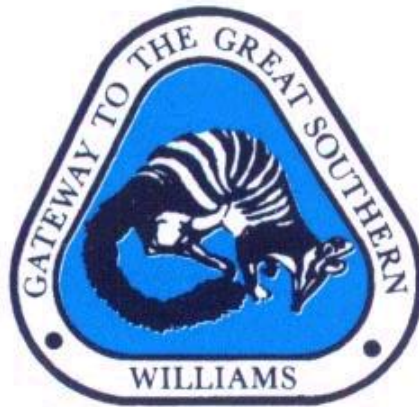


SHIRE OF WILLIAMS

***MINUTES OF THE ORDINARY MEETING HELD ON
WEDNESDAY 18TH MARCH 2015***



COUNCIL DIARY

WEDNESDAY 18TH MARCH 2015

10.30am

Audit Committee Meeting

12.00pm

Ordinary Meeting

WEDNESDAY 15TH APRIL 2015

1.00pm

Ordinary Meeting



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MINUTES – ORDINARY MEETING OF COUNCIL HELD 18TH MARCH 2015

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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.

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.

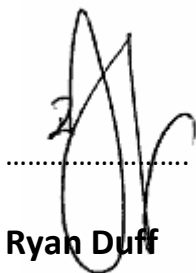
Your Ref:

Our Ref:

NOTICE OF MEETING

You are respectfully advised that the next ordinary meeting of Council will be held in the Council Chambers at **12.00pm** on Wednesday 18th March 2015.

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 12.03pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher President

Cr Greg Cavanagh

Cr Richard Johnstone

Cr Gilbert Medlen

Cr Natalie Major (from 12.07pm)

Cr Jarrad Logie

Cr Peter Paterson

Cr Moya Carne

Ryan Duff Chief Executive Officer

Cara Ryan Manager of Finance

Heidi Cowcher Economic Development Officer (12.11pm to 12.26pm)

Tony Kett Works Supervisor (12.27pm to 12.50pm)

Steve Friend Environ. Health Officer/Building Surveyor (12.51pm to 1.16pm)

Apologies

David Earnshaw Deputy President

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	8.4.3/JN Genders – Request to seal Munthoola Rd
Type of Interest	Proximity Interest



6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 4WDL VROC MEETING HELD 10TH FEBRUARY 2015

Officer's Recommendation

That the 4WDL VROC Meeting held 10th February 2015, as previously circulated, be received.

The minutes for the 4WDL VROC meeting were accepted by Council at the previous meeting, 18th February 2015.

6.2 ORDINARY COUNCIL MEETING HELD 18TH FEBRUARY 2015

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 18th February 2015, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Cavanagh/Carne

That the Minutes of the Ordinary Meeting held on 18th February 2015, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0
Resolution 176/15**

6.3 SPECIAL COUNCIL MEETING MINUTES HELD 3RD MARCH 2015

Officer's Recommendation

That the Minutes of the Special Meeting held on 3rd March 2015, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Johnstone/Carne

That the Minutes of the Special Meeting held on 3rd March 2015, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0
Resolution 177/15**

Cr Major entered the meeting at 12.07pm.



6.4 4WDL VROC HELD 10TH MARCH 2015

Officer's Recommendation

That the Minutes of the 4WDL VROC Meeting held on 10th March 2015, as previously circulated, be received.

Council Resolution

Medlen/Johnstone

That the Minutes of the 4WDL VROC Meeting held on 10th March 2015, as previously circulated, be received.

**Carried 8/0
Resolution 178/15**

6.5 AUDIT COMMITTEE MEETING HELD 18TH MARCH 2015

Officer's Recommendation

That the Minutes of the Audit Committee meeting held 18th March 2015, as previously circulated, be received.

Council Resolution

Cavanagh/Major

That the Minutes of the Audit Committee meeting held 18th March 2015, as previously circulated, be received.

**Carried 8/0
Resolution 179/15**

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 12.11pm to discuss her report.

8.1.1 4WDL WELL AGED HOUSING PROJECT

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	12 th March 2015

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 (all funding has been expended)
- R4R Regional Community Services Funding (construction of 14 units)
 - \$5,023,646 (\$1,712,467 remaining to spend)
- CLGF Regional Funding 2012/13 (construction of 7 units)
 - \$1,972,409 (\$950,595 remaining to spend)

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 |

Additional funding has been sought to construct a further 28 units across the 7 shires – 14 units under the National Stronger Regions Funding (Federal) and 14 units under the Southern Inland Investment Initiative (State) respectively. The applications were for \$5,023,648 each. The outcome of both these funding requests should be known May 2015.

Comment

The 2011/12 CLGFR allocation of \$1,972,409 (plus interest) has all been expended as at 30th September. 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. The Final Report and Acquittal documentation is currently being finalised in preparation for auditing, due 30th April 2015.

The RCSF funding is due for completion 10th May 2015. All funds have now been received.



Update on RCSF expenditure:

Shire	Funds allocated	Remaining	% complete	Units to be built
West Arthur	\$415,100	\$163,978	60.65%	2 (under construction)
Williams	\$715,000	\$11,753	98.36%	2 (complete)
Wagin	\$688,130	\$112,247	83.75%	2 (under construction)
Dumbleyung	\$664,400	\$433,514	35.01%	2 (under construction)
Lake Grace	\$978,930	\$406,974	58.59%	3 (1 completed in LG, 2 under construction in Newdegate)
Woodanilling	\$707,600	\$108,713	84.70%	2 (under construction)
Kent	\$854,486	\$475,288	44.60%	2 (project has commenced)
TOTAL	\$5,023,646	\$1,712,467	inc 66.05%	
	+ interest	interest		

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

Update on 2012/13 expenditure:

Shire	Funds allocated	Remaining	Units to be built
West Arthur	\$608,082.25	\$183,803	2 (under construction)
Williams	\$183,162.25	\$2175	1 (complete)
Lake Grace	\$538,082.25	\$324,480	2 (under construction)
Woodanilling	\$643,082.25	\$182,597	2 (under construction)
TOTAL	\$1,972,409	\$693,055	
	+ interest	inc interest	

Williams has 5 units that have been completed to practical completion – two funded by CLGF 10/11-11/12 and two funded by RCSF and one funded by CLGF 12/13. The units are now complete, with tenancy imminent.

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



8.1.2 SHIRE OF WILLIAMS APPLICATION TO 'CREATING AGE FRIENDLY COMMUNITIES IN SMALL TOWNS' PROJECT (SMALL VALUE GRANT)

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	12 th March 2015

Background

The *Creating Age Friendly Communities Small Value Grant Scheme* aims to improve age friendly community infrastructure and services in the Wheatbelt through funding projects that will enhance the quality of life as people age.

Wheatbelt Local Governments can apply for funding assistance to implement projects identified in the Creating Age Friendly Communities in Small Towns Audit and Prioritisation process. The Scheme is administered by the Wheatbelt Development Commission as part of the Royalties for Regions Program. The Scheme is targeted at providing financial assistance to individual or groups of Wheatbelt Local governments. No other organisation is eligible to apply for this funding.

A total of \$1.765 million has been allocated to this funding Scheme. Funding of at least \$40,000 will be made available through the Scheme to each Wheatbelt Local Government that has identified an infrastructure project utilising the Creating Age Friendly Communities Audit Tool. Local governments are encouraged to 'scale up' their applications to a maximum of \$60,000 as it is possible that some of the Wheatbelt local governments may choose not to apply. This is a once off funding round. The Grant will be paid in one amount based on demonstrating that the Audit tool was completed and used to help determine the project for this Scheme.

Comment

Shire staff were required to tailor the Audit tool template to suit the Shire of Williams. Once the template was finalised, it was then used as the formal Audit tool to review various aspects of the community of Williams. These included:

- Health and Community Services
- Outdoor Spaces and Buildings
- Transport and Movement
- Housing
- Sport and Recreation
- Social Participation
- Respect and Social Inclusion
- Communication and Information

The Audit tool asked a number of questions in relation to these aspects, and then rated the answers according to a pre-determined set of values, giving a 'score' for 'age friendliness' for the community of Williams. The Audit report is included in **EDO Attachment 1** for reference. The answers that were provided were based on informal discussions with seniors, health centre staff, shire administration staff, anecdotal evidence, previous requests of Council and other information on hand.



The Audit tool then gave rise to a number of possible projects that could be considered for a Small Value Grant, and were assessed according to a Prioritisation process which assessed and ranked the projects against each other and ranked them according to level of need.

The projects that have been determined include:

PROJECT	COMPONENTS	TOTAL COST	SVG	SHIRE CASH	SHIRE IN-KIND	OTHER GRANT
Brooking Street Shared Use Path (replacement)	Replace 70m paved pathway from Rosselloty St to Plum Tree & Ivy; and Replace 130m paved pathway from District Club to PO	\$33,000	\$21,600		\$11,400	
Jam Tree Lane Public Open Space	Gazebo, seating, electric BBQ and concrete pathway	\$16,000	\$11,000			\$5000 (Worsley grant)
Seating – Brooking St and RSL Carpark	Bench for RSL carpark (HACC bus); Bench for Brooking St (between PO and shops)	\$3946	\$3946			
New Street Shared Use Path (new)	320m shared use concrete path from Rosselloty St to Albany Highway	\$52,800	\$23,454	\$11,106	\$18,240	
TOTAL		\$105,746	\$60,000	\$11,106	\$29,640	\$5000

An application has been prepared (due 5pm 18th March 2015) for up to \$60,000 (minimum received will be \$40,000) towards the above 4 projects. The projects were prioritised using the *Creating Age-Friendly Communities in Small Towns: Project Prioritisation* tool which ranked the projects based on their ability to meet the identified outcomes of the fund. The results are included at **EDO Attachment 2** for reference. The final determination of funding will be based on the application and the demonstrated need for the projects in contributing to the 'age friendliness' of our community for our seniors to be able to remain living in their community of choice. Once funding is received, the project is expected to be completed by 31st March 2016.

Simultaneously an application is to be submitted to Worsley Alumina Community Investment Funding for \$5000 towards the Jam Tree Lane POS project. I have previously had discussions with Amanda Blunt in regards to this project and the advice received was that this may be a project that they would be interested in supporting.

Financial Implications

Subject to the final funding amount received, Council may have to budget funds for the project in the 2015/16 budget.

Voting Requirements

Simple Majority



Officers Recommendation

1. That Council endorses an application to the Wheatbelt Development Commission's Creating Age Friendly Communities in Small Towns Project – Small Value Grant for up to \$60,000.
2. That Council endorses an application to Worsley Alumina Community Investment Funding for \$5,000 towards the Jam Tree Lane Public Open Space project.

Council Resolution

Major/Medlen

1. That Council endorses an application to the Wheatbelt Development Commission's Creating Age Friendly Communities in Small Towns Project – Small Value Grant for up to \$60,000.
2. That Council endorses an application to Worsley Alumina Community Investment Funding for \$5,000 towards the Jam Tree Lane Public Open Space project.

**Carried 8/0
Resolution 180/15**

8.1.3 GENERAL PROJECTS UPDATE

A number of projects have been completed and are in the process of their respective final reports and acquittal documents being prepared:

- 2011/12 CLGF (Individual) – once fencing around hockey oval complete, a report (with photos) is to be prepared for the Department of Regional Development to finalise the reporting requirements for this project (final report was submitted June 2014)
- 2012/13 CLGF (Individual) – Industrial Shed is now complete and all funding expended, so final report and acquittal (complete with Auditors sign off) will need to be completed by August 2015.

Pending Funding Applications

Project	Funding	Outcome?
RBN Local Government Grants (submitted Oct 2014)	\$32,250	May 2015
NSRF (Federal) 4WDL Well Aged Housing Project (submitted Nov 2014)	\$5,023,648	May 2015
HWEDA WDC CCF (submitted Dec 2014)	\$10,000	May 2015
HWEDA PDC CCF (submitted Dec 2014)	\$10,000	May 2015
Williams Lions Park WDC CCF (submitted Dec 2014)	\$20,000	May 2015
SIII (State) 4WDL Well Aged Housing Project (submitted Feb 2015)	\$5,023,648	May 2015
Newmont Williams Golf Club (submitted March 2015)	\$5000	May 2015
Worsley Williams Golf Club (submitted March 2015)	\$5000	May 2015
Newmont Shire of Williams/Williams Playgroup (submitted March 2015)	\$4065	May 2015

8.1.4 EDO REPORT ACCEPTANCE

Voting Requirements

Simple Majority



Officers Recommendation

That the EDO's report as presented be received.

Council Resolution

Logie/Carne

That the EDO's report as presented be received.

**Carried 8/0
Resolution 181/15**

**Heidi Cowcher
Economic Development Officer
12th March 2015**

Mrs Cowcher left the meeting at 12.26pm



8.2 WORKS SUPERVISOR'S REPORT

The Works Supervisor Tony Kett entered the meeting at 12.27pm to discuss his report.

File Reference 12.15.36
 Statutory Reference N/A
 Author & Date Tony Kett 10th March 2015

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Quindanning-Darkan Rd	18.2
Taylor Rd	9.1
Zilko Rd	19.3
Narrakine Rd	6.2
Pig Gully Rd	11.0
Playle Rd	7.3
McKenzie Rd	5.4
Pingelly Rd	8.1
Congelin-Narrogin Rd	6.1
Deep Dene Rd	5.7
Glenfield Rd	13.6
Total Length for the Month	110 km

8.2.2 ROAD MAINTENANCE WORKS

- Patching on York-Williams Rd
- Patching on Quindanning-Darkan 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
York-Williams Rd (19.50km)	Shoulder widening and Seal from 6m to 7m	11.60	18.60	7.00	Tree clearing done.	Picking up spoil.
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					Completed



Bowling Club Car Park	Seal and Kerb	Completed
Aged Homes	Drainage, seal and kerb	Completed
New Hockey Oval	Install lights and reticulation and plant grass	Grass planted. Footings in for retainer wall.

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms Dec. 2014	Works Completed this month
Ford FG G6E Sedan WL 16	Light Vehicles	Cara Ryan	July 2011	106,567 km	
Toyota Kluger 16 WL		Ryan Duff	10 Sep 14	9,746 km	
Holden Rodeo Dual Cab Utility WL5499		Maintenance	5-Nov-04	215,838 km	
Isuzu D-Max WL 19		Tony Kett	9 –Sep 14	8,076 km	
Kia 2 Tonne Truck WL 5414		Jeff Cowan	9-Oct-07	110,275 km	
Holden Rodeo Crew Cab Utility WL842		Andrew Wood	15-Nov-06	270,182 km	Repaired intercooler. New tappet cover.
Holden Rodeo Single Cab Utility WL 826		James Lenahan	20-Nov-06	97,135 km	
Mitsubishi Triton Single Cab Utility WL 430		Stewart Cowcher	22-Sep-99	222,272 km	
Multipac Multi-Tyre Road Roller WL49	Construction Equipment	Ray Scobie	21-Oct-04	5,610 hr	
Vibromax Roller WL 126			29-Sep-04	3,588 hr	
Caterpillar 12M Grader WL61		Richard Hewitt	Dec 2011	2,720 hr	
Caterpillar 12m Grader WL361		Andrew Wood	20-Oct-06	128 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	3,760 hr	2 new hydraulic hoses.
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	5,418 hr	New filters for air conditioner
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	2,181 hr	
John Deere MFWD Tractor WL 767		Works	21-Oct-97	9,400 hr	
Toro Reelmaster SP mower WL5502	Parks & Gardens	Works	Aug-09	680 hr	Serviced
Kubota Generator		Refuse Site		2,143 hr	
Toro Z597 Ride on Mower WL 731		Jeff Cowan	1-Oct-06	1,542 hr	



Toro Z400 Kholer Ride on Mower WL5302		Jeff Cowan	8-Aug-05	533 hr	
Honda TRX Four Wheel M/Cycle WL 429		Jeff Cowan	20-Mar-00	1,311 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	233,600 km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	250,462 km	New safety rail on back of water truck.
Mercedes Benz Actross Prime Mover WL91		Phil Reed	21-Dec-05	256,706 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	164,256 km	Serviced
Isuzu NPR 300 Truck WL 016		Ray Scobie	21-Jan-13	39,219 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	107,475 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	106,049 km	
Howard Porter Pig Trailer WL3792		Justin Murdock	10-Dec-08	106,456 km	

8.2.5 STAFF

- Nil to report

8.2.6 TOWN AND FACILITIES REPORT

- New shade sails at Willi Wagtails Childcare Centre

8.2.7 PRIVATE WORKS

- Fire breaks rehabilitated at Quindanning

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 8/0
Resolution 182/15**

Mr Kett left the meeting at 12.50pm



8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

The Environmental Health/Building Surveyor Steve Friend entered the meeting at 12.51pm to discuss his report.

8.3.1 BUILDING PERMITS

File Reference 13.34.10
Statutory Reference N/A
Author & Date Steve Friend 13th March 2015

Comment

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

#352	F & P Kulker (Shire of Williams)	Lot 440 Marjidin Way	Commercial Shed & Office
#353	Redink Homes (B & R Willcocks)	Lot 11 Pinjarra-Williams Rd	Dwelling
#354	D Kirby & Co (B Steike)	Lot 12 Fry St	Patio
#355	White Building Co (B Liddelow)	Loc 870 Carne Rd	Dwelling Extension
#356	J Price (B Reed)	Lot 33 Rosselloty St	Shed

Financial Implication

Fees: Shire \$1,224.38; BSL \$503.07; BCF \$938.07

The Shire fees were offset by having to pay \$844 BCF and \$379.80 BSL to the Government!

Voting Requirements

Simple Majority Required

Officers Recommendation

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

Council Resolution

Medlen/Cavanagh

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

Carried 8/0
Resolution 183/15



8.3.2 FOOD PREMISES INSPECTION

File Reference 7.40.41
Statutory Reference N/A
Author & Date Steve Friend 13th March 2015

Comment

Caltex Roadhouse – Cleanly maintained

Williams Woolshed – Cleanly maintained. A report of contamination (plastic shard) in foodstuffs investigated (confirmed).

Voting Requirements

Simple Majority Required

Officers Recommendation

That the Food Premises Inspection report be endorsed by Council

Council Resolution

Johnstone/Major

That the Food Premises Inspection report be endorsed by Council.

Carried 8/0
Resolution 184/15

8.3.3 SWIMMING POOL SAMPLES

File Reference 11.20.20
Statutory Reference Health Act 1911; Health (Aquatic Facilities) Regulations
Author & Date Steve Friend 13th March 2015

Background

It is a requirement of the Code of Practice for Aquatic Facilities that class 1 Public Swimming Pools are sampled on a monthly basis.

Comment

The Williams Swimming Pool was sampled in March with the results coming back showing a good water quality.

Financial Implications

N/A

Voting Requirements

Simple Majority



Officers Recommendation

That Council endorses the actions of the EHO/BS with respect to the sampling of the Williams Public Pool.

Council Resolution

Medlen/Logie

That Council endorses the actions of the EHO/BS with respect to the sampling of the Williams Public Pool.

**Carried 8/0
Resolution 185/15**

8.3.4 EFFLUENT REUSE WATER SAMPLING

File Reference 11.20.20

Statutory Reference

Author & Date Steve Friend 13th March 2015

Background:

The Shire of Williams re-uses effluent delivered from the Water Corporation facility to the storage dam in the Shire depot.

The water irrigates the town oval and hockey grounds.

Comment

The effluent has not been delivered to the Shire tank as frequently as wanted/thought as once again, the Water Corporation has run out of effluent (in the waste water plant).

Water Corp. has begun transferring effluent from the Railway Dam back to the plant for chlorination and then delivery to the Shire.

One sample was taken since the last meeting with the sample results well within the Department of Health parameters.

Voting Requirements

Simple Majority Required

Officers Recommendation

That Council endorses the actions of the EHO/BS with respect to the sampling of the Williams Effluent Reuse water.



Council Resolution

Carne/Medlen

That Council endorses the actions of the EHO/BS with respect to the sampling of the Williams Effluent Reuse water.

**Carried 8/0
Resolution 186/15**

LATE ITEMS

Council Resolution

Cavanagh/Carne

That the following late item be accepted for discussion.

**Carried 8/0
Resolution 187/15**

8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT – LATE ITEM

8.3.5 STORAGE SHED – CRC BUILDING

File Reference	13.34.10
Statutory Reference	Shire of Williams Town Planning Scheme
Author & Date	Steve Friend 15 th March 2015
Attachments	Included

Background

The CRC manager has requested permission to erect a 4.5m x 2.5m x 2.4m Colorbond clad shed on the property to store excess art and art equipment.

Comment

The CRC building is a Shire owned building and the management hopes to erect a 4.5m x 2.5m x 2.4m Colorbond clad shed in the north east corner of Lot 371 –see map attached.

The reason for the shed is because the back verandah of the current building has numerous art pieces and art equipment stacked against the rear wall and it is felt that a storage shed will alleviate this problem.

The proposed shed will back onto the boundary where the rear laneway runs behind the building, and go right up to the pathway running from the public carpark to the rear of the building.

There will be a separation from the current building of 1.8m to satisfy fire separation of buildings on the same allotment.



The land is zoned *Public Purposes* in the Shire of Williams Town Planning Scheme (TPS) and as such requires planning approval.

The proposed shed will be purchased by the CRC with the erection of the shed by the Shire's handyman (I am unsure whether this will be charged to the Shire).

The building itself is a beautiful building with rendered walls. Ideally the shed would match the exterior wall material however cost dictates this is not possible.

Colorbond is a perfectly reasonable alternative.

Officers Recommendation

That Council agrees to the CRC purchasing and erecting a 4.5m x 2.5m x 2.4m Colorbond clad shed in the position shown, with the Colorbond colour to match as closely as possible the current exterior wall colour.

Council Resolution

Medlen/Major

That Council agrees to the CRC purchasing and erecting a 4.5m x 2.5m x 2.4m Colorbond clad shed in the position shown, with the Colorbond colour to match as closely as possible the current exterior wall colour.

**Carried 8/0
Resolution 188/15**

8.3.6 EHO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EHO's report as tabled be received.

Council Resolution

Paterson/Medlen

That the EHO's report as tabled be received.

**Carried 8/0
Resolution 189/15**

Mr Friend left the meeting at 1.16pm



8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

File Reference	4.1.20
Statutory Reference	N/A
Author & Date	Ryan Duff 12 th March 2015

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 March 2015 be received by Council.

Council Resolution

Medlen/Major

That the Chief Executive Officer's General Report for March 2015 be received by Council.

Carried 8/0
Resolution 190/15

Council Resolution

Medlen/Major

That the Ordinary Meeting of Council set for Wednesday, 15th April 2015 is re-scheduled for Wednesday, 22nd April 2015.

Carried 8/0
Resolution 191/15



8.4.2 DEPARTMENT OF LOCAL GOVERNMENT – ANNUAL COMPLIANCE RETURN

File Reference	4.22.00
Statutory Reference	Section 7.13(i) of the <i>Local Government Act 1995</i> and Local Government (Audit) Regulation 13
Author & Date	R.N. Duff 12 th March 2015
Attachments	Appendix 1 - 2014 Compliance Audit Return

Background

Under the Local Government Audit Regulations 1996, a Local Government is required to carry out a compliance audit for the period 1st January 2014 to 31st December 2014. The certified return needs to be submitted to the Director General, Department of Local Government by 31st March 2015.

The compliance audit return must be:

1. Presented to Council at a meeting of the Council;
2. Adopted by the Council; and
3. Recorded in the minutes of the meeting at which it is adopted.

A copy of the return is submitted for Councillors' perusal, comment and adoption by Council before 31st March 2015. It is necessary for the Shire President and Chief Executive Officer to sign off the return as a certified copy.

Comment

Two sections in the report were responded to in the negative. These were Questions 8 & 9 in the Delegation of Power/Duty section where the CEO has not received and not given written instruction regarding the powers delegated to the CEO and by the CEO to others.

Compliance return attached at **APPENDIX 1**.

Financial Implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That the Compliance Audit Return for 2014 be adopted and forwarded the Department of Local Government.



Council Resolution

Cavanagh/Paterson

That the Compliance Audit Return for 2014 be adopted and forwarded to the Department of Local Government as recommended by the Audit Committee.

Carried 8/0
Resolution 192/15



The Chief Executive Officer declares a proximity interest in this matter being the owner of Lot 54 Munthoola Rd.

8.4.3 JN GENDERS – REQUEST TO SEAL MUNTHOOLA RD

File Reference	10.64.20
Statutory Reference	N/A
Author & Date	Ryan Duff 12 th March 2015

Background

At the February 2015 Council meeting Mr J Genders attended public question time and posed a question regarding the sealing of Munthoola Rd which is a condition of subdivision for Lot 55 Munthoola Rd being WAPC application 147783.

WAPC 147783 proposes to subdivision Lot 55 which is 13.119ha into 5 lots ranging from 2.07ha to 2.95ha. Council supported the subdivision application subject to the following conditions:

1. Satisfactory arrangements being made with the local government for the full cost of upgrading and construction of Munthoola Road in the locations as shown on the plan dated 15 April 2013 to a bitumised standard.
2. Uniform fencing being constructed along the boundaries of all of the proposed lots abutting Reserve 48750 and Williams River.
3. The landowner/applicant shall provide a written undertaking to the satisfaction of the Western Australian Planning Commission to advise prospective purchasers of the provisions of the local government's local planning scheme that relate to the use and management of the land.

Extract from February 2015 Council minutes:

Mr Genders asked whether Council would reconsider the current condition, placed on the subdivision approval of 5 lots on Lot 55 Munthoola Rd, for Munthoola Rd to be upgraded to a bitumen standard. Mr Genders said that bitumising the road at his own cost would make the subdivision not viable. Although he can't afford to bitumise the whole lot he would be prepared to contribute on a per lot basis. Would Council consider a contribution from him or setting up a trust account for future bitumising?

Comment

Munthoola Rd is 1.46km in length. The actual section that requires sealing is 1.2km, shown in blue, which excludes the entrance to Williams Country Accommodation.



To achieve a sealed standard the road only requires a small amount of gravel and earthworks due to this being done by the developer on the original subdivision prior to handing the road to the Shire of Williams. The Chief Executive Officer estimates that for the Shire of Williams to complete these works the cost would be \$99,076 as showing in the table below:

	Day cost	No. Days	Council cost
Wages/OH	\$ 2,488	10	\$ 24,876
Plant	\$ 1,765	10	\$ 17,650
	\$ 4,253		\$ 42,526
Materials			\$ 1,000
Metal			\$ 18,717
Bitumen			\$ 35,574
Gravel			\$ 1,258
			\$ 56,550
			\$ 99,076

The cost of the road to the developer equates to \$19,815 per block.



Financial implications

Mr Genders has indicated that he would be able to make a contribution to the sealing work if Council would agree to do the work.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council determine if the Shire of Williams would seal Munthoola Rd for Mr J Genders and the level of cost recovery sought in order to clear condition 1 of WAPC Application 147783.

Council Resolution

Medlen/Johnstone

1. That Council requests that the CEO write to Mr Genders advising that Council are prepared to bitumise the road at cost which is currently \$99,076; requiring an upfront payment of 60%. The remaining 40% of the cost will be required to be paid to the Shire, within three years from the date that the works are complete. Interest will be payable on the 40% at a reducing rate.
2. A legally binding document be put in place outlining the payment agreement

Carried 8/0
Resolution 193/15



8.4.4 PART ROAD CLOSURE – MCKENZIE RD, WILLIAMS

File Reference	12.15.38
Statutory Reference	N/A
Author & Date	Ryan Duff 12 th March 2015

Background

Correspondence Received from JD & MR Ford:

"We have recently purchased land at the end of McKenzie Road, Williams. We believe that McKenzie Road extends through the shed and house block on Loc 13061. To our knowledge this part of McKenzie Road has never been developed or used by the general public.

We are writing to request that McKenzie Road from the farm gate onwards be closed.

This section of road is un-maintained and un-fenced and does not have any significant purpose. Therefore, we believe it would have no impact on the general public if it were closed off.

As is, the surveyed road through our property can leave us open to trespassers on our land and near the house. We feel this is a potential danger to livestock and residents, including children, if left accessible to the public.

This issue has come to light after a recent visit from an unannounced group who unhinged the gates and declared they had a right to be there as it was a surveyed road.

If you require any more information in relation to this please do not hesitate to contact us. We thank you for your consideration in this matter."

Comment

The simplified process is as follows:

1. Council resolves to seek comment on the closure of the unmade road
2. Write to neighbouring property owners and utility providers
3. Council formally resolves to close the unmade road
4. S.58 Taking of Land
5. Request submitted to the Department of Regional Development and Lands – State Land Services

It is requested that Council close the section of McKenzie road from 3.08 to 5.43 SLK. This is the section of road that is presently not being maintained by the Shire of Williams and running through the property owned by JD & MR Ford.



Financial implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

1. That Council resolve its intention to close McKenzie Road from 3.08 to 5.43 SLK shown at above and advertise, in accordance with Section 58 of the Land Administration Act 1997.
2. That in the event no objections are received at the end of the notice period, the closure of the portion of road reserve is recommended to the Minister for Planning.



Council Resolution

Carne/Major

That Council resolve its intention to close McKenzie Road from 3.08 to 5.43 SLK shown above and advertise, in accordance with Section 58 of the Land Administration Act 1997.

Carried 8/0
Resolution 194/15



8.4.5 PHARMACY APPROVAL – 34 ALBANY HIGHWAY

File Reference	10.60.10
Statutory Reference	Town Planning Scheme No. 2
Author & Date	Ryan Duff 12 th March 2015

Background

Application has been received from Mr D Ghaly to change the use of Lot 17 (No. 34) Albany Highway to allow him to operate a Pharmacy Business.

Comment

Lot 17 shown below is zoned Commercial under the Shire of Williams Town Planning Scheme No. 2. The proposed use for this property is allowed under our Scheme Zoning Table.



The Chief Executive Officer has provided Mr Ghaly with a letter of approval to operate a pharmacy from Lot 17. The letter states that the Shire of Williams approves the use of Lot 17 (No. 34) Albany Highway as a pharmacy. The property is zoned commercial and is suitable for this use.

The property fronts the Albany Highway and has adequate parking on Albany Highway and New St. The property is accessible to the public, although the applicant may wish to consider disability access issues.

If the applicant wishes to install any signage for their business they should contact the Shire Office prior to doing so to discuss plans and gain approval.



Financial Implications

Nil.

Voting Requirements

Simple Majority

Officers Recommendation

That Council endorses the Chief Executive Officer's actions in approving the change of use Lot 17 Albany Highway Williams for the establishment of a Pharmacy Business.

Council Resolution

Cavanagh/Medlen

That Council endorses the Chief Executive Officer's actions in approving the change of use Lot 17 Albany Highway Williams for the establishment of a Pharmacy Business.

Carried 8/0
Resolution 195/15



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	12 th March 2015

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 104328 - 104345, EFT, Bpay and Direct Debits totalling \$159,810.53, Trust Fund Cheque 1147 and EFT transfers totalling \$912.00, CLGF Regional Funding EFT transfers totalling \$322,078.04 approved by the Chief Executive Officer be endorsed and Municipal Fund EFT transfers totalling \$122,648.17 and Municipal Fund Cheques 104347 - 104354 totalling \$12,140.69 be approved for payment.



Council Resolution

Johnstone/Paterson

That Municipal Fund Cheques 104328 - 104345, EFT, Bpay and Direct Debits totalling \$159,810.53, Trust Fund Cheque 1147 and EFT transfers totalling \$912.00, CLGF Regional Funding EFT transfers totalling \$322,078.04 approved by the Chief Executive Officer be endorsed and Municipal Fund EFT transfers totalling \$122,648.17 and Municipal Fund Cheques 104347 - 104354 totalling \$12,140.69 be approved for payment.

**Carried 8/0
Resolution 196/15**

Afternoon Tea

Council adjourned for afternoon tea at 2.30pm and resumed the meeting at 2.59pm.

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	12 th March 2015

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 28th February 2015 be received.



Council Resolution

Paterson/Johnstone

That the financial statements presented for the period ending 28th February 2015 be received.

Carried 8/0

Resolution 197/15

LATE ITEMS

Council Resolution

Cavanagh/Logie

That the following late item be accepted for discussion.

Carried 8/0

Resolution 198/15

8.5 MANAGER OF FINANCE – LATE ITEM

8.5.3 2014/2015 BUDGET REVIEW

File Reference

4.21.25

Statutory Reference

Local Government Act 1995 Section 6.12(1)

Author & Date

Cara Ryan 17th March 2015

Attachments

Appendix 1 - 2014/2015 Budget Review Statement of Financial Activity, Net Current Funding and Predicted Variances

Purpose

To consider and adopt the Budget Review as presented and recommended at the Audit Committee meeting held on Wednesday, 18th March 2015.

Background

A Budget Review Statement of Financial Activity incorporating year to date budget variations and forecasts to 30th June 2015, for the period ending 28th February 2015 was presented to the audit committee to consider and for recommendation to Council for adoption. The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. The results of the review and accompanying report from the review must be presented to Council within 30 days of the review. The review and determination is then to be provided to the Department of Local Government within 30 days of the adoption of the review.



The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 5% and \$5,000 minimum for reporting of material variances to be used in the statements of financial activity and the annual budget review.

Features of the review as summarised from the detailed financial reports attached are as follows:

REVENUE

Unexpected Bonus Payment from LGIS	\$3,522
Funding received for Workforce Planning Review	\$25,000
Decrease in Interest Received	(\$40,000)
Increase in Childcare Centre Fees	\$5,000
Department Education Grant, third instalment postponed to June 2016	(\$9,710)
Loss in rental income on Aged Housing	(\$12,000)
Insurance Claim – Recreation House fence	\$4,670
Decrease in rental income for Adam Street, no longer private rental	(\$5,000)
Payments received from LGIS	\$5,905
TOTAL ADDITIONAL REVENUE	(\$22,613)

EXPENDITURE

Decrease in members expenses	\$9,000
Increase in Subscription fees	(\$4,312)
Additional fees required for Auditor for Financial Review	(\$5,000)
Additional fees for consultant to undertake the Workforce Planning Review	(\$15,000)
Shire office painting postponed	\$8,000
Saving on Mosquito Control expenses	\$3,000
Decrease on wages for Childcare Centre Staff	\$10,000
Decrease in childcare training for Staff due to grant funding	\$7,500
Saving on maintenance to the Community Resource Centre building	\$5,000
Saving on maintenance on Aged Units	\$2,500
Decrease in costs for Area Promotion	\$2,000
Water usage expense over budget expectations	(\$10,000)
Staff training for works crew under budget expectations	\$5,000
Saving on Fuel and Oil costs	\$30,000
TOTAL ADDITIONAL REVENUE	\$47,688

CAPITAL ADJUSTMENTS

Increased loss on trade in of Volvo Grader to CAT Grader	(\$10,400)
CEO's vehicle trade-in below budget	(\$5,000)
Sale of Vib Roller postponed	(\$35,000)
Sale of 23 Fry Street under budget expectations	(\$5,000)
Trade-in on Works Manager vehicle	\$9,968
Additional loan funds required for CAT Grader	\$20,400



Regional Refuse site postponed	\$85,000
Upgrade of Lions Park furniture postponed	\$10,000
Upgrade of Bowling Club carpark over budget expectations	(\$5,000)
Contribution to Quindanning Hall covered by operating expenses	\$3,000
Additional repayment of new debentures for IT, Grader and Industrial Shed	(\$34,055)
CAPITAL ADJUSTMENT	\$33,913

OTHER ITEMS

Decrease in Opening Surplus	(\$14,720)
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Statutory Implications

REGULATION 33A OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 requires:

- (1) Between 1 January and 31 March in each year a local government is to carry out a review of its budget for that year.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the Council.
- (3) A Council is to consider a review submitted to it and is to determine by absolute majority whether or not to adopt the review, any parts of the review or any recommendations made in the review.
- (4) Within 30 days after a Council has made a determination it is to be provided to the Department of Local Government.

Financial Implications

Due to the above adjustments the closing deficit of \$38,240 is now predicted to be a surplus of \$6,028, an increase of funds of \$44,628. The increase in funds includes timing adjustments of \$65,790 and may be required to be carried over to the 2015/2016 budget.

Voting Requirements

Absolute Majority

Officers Recommendation

That Council adopt the 2014/2015 Budget Review for the period 1 July 2014 to 28 February 2015 as presented in the 2014/2015 Budget Review Financial Statements.

Council Resolution

Cavanagh/Paterson

That Council adopt the 2014/2015 Budget Review for the period 1 July 2014 to 28 February 2015 as presented in the 2014/2015 Budget Review Financial Statements.

Carried 8/0
Resolution 199/15



8.6 COUNCILLORS' REPORTS

Cr Cavanagh was an apology at the recent CLC meeting, but discussed the meeting content from the minutes.

Cr Cowcher chaired the WALGA Zone Meeting on the 27th February 2015 hosted by Williams and discussed the meeting.

9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN.

10.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.

10.1 ELECTED MEMBERS.

10.2 OFFICERS.

11.0 APPLICATION FOR LEAVE OF ABSENCE

12.0 INFORMATION SESSION

13.0 CLOSURE OF MEETING

The President declared the meeting closed at 3.32pm.