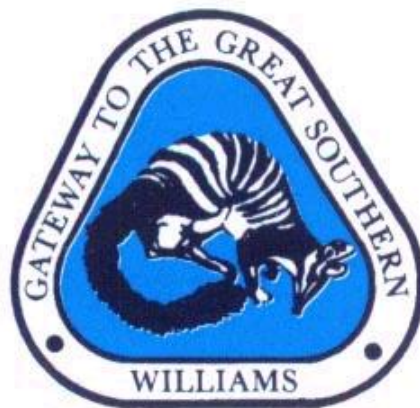


# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING HELD ON  
WEDNESDAY 18 SEPTEMBER 2019***



## **COUNCIL DIARY**

**WEDNESDAY 18 SEPTEMBER 2019**

1.00pm

Ordinary Meeting

**WEDNESDAY 16 OCTOBER 2019**

1.00pm

Ordinary Meeting



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**Separate Documents**

1. Minutes – Council; Audit Committee, 4WDL
2. CEO General Report
3. Appendices to CEO Report
4. Action Items Report
5. Appendices to CDO Report
6. Appendix to Work Supervisor’s Report
7. Appendix to Waste Management Officer’s Report
8. Payment Listing
9. Finance Report
10. Municipal Bank Reconciliation x2
11. Status Report
12. Info Statement

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# AGENDA

## 1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President Jarrad Logie declared the Meeting open at 1.02pm.

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

Cr Jarrad Logie	President
Cr Natalie Major	Deputy President
Cr Moya Carne	
Cr Gil Medlen	
Cr Greg Cavanagh	(1.51pm – 4.06pm)
Cr Simon Harding	
Cr Alex Watt	
Cr Bob Baker	

Geoff McKeown	Chief Executive Officer
Tony Kett	Works Supervisor (1.22pm – 1.36pm)
Sharon Palumbo	Family Day Care Coordinator (3.57pm – 4.15pm)
Manuela Lenehan	Minute Taker

Apologies	Nil
Leave of Absence	Nil

## 3.0 PUBLIC QUESTION TIME

## 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

## 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 21 AUGUST 2019

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

That the Minutes of the Ordinary Meeting held 21 August 2019, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Major/Watt***

That the Minutes of the Ordinary Meeting held 21 August 2019, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0  
Resolution 39/20**

### 6.2 AUDIT COMMITTEE MEETING HELD 21 AUGUST 2019

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

That the Minutes of the Audit Committee Meeting held 21 August 2019, as previously circulated, be received.

#### **Council Resolution**

##### ***Baker/Medlen***

That the Minutes of the Audit Committee Meeting held 21 August 2019, as previously circulated, be received.

**Carried 7/0  
Resolution 40/20**

### 6.3 4WDL MEETING HELD 13 AUGUST 2019

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

That the Minutes of the 4WDL Meeting held 13 August 2019, as previously circulated, be received.

#### **Council Resolution**

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

That the Minutes of the 4WDL Meeting held 13 August 2019, as previously circulated, be received.

**Carried 7/0  
Resolution 41/20**

## 7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

## 8.0 REPORTS



## 8.1 COMMUNITY DEVELOPMENT OFFICER’S REPORT

### 8.1.1 GENERAL PROJECTS UPDATE

<b>File Reference</b>	CDO Files	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Britt Logie	11 <sup>th</sup> September 2019

#### Background

The CDO 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 Men’s Shed

Bob Baker and I had a meeting with Lotterywest in Jarrahdale. They were quite forthcoming on the idea, we received positive feedback and reinforced the idea that we will have to go with the approach of a “community shed” rather than a sole purpose “Men’s Shed”. I have been going over the original budget and updating some figures to be more accurate.

The outcome for the grants will not be known for another couple of months.

The grants that have been applied for are:

Bendigo Bank –	\$25,000
Newmont Gold –	\$25,000
CBH, Grass Roots –	\$20,000
Worsley South32	\$25,000
Lotterywest	\$80,000
Stronger Communities -	\$9,910

Total Amount requested = \$184,910

##### Williams Lions Park

We have recently had to replace the harness for the flying fox as it was damaged from incorrect use. The harness was \$850. We will be putting up a sign and a sticker on the back of the harness to encourage people to sit on the harness instead of stand.

The rocker at the town park has also been damaged. A replacement rocker has been ordered and will be replaced next week.

##### Albany Highway Shared Use Pathway

To extend the Piesse Street section of Path we received 2 quotes. They are below:

Coleman Rail	68.00m <sup>2</sup>	Price includes equipment, material and personnel to form and pour concrete to 164m, 2.5m wide, 100mm.	\$27,880.00
TG & VM Medlen	\$53.35m <sup>2</sup>	Supply and deliver concrete with Labour	\$21,873.50



TG & VM Medlen was given the go ahead and commenced work on the project on 12 September 2019.

The original project was estimated at \$62,340.00. This was for a footpath that was to be 324m long, extending along Albany Highway from Richardson St through to the North end of town. As Main Roads were not happy to construct a footpath further than 23m North of Coalling Bridge, the original path was reduced to approximately 220m.

The project has been amended to include 164m of pathway along Piesse Street. This has increased the pathway length to approximately 390m in total.

At present we are over budget and still needing to factor in the relocation of the green dome on the corner of Albany Highway and Richardson Street. This is expected to cost approximately \$4,500. However there does need to be a review of the Shire cost for earthworks on Piesse Street as considerable work was done to clear a blocked drain. This cost will be reallocated to road drainage rather than to the footpath project.

Coleman Rail	Footpath North of Bridge 24	\$4,700.00	
Coleman Rail	Footpath Bridge 24 to Caltex Nth Driveway	\$6,450.00	
Coleman Rail	Footpath Caltex Nth Driveway to Sth Driveway	\$9,450.00	
Coleman Rail	Footpath Caltex Sth Driveway to Richardson Street	\$5,000.00	
Coleman Rail	8 x Pram Ramps	\$4,400.00	
Shire of Williams	Earthworks for Piesse St	\$10,858.27	
TG & VM Medlen	Piesse St	\$21,873.50	
Western Power	Relocation of Green Dome	\$4,500.00	
	<b>Total</b>		<b>\$67,231.77</b>
	<b>Estimated Budget</b>		<b>\$62,340.00</b>
	<b>Department of Transport Funding</b>	<b>\$31,170.00</b>	
	<b>Total Cost for Shire</b>		<b>\$36,061.77</b>

### 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 Community Development Officer's General Projects Update be received.

**Council Resolution**

***Medlen/Watt***

That the Community Development Officer's General Projects Update be received.

**Carried 7/0  
Resolution 42/20**





The Works Supervisor, Tony Kett, attended the Meeting at 1.22pm to discuss his report.

## 8.2 WORKS SUPERVISOR’S REPORT

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	10 September 2019
Attachments	Appendix 1	

### 8.2.1 WINTER GRADING ACTIVITY

Road Name	Length Graded (km)
Culbin-Boraning Rd	17.7
Higham Rd	3.3
English Rd	6.5
Nash Rd	5.8
Dardadine Rd	21.5
Sattler Rd	5.4
Sattler South	3.0
Coulter Rd	2.3
Dardadine-South	.05
Hillman-Dardadine	1.7
Hurley Rd	13.8
Taylor Rd	9.1
Pig Gully Rd	11.0
<b>Total Length for the Month</b>	<b>101.6 km</b>

### 8.2.2 ROAD MAINTENANCE WORKS (SEE APPENDIX)



**8.2.3 2019/20 ROAD CONSTRUCTION PROGRAM**

Road Construction Program 2019-2020								
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	6.50	8.01				
128	Williams Darkan Road	Reseal. Pavement repair	11.0 21.07	16.0 21.17				
7	Clayton Road	Seal Shoulder	4.00	6.00				
7	Clayton Road	Widen Shoulders	6.00	8.00				
1	York Williams Road	Reseal 3kms and pavement repairs	9.10	12.10				
23	Wangeling Gully Road	Gravel Sheet Tree Clear	4.70 7.70	7.70 9.30				
12	Zilko Road	Seal Widen over Culverts						
14	Narrakine Road	Stabilise pavement	7.21	7.27				
21	Carne Road	Stabilise pavement	3.71	3.86				
04-03	Lavender St, Forrest St, Stan Gillett St: Seal to 7.0m wide.	Seal 7m wide	650m	650m.				Gravel in, drainage and culverts being done.
12	Zilko Road	Gravel sheet	10.4	13.4				
11	Marradong Road	Stabilising Pavement						



**8.2.4 MECHANICAL REPORT**

Plant Description		Driver	Date Purchased	Hours/Km 10/6/19	Works Completed this Month
Mazda CX5 WL 16	Light Vehicles	C Ryan	Aug 18	17,065 km	
Toyota Prado 16 WL		G McKeown	Sep 16	94,800 km	
Isuzu 4x2 Dual Cab Utility WL 76		Outside staff	Nov 04	4,482 km	
Holden Colorado Dual Cab WL 19		T Kett	Sep 17	65,600 km	Serviced.
Isuzu 150 WL 36		J Cowan	Nov 18	7,123 km	
Isuzu D-Max WL 5802		A Wood	Nov 14	145,301 km	
Isuzu 4x2 Single Cab Ute WL 5826		Maintenance	Nov 16	29,193 km	
Holden Rodeo Single Cab Utility WL 826		Outside staff	Nov 06	132,384 km	
Isuzu 4x2 Single Cab Ute WL 915		J Lenehan	Nov 16	23,249 Km	
Skid Steer Track Loader 1EVV725		Construction Equipment	Outside staff	Sep 15	978 hr
Multipack Multi-Tyre Roller WL 49	Outside staff		Oct 04	7,375 hr	
Vibromax Roller WL 126	Outside staff		Sep 04	4,724hr	
Caterpillar 12M Grader WL 61	C Fawcett		Dec 11	6,618 hr	
Caterpillar 12M Grader WL 361	A Wood		Oct 14	4000 hr	Serviced.
721E Case Loader WL 5639	N Fisher		May 12	7,804 hr	
Volvo EC210BLC Excavator WL 499	P Reed		Jul 07	8,150 hr	Serviced.
John Deere 315SE4 Backhoe WL 745	T Palframan		Sep 01	3,258 hr	New Battery.
Toro Reelmaster SP Mower WL 5827	Works		Aug 09	1,440 hr	
Kubota Generator	Parks & Gardens		Refuse Site		5,218 hr
Toro Groundmaster 360 WL917		J Cowan	Nov 16	298 hr	New rollers fitted to deck.
Toro Kholer Ride on Mower WL 5302		J Cowan	Aug 05	679 hr	
Honda TRX 4-wheel M/cycle WL 429		J Cowan	Mar 00	1,545 hr	
Toyota DA115 Tip/Water Truck WL 595		J Lenehan	Aug 94	237,500 km	
Isuzu FVZ1400 Tip Truck WL093	Trucks & Trailers		Dec 03	322,547 km	
Volvo P-Move WL91		P Reed	Jan 19	11,104 km	
Isuzu Giga CXZ Tip Truck WL 128		J Murdock	Dec 08	257,123 km	
Isuzu NPR 300 Truck WL 5825		D Hill	Jan 13	114,677 km	
SFM S-Tip Trailer WL 3730		Works	Dec 05	173,500 km	Wheel bearings and brake adjusters done.
Howard Port. L-Loader 1TIF238		Works	Aug 07	165,500 km	
Howard Port. Pig Trail. WL3792		J Murdock	Dec 08	174,500 km	Wheel bearings and brake adjusters done.
'08 Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	Received Feb 16	167,853 km	Checked vibration in front end.

**8.2.5 STAFF**

- Nil to report

**8.2.6 TOWN AND FACILITIES REPORT**

- Drainage and preparation for footpath on Piesse Street.
- New standpipe on Glenfield Road up and running.
- Trees have been planted next to new carpark opposite Post Office.

**8.2.7 PRIVATE WORKS**

- Water deliveries



### **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**

##### ***Watt/Harding***

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

**Carried 7/0  
Resolution 43/20**

*Tony Kett left the Meeting at 1.36pm.*

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

Nil Report

*Cr Cavanagh attended the Meeting at 1.51pm.*



**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	12 September 2019
<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 September 2019 be received by Council.

**Quindanning Murals**

**Council Resolution**

***Major/Cavanagh***

That Council proceed to engage Artist Jock Butler to complete a new mural at the Quindanning Hall, subject to the Quindanning Hall Committee approval, using up to \$3,000 from the Art Acquisition Reserve Fund. 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 8/0  
 Resolution 44/20**

**Council Resolution**

***Watt/Baker***

That the Chief Executive Officer’s General Report for September 2019 be received by Council.

**Carried 8/0  
 Resolution 45/20**



#### 8.4.2 WHEATBELT SECONDARY FREIGHT NETWORK – FORMALISATION OF COMMITMENT

<b>File Reference</b>	12.15.36
<b>Statutory Reference</b>	<i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	WSFN Project Coordinator 11 September 2019
<b>Attachment</b>	<b>Appendix 1</b> WSFN Governance Plan, WSFN MCA Methodology, WSFN Program Delivery Plan, WSFN Map March 2019

##### Background

It is requested by the Wheatbelt Secondary Freight Network Steering Committee that the associated 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council.

##### Comment

42 Local Governments in the Wheatbelt region have worked collaboratively for over 4 years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSFN) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Attached is Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSFN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration. It is requested by the WSFN Steering committee that this formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSFN program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding. A prioritisation of the Wheatbelt Secondary Freight Network routes will via a Multi-



criteria Analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSNF program are expected to commence in financial year 2020/21 and be staged over a 3 to 5 year period depending upon Federal Government stipulations.

For the year 2019/20 the WSNF have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
  - Shire of Victoria Plains
  - Lancelin to Meckering Route
  - Mogumber - Yarawindah Road
  - Project value \$1M
- Wheatbelt South
  - Shire of Quairading
  - Cunderdin to Kweda Route
  - Cunderdin - Quairading Road
  - Project Value \$1M

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity.

Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released:
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSNF 5 Year Plan incorporated in their LTFP.



- Individual Shires incorporate into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

**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**

Local Governments with projects approved over the course of the WSNF program will be required to contribute approximately 7% of each individual project’s total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council:

1. Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.
2. Receive the following WSNF Program documents which outline how the WSNF Steering Committee propose to administer the WSNF Program:
  - Program Governance Plan
  - Program Delivery Plan
  - Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSNF Steering Committee to make decisions in accordance with in the Program Governance Plan.

**Council Resolution**

**Carne/Major**

That Council:

1. Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration.
2. Receive the following WSNF Program documents which outline how the WSNF Steering Committee propose to administer the WSNF Program:
  - Program Governance Plan
  - Program Delivery Plan
  - Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSNF Steering Committee to make decisions in accordance with in the Program Governance Plan.

**Carried 8/0  
Resolution 46/20**





### 8.4.3 RECRUITMENT AND SELECTION POLICY - INCORPORATING VERIFYING EMPLOYEE IDENTITY AND CREDENTIALS

<b>File Reference</b>	4.1.10
<b>Statutory Reference</b>	<i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 11 September 2019
<b>Attachment</b>	<b>Appendix 2</b> Draft Recruitment and Selection Policy, Draft Recruitment and Selection Procedure, Draft Recruitment and Selection Procedure Supporting Documents

#### Background

The Chief Executive Officer was requested to prepare a Recruitment and Selection Policy to guide the employment process for new employees. In addition, the Shire of Williams was included in a focus audit conducted by the Office of the Auditor General (OAG). The focus audit concerned matters involving verifying employee identity and credentials. The OAG presented a report to State Parliament on their findings. The focus audit involved eight (8) local governments.

#### Comment

The OAG identified weaknesses in verifying employee identity and credentials, including:

- The Shire does not have any approved policies or procedures relating to the vetting of employees;
- There was insufficient evidence to support whether the employee's right to work in Australia was checked prior to employment;
- There were incidences where a record of a police clearance was not on the employee file;
- The Shire does not have any policies and procedures in place for monitoring existing employees for changes in their status, such a criminal convictions or expiry of their working with children check;
- There were incidences where there was no record of a reference check; and
- There is some evidence of identity checks (Driver's Licence), however the records did not equate to 100 points of identification.

In response to this OAG focus audit WALGA updated its draft Recruitment and Selection Policy documentation and procedures for verifying employee identity and credentials.

Modified versions of the WALGA documents have been developed for adoption by Council and are attached as **Appendix 2** to 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 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

Nil



**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council adopt the draft Recruitment and Selection Policy, draft Recruitment and Selection Procedure including supporting documents, and incorporate these documents in the Shire’s Policy Manual.

**Council Resolution**

**Major/Cavanagh**

That Council adopt the draft Recruitment and Selection Policy, draft Recruitment and Selection Procedure including supporting documents, and incorporate these documents in the Shire’s Policy Manual.

**Carried 8/0  
Resolution 47/20**

**8.4.4 LONG SERVICE LEAVE MANAGEMENT POLICY**

<b>File Reference</b>	4.1.10
<b>Statutory Reference</b>	<i>Local Government Act 1995 and Local Government (Long Service Leave) Regulations 1996</i>
<b>Author &amp; Date</b>	Geoff McKeown      11 September 2019
<b>Attachment</b>	<b>Appendix 3</b> Draft Long Service Leave Management Policy

**Background**

The Chief Executive Officer was requested to prepare a policy designed to guide the use of long service leave entitlements.

**Comment**

The objective of such a policy is to ensure that employees take their leave entitlements within a reason time period from when it falls due and to manage the liability associated with the value of the entitlement.

Long Service Leave entitlements for employees in local government are governed by the *Local Government (Long Service Leave) Regulations 1996*. The regulations make certain reference to the taking of leave, as highlighted below, including that it shall be taken at the earliest practicable date.

**7. Taking leave**

- (1) Where a worker is entitled to long service leave —
  - (a) at least 2 months’ notice of the date from which the leave is to be taken shall be given by one party to the other unless otherwise agreed in writing between the parties;
  - (b) the employer shall not require the worker to commence the leave within 6 months of the date on which the worker became entitled to it;
  - (c) the leave taken shall be inclusive of any public holidays allowable under the worker’s conditions of employment but shall not be inclusive of any annual leave;



- (d) the leave may be granted and taken in one consecutive period or, if the worker and the employer so agree, in not more than 3 separate periods.
- (2) Subject to subregulation (1) long service leave shall be taken at the earliest practicable date.

The draft policy seeks to make it clearer when it is expected that the leave shall be taken and that variations to this timeframe need written agreement.

It is recommended that this draft policy be noted by Council and then distributed to all employees before returning to Council for further consideration and/or adoption.

**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 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**

The prompt taking of long service leave will ensure the provision for the liability does not become excessive.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council note the Draft Long Service Leave Management Policy and agrees to distribute the information to all employees prior to further consideration.

**Council Resolution**

**Major/Medlen**

That Council note the draft Long Service Leave Management Policy and agrees to distribute the information to all employees prior to further consideration.

**Carried 8/0  
Resolution 48/20**

**8.4.5 PURCHASING POLICY VARIATION**

<b>File Reference</b>	4.1.10
<b>Statutory Reference</b>	Local Government Act 1995
<b>Author &amp; Date</b>	Geoff McKeown 11 September 2019
<b>Attachment</b>	<b>Appendix 4</b> Draft revised Purchasing Policy

**Background**

During sample testing of payments made throughout the year the Auditor identified instances where the authorised purchase orders were dated after the dates of the corresponding supplier invoices. This finding from the interim audit was included in a Management Letter.



The opportunity for a management comment in reply to the finding was offered and the following response was given:

*“This is an area that requires improvement and reinforcement to officers that have approval to make purchases. The Shires purchasing policy does clearly state that a purchase directly made to a supplier requires a purchase order. Employees will be reminded of their obligation to ensure a purchase order is raised at the time of entering into a contract for goods and services.*

*The purchasing policy will be reviewed to include that a purchase order will not be required for purchases up to \$200, where the market is known, low risk and the officer making the purchase has authority to do so.”*

**Comment**

In response to this matter the Purchasing Policy has been revised. It is attached as Appendix 4 to 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 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**

The Purchasing Policy includes purchasing value thresholds incorporating a new threshold for purchases under \$200.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**  
 That Council adopt the draft revised Purchasing Policy and incorporate this document in the Shire’s Policy Manual.

**Council Resolution**  
**Watt/Harding**  
 That Council adopt the draft revised Purchasing Policy and incorporate this document in the Shire’s Policy Manual.

**Carried 8/0**  
**Resolution 49/20**

**8.4.6 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      12 September 2019
<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 2019/20 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 August 2019.

**Council Resolution**

**Harding/Baker**

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of August 2019.

**Carried 8/0  
Resolution 50/20**



**LATE ITEMS**

**Council Resolution**

**Major/Medlen**

That the following late items be accepted for discussion.

**Carried 8/0  
Resolution 51/20**

**8.4.7 AMENDMENT TO THE 2019/2020 FEES AND CHARGES**

<b>File Reference</b>	4.23.10
<b>Statutory Reference</b>	<i>Local Government Act 1995 – s6.16, s6.19 &amp; s1.7</i>
<b>Author &amp; Date</b>	Geoff McKeown      16 September 2019
<b>Attachments</b>	Nil

**Background**

A local government has the power to 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. Fees and charges are generally imposed when adopting the Annual Budget, but may also be imposed or amended from time to time during a financial year.

**Comment**

The designation of the Glenfield Road standpipe as a ‘Commercial Standpipe’ under the Water Corporations’ new arrangement for regional fixed standpipes has led to the installation of a standpipe controller unit. This unit allows swipe card access with the ability to accurately measure an individual’s water consumption.

Commissioning the unit included the purchase of 100 swipe cards at a cost of \$15.00 each. It is proposed that application for a card will incur a fee of \$20.00 (including GST), to cover the cost of the card and the administration cost. In order to impose this new fee, Council is asked to endorse an amendment to the 2019/2020 Schedule of Fees & Charges.

**Statutory Implications**

The *Local Government Act 1995* includes provisions for the introduction of fees and changes as follows:

**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 licence, 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.

The proposed fee for purchase of a swipe card was not considered at the time of adopting the annual budget. Therefore local public notice must be given to advise of the introduction of the fee.

#### **6.19. Local government to give notice of fees and charges**

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Currently, the *Local Government Act 1995* requires the local public notice to be given in accordance with the following provision:

#### **1.7. Local public notice**

- (1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —
- (a) published in a newspaper circulating generally throughout the district; and
  - (b) exhibited to the public on a notice board at the local government's offices; and
  - (c) exhibited to the public on a notice board at every local government library in the district.
- (2) Unless expressly stated otherwise it is sufficient if the notice is —
- (a) published under subsection (1)(a) on at least one occasion; and
  - (b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —
    - (i) the time prescribed for the purposes of this paragraph; or
    - (ii) if no time is prescribed, 7 days.

#### **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**

The proposed fee will recover the cost of supplying standpipe swipe cards to customers.



**Voting Requirements**

Absolute Majority

**Officer’s Recommendation**

That Council introduce a fee of \$20.00 (including GST) for the purchase of a swipe card for access to the Glenfield Road standpipe to apply from the 1 August 2019. Further, the adopted fee is to be advertised in accordance with Section 6.19 of the *Local Government Act 1995*.

**Council Resolution**

**Carne/Baker**

That Council introduce a fee of \$20.00 (including GST) for the purchase of a swipe card for access to the Glenfield Road standpipe to apply from the 1 August 2019. Further, the adopted fee is to be advertised in accordance with Section 6.19 of the *Local Government Act 1995*.

**Carried by Absolute Majority 8/0  
Resolution 52/20**

**8.4.8 EXTRAORDINARY ELECTION**

<b>File Reference</b>	4.1.40
<b>Statutory Reference</b>	<i>Local Government Act 1995 – s4.9</i>
<b>Author &amp; Date</b>	Geoff McKeown      17 September 2019
<b>Attachments</b>	<b>Appendix 5 – 2019 Local Government Ordinary Election Timetable</b>

**Background**

At the close of nominations for the 2019 Local Government Elections, four (4) nominations were received and the candidates were declared elected. As there were five (5) vacancies there is a requirement to have an extraordinary election to fill the remaining vacancy.

**Comment**

It is the responsibility of the President or the Council to set the date for holding an extraordinary election. An extraordinary election must be held within four months of the vacancy occurring, i.e. by the 19 February 2020.

An electoral roll is to be prepared for each election except for some extraordinary elections. A new roll need not be prepared for an extraordinary election if the Election Day is less than 100 days after the Election Day for another election for the local government, i.e. is held before the 27 January 2020. This is subject to the CEO and the Electoral Commissioner agreeing that the earlier roll is suitable for use for the extraordinary election.

Therefore, if Council wishes to have the extraordinary election before the 27 January 2020 it can use the existing roll with the approval of the Electoral Commissioner. If it would like to give eligible electors an opportunity to apply to go on the roll for the extraordinary election a process of advertising will need to be undertaken.

For example, if the date chosen for the election is the 15 February 2020 the attached Appendix 5 to this Agenda indicates a projected timetable.





### 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 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate
- CL 2.2 Maintain accountability, transparency and financial responsibility

### Financial Implications

There will be additional cost incurred due the requirement to undertake Statewide advertising to conduct the extraordinary election. The Shire will not be able to participate in a WALGA facilitated process as it has decided not get involved due to local governments having different election days.

### Voting Requirements

Simple Majority

#### Officer's Recommendation

That Council agrees to conduct an Extraordinary Election to fill one (1) vacancy on the ..... and it seeks the approval of the Electoral Commissioner to use the existing electoral roll for the election.

#### Officer's Alternative Recommendation

That Council agrees to conduct an Extraordinary Election to fill one (1) vacancy on the 15 February 2020 and follow the election timetable to invite eligible electors to be included on a new electoral roll.

#### Council Resolution

##### *Major/Medlen*

That Council agrees to conduct an Extraordinary Election to fill one (1) vacancy on the 17 January 2020 and follow the election timetable to invite eligible electors to be included on a new electoral roll.

**Carried 8/0  
Resolution 53/20**

*The resolution differed from the Officer's Alternative Recommendation as the date of the 17 January 2020 was chosen to join with neighbouring local governments in adopting a common date for the extraordinary election.*

The President adjourned the Meeting for afternoon tea at 3.05pm and the Meeting resumed at 3.39pm.



**8.5 MANAGER OF FINANCE’S REPORT**

**8.5.1 ACCOUNTS FOR PAYMENT**

**File Reference** 4.23.15  
**Statutory Reference** *Local Government (Financial Management) Regulations 1996*  
**Author & Date** Cara Ryan 11 September 2019

**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 Cheque 104768 totalling \$288,071.83 approved by the Chief Executive Officer during the month of August 2019 be endorsed.

**Council Resolution**

**Harding/Medlen**

That Municipal Fund EFT, Bpay, Direct Debits and Cheque 104768 totalling \$288,071.83 approved by the Chief Executive Officer during the month of August 2019 be endorsed.

**Carried 8/0  
Resolution 54/20**



## 8.5.2 FINANCIAL STATEMENTS

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan 11 September 2019

### 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 July 2019 be received.

### Council Resolution

#### *Harding/Cavanagh*

That the financial statements presented for the period ending 31 July 2019 be received.

**Carried 8/0**  
**Resolution 55/20**

*The Family Day Care Officer, Sharon Palumbo, attended the Meeting at 3.57pm.*



## 8.6 FAMILY DAY CARE OFFICER'S REPORT

### 8.6.1 EDUCATORS

<b>File Reference</b>	80.50.40
<b>Statutory Reference</b>	<i>Education and Care Services National Law (WA) Act 2012</i>
<b>Author &amp; Date</b>	Sharon Palumbo 5 September 2019
<b>Attachments</b>	Nil

#### Comment

Family Day Care (FDC) has 13 Educators registered and operating as at 14 August 2019. The breakdown of educators are as follows:

14 Aug 2019	Narrogin	2	Residence
	Northam	4	Residence
	Toodyay	3	Residence
	Kukerin	1	Residence
	Kellerberrin	1	In-Venue
	Broome	2	Residence

#### Comparison of utilisation from last month.

Week	EFT	Week	EFT
22/07/19 – 28/07/19	36	12/08/19 – 18/08/19	47
29/07/19 – 04/08/19	41	19/08/19 – 25/08/19	44
05/08/19 – 11/08/19	32	26/08/19 – 01/09/19	43

These numbers have increased this month due to the return of educators from leave.

#### 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 2.5 Investigate opportunities to engage with youth, through improved access to services, facilities and programs
- CL 2.3 Monitor revenue streams and implement opportunities where appropriate. Consistently review rate income.

#### Financial Implications

The 2019/20 Annual Budget includes funds for the provision of Family Day Care Services.

#### Voting Requirements

Simple Majority

#### Officer's Recommendation

That Council endorse the Family Day Care Coordinator's Educators Report as presented.

*Cr Cavanagh left the Meeting at 4.06pm.*



**Council Resolution**

**Major/Medlen**

That Council endorse the Family Day Care Coordinator’s Educators Report as presented.

**Carried 7/0  
Resolution 56/20**

**8.6.2 OPERATIONAL**

<b>File Reference</b>	80.50.40
<b>Statutory Reference</b>	<i>Education and Care Services National Law (WA) Act 2012</i>
<b>Author &amp; Date</b>	Sharon Palumbo      3 September 2019
<b>Attachments</b>	Nil

**Comment**

The Educator we had ready to go at the In-Venue service in Dumbleyung has now decided not to start the journey with FDC.

I have since received a new enquiry from a teacher wanting to start up a service in Northam where there is a high demand from families wanting to use FDC as their preferred service type. This potential educator has been sent the start of the Registration Application and she is aiming to start at the beginning of Term 4 (October 14). I will meet with her in the coming weeks to do an initial premises check. This potential educator will be a great asset to FDC as she has a teaching background, wanting to work 4 days per week and she is hoping to offer a 10 hour day.

The last Broome educator to join FDC has decided to take a holiday before she comes on board so her start date is now scheduled for September 30.

**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 2.5      Investigate opportunities to engage with youth, through improved access to services, facilities and programs
- CL 2.3      Monitor revenue streams and implement opportunities where appropriate. Consistently review rate income.

**Financial Implications**

The 2019/20 Annual Budget includes funds for the provision of Family Day Care Services.

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council endorses the Family Day Care Coordinator’s Operational Report as presented.

**Council Resolution**

**Carne/Watt**

That Council endorses the Family Day Care Coordinator’s Operational Report as presented.

**Carried 7/0  
Resolution 57/20**



Sharon Palumbo left the Meeting at 4.15pm.

## 8.7 WASTE MANAGEMENT OFFICER’S REPORT

### 8.7.1 SHIRE OF WILLIAMS WASTE LOCAL LAW AND 4WDL VROC COLLABORATION

<b>File Reference</b>	10.10.20
<b>Statutory Reference</b>	Waste Avoidance Resource Recovery (WARR) Act 2007, Waste Avoidance and Resource Recovery Strategy 2030, Local Government Act 1995.
<b>Author &amp; Date</b>	Seonaid Leslie – Shire of Williams Waste Management Officer 10 Sep 2019
<b>Attachment</b>	WALGA Model Waste Local Law

#### Background

Local Governments without Waste Local Laws use their Health Local Laws, based on the *Health Act 1911* to regulate waste services, as per the transition arrangements in the *Waste Avoidance and Resource Recovery (WARR) Act 2007*.

The use of Health Local Laws or provisions in local laws to regulate waste services does not provide accurate guidance and regulation for the implementation of best practice waste management to achieve a healthy community and protect the environment. Health Local Laws can be outdated and not suitable, containing archaic terminology. More recently the importance of Waste Local Laws will be realised with the commencement of the Container Deposit Scheme in July 2020. This local law will provide legal protection for residents and local government and their valuable eligible containers.

A Waste Local Law under section 61 of the WARR Act 2007 provides local governments with the power to perform its functions under the WARR Act. Waste Local Laws cover the setting of fees and charges for waste services; the use, control and type of receptacles to be used; and define collectable, non-collectable and recycling waste. They also outline the duties of owners and occupiers. A Waste Local Law will provide an option for enforcement in instances where ongoing contamination is occurring despite multiple notifications of disposal requirements, or where receptacles are causing a nuisance. The introduction of a Waste Local Law also provides provisions for collection of a wider range of Local Government waste, in line with the Waste Avoidance and Resource Recovery (WARR) Strategy 2030. There is also a provision for the Local Government to make a ‘determination’ under their Local Law for a different range of services, should they be introduced in the future. Under this legislation local governments will be more supported in decision making, with waste education and regulation/infringement services having a common reference across Shires to offer consistency.

The West Australian Local Government Association (WALGA) is encouraging all councils to introduce a Waste Local Law. Most metropolitan councils have introduced Waste Local Laws, but many regional councils are yet to follow their lead. WALGA has provided a Waste Local Law model template and guidance notes, which assist in ensuring laws are legally robust and meet the expectations of the Joint Standing Committee on Delegated Legislation.

#### Comment

Council’s endorsement is sought to commence the process of introducing a Waste Local Law for the Shire of Williams. The Shire is also asked to support a collaborative approach with other shires in the 4WDL VROC. The Shire of Williams offers to oversee the process of adopting the local law



by all VROC members. As the central point of contact the Shire of Williams can assist with common Agenda items and facilitate the coordinated process and timeframe. Waste Local Laws will contain location specific lists of recyclables. The Laws will also entail individual amendments to existing local laws, involving the repeal of items related to waste, to ensure similar matters are not within two local laws. Each shire will appoint an officer to supply individual information and approve drafts.

Guidance will also be sought from Mr Niel Mitchell – Conway Highbury Pty Ltd to oversee the development of a Waste Local Law that can be used as a common text by the members of the 4WDL VROC. Mr Mitchell has extensive experience with Local Government local laws, and is currently engaged by the Shire of Narrogin as a Governance Consultant and has commence their Waste Local Law formal process.

**Recommendation**

It is recommended that this strategic partnership be considered and if it is mutually beneficial the Shire of Williams in collaboration with Mr Niel Mitchell can be tasked to commence the process on behalf of the 4WDL local governments.

**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:

- LUE 3.5 Support and advocate for a regional waste approach to waste management including transfer station, recycling and waste reduction education
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

This item also aligns with the 4WDL VROC -Strategic Plan - 2018 – 2020 as it includes the following objectives:

- To share opportunities, resources and intellectual property to reduce any duplication and increase the outcomes of the opportunities identified.
- To establish and maintain effective communication and consultative mechanisms between the Shires of Dumbleyung, Wagin, West Arthur, Williams Woodanilling and Lake Grace and their communities, on policy, processes and important issues.

**Financial Implications**

Individual local governments will allocate sufficient funds to facilitate the process. It is expected that a minimal cost will be incurred to provide external oversight.

**Voting Requirements**

Simple Majority

<p><b>Officer’s Recommendation</b> That Council</p> <ol style="list-style-type: none"> <li>1. Endorse the Shire of Williams commencing the process of introducing a Waste Local Law.</li> <li>2. That a collaborative approach to the introduction of a Waste Local Law is taken and agrees to the Shire of Williams facilitating the process for the 4WDL VROC local governments.</li> </ol>
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**Council Resolution**

**Harding/Medlen**

That Council

1. Endorse the Shire of Williams commencing the process of introducing a Waste Local Law.
2. That a collaborative approach to the introduction of a Waste Local Law is taken and agrees to the Shire of Williams facilitating the process for the 4WDL VROC local governments.

**Carried 7/0  
Resolution 58/20**

**8.7.2 WASTE MANAGEMENT OFFICER GENERAL PROJECTS UPDATE**

<b>File Reference</b>	10.10.30
<b>Statutory Reference</b>	<i>Waste Avoidance Resource Recovery (WARR) Act 2007,</i> Waste Avoidance and Resource Recovery Strategy 2030.
<b>Author &amp; Date</b>	Seonaid Leslie            10 Sept 2019

**Background**

The Waste Management Officer (WMO) manages a variety of projects that are in various stages of progress.

**Comment**

Shire of Williams Transfer Station and Landfill Closure

The Shire is finalising the closure of the Williams Landfill. Landfilling at the Landfill Site has ceased and the Shire’s Transfer Station was commissioned on the 4 September 2019. All general waste is now placed in bulk bins for transport to the alternative landfill site. An alternative landfill site for the Shire’s general waste was selected and the Waste Services Contract finalised on the 20 August 2019.



FIGURE 1. WILLIAMS RESIDENT USING THE NEWLY COMMISSIONED TRANSFER STATION GENERAL WASTE BINS, SEPTEMBER 2019.

To ensure compliance with the reviewed *Environmental Protection (Rural Landfill) Regulations 2002*, an Updated Post-Closure and Closure Management Plan is being written. This will be submitted to the Department of Water and Environmental Regulation (DWER) Waste Industries - Industry Regulation Regulatory Services’ Area Manager. Site surveying is being organised to determine the sites contours and hydrology to ensure the final landform slopes and site drainage are compliant with regulations.

Consultation with the community and the Waste Services Contractor is ongoing to determine the best layout of the Transfer Station to achieve the most effective waste management. Site visits to





surrounding operational transfer stations have informed decision-making particularly around signage requirements. The Shire’s bulk waste oil collection facility is being relocated from beside the Shire Depot to the Transfer Station to allow for better management. In addition all bulk recycling bins are being upgraded to accommodate safer usage by residents and better recycling signage.

Quotes have also been obtained and further investigations are underway for additional recycling services such as lighting waste (such as mercury containing florescent tubes), electronic (e-waste) and mattresses.

Waste Education

The Shire’s Waste Management Officer has provided waste education information to the local Williams paper since April 2019. The purpose of this communication is to keep residents notified of the progress of projects such as the closure of the Williams Landfill, commissioning of the Williams Transfer Station and appointment of the new Waste Contractor. This space is also utilised to update residents on the progress of the State’s Container Deposit Scheme and other waste related state, national and international projects. This has created an avenue for residents to ask waste related questions, particularly around recycling, to improve recycling and waste management practices.

**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:

- LUE 3.5 Support and advocate for a regional waste approach to waste management including transfer station, recycling and waste reduction education
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

**Financial Implications**

To be determined, based on recommendations and implementation (if any).

**Voting Requirements**

Simple Majority

**Officer’s Recommendation**

That Council endorse the Waste Management Officer’s General Projects Update.

**Council Resolution**

***Watt/Carne***

That Council endorse the Waste Management Officer’s General Projects Update.

**Carried 7/0  
Resolution 59/20**



## 8.8 COUNCILLORS' REPORTS

### 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 Watt requested leave of absence for the October 2019 Council Meeting.

#### **Council Resolution**

#### ***Medlen/Major***

That Council endorse the leave of absence request from Cr Watt for the October 2019 Ordinary Council Meeting.

**Carried 7/0  
Resolution 60/20**

### 12.0 INFORMATION SESSION

Cr Medlen advised that he attended a Williams Landcare Inc. Meeting some time ago where it was discussed that the association will hold a Special General Meeting to consider a notice of motion to wind up the organisation. The Chief Executive Officer responded that to his knowledge no further meeting had been held.

#### **Carne/Medlen**

That the Chief Executive Officer write to Williams Landcare Inc. recommending that it proceed to wind up the association in accordance with its constitution.

**Carried 7/0  
Resolution 61/20**

Cr Logie raised the issue of certain heavy vehicles using Shire roads where there is no approval for that vehicle combination to be on those roads. He recommended that property owners, as well as stock agents and transport operators, be educated about the Restricted Access Vehicle (RAV) Network and their chain of responsibility obligations. It was recommended that information be published in The Williams and on the Shire's website to highlight this issue, along with a map of the Shire road network and the RAV rating on various roads.

### 13.0 CLOSURE OF MEETING

There being no further business for discussion the President declared the Meeting closed at 5.46pm.