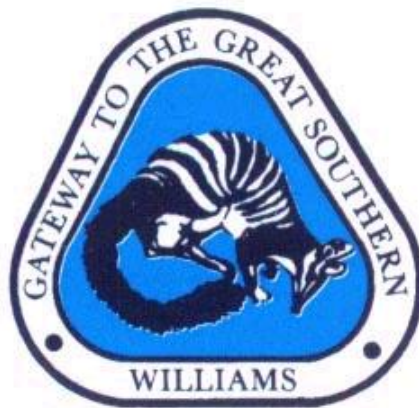


SHIRE OF WILLIAMS

***MINUTES OF ORDINARY MEETING HELD ON WEDNESDAY
20TH AUGUST 2014***



COUNCIL DIARY

WEDNESDAY 20TH AUGUST 2014

1.00pm

Ordinary Meeting

WEDNESDAY 17TH SEPTEMBER 2014

1.00pm

Ordinary Meeting



TABLE OF CONTENTS

Item	Subject	Page
	NOTICE OF MEETING	4
	DISCLAIMER.....	5
1.0	Declaration of Opening / Announcement of Visitors.....	6
	The President declared the meeting open at 1.02pm.	6
2.0	Record of Attendance / Apologies / Leave of Absence (previously approved).....	6
3.0	Public Question Time.....	6
4.0	Petitions / Deputations / Presentations	6
5.0	Declarations of Interest	6
6.0	Confirmation of Minutes of Previous Meetings	7
6.1	Ordinary Council meeting Held 23rd July 2014.....	7
6.2	4WDL VROC meeting Held 12th August 2014	8
7.0	Announcements by Presiding Member without discussion.....	8
8.0	Reports	8
8.1	Economic Development Officer’s Report.....	9
8.1.1	General Projects Update	9
8.1.2	4WDL Well Aged Housing Project Update.....	11
8.1.3	EDO Report Acceptance	13
8.2	Works Supervisor’s Report.....	14
8.2.1	Maintenance Grading Activity.....	14
8.2.2	Road Maintenance Works	14
8.2.3	Upcoming Works & Items on Road Construction Program.....	14
8.2.4	Mechanical Report	15
8.2.5	Staff	16
8.2.6	Town and Facilities Report	16
8.2.7	Private Works	16
8.2.8	Works Supervisor Report Acceptance.....	16
8.3	Environmental Health / Building Surveyor’s Report	18
8.3.1	Building Permits.....	18
8.3.2	Food Premises Inspection.....	18
8.3.3	Recycled Water.....	19



MINUTES – ORDINARY MEETING OF COUNCIL HELD 20TH AUGUST 2014

8.3.4	R & C Duff amalgamation of Land In Principle Support.....	20
8.3.5	EHO Report Acceptance	22
8.3.6	EHO Late Item - Development Application (Lot 200 Albany Highway Williams).....	23
8.4	Chief Executive Officer's Report	26
8.4.1	Chief Executive Officer General Report.....	26
8.4.2	Planning Application – Gilmac Holdings	27
8.4.3	Regional Road Group – Road Project Grant Submission 2015/16	30
8.4.4	Passenger Vehicle Changeover.....	31
8.4.5	Offer to Purchase – 23 Fry Street, Williams	32
8.4.6	Upper Great Southern Hockey Association – Support for Facility Upgrade.....	35
8.4.7	Corporate Business Plan Review	37
8.5	Manager of Finance's Report	40
8.5.1	New Council Policy – 4.7 Rates – Contiguous Valuations.....	40
8.5.2	New Council Policy – 2.6 Fair Value Accounting.....	43
8.5.3	Review Council Policy – 2.1 Fixed Assets – Capitalisation Thresholds	47
8.5.4	Review Council Policy – 2.2 Non-Current assets – Depreciation.....	49
8.5.5	Accounts for Payment	52
8.5.6	Financial Statements	53
8.6	Councillors' Reports	54
9.0	Elected Members Motions of which Notice has been given.	54
10.0	New Business of an Urgent Nature introduced by Decision of Meeting.	54
10.1	Elected Members.	54
10.2	Officers.	54
11.0	Application for Leave of Absence	54
12.0	Information Session	54
13.0	Closure of Meeting	54

SEPARATE DOCUMENTS

1. Minutes
2. Appendices
3. Payment Listing
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.

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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 20th August 2014.

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 1.02pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher President

Cr David Earnshaw Deputy President (from 1.44pm)

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 (1.27pm to 1.41pm)

Tony Kett Works Supervisor (2.57pm to 3.11pm)

Steve Friend Enviro. Health Officer/Building Surveyor (1.42pm to 2.56pm)

3.0 PUBLIC QUESTION TIME

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Ryan Duff /Chief Executive Officer
Item No. / Subject	8.3.4/R & C Duff Amalgamation of Land in Principle Support
Type of Interest	Impartiality



DECLARATION OF INTEREST	
Name / Position	Richard Johnstone/Councillor
Item No. / Subject	8.4.2/Planning Application – Gilmac Holdings
Type of Interest	Financial

DECLARATION OF INTEREST	
Name / Position	Moya Carne/Councillor
Item No. / Subject	8.4.2/Planning Application – Gilmac Holdings
Type of Interest	Proximity

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 23RD JULY 2014

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held on 23rd July 2014, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Logie/Major

That the Minutes of the Ordinary Meeting of Council held on 23rd July 2014, as previously circulated, be confirmed as a true and accurate record, however it be documented that there is conjecture surrounding the accuracy of the recording of comments and events in 3.0 Public Question Time in particular the CEO comments relating to a farmer being allowed to make comment on farming issues, in addition Cr Richard Johnstone asked the President if he was able to respond to Mrs Moore's question. Cr Johnstone commented that his comments were of a personal nature and in no way was he speaking on behalf of Council. He will be declaring a financial interest.

**Carried 8/0
Resolution 32/15**



6.2 4WDL VROC MEETING HELD 12TH AUGUST 2014

Officer's Recommendation

That the Minutes of the Ordinary Meeting of Council held on 12th August 2014, as previously circulated, be received.

Council Resolution

Major/Medlen

That the Minutes of the Ordinary Meeting of Council held on 12th August 2014, as previously circulated, be received.

**Carried 8/0
Resolution 33/15**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.0 REPORTS



8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

Economic Development Officer Heidi Cowcher attended the meeting at 1.27pm to discuss her report.

8.1.1 GENERAL PROJECTS UPDATE

File Reference	Varied	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	13 th August 2014

A. Sport and Recreation Ground Project

All components, with exception of the hockey oval, are now completed. The hockey oval is due for completion by the end of 2014.

CLGF 11/12 funding has been acquitted and the Department has released the Shire of Williams from its financial obligations. A final report detailing achievements against all outcomes, is to be submitted by December 2014 on completion of the hockey oval.

The final report that is to be completed and audited is the contribution from Newmont. Once these funds are fully expended this report will be completed and an audit requested by the Shire's auditors. The remaining funding is allocated to the hockey oval.

An MOU between all users of the Ram Shed is to be drafted and presented to the Sport and Recreation Committee at their October meeting. It is anticipated that an agreement will be drawn up between the Shire (owner of facility), Ram Breeders (financed the original construction and is a user), Williams Netball Club (user), Williams Junior Basketball (user), Williams Campdraft (user), Williams Expo (user) to detail the expectations of all users of the facility (similar to the one prepared for the Williams CRC when it was opened in 2005).

B. Williams War Memorial

Three funding applications have been submitted for this project, two of which have been approved and one is still pending.

Department of Veterans' Affairs *Saluting their Service* has approved \$3300 unconditionally. Lotterywest has approved \$8257 conditional on confirmation of project viability (ie all funding secured and/or shire cash contributing the balance and/or project sized according to funds received).

Anzac Centenary Local Grants Program (application was for \$3300) is still pending.

Once the outcome of all funding submissions is known, the Shire will then be in a position to determine how the project is to be implemented, and in a timely manner.

C. Local Government Tobacco Control Grant Application

Application was made for butt out bins and signage for around our community facilities. An application for \$4650 was applied for in July 2014. Outcome is pending.



D. DSR Community Pools Revitalisation Project Funding

Application was made for \$30,000 towards maintenance costs for season 2014/15. Outcome is pending.

E. FRRR Rural Education Australia Program – REAPing Rewards Funding

Williams Playgroup has prepared an application with the Shire as the applicant to upgrade the back area of the Williams Art & Craft Centre. Total project is estimated at \$14,932, with a funding request of \$8331, with the balance of the cost cash and in-kind by Williams Playgroup. It is anticipated that the funding advice will be made in November and the project commence in December. Williams Playgroup is to be commended on their proactive approach towards this project as they have done all the work towards the research and preparation of the application. Outcome is pending.

F. Disability Access and Inclusion Plan

The Shire of Williams' DAIP was prepared in 2007 and was due to be comprehensively reviewed in 2012. A review is now being completed, and was advertised in *The Williams* on 11th August seeking public feedback on our DAIP and any amendments or updates that the community could offer.

Once the public comments have been collated, the report will be re-drafted and circulated to Council for final comment before endorsement and resubmission.

The current DAIP is included at Appendix 1 for reference.

G. Williams Light Industrial Project – CLGF 2012/13 Funding

Funding of \$260,104 has been approved for this project, with funds committed to the construction of the shed. No expenditure has been made to date.

Q4 reporting (April-June 2014) and Annual Reporting has been completed and submitted to the Department. As no expenditure has been made, the project has not been audited.

H. Williams LEMC

All required Annual and Business Case reporting has been completed as required. A meeting was held 4th August of Williams LEMC. With a new Williams Police OIC, a more proactive community approach to Emergency Management is evident. A draft Evacuation Plan has been completed by Glen and is to be distributed for LEMC comment.

I. Williams Expo 2015

Ann Rintoul has contacted the Shire to commence the compilation of the Lotterywest application for Expo 2015. More information on the total request will be provided at the September meeting.

Officers Recommendation

For information



8.1.2 4WDL WELL AGED HOUSING PROJECT UPDATE

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	13 th August 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.

Recent reporting has included the Q4 report (April-June) and the Annual Report has been prepared for the Auditor. This is due at the Department on 30th September 2014.

Update on CLGFR 2011/12 expenditure:

Shire	Funds allocated	Remaining	Units to be built
West Arthur	\$320,545.81	\$35,990.75	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)	\$35,990.75	



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 and the funds were received 12th June 2014. 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.

Recent reporting has included the Q4 report (April-June) and the Annual Report has been prepared for the Auditor. This is due at the Department on 30th September 2014.

The Shire of Kent went to tender in June and awarded their construction to T & R Homes. It is anticipated that construction will commence in a timely manner.

Shire	Funds allocated	Remaining	Units to be built
West Arthur	\$415,100	\$269,447.68	1 (under construction)
Williams	\$715,000	\$63,530.13	2 (under construction)
Wagin	\$688,130	\$429,180.88	2 (commencing July 14)
Dumbleyung	\$664,400	\$433,077.57	2 (commencing July 14)
Lake Grace	\$978,930	\$595,513.21	2 (Newdegate commencing July 14) 1 (complete – Lake Grace)
Woodanilling	\$707,600	\$394,581.86	2 (under construction)
Kent	\$854,486	\$857,298.73	2 (tender awarded)
TOTAL	\$5,023,646 + interest	\$3,042,630.06	

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

Shire	Funds allocated (inc interest)	Remaining	Units to be built
West Arthur	\$610,441.99	\$405,878.04	1 (under construction)
Williams	\$183,873.31	\$86,550.66	2 (under construction)
Lake Grace	\$540,170.27	\$508,419.46	2 (under construction)
Woodanilling	\$645,577.47	\$441,658.17	2 (under construction)
TOTAL	\$1,972,409 (+ interest)	\$1,442,506.33	

Recent reporting has included the Q4 report (April-June) and the Annual Report has been prepared for the Auditor. This is due at the Department on 30th September 2014.

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

Heidi Cowcher

Economic Development Officer

13th August 2014

8.1.3 EDO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EDO's report as presented be received.

Council Resolution

Logie/Paterson

That the EDO's report as presented be received.

**Carried 8/0
Resolution 34/15**

Ms Cowcher left the meeting at 1.41pm.

8.2 Works Supervisors Report was adjourned to attend to 8.3 Environmental Health/Building Surveyors Report at 1.41pm, which finished at 2.56pm.



8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 2.57pm to discuss his report.

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

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Zilko Rd	19.3
Pingelly Rd	8.1
Congelin-Narrogin Rd	6.1
Extracts Rd	12.2
Anderson Rd	2.2
Yarrabin Rd	4.5
Westmere Rd	5.1
Old Soldiers Rd	3.9
Gillett Rd	1.1
Bulleid Rd	1.6
Playle Rd	3.7
McKenzie Rd	5.4
Bates Rd	3.5
Total Length for the Month	76.7km

8.2.2 ROAD MAINTENANCE WORKS

- Trees mulching on Nash Rd
- Shoulder grading on Clayton Rd, Carne Rd and Town Streets
- Patching on multiple roads

8.2.3 UPCOMING WORKS & ITEMS ON ROAD CONSTRUCTION PROGRAM

Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Status	Comment
York-Williams Rd (19.50km)	Shoulder widening and Seal from 6m to 7m	11.60	18.60	7.00		Not started
York-Williams Rd (19.50km) 2013-14 RRG Funding	Shoulder widening and Seal from 6m to 7m	4.60	11.60	7.00		All gravel in. to be mixed and sealed
Tarwonga-Dardadine (21.50km)	Clearing, gravel sheeting	7.60	10.60	3.00	Not Started	



Brooking St ROW	Seal and Kerb	Not Started
Bowling Club Car Park	Seal and Kerb	Some earthworks commenced
Aged Homes	Drainage, seal and kerb	Pipes on site
New Hockey Oval	Install lights and reticulation and plant grass	Footings for lights Lights up.

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms June 2014	Works Completed this month
Ford FG G6E Sedan	Light Vehicles	Ryan Duff	July 2011	91,600 km	
Ford FG G6E Sedan		Cara Ryan	1 Jul 09	115,600 km	
Holden Rodeo Dual Cab Utility		Maintenance	5-Nov-04	211,086 km	
Ford Ranger Dual Cab Utility		Tony Kett	1-Jul-09	173,300 km	Serviced
Kia 2 Tonne Truck		Jeff Cowan	9-Oct-07	106,323 km	
Holden Rodeo Crew Cab Utility		Andrew Wood	15-Nov-06	259,282 km	Serviced
Holden Rodeo Single Cab Utility		James Lenehan	20-Nov-06	93,046 km	
Mitsubishi Triton Single Cab Utility		Stewart Cowcher	22-Sep-99	218,660km	
Multipac Multi-Tyre Road Roller	Construction Equipment	Ray Scobie	21-Oct-04	5,389.7 hr	Serviced
Vibromax Roller			29-Sep-04	3,524hr	
Caterpillar 12M Grader		Andrew Wood	Dec 2011	2287.9 hr	
Volvo G930 Road Grader		Richard Hewitt	20-Oct-06	7,418 hr	Serviced. Replaced broken exhaust mounts.
721E Case Loader		Roger Gillett	May 2012	3,760 hr	
Volvo EC210BLC Excavator		Phil Reed	18-Jul-07	5,245 hr	
John Deere 315SE4 Backhoe		Trevor Palframan	17-Sep-01	2000hr	
John Deere MFWD Tractor		Works	21-Oct-97	10,545 hr	
Toro Reelmaster SP mower	Works	Aug-09	607 hr		



Toro Z597 Ride on Mower	Parks & Gardens	Jeff Cowan	1-Oct-06	1,418hr	
Toro Z400 Kholer Ride on Mower		Jeff Cowan	8-Aug-05	525 hr	
Honda TRX Four Wheel M/Cycle		Jeff Cowan	20-Mar-00	1,284 hr	
Toyota DA115 Tip Truck (Water Truck)		James Lenehan	24-Aug-94	233,450 km	
Isuzu FVZ1400 Tip Truck	Trucks & Trailers	Steven Stewart	31-Dec-03	257,680 km	Serviced.
Mercedes Benz Actross Prime Mover		Phil Reed	21-Dec-05	249,205 km	
Isuzu Giga CXZ Tip Truck		Justin Murdock	10-Dec-08	158,830km	
Isuzu NPR 300 Truck		Ray Scobie	21-Jan-13	31,063km	
SFM Side Tipping Trailer		Works	21-Dec-05	107,475 km	
Howard Porter Low Loader		Works	31-Aug-07	106,049 km	
Howard Porter Pig Trailer		Justin Murdock	10-Dec-08	106,456 km	Replaced rocker box brushes. Adjusted brakes.
Kabota Generator		Tip		1,815 hr	

8.2.5 STAFF

- Nil to report

8.2.6 TOWN AND FACILITIES REPORT

- Light poles up for new hockey oval.
- Oval sprayed for clover.
- Roses pruned.

8.2.7 PRIVATE WORKS

- Nil to report

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

Cavanagh/Earnshaw

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

**Carried 9/0
Resolution 42/15**

Mr Kett left the meeting a 3.11pm

Afternoon Tea

Council adjourned for afternoon tea at 3.12pm and resumed the meeting at 3.37pm at 8.4 Chief Executive Officers Report.



8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

Environmental Health Officer/Building Surveyor Steve Friend attended the meeting at 1.42pm to discuss his report.

8.3.1 BUILDING PERMITS

File Reference 13.34.10
Statutory Reference N/A
Author & Date Steve Friend 7th February 2014

Comment

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

#342	C Gillett	Lot 78 Hynes Court	B/Veneer Dwelling
#343	N & H Barber	Lot 20 Millbrook Place	Hardie plank and Steel dwelling

Financial Implication

Fees: Shire \$993.26; BSL \$378.12; BCF \$840.27; Septic Application \$226

Voting Requirements

Simple Majority Required

Officers Recommendation

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

Council Resolution

Major/Cavanagh

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

Carried 8/0
Resolution 35/15

8.3.2 FOOD PREMISES INSPECTION

File Reference 7.40.41
Statutory Reference N/A
Author & Date Steve Friend 14th August 2014

Comment

Quindanning Inne – Cleanly maintained. One outstanding item (painting/cleaning wall in kitchen) outstanding and brought to the attention of the owner.

No evidence of leaking from leach drains.



Voting Requirements

Simple Majority Required

Officers Recommendation

That the Food Premises Inspection report be endorsed by Council

Council Resolution

Johnstone/Medlen

That the Food Premises Inspection report be endorsed by Council.

**Carried 8/0
Resolution 36/15**

Cr Earnshaw entered the meeting at 1.44pm

8.3.3 RECYCLED WATER

File Reference	19.1.40
Statutory Reference	Health Act 1911
Author & Date	Steve Friend 14 th August 2014

Background

The Shire of Williams has an agreement to take recycled water from the Water Corporation to irrigate the town oval.

The scheme is in “recess” at the moment due to no requirement to irrigate because of winter.

However the Water Corporation has filled its holding dam and has used the Shire Railway dam to lower the volume being held at the Water Corp.

Comment

The Water Corporation applied to the Shire to be able to use the Shire Railway dam to take excess effluent last year during the winter months.

Approval was issued for the transfer to take place.

It is quite possible this will occur every year in winter.

During summer (last year), when the Water Corp could not supply effluent to the Shire, it pumped the effluent back from the Railway Dam to the Water Corp facility, chlorinated the effluent and then gravity fed it back to the tank in the Shire Depot yard.

As expressed, this could be a yearly occurrence, and as long as the Water Corp pays for the chlorination and pumping charges, this should be acceptable to the Shire.



It is planned for the CEO and myself to meet with the Water Corp in the next month to discuss how the scheme is working.

Voting Requirements

Simple Majority Required

Officers Recommendation

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

Council Resolution

Medlen/Logie

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

**Carried 9/0
Resolution 37/15**

CEO, Ryan Duff declared an interest of impartiality for the following item and left the Chambers at 1.49pm

8.3.4 R & C DUFF AMALGAMATION OF LAND IN PRINCIPLE SUPPORT

File Reference	10.60.15
Statutory Reference	Shire of Williams Town Planning Scheme
Author & Date	Steve Friend 14 th August 2014
Attachments	Appendix 1

Background

Robert and Charmaine Duff have written to the Shire seeking “In Principle Support” for approval to close a road reserve leading to a property, amalgamate the property and closed road with their existing property and then subdivide a portion off for the building of a dwelling.

Comment

The Duffs currently own Lot 801 Pinjarra-Williams Road and have built a house on the property.

The land was previously granted a subdivision approval although this has not been exercised.

At the same time the land was rezoned from Rural to Residential and Rural Residential.

Landcorp has written to the Duffs offering to sell Lot 11370, a small parcel of land previously used by the Department of Agriculture, and now surplus to their needs.



Landcorp are also proposing that the small length of road reserve servicing this property be closed and also sold to the Duffs.

Should the Duffs purchase the property, including the road reserve, they propose to amalgamate this with their existing property that surrounds the lot in question, then subdivide off a larger portion that will then have frontage to Old Soldiers Road.

The subdivided portion then will be used by a son to build a dwelling.

The intention to subdivide a portion off for the son to build on cannot happen at the moment because the bit of land he wants to build on does not have road access.

Although the Duff's property fronts Pinjarra-Williams Road, because of the pipeline running parallel to their property, they have no "effective" road frontage so subdivision could not occur.

Subdivision and amalgamation is controlled by the WAPC although Shire consultation is always sought.

The Duffs are therefore seeking Council's thoughts on whether they would support the proposal should a subdivision application be made.

Simultaneously, Landcorp is requesting feedback on the road closure, amalgamation of the road reserve with Lot 11370 and selling the land to the Duffs.

The property (Lot 11370) currently has no zoning and Landcorp is also asking the Shire whether this does influence the decision.

Should the above scenario happen, it would be appropriate that the land be rezoned when other land within the Shire of Williams that are inappropriately zoned are changed.

To complicate the matter a little bit, but of no concern to the Shire, is that the Land (Lot 11370) has been declared potentially contaminated by the Contaminated Sites Branch of the Department of Environment Regulation.

Some testing has been carried out and the results show the land is suitable for some uses, but a more sensitive use (dwelling) will require more testing.

The Duffs do not intend to build on the property itself (Lot 11370), more use it for access to Old Soldiers Road; however it is a possibility that by amalgamating with the rest of the property, then subdividing off a portion to build on, the DER might require further testing.

As mentioned, this is an unknown and a DER matter. It should also not affect the Shire's response to Landcorp or the Duff's request for support in principle.

Officers Recommendation

That the Shire:



- 1.) Offers support in principle to Robert and Charmaine Duff's proposal to purchase Lot 11370 Pinjarra-Williams Road Williams and the road reserve servicing the property with a view that the two properties are amalgamated with Lot 801 and then a portion subdivided off that will have access to Old Soldiers Road for another dwelling to be built on the new lot.
- 2.) Advises Landcorp that the Shire has no objection to the closure of the road servicing Lot 11370 Pinjarra-Williams Road, Lot 11370 being amalgamated with the closed road reserve and the amalgamated parcel of land being sold to Robert and Charmaine Duff without having a current zoning.

Council Resolution

Cavanagh/Medlen

- 1.) Offers support in principle to Robert and Charmaine Duff's proposal to purchase Lot 11370 Pinjarra-Williams Road Williams and the road reserve servicing the property with a view that the two properties are amalgamated with Lot 801 and then a portion subdivided off that will have access to Old Soldiers Road for another dwelling to be built on the new lot.
- 2.) Advises Landcorp that the Shire has no objection to the closure of the road servicing Lot 11370 Pinjarra-Williams Road, Lot 11370 being amalgamated with the closed road reserve and the amalgamated parcel of land being sold to Robert and Charmaine Duff without having a current zoning.

**Carried 9/0
Resolution 38/15**

Mr Ryan Duff returned to the Chambers at 2.10pm.

8.3.5 EHO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EHO's report as tabled be received.

Council Resolution

Carne/Earnshaw

That the EHO's report as tabled be received.

**Carried 9/0
Resolution 39/15**



LATE ITEMS

Council Resolution

Major/Earnshaw

That the following late items be accepted for discussion.

**Carried 9/0
Resolution 40/15**

8.3.6 EHO LATE ITEM - DEVELOPMENT APPLICATION (LOT 200 ALBANY HIGHWAY WILLIAMS)

File Reference	10.60.15
Statutory Reference	Shire of Williams Town Planning Scheme
Author & Date	Steve Friend 18 th August 2014
Attachments	Appendix 1 – Location Map and Plans Appendix 2 – Zoning Table

Background

John Price, of Price's erections has written to the Shire asking whether the Shire would consider rezoning Lot 200 Albany Highway (corner Williams Road).

Lot 200 is 5798m² in size and the current zoning is Rural.

Lot 200 backs onto Lots 15, 16, 17 and 18 Albany Highway, all of which are zoned Industrial. Map attached at **APPENDIX 1**.

The reason for the request to rezone the land is because he wishes to erect a 37m x 20m x 8m eave height (740m²) shed on the property.

Price's Erections currently operate out of a shed in Narrogin Shire and manufacture sheds.

Comment

Rezoning

This corner property is a bit of an anomaly as it has a very prominent position right on the intersection of Albany Highway and the Williams Road yet consists of a number of smaller lots and the larger Lot 200.

The smaller lots are appropriately zoned Industrial yet the larger Lot 200 is still zoned Rural.



The request to be able to erect the large shed and operate a shed building enterprise out of it cannot happen if the land is zoned Rural (see **APPENDIX 2**) as the zoning table in the Town Planning Scheme does not allow an *Industry – Light* in a Rural zone.

If Council agrees to initiate a rezoning of the property, it could consider the request about the erection of the shed and the proposed business to be run in the shed.

Any cost in rezoning is usually borne by the entity requesting the rezoning. Council might wish to absorb this cost if it thought the rezoning was of a benefit to the Shire. The Chief Executive Officer has identified a number of lots within the Town Planning Scheme that require rezoning and this application could be included in this process.

If Council agrees the zoning is impractical or wrong, and a better zone is “Industrial”, it may also consider the application on its merits.

Development Application

The applicant is asking Council to consider granting planning approval for the erection of a large shed and to be able to use the shed for a shed building purpose (Light Industrial).

Although on separate lots, the “corner” property already has a very large shed on it that is currently being used for agricultural point rebuilding and previously a diesel mechanical workshop.

A second large shed on this corner will intensify the activity and the built strata.

Landcorp has recently opened up a new Light Industrial area less than a kilometre to the east of this property.

Council cannot agree to the erection of the shed or the proposed use on Lot 200 Albany Highway unless the Lot is rezoned.

Council should also consider the size, bulk and appearance of the proposed building, the proposed activity within the building, access to the property, parking and possibly landscaping of the property.

I have been led to believe that the applicant has proposed to re-clad the existing large shed on the other smaller properties fronting Albany Highway, however those lots are not the subject of this application so cannot be considered.

Although a building matter, the size of the proposed shed will require the building to be serviced by fire hydrants and fire hose reels.

I know from experience that the water volumes and pressure in Williams are not sufficient to meet the Building Code of Australia (BCA) so a tank with four hours fire- fighting capacity (280,000l) will be required on site as well as the shed.



As the property is very exposed and could be considered the southern gateway to the town, Council might like to consider the external portions of the property such as landscaping and sealing the open portions of the Lot.

Lastly I believe it might be prudent to refer the application to Main Roads to ensure they have no problems with access issues, this being such a prominent and busy intersection.

So if Council does not consider it more appropriate that Industrial based businesses should be in the Light Industrial area, perhaps the following recommendation could be considered:

Officers Recommendation

That Council

- Agrees to the request to initiate a rezoning of Lot 200 Albany Highway Williams, subject to any costs being associated with the rezoning being borne by the applicant;
- Grants Planning approval to the applicant to erect a 37m x 20m x 8m high colourbond clad shed on Lot 200 Albany Highway subject to the WAPC agreeing to the rezoning;
- Refers the proposal to Main Roads Department and seeking comment on issues with access and egress to the property,
- The applicants agreeing to provide a landscaping plan suitable to Council,
- The front portions of the property being sealed (bitumen or similar) and not a gravel surface
- Request that any fire fighting tank being positioned to the rear portions of the property unless an alternative position is negotiated.

Council Resolution

Major/Cavanagh

That Council

- Agrees to the request to initiate a rezoning of Lot 200 Albany Highway Williams, subject to any costs being associated with the rezoning being borne by the applicant;
- Grants Planning approval to the applicant to erect a 37m x 20m x 8m high colour bond clad shed on Lot 200 Albany Highway subject to the WAPC agreeing to the rezoning;
- Refers the proposal to Main Roads Department and seeking comment on issues with access and egress to the property,
- The applicants adhere to the regulatory controls as per the Town Planning Scheme as per the industrial zoning.

**Carried 7/2
Resolution 41/15**

Mr Friend left the meeting 2.56pm and the meeting resumed at 8.2 Works Supervisor Report.



8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHIEF EXECUTIVE OFFICER GENERAL REPORT

File Reference	4.1.20
Statutory Reference	N/A
Author & Date	Ryan Duff 14 th August 2014

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 July 2014 be received by Council.

Council Resolution

Cavanagh/Paterson

That the Chief Executive Officer's General Report for July 2014 be received by Council.

Carried 9/0
Resolution 43/15



Cr Moya Carne declared a Proximity Interest for the following item and left the Chambers at 3.52pm.

Cr Richard Johnstone declared a Financial Interest for the following item and left the Chambers at 3.52pm.

8.4.2 PLANNING APPLICATION – GILMAC HOLDINGS

File Reference	10.64.10
Statutory Reference	Shire of Williams Town Planning Scheme No.2
Author & Date	Ryan Duff 15 th August 2014

Background

An application was received from Gilmac Holdings on the 14th May 2014 to build and operate a hay export facility on Lot 17 Playle Rd.

The application was considered at the May 2014 Council meeting where Council determined that the operation of a Export Hay Processing Facility on Lot 17 is an AA use in the RURAL Zone under the Town Planning Scheme No.2 and to advertise the application under section 2.6 of the Scheme.

The public comment period formally closed on the 4th July 2014. The Shire of Williams has received 14 public submissions on the application. The submissions received raise a number of issues that the Council will have to consider when determining the application.

On the 26th June 2014, upon advice from Council's Planning Consultant, the Chief Executive Officer wrote to Gilmac Holdings as a preliminary measure to request additional information on the planning application. Council endorsed the formal request for the below information from Gilmac Holdings in relation to the planning application for Lot 17 Playle Rd Williams at the July 2014 Council meeting.

List of Additional Information

1. Lodgement of a detailed Traffic Report prepared by a suitably qualified traffic engineer
Main Roads has raised a number of traffic issues and we recommend that the proponent liaise and meet with MRWA directly. Any traffic report would be referred to MRWA.
2. Written information addressing potential dust, hay litter, dust management and mitigation measures.
3. A noise report by a suitably qualified acoustical consultant that demonstrates the proposal can comply with the Environmental Protection (Noise) Regulations 1997
4. A scaled and accurate plan showing the distance between any part of the proposed business and any nearby sensitive premises (eg houses on Lot 1161 and 2861).



5. Lodge additional written explanation of the proposed activities to be undertaken on site including factors such as:
- Hours of operation
 - Anticipated number of employees
 - Description of the Hay production process – e.g. flow chart of production cycle with explanation of what happens from the receipt of raw materials (i.e. hay) and the cycle to the end product. It should explain how the hay is processed (e.g. machinery used) and all of the end products (e.g. confirmation that it is just compacted baled hay or whether any pelleting is proposed). Photographs of the existing York premises can be used to supplement the explanation.
 - Confirmation whether there will be on site caretaker / manager (using the existing house).
 - Types of waste produced and disposal of any waste.

Public Submissions

Gilmac Holdings have been provided with copies of the 14 public submissions received with contact detail being blanked out.

Decision Timeframe

The Shire of Williams Town Planning Scheme requires that an application be determined 2 months after the date of receipt (14/05/2014) and then upon request for further information discretion to defer for a further two months (14/07/2014). Given the complexity of the information requested by the Shire it is likely that we will exceed the four month time period from the date of receipt being the 14/09/2014 to which without Gilmac's consent the application would be deemed to be refused.

Agreement has been sought for an extension of the planning process when and if the time expires.

Comment

On the 14th August the Chief Executive Officer was provide with the following documents from Gilmac which are attached at **APPENDIX 1**:

1. Traffic Impact Statement, Prepared by Shawmac Consulting Civil & Traffic Engineers
2. Report – Potential for Dust and Hay Litter, and Mitigation Measures, Prepared by Land Assessment Pty Ltd
3. Noise Level Assessment, Prepared by Herring Storer Acoustics
4. A scaled and accurate plan showing the distance between any part of the proposed business and any nearby sensitive premises
5. Additional information from Gilmac in relation to the proposed operation

The Chief Executive Officer has forwarded the Traffic Impact Statement to Main Roads for an independent assessment and comment and the Noise Assessment has been forward to the Department of Environment and Regulation for comment.



Gilmac have indicated their willingness to an extension of time for Council to assess their application and given further independent advice is being sought it would appear that Council will be unable to make a decision at the August 2014 Council meeting.

Financial implications

Planning Fees:

Gilmac have advised the project to cost in the order of \$3 million dollars. The planning fee of \$8,161 has been paid to the nominated bank account.

Voting Requirements

Simple Majority

Officers Recommendation

That Council not make a final decision on Gilmac Holdings development application for Lot 17 Playle Rd until such time as comments have been received from Main Roads and the Department of Environment and Regulation.

Council Resolution

Major/Paterson

That Council not make a final decision on Gilmac Holdings development application for Lot 17 Playle Rd until such time as comments have been received from Main Roads and the Department of Environment and Regulation.

**Carried 7/0
Resolution 44/15**

Cr Carne and Cr Paterson returned to the meeting at 4.08pm.



8.4.3 REGIONAL ROAD GROUP – ROAD PROJECT GRANT SUBMISSION 2015/16

File Reference 12.15.31
Statutory Reference N/A
Author & Date R.N. Duff 12th August 2014

Background

On an annual basis, the share of State Road Funds to be allocated on Local Government roads is 27% of estimated vehicle license fees for that year. Road Funding can only be spent on roads of regional significance. In Williams the following Shire roads qualify for funding:

- York-Williams Rd – 28.3km – Narrow Seal 4.6 SLK to 20.8 SLK
- Williams-Darkan Rd – 25.51km – Completely sealed (will require reseal)
- Quindanning-Darkan Rd – 30.3km sealed between 4.2 SLK and 14.7SLK
- Marradong Rd-12.39km - Completely sealed

Each Council in the Regional Road Group must submit an application for funding in September each year with the group allocating funding at its March meeting.

Comment

In August 2010 Council adopted the “10 Year Road Construction Program 2010-2020”, this document has been amended a number of times due to additional funding being received or additional roadworks being taken on. The current and proposed program for 2015/16 is listed below:

Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Cost			
						Wages/OH	Plant	Mat.	Total
Regional Road Group 2/3		\$ 133,333	Council			66,667	Cost per km	\$ 40,000	
1	York-Williams Rd (Gravel section 10.3)	Resheeting	0.00	5.00	5.00				\$ 200,000
Regional Road Group 2/3		\$ 27,000	Council			13,500	Cost per km	\$ 45,000	
1	York-Williams Rd (19.50km)	Shoulder widening and Seal from 6m to 7m	18.60	19.50	0.90				\$ 40,500
Regional Road Group 2/3		\$ 66,667	Council			33,333	Cost per km	\$ 100,000	
	Marradong Rd	Repair drainage and reconstruct failed sections	Various silks		1.00				\$ 100,000
									\$ 340,500

Financial Implications

As above. In 2014/15 the Shire of Williams was allocated \$233,965 from the RRG and therefore maintaining these funding levels is important to ensure the works crew have enough funded work to carry out.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council make application for funds from the Regional Road Group as listed above.



<p>Council Resolution Cavanagh/Logie That Council make application for funds from the Regional Road Group as listed above.</p> <p style="text-align: right;">Carried 9/0 Resolution 45/15</p>
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8.4.4 PASSENGER VEHICLE CHANGEOVER

File Reference	12.37.15
Statutory Reference	N/A
Author & Date	R.N. Duff 13 th August 2014
Attachments	Appendix 2 – Vehicle Changeover Spreadsheet

Background

The Shire of Williams currently provides the Chief Executive Officer, Manager of Finance and Works Manager with suitable vehicles as part of their salary packaging arrangements.

In line with the 2014/15 Budget the Chief Executive Officer has sought quotations for the purchase of a new passenger sedan and 4x4 utility.

The current status of vehicles is as follows:

Plant Description	Driver	Date Purchased	Hours/Kms June 2014
Ford FG G6E Sedan	Ryan Duff	July 2011	91,600 km
Ford FG G6E Sedan	Cara Ryan	1 Jul 09	115,600 km
Ford Ranger Dual Cab Utility	Tony Kett	1-Jul-09	173,300 km

Comment

A list of vehicles and pricing is attached at **APPENDIX 2** for Council’s information

Financial Implications

The 2014/15 Budget allowed for the following

Sedan	\$45,000
Less trade	\$15,000
Changeover	\$30,000 ex GST
Dual Cab Utility	\$35,000
Less Trade	\$0
Changeover	\$35,000



Voting Requirements

Simple Majority

Officer's Recommendation

That Council authorise the Chief Executive Officer to purchase Council vehicles as directed by Council.

Council Resolution

Cavanagh/Earnshaw

That Council authorise the Chief Executive Officer to;

- 1) Trade-in the Works Supervisors current vehicle (Ford Ranger Dual Cab Utility) for a Isuzu DMAX Dual Cab Utility as per the quotation form South West Isuzu and investigate the purchase of a used Single Cab 2WD Utility.
- 2) Trade in the 2009 Ford FG G6E Sedan for the Toyota Kluger GXL AWD sedan as per the quotation received form Narrogin Toyota.

**Carried 8/1
Resolution 46/15**

8.4.5 OFFER TO PURCHASE – 23 FRY STREET, WILLIAMS

File Reference

9.10.20

Statutory Reference

Section 3.58 of the *Local Government Act 1995*

Author & Date

Ryan Duff 13th August 2014

Background

At the May 2013 meeting it was decided by Council to seek valuations for 23 Fry St and 16 Piesse St as they were older type houses, they were surplus to the Council needs and depending on the valuation Council would consider selling the properties with the view of using the funds at a later date to build a new residence.

At the July 2013 meeting it was resolved to offer both properties for sale by Public Tender. The tender for 16 Piesse St closed on the 1st November 2013 with 23 Fry St yet to be advertised.

No tenders were received for the Piesse St property but it was subsequently sold in June 2014 for \$167,000 less selling fees, settlement fees and disbursements.



Comment

The Chief Executive Officer has received a written offer from Mr Stuart Cowcher to purchase the 23 Fry St property for an amount of \$155,000.

An initial valuation was sought in July 2013 to which the property was valued at \$175,000, a subsequent valuation has been sought to enable the sale of this property to proceed in line with the Local Government Act.

The new valuation is due to be received and will be provided to Council at that time.

Should Council agree to accept the offer of \$155,000 then we are required to advertise the sale in accordance with Section 3.58(3) and (4) of the (LGA 1995).

Statutory Environment

Section 3.58 of the *Local Government Act 1995* and Regulation 30 & 31 *Local Government (Functions and General) Regulations 1996*.

It is important to note that where property is not being disposed of by way of Public Auction or Public Tender, as defined by section 3.58(2), then Section 3.58(3) & (4) of the Local Government Act 1995 (LGA 1995) applies.

Section 3.58(3) and (4) of the (LGA 1995) states the following:

(3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned;

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

(4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —

(a) the names of all other parties concerned; and

(b) the consideration to be received by the local government for the disposition; and

(c) the market value of the disposition —

(i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or



(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Financial implications

The selling of the property would ordinarily affect Council's operating revenue due to the rent not being received; however interest will accrue on the sale funds being invested. In addition no maintenance expenditure would be incurred as the property has been disposed.

The funds from the sale of these properties will be placed into the Building Reserve until such time as they are required to pay for the construction of a new residential house.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council:

1. advertises the proposed sale of 23 Fry St for \$155,000 in accordance with Section 3.58 of the Local Government Act 1995;
2. subject to no submissions being received, delegates authority to the Chief Executive Officer and Shire President to execute the transfer of land documents for 23 Fry St.

Council Resolution

Medlen/Major

That Council:

1. advertises the proposed sale of 23 Fry St for \$155,000 in accordance with Section 3.58 of the Local Government Act 1995;
2. subject to no submissions being received, delegates authority to the Chief Executive Officer and Shire President to execute the transfer of land documents for 23 Fry St..

**Carried 9/0
Resolution 47/15**



8.4.6 UPPER GREAT SOUTHERN HOCKEY ASSOCIATION – SUPPORT FOR FACILITY UPGRADE

File Reference	11.70.60
Statutory Reference	N/A
Author & Date	Ryan Duff 13 th August 2014

Background

Correspondence received from UGSHA:

“The Upper Great Southern Hockey Association (UGSHA) has traditionally attracted players from all over the Upper Great Southern Region, including players from your local government area. This has been exemplified since the introduction of the artificial playing surface in Narrogin thirteen years ago. In fact, hockey (through the UGSHA) is the biggest participation sport in the Upper Great Southern Region, with an increase in participation numbers occurring every year since the inception of the artificial turf.

Notwithstanding the fact that the UGSHA have been able to extend the life of the existing artificial turf by a number of years, the time has now come for us to upgrade our artificial playing surface. Accordingly, we are in the process of applying for a Community Sporting and Recreation Facilities Fund (CSRFF) Grant through the Department of Sport and Recreation.

This turf upgrade is part of a significant undertaking by the UGSHA to improve its facilities to attract further regional, national and perhaps international events to our venue. Other improvements that have already occurred are the upgrading of the turf lights and the introduction of a state-of-the-art scoreboard, with long-term improvements to include an upgrade to the stadium, kitchen and change room facilities. We consider that the benefits of these upgrades will be felt throughout the Upper Great Southern Region.

The main objective of our application for a CSRFF Grant is to future-proof the artificial playing surface. This will involve the laying of a 30mm asphalt base, a new shock pad and upgraded artificial turf. The UGSHA will be making a significant financial contribution to this turf upgrade.

We request your support in principle to this development given that the benefits of this project will be shared within your local government area. We request your written support to be returned to the UGSHA by the 15 August 2014. The UGSHA would also be very open to any financial support from your council.”

Comment

The Shire of Williams has recently invested considerable funds into a new hockey facility for Williams which is to be ready for the 2015 hockey season. Notwithstanding this the Upper Great Southern Hockey Association has a fantastic facility which benefits members of the Williams Hockey Club.



The Shire of Williams should have no problem in providing the UGSHA a letter of support for the upgrade to the Hockey Field located in Narrogin. Council could also decide on making a financial contribution to the upgrade project although these funds would be unbudgeted.

Financial implications

No funds budgeted in the current year.

Voting Requirements

Simple Majority

Officer's Recommendation

- 1 That the Shire of Williams provide a letter of support to the Upper Great Southern Hockey Association for the hockey field upgrade project.
- 2 That the Shire of Williams considers making a small financial contribution to the Upper Great Southern Hockey Association.

Council Resolution

Cavanagh/Medlen

- 1 That the Shire of Williams provide a letter of support to the Upper Great Southern Hockey Association for the hockey field upgrade project.

**Carried 9/0
Resolution 48/15**



8.4.7 CORPORATE BUSINESS PLAN REVIEW

File Reference	4.12.36
Statutory Reference	<i>Local Government (Administration) Regulations 1996</i>
Author & Date	Ryan Duff 14 th August 2014
Attachments	Appendix 3 – Shire of Williams Corporate Business Plan

Background

The Local Government (Administration) Regulations 1996 provides:

“corporate business plan means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56”.

Council adopted its Strategic Community Plan at its Ordinary Meeting held on the 20th February 2013.

The Local Government (Administration) Regulations 1996 further provides a local government must ensure that a corporate business plan is made for its district and adopted before the 30 June 2013.

The Corporate Business Plan is the culmination of a series of operations planning that was undertaken to develop Council’s Long Term Financial Plan (10 Year), which incorporates financial projections based upon inputs by and summaries of:

- Asset Management Plan
- Workforce Plan
- Major project plans
- Subsidiary or specific issue strategies
- Other documents

The Corporate Business Plan will assist Council to maintain the delivery of local government services, projects and other strategies that will meet community priorities in response to changing environments.

Council adopted the Shire of Williams Corporate Business Plan 2013-17 at the July 2013 Council meeting.

Comment

The current Business Plan is attached at **APPENDIX 3** and a review report will be present to the Council meeting.

Legislative requirements

The Department of Local Government has issued an advisory standard for each of the Integrated Planning components. The below table show what is required for Councils to meet the basic standard for the Corporate Business Plan.



1.2 Corporate Business Plan

Element	Regulatory requirements	Standards
<p>Corporate Business Plan</p>	<p>A Corporate Business Plan:</p> <p>(i) Is for a minimum of 4 years.</p> <p>(ii) Identifies and prioritises the principal strategies and activities the council will undertake in response to the aspirations and objectives stated in the Strategic Community Plan.</p> <p>(iii) States the services, operations and projects that a local government will deliver over the period of the plan, the method for delivering these and the associated cost.</p> <p>(iv) References resourcing considerations such as asset management plans, finances and workforce plans.</p> <p>(v) Is adopted by council by absolute majority.</p> <p>Regulations also require that:</p> <p>(i) Notice has been given to the public when the Corporate Business Plan is adopted (or modified).</p> <p>(ii) The Corporate Business Plan is reviewed annually. This is because it is the main 'driver' for the local government's annual budget.</p>	<p>Standard is NOT met: If a council has not, by 30 June 2013 or earlier, adopted a Corporate Business Plan that meets the listed regulatory requirements.</p> <p>Basic Standard: Basic standard is met when:</p> <ul style="list-style-type: none"> • A council has, by 30 June 2013 or earlier, adopted a Corporate Business Plan that meets all of the listed regulatory requirements. • The current year of the Corporate Business Plan establishes the current Annual Budget. • The local government also has in place: <ul style="list-style-type: none"> • a workforce plan that meets the basic standard; • asset management key performance indicators that meet the Basic Standard*; and • a long term financial plan. <p>Intermediate Standard: Intermediate standard is met when:</p> <ul style="list-style-type: none"> • the Corporate Business Plan meets the Basic Standard • resourcing components (eg workforce plan, asset management plans, long term financial plan) have been integrated to drive activities/service delivery. • the workforce plan has been developed to an Intermediate standard. • asset key performance indicators meet advanced standards; and • financial management key performance indicators meet basic standards. <p>Advanced Standard: Advanced standard is met when:</p> <ul style="list-style-type: none"> • the Corporate Business Plan meets the Basic Standard and Intermediate Standard • all activities/ services delivered are integrated through the Corporate Business Plan. • all resourcing components (eg workforce plan, asset management plans, long term financial plan) have been integrated to drive activities/service delivery. • all financial and asset key performance indicators meet advanced standards (where applicable). • the workforce plan meets advanced standard.

Financial Implications

The Corporate Business Plan was the basis for the adoption of the 2013-14 and 2014-15 Budget. Not all items contained within the Corporate Business Plan were able to be achieved due to financial constraints that have arising during the financial years in which the Corporate Business Plan covers.

Voting Requirements

Simple Majority



Officers Recommendation

That Council review the Corporate Business Plan and give public notice that the document has been amended.

Council Resolution

Johnstone/Paterson

That Council review the Corporate Business Plan and give public notice that the document has been amended.

**Carried 9/0
Resolution 49/15**



8.5 MANAGER OF FINANCE'S REPORT

8.5.1 NEW COUNCIL POLICY – 4.7 RATES – CONTIGUOUS VALUATIONS

File Reference	3.2.10
Statutory Reference	Valuation of Land Act 1978, Sections 4 (1), 18, 23
Author & Date	Cara Ryan 11 th August 2014

Background

Recently Council had an application from a landholder requesting that their rural properties, that are separately valued, be group valued. Providing that the land is contiguous, commonly owned and is used for one purpose, this request would automatically be re-valued by the Valuer Generals Office as one holding.

The properties in question are contiguous, used for the one purpose, but are currently under dual ownerships with Certificate of Titles issued in two separate names. The Valuer Generals Office has advised that it is still possible to group value these properties, but will only do so with Councils approval.

The Western Australian Land Information Authority (Landgate) policy Unimproved Values – Rural Valuation Policy 4.310 is as follows;

Contiguous rural land held in the same ownership used and occupied as one property and which would normally be expected to sell as one holding, is to be valued as a single valuation entity. Individual values will apply to land except where it can be demonstrated that:

- *The lots are contiguous and in common ownership.*
- *The lots are used and occupied as one holding and would normally be expected to sell as one holding.*
- *The current contiguity and use will continue into the foreseeable future.*
- *The basis of valuation is confirmed by sales evidence.*

Definitions:

"Contiguous"

- Where survey boundaries abut or adjoin.*
- Where locations or lots are separated by a road, drain or watercourse reserve, they may be deemed contiguous.*
- In exceptional circumstances, some properties may be deemed by the Valuer General to be contiguous, even though their boundaries do not strictly adjoin. In such cases, the matter should be referred to the Valuer General or appropriate Chief Valuer, who may be guided by advice provided by the local government.*



“Same Ownership”

- a) *Same names as per Certificate of Title.*
- b) *Ratepayer’s name for recording on the Valuation Rolls, advised by the local government authority.*

Comment

The Shire does not currently have a policy in relation to “Contiguous Valuations” in the Policy manual. In order to give consideration to the current request, the Valuer General requires formal advice.

If Council is amenable to Contiguous Valuations to be considered for rating purposes, then Council needs to develop and implement a Policy that will provide concise and clear guidelines to staff on the appropriate treatment of properties being considered for Contiguous Valuations. This will ensure that there are no discrepancies between the way properties are considered contiguous as far as rating is concerned.

The Proposed Policy is as follows:

4.7 – RATES – Contiguous Valuations

Objective

This policy provides guidance and clarity on the treatment of contiguous valuation of land requests for Unimproved Valuations (UV) and Gross Rental Valuations (GRV) of properties made to the Valuer Generals Office.

Policy – Group Valuations for Contiguous Unimproved Valuation (UV) Properties

That application be made to the Valuer Generals Office for contiguous use valuation on land/location/lots that meet all of the following requirements:

1. *That the land/location/lots are contiguous (touching).*
2. *That the land/location/lots are used for one purpose.*
3. *That the land/locations/lots are under the same ownership/management.*

And must provide the following documentation:

1. *A Statutory Declaration detailing the land involved is used for one purpose, ownership details, and a statement of who the ratepayer will be in ratebook.*
2. *Copies of Certificate of Titles, Lease Documents or a statement from all “Title Holders” confirming that the land is under one management.*

Policy – Group Valuations for Contiguous Gross Rental Valuation (GRV) Properties

That application be made to the Valuer Generals Office for contiguous use valuation on land/location/lots that meet all of the following requirements:

1. *That the land/location/lots are contiguous (touching).*



2. That the land/location/lots are used for one purpose.
3. That the land/locations/lots are under the same ownership.

And must provide the following documentation;

1. A Statutory Declaration detailing that the land involved is used for one purpose.
2. Copies of Certificate of Titles.

Guidelines

To be exercised in accordance with the Valuation of Land Act 1978, Sections 4 (1), 18, 23 and that final approval is granted by the CEO.

Consultation

Consultation with CEO, local Councils and the Valuer Generals Office.

Financial Implications

The valuation on the contiguous valuation on group valuation usually results in a decrease in valuation, resulting in a reduced amount on Rates raised.

Voting Requirements

Simple Majority

Officers Recommendation

That Council adopt the new policy for Group Valuations as proposed in this report 4.7 RATES Contiguous Valuations.

Council Resolution

Cavanagh/Carne

That Council adopt the new policy for Group Valuations as proposed in this report 4.7 RATES Contiguous Valuations. In addition the Manager of Finance should investigate a more widespread “contiguous” rating policy when properties are farmed as one entity but not necessarily touching.

**Carried 9/0
Resolution 50/15**



8.5.2 NEW COUNCIL POLICY – 2.6 FAIR VALUE ACCOUNTING

File Reference	4.23.15
Statutory Reference	<i>Local Government (Financial Management) Regulation 1996</i> AASB13 – Fair Value Measurement AASB116 – Property, Plant and Equipment
Author & Date	Cara Ryan 12 th August 2014

Background

In September 2011 the Australian Accounting Standards Board (AASB) issued accounting standard *AASB 13 Fair Value Measurement* to apply to non-current assets from 1 January 2013. All local governments in Western Australia are required to fair value all non-current assets over a phasing in period of three years.

- 2012/2013 Plant & Equipment (including furniture and equipment)
- 2013/2014 Land and Building OR Infrastructure
- 2014/2015 Infrastructure OR Land and Buildings (whichever was not valued in 2013/2014)
- Triennially (Ongoing) – All assets classes re-valued on a three yearly cycle

To comply with the standard, the Shire of Williams has re-valued Plant and Equipment together with Furniture and Equipment for the year ending the 30 June 2013.

For year ending the 30 June 2014 the Shire appointed APV Valuers and Management to assess and re-value all Land and Buildings, and the remaining Shire assets.

Infrastructure, including Roads and Footpaths, will be assessed and re-valued for year ending 30 June 2015.

Statutory Environment

Local Government (Financial Management) Regulation 1996 – Part 2 General Finance Management

- 17A . Assets, valuation of, for financial reports etc.
- (1) *In this regulation –*
fair value , in relation to an asset, means the fair value of the asset measured in accordance with the AAS.
- (2) *Subject to sub-regulation (3), the value of an asset shown in a local government’s financial reports must be the fair value of the asset.*
- (3) *A local government must show in each financial report –*
- (a) *for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and*
- (b) *for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government –*
- (i) *that are plant and equipment; and*



- (ii) that are –
 - I) land and buildings; or
 - (II) infrastructure;
- and
- (c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.
- (4) A local government must revalue all assets of the local government of the classes specified in column 1 of the Table to this sub-regulation –
 - (a) by the day specified in column 2 of the Table; and
 - (b) by the expiry of each 3 yearly interval after that day.
- (5) A revaluation under sub-regulation (4) must be based on the value of the asset as at a time that is as close as possible to the day by which the revaluation is due.

Extract from: [Regulation 17A inserted in Gazette 20 Apr 2012 p. 1699-700; amended in Gazette 21 Jun 2013 p. 2451.]

AASB13 – Fair Value Measurement

AASB 116 – Property, Plant and Equipment

AASB101 – Presentation of Financial Statements

AASB138 – Intangible Assets

Policy Implications

The adoption of this Policy will ensure that Council meets its statutory and legislative requirements. It will provide clear and concise guidelines to staff in regards to the appropriate treatment of Fair Value Accounting in relation to Shire Assets.

Comment

As Fair Value Accounting is new to Local Government in Western Australia, it is necessary to adopt a new Council Policy covering all areas of the standard to provide staff with clear guidelines on the appropriate treatment of Fair Value Accounting on Shire Assets.

The Proposed Policy is as follows:

2.6 – Fair Value Accounting

Objective

This policy provides guidance on the treatment of Fair Value Accounting on the Shire Assets whilst complying to statutory and legislative requirements.

Policy

As mandated by Local Government (Financial Management) Regulation 1996, 17A, a local government in Western Australia must show all assets in its financial report at fair value by 30 June 2015.



Implementation is to be phased in over three years from 1 July 2012 and Fair Value Accounting at the Shire of Williams will be carried out as follows:

- 2012/2013 **Plant & Equipment** (engaging independent valuers)
- 2012/2013 **Furniture and Equipment** (management valuation)
- 2013/2014 **Land, Building and Other Structures** (engaging independent valuers)

- 2014/2015 **Infrastructure Roads and Footpaths** (utilising the Roman Database with a mixture of external and internal valuations)
- Triennially (Ongoing) – All asset classes re-valued on a three yearly cycle

Capitalisation Threshold - Only assets that fall within the guidelines of Council Policy 2.1 Fixed Assets – Capitalisation Threshold will be included in the Fair Value process.

Depreciation Methods – refer to Council Policy 2.2 Non-Current Assets – Depreciation.

When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:

- **Fair Value Hierarchy** – categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised;
 - Level 1 – based on quoted prices (unadjusted) in active markets for identical assets or liabilities that can be accessed at the measurement date.
 - Level 2 – based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability either directly or indirectly.
 - Level 3 – based on unobservable inputs for the asset or liability.

- **Valuation Techniques** – a selection that is appropriate in the circumstances and for which sufficient data is available to measure fair value are consistent with one or more of the following valuation approaches;
 - Market Approach – use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.
 - Income Approach – that convert estimated future cash flows or income and expenses into single discounted present value.
 - Cost Approach – that reflect the current replacement cost of an asset at its current service capacity



Guidelines

To be exercised in accordance with the following legislation and standards;

- Local Government (Financial Management) Regulations 1996, 17A
- AASB 13 – Fair Value Measurement
- AASB116 – Property, Plant & Equipment
- AASB138 – Intangible Assets
- AASB101 – Presentation of Financial Statements

Financial Implications

The revaluations for year ending 30 June 2013 on Plant and Equipment together with Furniture and Equipment has resulted in an overall decrement on the value of the assets of \$341,865. It is anticipated that there will be a significant increment on the value of the assets for Land and Building and Infrastructure. Although these increments/decrements have no effect on cash, the use of fair value is essential to good asset management and robust long term financial planning, so that the long term sustainability of a local government can be addressed.

The assessment and revaluation for all asset classes, except Furniture and Equipment, have been undertaken by external professional valuers; therefore it is necessary to budget for external consultants each year.

Voting Requirements

Simple Majority

Officers Recommendation

That Council adopt a Policy for Fair Value Accountings as proposed in this report – 2.6 Fair Value Accounting.

Council Resolution

Earnshaw/Johnstone

That Council adopt a Policy for Fair Value Accountings as proposed in this report – 2.6 Fair Value Accounting.

**Carried 9/0
Resolution 51/15**



8.5.3 REVIEW COUNCIL POLICY – 2.1 FIXED ASSETS – CAPITALISATION THRESHOLDS

File Reference	4.23.15
Statutory Reference	Local Government (Financial Management) Regulation 1996
Author & Date	Cara Ryan 11 th August 2014

Background

During the valuations of the Land and Buildings for Fair Value, as mandated by the *Local Government (Financial Management) Regulation 1996, 17A*, it was suggested that our capitalisation threshold may be too low and needed to be reviewed. Currently our Capitalisation Threshold Policy is as follows;

Fixed assets –

- a) less than \$1,000 in value (individual or grouped), are to be fully expensed at the time of purchase.*
- b) over \$1,000 in value (individual or grouped) are to be recorded in the Asset Register, and depreciated in accordance with Policy 2.2.*

Statutory Environment

Local Government (Financial Management) Regulation 1996

Part 2 General Finance Management

5 – CEO's duties as to financial management

- (1) Efficient systems and procedures are to be established by the CEO of a local government –*
 - (a) for the proper collection of all money owing to the local government; and*
 - (b) for the safe custody and security of all money collected or held by the local government; and*
 - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) to ensure proper accounting for municipal or trust –*
 - (i) revenue received or receivable; and*
 - (ii) expenses paid or payable; and*
 - (iii) assets and liabilities;*

Policy Implications

Amendment to the current policy.

Comment

The current policy for Capitalisation Threshold is out-dated and is below the mid-point capitalisation levels specified in the Western Australian Local Government Accounting Manual. Capitalisation threshold amounts should be reviewed annually to ensure they remain effective and



in line with inflation. The mandating of Fair Value together with increasing the threshold will reduce unnecessary ongoing revaluation or costs associated with the valuation of the assets.

The Proposed Policy is as follows:

2.1 Fixed Assets – Capitalisation Threshold

Objectives

To provide guidance on the minimum value of an asset that is to be capitalised.

Policy

That all items, purchased or constructed by Council, with a value equal to or greater than thresholds stated below are to be capitalised and placed on the Councils asset register.

- Land	\$1
- Buildings	\$10,000
- Furniture and Equipment	\$2,000
- Plant and Equipment	\$2,000
- Infrastructure – Parks, Gardens	\$5,000
- Infrastructure – Roads, Footpaths, Bridges	\$5,000

Any items that are below the identified thresholds are expensed of the year of purchase and recorded on an inventory listing.

Guidelines

Refer to the WA Local Government Accounting Manual Section 9.1.4 for further guidance.

Financial Implications

There are no financial implications for this report.

Voting Requirements

Simple Majority

Officers Recommendation

That Council adopt the reviewed policy for the Capitalisation Thresholds as proposed in this report – 2.1 Fixed Asset – Capitalisation Thresholds.

Council Resolution

Carne/Major

That Council adopt the reviewed policy for the Capitalisation Thresholds as proposed in this report – 2.1 Fixed Asset – Capitalisation Thresholds.

**Carried 9/0
Resolution 52/15**



8.5.4 REVIEW COUNCIL POLICY – 2.2 NON-CURRENT ASSETS – DEPRECIATION

File Reference 4.23.15
Statutory Reference Local Government (Financial Management) Regulation 1996
 AASB 116 – Property Plant and Equipment
Author & Date Cara Ryan 12th August 2014

Background

With the mandating of Fair Value it is essential to update the Policy on Depreciation of Non-Current Assets to accommodate Fair Value Accounting and the relevant Australian Accounting standards.

Currently the Councils policy on Depreciation of Non-Current Assets is as follows:

Depreciation of non-current assets is to be in accordance with the following table –

<i>Asset type</i>	<i>Depreciation %</i>	<i>Method</i>
<i>Buildings</i>	<i>2</i>	<i>Straight line</i>
<i>Furniture and fixtures</i>		
- <i>Electronic</i>	<i>20</i>	<i>Straight line</i>
- <i>Other</i>	<i>5</i>	
<i>Motor vehicles</i>		
- <i>Light vehicles</i>	<i>10</i>	<i>Reducing balance</i>
- <i>Trucks</i>	<i>12</i>	
- <i>Graders and loaders</i>	<i>9</i>	
- <i>Other licenses plant</i>	<i>5</i>	
- <i>Other minor plant</i>	<i>5</i>	
<i>Infrastructure assets</i>		
- <i>Bridges</i>	<i>1.3</i>	<i>Straight line</i>
- <i>Major culverts</i>	<i>2</i>	
- <i>Cycleways</i>	<i>2</i>	
- <i>Dams</i>	<i>1.3</i>	
- <i>Drains</i>	<i>1.3</i>	
- <i>Gardens</i>	<i>0</i>	
- <i>Irrigation</i>	<i>5</i>	
- <i>Kerbs and channels</i>	<i>2</i>	
- <i>Median strips</i>	<i>2</i>	
- <i>Parks</i>	<i>0</i>	
- <i>Road seals – aggregate</i>	<i>6.7</i>	
- <i>Road seals – asphalt</i>	<i>5</i>	
- <i>Road seals – pavement</i>	<i>2</i>	
- <i>Formed roads</i>	<i>10</i>	
- <i>Gravel roads</i>	<i>8.3</i>	
- <i>Roundabouts</i>	<i>0</i>	
- <i>Sporting reserves</i>	<i>0</i>	
- <i>Brick paved footpaths</i>	<i>3</i>	



Statutory Environment

AASB 116 – Property Plant and Equipment

Local Government (Financial Management) Regulations 1996

Policy Implications

Amendment to the current policy.

Comment

The current policy for Depreciation on Non-Current Assets is out-dated and does not currently contain Fair Value accounting and the Australian Accounting Standard AASB116 Property, Plant and Equipment.

The Proposed Policy is as follows:

2.2 Non-Current Assets - Depreciation

Objectives

To provide consistent approach in the depreciation of assets, whilst complying with Local Government (Financial Management) Regulations and Australian Accounting Standard (AASB116).

Policy

All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Assets are depreciated from the date of acquisition or in respect to internally constructed assets, from the time the asset is complete and held ready to use. Depreciation on each asset is charged to the program to which the asset principally relates. Property, Plant and Equipment will be carried at cost until such a time as fair values are determined and recorded.

All fixed Assets, excluding freehold land, are to be depreciated over the individual assets useful life on a straight line basis, with a residual value where appropriate.



Major depreciation periods are:

<i>Buildings</i>	<i>30 to 50 years</i>
<i>Furniture and Equipment</i>	<i>4 to 10 years</i>
<i>Plant and Equipment</i>	<i>5 to 15 years</i>
<i>Sealed roads and streets</i>	
<i>formation</i>	<i>not depreciated</i>
<i>pavement</i>	<i>50 years</i>
<i>seal</i>	
– <i>bituminous seals</i>	<i>20 years</i>
– <i>asphalt surfaces</i>	<i>25 years</i>
<i>Gravel roads</i>	
<i>formation</i>	<i>not depreciated</i>
<i>pavement</i>	<i>50 years</i>
<i>Formed Roads</i>	
<i>formation</i>	<i>Not depreciated</i>
<i>pavement</i>	<i>50 years</i>
<i>Foot paths - slab</i>	<i>20 years</i>
<i>Sewerage piping</i>	<i>100 years</i>
<i>Water supply piping & drainage systems</i>	<i>75 years</i>

Guidelines

To be exercised in accordance with the following legislation and standards;

- *Local Government (Financial Management) Regulations 1996, 17A*
- *AASB-116 Property, Plant and Equipment*

Financial Implications

There are no financial implications for this report

Voting Requirements

Simple Majority

Officers Recommendation

That Council adopt the reviewed Policy for the Depreciation on Non-Current Assets as detailed in this report 2.2 Non-Current Assets – Depreciation.

Council Resolution

Carne/Medlen

That Council adopt the reviewed Policy for the Depreciation on Non-Current Assets as detailed in this report 2.2 Non-Current Assets – Depreciation.

Carried 9/0
Resolution 53/15



8.5.5 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	13 th August 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 104205 - 104214, EFT, Bpay, Direct Debits totalling \$383,560.10, CLGF Regional Funding EFT transfers totalling \$482,439.70 and Trust Fund EFT transfers totalling \$280.00 approved by the Chief Executive Officer be endorsed and Municipal EFT transfers totalling \$119,201.15 and Municipal Fund Cheques 104215 - 104222 totalling \$9,958.74 be approved for payment.



Council Resolution

Johnstone/Paterson

That Municipal Fund cheques 104205 - 104214, EFT, bPay, Direct Debits totalling \$383,560.10, CLGF Regional Funding EFT transfers totalling \$482,439.70 and Trust Fund EFT transfers totalling \$280.00 approved by the Chief Executive Officer be endorsed and Municipal EFT transfers totalling \$119,201.15 and Municipal Fund Cheques 104215 - 104222 totalling \$9,958.74 be approved for payment.

**Carried 9/0
Resolution 54/15**

8.5.6 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	14 th August 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 July 2014 be received.

Council Resolution

Cavanagh/Paterson

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

**Carried 9/0
Resolution 55/15**



8.6 COUNCILLORS' REPORTS

Cr Cavanagh gave an update on the progress of the Hotham Williams Economic Development Alliance and discussed the Boddington Bauxite Mine CLC. Mines meeting will be held next Thursday.

Cr Cowcher, Cr Johnstone and the CEO attended the recent Local Government Conference and all agreed that this conference was worthwhile and was much improved than previous years. All five motions at the WALGA Annual General Meeting were passed, even the ones that our Council opposed.

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 5.57pm.