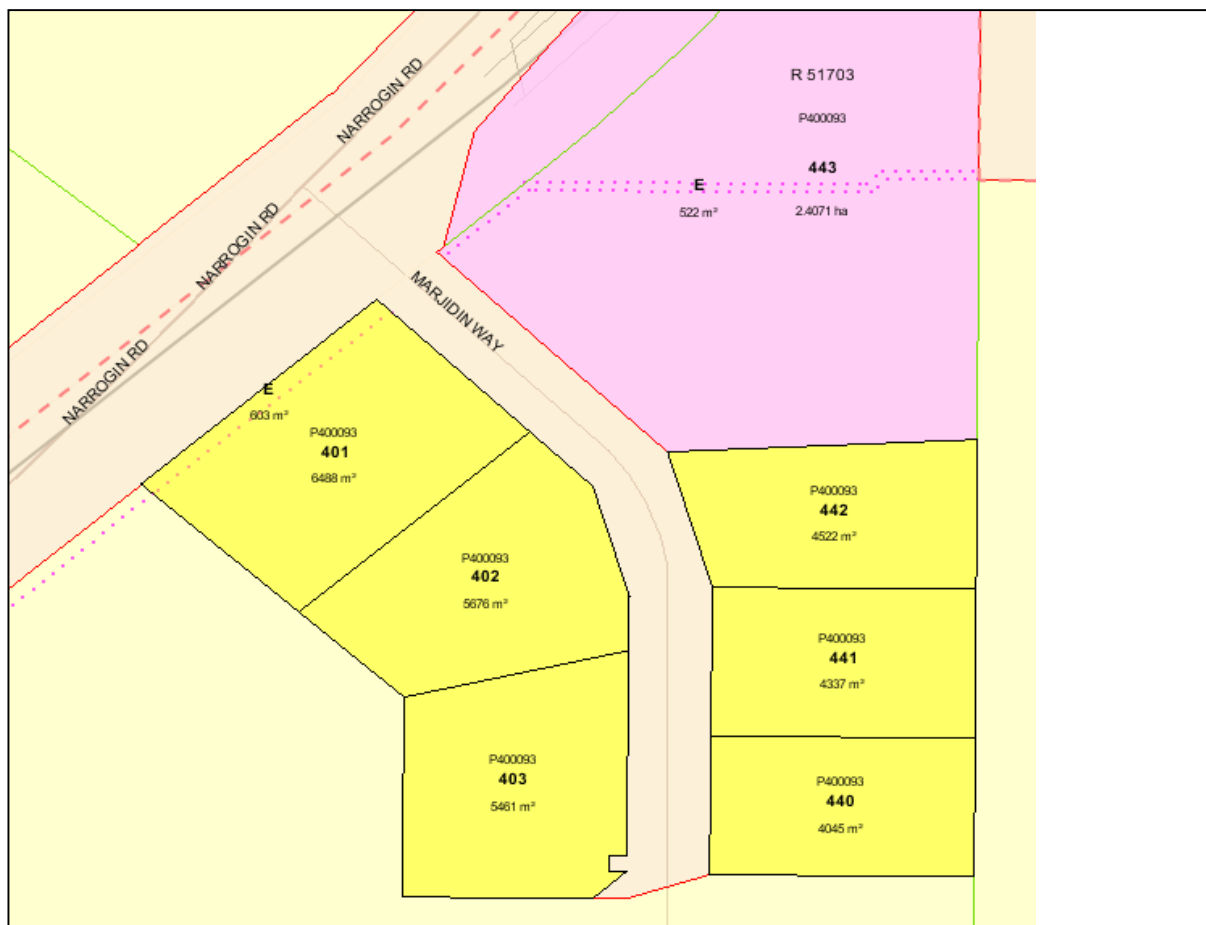
8.4.3 PROPOSED INDUSTRIAL SHED FOR MOTOR VEHICLE REPAIRS ON LOT 403 MARJIDIN WAY, WILLIAMS

File Reference	10.60.15
Statutory Reference	Shire of Williams Town Planning Scheme No.2
Author & Date	Liz Bushby, Town Planning Innovations 14 th March 2018
Attachment	Nil

Background

Lot 403 is zoned 'Industrial' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The lot has an approximate area of 5461m², is currently vacant and is owned by the Shire of Williams.





The landuse of motor vehicle repairs is not defined in the Shire's Scheme or listed in 'Table 1 – Zoning Table'.

In the absence of any suitable definition in the Shire's Scheme it is recommended that the definition for 'motor vehicle repair' from the *Planning and Development (Local Planning Schemes) Regulations 2015* be utilised.

The Regulations define 'motor vehicle repair' as '*means premises used for or in connection with –*

- (a) electrical and mechanical repairs or overhauls to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or*
- (b) repairs to tyres other than recapping or re-treading of tyres.'*

Council has two options for dealing with a 'use not listed' as outlined in Clause 4.3.2 of the Scheme:

Option 1 - Determine that the 'motor vehicle repair use' is not consistent with the objectives and purposes of the Industrial zone and is therefore not permitted; or

Option 2 - Determine by Absolute Majority that the proposed 'motor vehicle repair' use may be consistent with the objectives and purpose of the Industrial zone and thereafter follow the advertising procedures of Clause 2.6 in considering the application for planning consent.

It is recommended that Council pursue Option 2 as the proposed business generally meets the broad objectives of the Industrial zone to:

- Encourage industrial development and particularly those which may provide employment opportunities and benefits to the local district
- Cater for a range of industrial uses and encourage quality development.

- **Public Consultation and delegated authority**

The Shire is required to advertise the application for public comment. Advertising will commence shortly.

To expedite processing it is recommended that Council delegate authority to the Chief Executive Officer to determine the application after completion of advertising.

- **Setbacks**

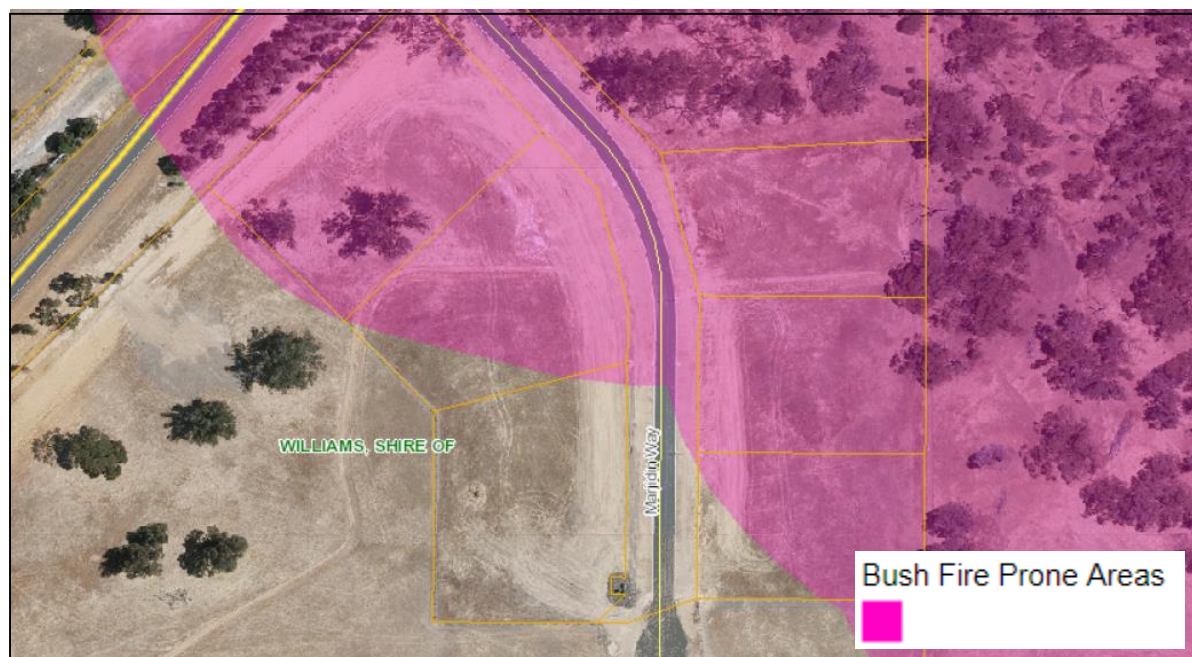
Clause 4.6 (4)(a) requires a minimum building setback of 16.5 metres to the front and rear for the Industrial zone. The application complies with the permitted setbacks.

- **State Planning Policy 3.7 : Planning in Bushfire Prone Areas**

The Western Australian Planning Commission released SPP3.7 and associated Guidelines for Planning in Bushfire Prone Areas ('the Guidelines') in December 2015. These documents apply to all land identified as Bushfire Prone.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website.

The structure is proposed outside of the declared bushfire prone area.



Policy Requirements

Not applicable.

Legislative Requirements

Planning and Development (Local Planning Schemes) Regulations 2015

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

Regulation 67 of the deemed provisions outlines '*matters to be considered by Council*' including but not limited to orderly and proper planning, the compatibility of the development with its setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submission received.

Shire of Williams Town Planning Scheme No 2 – discussed in the body of this report.

Under Clause 4.7 (4) of the Scheme it states that the objectives of the Industrial zone are:

- To encourage industrial development and particularly those which may provide employment opportunities and benefits to the local district
- To cater for a range of industrial uses and encourage quality development.



Sustainability Implications

Environment

- There are no known significant environmental implications associated with this proposal.

Economic

- The development provides future opportunities for new businesses which will have positive economic benefits to the wider community.

Social

- There are no known significant social implications associated with this proposal.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s): ED 1.6 Advocate, promote and champion industrial development that will offer employment opportunities for our community.

The Department of Planning has drafted an update of the existing Scheme Text to ensure there is no conflict with the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The scheme update will need to be progressed as a scheme amendment, which provides the Shire with opportunities to review development standards.

Financial implications

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for advice.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

1. Determine that the proposed 'motor vehicle repair' use may be consistent with the objectives and purpose of the Industrial zone, and note that the application is being advertised in accordance with the Shire of Williams Town Planning Scheme No 2 ('the Scheme').
2. In accordance with Regulation 82 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 delegate authority to the Chief Executive Officer to determine the planning application for an industrial building (motor vehicle repairs) on Lot 403 Marjidin Way, Williams.



Council Resolution

Harding/Medlen

That Council:

1. Determine that the proposed 'motor vehicle repair' use may be consistent with the objectives and purpose of the Industrial zone, and note that the application is being advertised in accordance with the Shire of Williams Town Planning Scheme No 2 ('the Scheme').
2. In accordance with Regulation 82 (1) of the Planning and Development (Local Planning Schemes) Regulations 2015 delegate authority to the Chief Executive Officer to determine the planning application for an industrial building (motor vehicle repairs) on Lot 403 Marjidin Way, Williams.

**Carried by Absolute Majority 7/0
Resolution 154/18**

Cr Watt returned to the meeting at 3.47pm.



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

File Reference	4.50.60
Statutory Reference	Sections 5.42 and 9.49A <i>Local Government 1995</i>
Author & Date	Geoff McKeown 15 th March 2018
Attachment	Nil

Background

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

There is a requirement under the *Local Government Act 1995* that the Delegations Register is reviewed annually by Council. A procedure included in the Delegations Register is to report to Council the activities or actions that have been performed under delegated authority. A report will be completed for Council at each meeting that identifies: (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Delegations Register.

Comment

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

- **Common Seal – Delegation LGA7**

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

Action - The President and Chief Executive Officer affixed the common seal to the Agreement with the Department of Transport for the Provision of Licensing Services.

- **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.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 2.2 Maintain accountability, transparency and financial responsibility.



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

Financial Implications

Payments from the Municipal Fund and Trust Fund have been approved in the 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 February 2018.

Council Resolution

Baker/Carne

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of February 2018.

**Carried 8/0
Resolution 155/18**

LATE ITEM

The Chief Executive Officer asked if Council would agree to consider a late item regarding the construction of the proposed fire shed at Lot 265 Narrogin Road, to house new 4X4 Broadacre Crew Cab Fire Truck.

Council Resolution

Major/Medlen

The Chief Executive Officer be permitted to raise a late item regarding the construction of the proposed fire shed at Lot 265 Narrogin Road, to house new 4X4 Broadacre Crew Cab Fire Truck.

**Carried 8/0
Resolution 156/18**



8.4.5 CONSTRUCTION OF FIRE SHED AT LOT 265 NARROGIN ROAD, WILLIAMS

File Reference	5.10.55	
Statutory Reference	N/A	
Author & Date	Geoff McKeown	23 rd March 2018
Attachment	Nil	

Background

A request for quote was issued last month and sent to nine (9) shed building companies. Three responded.

We asked for pricing on two options, being a one bay shed and a two bay shed. Both options have the same rear facilities area (i.e. toilet, meeting/kitchen room, store/communications room).

The pricing from the building companies are as follows;

Option 1 - Single Bay Fire Shed

	Cardrona Developments	Cuballing Building Co.	M & V Ranieri
		AMOUNT	
	151,210.00	133,870.00	104,758.00
TOTAL LUMP SUM PRICE (EX GST)	151,210.00	133,870.00	104,758.00
TOTAL GST COMPONENT	15,121.00	13,387.00	10,475.80
TOTAL LUMP SUM PRICE (INC GST)	166,331.00	147,257.00	115,233.80

Option 2 - Double Bay Fire Shed

	Cardrona Developments	Cuballing Building Co.	M & V Ranieri
		AMOUNT	
	163,210.00	145,135.50	130,748.38
TOTAL LUMP SUM PRICE (EX GST)	163,210.00	145,135.50	130,748.38
TOTAL GST COMPONENT	16,321.00	14,513.55	13,074.84
TOTAL LUMP SUM PRICE (INC GST)	179,531.00	159,649.05	143,823.22

Comment

DFES will only fund a one bay shed as we are only being allocated one permanent truck. However, we opted to price a two bay shed for future storage of a light tanker, mobile standpipe, etc.

Council has already agreed to the shed location and the incurring of unbudgeted expenditure. At the September 2017 Council Meeting the following resolution was passed:



That Council:

1. Approve the construction of a fire appliance facility on Lot 265 Narrogin Road, Williams; and
2. Endorse the expenditure of funds from the Municipal Fund, in accordance with Section 6.8 Local Government Act 1995, to meet the Shire of Williams contribution to the construction of the fire appliance facility.

The most advantageous quote is from M & V Ranieri. They propose to use a Williams based shed builder and concrete supplier.

Strategic Implications

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

LUE 1.5 Continue to ensure appropriate compliance in fire safety mitigation measures within the townsite and work with relevant agencies to address issues on public land.

Financial Implications

The quote is right on our available funds for the project. The Shire will receive a grant of \$131,050, which will leave little flexibility to do any more to the building this financial year.

Officer’s Recommendation

That Council proceed with the quote issued by M &V Ranieri for a Double Bay Fire Shed.

Council Resolution

Carne/Major

That Council proceed with the quote issued by M &V Ranieri for a Double Bay Fire Shed subject to confirmation from the builder that only steel will be used in the construction.

**Carried 8/0
Resolution 157/18**

8.5 MANAGER OF FINANCE’S REPORT

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	15 th March 2018

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.



MINUTES – ORDINARY MEETING OF COUNCIL TO BE HELD 21ST MARCH 2018

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 104675 - 104679 totalling \$290,907.42 approved by the Chief Executive Officer be endorsed.

Council Resolution

Carne/Major

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104675 – 104679 totalling \$290,907.42 approved by the Chief Executive Officer be endorsed.

**Carried 8/0
Resolution 158/18**



8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	15 th March 2018

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 28th February 2018 be received.

Council Resolution

Baker/Cavanagh

That the financial statements presented for the period ending 28th February 2018 be received.

Carried 8/0
Resolution 159/18



8.5.3 2017-2018 BUDGET VARIATIONS

File Reference	4.23.20
Statutory Reference	<i>Local Government Act 1995</i> Section 6.8
Author & Date	Cara Ryan 15 th March 2018
Attachments	Nil

Background

It is a requirement of the *Local Government Act 1995* that any expenditure incurred from the Municipal Fund, that is not included in the Annual Budget, is authorised by Council by absolute majority. Although Council has previously endorsed the activities for the expenditure in this Report, these items remain unbudgeted under the current Annual Budget.

Comment

The following table details items of expenditure that requires Council's endorsement, which were not included in the 2017-2018 Annual Budget.

GL Account	Purpose	Amount
E168028 – New Street 2x3 Bedroom Units	The construction of two (2) x units located at 17 and 19 New Street formed part of the capital expenditure program for 2016/2017. At the time of adopting the budget for 2017/2018 consideration for the final instalment to the Architect for project management was not considered. The final instalment invoice was received on the 1 st March 2018.	\$5,916
E168034 – Solarpower (CRC/Childcare)	The Shire submitted an expression of interest to the Stronger Communities Program Round 3 for solar power to be installed at the Community Resource Centre and Childcare Centre. This was successful with \$7,555 offered towards the project. The panels were installed in January 2018.	\$15,438
E168520 – Plant & Equipment Purchases	The Shire applied for a grant with Western Power for 2 x quick fill mobile standpipes on behalf of the Congelin and West Culbin Fire Brigades. This grant was successful for \$10,000 and the standpipes were purchased and delivered in January 2018.	\$10,618
TOTAL		\$31,972

Additionally, Council has approved unbudgeted expenditure for the construction of a fire appliance facility at Lot 265 Narrogin Road, Williams. The cost of the shed is budgeted at \$143,550, for which the Local Government Grants Scheme will fund \$131,050. This expenditure was endorsed by Council at the September 2017 Ordinary Meeting of Council (Resolution 54/18). The expenditure is expected to be incurred prior to 30th June 2018.



Statutory Implications

Local Government Act 1995 - Section 6.8 (1)

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

CL 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

The total amount of unbudgeted expenditure of \$31,972 has been covered by savings in expenditure in other areas of the budget, including \$17,555 of unbudgeted grant revenue for the purchase of the solar power and mobile standpipes.

This expenditure along with the extra savings has been reported in the Budget Review undertaken as of the 28 February 2018.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council approve unbudgeted expenditure, as paid from the Shire of Williams Municipal Fund, to include the following:

1. Project Management fee to H&H Architects - \$5,916
2. Solarpower installation by Sunwise - \$15,438
3. 2 x Quickfill Mobile Standpipes supplied by Narrogin Pumps, Solar and Spraying - \$10,618



Council Resolution

Medlen/Harding

That Council approve unbudgeted expenditure, as paid from the Shire of Williams Municipal Fund, to include the following:

4. Project Management fee to H&H Architects - \$5,916
5. Solarpower installation by Sunwise - \$15,438
6. 2 x Quickfill Mobile Standpipes supplied by Narrogin Pumps, Solar and Spraying - \$10,618

Carried by Absolute Majority 8/0

Resolution 160/18



8.5.4 2017/2018 BUDGET REVIEW

File Reference	4.21.25
Statutory Reference	<i>Local Government Act 1995</i> Section 6.12(1)
Author & Date	Cara Ryan 15 th March 2018
Attachments	Appendix 1 - 2017/2018 Budget Review Statement of Financial Activity, Net Current Funding and Predicted Variances

Purpose

To consider and adopt the Budget Review as presented and recommended at the Audit Committee meeting held on Wednesday, 21st March 2018.

Background

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30th June 2018 for the period ending 28th February 2018 is presented to the Audit Committee to consider and for recommendation to Council for adoption. The *Local Government (Financial Management) Regulations 1996*, Regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. The results of the review and accompanying report from the review must be presented to Council within 30 days of the review. The review and determination is then to be provided to the Department of Local Government within 30 days of the adoption of the review.

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

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

REVENUE

Unbudgeted revenue received from LGIS, which includes members' dividend payment and reimbursement of 40% of insurance valuation costs.	\$10,623
Additional revenue generated by outsourcing Manager of Finance.	\$30,000
Reduction in Local Road Grant component of Federal Assistance Grant.	(\$25,380)
Increase in interest generated from Municipal Funds held on Term Deposit.	\$5,000
Increase in fees generated by swimming pool admissions.	\$3,000
Insurance reimbursement for damaged Cricket Nets.	\$3,500
Reduction in MRD Direct Grant as per decision by State Government.	(\$30,280)
Decreased revenue for Storm Damage funding due to revised expenditure.	(\$84,525)
Reduction in standpipe water sales.	(\$5,000)
Increase in income generated by Private Works undertaken by the Shire.	\$12,000
TOTAL ADJUSTED REVENUE	(\$81,062)



EXPENDITURE

Saving on shire administration staff wages.	\$15,000
Reduced expenditure on engagement of Health/Building Officer.	\$11,000
Savings on expenditure to control mosquitos.	\$2,000
Savings on wages costs to maintain sporting grounds and facilities.	\$24,000
Rural road maintenance costs more expensive than budget expectation.	(\$175,345)
Storm Damage expenditure reduced and to be undertaken next year.	\$131,070
Savings on maintenance costs for town streets.	\$5,000
Additional expenditure for installation of retaining wall, Lot 440 Marjidin Way.	(\$6,000)
Increased expenditure for Private Works undertaken by the Shire.	(\$7,000)
Reduction in water expenses for standpipes.	\$7,000
Additional training costs for road crew, due to traffic control requirements.	(\$2,000)
TOTAL ADJUSTED EXPENDITURE	\$4,725

CAPITAL REVENUE

Western Power Grant for 2 x Quickfill Standpipes.	\$10,000
Stronger Community Grant received for solar power.	\$7,555
Additional income received from the SII Funding pool via 4WDL VROC.	\$6,119
Swimming pool revitalisation grant not continuing.	(\$32,000)
Funding application for Water Capture program did not proceed.	(\$25,000)
Roads to Recovery funding allocated for 2017/2018 reduced and postponed to 2018/2019.	(\$48,000)
Funding for Albany Hwy footpath postponed to 2018/2019.	(\$50,000)
Sale of 9 New Street exceeded budget expectations.	\$22,386
CAPITAL GRANT FUNDING	(\$108,940)

CAPITAL EXPENDITURE

Unbudgeted expenditure for 2 x Quickfill standpipes.	(\$10,000)
Unbudgeted expenditure for providing and installing solar power.	(\$15,000)
Saving on Softfall installation at the Childcare Centre.	\$7,000
Remove expenditure of Radio Communications due to reduction in MRD Grant.	\$30,000
Over budget on Regional Road Project – Pingelly Road seal extension.	(\$33,000)
Under budget on Roads to Recovery – Clayton Road shoulder widening.	\$48,000
Postponing a portion of townsite drainage expenditure to 2018/2019.	\$15,000
Construction of Albany Hwy footpath postponed to 2018/2019.	\$100,322
Water capture solution did not proceed.	\$53,873
Savings on swimming pool blankets.	\$6,500
Replacement of Cricket Nets funded by insurance due to damage.	(\$4,453)
CAPITAL GRANT FUNDING	\$198,242



Financial Implications

Due to the combined value of the above adjustments the balanced budget is now predicted to be a surplus of \$12,965. This predicted surplus includes a timing adjustment of \$115,322, of which may be required to be carried over to the 2018-2019 Budget. This comprises of the following;

- Storm Damage works of \$20,000 (\$80,000 expenses less \$60,000 funding)
- Footpath Albany Hwy of \$50,322 (\$100,322 expenses less \$50,000 funding)
- Townsite Drainage of \$15,000
- Radio Communications of \$30,000

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

CL 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

There is no proposal to amend the Annual Budget following completion of the Budget Review.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council adopts the 2017/2018 Budget Review for the period 1 July 2017 to 28 February 2018, as presented in the 2017/2018 Budget Review Financial Statements.

Council Resolution

Cavanagh/Cr Medlen

That Council adopts the 2017/2018 Budget Review for the period 1 July 2017 to 28 February 2018, as presented in the 2017/2018 Budget Review Financial Statements.

Carried 8/0
Resolution 161/18



8.6 COUNCILLORS' REPORTS

Cr Cavanagh attended and discussed the Boddington Bauxite Community Liaison Committee held the 22nd February 2018.

Cr Cowcher attended and discussed the WALGA Zone meeting that was hosted by the Shire of Wandering on the 23rd February 2018.

Cr Medlen – Left the meeting at 4.58pm and returned at 5.06pm

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 5.17pm.