

# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY  
15TH AUGUST 2018***



## **COUNCIL DIARY**

**WEDNESDAY 15<sup>TH</sup> AUGUST 2018**

1.00pm

Ordinary Meeting

**WEDNESDAY 19<sup>TH</sup> SEPTEMBER 2018**

1.00pm

Ordinary Meeting

**FRIDAY 28<sup>TH</sup> SEPTEMBER 2018**

11.00am

Lions Park Opening



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## DISCLAIMER

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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.



# MINUTES

## 1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President Cr John Cowcher declared the meeting open at 1.00pm.

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

Cr John Cowcher	President
Cr Jarrad Logie	Deputy President
Cr Natalie Major	
Cr Greg Cavanagh	
Cr Simon Harding	
Cr Bob Baker	

Geoff McKeown	Chief Executive Officer
Cara Ryan	Manager of Finance (4.11pm – 4.27pm)
Heidi Cowcher	Economic Development Officer (1.00pm – 2.00pm observer, then 2.00pm – 2.13pm)
Gordon Tester	Environmental Health Officer/Building Surveyor (2.23pm – 2.39pm)
Manuela Lenehan	Minute Taker

Visitors:

Donna Morgan (1.00pm – 1.47pm)

Peter Cupitt (1.00pm – 1.47pm)

Leave of Absence:

Cr Gilbert Medlen

Cr Moya Carne

Cr Alex Watt

## 3.0 PUBLIC QUESTION TIME



## 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

*The President welcomed Donna Morgan and Peter Cupitt to the Meeting at 1pm.*

Donna Morgan commenced by outlining her role in the Department of Fire and Emergency Services and Peter Cupitt's role is assisting with the preparation Bush Fire Risk Management Plans. Preparation of the Plan is funded by the State Government. When complete the Plan will identify strategic assets, rate them in terms of bush fire risk and recommend mitigation treatment. The Plan will be reviewed and signed off by the Office of Emergency Management and endorsed by the Shire of Williams. The Shire will be able to apply for funding to undertake mitigation works when this process is complete.

Donna Morgan advised that a draft Plan will be available for the Shire's consideration in October 2018.

*Donna Morgan and Peter Cupitt left the meeting at 1.47pm.*

## 5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	
Item No. / Subject	
Type of Interest	

## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 18<sup>TH</sup> JULY 2018

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

That the Minutes of the Ordinary Meeting held on 18<sup>th</sup> July 2018, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Baker/Major***

That the Minutes of the Ordinary Meeting held on 18<sup>th</sup> July 2018, as previously circulated, be confirmed as a true and accurate record.

**Carried 6/0  
Resolution 16/19**



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## 6.2 CRG MEETING HELD 13<sup>TH</sup> AUGUST 2018

### **Officer's Recommendation**

That the Minutes of the CRG Meeting held on 13<sup>th</sup> August 2018, as previously circulated, be received.

### **Council Resolution**

#### ***Major/Logie***

That the Minutes of the CRG Meeting held on 13th August 2018, as previously circulated, be received.

**Carried 6/0  
Resolution 17/19**

## **7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

## **8.0 REPORTS**

*The Economic Development Officer, Mrs Heidi Cowcher, was in attendance at the Meeting to discuss her report.*



## 8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

### 8.1.1 GENERAL PROJECTS UPDATE

<b>File Reference</b>	EDO Files	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Heidi Cowcher	10 <sup>th</sup> August 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 has completed the construction of the final shade structure, but as yet the shade has not been placed on the structure to complete it (will be done once the weather fines up). Once all invoices have been received and paid for, the final acquittal will be completed. Appreciation is extended to Jim Epiro who has been assisting with this.

##### Williams Lions Park Redevelopment

The project is progressing well, with the following items remaining to be completed:

Item	Responsibility	Timeline	Action
<b>Internal fit out of ablutions</b>	Shire	End August	Commenced
<b>Installation of sharps containers in ablutions</b>	Shire	End August	Ordered – to be fitted once arrive
<b>Replacement of / repaint ablution roof</b>	Phase 3	Quotes by 16 <sup>th</sup> August. Work to be completed by end September	Obtaining cost estimates
<b>Installation of interpretive and wayfinding signage</b>	Phase 3	17 <sup>th</sup> August	Signs are currently at printers
<b>Installation of safety fencing at flying fox</b>	Phase 3	17 <sup>th</sup> August	Work order has been placed
<b>Installation of pine balustrade fencing at temporary carpark end of park and Pinjarra-Williams Rd end</b>	Shire	End August	Materials have been ordered





<b>Official opening plaque</b>	Shire	Mid-September	Design currently being undertaken; quotes will be sourced and order placed to facilitate plaque arriving in time for opening
<b>Numbat sign</b>	Shire	Mid-September	Design currently being prepared. Will recognise funding partners and name of Numbat.
<b>Fencing temporary carpark</b>	Shire	End August	Once MRWA complete their works, access will be enabled so that the trotting track access can be re-made and a formal vehicle and pedestrian access can be developed for the Park.
<b>Installation of solar lighting</b>	Shire	End August	Solar lighting and poles have been ordered and will be installed as soon as they arrive.

The official opening date has been confirmed for 11am on Friday 28<sup>th</sup> September 2018. The Park will be officially re-opened by Federal MP Rick Wilson on behalf of BBRF who funded the project to the value of \$360,000. A 'save the date' email was distributed last week to all invited guests, with a formal invite to follow in early September.

MRWA have advised that the side track that is currently gravel will be sealed on around the 13<sup>th</sup> September, which will formalise the access to the temporary carpark that we have access to adjacent to the Park.

#### Willi Wag Tails Childcare Centre

Together with the staff at the Centre, we are endeavouring to increase the current utilisation of the service as it is very low. Advertising has been undertaken in various means, in an attempt to attract additional enrolments to bolster numbers. This is important for staffing and rosters as well as viability and sustainability of the service into the future.

Concurrently, we are also reviewing the fees and charges for the service in light of the new government subsidies for childcare and the need to ensure that we are charging the maximum that we can in order to attract maximum subsidies from the government. It is anticipated that over the next few months we will prepare a report to Council detailing this and then meet with parents to explain the new system and how the centre can maximise its fees without imposing adversely on families who use and support the service. The current service delivery model of five days a week may also be reviewed in regards to the financial sustainability of the service into the future.



Williams Men’s Shed

The CEO and I have met with Bob Baker from the Williams Men’s Shed to continue the discussions around the construction of a new shed to house the activities of the Men’s Shed group.

WILLIAMS MEN'S SHED BUDGET							
ACTIVITY	HOURS	RATE	SUPPLIER	VALUE	IN KIND VALUE	BAL. REQUIRED	NOTES
Site Power Inst.							
Site Water Inst.							
Site Plan/Drawings		1		1500		1500	Committed if Approved
Site Preps/ First	8	147	Men's Shed	1176	1176		Rubbish/tree piles/slash
Site Preps/Grade	4	175	F Bowman	700	400	300	Site access leveling
Shed Pad Gravel	60M3	28	Shire	1680	1680		Base preps/Incl. verandahs
Pad Sand	40m3	28	Community	1120	1120		Shed floor and verandah area
Level/Compaction	10	135	Community	1350	1350		Volunteer work
Power/Water Trench	10	147	Shire	1470	1470		In kind by Shire works
Building Permits		300	Men' Shed	300	300		Applications
Power to Building		800	Electrition	800		800	U/Cable in prepared trench
Water to Building		650	Plumber	650		650	U/Pipe in prepared trench
Shed Footings		1	Local	500		500	Concrete for footings
Shed		1	Builder/Supplier	68000		68000	Quoted
Shed Electrics		1	Electrition	4350		4350	Includes all power and lighting
Effluent Tank and Dr.		1	Rural Supplier	2400		2400	Includes piping
Effluent Works	12	80	Plumber/Shire	960	640	320	Connections/Trenching
Shed Floor/Verandahs		1	Local	16000	2500	13500	Quoted
Shed WC		1	Local	5500	2500	3000	Post shed erection
Meeting Room							
Site Preps	4	80	Local	320	320		Leveling
Building	1	1	Builder/Supplier	58500		58500	Quoted
Electrical Connection	3	80	Electrition	240		240	Quoted
Water Connection	6	120	Plumber	720		720	Final connections/Incl effluent
				168236	13456	154780	

A construction budget, as above, was presented for consideration and in order to develop a Project Plan to support funding opportunities that may be pursued.

Lotterywest are interested in the project, but cautioned that it needed to demonstrate multi-use and broad community benefits to be considered for funding. Bob has met with Newmont Boddington Gold and they have indicated favourable support for Men’s Sheds. The recent announcement of the Stronger Communities Programme (Round 4) has also been timely and Bob will be contacting Rick Wilson’s office to determine eligibility in this current round.

A final determination on funding support amounts is yet to be confirmed. A project plan is to be developed in the next 4-6 weeks which will support funding submissions that are to be made. Other potential financial contributors to the project are likely to be the Men’s Shed, sponsorship and donations.

The final construction stages of the project will be confirmed once suitable funding has been secured, and this will largely determine whether the project is completed in one stage (entire \$155k) or whether it is compartmentalised into achievable parts based on funding/sponsorship secured. The project has been designed in this manner so this is relatively easy to achieve.



The Men's Shed have developed a Business Case for the organisation and how they intend to grow and develop and opportunities that they have for the future. This document will no doubt guide them in their sponsorship and membership drives that they will undertake to promote not only the construction project but also the Men's Shed and their activities in general.

### 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 the Williams Lions Park.
- 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 1.3 Maintain a safe and secure environment for the community.
- SCD 2.7 Support implementation of initiatives identified in DAIP, Williams Local Bike Plan, LEMA and other related Plans for 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 General Projects update be received.

### Council Resolution

#### *Logie/Harding*

That the General Projects update be received.

**Carried 6/0  
Resolution 18/19**

*Heidi Cowcher left the meeting at 2.13pm.*

*The Works Supervisor, Tony Kett, was not in attendance to present his report.*



## 8.2 WORKS SUPERVISOR'S REPORT

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	7 <sup>th</sup> August 2018
Attachments	Appendix 1	

### 8.2.1 WINTER GRADING ACTIVITY

Road Name	Length Graded (km)
Extracts Rd	12.5
Yarrabin Rd	4.5
Westmere Rd	5.1
Roccis Rd	4.1
Kelly Rd	8.4
Marling Rd	8.1
Zilko Rd	19.1
Mundays Rd	8.1
<b>Total Length for the Month</b>	<b>65.45Km</b>

### 8.2.2 ROAD MAINTENANCE WORKS (SEE APPENDIX)

- Doing shoulders on Williams-Darkan Rd.
- Put in a new culvert on Clayton Rd.
- Repaired wash out on Zilko Rd.
- Cleaned blocked culverts on Norwood Rd.
- Tree clearing on Matthews Rd.
- Patching on Clayton Rd.

### 8.2.3 2018/19 ROAD CONSTRUCTION PROGRAM

Road Construction Program 2018-2019								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
10	Pingelly Rd	Seal 7m wide	5.00	6.50				
128	Williams Darkan Road	Reseal	0.00	7.00				
7	Clayton Road	Seal Shoulder	2.00	4.00				
7	Clayton Road	Widen Shoulders	4.00	6.00				



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1	York Williams Road	Reseal 3kms	6.10	9.10				
23	Wangeling Gully Road	Install Culverts and Gravel Sheet						
12	Zilko Road	Widen over Culverts						
15	Glenfield Road	Tree Trimming			2.00kms			
9	Dardadine Road	Tree Trimming			2.00kms			
31	Extracts Road	Tree Trimming			2.50kms			
	Townsite Drainage	Drainage plan and upgrade						
58	Kelly Road	Replace Culvert						
12	Zilko Road	Gravel Sheet (3kms)						
11	Marradong Road	Drainage and seal failures						
	Various Roads	Gravel Sheeting and Reforming						

**8.2.4 MECHANICAL REPORT**

Plant Description		Driver	Date Purchased	Hours/Km 22 May 2018	Works Completed this month
Mazda CX5 WL 16	Light Vehicles	Cara Ryan	23 Sep 15	94,296 km	
Toyota Prado 16 WL		Geoff McKeown	10 Sep 16	62,000 km	
Holden Rodeo Dual Cab Utility WL 5499		Outside staff	5-Nov-04	258,568 km	Serviced.
Holden Colorado Dual Cab WL 19		Tony Kett	11-Sep-17	29,345 km	Four new tyres.
Kia 2 Tonne Truck WL 954		Jeff Cowan	9-Oct-07	161,170 km	
Isuzu D-Max WL 5802		Andrew Wood	5-Nov-14	119,403 km	
Isuzu 4x2 Single Cab Ute WL 5826		Maintenance	25-Nov-2016	18,627 km	Serviced.
Holden Rodeo Single Cab Utility WL 826		Outside works crew	20-Nov-06	124,448 km	
Isuzu 4x2 Single Cab Ute WL 915		James Lenehan	25 Nov 2016	13,829 Km	



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Skid Steer Track Loader 1EVV725	Construction Equipment	Outside works crew	Sep 2015	727 hr	
Multipack Multi-Tyre Road Roller WL 49		Outside works crew	21-Oct-04	6,973 hr	Repaired seats in roller. New exhaust ordered.
Vibromax Roller WL 126		Outside crew	29-Sep-04	4,590hr	
Caterpillar 12M Grader WL 61		David Munday	Dec 2011	6000 hr	
Caterpillar 12M Grader WL 361		Andrew Wood	15-10-2014	3000 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	6,527 hr	Replaced radiator. Replaced 4 hydraulic hoses.
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	7,576 hr	Repairs to mulching head.
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	3,070 hr	
Toro Reelmaster SP Mower WL 5827		Works	Aug-09	1,254hr	
Kubota Generator		Refuse Site		4,512 hr	
Toro Groundmaster 360 WL 917	Parks & Gardens	Jeff Cowan	Nov 2016	177 hr	New fan belt. New deck belt.
Toro Z400 Kholer Ride on Mower WL 5302		Jeff Cowan	8-Aug-05	661hr	
Honda TRX Four Wheel M/cycle WL 429		Jeff Cowan	20-Mar-00	1,482 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	237,320km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	310,893km	
Mercedes Benz Actross Prime Mover WL 91		Phil Reed	21-Dec-05	348,108 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	237,626 km	
Isuzu NPR 300 Truck WL 5825		Kim Sandilands	21-Jan-13	99,733 km	New side window.
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	161,500 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	153,550km	
Howard Porter Pig Trailer WL 3792		Justin Murdock	10-Dec-08	160,600 km	
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	2008 Received 23 Feb 2016	167,500 km ?	



### **8.2.5 STAFF**

- Craig Prideaux has started as a part time gardener.
- Applications for the new Plant Operator/General Hand closed on 1 August 2018. Only one application was received and consideration is being given to re-advertising the position, to a wider audience.

### **8.2.6 TOWN AND FACILITIES REPORT**

- Repaired broken storm water pipe at the back of the Town Hall.

### **8.2.7 PRIVATE WORKS**

- Nil to report.

### **8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE**

#### **Voting Requirements**

Simple Majority

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

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

#### **Council Resolution**

##### ***Logie/Baker***

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

**Carried 6/0  
Resolution 19/19**

*The Environmental Health Officer/Building Surveyor, Mr Gordon Tester, attended the meeting at 2.23pm to discuss his report.*



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

#### 8.3.1 Building Permits

**File Reference** 13.34.10  
**Statutory Reference** Building Act 2011, Building Regulations 2012  
**Author & Date** Gordon Tester 8 August 2018

**Comment**  
 Nil

Permit Number	Owner	Address	Description
410	Shire of Williams	Lot 265, Narrogin - Williams Rd Williams	Steel Framed and Clad Bushfire Truck Parking Shed.

**Voting Requirements**  
 Simple Majority

**Officer's Recommendation**

That the Building Report as presented be endorsed by Council.

**Council Resolution**

**Harding/Logie**

That the Building Report as presented be endorsed by Council.

**Carried 6/0  
 Resolution 20/19**

#### 8.3.2 Mandatory Requirement for Shire of Williams Public Health Plan

**File Reference** 7.10.20  
**Statutory Reference** Stage 5 of Public Health Act 2016  
**Author & Date** Gordon Tester 8 August 2018

**Comment**

The following information is provided for Council's information prior to formulating a Shire of Williams Public Health Plan which is a mandatory legislative requirement under the new *Public Health Act 2016*.

It may be a stand-alone plan or possibly combined as part of Council's Strategic Community Plan Review.





***Who is responsible for health?***

According to the World Health Organisation, the factors that determine a person's health are considered to be the conditions in which a person is born, grows up, lives, works and ages and in turn influences their opportunity to be healthy, their risk of illness and life expectancy. Influencing these determinants of health is considered to be a shared responsibility and is beyond the scope of any one agency or level of government.

State Governments, non-government agencies and local government each play a role in helping to support and drive improvements to the health and wellbeing of the WA population, be it at a state-wide or local community level.

The public health challenges of today requires the support, collaboration and innovative across all levels of government and health sectors to work together to create lasting improvements to the health of Western Australians.

The ***Public Health Act 2016*** recognises this shared responsibility, and has embedded the requirement for public health planning (under Part 5 of the Public Health Act) at both a State Government and local government level. Establishing the legal requirement for public health planning is an important step in elevating the importance and commitment to public health across both tiers of government, and creates the opportunity to establish stronger partnerships that aim to influence the determinants of health in some way.

***What is the purpose of public health planning?***

The requirement for public health planning strengthens the need to better plan for public health and wellbeing by State and Local Government. It will also help to align the public health objectives and policy priorities of government more effectively, with the ultimate aim of making sure State and local governments are working in unison and directing resources targeting areas of greater public health need.

Public health planning is about taking a proactive approach to preventative health, with the focus being on achieving long-term public health outcomes through the planning process.

The intention is to support local governments to assess and ensure that their resources are used in the most appropriate and efficient way to address the public health needs of their local population rather than increase the number of services provided.

***What is the role of the State Government and public health?***

State government agencies are primarily responsible for state-wide development, coordination and delivery of a wide range of policies, programmes and services.

Although the Department of Health is considered to be one of the leading agencies who delivers hospitals and health services, as well as public health policies and programmes for Western Australians, there are a number of government agencies with a responsibility for providing policy support and services that lead to positive public health outcomes. This includes the Department of Local Government, Sport and Cultural Industries, Department of Transport, Department of Education, and Mental Health Commission, to name a few.

Some of the key roles of State Government agencies are to:

- **establish laws** governing specific public health risk activities which are enforced either at a State or local government level including legislation related to food handling and



- hygiene, asbestos management, pesticide safety, contaminated lands, tobacco control, public buildings and water management
- **implement specific services** for the community such as hospitals and aged care facilities
- **provide policy advice** to ministers and the community on a range of health related issues
- **manage large infrastructure projects** such as main roads or entertainment centres and
- **develop state-wide programmes** that target specific health behaviours such as the livelighter campaign, active transport, think mental health

•  
***What is the purpose of the State Public Health Plan?***

The Public Health Act requires the Chief Health Officer to prepare and maintain a public health plan that applies to the whole of the State. The aim of the State Plan is to ensure that the State's focus and efforts:

- meet the public health needs of the State
- are evidence based
- establish objectives and policy priorities for the promotion and protection of public health and the development and delivery of relevant services
- define how the objectives and policy priorities are to be achieved and
- include a strategic framework for the identification, evaluation and
- management of risks relating to public health in the State

The Chief Health Officer has released the First Interim State Public Health Plan for public consultation. This document outlines the public health objectives and policy priorities for WA, until Part 5 of the Public Health Act is enacted.

***What is the role of local government and public health?***

Local governments are often considered to be 'closest to the people' not only because of the range of services they provide to various local community groups, but also because of the effect of these service on community health and wellbeing. Collectively, these services impact on the determinants of health of residents.

The work of local government is varied, but it touches almost all areas of our day to day life – whether we live in cities, towns or country areas. Local government looks after a variety of programmes and services that all have a big impact on the community's health. These services generally include:

- **infrastructure and property services**, including local roads, bridges, footpaths, drainage, waste collection and management
- **provision of recreation facilities**, such as parks, sports fields and stadiums, golf courses, swimming pools, sport centres, halls, camping grounds and caravan parks
- **health services** such as water and food inspection, immunisation services, toilet facilities, noise control and meat inspection and animal control
- **community services**, such as child-care, aged care and accommodation, community care and welfare services
- **building services**, including inspections, licensing, certification and enforcement
- **planning and development approval**



- **administration of facilities**, such as airports and aerodromes, ports and marinas, cemeteries, parking facilities and street parking
- **cultural facilities and services**, such as libraries, art galleries and museums
- **water and sewerage services** in some states, and
- other services, such as abattoirs, sale-yards and group purchasing schemes.

Improving public health requires recognition within local government of exactly what health services and assets are delivered and what public health outcomes are being achieved.

***What is the purpose of a Local Public Health Plan?***

The Public Health Act requires each local government to produce a public health plan that applies to its local district.

A Local plan must be **consistent** with the State public health plan whilst responding to local public health risks. The plan must:

- identify the public health needs of the local government district
- include an examination of data relating to health status and health determinants in the local government district
- establish objectives and policy priorities for the promotion and protection of public health in the local government district
- describe the development and delivery of public health services in the local government district and
- include a report on the local government's performance of its functions under the Act

***What is meant by being consistent with the State Public Health Plan?***

The State Public Health Plan will identify the objectives and policy priorities for the State, and thereby provide a framework for local government to consider and adapt as necessary to reflect the particular risks prevailing in its district.

The Local Public Health Plan must be consistent with the State Public Health Plan. Being "consistent" means that local governments should:

- consider the objectives and policy priorities outlined in the State Public Health Plan to determine their relevance to the local district
- determine what services, programmes and projects are or could be implemented at the local level to promote, improve and protect people, related to the objectives and policy priorities identified in the State Public Health Plan, that are applicable to the local district.

In some cases, the objectives and policy priorities in the State Public Health Plan may not be relevant. Local Governments are entitled to come to a decision that does not necessarily reflect one or more of the objectives and policy priorities in the State Public Health Plan, provided that local governments have considered them and are able to demonstrate how their conclusion was reached.

Given the specific requirement to consider the State Public Health Plan, it is recommended that the reasons for making decisions (which could be subject to review or public scrutiny) are clear and able to be demonstrated. In particular, decision makers should be able to show that the local government considered the various objectives and policy priorities where relevant, and outline reasons for the decision not to include in the Local Public Health Plan e.g. why they may not be applicable to the local district.



When deciding on what objectives and policy priorities are applicable to the local district, information collected as part of section 45(4), which involves reviewing the health status and health determinants of the local district, will be relevant when deciding what priorities are applicable.

***When must the first Local Public Health Plan be produced?***

Part 5 of the Act provides for public health planning and will not come into effect until stage 5 of implementation. Once Part 5 is in effect each local government has two years to produce the first Local Plan.

WA Health is aware that many local governments are interested in developing their Local Plans before Part 5 comes into effect and is highly supportive of this.

To support this process the Chief Health Officer has released the First Interim State Public Health Plan.

There is no specific planning process that must be followed when developing a public health plan, or a one size fits all template. This ensures that local government is provided the flexibility and autonomy needed to develop individualise plans.

Local government can utilise any method that suits their needs in order to achieve the requirements of the Act.

***Will public health plans impose onerous obligations on local government?***

To minimise the number of separate planning processes required of local government, Local Plans may be integrated with the existing planning processes under the ***Local Government Act 1995***.

To support the development of the plans, the Department of Local Government and Communities (external site) has developed the Local Government Integrated Planning and Reporting Framework (external site) and a range of other tools and resources.

The Department of Health encourages local government to incorporate public health planning using this established framework.

***Who is responsible for developing the Local Public Health Plan?***

The task of whom is responsible for developing the plan is at the discretion of each local government. The Public Health Act does not specify any specific skills or qualifications that are needed to develop the plan.

Local governments can allocate the task of developing the Local Plan to any person. This may include:

- allocating the task to existing staff such as authorised officers or any other person with the skills and knowledge of public health and strategic planning
- establish a steering committee of relevant stakeholders to guide the process. This could include councillors, with other representatives from the community, business and government agencies to provide input as required or
- engaging a consultant.

**Potential Grant Funding**

The Public Health Act does not require any mandatory spending by local government. Therefore the delivery of any public health initiative, project or programme will be at the discretion of the local government, based on the public health needs and expectations of their local community.



There are a range of external grants and funding available to support local government to plan and implement projects that help to improve the health of West Australians.

These grants are managed by various external agencies detailed below.

### **Healthway**

Healthway operates under the Western Australian *Health Promotion Foundation Act 2016*. Healthway's role defined in the Act, is to "promote and facilitate in Western Australia good health and activities which encourage healthy lifestyles." Healthway's role is:

- to fund activities related to the promotion of good health in general with particular emphasis on young people
- to support sporting and arts activities which encourage healthy lifestyles and advance health promotion programmes
- to provide grants to organisations engaged in health promotion programmes
- to fund research relevant to health promotion; and
- to evaluate and report on the effectiveness of the performance of the Foundation in achieving health promotion activities.

### **Health Promotion Project Grants**

Healthway offers a number of different grants for health promotion projects in WA. Health Promotion Project Grants support a range of activities and campaigns designed to promote and encourage healthy lifestyles. These grants are available to support clearly defined health promotion activities and programs, particularly those focusing on Healthway priority health issues of tobacco control, reducing harm from alcohol, preventing overweight and obesity, and promoting good community and individual mental health. Healthway has identified priority areas for health promotion projects as well as target groups which include children, young people and disadvantaged groups. Applications for innovative, sustainable projects that reach these target groups are particularly encouraged.

Local government may apply for grants to fund new approaches to promoting healthy lifestyles through changing community attitudes and behaviour, and creating environments that support people to make healthier choices.

### **Health Promotion Research Grants**

The health promotion research program provides grants for research in WA leading to the promotion of good health and the prevention of illness in the community. Healthway supports innovative research with strong links to policy and practice, and encourages collaborative multi-disciplinary studies that foster the sharing of skills and expertise.

### **Department of Local Government, Sport and Cultural Industries**

The (DLGC) provides one-off grants to community sector organisations and local governments to plan and implement projects, events and initiatives that help to improve the lives of West Australians programs.



### **Lotterywest**

Applications for a Lotterywest grant can be made throughout the year. Generally it takes 3 months for applications submitted with all required information to go through the Lotterywest assessment and approval process. The process can take longer for applications which require additional information or further development from what's been submitted. Please factor in the time needed for assessment and a decision when planning your event or project. There are a range of grant types which can be viewed on the Lotterywest website.

### **GrantsConnect - Federal government**

Provides centralised publication of forecast and current Australian Government grant opportunities and grants awarded.

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That the information regarding Stage 5 of the *Public Health Act 2016*, Public Health Planning be received by Council.

### **Council Resolution**

#### ***Cavanagh/Major***

That the information regarding Stage 5 of the *Public Health Act 2016*, Public Health Planning be received by Council.

**Carried 6/0  
Resolution 21/19**

*Gordon Tester left the meeting at 2.39pm.*



## 8.4 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

<b>File Reference</b>	4.1.20	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Geoff McKeown	9 <sup>th</sup> August 2018
<b>Attachment</b>	Nil	

#### Background

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

#### Comment

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

#### 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 August 2018 be received by Council.

#### Council Resolution

##### *Logie/Harding*

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

**Carried 6/0**  
**Resolution 22/19**

#### Afternoon Tea

The President adjourned the meeting for afternoon tea at 3.07pm and the meeting resumed at 3.36pm.



#### 8.4.2 MAIN ROADS – OFFER TO PURCHASE PART LOT 13311 PINJARRA-WILLIAMS ROAD

<b>File Reference</b>	12.15.33
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Geoff McKeown 31 <sup>st</sup> July 2018
<b>Attachment</b>	Nil

#### Background

On the 19<sup>th</sup> January 2018 correspondence was received from Main Roads WA advising that sections of land under the ownership or management of the Shire of Williams had been identified as being required to support construction activities and road widening requirements associated with the temporary and permanent works in the vicinity of Bridge 25 over the Williams River.

In regard to the permanent works in vicinity of Bridge 25, Main Roads WA indicated its intention to resume 813m<sup>2</sup> of land in a strip running from the Pinjarra Williams Road towards a point south of the Bridge. The land is part of the Shire's recreation ground, including the Williams Lions Park.

#### Comment

The matter was considered at the February 2018 Ordinary Council Meeting and the following resolution was passed:

#### **Council Resolution**

#### **Major/Cavanagh**

*Pursuant to section 56 of the Land Administration Act 1997 the Shire of Williams requests the Minister for Lands to dedicate land required for road purposes shown on Main Roads WA land plans 1760-286-1 and 1760-288-1. Further, Council negotiate with Main Roads WA regarding compensation for the loss of freehold land.*

**Carried 9/0  
Resolution 136/18**

Main Roads WA obtained an independent valuation for the parcel of land and is prepared to offer, on a without prejudice basis, the sum of \$3,000, plus GST if applicable. Main Roads WA will be responsible for all costs associated with the transfer of the land.

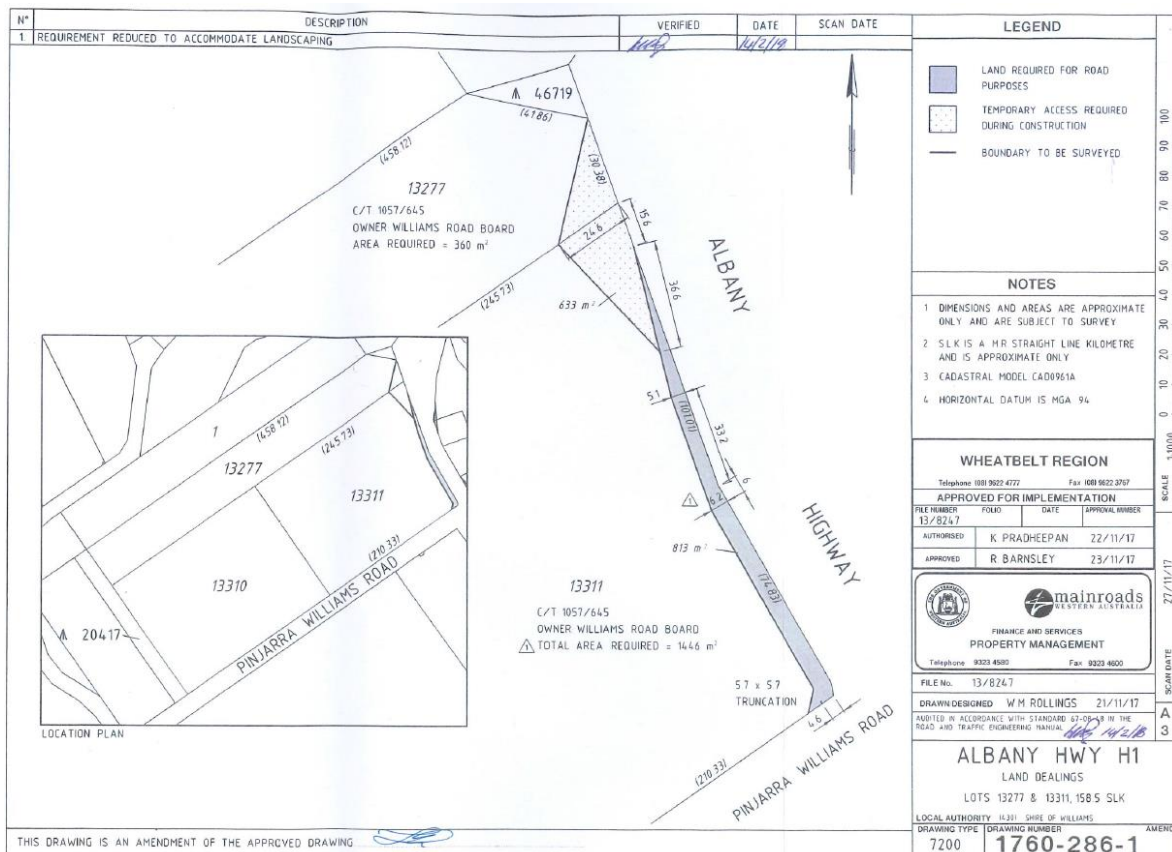
If the Shire is willing to accept this offer, documentation to this effect needs to be signed by the President and Chief Executive Officer.

A plan showing the land parcel follows. The area shown in 'grey' highlights the land to be acquired.





## MINUTES – ORDINARY MEETING OF COUNCIL HELD 15<sup>TH</sup> AUGUST 2018



### 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 1.2 Develop and invest in the redevelopment of the Williams Lions Park.
- CL 2.2 Maintain accountability, transparency and financial responsibility.

### Financial implications

Revenue from the sale of land is not included in the 2018/19 Annual Budget. However, it will offset the cost of the Williams Lions Park redevelopment or land being purchased for overflow parking.

### Voting Requirements

Simple Majority

### Officer's Recommendation

That Council accepts the offer from Main Roads WA for the purchase of 0.0813ha of land to be excised from Lot 13311 Pinjarra-Williams Road, Williams, as shown on Main Roads Land Dealing Plan 1760-286-1, subject to Main Roads WA accepting full responsibility for all costs associated with the transfer of the land. Further, the President and Chief Executive Officer are authorised to sign the necessary documentation to give effect to the sale.



**Council Resolution**

**Major/Baker**

That Council accepts the offer from Main Roads WA for the purchase of 0.0813ha of land to be excised from Lot 13311 Pinjarra-Williams Road, Williams, as shown on Main Roads Land Dealing Plan 1760-286-1, subject to Main Roads WA accepting full responsibility for all costs associated with the transfer of the land. Further, the President and Chief Executive Officer are authorised to sign the necessary documentation to give effect to the sale.

**Carried 6/0  
Resolution 23/19**

**8.4.3 WHEATBELT SECONDARY FREIGHT ROUTE PROJECT**

<b>File Reference</b>	12.15.36
<b>Statutory Reference</b>	N/A
<b>Author &amp; Date</b>	Geoff McKeown      6 <sup>th</sup> August 2018
<b>Attachments</b>	Briefing Note: Wheatbelt Secondary Freight Route Summary of Proposed Shire of Williams Projects

**Background**

At the most recent meeting of the Wheatbelt South Regional Road Group it was agreed that the Chairperson write to all local governments in the Wheatbelt South and Wheatbelt North regions to request they reaffirm their commitment to the Wheatbelt Secondary Freight Route Project (WSFR Project). In addition, to ask that they commit \$6,000 in their 2018/19 budgets as the co-contribution required to undertake the detailed planning and design works to enable a Level 4 Infrastructure Australia Submission to be prepared.

**Comment**

The Chairperson, Cr Katrina Crute, has written to all local governments on this matter. An extract of a portion of her correspondence follows:

*“For those that aren’t away the WSFR Project has been working on this project since mid 2016; the project stemmed from considerable work done by both WBS & WBN in looking at their road networks in attempt to improve connectivity through our RRG funding and road projects. This mapping process started in 2014, once the RRG together with Main Roads identified that improving the connectivity was a major project that would bring significant economic benefit to the Ag Region a working group was formed and RDA via Juliet Grist helped us obtain initial funding to further progress this as a regional road project. The last 2 ½ years have seen considerable work undertaken by all 42 LG’s and the working group to get this project to a point where we are starting to have constructive and positive meetings with the State Government, Federal Government, Infrastructure Australia, Freight & Logistics Council WA, CBH and other key stakeholders.*”



*Hopefully this provides your councils with sufficient information about the background of the project and the plan going forward to enable them to provide the working group with formal support, so we can continue to work for what is a significant regional project for Wheatbelt Region.”*

The outcome of the WSFR Project is to upgrade identified local government roads to a minimum road standard to ensure freight can be more safely, and efficiently delivered throughout the Wheatbelt Region. It is hoped that a strong business case, identifying the need for funding, will leverage the necessary grants from the Federal and State Governments.

The following roads having regional significance are identified in the project for the Shire of Williams:

1. York Williams Road
2. Fourteen Mile Brook Road
3. Pingelly Road
4. Tarwonga East Road
5. Williams Darkan Road

Attached as appendices to this item are two documents for Council’s information, being:

- Briefing Note: Wheatbelt Secondary Freight Route; and
- Summary of Proposed Shire of Williams 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):

- LUE 4.1 Strive for high-quality, well-constructed and maintained local road network.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies.

### **Financial implications**

If Council supports investment in the WSFR Project the requirement for that expenditure will fall in the 2018/19 financial year.

### **Voting Requirements**

Simple Majority



**Officer's Recommendation**

That Council:

1. Notes the Secondary Freight Routes Project Development report;
2. Supports the strategic intent of the Secondary Freight Routes project;
3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and
4. Endorses in principle an allocation of [\$6,000] in 2018/19 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.

**Council Resolution**

***Cavanagh/Major***

That Council:

1. Notes the Secondary Freight Routes Project Development report;
2. Supports the strategic intent of the Secondary Freight Routes project;
3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and
4. Endorses in principle an allocation of [\$6,000] in 2018/19 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.

**Carried 6/0  
Resolution 24/19**

**Council Resolution**

***Cavanagh/Logie***

That Council's in principal support for the Shire of Williams to allocated [\$6,000] in 2018/19 to co-fund Secondary Freight Route Project development, subject to a successful Building Better Regions Program application, will only be confirmed if 80% of the local governments in the Wheatbelt Region agree to support the initiative.

**Carried 6/0  
Resolution 25/19**

*The resolution was additional to the original recommendation as Council wished to ensure that support for the project was conditional on a significant percentage of local governments agreeing to participate.*

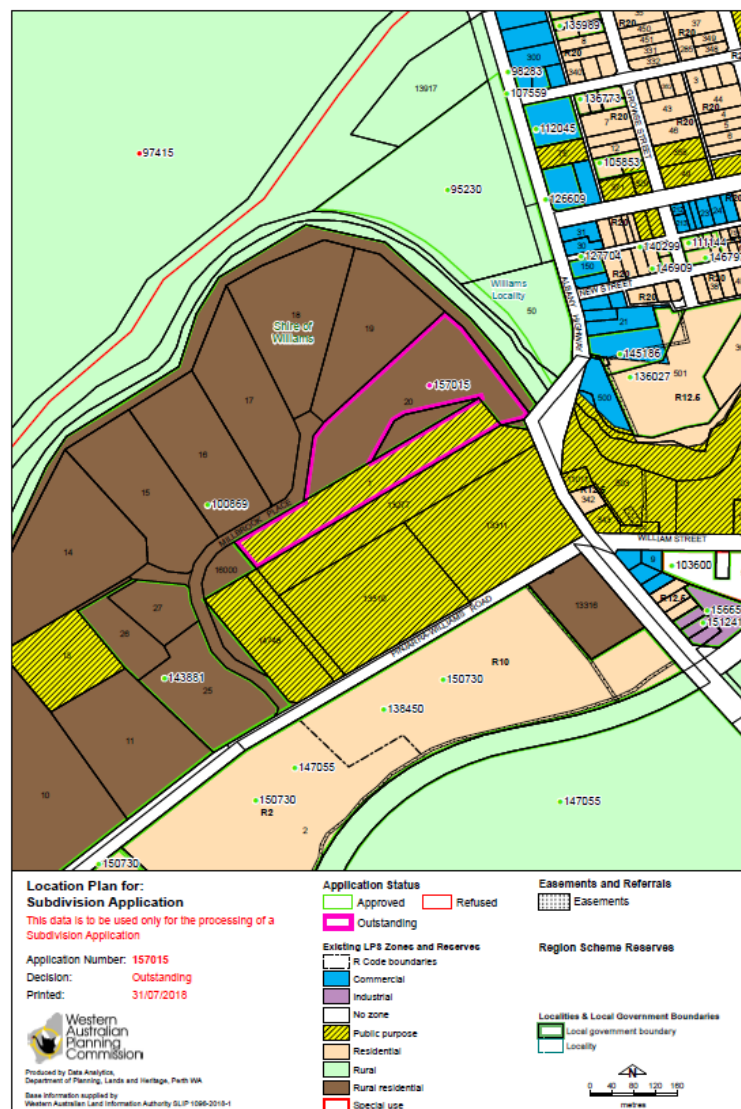
**8.4.4 PROPOSED SUBDIVISION/AMALGAMATION – LOTS 1 AND 20 MILLBROOK PLACE WILLIAMS**

<b>File Reference</b>	10.64.20
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme No 2
<b>Author &amp; Date</b>	Geoff McKeown 7 <sup>th</sup> August 2018
<b>Attachments</b>	Nil

**Background**

An application has been lodged with the Western Australian Planning Commission (WAPC) seeking planning approval to subdivide and amalgamate Lots 1, and 20 Millbrook Place, Williams. The WAPC has referred the application to the Shire of Williams for comment (by 17 September 2018).

The lots included in the proposal are shown on the following plan:





## Comment

### ➤ **Description of Application**

The application has been submitted jointly by the Shire of Williams and Mr & Mrs Neil and Roz Barber. The proposal was initiated by the Shire of Williams, which is seeking to expand parking for the redeveloped Williams Lions Park to accommodate caravans, camper trailers, recreational vehicles, etc.

Detail included in the Applicant's report indicates that the proposal seeks to achieve the following outcomes:

- The proposal seeks to realign boundaries;
- The proposed realignment is to create an overflow parking area for the new Williams landscaped motorists rest area precinct;
- No services are required to be provided or relocated; and
- The proposed lot will create no new building entitlements.

### ➤ **Shire of Williams Town Planning Scheme No 2**

Lot 20 Millbrook Place is zoned 'Rural Residential' and Lot 1 is zoned 'Public Purpose' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

Under the Shire's Scheme the objective of the 'Rural Residential' zone is to select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural residential retreats, and also to make provisions for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.

The proposal to reduce the size of Lot 20 by approximately 0.33ha will not diminish its continued use as a rural residential property.

As Lot 1 is zoned 'Public Purpose' it would be appropriate to expand that zoning to include the additional area under a future scheme amendment.

### ➤ **Bush Fire Prone Mapping**

There is on line mapping which identifies all land in bushfire prone areas for the whole of Western Australia – available on [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). An extract of the map as it applies to lots that are the subject to this application is included on the following page.

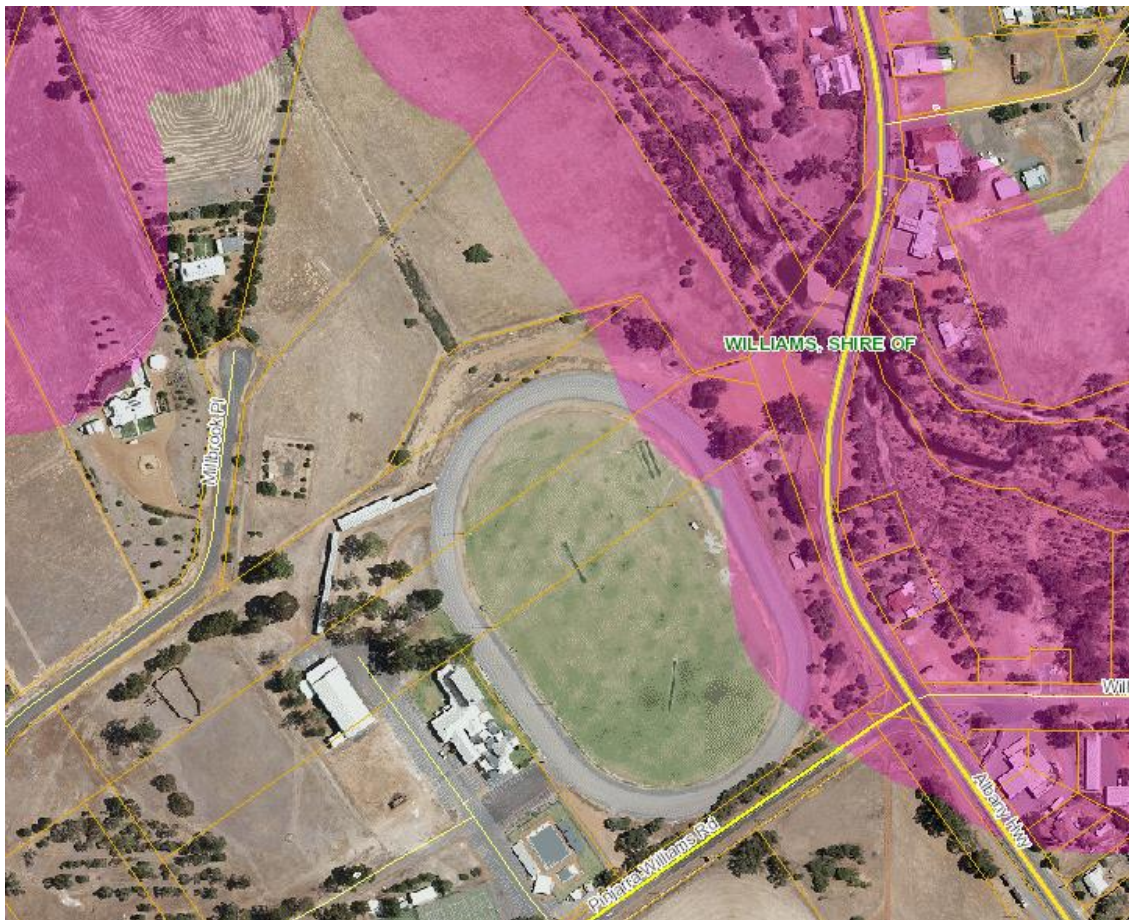
The bush fire prone areas have been designated by the Fire and Emergency Services Commissioner.

A new State Planning Policy, *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) was gazetted on Monday, 7 December 2016.

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas.

SPP 3.7 requires all new subdivision applications entailing land identified as Bushfire Prone to be supported with a Bushfire Attack Level (BAL) contour map, however none has been provided on this occasion.

No detailed fire assessment is required for this application as Planning Bulletin 111/2016 states that State Planning Policy 3.7 applies to applications for subdivision except for amalgamations or boundary realignments. Since this proposed boundary realignment will not result in an increased bushfire risk, no detailed fire assessment is required at this stage. Any potential future development on the site will require appropriate assessment at that time.



### Legislative Requirements

#### Planning and Development (Local Planning Schemes) Amendment Regulations 2015

The Regulations include ‘deemed provisions’ which automatically apply to the Shire, without the need to amend the Shire’s Scheme.

Regulation 67 outlines ‘matters to be considered by Council’ including ‘any policy of the Commission’. This gives immense weight to Development Control Policy 3.4.



Shire of Williams Town Planning Scheme No 2 – discussed in the body of 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 4.4 Monitor and ensure compliance with regulatory framework for local government business.
- ED 1.2 Develop and invest in the redevelopment of the Williams Lions Park.
- ED 1.8 Consider future land acquisition for the Shire for recreation, commercial, residential or industrial purposes.
- SCD 1.1 Provide, maintain and improve community infrastructure.

### Financial Implications

An amount of \$26,000 is included in the 2018/19 Annual Budget to fund the subdivision process and land acquisition.

### Voting Requirements

Simple Majority

#### Officer's Recommendation:

That Council:

1. Recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 1 and 20 Millbrook Place, Williams highlighting the following reasons:
  - (i) The application is to realign boundaries without creating additional lots; and
  - (ii) The Shire of Williams will seek to rezone the expanded area of Lot 1 under a future scheme amendment to be included in the 'Public Purpose' zone.

#### Council Resolution

##### *Cavanagh/Harding*

That Council:

1. Recommend that the Western Australian Planning Commission approve the application to subdivide and amalgamate Lots 1 and 20 Millbrook Place, Williams highlighting the following reasons:
  - (i) The application is to realign boundaries without creating additional lots; and
  - (ii) The Shire of Williams will seek to rezone the expanded area of Lot 1 under a future scheme amendment to be included in the 'Public Purpose' zone.

**Carried 6/0  
Resolution 26/19**





#### 8.4.5 USE OF THE COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY

<b>File Reference</b>	4.50.60
<b>Statutory Reference</b>	Sections 5.42 and 9.49A <i>Local Government 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 9 <sup>th</sup> August 2018
<b>Attachment</b>	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:

- **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 2018/19 Annual Budget or by separate resolution of Council.

#### Voting Requirements

Simple Majority



**Officer's Recommendation**

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

**Council Resolution**

**Logie/Baker**

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

**Carried 6/0  
Resolution 27/19**

**LATE ITEM**

**Council Resolution**

**Logie/Harding**

That the following late item be accepted for discussion.

**Carried 6/0  
Resolution 28/19**

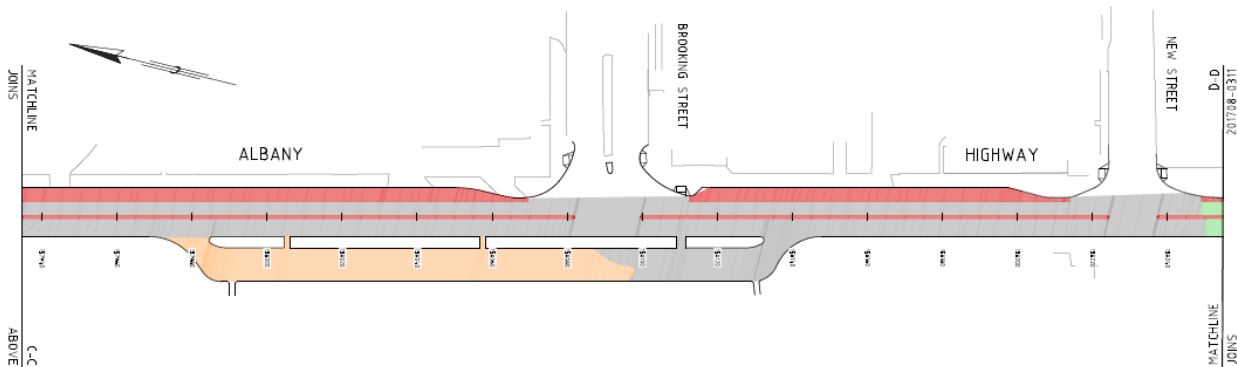
**8.4.6 CONSTRUCTION OF CAR PARK EXTENSION – ALBANY HIGHWAY – LATE ITEM**

<b>File Reference</b>	12.15.33	
<b>Statutory Reference</b>	Nil	
<b>Author &amp; Date</b>	Geoff McKeown	14 <sup>th</sup> August 2018
<b>Attachment</b>	Nil	

**Background**

Council has previously considered the possibility of constructing an extension to the car park opposite the Post Office. The proposal is to extend it to a point near the old Agricultural Hall where it will re-join the highway. The design will cater for light vehicles as heavy vehicles have parking options at the BP and Caltex Service Stations respectively.

During the design phase for Bridge 24 and 25, and road upgrades proposed by Main Roads WA, the Shire requested the inclusion of this car park in the design drawings. This was agreed to by Main Roads WA and the following pavement plan shows the extended car park on design Drawing 201708-0310-B.



### Comment

At the Meeting of the Community Reference Group held on the 12<sup>th</sup> February 2018 the following reference to this matter was recorded:

#### *b. Extended carpark*

*MRWA to provide the Shire with a cost estimate for this component of the project so that Council can consider it as part of their budget deliberations. It is envisaged that there will be economies of scale achieved through the work being completed in conjunction with the MRWA project. Action: Kula to provide budget estimates in consultation with the contractors and the Shire.*

Main Roads WA has provided an estimate of \$90,000, based on the preferred Contractor's tender submission rates. It includes the extended paving areas, 2 coat seal, kerbing and associated new car park lighting.

There are economies of scale for the Shire if it works with the Contractor completing the Main Roads WA project.

At the Meeting of the Community Reference Group held on the 13<sup>th</sup> August 2018, Main Roads WA requested confirmation whether the Shire will undertake this work itself or pass it to the Contractor to do. It was agreed that this matter be raised with Council at the earliest opportunity for a decision.

### 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 1.7 Investigate the feasibility of establishing a carpark linking the existing Post Office carpark and existing Caltex truck bay.

### Financial Implications

The 2018/19 Annual Budget includes an amount of \$75,472 for this project. There is the possibility that the Shire can generate income from sale of gravel, hire of plant, etc., for the road construction works which can offset the difference in the estimate and the budget allocation.



**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council advise Main Roads WA that it supports the construction of the extended car park, opposite the Post Office on Albany Highway, being completed by the Main Roads WA Contractor.

**Council Resolution**

***Baker/Harding***

That Council advise Main Roads WA that it supports the construction of the extended car park, opposite the Post Office on Albany Highway, being completed by the Main Roads WA Contractor.

**Carried 6/0  
Resolution 29/19**

*Note: In passing the resolution, Council emphasised the need to offset the difference in the cost estimate and the Shire's budget allocation where opportunities arise to provide material, plant and labour to the project.*

*The Manager of Finance, Mrs Cara Ryan, attended the meeting at 4.11pm to discuss her report.*



## 8.5 MANAGER OF FINANCE'S REPORT

### 8.5.1 ACCOUNTS FOR PAYMENT

<b>File Reference</b>	4.23.15	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	7 <sup>th</sup> August 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 104702 – 104704, 104706 and 104707 totalling \$617,268.61 approved by the Chief Executive Officer be endorsed.



**Council Resolution**

**Harding/Baker**

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104702 – 104704, 104706 and 104707 totalling \$617,268.61 approved by the Chief Executive Officer be endorsed.

**Carried 6/0  
Resolution 30/19**

**8.5.2 FINANCIAL STATEMENTS**

<b>File Reference</b>	4.23.15	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	7 <sup>th</sup> August 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 31<sup>st</sup> July 2018 be received.

**Council Resolution**

**Cavanagh/Logie**

That the financial statements presented for the period ending 31<sup>st</sup> July 2018 be received.

**Carried 6/0  
Resolution 31/19**

*Cara Ryan left the meeting at 4.27pm.*



## 8.6 COUNCILLORS' REPORTS

Cr Logie reported on his attendance at the WALGA Local Government Convention and items discussed at the WALGA Annual General Meeting. He also mentioned a visit to Curtin University to view the pyrolysis demonstration plant being developed to process municipal waste.

Cr Cowcher also commented on his attendance at the WALGA Local Government Convention and in particular the positive comments from other local governments on the redevelopment of the Williams Lions Park.

Cr Baker reported on a discussion he had with a Councillor from the Shire of Collie on their focus to attract visitors to their community.

Cr Cavanagh mentioned an upcoming meeting of the South 32 Community Liaison Committee.

## 9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

## 10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

### 10.1 ELECTED MEMBERS

### 10.2 OFFICERS

## 11.0 APPLICATION FOR LEAVE OF ABSENCE

Cr Baker requested leave of absence for the September 2018 Council Meeting.

### **Council Resolution**

#### ***Cavanagh/Major***

That Council endorses the leave of absence request from Cr Baker for the September 2018 Ordinary Council Meeting.

**Carried 6/0  
Resolution 32/19**

Cr Cowcher requested leave of absence for the October 2018 Council Meeting.



**Council Resolution**

***Major/Baker***

That Council endorses the leave of absence request from Cr Cowcher for the October 2018 Ordinary Council Meeting.

**Carried 6/0  
Resolution 33/19**

## **12.0 INFORMATION SESSION**

The Chief Executive Officer provided an update on the matter relating to the advertising signage on Reserve 31309, Albany Highway, concerning the cost of legal advice to pursue the removal of the billboard infrastructure.

## **13.0 CLOSURE OF MEETING**

There being no further business for discussion the President declared the meeting closed at 4.58pm.