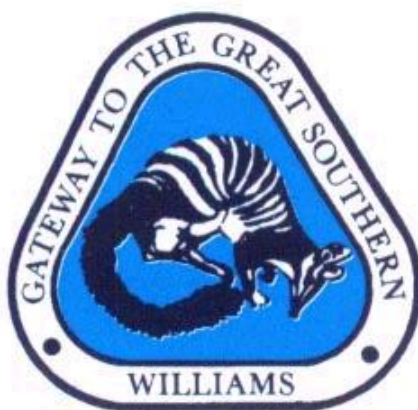


# ***SHIRE OF WILLIAMS***

## ***MINUTES ORDINARY MEETING HELD ON WEDNESDAY 18TH MAY 2016***



### **COUNCIL DIARY**

**WEDNESDAY 18<sup>TH</sup> MAY 2016**

1.00pm

Ordinary Meeting

**TUESDAY 14<sup>TH</sup> JUNE 2016**

6.00pm

HWEDA Meeting, Williams

**WEDNESDAY 15<sup>TH</sup> JUNE 2016**

10.30am

Pre-budget Meeting

**WEDNESDAY 15<sup>TH</sup> JUNE 2016**

1.00pm

Ordinary Meeting

# MINUTES – ORDINARY MEETING OF COUNCIL HELD 18<sup>TH</sup> MAY 2016



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#### Separate Documents

1. Minutes – Council; 4WDL
2. CEO General Report
3. CEO Appendices
4. Financial Statements
5. Status Report
6. Info Statement



## SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

OFFICE HOURS: MONDAY TO FRIDAY: 8.30 a.m. to 5.00 p.m.

TELEPHONE (08) 9885 1005 FACSIMILE (08) 9885 1020 EMAIL [shire@williams.wa.gov.au](mailto:shire@williams.wa.gov.au)

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

Your Ref:

Our Ref:

### NOTICE OF MEETING

You are respectfully advised that the next ordinary meeting of Council will be held in the Council Chambers at 1:00pm on Wednesday 18<sup>th</sup> May 2016.

Yours faithfully

**Geoff McKeown**  
**Chief Executive Officer**



## **DISCLAIMER**

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

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



## AGENDA

### 1.0 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The President declared the Ordinary Meeting of Council open at 1.04pm.

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

(PREVIOUSLY APPROVED)

Cr John Cowcher      President  
Cr Greg Cavanagh      Deputy President  
Cr David Earnshaw  
Cr Richard Johnstone  
Cr Gilbert Medlen      (until 4.04pm)  
Cr Natalie Major  
Cr Jarrad Logie  
Cr Peter Paterson  
Cr Moya Carne

Geoff McKeown      Chief Executive Officer  
Cara Ryan      Manager of Finance  
Heidi Cowcher      Economic Development Officer (1.27pm to 1.41pm)  
Tony Kett      Works Supervisor (1.42pm to 2.21pm)  
Steve Friend      Environ. Health Officer/Building Surveyor (2.22pm to 2.51pm)

### 3.0 PUBLIC QUESTION TIME

### 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

### 5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cara Ryan / Manager of Finance
Item No. / Subject	8.4.8 / Wandering Wheatbelt Wine Awards
Type of Interest	Impartiality



## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 20<sup>TH</sup> APRIL 2016

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

That the Minutes of the Ordinary Meeting held on 20<sup>th</sup> April 2016, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Carne/Earnshaw***

That the Minutes of the Ordinary Meeting held on 20<sup>th</sup> April 2016, as previously circulated, be confirmed as a true and accurate record.

**Carried 9/0**  
**Resolution 231/16**

### 6.2 4WDL MEETING HELD 10<sup>TH</sup> MAY 2016

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

That the Minutes of the 4WDL Meeting held on 10<sup>th</sup> May 2016, as previously circulated, be received.

#### **Council Resolution**

##### ***Cavanagh/Johnstone***

That the Minutes of the 4WDL Meeting held on 10<sup>th</sup> May 2016, as previously circulated, be received.

**Carried 9/0**  
**Resolution 232/16**

## 7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

## 8.0 REPORTS



## 8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

*The Economic Development Officer, Heidi Cowcher, entered the meeting at 1.29pm to discuss her report.*

### 8.1.1 4WDL WELL AGED HOUSING PROJECT

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	16 <sup>th</sup> May 2016

#### Background

The Shire of Williams, as lead agency on behalf of the 4WDL Regional Group, has secured funding to construct a total of at least 45 units across seven local governments from various sources. To date five separate funding streams have financed the construction, two of which are now complete (2010/11 CLGFR and 2011/12 CLGFR funding – both have had final reports submitted and accepted by the Department). RCSF and 2012/13 CLGFR are complete with the final reports currently being prepared and the final funding stream (SII) only just commencing and due for completion 2018.

#### Comment

The RCSF funding was all expended by **30<sup>th</sup> September 2015**, with the final report and acquittal originally due to be submitted by 31<sup>st</sup> December 2015. An extension has now been granted on this, with the Final Report and Acquittal due **30<sup>th</sup> June 2016**. Unit inspections of the now completed Newdegate units was completed on the 4<sup>th</sup> May. The Final Report is now being prepared (the Shire auditors have already completed the financial audit).

The 2012/13 CLGFR funding (\$1,972,409 to construct 7 units) is due for completion **31<sup>st</sup> March 2016**. An extension was applied for and secured from the Department for a later completion date (due to the Shire of Lake Grace and the units at Newdegate), with the Final Report and Acquittal due **31<sup>st</sup> July 2016**. Unit inspections on the now completed Newdegate units were undertaken on the 4<sup>th</sup> May. The Final Report will now be prepared in anticipation of the Financial Audit being completed by the Shire auditors next week.

#### SII Funding (due for completion December 2018)

Funding totalling \$5,023,648 has been secured to construct an additional 14 units across 6 shires. In each Shire the project is progressing well, with the second drawdown of the funding (\$3m) received last week.





Summary of claims processed to date:

Shire	Total Funded	Total claimed to 16.05.16
West Arthur	\$717,664 (+ interest)	\$7,300.00
Williams	\$717,664 (+ interest)	\$36,119.48
Wagin	\$1,076,496 (+ interest)	\$16,167.00
Dumbleyung	\$717,664 (+ interest)	\$0
Lake Grace	\$1,076,496 (+ interest)	\$27,428.50
Woodanilling	\$717,664 (+ interest)	\$106,349.64
<b>TOTAL</b>	<b>\$5,023,648</b>	<b>\$193,364.62</b>

### Financial Implications

Project Management and Audit expenses attributed to this project are funded from the interest earned on the investment of the funding. The Shire of Williams does not incur any additional expenditure on this project that is not funded from the project interest.

### Voting Requirements

Simple Majority

### Officer's Recommendation

The report on progress of the 4WDL Well Aged Housing Project is received.

### Council Resolution

#### *Major/Earnshaw*

The report on progress of the 4WDL Well Aged Housing Project is received.

**Carried 9/0**  
**Resolution 233/16**



### 8.1.2 GENERAL PROJECTS UPDATE

<b>File Reference</b>	EDO Files	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Heidi Cowcher	16 <sup>th</sup> May 2016

#### Background

The EDO manages 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 Aged Units – Lots 67 & 68 New Street

Site works have been completed by the Shire. The retaining wall for the west boundary of Lot 68 is now complete. The compaction test of the pad will be completed 17<sup>th</sup> May and then site will be handed to builder (Tradesman Homes). Building Contract has been received and signed. Building Permit has been applied for. Builder will have 26 weeks from possession of site.

##### Creating Age Friendly Communities project

The Shire secured \$56,054 for the following projects: Brooking Street shared use path, Jam Tree Lane POS and New Street shared use path.

The Jam Tree Lane POS is now complete, including gazebo and seating, concrete paths, raised planter beds and garden. The New Street path was completed in January 2016 and now completes the link between Rosselloty Street and Albany Highway. The construction of the Brooking Street pathway is also complete, with the final back fill and removal of the old pavers the final component of the project. The entire project was completed by 31<sup>st</sup> March 2016, with final report and acquittal due **30 June 2016**. The Final Report & Acquittal is currently being prepared for auditing by the Shire auditors next week.

##### RBN Local Path – Growse/Piesse Streets

The Final Completion Report has been completed and submitted to the Department. Inspection of the path will be conducted shortly, after which the funding will be paid.

##### HWEDA Strategic Plan Review & Economic Implementation Plan

WDC and PDC jointly funded the review of the HWEDA Strategic Plan and the development of an Economic Implementation Plan. Final Reports to the two funding partners have been completed and submitted. The proposed 'launch' at Parliament House with Terry Waldron and Board members has been changed to a local launch tentatively scheduled for Monday 20<sup>th</sup> June. It was felt that this would be more in keeping with the local feel of the Plans and the need for sub-regional collaborative efforts in the delivery of projects and activities that would strengthen economic development opportunities regionally and locally.

##### Federal Government's Stronger Communities Program

The objective of the SCP is to fund small capital projects which will deliver social benefits. The program aims to improve local community participation, cohesion and contribute to vibrant and



viable communities. The Shire facilitated two applications on behalf of the community in Williams – one on behalf of the Williams Bowling Club for \$15,000 towards the installation of the synthetic surface and one for a joint project between the Williams Hockey Club and Williams Tennis Club for improvements at the shared clubrooms. Funding of \$5,000 was recommended. Both applications will now be assessed and formally approved by the Department of Infrastructure and Regional Development, with formal letters of offer and funding agreements to be finalised shortly.

#### DSR Community Sporting Club Equipment Subsidy Scheme

The funding scheme provides valuable assistance to local sporting clubs in WA to help increase and upgrade shared sporting equipment for club members. Many clubs in Williams applied and were successfully granted \$500 in the previous round. This new round has been opened up to include previous recipients being eligible to apply once again. Applications closed on the 13<sup>th</sup> May 2016 and were made on behalf of the Williams Junior Hockey Club, Williams Junior Basketball Club, Williams Tennis Club, Williams Football Club, Tarwonga Tennis Club, Williams Golf Club, Williams Bowling Club and Williams Netball Club. Clubs will be advised in approximately 8 weeks' time whether their application has been successful. Applications were for \$500 each for shared use equipment.

#### DSR Community Pool Revitalisation Program

Shire was allocated \$32,000 for expenditure on the installation of a solar power system, and general maintenance at the Williams Swimming Pool. Funding was received 18<sup>th</sup> March 2016. Funding is to be all spent and acquitted by 1<sup>st</sup> June 2016. The solar panels are being installed on the 24<sup>th</sup> & 25<sup>th</sup> May 2016. An invoice from Contract Aquatic for the general maintenance has been requested in anticipation of the acquittal being completed by the 1<sup>st</sup> June.

#### WDC Regional Grant Scheme

The Shire of Williams, on behalf of the Williams Bowling Club, submitted an application to the Wheatbelt Development Commission's Regional Grant Scheme for \$67,619 for the installation of a synthetic green. Applications closed on the 17<sup>th</sup> March 2016. The outcome may not be known for another couple of months. If unsuccessful, the Club, together with the Shire, may need to initiate discussions around how the project will be financed for implementation once all funding opportunities have been exhausted.

#### Fire Proof Safes

As Council may recall, the Shire purchased 6 Fire Proof Chubb Safes in 2005 when the Community Resource Centre was built. They were purchased to house community and sporting club records in a central location. The original proposal was for the safes to be located in the old Williams Infant Health Clinic building that has since been demolished.

To date, three safes have been distributed to Williams St John Ambulance, Williams Bowling Club and Williams Golf Club.

An email has been distributed to representatives of community and sporting clubs to determine whether there is a community need for these as they have been located at the Shire Depot since 2005 and need a more permanent home. Emails have been sent to Williams Harness Racing Club, Williams Repertory Club, Williams Community Resource Centre, The Williams, Williams Tennis



Club, Williams Hockey Club, Tarwonga Sport and Recreation, Williams Netball Club and Williams Cricket Association.

A request has been made for Expressions of Interest to be made by 8<sup>th</sup> June so as to make a recommendation to Council at the meeting on the 15<sup>th</sup> June.

**Financial Implications**

Project based, budgeted for as appropriate.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That the General Projects update be received.

**Council Resolution**

***Logie/Cavanagh***

That the General Projects update be received.

**Carried 9/0  
Resolution 234/16**

*Ms Cowcher left the meeting at 1.41pm.*



## 8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 1.42pm to discuss his report.

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	10 <sup>th</sup> May 2016

### 8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Westmere Rd	5.1
Yarrabin Rd	4.5
Waldock Rd	1.8
Darkan-Quindanning Rd	18.1
Zilko Rd	19.3
Congelin Rd	6.1
Pingelly Rd	8.1
<b>Total Length for the Month</b>	<b>63 kms</b>

### 8.2.2 ROAD MAINTENANCE WORKS

- White posts put up and culverts cleaned on Glenfield Rd.

### 8.2.3 2015/16 ROAD CONSTRUCTION PROGRAM

Road Construction Program 2015-16								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams Darkan Rd	Repair failed sections				Jul-15	Jul-15	Completed
8	Tarwonga Dardadine (21.50km)	Clear, widen & gravel sheet to 9m	5.00	12.50	7.50	Jul-15	Aug-15	Gravel sheeting complete.
31	Extracts Rd (12.25km)	Tree trimming and repair failed section	Various slks			Aug-15	Sep-15	Completed.
10	Pingelly Rd (8.01km)	Seal to 7m	0.00	0.50	0.50	Sep-15	Nov-15	Completed
1	York-Williams Rd (19.50km)	Seal previous sections	12.20	19.50	7.30	Sep-15	Nov-15	Completed.
67	Brooking Street	Footpath	0	0.27	0.27	Oct-15	Nov-15	Completed.
	New street	Footpath	0	0.32	0.32	Oct-30	Dec-18	Completed.



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68	Growse St	Footpath	0	0.32	0.32	Oct-15	Nov-15	Completed.
	Road to be decided. Carne road.	Reseal	0.00	6.00	6.00	Nov-15	Nov-15	Completed.
11	Marradong Rd (11.45km)	Repair drainage and reconstruct failed sections	Various slks		1.00	Nov-15	Nov-15	Completed
75	Cornwall Tce	Re-align intersection	0.50	5.31	4.81	Dec-15	Dec-15	Completed.
25	Cowcher Rd	Repair culvert running surface				Jan-16	Jan-16	Completed.
15	Glenfield (13.63km)	7m seal	0.50	5.31	4.81	Jan-16	Mar-16	Completed.
12	Zilko Rd (19.31km)	Widen & gravel sheet to 9m	13.00	14.50	1.50	Mar-16	Apr-16	
12	Zilko Rd (19.31km)	Tree trimming	Various slks			Mar-16	Apr-16	Some tree trimming done.
2	Darkan Quindanning (30.3)	Tree trimming - south end 14.7km	Various slks			Apr-15	May-15	

### 8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms January 2016	Works Completed this month
Mazda CX5	Light Vehicles	Cara Ryan	23 Sep 15	13,600 km	
Toyota Kluger 16 WL		Geoff McKeown	10 Sep 14	41,400 km	
Holden Rodeo Dual Cab Utility WL5499		Maintenance	5-Nov-04	230,289 km	
Isuzu D-Max WL 19		Tony Kett	9 –Sep 14	46,000 km	
Kia 2 Tonne Truck WL 5414		Jeff Cowan	9-Oct-07	128,651 km	
Holden Colorado Crew Cab Ute WL 742		Andrew Wood	5-Oct 15	180,085 km	
Holden Rodeo Crew Cab Utility WL842		Outside staff	15-Nov-06	294,480 km	
Holden Rodeo Single Cab Utility WL 826		James Lenehan	20-Nov-06	108,936 km	
Mitsubishi Triton Single Cab Utility WL 430		Stewart Cowcher	22-Sep-99	225,504 km	
Skid Steer Track Loader	Tractor Equipment	Outside works crew.	Sep 2015	136 hr	



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Multipac Multi-Tyre Road Roller WL49		Ray Scobie	21-Oct-04	6,017 hr	
Vibromax Roller WL 126			29-Sep-04	4,017 hr	Need to replace a seal in the drum.
Caterpillar 12M Grader WL61		Richard Hewitt	Dec 2011	3,841 hr	
Caterpillar 12m Grader WL361		Andrew Wood	20-Oct-06	1,140 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	4,967 hr	Serviced.
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	6,096 hr	New water pump.
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	22,474 hr	
John Deere MFWD Tractor WL 767		Works	21-Oct-97	9,590 hr	
Toro Reelmaster SP mower WL5502		Works	Aug-09	874 hr	New rear drive-belts
Kubota Generator		Refuse Site		2,900 hr	
Toro Z597 Ride on Mower WL 731	Parks & Gardens	Jeff Cowan	1-Oct-06	1,699 hr	
Toro Z400 Kholer Ride on Mower WL5302		Jeff Cowan	8-Aug-05	567 hr	
Honda TRX Four Wheel M/Cycle WL 429		Jeff Cowan	20-Mar-00	1,346 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	234,129 km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	285,359 km	
Mercedes Benz Actross Prime Mover WL91		Phil Reed	21-Dec-05	2,85000 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	191,000 km	Need to replace gearbox.
Isuzu NPR 300 Truck WL 016		Ray Scobie	21-Jan-13	58,609 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	125,400 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	123,500km	
Howard Porter Pig Trailer WL3792		Justin Murdock	10-Dec-08	132,300 km	
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	23- Feb 2016	167,500 km	



**8.2.5 STAFF**

- Nil to report

**8.2.6 TOWN AND FACILITIES REPORT**

- Sand pad for new units - completed

**8.2.7 PRIVATE WORKS**

- Nil to report

**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**

***Paterson/Medlen***

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

**Carried 9/0  
Resolution 235/16**

*Mr Kett left the meeting at 2.21pm*





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

Environmental Health Officer/Building Surveyor Steve Friend attended the meeting at 2.22pm to discuss his report.

#### 8.3.1 BUILDING PERMITS

**File Reference** 13.34.10  
**Statutory Reference** N/A  
**Author & Date** Steve Friend 10<sup>th</sup> May 2016

#### Comment

The following building licences have been issued under delegation by the EHO/BS:

#374	J Goodridge	Lot 332 Richardson Street	Patio
#375	G & J Eustice	Lot 20 Brooking Street	Carport and Patio
#376	G & J Eustice	Lot 20 Brooking Street	Verandah
#377	M & R Duff	Lot 1 Old Soldiers Road	New dwelling

#### Financial Implication

Fees: Shire \$1,120.20; BSL \$791.17; BCF \$879.15

#### Voting Requirements

Simple Majority Required

#### Officer's Recommendation

That Building report by the EHO/BS as listed above be endorsed by Council.

#### Council Resolution

##### Logie/Medlen

That Building report by the EHO/BS as listed above be endorsed by Council.

**Carried 9/0**  
**Resolution 236/16**

#### 8.3.2 FOOD PREMISES INSPECTION

**File Reference** 7.40.41  
**Statutory Reference** N/A  
**Author & Date** Steve Friend 10<sup>th</sup> May 2016

#### Comment

Williams Hotel – Cleanly maintained. No outstanding issues.



**Voting Requirements**

Simple Majority Required

**Officer's Recommendation**

That the Food Premises Inspection report be endorsed by Council.

**Council Resolution**

**Johnstone/Major**

That the Food Premises Inspection report be endorsed by Council.

**Carried 9/0  
Resolution 237/16**

**8.3.3 SWIMMING POOL SAMPLES**

<b>File Reference</b>	11.20.20
<b>Statutory Reference</b>	Health Act 1911; Health (Aquatic Facilities) Regulations
<b>Author &amp; Date</b>	Steve Friend 10 <sup>th</sup> May 2016

**Background**

It is a requirement that the public swimming pool is sampled on a monthly basis (main pool and toddler's pool) for bacteriological water quality.

**Comment**

As the pool has closed for the winter period, there will be no more sampling until November this year.

**Financial Implications**

N/A

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council endorses the report of the EHO/BS with respect to pool sampling.

**Council Resolution**

**Paterson/Earnshaw**

That Council endorses the report of the EHO/BS with respect to pool sampling.

**Carried 9/0  
Resolution 238/16**



#### **8.3.4 RECYCLED WATER**

**File Reference** 19.1.40  
**Statutory Reference** Health Act 1911  
**Author & Date** Steve Friend 10<sup>th</sup> May 2016

##### **Background**

It is a requirement that the recycled water be tested regularly to monitor the chlorine level of the recycled water before it leaves the Shire tank. Testing at the tank has been conducted on a regular basis.

It is also a requirement that the effluent be sampled where the samples go to the State Health Labs (Path Centre) for testing.

##### **Comment**

As the irrigation of the playing grounds at the oval and the hockey grounds no longer occurs due to autumn rains, no further sampling will occur until November/December 2016.

##### **Voting Requirements**

Simple Majority Required

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

That Council endorses the report of the EHO/BS with respect to the management of the Williams Recycled Water Scheme.

##### **Council Resolution**

###### ***Paterson/Major***

That Council endorses the report of the EHO/BS with respect to the management of the Williams Recycled Water Scheme.

**Carried 9/0**  
**Resolution 239/16**

#### **8.3.5 DEVELOPMENT APPLICATION**

**File Reference** 10.60.15  
**Statutory Reference** Shire of Williams Town Planning Scheme  
**Author and Date** Steve Friend 10<sup>th</sup> May 2016

##### **Background**

The owner of Lot 20 (56) Millbrook Place has applied to erect a gabled roofed patio attached to the rear of the dwelling on the same property.



The property is zoned Rural Residential in the Shire of Williams Town Planning Scheme (Scheme) and as such requires Planning Approval for the development.

**Comment**

The proposed patio will be 6 metres long by 4.2m wide with a height (eave) of 2.4m.

The patio will be constructed out of zincalume steel (patio tube frame, 90mm<sup>2</sup> steel posts) and have Colorbond roof sheeting to match the existing dwelling.

This property has a building envelope due to the potential for the river to flood the properties in this area – the patio will be attached to the dwelling and therefore within the envelope.

No building permit is required as the patio will be a class 10a building and no Building Permit is required for a building if constructed outside of the town site.

Planning approval is required, and should take into consideration such matters as height, shape, materials used and the appropriateness of the proposed development.

In this instance, the proposed patio will add an al fresco area to the dwelling and could be supported.

**Voting Requirements**

Simple Majority Required

**Officer's Recommendation**

That Council grants planning approval to the owner of Lot 20 (56) Millbrook Place to erect a 6m x 4.2m steel patio on the back of the existing dwelling.

**Council Resolution**

***Paterson/Logie***

That Council grants planning approval to the owner of Lot 20 (56) Millbrook Place to erect a 6m x 4.2m steel patio on the back of the existing dwelling.

**Carried 9/0  
Resolution 240/16**



### 8.3.6 REPORT ON MOSQUITO CONTROL MEASURES

**File Reference** 13.10.40  
**Statutory Reference** N/A  
**Author and Date** Steve Friend 10<sup>th</sup> May 2016

#### **Background**

In March 2016 the Shire of Williams Works Manager and I attended a three day course on mosquito control in Albany.

The course was very comprehensive and was undertaken partially due to complaints about the Shire's mosquito control programme.

I have prepared a report (following) to help understand the issues.

#### **Comment**

##### Mosquito Control

There are thousands of species of mosquitoes in the world (3,500), with hundreds (300) in Australia and 90 species Western Australia.

All have a detrimental social impact, while a large number also are able to transmit diseases.

The two most common diseases that could present in this area are Ross River Virus (RRV) and Barmah Forest Virus (BFV).

Although people who have lived in this area have contracted RRV, it has never been established that they contracted the disease here. Almost all cases investigated visited Mandurah or the Peel Harvey area in general.

##### Life Cycle

The mosquito life cycle begins with an adult female laying eggs in either water or a damp area that will become inundated (after rains) which will give the next stage, larval, enough time to develop.

The larvae go through four stages (instars), before they become non feeding pupae. The larvae take from between 4 – 10 days to complete the instar stages (depends on species and weather conditions).

The duration of the pupae stage is again dependent on species and weather, but is typically 2 – 9 days.

Only the female adult bites humans to obtain a blood meal, in order to develop eggs. The males generally feed on plant juices.

Mosquitoes are able to travel up to 100km from a breeding site however the most common range is 1 – 3km.



Adult feeding behaviour varies between species; those that feed predominantly at twilight (dawn and dusk) are called crepuscular, those that feed at night are nocturnal and those that feed during the daytime are diurnal feeders.

Some species only bite outdoors whilst other species readily enter buildings to seek out a host. Mosquitoes rely primarily on carbon dioxide to find a blood meal with other factors being temperature and sight when up close.

Different species breed in salt water, others in fresh water, others in contaminated water; some only in containers found around the family home.

### Treatments

#### Adulticides

This is essentially fogging with chemicals that knock down adults either in flight or when resting. It is generally carried out when the adult mosquitoes are most prevalent (dawn and dusk) as this method relies on the chemical coming into contact with the mosquito and then killing them.

Advantages - relatively cheap and easily applied. There are some formulations that have a residual effect (bifenthrin); these can be applied any time of the day or night. Equipment for residual treatment is cheaper than a fogger. Can be effective for up to 2 months. No odour or stain.

Disadvantages - are non- selective and will kill whatever they come into contact with. This includes fish and other aquatic organisms; should never be applied near waterways or wet lands. Residual adulticides must be applied with different equipment other than a fogger.

#### Larvicides

Advantages – more target specific with a low toxicity to non-target species, less harm to the environment and potentially the operator. One type (Bacillus sphaericus (Bs)) does have some residual effect (up to 3 weeks).

Disadvantages – Only effect larvae (won't affect adults or pupae), must be applied when larvae actively feeding. Operator has to apply to areas that contain larvae, so monitoring and accessing inhospitable areas could be required. More expensive than adulticides.

#### Surface films

Prevents larvae breathing in water e.g. thin layers of oil, kerosene.

Advantages – cheap and easy to apply.

Disadvantages – only suitable for container breeding mosquitoes. Relies on landowners co-operating. Only affects larvae and pupae, not adults.



### Repellents

Ward off insect attack. Repellents most effective for mosquitoes must contain DEET.

Advantages – can be applied by anyone at time mosquitoes are biting.

Disadvantages – rely on all exposed body parts being applied, wears off.

### Williams

In the Shire of Williams' case, an employee is paid to fog a couple of nights a week when it can be shown that there is a problem.

It is my belief he fogs for about an hour and a half, beginning just on dusk, and tries to cover most of the town, starting out at Gull Road and moving through the town.

In effect, he is trying to knock down adult mosquitoes as they emerge and head for a blood meal. If the night is still, the spray will linger a bit longer, therefore killing extra numbers.

The limitation in this practise is that once the vehicle has passed by, any mosquito that is on the move will not be affected, and can go on to bite people.

In addition, any beneficial insects that might be in the air, or resting for the night, will also be affected by the spray. This also applies to any aquatic organisms, which are particularly susceptible.

In short, it is a hit and miss exercise, but does kill adult mosquitoes that come into contact with the spray. Hit the spray and they're dead. Miss the spray and they go on their merry way.

If the practise was changed to applying a larvicide, it would prevent or limit the numbers of breeding adults.

However, the logistics change with the change in practice.

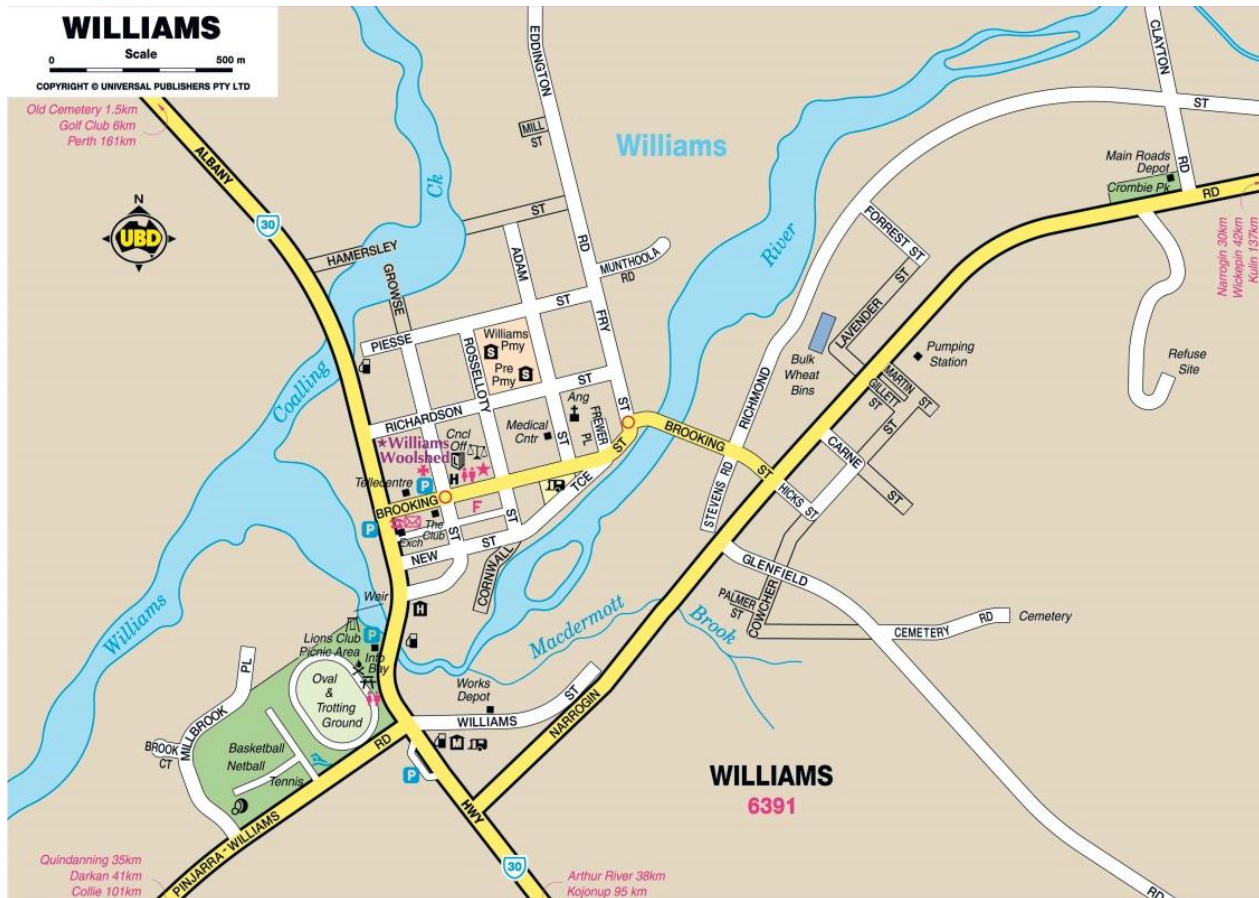
A person would need to establish where the mosquito larvae were growing, then apply a suitable larvicide to kill them.

Remembering that it is only effective in larval stages (not pupae stages), the larvicide would need to be applied to all stagnant water bodies to be effective. This would mean a person walking up and down all the "wet" area surrounding Williams, looking for larvae and then applying a larvicide.

When the aerial photos are looked at, it can be shown that the rivers going through Williams contain small tributaries and these will all have varying degrees of still, stagnant pools, ideal for breeding.



# MINUTES – ORDINARY MEETING OF COUNCIL HELD 18<sup>TH</sup> MAY 2016







Like adultciding, it also can be hit and miss. Apply larvicide to every pool of still water containing larvae and the population can be eliminated. Miss a few pools and the larvae will develop into adults and the cycle will continue.

Applying larvicide indiscriminately will be effective, but will not be cost effective (why apply a larvicide if there are no larvae to kill?)

Add to this that running water does not breed mosquitoes; once the water slows down sufficiently the mosquitoes will begin to breed in the water.

So while larviciding is more effective and better for the environment, the manual effort in finding the larvae and then applying the larvicide might prove to be too expensive.

The best method in the short term would be a combination of larviciding and adultciding, with an aim to reduce or eliminate adultciding if the numbers could be brought to a manageable level.

Again, the costs might prevent this approach.

Lastly, for any programme to be effective, private landowners need to be encouraged to prevent breeding on their properties. This could include rainwater tanks, and any receptacle that will hold enough water for long enough to enable a mosquito to go through a life cycle.

It is one thing to treat reserves under the Shire's control, but if private landowners do nothing to prevent breeding, the exercise will be in vain.



The report has been compiled so that Council can weigh up the pros and cons of the two treatments, and if warranted, make a change to the way mosquito control is undertaken in the Shire of Williams.

The report does not necessarily require a vote.

### **Voting Requirements**

Simple Majority Required

### **Officer's Recommendation**

That Council receives the report on mosquito control measures and considers whether changes to the current practises are warranted.

### **Council Resolution**

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

That Council receives the report on mosquito control measures.

**Carried 9/0  
Resolution 241/16**

*The resolution differed to the recommendation as Council chose not to make any changes to its current mosquito practices at this time.*

*Mr Friend left the meeting at 2.51pm.*



## 8.4 CHIEF EXECUTIVE OFFICER'S REPORT

### 8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

File Reference	4.1.20	
Statutory Reference	N/A	
Author & Date	Geoff McKeown	12 <sup>th</sup> May 2016

#### Background

The Chief Executive Officer 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.

#### Financial implications

Nil

#### Voting Requirements

Simple Majority

#### Officer's Recommendation

That the Chief Executive Officer's General Report for May 2016 be received by Council.

#### Council Resolution

##### *Major/Earnshaw*

That the Chief Executive Officer's General Report for May 2016 be received by Council.

**Carried 9/0**  
**Resolution 242/16**

#### Afternoon Tea

The President adjourned the meeting for afternoon tea at 3.09pm and resumed the meeting at 3.35pm.



#### **8.4.2 DONATION - WILLIAMS GATEWAY EXPO**

<b>File Reference</b>	11.60.95	
<b>Statutory Reference</b>	Nil	
<b>Author &amp; Date</b>	Geoff McKeown	9 <sup>th</sup> May 2016
<b>Attachment</b>	Nil	

#### **Background**

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

#### **Comment**

In recent years the Williams Gateway Expo has been charged a ground hire fee for the event. This year the amount was \$468.50. The Shire has regularly donated the same amount back to the Committee as a contribution.

#### **Financial Implications**

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

#### **Voting Requirements**

Simple Majority

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

That Council make a donation of \$468.50 to the Williams Gateway Expo Committee to assist with the cost of running the 2016 Williams Gateway Expo Event.

#### **Council Resolution**

##### ***Johnstone/Paterson***

That Council make a donation of \$468.50 to the Williams Gateway Expo Committee to assist with the cost of running the 2016 Williams Gateway Expo Event.

**Carried 9/0**  
**Resolution 243/16**



### 8.4.3 REFUSE SITE DEVELOPMENT RESERVE FUND

<b>File Reference</b>	10.10.30
<b>Statutory Reference</b>	Section 6.11 <i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 10 <sup>th</sup> May 2016
<b>Attachment</b>	Nil

#### **Background**

The Shire of Williams is a member of the Great Southern Regional Waste Group, which has been exploring the possibility of establishing a regional waste site to service the seven (7) local governments in the group.

To fund the establishment of a regional site, each of the local governments was asked to commit funding this financial year. The Shire of Williams included \$85,000 in its 2015/16 Budget for this purpose.

With the recent decision not to proceed with the proposed site in the Shire of Cuballing there is going to be a delay in a regional site being established, if it happens at all.

This item recommended that the funds set aside for this purpose, or a portion of the funds, be placed into a reserve fund to be available when required in future years. It may be that a regional site is not established. If so, the funds can be used for capital works that may be required at the Williams site.

#### **Comment**

The *Local Government Act 1995* provides the legislative power for local government to establish reserve funds. Section 6.11 states:

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*

It is recommended that a Refuse Site Development Reserve Fund be established to be used for the development of waste facilities.

As mentioned, this year's budget includes expenditure of \$85,000 for development of a regional site. The budget also includes funding for the construction of a transfer station at the Shire's site. A decision on how much to transfer to the reserve fund can be made at a later date, pending the final cost of the transfer station. An item to the June Ordinary Meeting is proposed to finalise transfers to reserve accounts that are not already included in the budget



**Financial Implications**

The establishment of a reserve fund quarantines funds that were planned to be expended this financial year and will allow Council to allocate them in a future year.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council approves the establishment of a Refuse Site Development Reserve Fund to be used for the development of waste facilities.

**Council Resolution**

***Carne/Earnshaw***

That Council approves the establishment of a Refuse Site Development Reserve Fund to be used for the development of waste facilities.

**Carried 9/0  
Resolution 244/16**



#### 8.4.4 INSTALLATION OF GLASS WASHER – UNBUDGETED EXPENDITURE

<b>File Reference</b>	11.10.35
<b>Statutory Reference</b>	Section 6.8 <i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 10 <sup>th</sup> May 2016
<b>Attachment</b>	Nil

##### Background

At the September 2015 Ordinary Meeting the Council considered a request from the Williams Repertory Club to progress the installation of a Glass Washer in the Town Hall and an Electric BBQ at the Hall Park.

At the time Council passed the following resolution:

*“That Council proceed with the installation of the glass washer and electric BBQ as proposed by the Williams Repertory Club with additional funds required for the BBQ coming from the Shire of Williams Trust Fund.”*

##### Comment

The arrangement with the Williams Repertory Club, in relation to the Glass Washer, was that the Club would pay for the machine and the Shire would cover the cost of installation.

This has now occurred with the following components:

1.	Hisco Pty Ltd – Washtech XG Economy Glass Washer	2,507.00
2.	Country Sparky Services – Electrical installation	545.20
3.	Melchiorre Plumbing & Gas – Water and Connection	<u>239.80</u>
		\$3,292.00

The Williams Repertory Club has been invoiced for the cost of the Glass Washer.

At the time the Council made the decision to proceed with this project it was stated that funds had not been included in the 2015/16 Budget.

Where a local government incurs expenditure that is not included in the budget, a decision of Council is required. Section 6.8 of the *Local Government Act 1995* states:

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
  - (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*; or*
  - (c) *is authorised in advance by the mayor or president in an emergency.*

(1a) *In subsection (1) —*

**additional purpose** means a purpose for which no expenditure estimate is included in the local government’s annual budget.





- (2) Where expenditure has been incurred by a local government —
- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
  - (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

This item seeks to ensure compliance with the Act.

### Financial Implications

The full cost of the item will appear as a capital purchase on the Balance Sheet. The net cost to the Shire following reimbursement by the Williams Repertory Club will be \$785.00.

### Voting Requirements

Absolute Majority

### Officer's Recommendation

That Council authorises the incurring of expenditure for the purchase and installation of a glass washer in the Town Hall, acknowledging that the expenditure has not been included in the 2015/16 Budget.

### Council Resolution

#### Major/Paterson

That Council authorises the incurring of expenditure for the purchase and installation of a glass washer in the Town Hall, acknowledging that the expenditure has not been included in the 2015/16 Budget.

**Carried by Absolute Majority 9/0  
Resolution 245/16**

### 8.4.5 SALE OF SECOND HAND TRACTOR

<b>File Reference</b>	12.37.15
<b>Statutory Reference</b>	<i>Local Government Act 1995 and Local Government (Functions &amp; General) Regulations 1996</i>
<b>Author &amp; Date</b>	Geoff McKeown 10 <sup>th</sup> May 2016
<b>Attachment</b>	Nil

### Background

The Shire has identified that its 1997 John Deere MFWD Tractor is surplus to requirements following its replacement with a skid steer loader. In 2012/13 a value of \$8,000 was put on the tractor as part of the fair value reporting process. Its depreciated book value stands at \$4,052.15, as at the 31<sup>st</sup> March 2016.






The Works Manager has been approached with an offer to purchase the Tractor for \$5,000, inclusive of GST.

### Comment

The following detail is extracted from the Plant & Equipment Fair Value Report prepared for the 2012/13 financial year. The Tractor was identified at that stage as being in poor condition.

	Plant Description				Asset condition rating	
	JOHN DEERE MFWD TRACTOR				Rank	Description of Condition
					1	Very good condition – only normal maintenance required
	Asset No.				2	Good condition – minor defects only, minor maintenance required (5%)
	TR1				3	Moderate condition – Significant maintenance required to return to accepted Level of Service (10-20%)
	Registration No.				4	Poor condition – requires renewal, significant renewal/upgrade required (20-50%)
	WL767				5	Very poor condition – asset unserviceable, over 50% of asset requires replacement
Acquisition Date		Year of Manufacture				Assessed Market Valuation
21-Oct-97		1997				
Odometer or hour reading		Remaining useful life assessment				
10500 hrs		0				

The Chief Executive Officer has limited delegation to dispose of surplus equipment, materials and tools. An extract of the Delegation Register reads as follows:

*“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 section 3.58 of the Local Government Act 1995 where -*

- the disposition of property is an exempt disposition in accordance with Regulation 30(3) of the Local Government (Functions and General) Regulations 1996.*
- the surplus items have an estimated value of less than \$1,000.”*

The reference to “an exempt disposition” in the wording above refers to property with a market value less than \$20,000. The value of this item of plant is above \$1,000 and therefore the Chief Executive Officer does not have the delegated authority to sell it without Council approval.

There has not been any formal process used to offer this item of plant for sale. Enquires have been received via word-of-mouth. Council can choose to advertise the tractor for sale by tender, offer it for sale at an auction, or sell it by private treaty. As its value is under \$20,000 the option to sell by private treaty is available.

### Financial Implications

The sale of this item of plant has not been included in the 2015/16 Budget. If the sale proceeds it is recommended that Council transfer the funds to the Plant Reserve Fund. This can be the subject of a separate decision by Council before the end of the financial year.

### Voting Requirements

Simple Majority



**Officer's Recommendation**

That Council accepts the offer of \$5,000, inclusive of GST, from Mr Duane Treasure for the purchase of the Shire's 1997 John Deere MFWD Tractor.

**Council Resolution**

***Logie/Major***

That Council offer for sale by public tender the Shire's 1997 John Deere MFWD Tractor, and any additional surplus items held in the Shire's inventory, by publication in 'The Williams' and 'The Shire of Williams' Facebook.

Further, Council grants delegated authority to the CEO to accept the highest tender received for each item.

**Carried 9/0  
Resolution 246/16**

*The resolution differed from the recommendation as Council wished to advertise more widely the availability of surplus items.*



#### **8.4.6 OCCUPATIONAL SAFETY & HEALTH POLICY**

<b>File Reference</b>	4.40.30	
<b>Statutory Reference</b>	Nil	
<b>Author &amp; Date</b>	Geoff McKeown	11 <sup>th</sup> May 2016
<b>Attachment</b>	Nil	

##### **Background**

The inaugural meeting of the Shire's Occupational Safety and Health Committee was held on the 19<sup>th</sup> April 2016. The Committee is made up of staff from all work areas within the organisation along with our Risk Coordinator, Mark Southgate.

It was identified at this meeting that the Shire should adopt an Occupational Safety & Health Policy as a means of outlining the commitment of the employer and employee to this important area.

A draft Policy is being proposed by the Committee for adoption by Council.

##### **Comment**

The Occupational Safety and Health Committee will meet on a monthly basis and has adopted the following terms of reference:

- To facilitate consultation and cooperation between the Shire of Williams and its employees in initiating, developing and implementing measures designed to ensure the safety and health of employees at the workplace;
- To keep itself informed as to standards relating to health and safety generally recommended or prevailing in workplaces of a similar nature and to review and make recommendations on rules and procedures at the workplace relating to health and safety;
- To recommend to the Shire and employees the establishment, maintenance and monitoring of programs, measures and procedures relating to safety and health at the workplace;
- To keep in a readily accessible place and form information regarding the hazards that arise, or may arise, at the workplace;
- To consider and make recommendations in respect of any changes or intended changes to or at the workplace which may be reasonably expected to affect the health or safety of employees at the workplace;
- To consider such matters that may be referred to the committee by a safety and health representative or employee;
- To perform such other functions as may be prescribed in the OSH Regulations or given to the committee, with its consent, by the Shire of Williams.

Following is the draft Occupational Safety & Health Policy that the Committee recommends to Council for adoption:



## Shire of Williams

### Occupational Safety and Health Policy

The Shire of Williams provides a wide range of vital services to residents and visitors to the region. We are an equal opportunity employer committed to providing and maintaining a safe and healthy workplace for all employees. This commitment is required to be supported through the behaviours of our management representatives, employees, contracted services providers and volunteers in the workplace.

Responsibilities for addressing safety and health concerns are shared by everyone working at the Shire of Williams. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety and health obligations. Employees assist our management team to fulfil obligations through compliance with legislative and Shire safety and health requirements, as well as actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Williams are required to proactively identify and report forthwith any incident or hazard that are assessed as posing any risk to safety or health. These will be promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

The Shire of Williams is committed to continuously improving our workplace safety and health performance, aimed at the elimination of workplace injury and illness, through the establishment of measurable targets and objectives which are documented in our Occupational Safety and Health Management Plan.

Our Occupational Safety and Health Management Plan is supported by an occupational safety and health management system framework intended to guide our employees and subcontractors to work in a safe and healthy manner including, but not limited to, compliance with all applicable Occupational Safety and Health, other legislative regulatory requirements, relevant Australian Standards and with all other requirements placed upon the Shire or to which the Shire subscribes.

This Occupational Safety and Health Policy and our supporting management systems framework are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

A safe, healthy and efficient place of work is our goal and we must all be committed to working together to achieve this outcome.

Geoff McKeown

CEO  
Shire of Williams  
Issue Date

Document ID:	Issue Date:
Authorised By:	Review Date:



If Council adopts this policy it will be added to the Shire's Policy Manual. Copies will be distributed across the organisation to inform the Staff.

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council adopt the Occupational Safety & Health Policy as recommended by the Shire's Occupational Safety & Health Committee.

**Council Resolution**

***Earnshaw/Major***

That Council adopt the Occupational Safety & Health Policy as recommended by the Shire's Occupational Safety & Health Committee.

**Carried 9/0  
Resolution 247/16**



#### **8.4.7 FINANCIAL ASSISTANCE – UPPER GREAT SOUTHERN HOCKEY ASSOCIATION INC.**

<b>File Reference</b>	4.11.60	
<b>Statutory Reference</b>	Nil	
<b>Author &amp; Date</b>	Geoff McKeown	12 <sup>th</sup> May 2016
<b>Attachment</b>	Nil	

##### **Background**

The Upper Great Southern Hockey Association has written to the Shire of Williams seeking financial support to host two international hockey matches in Narrogin.

The Williams Hockey Club is a member of the Association.

##### **Comment**

In its letter the Association states:

*“As you are no doubt aware, the Upper Great Southern Hockey Association has been fortunate enough to secure two men’s international hockey matches in Narrogin on the 21 and 22 May, 2016. These matches will see our Kookaburra’s take on Great Britain in the lead up to the Olympic Games in Rio later this year.*

*This is a massive coup for the Upper Great Southern Hockey Association, but even more so the entire Great Southern Region. We are expecting crowds of up to 2,600 for each of the games, and no doubt this will include people from your shire. The benefits of hosting such a match in regional WA are also widespread, and do not fall solely on Narrogin itself.*

*However, hosting such an event has significant cost attached. Therefore any financial support that you could commit to the running of this momentous event would be greatly appreciated. If you require more details, please contact the UGSHA President, Mark Reagan, on 0417 188 440.”*

It is understood that the Town of Narrogin and Shire of Narrogin have committed \$20,000 and \$5,000 respectively towards the event.

The Association has a budget for expenditure on the event totalling \$104,645. It has identified a number of corporate sponsors, however it has budgeted a shortfall in excess of \$10,000.

##### **Financial Implications**

Council has a budget for Public Relations which is not fully expended this financial year, if it wishes to make a contribution.

##### **Voting Requirements**

Simple Majority



**Officer's Recommendation**

That Council approves a contribution of \$500 to the Upper Great Southern Hockey Association to assist it with the cost of hosting two international hockey games in Narrogin on the 21<sup>st</sup> and 22<sup>nd</sup> May 2016.

**Council Resolution**

***Cavanagh/Paterson***

That Council approves a contribution of \$500 to the Upper Great Southern Hockey Association to assist it with the cost of hosting two international hockey games in Narrogin on the 21<sup>st</sup> and 22<sup>nd</sup> May 2016.

**Carried 9/0  
Resolution 248/16**



Ms Cara Ryan declared an impartiality interest for the following item. The nature of her interest relates to her current involvement as a volunteer on the Committee of the Wandering Wheatbelt Wine Awards.

#### 8.4.8 WANDERING WHEATBELT WINE AWARDS

<b>File Reference</b>	4.11.60	
<b>Statutory Reference</b>	Nil	
<b>Author &amp; Date</b>	Geoff McKeown	12 <sup>th</sup> May 2016
<b>Attachment</b>	Nil	

#### Background

A letter has been received from the Wandering Wheatbelt Wine Awards Committee seeking sponsorship for this year's event. The Shire of Williams has previously been a financial supporter of this event.

#### Comment

In its letter the Committee states:

*"It is that time of year again!*

*Planning is in full swing for the 12th consecutive Wandering Wheatbelt Wine aWard's (WWWaW). This is a Black Tie, 5 Course Regional Dinner and wine show. The event will be held on Saturday 29<sup>th</sup> October 2016.*

*We write seeking your company's financial sponsorship for this year's event. It would be an ideal opportunity to promote your business at this gala evening.*

*The event is a fantastic opportunity to showcase the great wine, food and unique produce from the Wheatbelt area. The evening commences with sparkling wine and canapés on arrival. Each course is complemented with the previous year's award winning wines, and entertainment includes live music and guest speakers.*

*In accordance with the Responsible Service of Alcohol, and to promote safe driving practices, we organise transport from Narrogin, Pingelly, Boddington and Williams both to and from the venue.*

*The WWWaW is a not for profit organisation, run by a volunteer committee. The kitchen and wait staff for the evening are all volunteers with only the professional Chef being paid for his services. Local community groups set up the venue and clean up after the event.*

*There are two categories of sponsorship in which you may wish to participate. These are:*

<b>GOLD</b>	<b>\$1,000.00</b>	<b>Receives two 2015 Awards Dinner Tickets</b>
<b>SILVER</b>	<b>\$ 500.00</b>	<b>Receives one 2015 Awards Dinner Ticket</b>





*In recognition of your sponsorship, your logo and/or banner will be displayed on the evening, as well as on the WWWaW Facebook page, the WWWaW webpage, the dinner menu on the evening, all promotional flyers and all promotional media for a period of twelve months.*

*I look forward to hearing from you."*

**Financial Implications**

Last financial year the Shire contributed \$500. If it chooses to continue this sponsorship, funds are available in the Public Relations budget allocation.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That Council provide Silver Sponsorship of \$500 to the Wandering Wheatbelt Wine Awards for the 2016 event.

**Council Resolution**

***Major/Logie***

That Council declines the request for Silver Sponsorship of \$500 to the Wandering Wheatbelt Wine Awards for the 2016 event.

**Carried 6/3  
Resolution 249/16**

*The resolution differed from the recommendation as Council decided not to offer sponsorship to the event.*

*Cr Medlen left the meeting 4.04pm*



#### 8.4.9 PROPOSED REDEVELOPMENT OF CALTEX SERVICE STATION – LOTS 16, 17 AND 300 ALBANY HIGHWAY, WILLIAMS

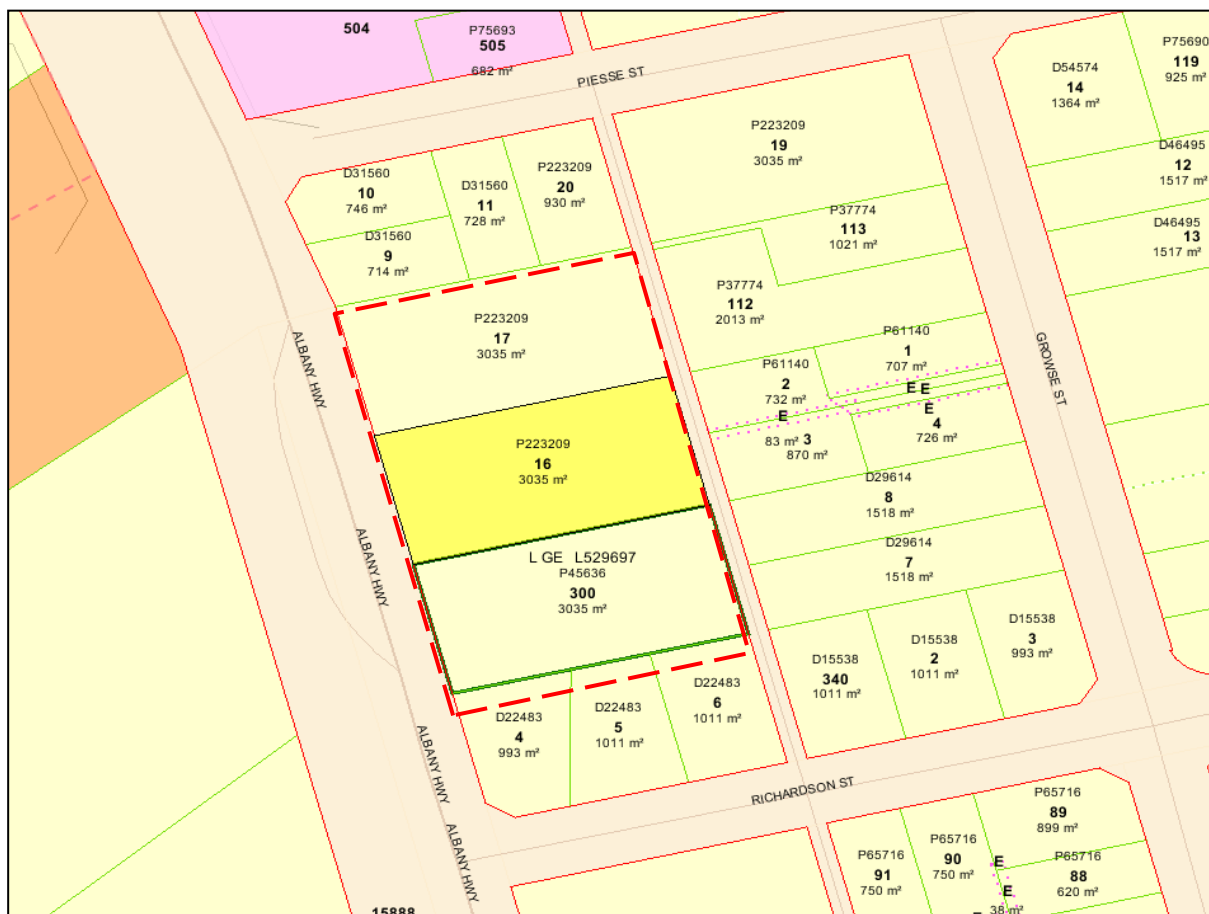
<b>File Reference</b>	10.60.10
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Liz Bushby, Gray & Lewis Landuse Planners: 11 <sup>th</sup> May 2016
<b>Attachment</b>	Attachment 1: Final Stop the Clock - Further Information for DAP Application. Attachment 2: No to stop the clock - Caltex Williams - Preliminary Comments [PSA 2999]

#### Background

Lots 16 and 17 have been developed with an existing Caltex Service Station and are owned by Caltex Australia Petroleum.

Lot 300 is crown land owned by the State of Western Australia. Caltex Petroleum hold a lease over Lot 300 for the purpose of parking and access. The company is listed on the Certificate of Title as the primary interest holder.

A location plan is included below for ease of reference.





The subject lots are zoned 'Commercial' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

#### **Comment**

##### **➤ Introduction – DAP Application**

A planning application has been lodged for redevelopment of the Caltex Service Station and the applicant has opted to pursue determination by a Development Assessment Panel (DAP).

The Shire has referred the application to Gray & Lewis for assessment and advice. An assessment of the information lodged has been conducted as the local government only has 7 days to request additional information.

Gray & Lewis has lodged a 'stop the clock' form to the DAP Secretariat to request additional information from the applicant – refer Attachment 1. Additional information has been requested to examine matters such as potential noise to nearby residences, seating capacity/ carparking, hours of operation for the café/restaurant, landuse buffers and bushfire management.

Gray & Lewis has to lodge a Responsible Authority Report (RAR) to the DAP Secretariat within 80 days. The 80 day statutory timeframe only re-commences once all the additional information is received from the applicant.

The 80 day period allows for advertising to surrounding landowners, consultation with relevant authorities such as Main Roads WA and the Department of Fire and Emergency Services (DFES), a site inspection, discussions with the applicant, a planning assessment, consideration of submissions, and preparation of a RAR.

There are two options for Council involvement in the DAP process as follows:

Option 1 - If time permits the RAR report can first be referred to Council. Council does not have the ability to alter the RAR however may make independent comment on the application which can be included in a report to the DAP.

Option 2 - Alternatively Gray & Lewis can simply refer the RAR directly to the DAP as Council will be represented at the DAP meeting. The DAP consists of 3 specialist members and 2 councillors.

**Council should provide advice to the Chief Executive Officer of the preferred option.**

DAP meetings are generally held at the local government's office (although they can be held at the Department of Planning in Perth). The DAP Secretariat will advise the Shire of the meeting date and venue.



➤ **Description of Application**

All existing structures would be removed so a new purpose built service station can be constructed. The building would be setback 12.6 metres to Albany Highway, 57 metres from the northern boundary, 27 metres to the eastern boundary and 58 metres to the southern boundary.

A summary of the development is included below:

- Four fuel bowzers and one LPG bowser served by 8 fuelling bays on Lot 17. The fuel bowzers will have an overhead canopy and cater for cars and light vehicles.
- Three diesel bowzers to the rear of Lot 16 served by 2 truck fuelling bays with a canopy over. Trucks will be directed to the refuelling area to the rear.
- The service station building with a Gross Floor Area of 425m<sup>2</sup> will include a service counter, retail area, kitchen, office, coolrooms, storerooms and public toilets. Seating is proposed both in and outside of the building.
- Plant, servicing and loading to the rear of the building.
- Three 90kl underground fuel storage tanks and remote filling points for tankers.
- Relocation of the existing LPG tank to the rear of the building.
- 17 carparking bays for customers and staff.
- Truck and coach parking areas on Lot 300.
- Advertising signage.

Plans will be made available for viewing by Councillors at the meeting.

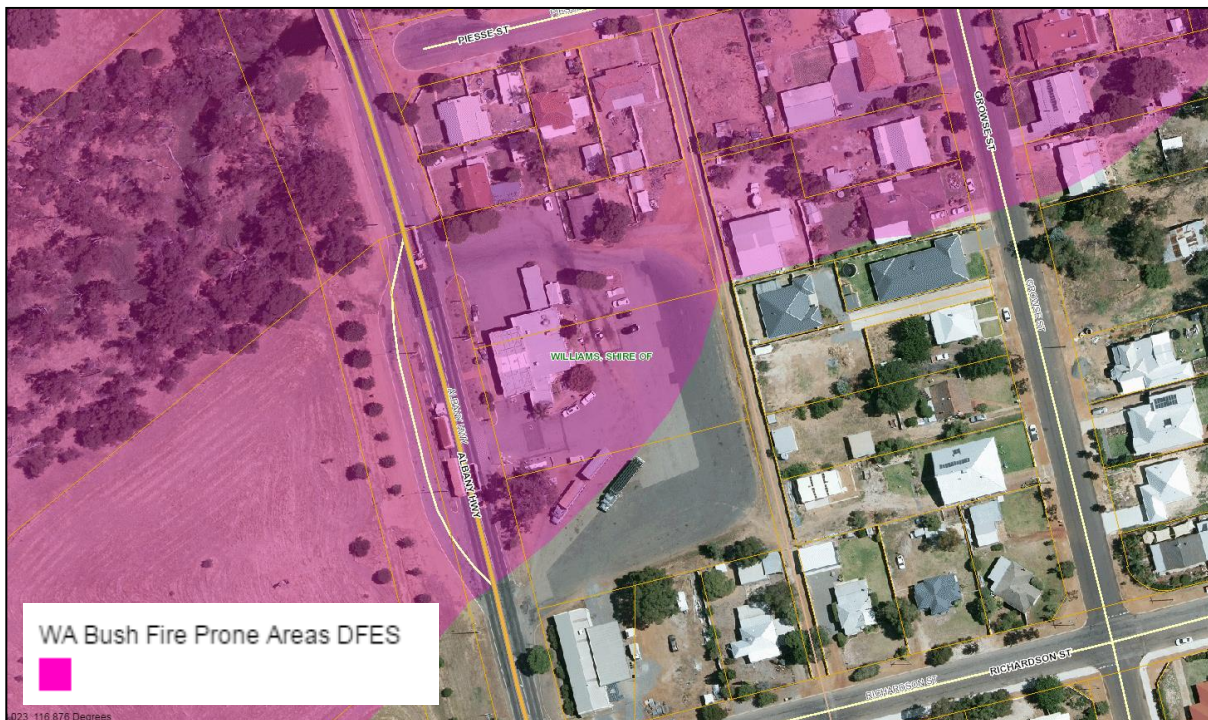
➤ **Landuse permissibility**

A 'service station' is defined in the Scheme as *'means land and buildings used for the supply of petroleum products and motor vehicle accessories and for carrying out greasing, tyre repairs and minor mechanical repairs and may include a cafeteria, restaurant or shop incidental to the primary use; but does not include transport depot, panel beating, spray painting, major repair to motor vehicles or wrecking of vehicles'*.

A 'service station' is listed as an 'AA' use in the Commercial zone under 'Table 1 – Zoning Table' of the Scheme. The 'AA' symbol *'means that the Council may, at its discretion, permit the use'*. This also means that the DAP has discretion to approve the development.

➤ **Bush Fire Management**

The lots are identified as bushfire prone as designated by the Fire and Emergency Services Commissioner.



A new State Planning Policy, **State Planning Policy 3.7 Planning in Bushfire Prone Areas** (SPP 3.7) was gazetted on Monday 7 December 2015. SPP 3.7 became effective in December 2015 and identifies requirements for high risk landuses (such as service stations) in bushfire prone areas.

The Policy states that high risk landuses in areas that have a Bushfire Attack Level (BAL) between BAL 12.5 and BAL 29 *'will not be supported unless they are accompanied by a Bushfire Management Plan jointly endorsed by the relevant local government and the State Authority for emergency services'*.

The Policy also states that development applications should include an emergency evacuation plan for proposed occupants and / or a risk management plan for any flammable on site hazards.

The applicant has not provided a Bushfire Management Plan (BMP) or addressed the requirements of State Planning Policy 3.7.

Accordingly the applicant has been requested to provide a BMP, an emergency evacuation plan and risk management plan in line with the SPP 3.7 requirements.

#### ➤ **Applicant request**

On the 10 May 2016 the applicant indicated that most of the additional information requested can be lodged within a week, however a Bushfire Management Plan will take longer with an estimated delivery time of 3 June 2016.

The applicant lodged a request to recommence the clock once most of the additional information is lodged (without a Bushfire Management Plan).





Gray & Lewis has advised the applicant that all information needs to be lodged prior to re-starting the clock as it triggers statutory time frames for preparation of a RAR – Attachment 2.

Some of the required advertising can proceed without the BMP, however the BMP has to be referred to the Department of Fire and Emergency Services for endorsement. Without a BMP there is no guarantee that fire management and SPP 3.7 will be addressed at cessation of an 80 day period (if the clock commenced without the necessary Bushfire Management Plan).

If there are any issues with a BMP, risk management plan or evacuation plan then DFES may need time to communicate and resolve any matters with the applicant, prior to the RAR being prepared.

Accordingly Gray & Lewis recommends that the 'stop the clock' be maintained until and unless all the required information is lodged. It may be prudent to remind the applicant that the BMP needs to be supported by an emergency evacuation plan and risk management plan if a BAL of 12.5 (and above) is identified.

Gray & Lewis has provided assurances to the applicant that all reasonable measures will be employed to expedite processing of the application.

➤ **Albany Highway**

Albany Highway falls under the jurisdiction of Main Roads WA. The application included a Transport Assessment which has been referred to Main Roads for comment.

➤ **Advertising**

It is recommended that the application be advertised on receipt of additional information from the applicant, with the exception of referral to the Department of Fire and Emergency Services as they cannot be consulted until a Bushfire Management Plan is lodged.

**POLICY REQUIREMENTS**

N/A

**LEGISLATIVE REQUIREMENTS**

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

The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shires Scheme.

Regulation 67 of the 'deemed provisions' outlines '*matters to be considered by Council*' including '*any policy of the Commission*'. This gives immense weight to State Planning Policy 3.7.

Regulation 78D (1) of the 'deemed provisions' requires preparation of a Bushfire Attack Level (BAL) for the development site if it is in a bushfire area and has been in a bushfire prone area for a period of at least 4 months.

The initial four month transition period for the new bushfire planning provisions in the *Planning and Development (Local Planning Schemes) Amendment Regulations 2015 (LPS Amendment Regulations)* finished on the 8 April 2016.



Shire of Williams Town Planning Scheme No 2 – discussed in the body of this report.

#### **STRATEGIC IMPLICATIONS**

There are no known strategic implications associated with this proposal.

#### **SUSTAINABILITY IMPLICATIONS**

##### **Environment**

There are no known significant environmental implications associated with this proposal.

##### **Economic**

Redevelopment has potential to have local economic benefits.

##### **Social**

There are no known significant social implications associated with this proposal.

#### **FINANCIAL IMPLICATIONS**

The Shire pays consultancy fees to Gray & Lewis Landuse Planners for advice.

#### **VOTING REQUIREMENTS**

ABSOLUTE MAJORITY REQUIRED: NO

#### **Officer's (Consultant Planner) Recommendation**

That Council:

1. Note that application for a service station (redevelopment) on Lots 16, 17 and 300 Albany Highway Williams has been received and will be determined by the Mid-West / Wheatbelt Joint Development Assessment Panel.
2. Note that a 'stop the clock' form has been lodged to the DAP Secretariat to request additional information be provided by the applicant.
3. Note that the 'stop the clock' will be maintained until all additional information has been lodged by the applicant including a Bushfire Management Plan to be referred to the Department of Fire and Emergency Services.
4. Authorise the Chief Executive Officer to advertise the application by writing to nearby and adjacent landowner/occupiers (for 14 days) once sufficient additional information has been provided by the applicant (except the BMP).
5. Authorise the Chief Executive Officer to advise the applicant of this Council resolution and that:
  - (i) The Shire will assist to expedite processing of the application however recognises the need to maintain the stop the clock until all additional information is received. This allows sufficient time periods for advertising and liaison with other relevant agencies such as DFES.
  - (ii) The applicant is also reminded that the stop the clock notice requires an emergency evacuation plans and a risk management plan for flammable on site hazards for any BAL of R12.5 and above (in accordance with State Planning Policy 3.7).



**Council Resolution**

***Earnshaw/Johnstone***

That Council:

1. Note that application for a service station (redevelopment) on Lots 16, 17 and 300 Albany Highway Williams has been received and will be determined by the Mid-West / Wheatbelt Joint Development Assessment Panel.
2. Note that a 'stop the clock' form has been lodged to the DAP Secretariat to request additional information be provided by the applicant.
3. Note that the 'stop the clock' will be maintained until all additional information has been lodged by the applicant including a Bushfire Management Plan to be referred to the Department of Fire and Emergency Services.
4. Authorise the Chief Executive Officer to advertise the application by writing to nearby and adjacent landowner/occupiers (for 14 days) once sufficient additional information has been provided by the applicant (except the BMP).
5. Authorise the Chief Executive Officer to advise the applicant of this Council resolution and that:
  - (i) The Shire will assist to expedite processing of the application however recognises the need to maintain the stop the clock until all additional information is received. This allows sufficient time periods for advertising and liaison with other relevant agencies such as DFES.
  - (ii) The applicant is also reminded that the stop the clock notice requires an emergency evacuation plans and a risk management plan for flammable on site hazards for any BAL of R12.5 and above (in accordance with State Planning Policy 3.7).

**Carried 8/0  
Resolution 250/16**





**8.4.10 PROPOSED TREE FARM – VARIOUS LOTS ON OR ADJACENT TO COLLIE WILLIAMS ROAD, WILLIAMS**

<b>File Reference</b>	10.60.10
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Liz Bushby, Gray & Lewis Landuse Planners: 11 <sup>th</sup> May 2016
<b>Attachment</b>	Nil

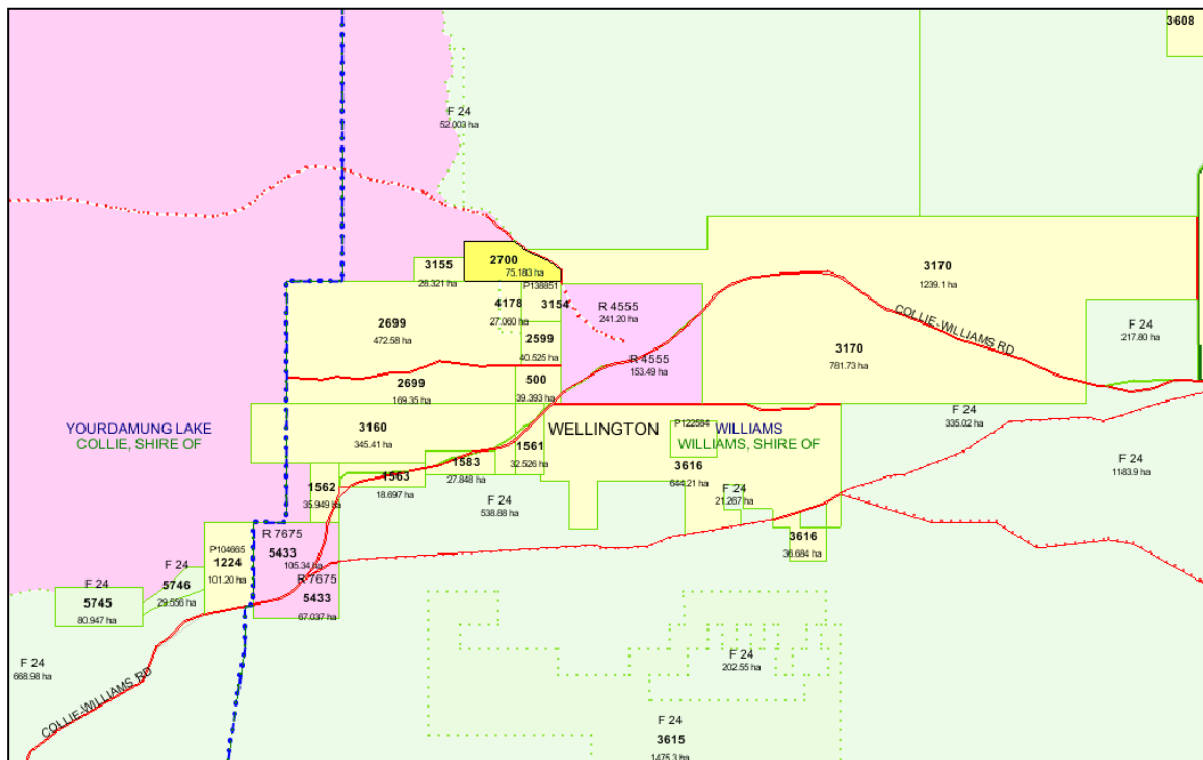
**Background**

The application includes 11 lots which either front onto or are near to Collie Williams Road, Williams. Some of the lots do not have direct road frontage.

The lot details are listed in the application as follows:

<b>Lot Number</b>	<b>Deposited Plan Number</b>
2700	136754
3154	138851
4178	136753
2699	136753
500	251355
3616	202230
1561	114589
3160	143291
1583	1115391
1563	115390
3170	202165

A location plan is included below for convenience. The lots are near the local government boundary separating the Shire of Williams and the Shire of Collie.





Tree Farm means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the carbon Rights Act 2003 section 5.

As the landuse of 'tree farm' is not specifically mentioned in the Zoning Table of the Scheme, Council only has two options in accordance with Clause 4.3.2 of the Scheme as follows:

**Option 1 –** Council may determine that the use is not consistent with the objectives and purposes of the Rural zone and is therefore not permitted; or

**Option 2 –** Council may determine by absolute majority that the tree farm use may be consistent with objectives and purposes of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 in considering an application for planning consent.

Option 1 is not recommended as it will set a precedent for other tree farm applications to be processed as a permitted use in the Rural zone. There could be situations where tree farms may not be supported (e.g. in high priority agricultural areas or where it increases fire management near sensitive premises).

Gray & Lewis recommend Option 2.

➤ **State Planning Policy 2.5 – Landuse Planning in Rural Areas**

State Planning Policy 2.5 identifies that tree farming is a generic term used to describe land uses that centre on the planting of trees to generate economic return and/or environmental benefits.

The WAPC policy position regarding tree farming is:	Officer Comment
a) tree farming is supported and encouraged on rural land as a means of diversifying rural economies and providing economic and environmental benefit;	Noted. The subject land is under care and control of the Department of Water. The applicant indicates that the tree farm will have associated hydrological benefits.
b) tree farming should be an acceptable use on rural land generally, except where development of a tree farm would create an extreme or unacceptable bushfire risk or when responding to local circumstances as identified in a strategy or scheme;	There is already extensive vegetation in this area. The lots do not appear to be near any sensitive premises and the applicant has lodged a fire management plan (FMP) as part of the application. The lots are already identified as being bushfire prone.

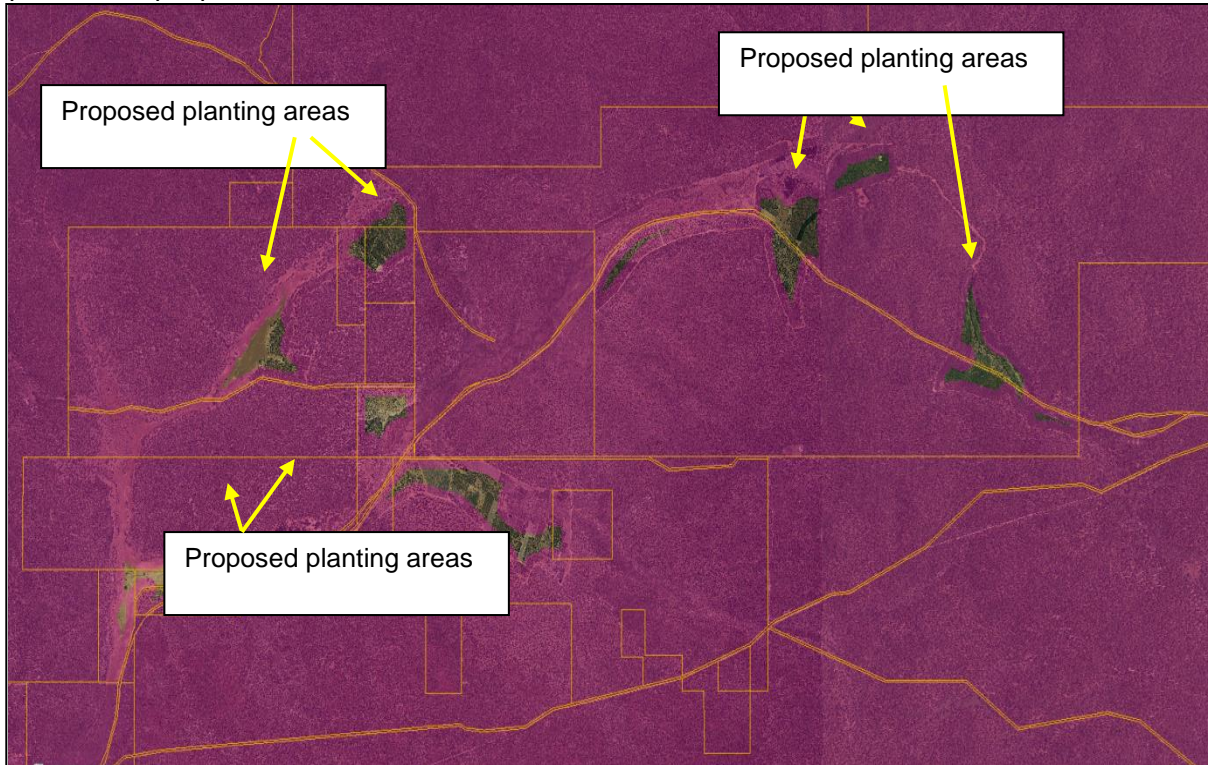


c) tree farming should generally not occur on priority agricultural land;	The subject land is under the control of the Department of Water and not utilised for agricultural purposes.
d) local governments should manage the location, extent and application requirements for tree farming in their communities through local planning strategies, schemes and/or local planning policies;	There are no relevant local planning strategies or policies for tree farms.
e) in planning for tree farming, local government considerations should include but are not limited to, the potential bushfire risk, environmental and economic benefit, visual landscape and transport impacts of tree farming (where harvesting is proposed), planting thresholds, appropriate buffers and location relative to conservation estates and sensitive land uses;	Noted. The lots are relatively isolated as they are surrounded by forest.
f) where tree farm proposals are integrated with farm management for the purpose of natural resource management and occupy no more than 10 per cent of the farm, the proposal should not be subject to local government planning approval; and	N/A
g) the establishment of tree farms does not warrant the creation of new or smaller rural lots.	N/A



➤ **Bushfire Management**

The lots are identified as bushfire prone as designated by the Fire and Emergency Services Commissioner. Most of the areas that are not identified as bushfire prone in the map below form part of the proposed tree farm area.



Once the tree farm is planted and vegetation grows, it is likely future bushfire mapping will be expanded to include the vegetated areas as also being bushfire prone.

Gray & Lewis is of the view the proposed tree farm will have minimal impact in terms of bushfire risk as the lots are already identified as being bushfire prone and they are not located near to any sensitive premises.

The applicant has lodged a fire management plan which can be referred to DFES during the advertising period.

➤ **Conclusion**

The application is generally supported however it is recommended that it be advertised to allow referral of the fire management plan to DFES for comment.

If Council wishes to expedite processing of the application then it has power to grant delegated authority to the Chief Executive Officer to determine the application following consultation with DFES.

**POLICY REQUIREMENTS**

N/A



## LEGISLATIVE REQUIREMENTS

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

The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shires Scheme.

Regulation 67 of the deemed provisions outlines '*matters to be considered by Council*' including '*any policy of the Commission*'.

Council can grant delegated authority to the Chief Executive Officer to determine the application in accordance with Regulation 82 (1) of the deemed provisions. Any resolution for delegated authority requires an Absolute Majority.

Shire of Williams Town Planning Scheme No 2 – discussed in the body of this report.

## STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this proposal.

## SUSTAINABILITY IMPLICATIONS

### Environment

There are no known significant environmental implications associated with this proposal.

### Economic

There are no known significant economic implications associated with this proposal.

### Social

There are no known significant social implications associated with this proposal.

## FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Gray & Lewis Landuse Planners for advice.

## VOTING REQUIREMENTS

ABSOLUTE MAJORITY REQUIRED: YES

### Officer's (Consultant Planner) Recommendation

That Council:

1. Determine by absolute majority that the proposed tree farm may be consistent with objectives and purposes of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme in considering an application for planning consent.
2. Authorise the Chief Executive Officer to advertise the application by referring the application and the Fire Management Plan to the Department of Fire and Emergency Services (DFES) for comment.
3. Authorise the Chief Executive Officer to advise the applicant that the application is being advertised by way of referral to DFES.
4. Note that the application will be referred to a future Council meeting for final determination following completion of advertising.



**Officer's (Consultant Planner) Alternative Recommendation**

That Council:

1. Determine by absolute majority that the proposed tree farm may be consistent with objectives and purposes of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme in considering an application for planning consent.
2. Authorise the Chief Executive Officer to advertise the application by referring the application and the Fire Management Plan to the Department of Fire and Emergency Services (DFES) for comment.
3. Authorise the Chief Executive Officer to advise the applicant that the application is being advertised by way of referral to DFES.
4. Grants delegated authority to the CEO to determine the application following consultation with DFES, which is an option outlined in the body of this report.

**Council Resolution**

***Logie/Cavanagh***

That Council:

1. Determine by absolute majority that the proposed tree farm may be consistent with objectives and purposes of the Rural zone and thereafter follow the advertising procedures of Clause 2.6 of the Scheme in considering an application for planning consent.
2. Authorise the Chief Executive Officer to advertise the application by referring the application and the Fire Management Plan to the Department of Fire and Emergency Services (DFES) for comment.
3. Authorise the Chief Executive Officer to advise the applicant that the application is being advertised by way of referral to DFES.
4. Grants delegated authority to the CEO to determine the application following consultation with DFES, which is an option outlined in the body of this report.

**Carried by Absolute Majority 8/0  
Resolution 251/16**

*Council chose the Officer's (Consultant Planner) Alternative Recommendation as it wished to grant delegated authority to the CEO to determine the application following consultation with DFES.*





#### **8.4.11 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 1996</i>
<b>Author &amp; Date</b>	Geoff McKeown 13 <sup>th</sup> May 2016
<b>Attachment</b>	Nil

##### **Background**

The purpose of this Agenda Item is to report to Council for information, use of the Common Seal and actions performed under delegated authority requiring referral to Council.

Council approved the updated Delegations Register at the December 2015 Ordinary Council Meeting. The procedure associated with the register is to report to Council the activities or actions that have been performed under the 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 Shire of Williams Delegations Register.

##### **Comment**

Actions performed under delegation during the month of April 2016 are provided below:

- **Investment of Shire Monies – Delegation LGA4**

**Delegation** - The Chief Executive Officer has delegated authority, subject to Part 3 of the *Trustees Act 1962*, to invest money held in the municipal fund or the trust fund that is not, for the time being, required by the local government for any other purpose.

**Action** - The Chief Executive Officer approved a transfer of \$100,000.00 from the Municipal Fund Cash Management Account to the Municipal Fund Operating Account for the purpose of meeting normal expenditure requirements.

##### **Financial Implications**

Funds received from sale of plant not included as income in 2015/16 Budget.

Payments from the Municipal Fund and Trust Fund have been approved in the 2015/16 Annual Budget.

##### **Voting Requirements**

Simple Majority

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

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of April 2016.





**Council Resolution**

***Cavanagh/Johnstone***

That Council accepts the report "Use of Common Seal and Actions Performed under Delegated Authority" for the month of April 2016.

**Carried 8/0  
Resolution 252/16**



## 8.5 MANAGER OF FINANCE'S REPORT

### 8.5.1 ACCOUNTS FOR PAYMENT

There will be no payment listing presented to Council for the Ordinary Meeting, 18<sup>th</sup> May 2016.

Accounts for payment will be presented, as of next month, with the item 'Financial Statements'. The dates of the payment listings will in future correlate with the Monthly Financial Statement.

### 8.5.2 FINANCIAL STATEMENTS

<b>File Reference</b>	4.23.15	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Cara Ryan	11 <sup>th</sup> April 2016

#### 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 financial statements are a separate attachment 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 30<sup>th</sup> April 2016 be received.

#### Council Resolution

##### *Johnstone/Cavanagh*

That the financial statements presented for the period ending 30<sup>th</sup> April 2016 be received.

**Carried 8/0**  
**Resolution 253/16**



### 8.5.3 2015/2016 UNBUDGETED EXPENDITURE

<b>File Reference</b>	4.23.20
<b>Statutory Reference</b>	<i>Local Government Act 1995</i> Section 6.8
<b>Author &amp; Date</b>	Cara Ryan 13 <sup>th</sup> May 2016

#### Background

It is a requirement of the *Local Government Act 1995* that any expenditure incurred from the Municipal Fund, that is not included in the Annual Budget, is authorised by Council by absolute majority. Although Council has previously endorsed the activities for the expenditure in this report these items remain unbudgeted in the current Annual Budget.

#### Comment

The following table details items of expenditure that requires Council's endorsement, which were not included in the 2015/2016 Annual Budget.

GL Account	Purpose	Amt
E063025 - Kidsport Grant	In November 2015, the Shire received \$2,000 from the Department of Sport and Recreation for the Kidsport program. The program was originally launched in November 2011 and the funds were administered by the Town of Narrogin. It is now up to the individual Local Governments to administer the funds. The program is to make it possible for all WA children to participate in community sport and recreation and is eligible to youth from 5 to 18 years. Currently, there have been 6 applications approved and paid to the respective sporting clubs of \$572.73.	\$2,000
E106166 - NRM Grant Expenditure	At the August 2015 Ordinary Meeting, Council gave in principle support to the Quindanning Hall Committee for a funding application to the State NRM Community Grants program for tree planting and improvement around the Quindanning Hall. (Res 56/16). Subsequently, the Quindanning Hall Committee was successful with their application of \$15,000. The Shire will be administering the funds on behalf of the committee with the funds hitting the Municipal Bank Account on the 12 <sup>th</sup> May 2016.	\$15,000
<b>TOTAL</b>		<b>\$17,000</b>



### Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SECT 6.8 (1)

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution\*; or
- (c) is authorised in advance by the mayor or president in an emergency.

\* Absolute majority required.

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

### Financial Implications

The total amount of unbudgeted expenditure, expected before the 30<sup>th</sup> June 2016 of \$17,000, has been funded by unexpected income from the respecting funding bodies for the grants. There will be no financial implications to the closing funds for the year ended 30<sup>th</sup> June 2016.

### Voting Requirements

Absolute Majority

#### Officer's Recommendation

That Council approve the unbudgeted expenditure as paid from the Shire of Williams Municipal Fund for:

1. Kidsport Grant Applications- \$2,000,
2. State NRM Grant – Quindanning Hall Committee Project - \$15,000.

#### Council Resolution

##### ***Earnshaw/Major***

That Council approve the unbudgeted expenditure as paid from the Shire of Williams Municipal Fund for:

1. Kidsport Grant Applications- \$2,000,
2. State NRM Grant – Quindanning Hall Committee Project - \$15,000.

**Carried by Absolute Majority 8/0  
Resolution 254/16**



## **8.6 COUNCILLORS' REPORTS**

- Cr Cavanagh informed Council that he will be attending the Bauxite Community Liaison Committee Meeting scheduled for next week.
- Cr Cowcher attended and discussed the breakfast meeting with Rick Wilson hosted by the Shire of Williams at 'The Woolshed' on the 11<sup>th</sup> May 2016.
- Cr Cowcher attended and discussed the WALGA Central Country Zone Meeting, hosted by Corrigin Shire, on the 29<sup>th</sup> April 2016.
- Cr Carne briefly discussed the staff housing inspections that took place on the 3<sup>rd</sup> May 2016. A full report to Council will be delivered once the Community Housing Committee has had their meeting.

## **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**

## **12.0 INFORMATION SESSION**

## **13.0 CLOSURE OF MEETING**

There being no further business for discussion the President declared the meeting closed at 5.27pm.