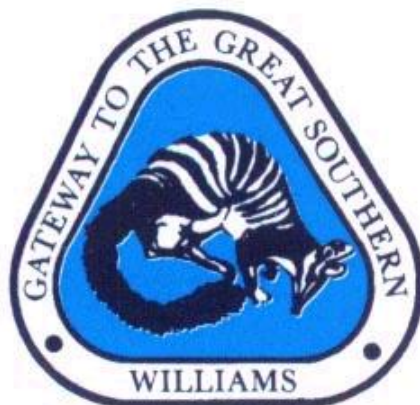


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY
16TH MAY 2018***



COUNCIL DIARY

WEDNESDAY 16TH MAY 2018

8.30am

Ordinary Meeting

WEDNESDAY 20TH JUNE 2018

1.00pm

Ordinary Meeting



MINUTES – ORDINARY MEETING OF COUNCIL HELD 16TH MAY 2018

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Separate Documents

1. Minutes – Council; 4WDL, HWEDA, CRG
2. CEO General Report
3. Appendices to CEO General Report
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6. Payment Listing
7. Monthly Financial Report
8. Municipal Bank Reconciliation
9. Status Report
10. Info Statement



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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 9:05am.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher President
Cr Jarrad Logie Deputy President
Cr Moya Carne
Cr Gilbert Medlen
Cr Natalie Major
Cr Simon Harding
Cr Alex Watt

Geoff McKeown Chief Executive Officer
Cara Ryan Manager of Finance (12:35pm to 1:01pm)
Heidi Cowcher Economic Development Officer / Minute Taker
Tony Kett Works Supervisor (10:34am to 10:54am)
Gordon Tester Environ. Health Officer/Build. Surveyor (10:57am to 11:03am)

Apologies:
Cr Bob Baker
Cr Greg Cavanagh

3.0 PUBLIC QUESTION TIME

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cr Moya Carne / Councillor
Item No. / Subject	8.4.6 Extractive Industry Application - Georgiou
Type of Interest	Financial Interest



6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 18TH APRIL 2018

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 18th April 2018, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Medlen/Major

That the Minutes of the Ordinary Meeting held on 18th April 2018, as previously circulated and amended, be confirmed as a true and accurate record.

**Carried 7/0
Resolution 176/18**

6.2 HWEDA MEETING HELD 10TH APRIL 2018

Officer's Recommendation

That the Minutes of the HWEDA Meeting held on 10th April 2018, as previously circulated, be received.

Council Resolution

Carne / Logie

That the Minutes of the HWEDA Meeting held on 10th April 2018, as previously circulated, be received.

**Carried 7/0
Resolution 177/18**

6.3 4WDL MEETING HELD 8TH MAY 2018

Officer's Recommendation

That the Minutes of the 4WDL Meeting held on 8th May 2018, as previously circulated, be received.

Council Resolution

Major/Harding

That the Minutes of the 4WDL Meeting held on 8th May 2018, as previously circulated, be received.

**Carried 7/0
Resolution 178/18**

6.4 CRG MEETING HELD 8TH MAY 2018

Officer's Recommendation

That the Minutes of the CRG meeting held on 8th May 2018, as previously circulated, be received.



Council Resolution

Medlen / Major

That the Minutes of the CRG meeting held on 8th May 2018, as previously circulated, be received.

**Carried 7/0
Resolution 179/18**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

8.0 REPORTS



8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

8.1.1 GENERAL PROJECTS UPDATE

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

The Williams Bowling Club is still to complete the third shade structure, which once completed, the acquittal for the Newmont funding will be able to be finalised. It is hoped that this can be completed by June 2018.

Williams Police: Community Crime Prevention Funding

The outcome of this project has still not been announced (was due in April 2018).

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 'Community Childcare Fund' (CCCF) was introduced in its place, and was an open, competitive fund Australia-wide. Up to \$50 million was available nationally per year.

The advice received at the time was that the anticipated average grant amount would 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).

The Shire received advice on the 24th April 2018 that the application submitted had been successful for the full amount requested.

This is particularly good news for the Shire and the Centre, as it means that the transition to the regional model can now be undertaken in a more considered manner, rather than *needing* to do it for financial reasons.

Transition to REED (Regional Early Education and Development) will be considered once a proposition has been offered to Willi Wag Tails/Shire of Williams after they have completed a due diligence assessment across the Wheatbelt region. The new regional model proposes a single governance model, with a centralised management system. A Regional Manager has been employed (Kylie Hegelsen) and 3 'cluster' managers, together with administration and finance staff will be employed shortly.

Williams Swimming Pool

The Williams Swimming Pool has closed for the season. It is fantastic to see usage numbers have increased over the past five years, and this can be attributed to capital improvements made, as well as the staff from Contract Aquatic (Matt Fuller) who has worked hard to provide a welcoming facility for all users.

2010/11	3771	
2014/15	4356	+ 585
2015/16	5389	+ 1033
2016/17	6234	+ 845
2017/18	7539	+ 1305

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 1.3 Maintain a safe and secure environment for the community.
- 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 1.1 Promote a positive image of Council through appropriate marketing activities and high standards of customer service.
- 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 General Projects update be received.

Council Resolution

Logie / Watt

That the General Projects update be received.

**Carried 7/0
Resolution 180/18**



8.1.2 SHIRE OF WILLIAMS' POLICY MANUAL REVIEW

File Reference	Shire of Williams Policy Manual
Statutory Reference	N/A
Author & Date	Heidi Cowcher 10 th May 2018
Attachment	Extract from Policy Manual – Operational (Part 1 of 3)

Background

The Shire should review its Policy Manual annually to ensure that it remains relevant, current and up to date. The last substantial review was completed in 2015, although individual policies have been revised, updated and/or introduced since this time.

Comment

At the April 2018 Council Meeting, the review of the Shire's Policy Manual was discussed. It was a recommendation of Council that the review be a staged process. As a result, the review will be presented to Council in three stages over the next three months.

The new Policy Manual will be divided into three parts – Operational, Staff and Council – and has been substantially reviewed to ensure currency and relevancy. The Operational section includes all policies in relation to the day to day running of the Shire. The Staff section includes all policies in relation to employees (to be presented to June meeting). The Council section includes all policies in relation to elected members (to be presented to July meeting). It is anticipated that once all three sections have been considered and revised that Council will endorse and adopt the revised manual in its complete form and this date and resolution number will be recorded at the front of the document.

Council is presented with the Operational policies (numbered O1.1-1.28) as attached.

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 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans.
- CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

Where applicable

Voting Requirements

Simple Majority

Officer's Recommendation

That Council consider the draft 'Operational' policies.

Council Resolution

Major / Watt

That Council considered the draft 'Operational' policies and supported the revised policies subject to the amended wording being included in the final policy document that will be submitted to Council for final endorsement at a later date.

**Carried 7/0
Resolution 181/18**

The resolution differed from the Officer's recommendation as Council wished to include in the recommendation that the amended wording be included in the final document that it will consider and endorse at a later date.

Morning Tea

The President adjourned the meeting for morning tea at 10:12am and the meeting resumed at 10:34am. All Councillors were present at the resumption of the Meeting.

8.2 WORKS SUPERVISOR'S REPORT

The Works Supervisor, Mr Tony Kett, attended the meeting at 10:34am to discuss his report.

File Reference	12.15.36
Statutory Reference	N/A
Author & Date	Tony Kett 6 th May 2018

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (km)
Munday Rd	8.7
Pig Gully Rd	11.0
Taylor Rd	9.1
English Rd	6.5
Culbin- Boraning Rd	17.7
Darkan –Quindanning Rd	14.0
Plank Rd	4.7
Rocci Rd	4.1
Kelly Rd	8.4
Bates Rd	3.5
Top End Rd	1.1
Chapman Rd	2.1
Tin Shed Rd	2.5
Cowcher Rd	4.4
Hardie Rd	2.0
Glenfield Rd	13.6
Total Length for the Month	113.4 km



8.2.2 ROAD MAINTENANCE

- Two new signs on Pig Gully Rd.
- Two new crest signs on Quindanning-Darkan Rd.
- Commenced roadside spraying.

8.2.3 2017-2018 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					Started
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.					

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	

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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	
Vibromax Roller WL 126		Outside crew	29-Sep-04	4,448 hr	
Caterpillar 12M Grader WL 61		Richard Hewitt	Dec 2011	5,563 hr	New slides. Re-gassed air conditioner
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	
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	New battery
Toro Reelmaster SP Mower WL 5502		Works	Aug-09	1,165hr	
Kubota Generator		Parks & Gardens	Refuse Site		4,163 hr
Toro Groundmaster 360 WL 917	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	
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	Serviced
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	230,126 km	Straightened out back tailgate
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	
			2008 Received 23-Feb 2016		
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack		167,500 km ?	

8.2.5 STAFF

The Works Supervisor advised that Richard Hewitt had resigned.



8.2.6 TOWN AND FACILITIES REPORT.

- Work at Lions Park:
 - Collected wood logs and rocks.
 - Set rocks into place.
- Taken out fence at the cemetery.
- Repaired water leak at Town Hall Playground.

8.2.7 LATE ITEM – ROAD BROOM REPLACEMENT

Council Resolution

Medlen / Watt

That the following late item be accepted for discussion.

**Carried 7/0
Resolution 182/18**

The CEO and Works Supervisor informed Council that there were issues with the current road broom used with the skid steer loader, with bearings requiring to be replaced regularly as well as the individual broom components. The CEO and Works Supervisor had sought quotes on the trade in of the current broom and replacement with a new model broom. HIMAC offered a trade of \$4,200 and a new price of \$6,280, therefore a net changeover cost to Council of \$2,080. As this is unbudgeted capital expenditure, the CEO advised Council that the decision to proceed with the changeover must be resolved by absolute majority.

Council Resolution

Medlen / Watt

That Council approve the unbudgeted expenditure for the changeover of the road broom at a net cost of \$2,080, subject to the Works Supervisor's inspection and assessment of the new model to ensure that it will meet the requirements of the job. Further, Council acknowledges the expenditure is unbudgeted and its decision is made in accordance with Section 6.8 of the *Local Government Act 1995*.

**Carried by Absolute Majority 7/0
Resolution 183/18**

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

Logie / Harding

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

**Carried 7/0
Resolution 184/18**

Mr Tony Kett left the meeting at 10:54am

8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

The Environmental Health Officer / Building Surveyor, Mr Gordon Tester, attended the meeting at 10:57am to discuss his report.

8.3.1 BUILDING PERMITS

File Reference 13.34.10
 Statutory Reference Building Act 2011, Building Regulations 2012
 Author & Date Gordon Tester 9th May 2018
 Attachments Nil

Comment

Permit Number	Owner	Address	Description
405	Shire of Williams	Lot 403, 6 Marjidin Way Street, Williams	Steel Framed and Clad Commercial Shed.
406	Frank Bowman	Lot 243,132 Narrogin Williams Road, Williams	Steel Framed and Clad Commercial Vehicle Parking Shed
407	Bunbury Diocesans Trustees	Lot 1, 9171 Pinjarra/ Williams Road, Quindanning	Demolition of Brick and Tile Pit Toilet

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

Financial Implications

The Shire will receive fees for the processing of Building Permits.

Voting Requirements

Simple Majority

Officer's Recommendation

That Building Report as presented be endorsed by Council.

Council Resolution

Carne / Medlen

That Building Report as presented be endorsed by Council.

Carried 7/0
 Resolution 185/18



8.3.2 APPLICATION FOR DEVELOPMENT –HOUSE AND OTHER STRUCTURES – LOT 215, 36 LAVENDER STREET, WILLIAMS

File Reference	10.60.15
Statutory Reference	<i>Town Planning and Development Act 2005</i>
Author & Date	Gordon Tester 9 th May 2018
Attachments	Appendix 1 & 2 – Development Application

Summary

Mr Marko Jaksic has lodged a development application with the Shire seeking Council’s approval to undertake a residential development on Lot 215 Lavender Street. This will entail the construction of a steel framed Colorbond clad house on steel stumps and the construction of a steel framed Colorbond clad garage addition to the existing shed. A 100,000 litre water supply consisting of two 50,000 litre water tanks is also part of the proposed development along with an open walled gazebo at the front of the house.

Background

This matter is referred to Council as the proposed development is in the Rural Residential zone requiring development approval.

On 3 April 2018, Mr Marko Jaksic owner of Lot 215, 36 Lavender Street, made application to Council for a Residential Development on his lot consisting of a Colorbond Clad steel framed and stumped house, a garage addition to the existing shed and two 50,000 litre water supply tanks.

This Lot is zoned Rural Residential, 1,012 m² in area and is in an unsatisfactory state of tidiness with one approved shed on site that has an unauthorised structure attached to it.

A Bushfire Attack Level Assessment (BAL) has not yet been undertaken with the owner having been advised by Council Officers that this property is in a Bushfire Prone Area and will require a formal bushfire attack level assessment prior to the Building Permit Application being forwarded to Council. An application for the installation of an onsite effluent disposal system has been received.

Statutory Implications

Shire of Williams Town Planning Scheme No2, Clause 4.6 (2).

In considering an application for development approval for a proposed development (including additions and alterations to existing development), Council have regard to the following:

- (1) The colour and texture of external building materials;
- (2) Building size, height, bulk roof pitch;
- (3) Setback and location of the building on its lot;
- (4) Architectural style and design details of the building;
- (5) Relationship to surrounding development; and
- (6) Other characteristics considered by Council to be relevant.

Policy Implications

Council's outbuilding policy does not apply to Rural Residential zones.

Council will only reimburse 50% of the cost of one crossover. This development proposes to have one single crossover.

Comment

This property has been the subject of concern both to Council and neighbouring property owners due to illegal occupation of the shed on an intermittent basis and the general untidiness of the property as indicated in the following aerial image of this block.



This is however, a well-designed development that blends in well in this rural residential subdivision. For this development to go ahead the unsightly accumulations will need to be removed from the property as the area required for this development does not leave a lot of spare land available for storage of such materials.

The applicant is intending to develop this lot by constructing the garage addition, house and gazebo at the same time.

The development also features one cross over from Lavender Street.



As with many lots in this subdivision no utilities such as power or water are available at a reasonable cost, hence this development will be entirely off grid, with solar power, and rainwater being provided onsite.

The use of diesel generators has been discussed with Mr Jaksic who was advised that the noise impact on adjacent properties would make the use of such devices untenable.

This lot is subject to a Bushfire Attack Level assessment that will require the lot to be maintained in accordance with the provisions of the *Bushfire Act 1954* by keeping the fuel loads on this block at an absolute minimum. Council may wish to consider including the fuel load reduction requirement in its planning conditions.

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

Financial Implications

The Shire has received a development application fee based on the value of the development.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council approve the development application for the construction of a house, garage, gazebo and rainwater tanks on Lot 215, 36 Lavender Street, Williams owned by Mr Marko Jaksic subject to the following conditions:

1. The proponent is to obtain a Bush Fire Attack Level Assessment and the development is to be constructed in accordance with the level of assessment as determined;
2. Lot 215 Lavender Street is to be maintained with reduced fuel loads in accordance with the *Bushfire Act of 1954*;
3. The proponent must obtain approval for an onsite effluent disposal system;
4. Crossovers to be installed to Council's satisfaction in regards to the installation of verge drainage and subject to the provisions of Council's Crossover policy;
5. Development to be undertaken strictly in accordance with approved plans presented to Council and any statutory requirement applicable to the development;
6. No use of power generation equipment that exceeds permitted noise levels is allowed;
7. Unauthorised structures are to be removed; and
8. Premises are to be restored to a tidy state to Council's satisfaction.

Advice Note: The proponent is not to commence building without first obtaining a Building Permit.

Council Resolution

Watt / Logie

That Council approve the development application for the construction of a house, garage, gazebo and rainwater tanks on Lot 215, 36 Lavender Street, Williams owned by Mr Marko Jaksic subject to the following conditions:

1. The proponent is to obtain a Bush Fire Attack Level Assessment and the development is to be constructed in accordance with the level of assessment as determined;
2. Lot 215 Lavender Street is to be maintained with reduced fuel loads in accordance with the *Bushfire Act of 1954*;
3. The proponent must obtain approval for an onsite effluent disposal system;
4. Crossovers to be installed to Council's satisfaction in regards to the installation of verge drainage and subject to the provisions of Council's Crossover policy;
5. Development to be undertaken strictly in accordance with approved plans presented to Council and any statutory requirement applicable to the development;
6. No use of power generation equipment that exceeds permitted noise levels is allowed;
7. Unauthorised structures are to be removed; and
8. Premises are to be restored to a tidy state to Council's satisfaction.

Carried 7/0
Resolution 186/18

Advice Note: The proponent is not to commence building without first obtaining a Building Permit.

Mr Gordon Tester left the meeting at 11:03am



8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

File Reference	4.1.20	
Statutory Reference	N/A	
Author & Date	Geoff McKeown	11 th May 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

Included in the Chief Executive Officer's General Report is information regarding the Rural Fire Division. Council requested the CEO to seek inclusion in the Central Zone Local Government Meeting to be held in Darkan on Friday 25th May, a recommendation that the Rural Fire Division be based regionally and not outer metropolitan as is proposed.

Registration for the 2018 Local Government Convention is open, and Councillors are encouraged to consider attending the convention. Cr Cowcher advised that he would attend the AGM and the Convention. Cr Carne advised that she would attend the AGM.

The General Report included an item on a proposed lease for the Williams Bowling Club to formalise the informal agreement in regards to the roles, responsibilities and designated areas for the Bowling Club and the Shire respectively. The CEO received advice on facility management, and recommended that a lease agreement formalises arrangements more effectively than an MOU, but that nothing would change from the current arrangements, apart from it being detailed in a written agreement. The CEO was meeting with the President and Deputy President of the Bowling Club and would discuss with the representatives the need for a formalised agreement and provide further advice to Council in due course.



Officer’s Recommendation

That the Chief Executive Officer’s General Report for May 2018 be received by Council.

Council Resolution

Medlen / Harding

That the Chief Executive Officer’s General Report for May 2018 be received by Council.

**Carried 7/0
Resolution 187/18**

8.4.2 WILLIAMS GATEWAY EXPO

File Reference	11.60.95	
Statutory Reference	Nil	
Author & Date	Geoff McKeown	30 th April 2018
Attachment	Nil	

Background

The Williams Gateway Expo Committee has written to the Shire seeking a contribution equivalent to value of the ground hire fees it paid for the conduct of this year’s event.

Comment

In recent years the Williams Gateway Expo has been charged a ground hire fee for the event. This year the amount was \$492.50. The Shire has regularly donated the same amount back to the Committee as a contribution.

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):

- SCD 1.5 Continue to support and develop tourism opportunities for the Shire.
- SCD 2.4 Continue to promote community events, initiatives and programs.
- CL 2.2 Maintain accountability, transparency and financial responsibility.

Financial Implications

There is a budget allocation in Area Promotion that can accommodate a donation of this amount.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council make a donation of \$492.50 to the Williams Gateway Expo Committee to assist with the cost of running the 2018 Williams Gateway Expo Event.



Council Resolution

Major / Medlen

That Council make a donation of \$492.50 to the Williams Gateway Expo Committee to assist with the cost of running the 2018 Williams Gateway Expo Event.

**Carried 7/0
Resolution 188/18**

8.4.3 PROPOSED ART PURCHASE - WILLIAMS GATEWAY EXPO ART EXHIBITION

File Reference	11.60.95
Statutory Reference	Section 6.8 <i>Local Government Act 1995</i>
Author & Date	Cr Moya Carne and Geoff McKeown 4 th May 2018
Attachments	Nil

Background

Guidelines for the Art Acquisition Committee indicate that art may be purchased either from someone deemed a local artist, or art with a local content. There has not been an art purchase for a number of years. Earlier purchases are displayed in the Shire Office and the Williams CRC.

Whilst viewing the art at the latest Williams Gateway Expo Art Exhibition, members of the local art community viewed a painting on display of real interest and fulfilling the criteria above. It is a scene looking down Albany Highway towards the Williams Hotel and is quite striking. The painting is entitled "Bush Bros Op Shop", the artist is Jos Coufreur and is priced at \$2,300. There are other items in the Shire's collection that are similarly priced.

Approximately ten years ago, the Council was approached by community residents interested in the arts requesting that money be available to promote local art. As a result the Arts Acquisition Committee was established. It comprises of two councillors and two community members. A Reserve Fund was established and from time to time funds have been allocated to this account.

It is usual for the Council to accept the recommendation of the Committee, and in so doing authorise the purchase at the appropriate time.

Comment

The proposal to purchase this painting is in accordance with the purpose of Council's Policy, being to:

1. Collect works by Williams artists or artists with an identifiable association with Williams.
2. Collect works that depict the history, scenery and people of Williams.
3. Collect other works considered suitable by the Williams Art Committee.

The Art Acquisition Reserve Fund has funds in excess of \$11,000.

To access these funds for this purchase, Council needs to approve that transfer of the agreed amount from the Art Acquisition Reserve Fund to the Municipal Fund. Payment for the item from the Municipal Fund can then be progressed.

The 2017/18 Annual Budget does not include the purchase of art or the transfer of funds between the accounts, therefore there is a process Council will need to approve relating to unbudgeted expenditure.

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. Section 6.8 states:

6.8. Expenditure from municipal fund not included in annual budget

- (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 to 2032. Specifically, it relates to the following strategy(s):

SCD 3.1 Advocate and support initiatives that will develop and celebrate the cultural heritage of the Shire.

Financial Implications

The purchase price of the item is \$2,300. Sufficient funds are available in the Art Acquisition Reserve Fund.

Voting Requirements

Absolute Majority



Officer's Recommendation

That Council:

1. Approve the purchase of a painting titled "Bush Bros Op Shop", by the artist Jos Coufreur, for the price of \$2,300 on the recommendation of the Art Acquisition Committee, and
2. Approve the transfer of the purchase price amount from the Art Acquisition Reserve Fund to the Municipal Fund and subsequent payment from the Municipal Fund, acknowledging the expenditure has not been included in the 2017/18 Annual Budget.

Council Resolution

Major / Harding

That Council:

1. Approve the purchase of a painting titled "Bush Bros Op Shop", by the artist Jos Coufreur, for the price of \$2,300 on the recommendation of the Art Acquisition Committee, and
2. Approve the transfer of the purchase price amount from the Art Acquisition Reserve Fund to the Municipal Fund and subsequent payment from the Municipal Fund, acknowledging the expenditure has not been included in the 2017/18 Annual Budget.

**Carried by Absolute Majority 7/0
Resolution 189/18**

8.4.4 THE WILLIAMS MEN'S SHED – REQUEST FOR SUPPORT

File Reference	11.70.100
Statutory Reference	Nil
Author & Date	Geoff McKeown 4 th May 2018
Attachment	Nil

Background

Correspondence has been received from The Williams Men's Shed seeking support from the Shire with the proposed development of its new facility. The letter states:

"At the committee meeting of The Williams Men's Shed last week, the concept of combining a modular building that would accommodate, meeting area, kitchen, office and ablutions within close proximity to a designated workplace shed, was received with enthusiasm.

I am including a land title diagram and suggested building layout and positioning to show the concept. This seems to meet the requirements of land position, access and weather considerations along with a visual position on entry to Williams.

No doubt there will be some fine tuning to the diagram following clearing of debris and site preparations but it does give a good idea for planning.

Budget and business plans are now being prepared to allow the project to move forward into fund raising phase.

With budget considerations being considered in the near future by all concerned, it is respectfully requested by The Williams Men's Shed Inc. that the Williams Shire commit within the next year's budget, to helping with the establishment of essential services to the site. These services are seen to be road access preparation at entry from the Narrogin Road, power dome and water connection meter.

I look forward to working with you on the development of this existing project."

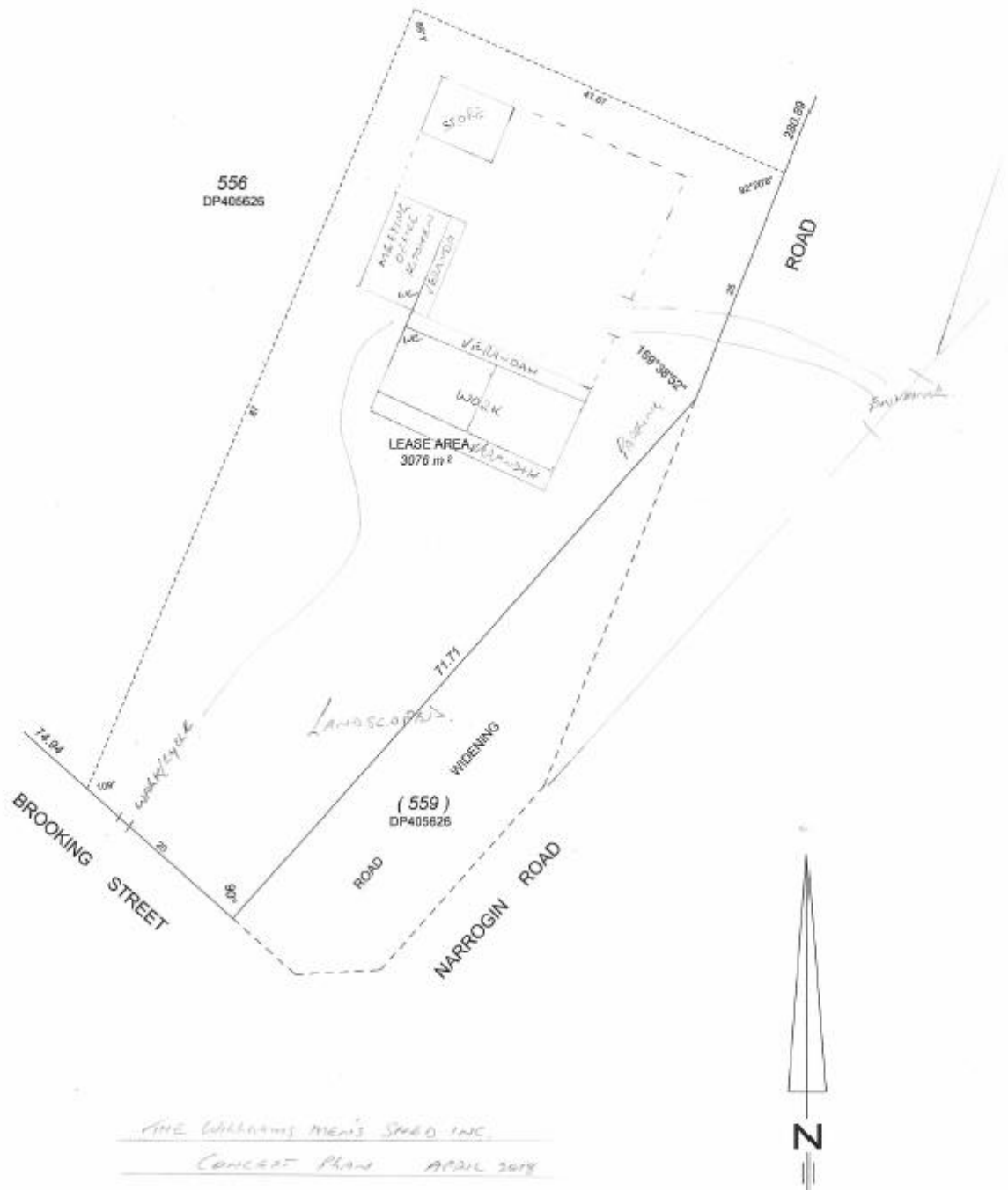
At the February 2018 Council Meeting it was agreed that the Shire enter into a sub-lease agreement with Cooperative Bulk Handling Ltd (CBH) and the Public Transport Authority (PTA) to secure tenure over the land so that a shed facility can be built. The agreement has been signed by the Shire and it is expected that a copy of the document will be received shortly following endorsement by the other parties. Completion of this process will give surety to invest in the infrastructure.

Comment

If Council is supportive of the request, work can be undertaken to obtain estimates for the connection to services and site and access preparation. This cost can be considered by Council in its budget deliberation for next financial year.

Below is a concept plan of the development followed by an aerial view of the leased area:

LEASE AREA OVER LOT 556 ON DP405626
FORMERLY RAILWAY RESERVE
BROOKING STREET, WILLIAMS (SHIRE OF WILLIAMS)





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):

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

Financial Implications

Consideration of financial support can be made as part of the 2018/19 Annual Budget deliberation.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council investigate the cost for connection to services, and site and access preparation for the proposed Williams Men's Shed facility in order to consider if a financial contribution to the project can be considered in the 2018/19 financial year.

Council Resolution

Carne / Watt

That Council investigate the cost for connection to services, and site and access preparation for the proposed Williams Men's Shed facility in order to consider if a financial contribution to the project can be considered in the 2018/19 financial year.

Carried 7/0
Resolution 190/18



8.4.5 CONTRIBUTION TO COMMUNITY ASSISTED TRANSPORT SERVICE VEHICLE

File Reference	7.10.20
Statutory Reference	Nil
Author & Date	Geoff McKeown 7 th May 2018
Attachment	Nil

Background

The Shire of Narrogin has written inviting the Shire of Williams to financially support the Community Assisted Transport Service Vehicle (CATS). Its letter states:

“The Community Assisted Transport Service (CATS) vehicle is managed by the Shire of Narrogin and has operated successfully since late 2007.

CATS offers a valuable transport service to people who require specialist medical treatment in Perth, Bunbury, Busselton and Mandurah areas. The service is available to residents of the southern Wheatbelt, noting that residents within your Shire have used the service.

CATS relies wholly on volunteers as drivers with the vehicle operating an average of three days a week with sometimes two or three patients transported to various hospitals and facilities. The majority of these volunteers reside within Narrogin, however, please note that additional volunteers are always welcomed.

Patients transported by CATS can access WA Country Health Service’s Patient Assisted Travel Scheme (PATS) to contribute towards vehicle operating costs including fuel or privately pay \$75.00. Fifteen dollars of this payment is paid to the volunteer drivers for lunch and refreshment expenses. Apart from PATS there is no government support on offer for this highly valued community service.

The income generated, after taking out operating expenses, is used to purchase a new vehicle, usually once a year, after the vehicle has travelled a minimum of 50,000 kilometres, keeping trade-in values at reasonable levels and minimising major costs.

However top up funding for vehicle purchases is usually necessary. Our forward projections indicate we will require this top up funding in 2018/19. We therefore write to seek a financial contribution from you for the purchase of a replacement CATS vehicle next year and in future financial years.

We provide regular reports (twice a year) to our Stakeholder group who provide accountability to the Service.

The Shire provides the administration for the Service at no cost.

A number of community groups such as Wagin Care and Share, the Nomans Lake CWA, Narrogin Revheads and Narrogin Lions also support the Service. This shows broader community support for the project and it spreads the financial impact for the Service.

We trust you will join with the Shire of Narrogin in supporting this much needed and invaluable service to community members disadvantaged by the lack of public and appropriate public transport in the Wheatbelt region. We would be happy to discuss this request with you, should you have any queries or require further information.

Comment

The letter indicates that the service is used by residents residing in the Williams Shire. Further information was obtained on this point. A summary of the costs of the CATS vehicle since 2012 was received along with a summary of the usage of the vehicle by residents of Williams since 2006. It also included the following comment:

“Please note that we have had more requests from Williams residents when the vehicle has been going in a different direction on the day, i.e. the Williams resident needed to go to Bunbury and the vehicle was going to Perth.”

The following tables show usage by Williams’ residents and the cost of vehicle replacement.

USAGE OF CATS VEHICLE BY WILLIAMS SHIRE RESIDENTS 2006 TO MAY 2018														
		JAN	FEB	MAR	APR	MAY	JUN	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Williams	2006							1				1		2
	2007										1			1
	2008		2	1	2	3	3					3	2	16
	2009			1	1							2		4
	2010		1		1	1	1		1	1	1		2	9
	2011	1	1	2			1	1	1				2	9
	2012		1					1				1		3
	2013			1										1
	2014					1						1		2
	2015													0
	2016								1	1		3	1	6
	2017					1	1	1	1	1		1		6
	2018		3	2	1									6
													TOTAL:	65

CATS VEHICLE PURCHASE SUMMARY 2012 - 2018			
	VEHICLE COST	TRADE	SUM PAID
2012	25,500.00	19,050	6,500
2013	27,200	20,400	6,400
2014	25,700	16,000	9,700
2015	26,300	15,000	11,300
2016	24,456	15,000	11,279
2017	24,000	15,000	9,000
TO HAPPEN IN MAY 2018	26,279	15,000	11,279

The figures indicate a modest usage of the service by residents of Williams. However, it is not known how well its availability is promoted. Statistics provided indicate an average of 182 clients



used the service in 2015 and 2016 and the vehicle made 166 trips in each year. This shows that the service is well used.

It is recommended that the Shire make a contribution of \$500. This represents a percentage of the changeover cost that reflects the current usage by Williams' residents.

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):
SCD 2.1 Advocate and support service provision for seniors.

Financial Implications

A contribution can be considered in the proposed 2018/19 Budget.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council advise the Shire of Narrogin that it will consider the allocation of \$500 in the 2018/19 Budget as a contribution to the changeover cost of the Community Assisted Transport Service (CATS) vehicle, reflecting the proportion of the usage by residents of the Shire of Williams.

Council Resolution

Carne / Medlen

That Council advise the Shire of Narrogin that it will consider the allocation of \$500 in the 2018/19 Budget as a contribution to the changeover cost of the Community Assisted Transport Service (CATS) vehicle, reflecting the proportion of the usage by residents of the Shire of Williams.

**Carried 5/2
Resolution 191/18**

Cr Moya Carne declared a financial interest for the following Item 8.4.6 Extractive Industry Application – Georgiou and left the meeting at 12:13pm. The nature of her interest relates to the possibility of a financial gain from proceeds of the sale of gravel from her property to the applicant.

8.4.6 EXTRACTIVE INDUSTRY APPLICATION - GEORGIU

File Reference	10.64.20
Statutory Reference	Shire of Williams Town Planning Scheme No.2
Author & Date	Geoff McKeown 9 th May 2018
Attachment	Nil

Background

Georgiou has recently been awarded the contract for the Cooperative Bulk Handling (CBH) Grain Terminal Upgrade at the Narrakine site on Albany Highway. As part of the project Georgiou is looking to extract fill from nearby private properties.

The Company enquired if development approval is required and was advised that in accordance with the Shire's Town Planning Scheme, an Extractive Industry activity in the rural zone does require local government planning approval.

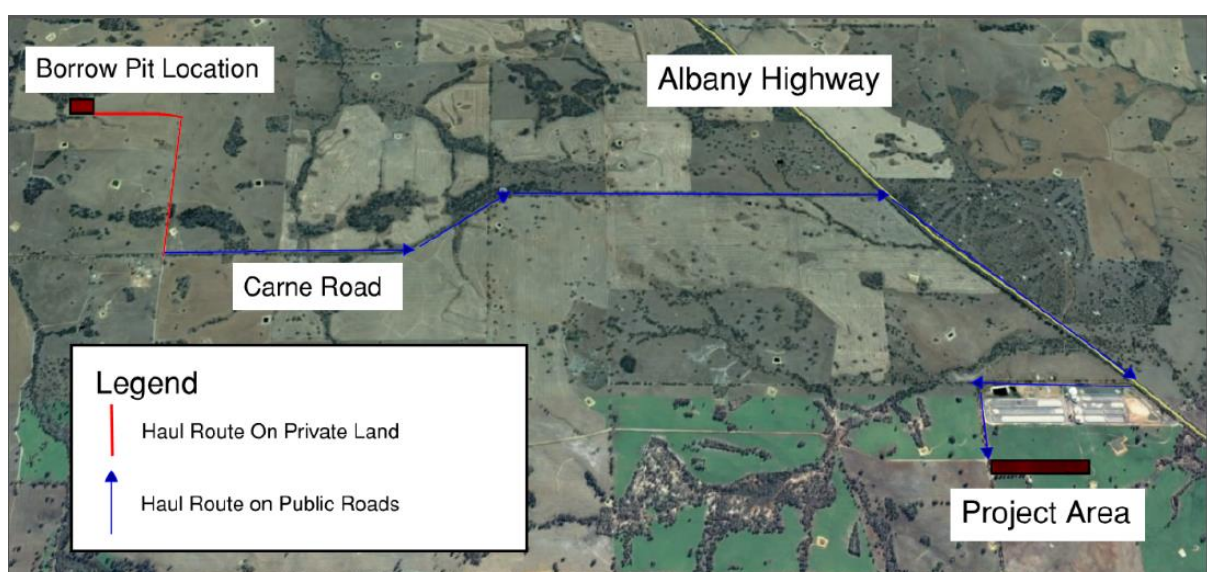
Extractive Industry is an 'AA' use in the Shire of Williams Town Planning Scheme No.2, which means that Council may, at its discretion, permit the use.

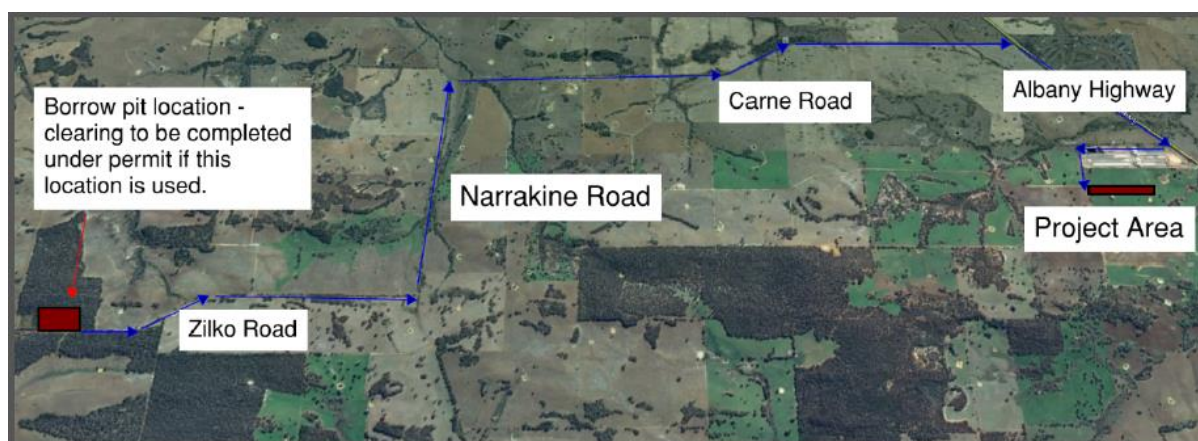
Comment

In response to that advice Georgiou has submitted a development application for the extraction of gravel at a number of potential sites. It is unsure at this stage which site will be used and the company is hoping to get approval for all sites, so as not to delay the project.

Detail of application has been forwarded to Councillors in advance of the Council Meeting to seek comment that maybe relevant to this Agenda item. It also will assist in providing feedback to Georgiou which is seeking a prompt outcome.

Plans showing the various options follows:





Matters that are relevant to this application include:

- The Restricted Access Vehicle Network rating of the roads to be used;
- Ensuring vehicle weight limits are adhered to;
- Repairing any damage to roads directly attributed to the material cartage;
- Not using unsealed roads if the Shire declares them closed due to adverse conditions;
- Avoiding use of Shire roads during school bus periods; and
- Accessing the project area via Albany Highway and not using Playle Road.

A further issue for consideration is the matter of planning fees applicable to this application. Georgiou indicates that the estimated cost of their component of the project is \$500,000. Ordinarily this would attract a development application fee of \$739.00. However, when CBH submitted its project plan for approval it paid a fee of \$3,237.34, which was calculated on the overall project value, including this component. Every development application can attract a fee. Council can decide if it wishes to apply the scheduled maximum fee, or a lesser amount reflecting the administrative costs of assessing this application.

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.
- LUE 4.1 Strive for high-quality, well-constructed and maintained local road network.

Financial Implications

Consideration of a development application fee to a maximum of \$739.00.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council approves the development application submitted by Georgiou for an extractive industry to be conducted at various sites in the Zilko, Narrakine and Carne Road locality, subject to:

1. Vehicles undertaking the carting of material on public roads adhering to the Restricted Access Vehicle Network approved routes and not exceeding the permitted axle load ratings;
2. Undertaking repairs to Shire roads from any damage directly attributed to the material cartage to the satisfaction of the Shire;
2. Cease using unsealed roads if declared closed by the Shire;
4. Avoid use of Shire roads during school bus times;
5. Access the project area will be via Albany Highway and the existing CBH site, not Playle Road; and
6. Pay a development application fee of \$147.00.

Council Resolution

Major / Harding

That Council approves the development application submitted by Georgiou for an extractive industry to be conducted at various sites in the Zilko, Narrakine and Carne Road locality, subject to:

1. Vehicles undertaking the carting of material on public roads adhering to the Restricted Access Vehicle Network approved routes and not exceeding the permitted axle load ratings;
2. Undertaking repairs to Shire roads from any damage directly attributed to the material cartage to the satisfaction of the Shire;
2. Cease using unsealed roads if declared closed by the Shire;
4. Avoid use of Shire roads during school bus times;
5. Access the project area will be via Albany Highway and the existing CBH site, not Playle Road; and
6. Pay a development application fee of \$147.00.

**Carried 6/0
Resolution 192/18**

Cr Moya Carne returned to the meeting at 12:19pm



8.4.7 SUPPLY OF GRAVEL – MAIN ROADS BRIDGES AND ROAD CONSTRUCTION PROJECT

File Reference	12.15.33
Statutory Reference	<i>Local Government Act 1995</i> , Section 6.12
Author & Date	Geoff McKeown 10 th May 2018
Attachment	Nil

Background

The project to replace Bridges 24 and 25, along with the reconstruction of the Albany Highway between the bridges, is going to require a substantial quantity of gravel. Main Roads and its contractor, Lend Lease, have approached the Shire to access gravel from the pit behind the Refuse Site.

Comment

Council is asked to consider an alternative fee for the gravel than that included in the Schedule of Fees and Charges. The Schedule lists the fee for gravel at \$12.00m³, inclusive of GST, ex-pit. This amount reflects the cost to the Shire for pushing and stockpiling, and maintenance and rehabilitation of the pit area.

In this situation Main Road and Lend Lease will push and stockpile the gravel themselves. The quantity required is estimated at 6,000m³.

Council is requested to approve a rate of \$6.00m³, plus GST, for this project, which will be acceptable to Main Roads and Lend lease.

The *Local Government Act 1995* includes powers for the Council to defer, grant a discount, waive or grant a concession and write off debts. In this situation Council is asked to agree to a concession on the scheduled fee for gravel.

Section 6.12 of the *Local Government Act 1995* states:

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

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

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 2.3 Monitor revenue streams and implement opportunities where appropriate.
Consistently review rate income.

Financial Implications

The sale of gravel will generate approximately \$36,000 in revenue over the course of the project.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council agrees to grant a concession for the scheduled fee for sale of gravel and will charge \$6.00m³, plus GST, for gravel supplied to Main Roads and its Contractors working on the project to replace Bridges 24 and 25, along with the reconstruction of the Albany Highway between the bridges.

Council Resolution

Major / Watt

That Council agrees to grant a concession for the scheduled fee for sale of gravel and will charge \$6.00m³, plus GST, for gravel supplied to Main Roads and its Contractors working on the project to replace Bridges 24 and 25, along with the reconstruction of the Albany Highway between the bridges.

Carried by Absolute Majority 7/0
Resolution 193/18

8.4.8 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 10 th May 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:

- **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. \$300,000.00 from the Municipal Cash Management Account to the Municipal Fund to meet upcoming expenses.

- **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 April 2018.

Council Resolution

Logie / Carne

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of April 2018.

**Carried 7/0
Resolution 194/18**



8.5 MANAGER OF FINANCE'S REPORT

The Manager of Finance, Mrs Cara Ryan, attended the meeting at 12:35pm to discuss her report.

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	10 th May 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.

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 104687 – 104690 totalling \$324,074.06, and Trust Fund EFT totalling \$15,780.00 approved by the Chief Executive Officer be endorsed.



Council Resolution

Medlen / Logie

That Municipal Fund EFT, BPay, Direct Debits and Cheques 104687 – 104690 totalling \$324,074.06, and Trust Fund EFT totalling \$15,780.00 approved by the Chief Executive Officer be endorsed.

**Carried 7/0
Resolution 195/18**

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	10 th May 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 30th April 2018 be received.

Council Resolution

Harding / Watt

That the financial statements presented for the period ending 30th April 2018 be received.

**Carried 7/0
Resolution 196/18**

The Manager of Finance, Mrs Cara Ryan, left the meeting at 1:01pm.

8.6 COUNCILLORS' REPORTS

The Shire President advised Councillors that he and the CEO had met with representatives from the Department of Primary Health in regards to the old Williams Medical Centre. Council is invited to consider whether it wants to take on the ownership of the building – there would be no cost, but a decision needs to be made on what it would potentially be used for and the Department has the determining say as to whether this is an acceptable use. The Department will share copies of building reports that have been prepared for the building.

Council resolved to invite feedback from the community of Williams as to what its potential use may be, taking into consideration the potential cost of refurbishment to make it 'fit for purpose' and on-going maintenance – and then ultimately, whether this is a financially feasible option.

9 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

Nil

10 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Council Resolution

Carne / Major

That the following late item be accepted for discussion.

**Carried 7/0
Resolution 197/18**

10.1 CEO LATE ITEM - PRIMEDIA PTY LTD – ADVERTISING SIGN LEASE

At the April 2018 Council meeting, Council considered an application from Primedia Pty Ltd seeking a new lease agreement to allow the advertising signage to remain on Reserve 31309.

Council passed the following resolution:

Council Resolution

Major/Cavanagh

That Council:

1. *Agrees to enter into a new lease agreement with Primedia Pty Ltd to allow advertising signage to remain located on Reserve 31309 for a period of five (5) years, with a five (5) year option including the following terms:*

- Annual Rental: \$10,000 (exclusive of GST);*
- Annual increases: 3%;*
- Payment to be in advance each year*
- Special Conditions: The Tenant undertakes to complete landscaping around the sign;*

2. *Will proceed to formalise the new lease agreement if approval will be granted by the Minister for Lands in accordance with the Land Administration Act 1997.*

**Carried 8/1
Resolution 171/18**



The CEO communicated this to Primedia Pty Ltd and they advised in return that they cannot meet the proposed Annual Rent of \$10,000 per annum exclusive of GST; but offer instead an Annual Rent of \$6,000 per annum exclusive of GST; with annual increases of 3% for a period of five (5) years, with a five (5) year extension option. Council considered this and resolved the following:

Council Resolution

Carne / Watt

That Council:

1. Not accept the offer from Primedia Pty Ltd for an alternative annual rental amount to allow the advertising signage to remain located on Reserve 31309; and
2. Recognising that an agreement cannot be reached to allow the advertising signage to remain, Council requests Primedia Pty Ltd to remove the infrastructure from Reserve 31309 by the 30th June 2018.

**Carried 7/0
Resolution 198/18**

10.1 ELECTED MEMBERS

Nil

10.2 OFFICERS

Nil

11 APPLICATION FOR LEAVE OF ABSENCE

Cr Medlen requested leave of absence for the July and August 2018 Council Meeting. Should the July Meeting be brought forward one day, he may be able to attend.

Cr Carne requested leave of absence for the August 2018 Council Meeting.

Council Resolution

Logie/Watt

That Council endorses the leave of absence requests for Cr Medlen for July and August 2018 and Cr Carne for the August 2018 Council Meetings.

**Carried 7/0
Resolution 199/18**

12 INFORMATION SESSION

The CEO advised that he had been contacted by Mr Toby Lavender from Williams Football Club who has advised that the Williams Football Club, together with Williams Hockey Club and Williams Netball Club are planning a 'Community Ball' to be held on Saturday 30th June 2018 at the Williams Hall. Funds raised from the event are proposed to be shared between the Williams Community Resource Centre and as a contribution to the purchase of a Community Bus.



The CEO has requested additional information, such as cost of purchase, where balance of funds will be sourced, where vehicle is to be housed and who will be responsible for insurance, registration, bookings, cleaning, maintenance etc. Initial advice received is that the clubs are in the early stages of planning for this project. The Shire may be asked to play a role in this.

More information has been requested in order that Council can give it formal consideration.

13 CLOSURE OF MEETING

There being no further business for discussion, the President declared the meeting closed at 1:27pm.