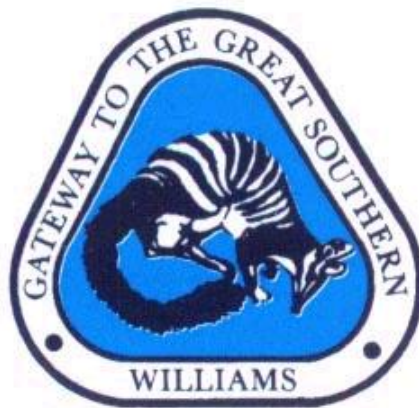


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY
18TH NOVEMBER 2015***



COUNCIL DIARY

WEDNESDAY 18TH NOVEMBER 2015

12noon

Audit Committee Meeting

1.00pm

Ordinary Meeting

1.15pm

UDLA Presentation

WEDNESDAY 16TH DECEMBER 2015

1.00pm

Ordinary Meeting



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SHIRE OF WILLIAMS

BROOKING STREET, WILLIAMS, WESTERN AUSTRALIA.

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

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

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

Your Ref:

Our Ref:

NOTICE OF MEETING

You are respectfully advised that the next ordinary meeting of Council will be held in the Council Chambers at 1.00pm on Wednesday 18th of November 2015, preceded by the Audit Committee Meeting at 12noon.

Yours faithfully

Cara Ryan
Acting 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 1.08pm and welcomed Mr Geoff McKeown to the Ordinary meeting of Council.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher	President
Cr Greg Cavanagh	Deputy President
Cr David Earnshaw	(from 1.14pm)
Cr Richard Johnstone	
Cr Natalie Major	
Cr Jarrad Logie	
Cr Peter Paterson	
Cr Moya Carne	
Geoff McKeown	Incoming Chief Executive Officer
Cara Ryan	Manager of Finance / Acting CEO
Heidi Cowcher	Economic Development Officer (1.08pm to 2.04pm) and (2.24pm to 3.57pm)
Tony Kett	Works Supervisor (2.06pm to 2.23pm)
Steve Friend	Environ. Health Officer/Building Surveyor (4.28pm to 4.43pm)

Apologies

Cr Gilbert Medlen

Visitors

Sarah May (UDLA) – (1.08pm to 2.04pm)
Daniel Firms (UDLA) – (1.08pm to 2.04pm)

3.0 PUBLIC QUESTION TIME



4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

The President welcomed Sarah May and Daniel Firms from UDLA, at 1.10pm, to discuss and present the Lions Park Concept Plan.

Sarah and Daniel discussed the project and the highlights of the plan, and the areas that had been identified by the community at the briefing session that morning held at the Williams Community Resource Centre. The community had highlighted their main areas of concern were fencing of the children's play area, a need for increased parking provision, how the proposed bridge works would impact on the project and the urgent need to consider the weir and how it can be incorporated into a park that is attractive year round.

Cr Earnshaw arrived during the presentation at 1.14pm.

The indicative costs were discussed, with Daniel highlighting that these were based on a landscape team being employed to do the whole project where it would be highly likely that Council may be able to complete some of the proposed works in house.

There was general discussion on the plan with Elected Members asking a number of questions.

Being no further questions from Council the President thanked Sarah and Daniel on the work that they have done so far and for their presentation.

The project will be subject to sourcing funding.

Heidi Cowcher, Sarah May and Daniel Firms departed the Council Chambers at 2.04pm

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	
Item No. / Subject	
Type of Interest	



6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 21ST OCTOBER 2015

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 21st October 2015, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Paterson/Cavanagh

That the Minutes of the Ordinary Meeting held on 21st October 2015, as previously circulated, be confirmed as a true and accurate record.

**Carried 8/0
Resolution 108/16**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.0 REPORTS



The President adjourned the order of the Ordinary meeting to attend to 8.2 Works Supervisor Report.

8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 2.06pm to discuss his report.

File Reference 12.15.36
Statutory Reference N/A
Author & Date Tony Kett 11th November 2015

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (kms)
Pingelly Rd	8.1
Congelin-Narrogin Rd	6.1
Folland Rd	2.9
Curteis Rd	4.2
Waldock Rd	1.8
Dardadine Rd	21.5
Martin Rd	3.8
Total Length for the Month	48.4 km

8.2.2 ROAD MAINTENANCE WORKS

- Hired a water tanker for water binding York-Williams Rd
- Graded fire break around vacant land near Quindanning Hall

8.2.3 2015/16 ROAD CONSTRUCTION PROGRAM

Road Construction Program 2015-16								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams Darkan Rd	Repair failed sections				Jul-15	Jul-15	Sealing to do...
8	Tarwonga Dardadine (21.50km)	Clear, widen & gravel sheet to 9m	5.00	12.50	7.50	Jul-15	Aug-15	Gravel sheeting complete. Minor tree trimming continuing
31	Extracts Rd (12.25km)	Tree trimming and repair failed section	Various slks			Aug-15	Sep-15	Completed.
10	Pingelly Rd (8.01km)	Seal to 7m	0.00	0.50	0.50	Sep-15	Nov-15	



1	York-Williams Rd (19.50km)	Seal previous sections	12.20	19.50	7.30	Sep-15	Nov-15	Water Binding. Sealing on 24-25-26 th
67	Brooking Street	Footpath	0	0.27	0.27	Oct-15	Nov-15	
	New street	Footpath	0	0.32	0.32	Oct-30	Dec-18	Ready for concrete.
68	Growse St	Footpath	0	0.32	0.32	Oct-15	Nov-15	Footpath in.
	Road to be decided	Reseal	0.00	6.00	6.00	Nov-15	Nov-15	
11	Marradong Rd (11.45km)	Repair drainage and reconstruct failed sections	Various slks		1.00	Nov-15	Nov-15	
75	Cornwall Tce	Re-align intersection	0.50	5.31	4.81	Dec-15	Dec-15	
25	Cowcher Rd	Repair culvert running surface				Jan-16	Jan-16	
15	Glenfield (13.63km)	7m seal	0.50	5.31	4.81	Jan-16	Mar-16	
12	Zilko Rd (19.31km)	Widen & gravel sheet to 9m	13.00	14.50	1.50	Mar-16	Apr-16	
12	Zilko Rd (19.31km)	Tree trimming	Various slks			Mar-16	Apr-16	
2	Darkan Quindanning (30.3)	Tree trimming - south end 14.7km	Various slks			Apr-15	May-15	

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Kms July 2015	Works Completed this month
Mazda CX5	Light Vehicles	Cara Ryan	23 Sept 15	5,092km	** km reading 10/11/15
Toyota Kluger 16 WL			10 Sep 14	28,759 km	
Holden Rodeo Dual Cab Utility WL5499		Maintenance	5-Nov-04	223,966 km	Serviced
Isuzu D-Max WL 19		Tony Kett	9-Sep 14	28,500 km	
Kia 2 Tonne Truck WL 5414		Jeff Cowan	9-Oct-07	129,600 km	
Holden Colorado Crew Cab Ute WL 742		Andrew Wood	5-Oct 15	171,000 km	
Holden Rodeo Crew Cab Utility WL842		Out Side staff	15-Nov-06	285,069 km	
Holden Rodeo Single Cab Utility WL 826		James Lenehan	20-Nov-06	104,128 km	
Mitsubishi Triton Single Cab Utility WL 430		Stewart Cowcher	22-Sep-99	224,716 km	



Skid Steer Track Loader	Construction Equipment	Out Side work Crew.	Sep 2015	51 hr	
Multipac Multi-Tyre Road Roller WL49		Ray Scobie	21-Oct-04	5,802 hr	
Vibromax Roller WL 126			29-Sep-04	3,802 hr	
Caterpillar 12M Grader WL61		Richard Hewitt	Dec 2011	3,289 hr	
Caterpillar 12m Grader WL361		Andrew Wood	20-Oct-06	767.6 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	4,160hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	5,827hr	
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	2,354 hr	Two new front tyres.
John Deere MFWD Tractor WL 767		Works	21-Oct-97	9,551 hr	
Toro Reelmaster SP mower WL5502		Works	Aug-09	796 hr	
Kubota Generator		Parks & Gardens	Refuse Site		2,570 hr
Toro Z597 Ride on Mower WL 731	Jeff Cowan		1-Oct-06	1,628 hr	
Toro Z400 Kholer Ride on Mower WL5302	Jeff Cowan		8-Aug-05	552 hr	
Honda TRX Four Wheel M/Cycle WL 429	Jeff Cowan		20-Mar-00	1,332 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595	James Lenehan		24-Aug-94	233,800 km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	273,335 km	Serviced
Mercedes Benz Actross Prime Mover WL91		Phil Reed	21-Dec-05	269,079 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	180,424km	
Isuzu NPR 300 Truck WL 016		Ray Scobie	21-Jan-13	50,313 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	115,400 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	113,500km	
Howard Porter Pig Trailer WL3792		Justin Murdock	10-Dec-08	122,300 km	

8.2.5 STAFF

- Nil to report



8.2.6 TOWN AND FACILITIES REPORT

- Nil to report

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

Paterson/Earnshaw

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

**Carried 8/0
Resolution 109/16**

Mr Tony Kett departed the meeting at 2.23pm.

The order of the meeting re-commenced at 8.1 Economic Development Officers report.



8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

The Economic Development Officer, Heidi Cowcher entered the meeting at 2.24pm to discuss her report.

8.1.1 4WDL WELL AGED HOUSING PROJECT

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 10 th November 2015

Background

The Shire of Williams, as lead agency on behalf of the 4WDL Regional Group, has secured funding to construct a total of at least 45 units across seven local governments from various sources. To date four separate funding streams have financed the construction, two of which are now complete (2010/11 CLGFR and 2011/12 CLGFR funding – both have had final reports submitted and accepted by the Department). 2012/13 CLGFR is due to be expended in early 2016 with the final funding stream (SII) only just commencing.

Comment

The RCSF funding was all expended by **30th September 2015**, with the final report and acquittal due to be submitted by 31st December 2015. Once units are complete, the Shire of Williams will conduct an independent inspection of the units across the project area to ensure compliance with Universal Access Design principles as per the FAA. Unit inspections have been completed in all Shires with exception of Lake Grace (Newdegate units). A quarterly report for activity July-September 2015 was submitted at the end of October.

Due to delays with the completion of the construction of the units in Newdegate, approval has been requested of the Department for the Final Report and Acquittal Statement to be given an extension to the 1st April 2016. Approval has been granted.

The 2012/13 CLGFR funding (\$1,972,409 to construct 7 units) is due for completion **11th February 2016**. The final report will be required to be completed by 11th May 2016. A quarterly progress report for activity July-September 2015 was submitted the end of October.

SII Funding (due for completion December 2018)

Funding totalling \$5,023,648 has been secured to construct an additional 14 units across 6 shires. A quarterly progress report for activity July-September 2015 was submitted in the first week of November.

The number of units allocated and a brief update on progress is as follows:

West Arthur: 2 units

Land has been purchased; settlement takes place end of November

Meeting with architect proposed for mid-November with tenders to be advertised shortly after.



Williams: 2 units

Tender has been advertised (reported separately)
Site surveying and soil testing has commenced.

Lake Grace: 3 units

Detailed survey of Lot 107 Bennett Street has been completed
Submission currently with Department of Lands to change purpose of Reserve 24473 and Lots 206 and 107 Bennett Street
Design changes on units currently with architect (Gary Batt and Associates)

Woodanilling: 2 units

Site selection has occurred (opposite existing units)
Architectural plans being finalised (Gary Ramm) prior to going to tender for construction (have resolved to build 2 bed, 1 bath/1 toilet units)

Dumbleyung: 2 units

Units are to be built on same site as existing units in Kukerin.
Designing has commenced so that planning approval can be granted and tender process commenced. Should be at November Council meeting.

Wagin: 3 units

Shire has met with Cottage Homes and architect (H & H Architects) to discuss changes to design and fittings so as to finalise tender documentation. Propose to go to tender before Christmas.

Financial Implications

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

Voting Requirements

Simple Majority

Officer's Recommendation

For information only. The report on progress of the 4WDL Well Aged Housing Project is noted.



8.1.2 SHIRE OF WILLIAMS AGED UNITS TENDER

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 10 th November 2015
Additional Information	Tender Specifications Working Group Minutes – Meeting held 5 th November 2015 M & V Ranieri Plans – as tendered

Background

Council has previously declared its intent to construct Aged Units on former Lots 32, 33, 34 New Street and Lot 110 & 111 Growse St. A concept plan of the proposed development of the entire site that incorporated a potential 13 units was endorsed by Council at its May 2011 meeting.

The aforementioned lots were subdivided and the resultant plan has 10 lots available for construction without removing any existing infrastructure.

Construction was completed of the 5 rear units (Lots 69, 70, 71, 72 & 73) in 2014, with tenancy occurring in May 2015. The funding for the construction of these units was provided by the Royalties for Regions Country Local Government Fund (2010/11, 2011/12, 2012/13) and the Regional Community Services Fund.

The sixth block is the public open space (Lot 75), and this is to be completed with funding provided by the Wheatbelt Development Commission’s Age Friendly Communities Funding. It is anticipated that a gazebo, seating, pathways and raised planter beds and landscaping will be completed by the end of the year.

Through the SII funding, the Shire of Williams is to be allocated \$717,664 to construct a further 2 units. It is proposed that these units are to be constructed on Lots 67 & 68 New Street. At the August 2015 Council meeting, Council resolved to call for Design and Construct tender for 2 units (with an optional third, funds permitting).

SII Funding 2015		
Site costs	\$25,000.00	Shire
Services /Tel/gas/elec/water	\$30,000.00	Shire/Builder
Building costs	\$597,664.00	Builder
Driveway	\$17,500.00	Builder
Footpath	\$17,500.00	Builder
Fencing	\$15,000.00	Shire
Landscaping	\$15,000.00	Shire
TOTAL	\$717,664.00	



No further funds have been budgeted in the Shire of Williams 2015/16 budget as this funding was secured after the budget had been completed. Any expenditure on this project will need to be approved by Council as unbudgeted expenditure as per the Act.

Site costs are expected to cover the expenditure that the Shire will incur when testing and preparing the site for construction, including surveying, geotechnical surveys, sand pad construction and testing.

Services costs include the connection to telephone, power and water and will be partly the builders cost and partly the Shire of Williams cost.

Construction costs will include a combination of the building costs, footpath and driveway line items (totalling \$632,664).

Fencing and Landscaping totalling \$30,000 will be sufficient based on the expenditure on the previous five units.

NB: The expenditure of the funding does not have to completely match the budget as indicated above, provided that the funds are expended on the construction of at least 2 units as per the funding agreement and that any variations on the above can be explained.

Comment

The tender documentation was prepared and tenders were advertised for a period of 4 weeks commencing on Thursday 1st October 2015 and closed at 10am on Thursday 29th October 2015. The tender specified the construction of at least two units, with an optional third to be considered dependent on final cost. The tender documentation included specific requirements that were noted as essential inclusions based on feedback on the construction of the previous 5 units. Units were to be designed taking into consideration Universal Access Design Guidelines as a minimum standard.

At the closure of tenders, four tenders were received – two by email and two hand delivered. A further tender was received after the close of tenders at 10:16am by email.

All prospective tenderers were requested to consider and provide costings on the construction of at least 2 units, with an optional third to be considered should funds permit. Options to be considered were orientation either facing New Street OR Jam Tree Lane (or a combination of both) and also the construction of 2 bathrooms or 1 bathroom with a second toilet with handwashing facilities included. All were to include the installation of grab rails in at least one bathroom (minimum standard).



A summary of the tenders as received is as follows:

Builder	Option 2 units + 2 bath	Tender Price 3 units + 2 bath	Option 2 units + 1.5 bath	Option 3 units + 1.5 bath
Eclat	\$654,500	No price	No price	No price
Solution 4 Building *	\$527,117.80	\$750,011.90	\$544,548.40	\$767,442.50
Imagin Group P/L	\$635,910	\$883,410	\$627,110	\$871,310
Shell Building Services	\$675,203.09	\$1,000,434.78 #	\$718,926.78	\$1,065,738.68
M & V Ranieri Bldg	\$680,240	\$999,900	\$723,115.80	\$1,064,231.70

*Tender was received at 10:16am

#Tender price indicated \$993,539.98

Advice was sought from the Department of Local Government and Communities (Local Government Regulation and Support) in regards to whether Council could consider the acceptance of the late tender (Solution 4 Building). The advice that was received indicated that as per the Regulations, a late tender cannot be accepted and must be rejected. The tender documentation was quite detailed and specific in stating that no late tender would be accepted. Acceptance of the tender would be subject to scrutiny by those who submitted on time.

The Aged Housing working group (comprising Crs Carne, Major, Paterson and staff members Sharon Wilkie, Cara Ryan, Geoff McKeown and Heidi Cowcher) met on the 5th November to review the tenders and designs as submitted and to make recommendation to Council on the preferred tender.

Based on the information provided, the working group preferred the design from M & V Ranieri for the construction of three (3) x 3 bedroom + 2 bathroom units to be constructed on Lots 66-69 New Street. This working group considered that the plans as presented in this tender most closely met the specifications of the tender and therefore would deliver the outcome as desired in the implementation of the project.

A request was made to seek further information on the preferred design to detail the lump sum amount and to gain a clearer understanding as to what was included and what was not in the total price as submitted. This has now been received. Whilst the working group recognised that the price was quite high, the plans met the specifications therefore it was considered value for money based on the level of detail. It is feasible to assume, that variations possibly would be minimal as all items that were requested to be included have been included (as per verbal advice received from the builder).

It is also important to note that when comparing the prices from all tenderers there are variances in the total m² areas of their designs. This needs to be taken into consideration when the cost is calculated on a per m² basis.



Recommendation (working group)

That the Shire of Williams accept the tender from M & V Ranieri for the construction of three (3) x 3 bedroom + 2 bathroom units at Lots 66-69 New Street for a total cost of \$999,900 including GST.

Since the working group met, staff have considered the cost implications of the construction of three units in order to determine the most cost effective means to be able to afford it. It is recognised that the funding secured would not cover the cost of the construction of two units for the price submitted by M & V Ranieri nor the construction of three units as recommended by the working group.

Based on the recommendation of the construction of three units, the following would need to be considered:

Total cost (3 units):	\$999,900	<i>Construction only</i>
Funding:	\$632,664	<i>Construction only</i>
Shortfall:	\$335,568	

Council would need to consider borrowing \$330,000 over a 15 year period and then source the balance from the budget in 2016/17. Using loan calculators based on an interest rate of 3.14%pa, the loan repayments would equate to \$13,878 biannually (\$27,756 annually). Loan repayments would be required until July 2031. There is also a guarantee amount that has to be paid annually as well.

To finance the repayment of the loan, Council could allocate the NRAS funding that has been secured for the rear 5 units. NRAS funding is a subsidy offered by the State and Federal Government to offset the cost of offering rental properties at 20% below market value. The Shire of Williams has 5 properties approved as part of the NRAS scheme, and stands to receive approximately \$10,701 per property in 2015/16 that increases incrementally annually based on CPI. Summarised as follows:

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	Jun-15	Jun-16	Jun-17	Jun-18	Jun-19	Jun-20	Jun-21	Jun-22	Jun-23	Jun-24
NRAS	\$ 53,305	\$ 54,904	\$ 56,551	\$ 58,248	\$ 59,995	\$ 61,795	\$ 63,649	\$ 65,558	\$ 67,525	\$ 69,551
5.5% Admin Fee	-\$ 2,932	-\$ 3,020	-\$ 3,110	-\$ 3,204	-\$ 3,300	-\$ 3,399	-\$ 3,501	-\$ 3,606	-\$ 3,714	-\$ 3,825
Commencement fee	-\$ 55,000									
	-\$ 4,627	\$ 51,884	\$ 53,441	\$ 55,044	\$ 56,696	\$ 58,396	\$ 60,148	\$ 61,953	\$ 63,811	\$ 65,726
Rent	\$ 65,000	\$ 66,950	\$ 68,959	\$ 71,027	\$ 73,158	\$ 75,353	\$ 77,613	\$ 79,942	\$ 82,340	\$ 84,810
Reduced to 80%	\$ 52,000	\$ 53,560	\$ 55,167	\$ 56,822	\$ 58,526	\$ 60,282	\$ 62,091	\$ 63,953	\$ 65,872	\$ 67,848
Lost Rent	-\$ 13,000	-\$ 13,390	-\$ 13,792	-\$ 14,205	-\$ 14,632	-\$ 15,071	-\$ 15,523	-\$ 15,988	-\$ 16,468	-\$ 16,962
Actual NRAS Benefit	-\$ 17,627	\$ 38,494	\$ 39,649	\$ 40,839	\$ 42,064	\$ 43,326	\$ 44,626	\$ 45,964	\$ 47,343	\$ 48,764
Assumption CPI = 3%										

The new units, once completed, would not be eligible for inclusion in the NRAS scheme as this program has now ceased. Therefore the rentals that could be set on these units could be higher than what the existing units were valued at (\$220/unit). It would be fair to assume that these units could be rented at \$250/week due to their size and configuration being larger than the previously constructed units.



Based on this estimation, income and expenditure on the three new units would be as follows:

Income (Rent)	\$250/week = \$13,000 x 3 units = \$39,000 per annum total
Expenditure (maintenance etc)	\$15,000 total for 3 units
Balance	\$24,000 (transfer to Reserves)

NRAS income (5 units as per above table)	\$38,494 (year 2 ending June 2016)
Less loan repayments	\$27,756
Balance	\$10,378 (transfer to Reserves)

It is important that the Housing Reserve is replenished as this is the fund from which the properties that the Shire of Williams owns are maintained in the long term and the Reserves are somewhat depleted currently. Based on the estimations as outlined above, this would see the loan repayments made, annual maintenance and other related expenditure paid and a minimum of \$34,738 returned to the Housing Reserve annually.

This amount would be returned until 2024 when the NRAS funding ceases. From 2025-2031 (the balance of the loan period), a lesser amount would be returned to Reserves as the loan repayments would need to be paid from the rent received.

Should Council wish to consider the construction of only two units, the shortfall would be as follows:

Total cost (2 units):	\$680,240	<i>Construction only</i>
Funding:	\$632,664	<i>Construction only</i>
Shortfall:	\$47,576	

Council would need to consider where it would source this shortfall – loan funds or include in the budget considerations for 2016/17.

Further information/comment

Council needs to be aware that there is a risk with any building project, and that variances can occur leading to more cost. As this tender calls for a design and construct option it is assumed that project management is largely left to the Builder. Experience from other projects in the 4WDL Well Aged Housing Project Alliance has identified problems where the Builder has not fully complied with the design requirements and local government staff have had to supervise the projects with little expertise in this area. External project management provided by an experienced and qualified source can overcome these issues.

Financial Implications

Nil for 2015/16.



Voting Requirements

Simple Majority

Officer's Recommendation

That Council not accept any tender as submitted for the design and construction of two (or three) independent living units based on concerns over the total cost of the project, and the availability of funds to finance the project and the risk to local government in not having the necessary project management skills as required to successfully oversee the project.

Further that Council considers sourcing suitable architectural plans and project management support for the construction of two (or three) independent living units and re-advertise the tender for construction only.

Council Resolution

Paterson/Major

That Council not accept any tender as submitted for the design and construction of two (or three) independent living units based on concerns over the total cost of the project, and the availability of funds to finance the project and the risk to local government in not having the necessary project management skills as required to successfully oversee the project.

That Council requests that the Economic Development Officer obtain three quotes for a qualified Architect to design and provide architectural plans with Councils desired specifications. Further, the Architect is to include in the quote provision for contract management support for the construction of two (2), 3 x 2 bathroom, independent living units. Once the architectural plans have been adopted by Council, a tender for construction will be advertised.

**Carried 8/0
Resolution 110/16**

The motion differed from the recommendation to outline the process for seeking architectural plans, project management and the calling of tenders for construction.

8.1.3 WILLIAMS LIONS PARK - UDLA DRAFT CONCEPT OPTION & PRESENTATION

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	10 th November 2015
Appendix	Information Booklet *	
	A1 Plans *	

**Please note, there are some minor number discrepancies in the information as attached, and UDLA have been advised, but as they are not back in the office until Monday, it was resolved to email the information 'as is' so that Council has time to review the documentation and plans prior*



to the Council meeting. UDLA will make a presentation to Council and be available for questions and comments at the meeting.

An indicative budget on the cost implications of the project will be provided before the meeting.

Background

The Shire applied to the WDC's Community Chest Funding in December 2014 for \$20,000 to assist with the engagement of a suitably qualified professional to provide assistance and design guidance on the proposed redevelopment of the Williams Lions Park. The Shire received advice that the funding had been successful in March 2015 and in April appointed UDLA to complete the work.

Work completed to date has included the preferred site identification (Lions Park vs Main Roads block) and also a visioning framework identifying possible sketches and rough cost estimates for the proposed work. During this stage, Council agreed to the redevelopment of the existing Lions Park and enhancing a link between the main street (Brooking Street) and the Lions Park through connected pathways.

At the October Council meeting the following was resolved:

Council Resolution

Major/Johnstone

That Council's preferred option for the Lions Park development is park sketch design 1 and for the main street intersection, option 2.

**Carried 9/0
Resolution 89/16**

This included replacement of 'The Orchard' with 'Nature Play' (from Design 2); removal of Play area 2 (surplus to requirements); locating the play space elements and also consideration for cleaning up the river and making the weir area look more appealing year round.

A quarterly report on the progress of the project from July-September 2015 was submitted to the WDC at the end of October, as per the funding agreement. The project needs to be completed by June 2016 and is on track to do so.

Once the Masterplan is complete, funding opportunities will be investigated.

Comment

The report attached details the next stage of the design process, incorporating the elements as previously discussed.

UDLA will attend the Council meeting from 1:15pm to present their draft concept option and answer any queries relating to the draft plans.

Following this presentation, UDLA will complete the final Masterplan together with estimated costings for all the elements which will guide Council in their deliberations as to how the project should be staged and implemented over time, funds permitting. Ideally, the project would be



completion in conjunction with Main Roads upgrading the bridge, however this timeline is still unknown.

Financial Implications

Current masterplan project – as agreed to by Council and budgeted
Future implementation – to be staged and budgeted for accordingly.

Voting Requirements

Simple Majority

Officers Recommendation

Council considers the Draft Plan and provides feedback to UDLA if required.

Council Resolution

Paterson/Carne

That Council support the Draft Plan as presented and that the Economic Development Officer provides a detailed report on the community feedback to UDLA.

**Carried 8/0
Resolution 111/16**

The motion differed from the recommendation to indicate support for the Draft Plan and to outline the manner in which community input will be passed to UDLA.

8.1.4 SHIRE OF WILLIAMS DFES LOAN 2.4 BROADACRE FIREFIGHTING TRUCK

File Reference	5.10.55	
Statutory Reference	Bush Fires Act	
Author & Date	Heidi Cowcher	10 th November 2015

Background

Council has previously applied for a broadacre firefighting truck and shed in 2006/7, 2007/8, and 2008/9 and again more recently in 2014/15 and 2015/16. On each occasion, Council has been unsuccessful.

Comment

Following the 2015 Quindanning/Lower Hotham Fires, it was further highlighted and reiterated the somewhat apparent anomaly that the Shire of Williams still does not have a broadacre truck despite all the neighbouring shires having at least one.

In 2014/15 the Shire applied for one and was rejected as there were considered higher priorities across the State.



In 2015/16, the Shire applied for one and was rejected as the 'fleet requests not considered due to future fleet projected outcomes and fleet sustainability'.

Following this advice, the EDO/Bush Fire Admin Support emailed Regional Manager Simon Vogel to provide explanation as to why the Shire of Williams had once again failed to be successful in being allocated a truck in the ESL Capital expenditure request.

Simon contacted DFES Executive Director Frank Pasquale on 4th August 2015 seeking further clarification on the matter. Advice was offered verbally that the Shire had the ability to appeal the decision should they wish. The Shire President also rang Simon Vogel to express disappointment that the Shire of Williams had once again been unsuccessful in obtaining the allocation of a broadacre firefighting truck.

Advice was received verbally at this point, that the Shire of Williams would be offered a loan truck for the 2015/16 Fire Season.

On 9th November 2015, advice was received that the loan truck has arrived in Narrogin and is currently being serviced in preparation for delivery in the next couple of weeks.

Points to consider:

It is the officers understanding that the truck is to be housed at the Depot as it is required to be stored in a shed at a location that is accessible 24x7. The Works Supervisor requests clarity around where it should be housed, and how the access is to be managed, ie: who is to be given keys to access the depot should the truck be required outside of normal works crew hours.

Further to this, the Works Supervisor has also requested that none of the Works Crew be expected to take the truck to a fire and that the truck is operated by bush fire brigade volunteers in the community (as per discussion at the BFB AGM and the October Council meeting). These nominated town based bush fire brigade volunteers will need to be trained in the operation and maintenance of the truck and the use of the equipment contained on and in it. All expenditure associated with the loan truck are covered by the ESL grant funds.

Financial Implications

Any costs associated with the DFES 2.4 truck can be claimed from the ESL funds.

Voting Requirements

Simple Majority



Officers Recommendation

That Council endorse the receipt of the DFES 2.4 broadacre loan fire-fighting truck for the 2015/16 fire season and that appropriate access to the Shire depot be arranged with nominated volunteer town based bush fire brigade registered members.

That Council continue to advocate for, and make application for a permanent broadacre truck for the Shire of Williams.

Council Resolution

Logie/Paterson

That Council endorse the receipt of the DFES 2.4 broadacre loan fire-fighting truck for the 2015/16 fire season and that appropriate access to the Shire depot be arranged with nominated volunteer town based bush fire brigade registered members.

That Council continue to advocate for, and make application for a permanent broadacre truck for the Shire of Williams.

**Carried 8/0
Resolution 112/16**

8.1.5 GENERAL PROJECTS UPDATE

File Reference	Various
Statutory Reference	N/A
Author & Date	Heidi Cowcher 10 th November 2015

General Update

Williams LEMC

Local Emergency Management Arrangements were due for review/updating in October 2015. They are currently being reviewed in-house, with a LEMC meeting to be called to consider updates (mainly just change of template) once this review has been completed. This was proposed for completion before Christmas, however with the additional workload experienced this last month, it is now not anticipated for completion until early in the new-year.

Creating Age Friendly Communities project

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

The design for the Jam Tree Lane POS has been completed, with the gazebo having been constructed by the Shire Works Crew. The table and seating will be installed once the concrete pathway has been completed linking Jam Tree Lane with the rear laneway. Five raised planter beds have been purchased, and the residents will be encouraged to plant their choice of flowers,



or vegetables in these beds (one for each unit). Additional landscaping will be completed, including a small lawn area and some fruit trees (lemon and oranges) for the residents. Leon Bertuola is assisting with this landscaping. It is hoped that this work will all be completed by Christmas as some residents are already planning their Christmas lunch in the space.

The New Street path is likely to be the next pathway completed, followed by the Brooking Street pathway. The entire project is to be completed by 31st March 2016, with final report and acquittal due 30 June 2016. A quarterly progress report for activity July-September was completed and submitted on 9th October.

RBN Local Path – Growse/Piesse Streets

This pathway (with exception of the section where the Western Power pole is to be relocated) has been completed. Once the pole is relocated, the contractors will return and complete the pathway. The project is due for completion by 13th May 2016 with inspection of the pathway to be undertaken on 16th May 2016. A progress report was submitted on the 2nd November.

Williams Bowling Club

Funding application was completed and submitted 22nd September 2015. The project is currently being assessed by DSR and Bowls WA before a recommendation will be made to the Minister. It is not likely that an outcome will be known before February 2016.

HWEDA Strategic Plan Review & Economic Implementation Plan

WDC and PDC jointly funded the review of the HWEDA Strategic Plan and the development of an Economic Implementation Plan. Jo Burges facilitated the Strategic Plan review at a meeting held in early September. Jo continues to work with the HWEDA Board members to complete the review of the Strategic Plan. It is envisaged that this will be completed in collaboration with the Economic Implementation Plan that is currently being developed concurrently. RPS has been engaged to prepare a draft Economic Implementation Plan, which has been received and is currently being reviewed by a small working group.

A quarterly progress report for activity July-September 2015 and was submitted 31st October. Project is due for completion by 29th January 2016.

Financial Implications

Project based, as identified.

Voting Requirements

Simple Majority

Officers Recommendation

That Council note the General Projects report update.



8.1.6 EDO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officers Recommendation

That the EDO's report as presented be received.

Council Resolution

Johnstone/Earnshaw

That the EDO's report as presented be received.

**Carried 8/0
Resolution 113/16**

Heidi Cowcher

Economic Development Officer

10th November 2015

Ms Cowcher left the meeting at 3.56pm.

Afternoon Tea

The President adjourned the meeting for afternoon tea at 3.57pm and resumed the meeting at 4.23pm commencing at 8.3 Environmental Health Officers Report.



8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

8.3.1 BUILDING PERMITS

File Reference 13.34.10
Statutory Reference N/A
Author & Date Steve Friend 12th November 2015

Comment

There have been no Building Permits issued since the October 2015 meeting.

Financial Implication

Fees: Shire \$0,00; BSL \$0.00; BCF \$0.00

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/Earnshaw

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

Carried 8/0
Resolution 114/16

8.3.2 FOOD PREMISES INSPECTION

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

Comment

Rustic Rainbow – cleanly maintained. Works on improving the premises have been undertaken and have improved the premises immensely.

Shell Roadhouse – cleanly maintained. Works prior to opening under new management have also improved the premises.

Voting Requirements

Simple Majority Required



Officers Recommendation

That the Food Premises Inspection report be endorsed by Council.

Council Resolution

Major/Earnshaw

That the Food Premises Inspection report be endorsed by Council.

**Carried 8/0
Resolution 115/16**

8.3.3 SWIMMING POOL SAMPLES

File Reference	11.20.20
Statutory Reference	Health Act 1911; Health (Aquatic Facilities) Regulations
Author & Date	Steve Friend 12 th November 2015
Attachments	

Background

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

It is also a requirement that before the season opens, as well as the sample points mentioned above, the backwash is sampled.

Comment

This is a potentially weak point as the backwash by its nature contains all the things the pool filtration system is trying to remove.

In the past few years, the contract pool managers have conducted the first sample regime as they are best suited to know when the pool is at a stage for sampling and are available so that the results can be received to ensure the pool opens on a designated date.

All other pool samples throughout the summer will be undertaken by myself.

The results from the labs show that the pool is suitable for use and has begun operating as a result.

Officers Recommendation

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



Council Resolution

Major/Logie

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

**Carried 8/0
Resolution 116/16**

8.3.4 RECYCLED WATER

File Reference 19.1.40
Statutory Reference Health Act 1911
Author & Date Steve Friend 12th November 2015

Background

The Shire, in conjunction with the Water Corporation has commenced irrigating recycled water onto the football and hockey oval for the summer 2015/2016.

Comment

The summer irrigation of sports facilities has begun using recycled water.

The Shire is accessing 300,000 litres of recycled water three times a week for irrigation purposes.

The effluent has been tested for Free and Total chlorine and the results have been very good.

It is expected at that rate (300,000l/week) the effluent will last all summer.

Voting Requirements

Simple Majority Required

Officer's Recommendation

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

Council Resolution

Major/Cavanagh

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

**Carried 8/0
Resolution 117/16**



8.3.5 DEVELOPMENT APPLICATION

File Reference	13.34.20
Statutory Reference	Shire of Williams Town Planning Scheme
Author & Date	Steve Friend 12 th November 2015

Background

At the October Council meeting it was brought to Council's attention that the owner of Lot 4 (33) Lavender Street had completed earthworks to construct a shed not in the position approved by Council.

It was resolved

That Council requires the owner of Lot 4 (33) Lavender Street Williams to re-submit a development application for a shed and hardstand, including a plan detailing the revised position of the shed and hardstand, which if satisfactory, is to be approved by the Principal Environmental Health Officer/Building Surveyor . Additionally, the owner is to be made aware that Council will not approve a development application for a roof/patio over the hardstand in that position in the future.

Comment

The owner has submitted a new Development Application showing the revised position as well as paying a new development Application fee of \$147.

As instructed by Council, I have issued a new Development Approval which also included advice about Council not considering a roof over the hard stand in the future.

Officer's Recommendation

That Council endorses the actions of the EHO/BS with respect to the reissue of a Development Approval for the owner of Lot 4 (33) Lavender Street.

Council Resolution

Cavanagh/Johnstone

That Council endorses the actions of the EHO/BS with respect to the reissue of a Development Approval for the owner of Lot 4 (33) Lavender Street.

Carried 8/0
Resolution 118/16



The Environmental Health/Building Surveyor entered the meeting at 4.28pm to discuss the following item.

8.3.6 REDUCTION IN SIDE SETBACK – LOT 104 BROOKING STREET

File Reference	13.34.20
Statutory Reference	Shire of Williams Town Planning Scheme: Residential Design Codes
Author & Date	Steve Friend 12 th November 2015

Background

At the October Council meeting it was brought to Council’s attention that the owner of Lot 104 Brooking Street had constructed a shed and lean to in a position other than that approved by the Building Surveyor via the issue of a Building Permit.

Comment

At the October meeting Council resolved “*That Council requires the owner of Lot 104 Brooking Street Williams to submit a development application for the shed, including a plan detailing the revised position of the shed, which if satisfactory, is to be approved by the Principal Environmental Health Officer/Building Surveyor*”.

The owner has submitted a Development Application form showing the revised position of the shed and lean to, and paid the appropriate fee (\$147).

As instructed by Council, I have issued a Development Approval for the shed and lean to, having a zero side setback with the old caravan park Lot.

Officers Recommendation

That Council endorses the actions of the EHO/BS with respect to the issue of a Development Approval for the owner of Lot 104 Street permitting a zero side setback for the recently constructed shed and lean to.

Council Resolution

Earnshaw/Paterson

That Council endorses the actions of the EHO/BS with respect to the issue of a Development Approval for the owner of Lot 104 Street permitting a zero side setback for the recently constructed shed and lean to.

**Carried 8/0
Resolution 119/16**



8.3.7 EHO REPORT ACCEPTANCE

Voting Requirements

Simple Majority

Officer's Recommendation

That the EHO's report as presented be received.

Council Resolution

Johnstone/Earnshaw

That the EHO's report as presented be received.

**Carried 8/0
Resolution 120/16**

Mr Friend left the meeting at 4.43pm.



8.4 ACTING CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHRISTMAS NEW YEAR PERIOD OFFICE CLOSURE

File Reference	4.20.50
Statutory Reference	N/A
Author & Date	C.L. Ryan 9 th November 2015

Background

Since December 2012 the Shire office has closed during the Christmas/New Year's period and this year the administration staff are requesting that Council consider closing from 5.00pm, Wednesday 23rd December 2015 to 4th January 2016. This equates to four working days.

Statutory Reference

Nil.

Comment

This year Christmas and New Year's Day falls during the working week with Christmas being Friday the 25th December 2015 and New Year's Day being Friday the 1st January 2016.

The Public Holidays are:

Friday	25 th December 2015 (Christmas Day Public Holiday)
Monday	28 th December 2015 (Boxing Day Public Holiday)
Friday	1 st January 2015 (New Year's Day Public Holiday)

Normal Work days would be:

Thursday	24 th December 2015
Tuesday	29 th December 2015
Wednesday	30 th December 2015
Thursday	31 th December 2015

It is proposed that the Shire office close at 5pm Wednesday 23rd December 2015 and re-open on Monday 4th January 2016.

Thursday	24 th December 2015	Office Closed – RDO or Annual Leave
Friday	25 th December 2015	Christmas Day Public Holiday

Monday	28 th December 2015	Boxing Day Public Holiday
Tuesday	29 th December 2015	Office Closed – RDO or Annual Leave
Wednesday	30 th December 2015	Office Closed – RDO or Annual Leave
Thursday	31 st December 2015	Office Closed – RDO or Annual Leave
Friday	1 st January 2016	New Year's Day Public Holiday

If approved, staff will be required to take either annual leave or RDOs for this period.



Financial Implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council approve the Shire office closure from 5pm Wednesday 23rd December 2015 and to reopen Monday 4th January 2016 and that the appropriate advertising of the closure be undertaken by staff and suitable emergency contacts be listed for the duration of the closure period.

Council Resolution

Major/Johnstone

That Council approve the Shire office closure from 3.00pm, Thursday 24th December 2015 and to reopen 8.00am, Monday 4th January 2016 and that the appropriate advertising of the closure be undertaken by staff and suitable emergency contacts be listed for the duration of the closure period.

**Carried 8/0
Resolution 121/16**

The motion differed from the recommendation as Council's request was that the Shire Office remain open until 3.00pm, Thursday 24th December 2015.

8.4.2 DEPUTY CHIEF BUSHFIRE CONTROL OFFICER

File Reference

5.10.1

Statutory Reference

Bush Fires Act 1954 – Section 38

Author & Date

C.L. Ryan 9th November 2015

Background

The Annual General Meeting of the Volunteer Bushfire Brigades was held on the 14th October 2015. The meeting attended by all Fire Control Officers recommended a change in direction for the CBFCO role with the Chief Executive Officer of the Shire becoming the CBFCO. The CEO as CBFCO would be mainly an administrative and co-ordinating role with the Deputy CBFCO and Fire Control Officers having the responsibility of managing the fire ground.

Council is required to appoint the Chief and Deputy Bush Fire Control Officers and the following resolution was adopted at the ordinary meeting of council on the 21st October 2015:



Council Resolution

Johnstone/Cavanagh

That Council appoints the incoming Shire of Williams Chief Executive Officer as Chief Bushfire Control Officer for the 2015/2016 financial year and seek nominations from the Bushfire Brigades for the Deputy Chief Bush Fire Control Officer for the 2015/2016 financial year.

**Carried 8/0
Resolution 98/16**

Statutory Reference

Section 38 of the Bush Fires Act 1954 - Local government may appoint bush fire control officer

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall be subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.

Comment

On the 23rd October 2015 an email was circulated to all brigades by Ryan Duff, with a request for the Brigade Fire Control Officers to consider nominating an officer for the role of Deputy CBFCO for the 2015/2016 fire season due to the resignation of Ross Major.

A nomination for the Deputy Bushfire Control Officer was received from David Carter who is currently the Captain/Fire Control Officer of the Glenfield brigade.

Council are requested to consider this nomination and if agreeable, make the necessary appointment as required under the Bush Fires Act.

Financial Implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council appoints Mr David Carter of the Glenfield Bushfire Brigade as Deputy Chief Bush Fire Control Officer for the Shire of Williams.

Council Resolution

Logie/Paterson

That Council appoints Mr David Carter of the Glenfield Bushfire Brigade as Deputy Chief Bush Fire Control Officer for the Shire of Williams.

**Carried 8/0
Resolution 122/16**



8.4.3 SHIRE OF WAGIN - DUAL FIRE CONTROL OFFICER

File Reference 5.10.1
Statutory Reference Bushfires Act 1954, s.38
Author & Date C.L. Ryan 9th November 2015

Background

The Shire of Wagin has requested that Mr Chris Piesse be appointed as dual fire control officer for the Shire of Williams and Shire of Wagin for 2015/16.

Comment

BUSH FIRES ACT 1954 - SECT 38

38. Local government may appoint bush fire control officer
- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.

Financial Implications

Nil

Voting Requirements

Simple Majority

Voting Requirements

Simple Majority

Officers Recommendation

The Shire of Williams appoints Mr Chris Piesse as a dual fire control officer for the Shire of Williams and Shire of Wagin.

Council Resolution

Major/Johnstone

The Shire of Williams appoints Mr Chris Piesse as a dual fire control officer for the Shire of Williams and Shire of Wagin.

Carried 8/0
Resolution 123/16



8.4.4 CITIZEN OF THE YEAR AWARD

File Reference	4.11.30
Statutory Reference	N/A
Author & Date	C.L. Ryan 9 th November 2015

Background

The Council has adopted the Australia Day awards program and has been commenced the calling for nominations for inspiring community members or groups from our Shire for an award to be presented at a ceremony on Australia Day - 26th January. The three awards highlight active citizenship, outstanding contribution to the local community and Australian pride and spirit. Nominations will close 4th December 2015.

The Shire has previously appointed a committee consisting of Cr Carne, the Chief Executive Officer and Economic Development Officer to oversee the Premier's Australia Day Active Citizenship Award.

Comment

The awards will be presented at the Council Australia Day Breakfast which is currently being organized by office staff.

Financial Implications

Nil.

Voting Requirements

Simple Majority

Officer's Recommendation

That Cr Carne, the Chief Executive Officer and Economic Development Officer be appointed to oversee the Premier's Australia Day Active Citizenship Award selection.

Council Resolution

Cavanagh/Earnshaw

That Cr Carne, the Chief Executive Officer and Economic Development Officer be appointed to oversee the Premier's Australia Day Active Citizenship Award selection.

Carried 8/0
Resolution 124/16



8.4.5 WILLIAMS PRIMARY SCHOOL EXCELLENCE AWARD

File Reference	6.20.70
Statutory Reference	N/A
Author & Date	C.L. Ryan 9 th November 2015

Background

Correspondence received from the Williams Primary School from the Principal, Mr Noel Cowcher:

“Over the past many years the Shire of Williams has sponsored the Excellence Award at our School which is presented to a chosen Year 6 student at the end of year awards night.

Previously this award has carried funding of \$150 to be used to support the recipient’s future education.”

We would be most appreciative if the Shire was able to continue their support and we look forward to hearing from you concerning this sponsorship.

I warmly extend an invitation to the Shire President, his fellow Councillors, yourself and families to join us for the Presentation Night on Tuesday 15th December 2015 from 6:30pm in the Shire Hall. In previous years the Shire President has presented the award on the Council’s behalf.

I thank you in anticipation of a positive response to the awards and look forward to seeing you and the councillors on the night.”

Comment

Nil

Financial Implications

An allowance in made in the annual budget for this award.

Voting Requirements

Simple Majority

Officers Recommendation

That Council supports the Williams Primary School Excellence Award of \$150 for a selected Year 6 Student and that a Council Representative presents the award on the night.

Council Resolution

Earnshaw/Paterson

That Council supports the Williams Primary School Excellence Award of \$150 for a selected Year 6 Student and that a Council Representative presents the award on the night.

Carried 8/0
Resolution 125/16



8.4.6 AUTHORISATION OF OFFICERS UNDER LEGISLATION

File Reference	4.50.60
Statutory Reference	Local Government Act 1995 and Bushfire Act 1954
Author & Date	C.L. Ryan 11 th November 2015

Background

Due to recent staff changes, Council is requested to endorse a schedule of authorised employees under certain legislation. This action will ensure that the staff member acting on behalf of the local government is doing so with the appropriate authorisation.

In addition, Council is asked to endorse an updated list of Fire Control Officers.

Comments

If a local government wishes to take a matter to Court in regards to a breach under any relevant legislation, it is likely that it will have to produce confirmation of the Officer's endorsement under the relevant legislation.

It is recommended that the Council endorse the authorisation of a number of Officers under the relevant legislation as detailed below.

In addition, the recommendation includes a change to the list of Fire Control Officers to reflect the most recent changes. Under the Bush Fire Act 1954 local governments may appoint Bush Fire Control Officers.

Financial Implications

Nil.

Voting Requirements

Simple Majority

Officers Recommendation

That Council appoints the following persons as authorised officers in accordance with the relevant Acts hereunder effective immediately –

1. Section 449 Local Government (Miscellaneous Provisions) Act 1960 - (Ranger/Pound Keeper)
 - Jeffrey Norman Cowan
 - James Arthur Lenehan
 - Anthony Wayne Kett
2. Dog Act 1976 and Regulations, Control of Vehicles (Off-road Areas) Act 1978 and Regulations, Litter Act 1979 and Regulations, Local Government Act 1995 (sections 3.39, 9.10, 9.11, 9.15)



- Geoffrey Radford McKeown
- Cara Lisa Ryan
- Jeffrey Norman Cowan
- James Arthur Lenehan
- Anthony Wayne Kett

3. Dog Act 1976 – Registration Officers only

- Sharon Marie Wilkie
- Manuela Charlotte Lenehan
- Hazel Harris
- Cara Lisa Ryan

3. Health Act 1911

- Geoffrey Radford McKeown
- Steven Thomas Friend

4. Issue of Infringement Notices – Section 59 (2) of Bush Fires Act 1954

- Geoffrey Radford McKeown
- Cara Lisa Ryan

5. Caravan Parks and Camping Grounds Act 1995

- Geoffrey Radford McKeown
- Steven Thomas Friend

6. Shire of Williams Cemetery Local Law and Section 64 (1) of the Cemeteries Act 1986.

- Geoffrey Radford McKeown
- Cara Lisa Ryan
- Anthony Wayne Kett

Council Resolution

Cavanagh/Logie

That Council appoints the following persons as authorised officers in accordance with the relevant Acts hereunder effective immediately –

1. Section 449 Local Government (Miscellaneous Provisions) Act 1960 - (Ranger/Pound Keeper)
 - Jeffrey Norman Cowan
 - James Arthur Lenehan
 - Anthony Wayne Kett



2. Dog Act 1976 and Regulations, Control of Vehicles (Off-road Areas) Act 1978 and Regulations, Litter Act 1979 and Regulations, Local Government Act 1995 (sections 3.39, 9.10, 9.11, 9.15)
 - Geoffrey Radford McKeown
 - Cara Lisa Ryan
 - Jeffrey Norman Cowan
 - James Arthur Lenehan
 - Anthony Wayne Kett

3. Dog Act 1976 – Registration Officers only
 - Sharon Marie Wilkie
 - Manuela Charlotte Lenehan
 - Hazel Harris
 - Cara Lisa Ryan

3. Health Act 1911
 - Geoffrey Radford McKeown
 - Steven Thomas Friend

4. Issue of Infringement Notices – Section 59 (2) of Bush Fires Act 1954
 - Geoffrey Radford McKeown
 - Cara Lisa Ryan

5. Caravan Parks and Camping Grounds Act 1995
 - Geoffrey Radford McKeown
 - Steven Thomas Friend

6. Shire of Williams Cemetery Local Law and Section 64 (1) of the Cemeteries Act 1986.
 - Geoffrey Radford McKeown
 - Cara Lisa Ryan
 - Anthony Wayne Kett

Carried 8/0
Resolution 126/16



Officers Recommendation

That Council appoints the following persons as Fire Control Officers in accordance with the relevant Bush Fires Act 1954 hereunder effective immediately:

Chief Bush Fire Control Officer	Geoff McKeown
Deputy Chief Bush Fire Control Officer	David Carter

Bushfire Control Officers

Boraning	George Lavender
Congelin	Philip Martin
Glenfield	David Carter
Narrakine	Lewis Johnstone
Quindanning	Denis Cowcher
Tarwonga	Gilbert Medlen
West Culbin	Kennedy Hogg

Council Resolution

Johnstone/Paterson

That Council appoints the following persons as Fire Control Officers in accordance with the relevant Bush Fires Act 1954 hereunder effective immediately:

Chief Bush Fire Control Officer	Geoff McKeown
Deputy Chief Bush Fire Control Officer	David Carter

Bushfire Control Officers

George Lavender
Philip Martin
David Carter
Lewis Johnstone
Denis Cowcher
Gilbert Medlen
Kennedy Hogg

**Carried 8/0
Resolution 127/16**



Mr Geoff McKeown left the Council Chamber at 5.10pm to allow Council to discuss his employment contract.

8.4.7 SIGNING AND SEALING – CHIEF EXECUTIVE OFFICER CONTRACT

File Reference: 4.20.10
Statutory Reference: N/A
Author & Date: Cara Ryan 11th November 2015

Background:

At the October 2015, Ordinary Meeting of Council, Council appointed Mr Geoff McKeown to the position of Chief Executive Officer commencing on Monday, 7th December 2015.

Comment:

Geoff, together with the Shire President have been reviewing the current CEO Employment contract and have agreed on the attached Employment Contract.

The Contract will commence on the Monday, 7th December 2015 and the package has remained within the advertised range.

Financial Implications:

Disclosed in the Employment Contract

Voting Requirements:

Simple Majority

Officers Recommendation

That Council endorse the actions of the Shire President in affixing the seal to the employment contract for Mr Geoffrey Radford McKeown which has been presented to Council as a confidential report.

Council Resolution

Johnstone/Paterson

That Council endorse the actions of the Shire President in affixing the seal to the employment contract for Mr Geoffrey Radford McKeown which has been presented to Council as a confidential report.

**Carried 8/0
Resolution 128/16**

Mr McKeown returned to the meeting 5.16pm.



8.5 MANAGER OF FINANCE'S REPORT

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	11 th November 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 104463-104468, EFT Transfers and Direct Debits totalling \$193,264.13, Trust EFT and Cheque 1151 totalling \$400.00 approved for payment by the Acting Chief Executive Officer be endorsed and that Municipal Fund cheques 104469-104476 totalling \$12,506.12 and Municipal Fund EFT Transfers totalling \$193,441.30 be approved for payment.



Council Resolution

Earnshaw/Logie

That Municipal Fund cheques 104463-104468, EFT Transfers and Direct Debits totalling \$193,264.13, Trust EFT and Cheque 1151 totalling \$400.00 approved for payment by the Acting Chief Executive Officer be endorsed and that Municipal Fund cheques 104469-104476 totalling \$12,506.12 and Municipal Fund EFT Transfers totalling \$193,441.30 be approved for payment.

**Carried 8/0
Resolution 129/16**

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	11 th November 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 31st October 2015 be received.

Council Resolution

Earnshaw/Paterson

That the financial statements presented for the period ending 31st October 2015 be received.

**Carried 8/0
Resolution 130/16**



8.6 COUNCILLORS' REPORTS

- Cr Cavanagh attended and discussed the visit to UWA on the 28th October 2015 for the student's presentation on the HWEDA regional project.
- Cr Cowcher will be unable to attend the upcoming WALGA Zone meeting on the 27th November 2015. Cr Moya Carne agreed to attend in his absence.

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 6.09pm.