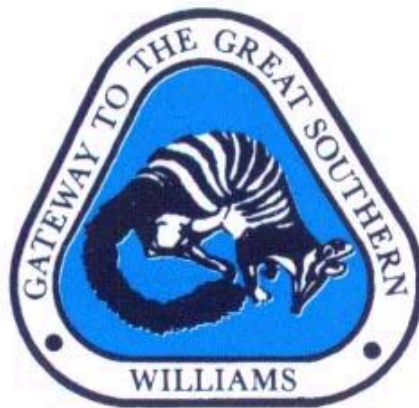


SHIRE OF WILLIAMS

***MINUTES OF THE ORDINARY MEETING HELD ON
WEDNESDAY 18TH JUNE 2014***



COUNCIL DIARY

WEDNESDAY 18TH JUNE 2014

10.30pm

Budget Meeting

WEDNESDAY 18TH JUNE 2014

1.00pm

Ordinary Meeting

WEDNESDAY 23RD JULY 2014

1.00pm

Ordinary Meeting



MINUTES – ORDINARY MEETING OF COUNCIL HELD 18TH JUNE 2014

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1. Minutes
2. Appendices
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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

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 18th of June 2014, preceded by the Special Budget Meeting at 10.30am.

Yours faithfully

Ryan Duff
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 meeting open at 1.10pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher President
Cr David Earnshaw Deputy President

Cr Greg Cavanagh
Cr Richard Johnstone
Cr Gilbert Medlen
Cr Natalie Major
Cr Jarrad Logie
Cr Peter Paterson
Cr Moya Carne

Ryan Duff Chief Executive Officer
Cara Ryan Manager of Finance
Heidi Cowcher Economic Development Officer (3.54pm to 4.21pm)
Tony Kett Works Supervisor (4.28pm to 4.44pm)
Steve Friend Enviro. Health Officer/Building Surveyor (4.22pm to 4.26pm)

The meeting was adjourned by the President at 1.12pm to continue with the Special Meeting.

The President reconvened the meeting at 1.58pm

3.0 PUBLIC QUESTION TIME

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

The President welcomed Peter and Sharon Moore at 2.02pm for their presentation of the objection to the Planning Application submitted by Gilmac Holdings.

The presentation concluded at 2.44pm.

The meeting was adjourned by the President at 2.45pm to continue with the Special Meeting.

The President reconvened the meeting at 3.49pm.



5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Jarrold Logie/Councillor
Item No. / Subject	8.4.2/Main Roads – Alteration to Rosselloty St / Richardson St Intersection
Type of Interest	Impartiality Interest

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 21ST MAY 2014

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held on 21st May 2014, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Cavanagh/Johnstone

That the Minutes of the Ordinary Meeting of Council held on 21st May 2014, as previously circulated, be confirmed as a true and accurate record.

**Carried 9/0
Resolution 244/14**

6.2 4 WDL VROC MEETING HELD 13TH MAY 2014

Officer's Recommendation

That the Minutes of the 4WDL VROC Meeting held on 13th May 2014, as previously circulated, be received.

Council Resolution

Carne/Medlen

That the Minutes of the 4WDL VROC Meeting held on 13th May 2014, as previously circulated, be received.

**Carried 9/0
Resolution 245/14**



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 3.54pm to discuss her report.

8.1.1 WILLIAMS RECREATION GROUND PROJECT - UPDATE

File Reference	12.15.39	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	10 th June 2014

Background

As previously reported, project has been in planning since 2012, with funding secured in 2013 to enable the project delivery. The Shire has negotiated cash and in-kind contributions from all sporting clubs towards the project.

Comment

New rectangular field

All sand has now been carted in and organic matter laid. Extension of the pipeline for the reticulation is now complete. The reticulation components have been ordered and will be laid soon.

The fencing as discussed at the last Council meeting has since been reviewed by the hockey club with a final decision to be made Monday 16th June. There is a number of options that they are considering as concern was expressed with the limestone wall around the entire field and concerns over safety longterm. An update will be provided at the meeting. The hockey club is aware that they can only present their preference, as the final decision will ultimately be with the Shire.

Lighting has been ordered and Ray Sherry will be installing the footings this week, with the light towers to be installed in July.

Pavilion Split Systems

Two quotes were sourced for the pavilion as discussed at the last Council meeting. The quote from Air Response for the installation of 4 split system units all controlled through one remote has been accepted for \$12,335.45 (+GST). They will be installed soon. This will complete the work at the pavilion and the kitchen as part of the sport and recreation project upgrade.

Financial Implications

As reported at last meeting, Council has budgeted \$120,000 for the Sport and Recreation Upgrade, and the project is tracking well.

Voting requirements

Simple Majority



Officers Recommendation

For information

Council Resolution

Cavanagh/Medlen

That Council resolved that the hockey oval be fenced as follows;

- Build a limestone wall 1 block high (350mm) with a 900mm chain mesh fence (black chain mesh) on top it on the Western and Eastern sides
- Build a limestone wall 2 blocks high with a 1.8m high chain mesh fence (black chain mesh) on top, at the North and South ends of the field (goal ends)
- 2 player access points (approx 1m wide) on the Eastern and Western sides, at the 25m lines
- 1 vehicle access point to allow for the goals to be removed and mowing at the north end
- Prefer the use of black chain mesh

**Carried 7/2
Resolution 246/14**

8.1.2 4WDL WELL AGED HOUSING PROJECT

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 10 th June 2014

Background

The Shire of Williams, as lead agency on behalf of the 4WDL/Kent Regional Group, has secured to date the following funding:

- CLGF Regional Funding 2011/12 (complete construction of 10 units)
 - \$1,972,409
- R4R Regional Community Services Funding (construction of 14 units)
 - \$5,023,646
- CLGF Regional Funding 2012/13 (construction of 7 units)
 - \$1,972,409

The Williams allocations from these funding sources are as follows:

- | | | |
|-------------------|---------------------------|---------|
| ➤ 2011/12 funding | \$389,449 (plus interest) | 2 units |
| ➤ RCSF funding | \$715,000 (plus interest) | 2 units |
| ➤ 2012/13 funding | \$183,162 (plus interest) | 1 unit |

Comment

The 2011/12 CLGFR funding was due for completion 20th June 2014. At the May 2014 4WDL meeting it was resolved that an extension be granted – which has been approved to 30th



September 2014. The final reports and acquittal documentation are to be submitted by 31st December 2014. At the completion of the expenditure of the funding, and therefore the project, there needs to be a total of 10 units completed across the project area to meet the outcomes as identified in the FAA.

Update on CLGFR 2011/12 expenditure:

Shire	Funds allocated	Remaining	Units to be built
West Arthur	\$320,545.81	\$87,256.34	1 (under construction)
Williams	\$389,449.34	\$0	2 (under construction)
Wagin	\$617,421.37	\$0	3 (complete)
Dumbleyung	\$377,859.13	\$0	2 (complete)
Lake Grace	\$217,133.25	\$0	2 (complete)
Woodanilling	\$50,000	\$0	Site works & services
TOTAL	\$1,972,409 (+ interest)	\$87,256.34	

The RCSF funding is due for completion 10th May 2015. The second instalment of the funding (\$2,009,458) was to be released when the project is at 30% expenditure *in each Shire*. The Department granted approval for the second drawdown of funds last week, with the funds received on Thursday 12th June. The final distribution (\$1,507,094) will be reviewed in November 2014 to ensure that the project is on track and if the project has had satisfactory progress, the release will be approved.

The Shire of Kent has advised that they propose to go to tender shortly, so it is anticipated that construction will commence in a timely manner.

Shire	Funds allocated	Remaining	Units to be built
West Arthur	\$415,100	\$346,648.78	1 (under construction)
Williams	\$715,000	\$68,627.62	2 (under construction)
Wagin	\$688,130	\$662,704.75	2 (commencing July 14)
Dumbleyung	\$664,400	\$664,400	2 (commencing July 14)
Lake Grace	\$978,930	\$624,039.35	2 (Newdegate commencing July 14) 2 (complete – Lake Grace)
Woodanilling	\$707,600	\$519,630.04	2 (under construction)
Kent	\$854,486	\$854,486	2 (tenders to be called)
TOTAL	\$5,023,646	\$3,740,536.54	

The 2012/13 CLGFR funding (\$1,972,409 to construct 7 units) is due for completion 11th February 2016.

Williams has 5 units under construction currently – two funded by CLGF 10/11-11/12 and two funded by RCSF and one funded by CLGF 12/13.

Financial Implications

The Shire of Williams has committed \$150,000 to the project in 2013/14.



Voting Requirements

Simple Majority

Officers Recommendation

For information only

8.1.3 SHIRE OF WILLIAMS – WELL AGED HOUSING PROJECT AUDIT

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	10 th June 2014

Background

The R4R Country Local Government Fund supports local governments in regional WA to build and maintain their infrastructure. This includes:

- Addressing infrastructure backlogs and supporting capacity building
- Improving financial sustainability of country local governments through improved asset management, strategic planning and indigenous business planning
- Providing financial assistance to country local governments which choose to amalgamate voluntarily
- Assisting groups of country local governments to fund larger scale infrastructure projects

In 2010/11 and 2011/12, \$61.43 million and \$54.03 million respectively were allocated to individual country local governments.

To this end, audit firm BDO were engaged by the Department of Regional Development (DRD) to undertake CLGF project reviews for 6 country local governments for the 2010/11 and 2011/12 funding years.

The Shire of Williams, who project manage the 4WDL Well Aged Housing Project, were selected as one of these six shires. The project spans six local governments and will see the construction of 10 units across the region. The funding for 2010/11 has been expended and a final report completed. The 2011/12 project is due for completion in 2014 which will see the completion of the construction of the 10 units.

During the audit visit, the auditors also included a brief overview of the RDC funding and acknowledged that the project has also received CLGF for 2012/13.

The object of the review was to test whether projects funded by the CLGF were in accordance with the requirements set out in the Financial Assistance Agreement (FAA) and the CLGF guidelines.



Comment

The Shire of Williams hosted the auditors for a week in late March/early April. The process was an in-depth look at all the records, processes and procedures that were used to manage these projects.

The auditors have presented their draft report and requested feedback and also management responses to the recommendations raised in the report. The draft report is attached in Appendix 1 for reference. Management responses were forwarded last week for inclusion in the final report to be presented to the Department.

Management responses to the recommendations:

2.1.1 Lack of formalised grants management policies or procedures

In small multi-faceted organisations, management have a hands on approach to the operations of the organisation. Whilst it may be beneficial for people outside of the organisation to have an understanding of the operations of the local government, with regards to the management of the organisation it is neither practical nor justified to have a formally documented management policy and procedure for all area of operations.

In accordance with Section 5.41 of the Local Government Act it is the CEO's responsibility to manage the day to day operations of the local government. Grants management is day to day operations, and therefore there should be no requirement for the Council to review and endorse a 'policy' (per se).

The grants a local government manages are all different. It would be difficult to develop one policy and procedure that spans across the many different types of grants. The key to the management of any grant or project is good record keeping and ensuring that more than one person in the organisation is familiar with the systems in place. Having a policy would not ensure that this is done.

The Shire of Williams will prepare a procedural outline to detail the grants management process for the delivery of the Well-Aged Housing Project to meet the requirements of the audit. This will be completed by the EDO in consultation with the CEO and completed by December 2014.

2.2.1 Williams does not maintain the appropriate insurance certificates for the other Shires under review for the projects selected.

The Shire of Williams manages the funding on behalf of the six local governments. As all are bound by the parameters of the Local Government Act, and the requirement to be adequately and currently insured, the Shire of Williams does not see that it is necessary to retain on hand copies of the current insurance policies for each of the respective Shires, however to ensure that the FAA is complied with, the Shire will ensure that this is met as noted.

However, to address the outcomes of the Audit, the Shire of Williams EDO will contact the seven shires in the project alliance and request copies of public liability, workers compensation and property insurance and retain these on record. The Shire will ensure that it retains up to date



copies as required under the FAA (Insurance and Indemnity). This will be completed by September 2014.

2.3.1 Williams does not have a 'Buy Local Policy'

The Shire of Williams has a Model Purchasing Policy, and whilst it is not stated in an as many words, the Shire does indeed 'buy local' and bears in mind the WA Government's 'Buy Local' policy. The Shire of Williams is only responsible for the expenditure relating to the Shire of Williams' allocation of funding and therefore can only apply this requirement to its funding. The remainder of the funding is the responsibility of the individual shires – so therefore it would be a requirement of all shires to have a 'buy local' policy or similar.

However, it is felt that this is neither needed nor warranted, as the evidence of the claims received and processed (and indeed the funding that is now complete – the 2010/11 funding) is that all shires are using the 'buy local' initiative as all suppliers are WA based across the project area as can be supported by documentary evidence (invoices).

Councils do not need a 'policy' to ensure that 'buy local' is encouraged and utilised as it is widely accepted that it is our best interests for the project delivery and success that the suppliers used are as local as practical, feasible and cost effective to ensure that the project has a true sense of community ownership.

The Shire of Williams will continue to promote the 'buy local' initiative of the WA State Government as is stated in the FAA for the CLGF. The Shire will remind the other participating shires of this requirement to ensure that the FAA is met. The Shire of Williams has a Model Purchasing Policy and will continue to advocate for the use of local suppliers in the delivery of the project.

2.3.2 Checks over conflicts of interest

The auditors noted that during the procurement process (tenders, quotes etc), checks over potential conflicts of interest were undertaken, but not necessarily formally minuted or documented.

The Local Government Act places specific obligations on elected members of council, local government employees and other persons involved in making decisions or giving advice on Council matters to act honestly and responsibly in carrying out their functions. Generally those obligations include the lodgement of disclosure of interest returns, the lodgement of written declarations and the verbal disclosure of financial interests at council and committee meetings. The onus is on the elected members, local government employees and other relevant persons to determine whether they are affected by the financial interest provisions in relation to a matter under consideration by the council.

The guidelines have been designed to assist people to comply with their financial interest obligations. Given the importance of probity, accountability and transparency, persons affected by the financial interest provisions of the Act are advised to err on the side of caution and disclose an



interest in any matter before council or council committee where they may, or may appear to have, an interest.

There is no requirement of any person to *make* another person declare an interest, however, if it becomes apparent that an interest has not been disclosed where it should have been, then it is the responsibility of the CEO to report this concern to the Department of Local Government, as required under the Act.

Each individual local government in the project have a declarations of interest record that is recorded at the front of each record of meeting as required under the local government act. It is the responsibility of officers and councillors to advise of any conflicts prior to the commencement of the meeting and this is to be in writing (a form is to be completed). This declaration is then recorded at the beginning of the minutes of the meeting.

As checks over conflicts of interest are quite clearly outlined under the Local Government Act as detailed above, the Shire of Williams does not believe that there is a need to develop a process to ensure that checks over conflicts of interest are performed by the decision makers during the tender and quotation process as this is already in place under the provisions of the Act.

2.4.1 Quarterly reports and acquittal report

The auditors noted that there was a lack of supporting documentation to substantiate the contents of the quarterly reports and the acquittal of the 2010/11 CLGF funding. It is not acceptable that verbal or anecdotal evidence be regarded as 'proof' of where a project is at. I advised the auditors that I had a very good understanding of where the project was at across the project area, and therefore was able to prepare reports based on this understanding. Emails are sent to all Shires requesting updates on progress, but sometimes these are not responded to, so a telephone call to determine progress is made and/or the evidence is secured from the financial records on the expenditure of the project.

From here on in, the project is required to retain hard copy evidence (emails are sufficient) from the respective Shire on the progress in any quarter so as to validate the preparation of the quarterly and then subsequent end of project reports and acquittal documentation.

Financial Implications

Nil

Voting requirements

Simple Majority

Officers Recommendation

For information



8.1.4 WILLIAMS COMMUNITY SURVEY 2014

File Reference

Statutory Reference

N/A

Author & Date

Heidi Cowcher

13th June 2014

Background

As part of the review of the Shire of Williams Community Strategic Plan 'Williams 2022: A Strategic Community Plan' prepared by Labyrinth Consulting in 2012/13, the Shire of Williams is once again undertaking a Community Survey as follow up to the 2009 and 2012 surveys.

Comparative analysis will be able to be undertaken to see whether there has been any significant changes to the delivery of the service that the Shire of Williams undertakes.

The survey is available online; has been emailed to all on the EDOs email distribution list; a householder was circulated to all Williams post office holders inviting participation in the survey; the survey was placed in hard copy on the Shire of Williams front counter and the CRC front counter; a hard copy survey was posted to all non-resident ratepayers and a link to the survey was placed on the Williams CRC Facebook Page.

In 2012, a total of 65 surveys responses were received.

Comment

The survey will close on-line on Tuesday 17th June 2014. Draft survey results will be circulated at the Council meeting on Wednesday 18th June.

Financial Implications

Nil

Voting requirements

Simple Majority

Officers Recommendation

For information

Heidi Cowcher

Economic Development Officer

13th June 2014



8.1.5 EDO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EDO's report as tabled be received.

Council Resolution

Medlen/Paterson

That the EDO's report as tabled be received.

**Carried 9/0
Resolution 247/14**

Ms Cowcher left the meeting at 4.21 pm

The following item 8.2 Works Supervisor report was adjourned to discuss item 8.3 Environmental Health /Building Surveyors at 4.22pm.



8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 4.28pm to discuss his report.

File Reference **12.15.36**
 Statutory Reference N/A
 Author & Date Tony Kett 11th May 2014

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Pingelly Rd	8.1
Congelin-Narrogin Rd	6.1
Hamon Rd	0.8
Lyons Rd	1.7
Rintoul Rd	1.6
Martin Rd	3.8
Zilko Rd.	19.3
Johnstone Rd.	1.3
Kennedy Rd	2.7
Mundays Rd	8.7
Marling Rd	7.1
Roccis Rd	4.3
Kelly Rd.	8.4
Total Length for the Month	73.9km

8.2.2 ROAD MAINTENANCE WORKS

- Started road side spraying; ongoing
- Patching on Clayton Rd, Carne Rd, Narrakine Rd and 14 Mile Brook Rd.

8.2.3 UPCOMING WORKS & ITEMS ON ROAD CONSTRUCTION PROGRAM

Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Status	Comment
Darkan-Quindanning Rd (For Boddington Shire) (30.3km)	Reconstruct, widen and seal to 7m	0.00	3.7	3.7		Completed
York-Williams Rd (19.50km)	Shoulder widening and Seal from 6m to 7m	4.60	11.60	7.00		All gravel in.
Culbin-Boraning (19.31km)	Gravel Sheeting	7.00	10.20	3.20	Not Started	



Tarwonga-Dardadine (21.50km)	Clearing, gravel sheeting	7.60	10.60	3.00	Not Started	
Hardie Rd	Replacement of Bridge				Putting in culvert	Completed
Aged Homes	Sandpad				Unit 13 sand pad	Completed
New Hockey Oval	Sand carted in and levelled					

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms January 2014	Works Completed this month
Ford FG G6E Sedan	Light Vehicles	Ryan Duff	July 2011	82,349 km	
Ford FG G6E Sedan		Cara Ryan	1 Jul 09	101,352 km	
Holden Rodeo Dual Cab Utility		Maintenance	5-Nov-04	235,504 km	
Ford Ranger Dual Cab Utility		Tony Kett	1-Jul-09	161,345 km	
Kia 2 Tonne Truck		Jeff Cowan	9-Oct-07	49,043km	
Holden Rodeo Crew Cab Utility		Andrew Wood	15-Nov-06	249,609 km	
Holden Rodeo Single Cab Utility		James Lenehan	20-Nov-06	86,500 km	
Mitsubishi Triton Single Cab Utility		Stewart Cowcher	22-Sep-99	212,720 km	
Multipac Multi-Tyre Road Roller	Construction Equipment	Ray Scobie	21-Oct-04	5,215 hr	
Vibromax Roller			29-Sep-04	3,343hr	Two new steering rams.
Caterpillar 12M Grader		Andrew Wood	Dec 2011	1,822 hr	
Volvo G930 Road Grader		Richard Hewitt	20-Oct-06	6,904 hr	
721E Case Loader		Roger Gillett	May 2012	3,426 hr	In Perth. Left front wheel seal, right back wheel seal.
Volvo EC210BLC Excavator		Phil Reed	18-Jul-07	4,925 hr	
John Deere 315SE4 Backhoe		Trevor Palframan	17-Sep-01	1,587 hr	
John Deere MFWD Tractor		Works	21-Oct-97	10,545 hr	
Toro Reelmaster SP mower		Works	Aug-09	531 hr	



Toro Z597 Ride on Mower	Parks & Gardens	Jeff Cowan	1-Oct-06	1,328 hr	
Toro Z400 Kholer Ride on Mower		Jeff Cowan	8-Aug-05	519 hr	
Honda TRX Four Wheel M/Cycle		Jeff Cowan	20-Mar-00	1,269 hr	
Toyota DA115 Tip Truck (Water Truck)		James Lenehan	24-Aug-94	232,408 km	
Isuzu FVZ1400 Tip Truck	Trucks & Trailers	Steven Stewart	31-Dec-03	245,908 km	Serviced.
Mercedes Benz Actross Prime Mover		Phil Reed	21-Dec-05	232,510 km	
Isuzu Giga CXZ Tip Truck		Justin Murdock	10-Dec-08	145,100km	
Isuzu NPR 300 Truck		Ray Scobie	21-Jan-13	21,831km	
SFM Side Tipping Trailer		Works	21-Dec-05	102,567 km	
Howard Porter Low Loader		Works	31-Aug-07	101,064 km	
Howard Porter Pig Trailer		Justin Murdock	10-Dec-08	101,345 km	

8.2.5 STAFF

- Nil to report

8.2.6 TOWN AND FACILITIES REPORT

- New water main line put in for Hockey Oval
- Started gravel pad at the new industrial site
- Planting new trees around town

8.2.7 PRIVATE WORKS

- Nil

8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE

Voting Requirements

Simple Majority Required



Officers Recommendation

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

Council Resolution

Johnstone/Paterson

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

**Carried 9/0
Resolution 248/14**

Mr Kett left the meeting at 4.44pm.

Environmental Health and Building Surveyor Steve Friend entered the meeting at 4.22pm.



8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

8.3.1 BUILDING PERMITS

File Reference 13.34.10
Statutory Reference N/A
Author & Date Steve Friend 12th June 2014

Comment

There have been no building permits issued since the last meeting.

Financial Implication

Fees: Shire \$0; BSL \$0; BCF \$0

Voting Requirements

Simple Majority Required

Officers Recommendation

For Council information.

8.3.2 FOOD PREMISES INSPECTION

File Reference 7.40.41
Statutory Reference N/A
Author & Date Steve Friend 12th June 2014

Comment

Shell Roadhouse – cleanly maintained. One small structural matter brought to the attention of the owner. One out of date product found and brought to the attention of the owner.

As this establishment is quite vigilant on this, apart from bringing it to their attention, it is recommended there be no further action.

General Store – cleanly maintained.

Voting Requirements

Simple Majority Required

Officers Recommendation

That the Food Premises Inspection report be endorsed by Council.



Council Resolution

Logie/Paterson

That the Food Premises Inspection report be endorsed by Council.

**Carried 9/0
Resolution 249/14**

8.3.3 PUBLIC BUILDINGS INSPECTION

File Reference

11.10.30

Statutory Reference

Health Act 1911; Health (Public Buildings) Regulations

Author & Date

Steve Friend 12th June 2014

Background

It is a requirement that all public buildings are inspected periodically. The Town Hall is one of those buildings.

Comment

The Town Hall (and RSL Hall) was inspected on Friday 6th June. The buildings complied in all aspects with the Regulations.

Both halls are in very good condition and are a credit to Council.

The only downside was the day of the inspection, the public toilets that form part of the hall toilets became blocked and had to be shut to the public.

I believe this might be a problem generally as I seem to recall the toilets being blocked on previous occasions.

Financial Implications

N/A

Voting Requirements

Simple Majority

Officers Recommendation

That the Public buildings report as presented be endorsed by Council.

Council Resolution:

Major/Carne

That the Public buildings report as presented be endorsed by Council.

**Carried 9/0
Resolution 250/14**



8.3.4 EHO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EHO's report as tabled be received.

Council Resolution

Cavanagh/Paterson

That the EHO's report as tabled be received.

**Carried 9/0
Resolution 251/14**

Mr Friend left the meeting at 4.26pm.



8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 WALGA AGM – REGISTRATION OF VOTING DELEGATES

File Reference	4.12.00
Statutory Reference	N/A
Author & Date	R.N. Duff 13th June 2014

Background

The Western Australian Local Government Association holds an annual conference including their Annual General Meeting at the Convention Centre in Perth. The Shire of Williams has sent delegates to the conference in previous years.

Comment

This year's conference is being held from Wednesday 6th August to Friday 8th August 2014. Four (4) Rooms have been pre-booked at the Medina Apartments for the conference.

The WALGA AGM will be held at 1.30pm on Wednesday 6th August and the Shire of Williams is required to nominate two voting delegates.

Conference Registrations close 8th July 2014.

Financial Implications

An allocation of \$12,500 was made in the 2013/14 Annual Budget for Councillor Conference Registrations/Training to which \$7,900 has been expended to date.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council nominate two Councillors as voting delegates for the WALGA AGM to be held 6th August 2014.

Council Resolution

Cavanagh/Medlen

That Council nominates Cr Cowcher and Cr Johnstone as voting delegates for the WALGA AGM held on 6th August 2014.

Carried 9/0
Resolution 252/14



Cr Jarrod Logie declared an interest and left the meeting at 4.48pm.

8.4.2 MAIN ROADS - ALTERATION TO ROSSELLOTY ST/RICHARDSON ST INTERSECTION

File Reference	12.50.10
Statutory Reference	N/A
Author & Date	R.N. Duff 13th June 2014

Background

In March 2012 an issue arose regarding access to Logie's Truck Yard in Rosselloty St when Main Roads Heavy Vehicle Operations advised that both Richardson St and Rosselloty St were not on the Restricted Access Vehicle Network and therefore RAV vehicles could not access the Logie property.

Finally in January 2014 a meeting was held onsite with Terry Waldron MLA and the Main Roads Regional Manager. Action was then taken to have the route assessed by Main Roads HVO.

A live trial was held on the 23rd May 2014 involving a B Double and Road Train Configuration.

Comment

Main Roads HVO has made the following comments:

- *The live trial conducted to your depot on Rosselloty St in Williams on Friday 23 May 2014 has identified some deficiencies with turning movements at the intersection of Richardson St & Rosselloty St for RAV Network 4 combinations.*
- *Main Roads has reviewed the live trial and will grant "In Principle Approval" to allow RAV Network 4 access to your depot located on Rosselloty St from Albany Hwy via Richardson St subject to following conditions and in conjunction with any additional requirements from the Shire of Williams being met.*
- *Upgrade works through the Shire of Williams at the intersection of Richardson St & Rosselloty St to comply with design standards and Guidelines to ensure a RAV Network 4 Vehicle Combination is able to traverse the intersection staying lane correct.*
- *Vegetation to be cleared through the Shire of Williams where height encroaches over the road alignment on Rosselloty St, to meet minimum clearances in accordance with Main Roads WA – Guidelines for Assessing the Suitability of Routes for Restricted Access Vehicles*
- *It is recommended that any works carried out be done in consultation with Main Roads and upon completion a further inspection will be required by Main Roads prior to any approval for RAV Network 4 access being granted to ensure they comply with the requirements.*

The Shire President and CEO attended the live trial and at the time advised Main Roads that the Shire would be prepared to modify the intersection of Richardson St & Rosselloty St to comply



with design standards. This would entail widening the intersection which could basically be done cutting the corner off the intersection and shifting a small portion of footpath.

Financial Implications

The cost of the work to make the intersection comply would be approximately \$2,000 involving the below materials and labour:

- 2 x Shire Labour for 1 day
- 15m Kerbing
- 15m footpath
- 25m² Pre-mix

Voting Requirements

Simple Majority

Officer’s Recommendation

1. That the Shire of Williams modify the intersection of Richardson St & Rosselloty St to comply with design standards to allow for JW & DL Logie and JW & BE Logie Transport to access the trucking yard on Rosselloty St.
2. That a contribution be sort from Logie Transport to carry out the intersection improvements.

Council Resolution

Cavanagh/Medlen

1. That the Shire of Williams modify the intersection of Richardson St & Rosselloty St to comply with design standards to allow for JW & DL Logie and JW & BE Logie Transport to access the trucking yard on Rosselloty St.
2. That a contribution be sort from Logie Transport to carry out the intersection improvements.

**Carried 8/0
Resolution 253/14**

Cr Logie returned to the meeting at 4.54pm.



8.4.3 ANZAC CENTENARY

File Reference	4.11.00
Statutory Reference	N/A
Author & Date	Ryan Duff 13 th June 2014

Background

Between 2014 and 2018 Australia will commemorate the Anzac Centenary, marking 100 years since our nation's involvement in the First World War.

The Anzac Centenary is a milestone of special significance to all Australians. The First World War helped define us as a people and as a nation.

During the Anzac Centenary we will remember not only the original Anzacs who served at Gallipoli and the Western Front, but commemorate more than a century of service by Australian servicemen and women.

The Anzac Centenary Program encompasses all wars, conflicts and peacekeeping operations in which Australians have been involved.

The Program aims to give all Australians the opportunity to honour the service and sacrifice of all those who have worn our nation's uniform, including the more than 102,000 who have made the supreme sacrifice.

It also aims to encourage all Australians to reflect upon and learn more about Australia's military history, its costs and its impacts on our nation

<http://www.anzacentenary.gov.au/> viewed 13th June 2014

Anzac Albany Commemorative Events

Albany will be the curtain raiser for the commemorative event program of activities marking the Anzac Centenary. On 1 November 2014 a commemorative service will be held with the presence of ships from the Royal Australian Navy, the New Zealand Navy and with other nations to be confirmed. This date marks the departure of the original convoy that carried troops to Gallipoli and the Western Front.

The people of Albany and the Great Southern are proud to be part of the Anzac Centenary, to honour and pay respect to those who have and are serving our nation as part of the armed forces.

Anzac Centenary Events will embrace the themes: 'Commemorate, Contemplate and Educate.'

There have been a number of ideas and suggestions as to how the community can get involved, from event suggestions to volunteering at the events. The following Events Calendar is a list of events and activities that will take place as part of the Anzac Centenary in and around Albany and



that have been confirmed. More information about events will be included as it becomes available and other events will be added.

<http://www.anzacalbany.com.au/anzac-albany-commemorative-events/> viewed 13th June 2014

Comment

With Albany being a major part of the celebrations it is estimated that some 30,000 will visit the area. As Councillors are aware any large event in Albany significantly impacts the traffic through Williams and this should be seen as an opportunity to promote Williams and also to become part of the ANZAC Centenary.

The Williams CRC are already active in this area and the Shire of Williams could join the CRC and set aside resources to help get the project underway.

Heather Rose and daughter Miranda have also meet with the CEO to discuss their ideas which could be implemented over the next 4 years. A summary of which is below:

ANZAC Commemoration

'Local Heroes' ANZAC Exhibition at the Williams Woolshed to commemorate the ANZACS of WW1

1. *Exhibition of photographs, uniforms, World War 1 items.*
2. *Movie reel – historical movies from the Australian war memorial shown in constant stream in the exhibition with relevant ww1 music behind it.*
3. *Community Collection*
 - a. *Research, record and exhibit regional stories, artefacts, experiences and effects of diggers from the region e.g. Williams, Boddington, Wandering.*
 - b. *Publish a book featuring the stories, photos and experiences of 'Our Heroes' (regional local heroes).*
4. *Performances throughout the day*
 - a. *Songs from WW1*
 - b. *Fashion from WW1*
 - c. *Short skits on what life was like during WW1*
 - d. *Music Hall*
5. *Community Trail (Possible)*

Budget: *Project Management & Design*

Research

Event Management

Exhibition Production



Collaboration

Editing

Performance Production Cost

Marketing – Promotion for artefacts & stories; Promotion of event & final products

Equipment Costs

Administration Costs

Funding: *Lotterywest Grants – Up to \$50,000 – (Must have funding from another ANZAC Source)*

Department of Culture & the Arts \$20,000

ANZAC Centenary Fund (Closed 30 May – but can get an extension if MP will support it.) Up to \$125,000

Small towns Projects \$5,000

Financial implications

The events proposed to be run during this period will require some funding. It is hoped that Council will consider funding a portion of the project with some grant funding being applied for.

Voting Requirements

Simple Majority

Officer's Recommendation

That the Shire of Williams participate in the ANZAC Centenary Celebrations by way of providing Council staff, a Councillor Representative and an allowance in the 2014/15 Budget to work with the community on initiatives over Centenary period.

Council Resolution

Major/Earnshaw

1. That the Shire of Williams participate in the ANZAC Centenary Celebrations by way of providing the services of the Economic Development Officer for any assistance on applications for funding and a Councillor representative to be available for community consultations.
2. That Council requires a more specific detail of the budget before committing any funding to the ANZAC Centenary project.

**Carried 9/0
Resolution 254/14**



8.4.4 HOTHAM WILLIAMS ECONOMIC DEVELOPMENT ALLIANCE – SEED FUNDING

File Reference	3.5.3
Statutory Reference	N/A
Author & Date	Ryan Duff 13th June 2014

Background

HWEDA has been established as part of the Boddington Super Town Economic Development Strategy. HWEDA is an independently incorporated association with membership made up from representatives from the three towns of Boddington, Wandering and Williams. The Alliance's main purpose is to promote and expand the economy of the District by undertaking agreed joint initiatives and projects.

Currently the membership of the Alliance is as follows:

- CEO Boddington Shire
- CEO Williams Shire
- CEO Wandering Shire
- Greg Cavanagh - Councillor Williams Shire – Chairman of HWEDA
- Wade Gowland - Councillor Wandering Shire
- Julie Goodgame - Councillor Boddington Shire
- Heather Rose Williams (Business Rep)
- Julie Ferguson Wandering (Business Rep)
- Vacant - Boddington (Business Rep)
- Observer - Jenny Fisher Newmont Boddington Gold (Social Responsibility)
- Observer - Gary Eyers BHP Billiton Worsley (General Manager, Boddington Operations)
- Observer – Heidi Cowcher – Economic Development Officer
- Observer – Sharon Moore – Sharon Moore Consulting
- Andrei Koeppen Shire of Boddington (Director Economic Development)
- Tahnee Forbes Shire of Boddington (Economic Development Officer)

HWEDA in its current form has been operating since February 2013. The CEO has been attending Economic Development meetings throughout the Super Town process and subsequent successful funding distribution. To date, all HWEDA activities have been funded through the Super Town funding that the Shire of Boddington received, however this is due to be completed by December 2014.

Comment

With assistance provided by Sharon Moore, HWEDA has developed a Draft Strategic Plan and more recently began reviewing the constitution to more align the objects of the Association with the Strategic Plan.

Achievements of HWEDA to date have been mainly around marketing and tourism (development of the *Marradong Country* brand) as the group has worked to find its feet and where it fits in the



economic development space for the three shires. In the last few months some real progress has been made, with the group undertaking a comprehensive review of the constitution to make it more relevant to the objectives of the group and now the organisation is setting itself up to achieve the goals set out in the Draft Strategic Plan. There is a distinct feeling amongst the current membership that the group has real potential and will be able to strategically place itself as a relevant, strategic, influential group working on economic development opportunities for the three shires. It is a collaborative group with excellent cross-representation of local government, business and industry. It is hoped in the future that it will become a sought after position to be on the HWEDA board due to the ability that the group has to influence decision making and provide input into the overall economic development for the region.

The next steps will be to revisit the Draft Strategic Plan and ensure that it aligns to major regionally significant strategic plans. The group is attempting to set itself up as a smaller version of the very successful Bunbury Wellington Economic Development Alliance.

More recently, the Shire of Boddington has engaged Sharon Moore to prepare a Business Case for the proposed Interpretive Centre in Boddington. This is also an initiative that was earmarked in the Growth Plan for the Shire of Boddington with the concept initiated as part of the Super Town funding. The proposed Interpretive Centre in Boddington is aimed at focusing on the Mining, Agricultural and Tourism Industries with the Region (Marradong Country). The project is still very much in its infancy, however it is hoped that the opportunity will be further enhanced and developed over time.

HWEDA is currently being funded by grant funding received by the Shire of Boddington as part of the Super Town Program. This funding will cease at the end of 2014 and at this point the Association does not have any seed funding. Initially HWEDA will operate on a limited budget and the employment of an Executive Officer is not a priority, however going forward, to achieve the goals of the group there will need to be a paid person to ensure the Association continues to operate.

It is intended to seek membership fees from Industry, Tourism and Small Business which will fund HWEDA's operations and in return for this membership fee HWEDA will actively promote the region and lobby on behalf of its members to Federal, State and local government on issues affecting economic development in the region. HWEDA will also act as a conduit to help businesses existing and new establish contacts which will in turn enhance their business and our local economies.

At the June meeting of HWEDA it was resolved to ask each Council to provide \$10,000 in seed funding to assist HWEDA to get off the ground.

Financial implications

\$10,000 to be included in the 2014/15 Budget

Voting Requirements

Simple Majority



Officer's Recommendation

That the Shire of Williams contributes \$10,000 to the Hotham Williams Economic Development Alliance in 2014/15

Council Resolution

Johnstone/Major

That the Shire of Williams contributes \$10,000 to the Hotham Williams Economic Development Alliance in 2014/15.

**Carried 9/0
Resolution 255/14**



8.4.5 WORKS SUPERVISOR – EMPLOYMENT CONTRACT RENEWAL

File Reference	4.20.10
Statutory Reference	<i>Local Government Act 1995 – S5.39</i>
Author & Date	Ryan Duff 13 th June 2014

Background

The Work Supervisor been employed in the position since 2008 on a 3 year contract. A further 3 year contract was granted in 2011 which expires in December 2014. The Works Supervisor has advised the CEO that he is seeking a contract extension for a further 3 years.

Comment

The current contract outlines the following in relation to further contracts:

Excerpt from the Works Supervisor’s Contract:

2. EMPLOYMENT

2.1 **Term**

The Local Government shall employ the Officer in the Position for the Term upon the terms and conditions set out in this document.

2.2 **Extension of Term**

There is no compulsion on either the Local Government or the Officer to agree to an extension of the Term, however:

- (a) the Local Government shall invite the Officer in writing no later than 6 months prior to the expiry of the Term to discuss the possibility of the parties entering into a new Agreement for a further term with the intent of finalising those discussions not later than 2 months prior to the expiry of the Term; and*
- (b) in the event that the Local Government and the Officer agree to an extension of the Term, this document shall continue to apply unless varied in writing by the parties.*

Legislative Requirements

LOCAL GOVERNMENT ACT 1995 - SECT 5.39
5.39 . Contracts for CEO and senior employees

(1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.

(1a) Despite subsection (1) —



- (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and
- (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.

(2) A contract under this section —

- (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;
- (b) in every other case, cannot be for a term exceeding 5 years.

(3) A contract under this section is of no effect unless —

- (a) the expiry date is specified in the contract; and
- (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
- (c) any other matter that has been prescribed as a matter to be included in the contract has been included.

(4) A contract under this section is to be renewable and subject to subsection (5), may be varied.

(5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.

(6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.

Financial Implications

The Works Supervisor's salary package is included in the 2013/14 Budget and Long Term Financial Plan.

Voting Requirements

Simple Majority

Officers Recommendation

That Council renew the Works Supervisor's Employment Contract for a further 3 years expiring December 2017.

Council Resolution

Major/Cavanagh

That Council renew the Works Supervisor's Employment Contract for a further 3 years expiring December 2017.

**Carried 9/0
Resolution 256/14**



8.4.6 WALGA – SUBSCRIPTION RENEWAL 2014/15

File Reference 4.12.00
Statutory Reference N/A
Author & Date Ryan Duff 13th June 2014

Background

The Western Australian Local Government Association (WALGA) has provided Council with a forecast for Membership and Services for the 2014-2015 Budget. The forecast is based on the services that the Shire of Williams is currently utilising from WALGA.

Comment

	Forecast	2013/14	\$ increase	% increase
Association Membership	\$6,249	\$6,230	\$19	0%
Local Government Act Update Service	\$191	\$185	\$6	3%
CouncilsConnect(Website)	\$4,500	\$5,000	-\$500	-10%
Roman II System License Fees	\$5,276	\$4,734	\$542	11%
Total	\$16,149	\$16,149	\$0	0%
Services not Utilised	2013/14 Quote	2013/14 Quote	\$ increase	% increase
Local Laws Service	\$562	\$520	\$42	8%
Procurement Consultancy Service	\$2,200	\$1,900	\$300	16%
Tax Service	\$1,300	\$1,235	\$65	5%
Workplace Solutions Service**		\$1,858	-\$1,858	-100%
Councils online **		\$10,000	-\$10,000	-100%
** Forecast not given for 2014/15				

WALGA’s full membership renewal is attached at **APPENDIX 1**.

Strategic Implications

Nil.

Financial implications

As Above

Voting Requirements

Simple Majority



Officer's Recommendation

That council include the following WALGA fees and charges in the 2014/15 budget Association Membership:

1. Local Government Act Update Service
2. CouncilsConnect (Website)
3. Roman II System License Fees
4. Tax Service

Council Resolution

Johnstone/Medlen

That council include the following WALGA fees and charges in the 2014/15 budget Association Membership:

1. Local Government Act Update Service
2. CouncilsConnect (Website)
3. Roman II System License Fees
4. Tax Service

**Carried 8/1
Resolution 257/14**



8.4.7 DEPARTMENT OF FIRE & EMERGENCY SERVICES – PERMIT REVIEW

File Reference	5.10.6
Statutory Reference	N/A
Author & Date	R.N. Duff 13 th June 2014

Background

The Office of Bushfire Risk Management (OBRM) was created in May 2012 as part of the State Government’s response to the findings of the Keelty report ‘Appreciating the Risk’. OBRM is an independent office within the Department of Fire and Emergency Services reporting directly to the Commissioner.

The OBRM have recently conducted a review into the Permit to Burn Bush system that is currently used by Local Government

Local Government Permit Trial - Presentation

Western Australia’s Bush Fires Act 1954 places local government front-and-centre when it comes to day-to-day management of bushfires. A central platform of this responsibility is the ‘Permit to Burn the Bush’ system. During the early and late statutory bushfire seasons (Southern Spring and Autumn roughly), local governments, through their network of largely volunteer Fire Control Officers, issue Permits to Burn the Bush to private landholders to undertake burning operations for a large range of purposes. The permit format and regulations have changed very little since inception in the 1950s.

OBRM recognised that compliance to ISO principles and guidelines was going to be difficult, given the number and diversity of local governments and their individual approach to bushfire control. This recognised, it would be best to firstly ensure that large and complex prescribed burning operations – certainly those involving more than just the local government itself (and their brigades) - should rely on the expertise and systems used by either DPaW or DFES. An enhanced Permit system could then be developed for application across the remaining burning operations mostly undertaken by individual private landholders and of much less complexity and risk. Out of this was born the Permit Trial – the testing of a draft, enhanced Permit format that allowed more consistent analysis of the complexity, options, risks and contingencies.

Along with trialling a draft permit template and instruction book with selected (volunteer) local governments, permit history from the participating local governments was also collected in order to establish baseline data concerning the established method.

To date, outcomes from this trial have been instructive, in that:

- Limited data is available to suggest a significant number of permit burns escape. This is not to say that they don’t escape, just that the systems currently in place don’t guarantee the information is appropriately captured.



- Many Fire Control Officers have processes in place, formalised or otherwise, to identify burning activities that pose a higher risk of escape. The methods used to trigger a more intensive risk assessment vary greatly between local governments and individuals. Processes rely heavily on location and local knowledge, with a significant emphasis being placed on the skills and experience of the person seeking the permit and their conduct in relation to permits they have obtained on previous occasions. Much of this process is through verbal interaction and/or inspections. Discussions held with permit holders and the information considered during the decision making process is only documented on an ad hoc basis.
- Many participants have expressed concern that although conditions are included on the permit issued, it is the responsibility of the permit holder to undertake the burn in accordance with those conditions. While compliance with the conditions is required for the permit to be valid, it cannot be guaranteed.
- There is a perception amongst some participants that the percentage of burning activities are small and therefore low risk. Yet in conversation, the same participants have commented about the strict conditions they place on all their permits and recounted circumstances where permit burns have in fact escaped, even with the conditions implemented.
- The permit data reviewed to date indicates a large percentage of activities undertaken by permit are small to medium pile burns.
- The additional time required to assess the circumstances of a proposed burn and complete the permit form is a regular issue raised by participants. Given the majority of permits are issued by volunteers, this comment was expected. The permit size (A3) was also an issue for some.

Initial feedback indicates that a two-tiered system would be the preferred option. A basic permit for straightforward low risk burns (e.g. pile) and a more prescriptive process for more complex burns.

Comment

The letter and report from DFES is attached at **APPENDIX 2**.

Responses from the Shire of Williams are sought on the following issues:

1. What are the risks associated with your management of your current permit system?
2. What processes and controls do you have in place to manage the risks associated with the issuing of permits? Do you have a documented process? What training is offered to your FCOs? Do you maintain records?
3. Are you satisfied that your current permit format and issuing system adequately supports your management of the risks? If not, why?



4. Would you consider adopting a new permit format and best practice guide, if recommended and published by OBRM?
5. Would you be interested in using an online system to record and issue permits, if it were available?
6. Do you have any other comments or suggestions for improving the permit system?
7. OBRM will be seeking local government input into the next phase of this project. If you would like your local government to be involved, please let us know.

Financial Implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That the Chief Executive Officer makes an appropriate response to the Department of Fire & Emergency Services – Permit to Burn Review.

Council Resolution

Major/Earnshaw

That the Chief Executive Officer makes an appropriate response to the Department of Fire & Emergency Services – Permit to Burn Review

**Carried 9/0
Resolution 258/14**



8.5 MANAGER OF FINANCE'S REPORT

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	11 th May 2014

Background

That the Chief Executive Officer be authorised to make payments from Councils Municipal Fund, Trust and Reserve Accounts to a maximum of \$100,000 for payment of:

- Refunds of overpayment, deposits and bonds.
- Postage
- Salaries and Wages
- Petty cash recoup
- Payment of creditors where a discount or penalty applies
- Council vehicle licenses
- Special emergency payments as authorised
- Loan Repayments
- Police Licensing, receipts.
- Credit Card purchases up to \$5,000 for items contained in the Budget
- Progress payments for tender contracts

Comment

The list of account for payment is a separate attachment to this agenda.

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

Officers Recommendation

That Municipal Fund cheques 104165 -104172, EFT Transfers and Direct Debits totalling \$129,040.07, CLGF Regional Funding EFT transfers totalling \$134,184.37 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104173 - 104180 totalling \$12,885.36 and Municipal Fund EFT Transfers totalling \$149,915.66 be approved for payment.



Council Resolution

Johnstone/Paterson

That Municipal Fund cheques 104165 -104172, EFT Transfers and Direct Debits totalling \$129,040.07, CLGF Regional Funding EFT transfers totalling \$134,184.37 approved for payment by the Chief Executive Officer be endorsed and that Municipal Fund cheques 104173 - 104180 totalling \$12,885.36 and Municipal Fund EFT Transfers totalling \$149,915.66 be approved for payment.

**Carried 9/0
Resolution 259/14**

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	11 th June 2014

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

Officers Recommendation

That the financial statements presented for the period ending 31st May 2014 be received.

Council Resolution

Earnshaw/Logie

That the financial statements presented for the period ending 31st May 2014 be received

**Carried 9/0
Resolution 260/14**



8.6 COUNCILLORS' REPORTS

Cr Earnshaw attended and discussed the "4WDL VROC" meeting held in Darkan.

Cr Cavanagh attended the Boddington Bauxite Mine CLC meeting held in Williams.

Cr Cavanagh attended and discussed two meetings held for the Hotham Williams Economic Development Alliance in Mandurah and Williams.

Cr Cavanagh and Cr Major attended a dinner with Dr Ernesto Sirolli hosted in Boddington sponsored by Marradong County, the Shire of Boddington and Newmont.

Cr Cowcher discussed his meeting with the Premier Colin Barnett, Terry Waldron and Jim Chown during their visit to Williams.

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

The President declared the meeting closed at 5.48pm.