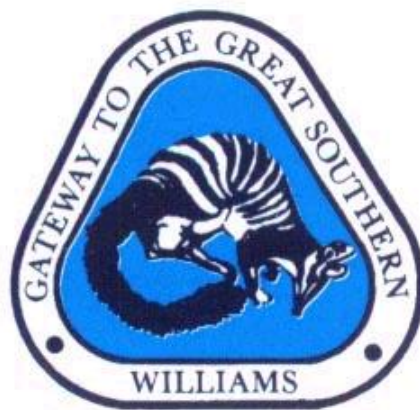


SHIRE OF WILLIAMS

***MINUTES SPECIAL MEETING HELD ON
WEDNESDAY 20TH JUNE 2018***





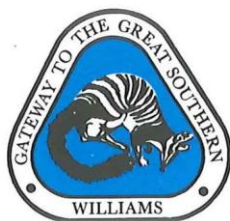
MINUTES – SPECIAL MEETING OF COUNCIL HELD 20TH JUNE 2018

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SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

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

Your Ref:

Our Ref:

NOTICE OF MEETING

You are respectfully advised that the special meeting of Council will be held in the Council Chambers at **9.00am** on Wednesday 20th of June 2018.

Yours faithfully

Geoff McKeown
Chief Executive Officer



DISCLAIMER

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

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

DRAFT



AGENDA

1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the meeting open at 9.50am.

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 Greg Cavanagh	
Cr Simon Harding	
Cr Alex Watt	
Cr Bob Baker	
Geoff McKeown	Chief Executive Officer
Cara Ryan	Manager of Finance

3.0 PUBLIC QUESTION TIME

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cr Baker /Councillor
Item No. / Subject	7.2 / Adoption of Fees and Charges
Type of Interest	Financial



DECLARATION OF INTEREST	
Name / Position	Cr Cowcher / President
Item No. / Subject	7.5 / Salaries and Wages
Type of Interest	Financial

DECLARATION OF INTEREST	
Name / Position	Cr Logie / Councillor
Item No. / Subject	7.5 / Salaries and Wages
Type of Interest	Financial

DECLARATION OF INTEREST	
Name / Position	Geoff McKeown
Item No. / Subject	7.5 / Salaries and Wages
Type of Interest	Financial

DECLARATION OF INTEREST	
Name / Position	Cara Ryan
Item No. / Subject	7.5 / Salaries and Wages
Type of Interest	Financial

6.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

7.0 REPORTS



7.1 CORPORATE BUSINESS PLAN

File Reference	3.2.1
Statutory Reference	<i>Local Government Act 1995 Section 5.56</i> <i>Local Government (Financial Management Regulations) 1996</i>
Author & Date	Cara Ryan 18 th June 2018
Attachments	Appendix 1 - Corporate Business Plan (2018-2022) Appendix 2 - Forward Capital Works Plan (2018-2028) Appendix 3 - Plant Replacement Program (2018-2033)

Background

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

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

Four (4) years after adopting the first plans in July 2013, a complete review of the Strategic Community Plan was undertaken in early 2017 and was adopted by Council in May 2017. The 2017-2021 Corporate Business Plan, along with the informing strategies, were developed by Moore-Stephens and were adopted by Council in July 2017. With the tools provided by Moore Stephens the 2018-2022 Corporate Business Plan has been fully developed by the Shire's own internal resources.

Statutory Implications

Local Government Act 1995 - Section 5.56.

5.56. Planning for the future

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



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

Comments

According to the *Local Government Act 1995* – Section 6.2, a local government is to have regard to the contents of the plan for the future when preparing the Annual Budget. The Corporate Business Plan should draft year one(1) budget figures, plus detailed projections for years two (2), three(3) and four (4) for services, projects and operations. This Plan will now form part of the Special Meeting of Council scheduled in June to help drive the development of the Annual Budget and ensure the Shire is planning for the needs of the community.

Through the development of the 2018-2022 Corporate Business Plan, Council may have to consider a rates increase of 6% for the first year. The plan aims to achieve a balance between sustainability and meeting the community’s expectations for continued levels of service, development and maintenance of infrastructure.

The Corporate Business Plan contains the delivery of capital projects over a number of years. These projects will only be undertaken once approved in the statutory budget and may be subject to funding availability. Some of these projects include:

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

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 4.1 Implement the development of the IPR documentation including the Corporate Business Plan, Asset Management Plan, Workforce Plan and Forward Capital Works Plan.

Financial Implications

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



Voting Requirements

Absolute Majority

Officer's Recommendation

That Council adopts the Shire of Williams 2018-2022 Corporate Business Plan, with the contents of the Plan to be considered when adopting the 2018-2019 Annual Budget.

Council Resolution

Logie/Major

That Council adopts the Shire of Williams 2018-2022 Corporate Business Plan, with the contents of the Plan to be considered when adopting the 2018-2019 Annual Budget.

Carried by Absolute Majority 9/0

Resolution 200/18

DRAFT



Cr Baker declared a financial interest for the following item 7.2 Adoption of Fees and Charges. The nature of Cr Baker's interest relates to being a tenant of a unit owned by the Shire.

Council wished to attend to the fees and charges item in two parts and requested that Cr Baker remain in the meeting to initially deal with the fees and charges, excluding housing.

7.2 ADOPTION OF FEES AND CHARGES

File Reference	4.23.10
Statutory Reference	Local Government Act 1995 – s6.16
Author & Date	Geoff McKeown 12 th June 2018
Attachments	Appendix 4 – Schedule of Fees and Charges

Background

LOCAL GOVERNMENT ACT 1995 – s6.16

6.16. Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

** Absolute majority required.*

- (2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to [section 5.94](#), providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a license, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and
- (b) amended* from time to time during a financial year.

** Absolute majority required.*



Local Government Act 1995 sections that are also applicable include:

- 6.17;
- 6.18;
- 6.19.

Comment

A full list of Council fees and charges are attached at **APPENDIX 4** for Council consideration.

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

Financial Implications

Fees and charges represent a significant amount of Council revenue.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council adopt the amended fees and charges, as presented, to be included in the 2018/19 Annual Budget and to commence on the 30th June 2018. Further, all residential housing rental increases are to apply after tenants have been given 60 days' notice, as required by the *Residential Tenancies Act 1987 (WA)*. The adopted fees and charges is to be advertised in accordance with Section 6.19 of the *Local Government Act 1995*.

Council Resolution

Cavanagh/Harding

That Council adopt the amended fees and charges list, with the exclusion of housing, to be included in the 2018/19 Annual Budget.

**Carried by Absolute Majority 9/0
Resolution 201/18**

The resolution differed from the recommendation as Council only wished to consider the fees and charges that did not relate to housing, recognising Cr Baker's financial interest.

Cr Baker left the meeting at 10.32am.



Council Resolution

Cavanagh/Logie

That Council adopt the amended housing fees as presented, to be included in the 2018/19 Annual Budget. Further, all residential housing rental increases are to apply after tenants have been given 60 days' notice, as required by the *Residential Tenancies Act 1987 (WA)*.

Carried by Absolute Majority 8/0

Resolution 202/18

Cr Baker returned at 10.36am.

7.3 2018– 2019 ROAD CONSTRUCTION AND MAINTENANCE PROGRAMME

File Reference	4.23.10	
Statutory Reference	N/A	
Author & Date	Geoff McKeown	15 th June 2018
Attachment	Nil	

Background

Council is asked to endorse a draft road construction and maintenance programme for 2018/19. The programme will then appear in the draft 2018/19 Budget for adoption.

Comment

Some projects are 'locked in' due to external funding arrangements, i.e. Regional Road Group, Roads to Recovery, etc. Other projects are open for Council consideration and inclusion in the overall works programme.

Income

Firstly, there is external funding available for the coming year. The following is a summary of grant funds anticipated for road construction and maintenance:

Regional Road Group Projects (State Funds)	270,920	
Direct Grant (State Funds)	41,051	estimate only
Roads to Recovery (Federal Funds)	179,403	
FAGs Local Road Component (Federal Funds)	<u>301,077</u>	estimate only
Total	792,451	

The Local Road Component of the Federal Government's Financial Assistance Grant (FAG) shown above is a notional figure at this stage based on the amount received in 2017/18.

Expenditure

The following are estimates of expenditure required to meet the Shire's maintenance needs and for construction projects identified at the road inspection by Council:



Programme	Road	Description	Cost	Total
Maintenance				
	Bridge Inspection and maintenance		994	
	Rural Road Maintenance		420,275	
	Town Road Maintenance		23,912	
	Drainage		13,450	458,631
Construction				
Road Project Grant	Williams Darkan Road	Reseal (SLK 0.00 to 7.00)	225,335	
	Pingelly Road	Seal 7m wide (SLK 5.00 to 6.50)	171,045	406,380
Roads to Recovery	Clayton Road	Seal shoulder (SLK 2.00 to 4.00) Widen Shoulders (SLK 4.00 to 6.00)	98,000	
	York Williams Road	Reseal 3kms (SLK 6.10 to 9.10)	58,950	
	Wangeling Gully Road	Install culverts and gravel sheet	22,453	179,403
Council Funding	Zilko Road	Widen over culverts	26,000	
	Glenfield Road	Tree trimming 2kms	8,500	
	Dardadine Road	Tree trimming 2kms	8,500	
	Extracts Road	Tree trimming 2.5kms	10,500	
	Townsite drainage		50,000	
	Kelly Road	Replace culvert	12,500	
	Zilko Road	Gravel Sheet 3kms	49,000	165,000
			Total	750,783

Summary

To summarise these budget estimates the following table shows the budget figures for the last three years along with the 2018/19 draft budget estimates. They highlight the movement in Council funds required to meet next financial year's commitment.

	2015/2016 Budget	2016/2017 Budget	2017/18 Budget	2018/2019 Budget
INCOME				
State Grants	551,070	320,287	371,310	311,971
Federal Grants	732,941	618,208	574,915	480,480
Shire Funds	210,210	616,122	440,171	416,963
Total	1,494,221	1,554,617	1,386,396	1,209,414



EXPENDITURE				
Maintenance	272,699	650,810	527,000	458,631
Construction	1,221,522	903,807	859,396	750,783
Total	1,494,221	1,554,617	1,386,396	1,209,414

If the amount shown in the table above as Council Funds is not available, due to other budget priorities, it may be necessary to reduce the overall construction and maintenance allocations.

It should be noted that the Shire’s contribution is lower than the previous year. This reflects the additional work to be completed on storm damage works from the declared event in February 2017. Also, the above program does not include the carryover of funds from the Roads to Recovery Program that are to be spent on completing the Marradong Road project.

The reserve projects that have been identified but not included in the table above are:

1. Brooking Street Pavement stabilising
2. Quindanning Darkan Road Gravel sheeting
3. Lavender Street Bitumen seal
4. Extracts Road Gravel sheeting

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 4.1 Strive for high-quality, well-constructed and maintained local road network.
- LUE 4.2 Ensure adequate and appropriate drainage is considered in all road upgrades and maintenance for both town and rural roads.

Financial implications

For consideration in the 2018/19 budget deliberation.

Voting Requirements

Simple Majority

Officer’s Recommendation

The Road Construction and Maintenance Programme for the 2018/2019 financial year, as proposed, be endorsed and the detail included in the draft Annual Budget.

Council Resolution

Harding/Watt

The Road Construction and Maintenance Programme for the 2018/2019 financial year, as proposed, be endorsed and the detail included in the draft Annual Budget.

**Carried by Absolute Majority 9/0
Resolution 203/18**



7.4 CAPITAL PURCHASES

File Reference	4.23.10
Statutory Reference	N/A
Author & Date	Geoff McKeown 12 th June 2018
Attachments	Appendix 5 – Proposed Capital Budget

Background

Capital purchases are items that are not considered for inclusion in the Shire's annual operating budget.

Comment

Items proposed for the Draft Capital Programme are outlined in **APPENDIX 5** to this report.

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

As above.

Voting Requirements

Simple Majority

Officer's Recommendation

The draft Capital Programme for the 2018/2019 financial year, as proposed, be endorsed and the detail included in the draft Annual Budget.

Council Resolution

Logie/Medlen

That Council include the Draft Capital Programme, as presented at **Appendix 5**, with the exception of the replacement of the Utility – WL5802, for consideration in the 2018/2019 budget deliberations.

**Carried by Absolute Majority 9/0
Resolution 204/18**

The resolution differed from the recommendation as Council wished to postpone the replacement of the Utility – WL5802 to the 2019/2020 financial year.



Confidential Item

The following item deals with matters affecting an employee and under the provisions of section 5.23(2) of the Local Government Act 1995 the meeting can be closed to the public.

Cr Cowcher and Cr Logie declared a financial interest for the following item 7.5 Salaries and Wages and left the meeting at 11.43am. The nature of their interest relates to having a closely associated person being employed by the Shire of Williams.

Geoff McKeown and Cara Ryan declared a financial interest in the following item 7.5 Salaries and Wages and Mrs Ryan left the chamber at 11.43am. The nature of their interest relates to their employment arrangements.

With the President and the Deputy President absent from the Chamber the Council resolved to elect a Presiding Member to assume the Chair.

Council Resolution

Harding/Major

That Council appoints Cr Cavanagh as Presiding Member in the absence of the President and Deputy President.

**Carried 7/0
Resolution 205/18**

Cr Cavanagh assumed the chair.

Geoff McKeown left the meeting at 12.03pm.

7.5 SALARIES AND WAGES

File Reference

4.23.10

Statutory Reference

Local Government Act 1995

Author & Date

Geoff McKeown 12th June 2018

Attachments

Appendix 6 – Draft Salaries and Wages Budget (To be provided under separate cover)

Background

Employees on industrial awards have their minimum wage reviewed by the Fair Work Commission and the Western Australian Industrial Relations Commission on an annual basis. The minimum hourly rate is then adjusted when a wage increase is applied. An increase to the minimum wage will flow through following recent Commission decisions. Minimum wage rates will increase 3.50% on Federal Awards and 2.31% on State Awards to apply from the first full pay period in the new financial year.



Comment

Currently the majority of employees are paid using award rates, as a base figure, and an over award payment is added to keep their pay rate competitive and ultimately assist to retain those employees.

The Salary and Wages Budget is included at **APPENDIX 6** (To be provided under separate cover). This schedule should only be considered as a guide for budget purposes with the final salaries and wages figure for individuals being the subject of review by the Chief Executive Officer. The exception is the salary paid to the Chief Executive Office, which is determined by Council. The schedule proposes an overall increase of 3% in the total Salary and Wages Budget for 2018/19.

Any significant changes, such as additional staff, additional over award payments and changes to general benefits will be raised at the Annual Budget Meeting.

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

Salaries and Wages are included in the annual operating budget.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council approves the Salaries and Wages Budget, as presented, to be included in the draft 2018/19 Annual Budget. Further, Council acknowledges that it has considered the Chief Executive Office’s salary to be included in the draft 2018/19 Annual Budget and that it will apply following adoption of the Budget.

Council Resolution

Carne/Harding

That Council approves a modified Salaries and Wages Budget, incorporating a 1.9% increase in the total allocation, to be included in the draft 2018/19 Annual Budget. Further, Council acknowledges that it has considered the Chief Executive Office’s salary to be included in the draft 2018/19 Annual Budget to apply following adoption of the Budget.

**Carried by Absolute Majority 7/0
Resolution 206/18**



The resolution differed from the recommendation as Council wished to define the level of increase to apply to the overall salaries and wages budget for consideration with adoption of the 2018/19 Annual Budget.

Cr Logie, Geoff McKeown and Cara Ryan returned to the meeting at 12.11pm.

Cr Cowcher returned to the meeting and assumed the Chair at 12.11pm.

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

9.0 CLOSURE OF MEETING

There being no further business for discussion the President declared the meeting closed at 12.25pm.