

# **SHIRE OF WILLIAMS**



**The Northern Entry Statement. Albany Highway**

## **ANNUAL REPORT**

**2007/2008**

# 2007/2008 ANNUAL REPORT

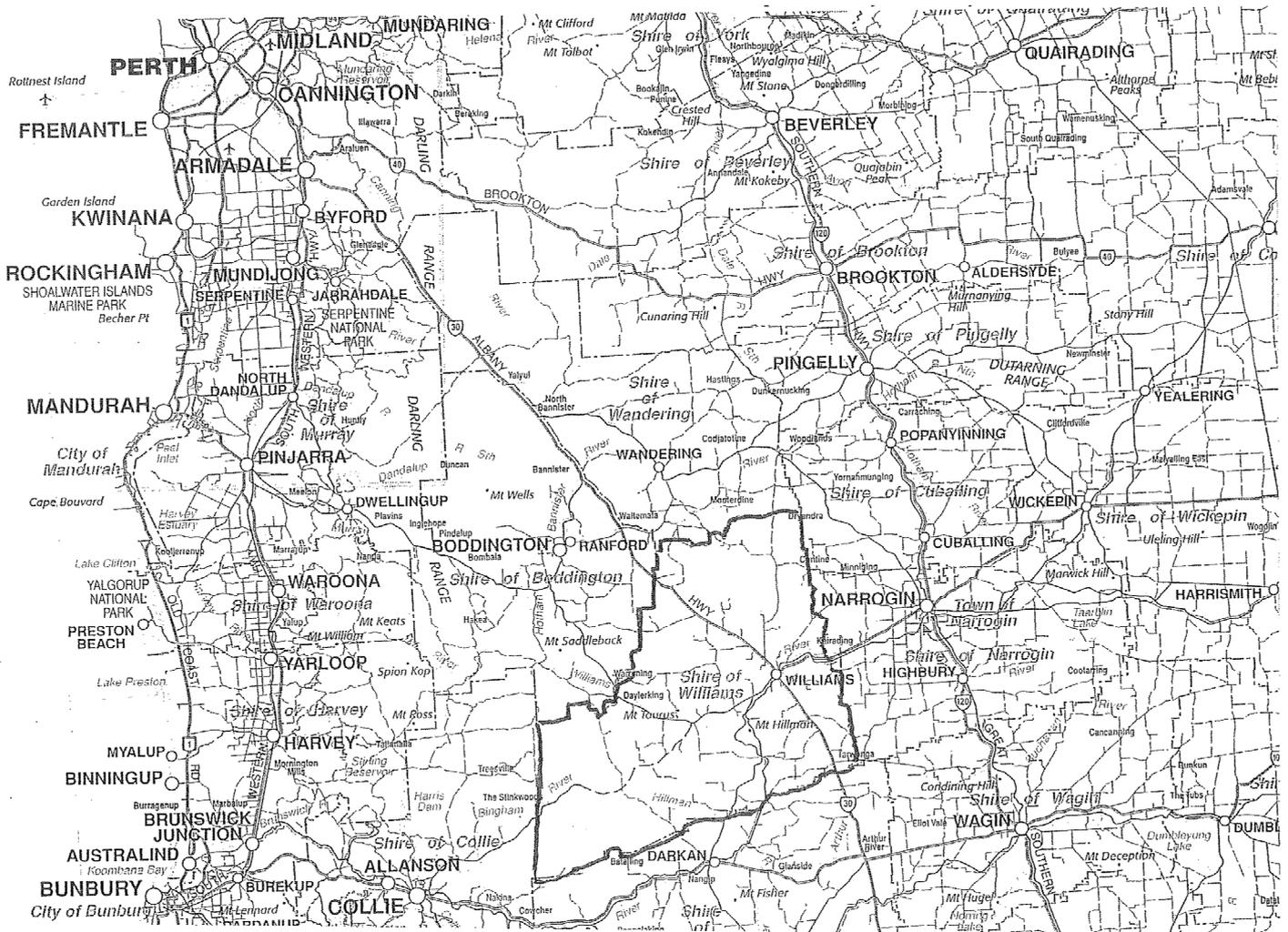
## SHIRE OF WILLIAMS

### Authority and Legislation

The Williams Shire Council is a Statutory organisation responsible to the Minister for Local Government, the Hon. John Castrilli, MLA. It operates under the provisions of the Local Government Act 1995 (as amended).

### Williams Shire Location

Shire Offices and Chambers: Brooking Street, WILLIAMS  
Postal Address: PO Box 96, WILLIAMS 6391  
Telephone: (08) 9885 1005  
Facsimile: (08) 9885 1020  
Email: [shire@williams.wa.gov.au](mailto:shire@williams.wa.gov.au)  
Website: [www.williams.wa.gov.au](http://www.williams.wa.gov.au)  
Office Hours: 8:30am – 5:00pm Monday to Friday



The Shire of Williams covers an area of 2295 square kilometres in the Great Southern Region of Western Australia. Williams is the administrative centre of the Shire and lies 161 kilometres south east of Perth on the Albany Highway.

The map above shows the location of the Williams Shire situated at latitude 33°10' South, longitude 116°70' East.

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# MISSION STATEMENT

**Council will endeavour to maintain and improve the quality of life in the Shire of Williams. The Council will strive for recognition of a thriving community with an historical identity and encourage its future development.**



# COUNCIL MEMBERS

**JES (John) Cowcher – President**

Elected to Office in 1993

Retiring 2011

Phone: 9885 6013

Fax: 9885 6067

**AJ (Ashley) Stone – Deputy President**

Elected to Office in 1999

Retiring 2011

Phone: 9885 6045

Fax: 9885 6064

**RF (Richard) Johnstone**

Elected to Office in 2005

Retiring 2009

Phone: 9885 1113

Fax: 9885 1413

**M (Moya) Carne**

Elected to Office in 2003

Retiring 2011

Phone: 9885 1053

Fax: 9885 1053

**DS (David) Earnshaw**

Elected to Office in 2005

Retiring 2009

Phone: 9885 8070

Fax: 9885 8075

**GC (Graham) Prowse**

Elected to Office in 2005

Retiring 2009

Phone: 9885 1134

Fax: 9885 1334

**GM (Greg) Cavanagh**

Elected to Office in 2005

Retiring 2011

Phone: 9885 7092

Fax: 9885 7092

**GH (Gilbert) Medlen**

Elected to Office in 2007

Retiring 2011

Phone: 98858077

Fax: 98858077

# COUNCIL STAFF

|   |                      |
|---|----------------------|
| <b>NUMBER OF EMPLOYEES:</b>                   | 22                   |
| <b>CHIEF EXECUTIVE OFFICER:</b>               | V (Jim) Epiro        |
| <b>DEPUTY CHIEF EXECUTIVE OFFICE:</b>         | IR (Ian) Ball        |
| <b>WORKS SUPERVISOR:</b>                      | AW (Tony) Kett       |
| <b>ADMINISTRATION OFFICER:</b>                | SM (Sharon) Wilkie   |
| <b>ADMINISTRATION OFFICER:</b>                | MC (Manuela) Lenehan |
| <b>ENVIRONMENTAL HEALTH/BUILDING OFFICER:</b> | S (Steve) Friend     |
| <b>LANDCARE COORDINATOR:</b>                  | N (Nicholas) Samson  |
| <b>COMMUNITY DEVELOPMENT OFFICER:</b>         | HJ (Heidi) Cowcher   |
| <b>SWIMMING POOL MANAGER:</b>                 | DC (Dennis) Valenta  |

# SHIRE STATISTICS & INFORMATION

## **History of Shire:**

The District of Williams was first explored in 1831 by Captain Bannister en route from Perth to King George 111 Sound (Albany). Williams has been a convenient stopping place for travellers on the same route since the 1850's. With the tendering of a reliable mail service around 1853, the road was upgraded and Williams became an important stop over point for passengers and changing of horses. It subsequently developed as the District Centre for Local Government, which was granted in 1877. The small town was subject to increasing floods due to the clearing of the land for intensive farming, therefore the town was relocated to the Perth side of the bridge. The town site was surveyed in 1905 and most of the buildings in the present town site were constructed after that time. Williams is still reliant on wool and coarse grains and caters for about 2,500 vehicles per day. The population has stabilised in the district to around 1,000 with about 400 in the town.

## **Roads and Area of Shire:**

The Shire has an area of 2,295 square kilometres and an extensive, well constructed road network of 506 kilometres of which 90 kilometres are sealed.

## **Population, Ratepayers and Electors:**

The Shire of Williams has a total estimated population of 1000; the estimated Williams town population is 400.

The Shire has 670 electors.

The Council employs 22 people.

## **Location of Shire:**

The Williams Shire is in the Great Southern region of Western Australia. Williams town site is situated 161km south east of Perth on the Albany Highway. The Shire is situated in pleasant and undulating broad acre farming country and is particularly picturesque.

## **Economy:**

The economic activity of the Shire is dominated by agricultural pursuits, including the growing of barley, lupins, peas, canola, wheat, olives, wine grapes and the rearing of sheep, pigs and cattle. Local industries include grain pellet production, hay processing, holiday farm stays, engineering, retailing and servicing of farm machinery. The average size of agricultural holdings is 800ha and the area of public parks, gardens and play area is 20ha.

## **Climate:**

The district enjoys a moderate climate characterised by warm dry summers and cool wet winters with average temperatures ranging from a minimum of 3° to a maximum of 25° in winter and a minimum of 20° to a maximum of 35° in summer. The warmest month is January and the average annual rainfall for the Shire of Williams is 550mm.

# MANAGEMENT STRUCTURE

The Shire of Williams has developed its Management Structure to achieve greater efficiencies and to provide prompt and effective customer service.

The three line Managers have been vested with specific responsibilities, and enjoy a high level of autonomy in carrying out their functions. This is coupled with direct accountability for their respective areas of management. The Managers share a strong commitment towards ensuring efficient delivery of Local Government services.

## COUNCIL

### Chief Executive Officer

Mr Jim Epiro

### Environmental Health Officer/ Building Surveyor

Mr Steve Friend

### Deputy Chief Executive Officer

Mr Ian Ball

### Works Supervisor

Mr Tony Kett

Responsible for:

Town Planning Functions  
Health Administration and  
Inspections  
Building Applications  
Swimming Pool  
Refuse Site Management

Responsible for:

Community Service  
Finance Administration  
Accounting and Budgeting  
Rents, Rates and Charges  
Licenses Plant & Equipment  
Library Management  
Payroll  
Asset and Stock Control  
Grant Applications  
Financial Reporting  
Compliance Attending  
Personnel Management  
Statutory Obligations  
Recreation Pavilion, Hall,  
Shire Housing and Public  
Buildings

Responsible for:

Road Construction  
and Maintenance  
Parks, Gardens  
Ovals & Reserves  
Street Cleaning  
Private Works  
Drainage  
Footpaths  
Street Trees

# COUNCIL FACILITIES

## WILLIAMS

### **Public Library:**

The Library is open Monday to Friday from 9.00am to 5:00pm. The Library is situated in the Community Resource Centre, Brooking Street, Williams. Books may be returned during office hours.

### **Sports Pavilion:**

Situated at the Williams sports ground. Bookings may be made through the Shire Office. This facility accommodates a variety of sports including basketball, tennis, netball, football, hockey, cricket, touch rugby and inter-school sports. The grassed oval is equipped with lighting. The centre also provides a venue for cabarets, discos, weddings, general meetings and a variety of social gatherings.

### **Town Hall and RSL Hall:**

Situated on the corner of Brooking Street and Growse Street. Bookings may be made through the Shire Office. Trestles, chairs, cutlery and crockery are available for hire from this facility. The Hall is also used for concerts, theatre and music evenings.

### **Aquatic Centre:**

Telephone No. (08) 9885 1096. Situated at the entrance to the Recreation Ground, Pinjarra/ Williams Road. Open for general public use from approximately November to April when the Manager is in attendance. Season and family tickets are available and may be purchased from the Shire Office.

### **Tourist Information Bay:**

Situated at the Lions Park near the bridge on Albany Highway. Information on the board includes Shire and town site maps.

### **Aged Persons' Facilities:**

Situated on New Street and Growse Street, Williams. 4 x 1 bedroom units and 2 x 2 bedroom units are available for accredited senior citizens.

### **Single Persons' Units:**

Situated in Growse Street, Williams. Sandalwood Court houses 4 x 2 bedroom units for accredited single persons.

### **Chemical Container Compound:**

Situated inside the Works Depot compound in which approved chemical containers may be deposited when inspectors are in attendance on a designated *DRUM MUSTER* day. All chemical containers must be thoroughly washed and drained before leaving at the compound.

### **Oil Recycling Depot:**

Situated near the entrance to the Works Depot compound in which used oil may be placed for collection and recycling.

### **Recycling Depot:**

Collection site for aluminium cans, newspapers and glass containers situated near the entrance to the Works Depot

### **Refuse Disposal Site:**

Situated off Narrogin Williams Road 2.5km east of town.

# COUNCIL SERVICES

## **Private Works:**

The Shire's range of modern plant and equipment operated by trained staff, is available for private works hire. Current hire rates for graders, loaders, trucks, backhoe and other plant are available at the Shire Office.

## **Rubbish Removals:**

Williams town removals are carried out every Tuesday by a Contractor.

## **Dog Registration:**

Dog Registrations become due on 1<sup>st</sup> November each year.

|                           |         |         |
|---------------------------|---------|---------|
| Unsterilised Dog or Bitch | 1 year  | 3 years |
|                           | \$30.00 | \$75.00 |
| Sterilised Dog or Bitch   | 1 year  | 3 years |
|                           | \$10.00 | \$18.00 |

Dog used for tending stock 25% of ordinary fee.

Pensioners 50% of ordinary fee.

## **Dog Impoundment's:**

Dog owners have an obligation to keep their dogs under control at all times. Dogs wandering at large present a nuisance and a danger to the public. The Shire carries out dog patrols and responds to complaints. The Dog Act provides heavy penalties for owners whose dogs are impounded.

## **Drivers, Motor Vehicle, Boat and Firearm Renewals:**

Drivers licenses, vehicle licenses, boat licenses and firearm licenses may all be renewed at the Shire Office. Licensing staff are also able to assist with registration of new vehicles, motor vehicle transfers and ordering of personalised number plates.

## **Health and Building Information:**

The Environmental Health Officer incorporating Health, Building and Town Planning can be contacted at the Shire Office for any matters concerning Health and Building. The Environmental Health Officer is employed in a joint scheme with the Shire of Boddington. Williams' allocated day is Friday and alternate Wednesdays, however the EHO is available in special circumstances through arrangement with the Chief Executive Officer.

## **Mosquito Control:**

To assist in controlling mosquitos the following preventative measures should be taken:-

- ◆ Ensure that all educt vents to plumbing installations are fitted with a mosquito proof cowl.
- ◆ Remove all rubbish, which may hold water from around the yard eg. old drums, tyres and disused containers.
- ◆ Ensure that all water tanks have properly fitted lids and treat water with paraffin oil or kerosene in sufficient quantity to provide a film of oil across the surface.

# COMMUNITY SERVICES

**St John Ambulance:**

Volunteer St John Ambulance based in Growse Street, Williams. Contact the Medical Centre (08) 9885 1006 or 000 in emergency.

**Volunteer Bush Fire:**

Contact the Shire on (08) 9885 1005 or any Fire Control Officer in emergencies. Chief Bush Fire Control Officer – Mr Richard Johnstone (08) 9885 1113.

**Arts and Craft:**

Craft Shop located at the old Agricultural Hall, Albany Highway, Williams.

**Doctor:**

Visiting Doctor every Thursday from 9:00am onwards at the Medical Centre Adam Street, Williams. Phone 9885 1006 or 9885 1161 for appointments.

**Medical Centre:**

Located in Adam Street, Williams. Phone 9885 1006.

**Local Newspaper:**

“The Williams” located in the Community Resource Centre, Brooking Street, Williams. Published fortnightly. Phone (08) 9885 1137 Fax: (08) 9885 1521, email – [thewilliams@westnet.com.au](mailto:thewilliams@westnet.com.au)

**Telecentre:**

Located on Brooking Street, in the Community Resource Centre.  
Phone: (08) 9885 1378, Fax: (08) 9885 1521 Email: [willtele@treko.net.au](mailto:willtele@treko.net.au).  
Open Monday to Friday from 9am – 5.00pm

**Visitor Information Centre:**

Located in the Williams Woolshed complex, Albany Highway, Williams.  
Open every day 9am – 4pm. Phone: 9885 1300  
Email: [viscentre@westnet.com.au](mailto:viscentre@westnet.com.au)

**Community Landcare Office:**

Located on Brooking Street, in the Community Resource Centre.  
Phone: (08) 9885 1595, email: [nrmonw@westnet.com.au](mailto:nrmonw@westnet.com.au)

**Service Associations:**

Williams Cancer Foundation  
Williams Pride In Your Town Committee  
Williams & Districts Lions Club Inc  
Williams Landcare Inc.

# PRESIDENT'S REPORT

It gives me great pleasure as Shire President to once again be reporting on the achievements of Council over the last twelve months. Council strives to serve and provide for the needs of the community and its visitors and prides itself on being able to offer outstanding services and facilities on the very meagre General Purpose grant offered by the WA Grants Commission. Williams does not get the high levels of GP grants that other, surrounding Shires do, and so has to operate within a very strict and carefully managed budget. But despite this, our Shire is second to none in the Region and is well recognised for many of the facilities offered.

Over the last twelve months there have been many staff changes. Ken "Pepper" Lethlean resigned after some 25 years of service to the Shire of Williams. His service was recognised at a function held at the Shire in December 2007. Pepper was replaced as Pool Manager by Dennis Valenta. Dennis and his family have been welcome addition to our Shire, and his outstanding work ethic has not gone unnoticed. The swimming pool and facilities have seen many improvements over the last twelve months, most of them directly attributable to Dennis and his wife Natalie. A welcome is also extended to Andrew Bunch and Justin Murdoch who joined the outside works crew and to Caretaker Starr Gillett who is doing an excellent job in maintaining Council facilities. Tony Kett was appointed as Shire Works Manager after the resignation of Keith Shaw. Shire Gardener Leon Bertuola resigned to pursue other business interests and was replaced by Peter Moore. Council welcomed Natalie Thomas to the position of Natural Resource Management Officer (Williams/Narrogin) in August 2007 after David Moore's contract was not renewed.

A Council election was due to be held in October 2007, with 5 vacancies to be filled following the resignation of Cr Robert Bowden. As there were only 5 nominations, these nominees were elected unopposed. This was seen as a great accolade from the community that they see Council as working efficiently and effectively. 4 of these Councillors were returning to their seats – Cr's Ashley Stone, Greg Cavanagh, Moya Carne and myself. Council has welcomed Gilbert Medlen as a new Councillor. At the November Council meeting, I was re-elected as Shire President, unopposed and Cr Ashley Stone was elected Deputy President.

In February 2008, Cr Gary Cowcher tendered his resignation to pursue personal interests. Owing to this resignation soon after an election should have been held (October 2007), Council applied to the Department of Local Government and Regional Development to operate with 8 Councillors until the next scheduled election of October 2009. This was approved based on at least 80% of Councillors remaining (8 out of 9 seats).

Council has overseen a number of significant projects over the last twelve months, some of these are still ongoing. The swimming pool plant room and equipment had to be completely replaced, at a cost of around \$100,000. This was a significant upgrade based on the fact that in its 30 year lifespan, no other such works had been completed. The work required was due to a complete breakdown of some of the components and a need to address occupational health and safety regulations in regards to the pump room and the storage of chemicals.

Council pursued the necessity to build a replacement home for the Chief Executive Officer, following the sale of the previous CEO house in Brooking Street. Council secured Lot 3 Munthoola Road, Williams for this purpose and commenced negotiations with Plunkett Homes to build a new 4 x 2 brick home. With the impending retirement of our long serving CEO, Jim Epiro, building a new home was seen as an attractive benefit to prospective applicants.

Within the wider community, Council has seen a rapid increase in subdivision applications within the townsite of Williams. Two of the most notable projects are the Munthoola land release and Landcorp's "Rivermeadows" land release. Collectively, with other planned subdivisions in the pipeline, over the next 3-5

years, it is feasible that the town based population of Williams has the potential to double. Williams is in a unique position that current infrastructure and facilities can more than cater for an increase in population, without causing resultant significant works for Council.

Significant outside works have included the progress towards the sealing of Marradong Road, the realignment Narrakine Road, work on the Collie-Williams Road, gravel and waterbinding of a section of Munday's Road, realignment and gravelling of corners on Darkan-Quindanning Road, work on the York-Williams Road, work on English Road and gravelling of a section of the Culbin-Boraning Road. Piesse Street drainage continues to be high on Council's agenda, however with planned subdivisions, Council cannot undertake the required work until such time as the subdivisions are completed. The work completed throughout the Shire is once again a credit to the Shire Works Supervisor, Tony Kett and his team.

Council has developed a working relationship – the 4WD Resource Sharing Alliance - with the Shires of West Arthur, Wagin, Woodanilling and Dumbleyung in determining resource sharing benefits (such as the calling for tenders for bitumen etc), which in turn may lead to significant cost savings for Council in the long term.

In November 2007, Williams was judged as Runner-Up in the SW Region for the Tidy-Towns/Sustainable Communities competition held by the Department of Environment & Conservation and Keep Australia Beautiful Council. Walpole was judged as the winning community and went on to win the State Award the following month. It was seen as a great credit to Williams to be runner-up. Williams also won two category awards – one for Recycling and Waste Management for the work that has been undertaken at the Refuse Site – and one for Water Conservation – with the plans to establish a storage holding tank for recycled water to be used on the Shire's Recreation ground. These awards were a great accolade to the Shire and the Williams Pride in Your Town committee. The Shire extended their appreciation to Leon Bertuola for his work in putting together the 2006/7 nomination.

Although it is not in the 2007/8 financial year, Williams has recently (October 2008) been judged once again in the Tidy Towns/Sustainable Communities Awards. At the Regional Awards ceremony held in Williams on 31 October 2008, Williams was announced as the Regional Winner for the Great Southern Region. This was very exciting for the Shire and the Pride in Your Town committee that had worked hard to put together a submission recognising the achievements of the community over the 2007/8 financial year. Williams also won three category awards – Community Action (for the commitment of the Pride in Your Town committee), General Appearance and Natural Heritage Conservation (for the work that Natalie as NRMO has done with the Williams River and the involvement of the Williams PS). Williams now goes on to be judged at the State Awards to be held in late November 2008. This award is a great accolade for our community, as it recognises what we already know – that Williams is a great place to live, work and play.

I wish to take this opportunity to thank Council for their dedication and support over the last twelve months. Council is not a "half a day, once a month" commitment, but much more than that. Many of the Councillors also represent the Shire on local and regional committees and attend these meetings as part of their commitment to serving the community. I thank them for their efforts and extend my appreciation to their commitment, which is often above and beyond.

Administration staff are a credit to themselves and our community. Jim Epiro as CEO, leads a strong, dedicated team of Ian Ball as Deputy CEO, Sharon Wilkie as Senior Administration Officer, Manuela Lenehan as Administration Officer, Heidi Cowcher as Community Development Officer and Steve Friend as Environmental Health/Building Officer. On behalf of Council, I extend our appreciation to them and thank them for providing our community with excellent customer service.

As the community will no doubt be aware, Jim Epiro, our long serving and exceptionally dedicated Chief Executive Officer is retiring in January 2009, after over 17 years of service to the Shire. As this will be my last report as Shire President, with him in the CEO position, I wish to take this opportunity to thank him personally for all his help and support since I was elected to Council in 1993, and the position of Shire President in 1999. He has always been a pillar of strength for me, and has made my job as Shire President a

much easier one. I wish him well in his future endeavours, hoping that he takes the time to relax, play golf and enjoy some much earned down time!

**Cr JES Cowcher**  
**Shire President**  
**12 November 2008**



# CHIEF EXECUTIVE OFFICER'S REPORT

The past year has seen some significant land developments being approved which will, when fully developed (with buildings) lead to an increase in the size and population of the Williams townsite. Council has been supportive of development by private enterprise which in the "Munthoola" subdivision will result in the creation of an additional 63 residential and 69 rural residential lots.

Even though Williams currently has the infrastructure to cope with the anticipated increase in population there is still a need to continue maintenance and improvement of community facilities to cater for present and future needs.

There was a reduction in major capital works completed during 2007/2008 with the following projects being done:

## 1. Buildings and Recreation

- Williams Hall – hall cutlery and some crockery was upgraded
- Williams Recreation Ground – playground adjoining public conveniences fenced
- Williams Swimming Pool – plant and equipment were upgraded and now comply with swimming pool regulations
- CEO Residence - Plunkett Homes (Bunbury) were contracted to build the new CEO residence in Munthoola Road which is due to be completed in December 2008
- Williams Refuse Site – Following the success achieved with manning of the site, Council resolved to build a shed for recyclables, which has now been constructed. Residents will be able to drop off or purchase items such as furniture, small plant etc with funds being donated to charity
- Townsite lighting improvements – Following receipt of a grant from the State Government's Community Safety and Crime Prevention Program additional lighting was installed at the Recreation Ground, Lions Park and the Williams Hall

## 2. Works

The following construction works were undertaken during the 2007/2008 year:

### (1) Direct Grant:

- York-Williams Road – failed section reconstructed, to be sealed in 2008/2009

### (2) Project Grant:

- Marradong Road – sealing and widening extended by 2.5 km.

### (3) Roads to Recovery:

- Narrakine Road – survey and realignment of section between Johnstone Road and Kennedy Road carried out

## What's planned for 2008/2009

There are no major projects planned for the year ahead except for roadworks:

### Building & Recreation

- CEO Residence will be completed prior to 31 December 2008
- Recreation Ground Pavilion – new PA system to be installed with Williams Football Club
- Swimming Pool amenities building – submission made to the Department of Sport and Recreation for funding to build new pool entrance building and refurbish existing showers and conveniences

### Plant

Provision made for changeover of 6 wheel tipper and purchase of pig trailer and drawn roller. Council also resolved to make a contribution towards the cost of the Boddington Doctor's vehicle in recognition of his service to Williams.

## **Works**

### (1) Direct Grant

- York-Williams Road – seal reconstructed gravel section
- Zilko Road – seal crest near Warrening Gully Farm

### (2) Project Grant

- Marradong Road – widen and seal another 2kms
- Quindanning-Darkan Road – clear, widen and seal 2kms from Collie-Williams Road

### (3) Roads to Recovery

- Narrakine Road – realign and seal section from Hay Plant to Zilko Road
- Piesse Street – install revetment system in open drain. (This work was scheduled for 2007/2008, however it was deferred because of subdivisional work to be done on the street)

### (4) Country Pathways

- Complete dual use path from Fry Street, along Piesse Street to the school. Country Pathways funding received for 50% cost of project.

## **Other Issues:**

### **WA Local Government Grants Commission - Review of General Purpose Grants Methodology**

In March 2008 the WA Local Government Grants Commission announced a review of the methodology used to determine General Purpose Grants. Submissions were invited from Councils with a pro-forma questionnaire formulated to obtain Council views on the methodology. Council submitted a detailed response reiterating Williams' dissatisfaction with the current methodology and pointing out that since 1991 Council's grant has decreased by 23.8% whilst rates have increased by 79.7%. It is hoped that the review will address the current anomalies in the distribution of the grant and produce a fairer and more equitable formula.

### **The Final Word**

As most residents would be aware, after 17 ½ years as Chief Executive Officer I will be retiring from the position in early January 2009. Williams has undergone a lot of changes during this time, with Council at the forefront of improving the facilities and services available to residents and also increasing the appeal of the town and district for future residents and visitors.

After being in Local Government for some 40+ years being just a small part of the above achievements is immensely satisfying, however on a broader scale there is disappointment at the onerous regulatory/compliance environment Local Government Officers have to work in the present day. There are some 160 acts and regulations (local, state and federal legislation) that are currently administered by Local Government including the *1995 Local Government Act* which continues to expand based on the premise that any wrongful action by a Council can be corrected by another piece of legislation. A review of all local state and federal legislation is long overdue to determine whether it is still appropriate and more consideration should be given before introducing new legislation.

On a final note I wish to thank Cr John Cowcher who has been president since 1999 for his dedication, support and friendship over the past 10 years. Also to the current Council and staff thank you for your support, loyalty and friendship which made my job all the more easier. In conclusion I extend my best wishes to the Council, Staff and Residents for the continued growth, prosperity and wellbeing of Williams in the future.

**V. Epiro**

**Chief Executive Officer**

**7<sup>th</sup> November 2008**

# Report on National Competition Policy

The National Competition Policy is a set of competition enhancing principles agreed by all State Governments and the Federal Government:

The intention of the policy is to promote competition for the benefit of businesses, consumers and the economy by eliminating any advantage received by government as a result of public sector ownership.

Theoretically this should result in a more “level playing field” between the public and private sector.

## **COMPETITIVE NEUTRALITY**

All Local Governments with significant business activities with an annual user pays net income of more than \$200,000 must assess these activities and if considered necessary, introduce measures to eliminate any net advantages that arise out of public sector ownership.

In 2007/2008 the Shire of Williams had a significant business activity, performing private works for various third parties. The nature of the works was mainly road works maintenance and construction for Main Roads WA and its term maintenance contractors. Some private works were carried out for private resources.

In order to ensure competitive neutrality Council has conducted price sampling of other service providers and pursues a practice of deliberately setting its fees at the same level or slightly higher than private service providers providing the same services. Therefore where other service providers are present and willing to provide the required services Council could not be seen to exercise a competitive advantage arising from its public sector ownership. As a result of these deliberately high pricing practices, Council is not always successful in its bids for private works, however did achieve a significant profit for the works it did perform in 2007/2008. As previously stated, profit is not Council’s motive for performing private works, however profit is a product of Council’s pricing practices and implementation of National Competition Policy Principles.

Council has made full use of the principles of Activity Based Costing in the preparation of its financial information to ensure that all costs that can be reliably attributed to Private Works have been included as expenses.

While it can feasibly be argued that Council has a competitive cost advantage in the provision of private works by virtue of its public sector ownership, examination of available information reveals that Council is charging more for its services than they would cost if Council’s advantage via public sector ownership was removed. Therefore it is Council’s belief that competitive neutrality has been implemented fully in the business activity private works for 2007/2008.

Council’s policy of performing private works on request in order to gain full utilisation of existing plant and human resources, coupled with competitively neutral pricing practices, will ensure that competitive neutrality will be maintained in future years. Council believes that the implementation and continuation of competitive neutrality in this activity is in the public interest to ensure the opportunity for private service providers to enter the market if they choose to. Such market entry would expand the local private economy and be positive for the economic wellbeing of the community.

No complaints were received regarding Council carrying out private work during 2007/2008.

## **LEGISLATIVE REVIEW**

The Shire of Williams has not identified any current local laws that may restrict competition in accordance with National Competition Policy. The latest comprehensive review of all by laws was completed in 1997 in accordance with the provisions of the Local Government Act. At that time all current by-laws were considered to be not inconsistent with National Competition Policy. Council will continue to review existing by-laws as required.

The Clause 7 requirements of National Competition Policy Legislative review have been complied with and the Shire of Williams undertakes to review any proposed local laws in light of the Clause 7 requirements.

## **STRUCTURAL REFORM**

The Shire of Williams did not privatise any activities in 2007/2008. As a result there were no obligations for structural reform under National Competition Policy.

**V. EPIRO**

**Chief Executive Officer**

**7<sup>th</sup> November 2008**



# Report on Disability Access and Inclusion Plan (DAIP)

## **Planning for better access**

The Western Australia Disability Services Act requires all local Governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to its facilities and services.

It is well recognised that people with disabilities and their families and carers have the same rights as other people to access the services within the community. These rights are protected by both State and Commonwealth legislation which make it illegal to discriminate against people with a disability.

Public authorities in WA have been required to have a disability service plan (DSP) since 1993, and local governments have made a great deal of progress to ensuring that their services, buildings and information are accessible to people with disabilities, their careers and families.

Other legislation that supports this access and inclusion requirements include the Western Australian Equal Opportunity Act (1984) and the Commonwealth Disability Discrimination Act 1992 (DDA), both of which make discrimination on the basis of a person's disability unlawful.

The Disability Service Act (1993) was amended in 2004, and now requires public authorities to develop and implement Disability Access and Inclusion Plans (DAIPs). The requirements of DAIPs build on those of DSPs, so that people with disabilities can access services provided by public authorities in WA in a way that facilitates increased independence, opportunities and inclusion within the community.

## **Progress since 1995**

The Shire of Williams is committed to facilitating the inclusion of people with disabilities through the improvement of access to its information, facilities and services. In achieving this goal the Shire prepared and adopted its first Disability Service Plan in 1995. The Plan included the following:

- Information on council's functions, facilities and services – both in-house and contracted;
- A policy statement about council's commitment to addressing the issue of access for people with disabilities, their families and careers;
- A description of the process used to consult with people with disabilities, their families, careers, disability organisations and relevant community groups;
- The identification of objectives and strategies to overcome barriers that people with disabilities identified during the consultation process;
- Dates and the identification of the process responsible for the proposed strategies; and
- Information about how the plan is being communicated to staff and people with disabilities.

Since the adoption of the initial DSP in 1995, the Shire has continually implemented best management practice in terms of addressing disability related access issues and has made significant progress towards ensuring better access for all community members. Some of these initiatives are listed in Appendix 1.

## **Access and Inclusion Plan**

The Shire of Williams is committed to ensuring that the community is accessible for and inclusive of people with disabilities, their families and careers.

The Shire of Williams interprets an accessible and inclusive community as one in which all council functions, facilities and services (both in-house and contracted) are open, available and accessible to people with disabilities, providing them with the same opportunities, rights and responsibilities as other people in the community.

The Shire of Williams believes that people with disabilities, their families and careers who live in country areas should be supported to remain in the community of their choice.

The Shire of Williams is committed to consulting with people with disabilities, their families and careers and where required disability organisations to ensure that barriers to access are addresses appropriately.

The Shire of Williams is committed to achieving the following outcomes:

#### Outcome 1

Existing functions, facilities and services are adopted to meet the needs of people with disabilities.

- Council will endeavour to be adaptable in responding to the barriers experienced by people with various disabilities, including people with physical, sensory, cognitive and psychiatric disabilities.
- Council will ensure that all policies and practices that govern the operation of council facilities, functions and services are consistent with Council's policy on access.

#### Outcome 2

Access to building and facilities is improved.

- Council will undertake to incorporate the priorities regarding access for people with disabilities, identified during public consultation, into its capital works program where practical. Further modifications will be made as funds are made available.
- Council will undertake to liaise with developers to increase their awareness of the access requirements of people with disabilities.

#### Outcome 3

Information about functions, facilities and services is provided in formats, functions which meet the communication requirements of people with disabilities.

- Council will produce all of its information on Council facilities, functions and services using clear, concise language.
- Council will advise the community that, subject to demand, information about functions, facilities and services can be made available in alternative formats, such as large print, electronically, audio and email.

#### Outcome 4

Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved.

- Council will undertake to ensure that all staff are aware of the key access needs of residents with disabilities and people who visit the local government area in relation to the provision of all services.
- Where required, council will seek expert advice from the relevant disability service organisations on how to meet the access needs of people with disabilities.

## Outcome 5

Opportunities for people with disabilities to participate in public consultations, grievance mechanisms and decision making processes are provided.

- Council will ensure that information is available in clear, concise language on how residents can participate in decision making processes, public consultations and grievance mechanisms.
- Council will advise the community that the information can be made in alternative formats on request.
- Council will also undertake to support people with disabilities to attend meetings of Council.

**V. Epiro**  
**Chief Executive Officer**  
**7<sup>th</sup> November 2008**

# Report on Record Keeping Plan

As required under the State Records Act 2000 Council adopted a Record Keeping Plan in February 2004. Principle 6 requires Council to ensure that employees comply with the Record Keeping Plan. The following activities have been undertaken to ensure staff awareness and compliance:

1. Presentations of the record keeping program to staff on a regular basis
2. In house and external training has been conducted for staff
3. Staff information sessions have been held as required.
4. No induction programs were required as there was no staff turnover.

In June 2007 Council was granted a five year approval. A fully revised plan will be provided to the State Records Commission before 15<sup>th</sup> September 2010.

**V. Epiro**  
**Chief Executive Officer**  
**7<sup>th</sup> November 2008**



# Report on Plan for the Future

The Local Government Act 1995 requires Councils to prepare a Plan for the Future for a minimum of two (2) year period. Council has continued with a five (5) year plan in a similar format to the previous Principal Activities Plan.

Submissions are invited from residents/local organisations around March/April each year for consideration by Council in conjunction with preparation and review of the plan.

Following is a summary of activities and outcomes for the 2007/2008 year:

| <b>ACTIVITY:</b>              | <b>OUTCOME:</b>   |
|-------------------------------|---|
| Council/Community Interaction | <ul style="list-style-type: none"> <li>- News and Views published in "The Williams"</li> <li>- Hosting of the ANZAC Day Service and Australia Day Community Breakfast</li> <li>- Councillor's profiles on website</li> </ul>  |
| Corporate Management          | <ul style="list-style-type: none"> <li>- Staff performance appraisals conducted annually</li> <li>- Insurances reviewed annually</li> </ul>   |
| Administration                | <ul style="list-style-type: none"> <li>- Council website: <a href="http://www.williams.wa.gov.au">www.williams.wa.gov.au</a> updated regularly</li> <li>- Computer software program upgraded</li> <li>- Records kept and maintained as per Record Keeping Plan</li> </ul>   |
| Plant Replacement Program     | <ul style="list-style-type: none"> <li>- Plant purchased: excavator, tri-axle trailer, sedan and 2 tonne tipper purchased from Loan and Reserve Funds.</li> </ul>   |
| Works Program                 | <ul style="list-style-type: none"> <li>- Marradong Rd – widening and sealing of 2.5km completed</li> <li>- Narrakine Rd – realignment completed</li> </ul>  |
| Community Welfare             | <ul style="list-style-type: none"> <li>- Funding submission to be made for two aged units</li> </ul>  |
| Staff Housing                 | <ul style="list-style-type: none"> <li>- Building of new CEO residence commenced</li> <li>- Two residences (CEO and Works Supervisor) sold</li> </ul>   |
| Community Amenities           | <ul style="list-style-type: none"> <li>- Recycling service increased to twice monthly</li> <li>- Shed for recyclables being built at refuse site</li> </ul>   |
| Recreation & Culture          | <ul style="list-style-type: none"> <li>- Funding submission made for extension of dual use path from Fry Street, Piesse Street to Williams School</li> <li>- Plant room and equipment upgraded at Williams Swimming Pool</li> <li>- Plans drawn up for upgrade of amenities building</li> <li>- Art purchased for art collection</li> </ul> |
| Townscape                     | <ul style="list-style-type: none"> <li>- Town signage improved</li> <li>- Underground power installed on Albany Highway by Main Roads</li> </ul>  |

**V. Epiro**  
**Chief Executive Officer**  
**7<sup>th</sup> November 2008**

**SHIRE OF WILLIAMS  
AUDIT REPORT TO SHIRE OF WILLIAMS RATEPAYERS**

Chartered  
Accountants



**BUTLER  
SETTINERI**

**A. Scope**

We have audited the accompanying financial report, being a general purpose financial report of the Shire of Williams for the financial year ended 30 June 2008.

**Council's Responsibility for the Financial Report**

Council are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including Australian Accounting Interpretations), the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

This responsibility also includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Shire's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by directors, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**Independence**

In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

**Butler Settineri (Audit) Pty Ltd**

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Registered Company Auditor Number 289109

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## B. Audit Opinion

In our opinion, the financial report of the Shire of Williams is drawn up in accordance with the books of the Council, including:

- a) giving a true and fair view of the Shire's financial position as at 30 June 2008 and of its performance for the year ended on that date; and
- b) complying with Australian Accounting Standards (including Australian Accounting Interpretations) and the requirements of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

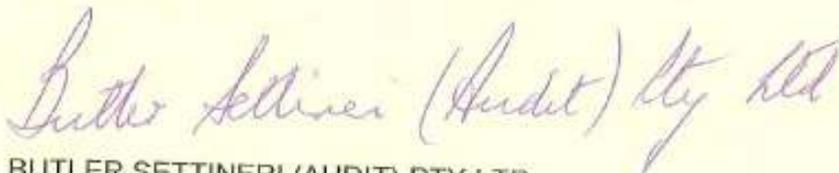
## C. Statutory Compliance

We did not, during the course of our audit, become aware of any instances where the Shire did not comply with the statutory requirements of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

## D. Other Matters

In accordance with the Local Government (Audit) Regulations 1996 we also report that:

- a) There are no material matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) The Shire substantially complied with Part 6 of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).
- c) All information and explanations required were obtained by us.
- d) All audit procedures were satisfactorily completed in conducting our audit.

  
BUTLER SETTINERI (AUDIT) PTY LTD

  
PAUL J CHABREL  
Director

Date: 19<sup>th</sup> November 2008