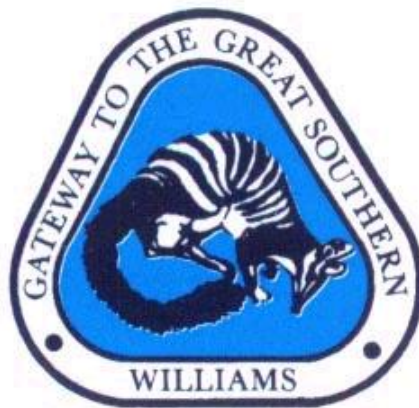


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY
15TH MARCH 2017***



COUNCIL DIARY

WEDNESDAY 15TH MARCH 2017

1.00pm

Ordinary Meeting

WEDNESDAY 19TH APRIL 2017

1.00pm

Ordinary Meeting

TUESDAY 25TH APRIL 2017

8.00am

ANZAC Day Ceremony



TABLE OF CONTENTS

Item	Subject	Page
	DISCLAIMER	4
1.0	Declaration of Opening / Announcement of Visitors	5
2.0	Record of Attendance / Apologies / Leave of Absence (previously approved).....	5
3.0	Public Question Time	5
4.0	Petitions / Deputations / Presentations	6
5.0	Declarations of Interest	6
6.0	Confirmation of Minutes of Previous Meetings	6
6.1	Ordinary Council Meeting Held 15th February 2017	6
6.2	HWEDA Meeting Held 14th February 2017	7
6.3	Audit Committee Meeting held 15th March 2017	7
7.0	Announcements by Presiding Member without discussion.....	7
8.0	Reports	7
8.1	Economic Development Officer’s Report.....	8
8.1.1	4WDL Well Aged Housing Project.....	8
8.1.2	General Projects Update	9
8.1.3	Community Request to Upgrade Cullen Park & Hall Park	16
8.3	Environmental Health / Building Surveyor’s Report	19
8.3.1	Building Permits and Other Matters.....	19
8.2	Works Supervisor’s Report	21
8.2.1	Maintenance Grading Activity	21
8.2.2	Road Maintenance Works	21
8.2.3	2016/17 Road Construction Program.....	21
8.2.4	Mechanical Report.....	22
8.2.5	Staff.....	23
8.2.6	Town and Facilities Report	23
8.2.7	Private Works	24
8.2.8	Works Supervisor Report Acceptance	24
8.4	Chief Executive Officer’s Report.....	25
8.4.1	Chief Executive Officer’s General Report	25
8.4.2	Delegations Register Review	26



MINUTES – ORDINARY MEETING OF COUNCIL HELD 15TH MARCH 2017

8.4.3	2016 Compliance Audit Return	28
8.4.4	Quindanning Picnic Race Day Inc. – Request for Support	30
8.4.5	Newmont Boddington Gold – Community Reference Group	31
8.5	Manager of Finance’s Report	33
8.5.1	Accounts for Payment	33
8.5.2	Financial Statements	34
8.5.3	2016-2017 Approval of Unbudgeted Expenditure	35
8.5.4	2016-2017 Budget Review.....	37
8.5.5	Audit Service 2017-2018	39
8.6	Councillors’ Reports	41
9.0	Elected Members Motions of which Notice has been given	41
10.0	New Business of an Urgent Nature introduced by Decision of Meeting	41
10.1	Elected Members	41
10.2	Officers	41
11.0	Application for Leave of Absence.....	41
12.0	Information Session	41
13.0	Closure of Meeting	41

Separate Documents

1. Minutes – Council; HWEDA
2. Appendices – CEO General Report
3. Payment Listing
4. Financial Statements
5. Municipal Bank Reconciliation
6. Status Report
7. Info Statement
8. Appendices – Manager of Finance Report



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, Cr John Cowcher declared the meeting open at 1.00pm.

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

(PREVIOUSLY APPROVED)

Cr John Cowcher President

Cr Greg Cavanagh Deputy President

Cr David Earnshaw

Cr Richard Johnstone

Cr Gilbert Medlen

Cr Natalie Major

Cr Jarrad Logie

Cr Peter Paterson

Cr Moya Carne

Geoff McKeown Chief Executive Officer

Cara Ryan Manager of Finance

Heidi Cowcher Economic Development Officer (1.00pm – 3.16pm)

Tony Kett Works Supervisor (3.55pm to 4.17pm)

Gordon Tester Environ. Health Officer/Building Surveyor (3.41pm to 3.54pm)

Visitors

Suzi Hogg (1.00pm to 1.19pm)

Kelly Ford (1.00pm to 1.19pm)

Tracey Price (1.00pm to 1.19pm)

3.0 PUBLIC QUESTION TIME

The President, Cr Cowcher welcomed Tracey Price, Kelly Ford and Suzi Hogg to the Meeting and invited them to make their presentation to Council.

Tracey Price spoke on behalf of the parent representative group. She commenced by indicating that Williams has a higher than average number of children in the 0 to 4 aged group and their proposal for a playground upgrade promotes age specific equipment and activity areas. Mrs Price expanded on the ideas contained in the letter sent to Council which is tabled at this meeting as Item 8.1.3 - Community Request to Upgrade Cullen Park and Hall Park.



Mrs Price emphasised the vision of the group is to create a popular community precinct that integrates various spaces to cater for visitors and local families alike, with an emphasis on providing for the interests of various age groups.

Mrs Price, Mrs Ford and Mrs Hogg then answered various questions on their proposal.

Mrs Tracey Price, Mrs Kelly Ford and Mrs Suzi Hogg left the meeting at 1.19pm.

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

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 15TH FEBRUARY 2017

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 15th February 2017, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Medlen/Earnshaw

That the Minutes of the Ordinary Meeting held on 15th February 2017, as previously circulated, be confirmed as a true and accurate record.

**Carried 9/0
Resolution 160/17**



6.2 HWEDA MEETING HELD 14TH FEBRUARY 2017

Officer's Recommendation

That the Minutes of the HWEDA Meeting held on 14th February 2017, as previously circulated, be received.

Council Resolution

Logie/Cavanagh

That the Minutes of the HWEDA Meeting held on 14th February 2017, as previously circulated, be received.

**Carried 9/0
Resolution 161/17**

6.3 AUDIT COMMITTEE MEETING HELD 15TH MARCH 2017

Officer's Recommendation

That the Minutes of the Audit Committee Meeting held on the 15th March 2017, as previously circulated, be received.

Council Resolution

Earnshaw/Johnstone

That the Minutes of the Audit Committee Meeting held on the 15th March 2017, as previously circulated, be received.

**Carried 9/0
Resolution 162/17**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.0 REPORTS



8.1 ECONOMIC DEVELOPMENT OFFICER’S REPORT

8.1.1 4WDL WELL AGED HOUSING PROJECT

File Reference EDO Files
Statutory Reference N/A
Author & Date Heidi Cowcher 7th March 2017

Background

The Shire of Williams, as lead agency on behalf of the 4WDL Regional Group, has secured funding to construct a total of up to 50 units across seven local governments from various sources since 2010. To date five separate funding streams have financed the construction, four of which are now complete. The final funding stream (SII) is underway and due for completion 2018.

Comment

Funding totalling \$5,023,648 has been secured to construct an additional 14 units across 6 shires. Confirmation has been received that additional units are being built, which will bring the total to 18. In each Shire the project is progressing reasonably well.

Summary of claims processed to date:

Shire	Total Funded	Total claimed to 07.03.17
West Arthur (3 units)	\$717,664 (+ interest) 2 units	\$550,731.93
Williams (2 units)	\$717,664 (+ interest) 2 units	\$640,650.64
Wagin (4 units)	\$1,076,496 (+ interest) 3 units	\$766,400.35
Dumblebung (3 units)	\$717,664 (+ interest) 2 units	\$352,600.80
Lake Grace (3 units)	\$1,076,496 (+ interest) 3 units	\$418,232.60
Woodanilling (3 units)	\$717,664 (+ interest) 2 units	\$709,566.05
TOTAL (18 units)	\$5,023,648 (14 units)	\$3,438,182.37

Financial Implications

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

Voting Requirements

Simple Majority

Officer’s Recommendation

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

Council Resolution

Earnshaw/Johnstone

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

**Carried 9/0
Resolution 163/17**



8.1.2 GENERAL PROJECTS UPDATE

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	7 th March 2017

Background

The EDO manages and supports the management of a variety of projects that are either currently being implemented, in the final stages of delivery/reporting or awaiting outcome advice on potential funding.

Comment

Williams Aged Units – Lots 67 & 68 New Street

The units are now completed, with practical completion occurring on Friday 24th February, coinciding with the official opening date. The function was well attended, with around 30 invited guests, visitors and community members coming along. All who visited complimented the Shire on the outstanding project and the quality of the units is second to none.

A number of defect items were identified at the final inspection, and these were attended to by the builder in a timely manner. The final payment (less the retention amount) has now been made to the builder. There is a defects period of 12 months post practical completion, and in this time any issues or defects identified, will be attended to by the builder. The retention amounts are released at the end of the 12 month warranty period.

The Shire is currently working on the tenancy of the units, and it is hoped that this occurs in the next 4-6 weeks.



HWEDA

A Project Plan for the Marradong Country Self-Drive Trail has been completed in support of funding applications that will enable this project to be implemented. Funding applications were



submitted to the Wheatbelt and Peel Development Commission's Community Chest Fund for \$15,000 respectively and Worsley/South32 for \$30,000.

The project has been successfully funded, with the WDC committing \$10,000; PDC committing \$15,000 and Worsley/South32 committing \$30,000. The balance of the project is to be funded from HWEDA funds that have been sourced from the 3 local government partners. The project will commence in the next few months engaging the services of Miranda Woodhouse from Moo Marketing (who was involved in developing the concept plan for funding).

Williams Lions Park Redevelopment

The Shire's application to the Federal Government's Building Better Regions Fund was submitted on the 27th February 2017. The Shire has requested funding of \$360,000 towards a project totalling \$916,850. Project Numbat have committed a total investment of \$20,000, including a \$5,000 grant that they received from Newmont. This is half the estimated cost of the installation of the feature numbat, with the balance of the cost sought from funding. DPAW in Narrogin committed to the provision of signage at the park in relation to the numbat and the Dryandra National Park, at an estimated in-kind value of \$30,000.

The project delivery has been staged into a possible two stage implementation, to be based around the proposed bridge work in the area, and the need to have a temporary bypass installed while the new bridge is being built. This will potentially impact the existing carpark and so until such time as the bridgework is completed, any work on the carpark will have to be delayed.

Lotterywest have been engaged, and they have suggested that an application in the vicinity of \$200,000 would be fair and reasonable for a park of this size and scale. It has been recommended that this application be made before the end of this financial year. Work has commenced on the application, with much of the supporting documentation already completed for the BBRF application.

It has also been suggested that the Shire engage with Newmont and Worsley/South32 as they may wish to invest in the project as they did with the Sport and Recreation Upgrade.

Williams Swimming Pool – Heat Pumps Installation

Funding was secured from DSR's Community Pool Revitalisation Scheme funding for the installation of two heat pumps at the Williams Swimming Pool.

The installation has been delayed as currently the Shire is in negotiations with Western Power as it has been identified that a power upgrade may be required into the Williams Sport and Recreation Complex.

Ray Sherry was previously working with Cara to provide the information required by Western Power to review this request. Ray has now retired as an electrician and is no longer working on this project. A revised application (feasibility study) to Western Power has been submitted requesting that they undertake a load log of the current meter to determine current usage and whether an upgrade is required. This had to be done by Western Power as there is currently no



'mains' switch at the facility where the power can be turned off. Consequently, Ray was unable to complete this as the power was unable to be isolated. It is quite likely that Western Power will require a mains switch to be installed and this will be an additional expense item that we have not budgeted for. This was submitted on 24th February and can take up to 4 weeks to be completed.

The funding is to be acquitted by 1st June 2017.

Community Strategic Plan

The comprehensive review of the Shire's Community Strategic Plan commenced in early 2017. This is a legislative requirement to be completed every 4 years throughout the life of the Plan. The last review was a desk-top review and was completed by Council in 2014. Council needs to ensure that it engages with the community to ensure that the priority actions that are being implemented are the shared vision with the community and supported by the community as well as Council. At times, there will be actions that are a shared responsibility that will see a combination of community and local government investment and collaboration.

Council has engaged the services of professional facilitator Andrew Huffer to assist with the delivery of the community consultation for the review of the current Strategic Plan. To date he has developed much of the engagement tools (survey, information blurbs, promotional material) for the review of the Plan. He will be facilitating the two community workshops scheduled for Thursday 9th March. At the completion of the engagement process, he will prepare a report for Council on the process and the outputs identified as part of it. This will then be presented to Council for prioritisation, which will support the development of the other Integrated Planning Documents that are also under review this year (Corporate Business Plan, Asset Management Plan and Long Term Financial Management Plan).

There is a commitment to continue to provide information to the community on the process – through information on the Shire's Facebook page; website; and *The Williams*. The final plan will be presented to Council for their endorsement and made available to the community. The Plan will provide supporting information to other Integrated Planning documents that the Shire has to complete (Corporate Business Plan, Asset Management Plan, Long Term Financial Plan).

It is important to recognise and acknowledge that the aspirations of a community will almost always exceed resources. Options can be fairly and robustly assessed and prioritised and recognise that some projects may be subject to securing significant funding in order to deliver the aspirational target.

Council staff will then prepare the revised Strategic Plan incorporating the community's priorities as prioritised by Council.

5 'A's of Strategic Planning

- ✓ Aspirational – guided by the community's vision and goals
- ✓ Affordable – confidence that assets and services are affordable and best value
- ✓ Adaptable - the ability to adapt plans while maintaining sustainability
- ✓ Aligned- provides a basis to work with others / attract other resources to the vision
- ✓ Accountable – enables scrutiny (needs to be a transparent process)



The online survey via surveymonkey has been 'live' since 11th February and will continue until Friday 17th March. To date we have had 51 responses to the survey.

The first two questions have the opportunity for comment, and some of the comments received to date are as follows:

Q1. How well does the Vision Statement describe your view of the future of Williams?

- *It is too broad and non-specific.*
- *Vision statements can be meaningless unless some key performance indicators are developed and reached*
- *Pity you can't comment at the end of the survey, really limits the comment that can be made. As for a communication plan, sounds great but communication is a two way street, both side have to listen to the other.*
- *Williams can't grow without more people, Businesses*
- *Independent is a strong term to use when so many travel to other towns for various services, which I don't see changing in foreseeable future*
- *why no hay plant*
- *not totally balanced*
- *Do it well but a bit more growth and vibrancy would be great*

Q2. These values were also developed in 2012. Community 'connectedness' and great lifestyle; friendly people; safety; location; relevant and well maintained facilities. How well do they align with your own values about Williams?

- *I also value the care and protection of the environment*
- *Hopefully in the future any commercial sales and adverts will be done in more than just The Williams as has happened in the past, or what is on offer in the town to be kept a secret from the rest of WA?*
- *What we have is good. However, we need to be more open to new ideas and take notice of what is said by people at local level when having meetings. I get the feeling that its all been decided before the meetings and its just lip service to try to placate those that attend.*
- *I also think we could do more with seating around town so that the seniors can sit when they are going for walks. Some of us can get out of breath when trying to get to our exercises.*
- *That is what I want for my family.*
- *Not sure location is a value.*

The workshops that were held on the 9th March had 23 participants attend during the day and 18 participants attend during the evening.

A snapshot of some of the feedback on the strategies are as follows:



Economic Development

- Promote industrial estate more
- Don't just develop the Lions Park – encourage people to come up Brooking Street as well
- Need to attract more business (and including more affordable housing options for families to support local businesses)
- Upgrade the town playground, invest in a redevelopment to bring visitors from the highway into town
- Improved signage on the highway to encourage visitors into the townsite. Make highway more attractive
- Improve the aesthetics of the town (including idea of collecting recyclables and recycle them into park benches for the community)
- Ensure external funding is sought for Lions Park redevelopment. Consider purchasing land from adjoining landowner to expand park area (especially in relation to parking concerns and turning circles for large vehicles). Ensure nature play is included.
- Support the Williams Markets e.g.: space
- Invest in high level aged care attached to the medical centre
- Concern over truck access Marjidin Way and also the blocks themselves...should have developed the highway frontage blocks first
- Need to make Industrial estate more attractive and enticing for business to establish there. Need to promote more to get businesses interested. Build second unit on Shire owned block and attract another new business to town (provide incentives to attract businesses to establish)
- Ensure planning takes into consideration future locations for aged housing – central to amenities and facilities
- Link parking bay opposite post office with parking bay opposite Caltex to make it more user friendly for cars & caravans. Could include a dump point. Make area RV friendly.
- Need to support new industries such as the proposed Hay plant – Shire could have sourced alternative land.

Social & Cultural Development

- Need to lobby politicians to have the Health Department collaborate with community on their needs not the needs of the Health Department [in relation to the new medical centre]
- Upgrade the town playgrounds to make them more family friendly.....include a stage for carols by candlelight...include a bike track with street signs [stop, give way etc.]
- Propose to include culture and community art into parks and playgrounds...use of recycled furniture
- Need to communicate better with the community – unless we look for it, we don't get it. Facebook may be used to promote key outcomes.
- Consider redevelopment of old CBH site for community facility – youth centre, men's shed, tourism
- NBN service for doctor...need more doctor days....as well as more auxiliary services such as physio
- Please consider community bus
- More seating for elderly



- *Bridge is of major concern*
- *Support services and facilities for seniors*
- *Senior Citizen's Centre at District Club*
- *Men's Shed a priority development*
- *Large information board that is caravan friendly, with large map, directions, attractions, phone numbers, accommodation. Council include local history and cultural information. Could go near feature numbat in Lions Park redevelopment. Numbat is a great concept at Lions Park*
- *Promote existing SMS alerts (community, fire, mosquito fogging)*
- *Locality map on Shire website (Narrakine, Boraning etc.)*
- *New location needed for high school bus stop with shelter (could be at Cullen Park and the proposed redevelopment of the precinct)*
- *Alternative uses of old medical centre – youth drop in centre; single persons/backpackers short stay accommodation*
- *When/if old matron's house is demolished, consider building a youth drop in centre for the establishment of a youth group*
- *Community noticeboard in Lions Park*
- *More footpaths around town e.g.: Williams Street, McDermott Brook, path to nowhere at river – maybe extend to McKenzie Reserve*

Land Use & the Environment

- *Concern that mosquito fogging is not environmentally friendly. Consider cleaning the river – deal with the breeding cycle at the beginning not the end*
- *Weeds*
- *Appoint an Environmental Officer at the Shire to monitor and control pests and weeds (funding from biosecurity sources). Could also be responsible for enforcing cat control laws and help with feral foxes. Could also be responsible for revegetation and townscape improvements.*
- *Use of recycled water for plants*
- *Plant more deciduous, leafy, shady trees along footpaths for pedestrians, car-parking and aesthetics*
- *Close off Cornwall Terrace to traffic and create a native botanical garden to extend Williams River precinct. Preserve existing trees. Emphasis on attracting birds and endangered species.*
- *Compliance with long grass/fire hazards/untidy blocks – needs to be enforced*
- *Improve third median strip on Brooking Street*
- *Ask Main Roads for priority ownership/access to their block opposite the post office for potential Public Open Space, Museum, Pioneer Village or tourism potential*
- *BBQ in park next to Shire office or Cullen Park*
- *Toddlers fence around Hall Park*
- *CCTV cameras*
- *Seating along river walkway*
- *Improve town entry statements and gardens – looking tired.*



- *Value and care for public open space more – need more of it around town as house block sizes get smaller*
- *Reduce reliance on scheme water for road works especially – develop alternatives to catching or securing water*
- *Develop a plan for next flooding event – sandbagging, identify known vulnerable locations, who is responsible for protecting these areas*
- *Move recycling from Works Depot to Refuse Site for management*
- *Lids on street and park bins*

Organizational Performance

- *Shire to have a stall at Expo to provide community with an informal forum for comment and to promote the good things it does/*
- *Add Environmental Officer to staff*
- *Feedback via a meeting to give feedback on what will be included in the Strategic Plan and what will not*
- *Community calendar that is linked on website, facebook etc.*
- *Consideration of a biannual newsletter of what the Shire is doing*
- *Respect results from community surveys e.g.: location of Anzac Memorial.*
- *[Current] survey to be more detailed/specific. Two parts – one simple and second longer and more detailed – give options if you want to provide more detailed responses*
- *Use Facebook more e.g.: what is happening with the Bridge – may generate more feedback. SMS is good. Williams notes from Shire good.*
- *Consider revamping Shire office – front counter*

Andrew Huffer will now complete his analysis of the community workshops, together with the survey results, and provide the Shire with an 'outputs' report. This will then be presented to Council at its meeting in April for consideration. A prioritization of any new outcomes will need to be undertaken by Council, after which the community has the opportunity to provide feedback on the new outcomes going forward for the next 10 years. The proposal is for this to be circulated to the community in late April/early May seeing input. The final plan is to be submitted to Council for their endorsement at the May meeting of Council, subject to the report being finalised. This gives both Council and the community time to provide input into the Strategic Plan that will guide and direct Council investment and activity for the next 10 years.

Main Roads Stakeholder Engagement Plan & Project Reference Group

Following the meeting with Main Roads on the 3rd March that I attended with the CEO, Works Supervisor and Shire President, I have been providing feedback on their proposed Stakeholder Engagement Plan for the Williams Bridges replacement project.

Main Roads are keen for the Plan to be supported by Council. The Plan will be distributed separate to the agenda for your consideration. In addition to this, Council's input is also being sought into the engagement of the Project Reference Group. Proposed advertising material will be distributed to Councillors prior to the meeting, for a discussion at Council as to how members will be sought and recommendations made.



Financial Implications

Project based, budgeted for as appropriate.

Voting Requirements

Simple Majority

Officer's Recommendation

That the General Projects update be received.

Council Resolution

Major/Logie

That the General Projects update be received.

**Carried 9/0
Resolution 164/17**

8.1.3 COMMUNITY REQUEST TO UPGRADE CULLEN PARK & HALL PARK

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 7 th March 2017
Attachments	Letter from community members

Background

Last year, a proposal was brought to the Shire for a redevelopment of the town playground adjacent to the Shire hall. A recommendation was made for the community members to identify what it was that they wanted to see in the area with an approximate cost.

Comment

A proposal has been presented for Council consideration and is attached as an Appendix to the EDO report. The community members have indicated a desire to see the parks and skatepark area to be redeveloped to create a vibrant park that will cater for Williams based families with children aged 0-14 and also for families visiting the town.

There are three proposals being presented for Council consideration:

Option 1 – Small Upgrade, including

- BBQ
- New play equipment in current space
- Better connection with skatepark via improvements in the road surface to promote a shared zone environment



Option 2 – Larger Upgrade, including Cullen Park

- BBQ
- New play equipment in current space
- Better connection with stakepark (as above)
- Nature based play area in Cullen Park

Option 3 – Community Precinct, including all 3 areas

- Including above additions, plus
- Performance and play area e.g.: stage; dry river bed with bridge; living tunnel; art walls and totems; music play; lawn mounding and safe soft fall areas
- Art and sculpture e.g.: interpreting the town's history through art and sculpture tails etc
- Youth activation e.g.: opportunities for more challenging natural play, including 'Parkour' (obstacle courses in urban environments) could activate youth and blend with an updated skate park area

The representative group, Tracey Price, Suzi Last and Kelly Ford, have been invited to attend public question time to discuss their project in more detail and answer any questions Council may have on the proposal.

They would like to engage the services of a landscape architect (quotes have been obtained by the group) to prepare a concept plan and identify costs for implementation. This would then be used to support any funding requests that may be required. The group have offered assistance with sourcing and securing funding for the project.

Financial Implications

Quote from LD Total to prepare plan (site analysis, concept design and budget cost schedule)
\$2,650 + GST

Voting Requirements

Simple Majority

Officer's Recommendation

For discussion

Council Resolution

Johnstone/Cavanagh

That Council is supportive of the parent representative group's vision for the Williams Town Hall Park precinct and will consider prioritising the project as part of the Strategic Community Plan Review.

**Carried 9/0
Resolution 165/17**

The President adjourned the meeting at 2.05pm to conduct a Citizenship Ceremony for Marijke Tromp.



Mr & Mrs John and Marijke Tromp attended the meeting at 2.05pm. Mrs Marijke Tromp was presented with her Certificate of Australian Citizenship and made a pledge as the final step in becoming an Australian Citizen.

Mr & Mrs John and Marijke Tromp left the meeting at 2.17pm

The meeting resumed a 2.17pm.

Further to the Economic Development Officer's Report, Council revisited Item 8.1.2 General Projects Update. The Shire has been asked to consider endorsing the Main Roads "Stakeholder Engagement Plan - Williams Townsite Upgrades", which includes the replacement of the Williams River - Bridge 25 and the Coalling Creek - Bridge 24, and the reconstruction of the road between the bridges. This draft plan had been previously circulated to Councillors by email and was tabled at this meeting.

Council Resolution

Carne/Earnshaw

That Council endorse the Main Roads "Stakeholder Engagement Plan, Williams Townsite Upgrades" as tabled.

**Carried 9/0
Resolution 166/17**

Council was asked by the Chief Executive Officer to consider a process to formulate a Project Reference Group to assist Main Roads in delivery on its community engagement for the Williams Townsite Upgrade. It was also requested that Council consider delegating authority to the President and the Chief Executive Officer to consider nominations and appoint suitable members of the community to the reference group.

Council Resolution

Johnstone/Medlen

That Council invite nominations for community representation on the Project Reference Group for the Williams Townsite Upgrade Project and gives delegated authority to the President and Chief Executive Officer to determine the successful nominees.

**Carried 9/0
Resolution 167/17**

Ms Cowcher left the meeting at 3.16pm.



Afternoon Tea

The President adjourned the meeting for afternoon tea at 3.16pm and the meeting resumed at 3.41pm.

The President adjourned the order of the Ordinary Meeting of Council proceedings to attend to Item 8.3 – Environmental Health/Building Surveyor’s Report.

8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR’S REPORT

The Environmental Health Officer/Building Surveyor, Mr Gordon Tester, attended the meeting at 3.41pm.

8.3.1 BUILDING PERMITS AND OTHER MATTERS

File Reference	13.34.10
Statutory Reference	Building Act 2011, Building Regulations 2012
Author & Date	Gordon Tester 1 March 2017

Comment

Permit Number	Owner/Builder	Address	Description
391	M & R Duff	17 Old Soldiers Road Williams	Steel Framed and Clad Shed

Other Matters

Disposal of Shire Owned House – 14 Adams Street

A sample of the eaves lining was obtained from 14 Adams Street to determine whether or not it is asbestos sheeting in order to inform any prospective purchaser as to the nature of this material.

At the time of writing this report the results of the analysis is still pending.

I’m Alert Food Handlers Course.

This food handling course is now available for William’s residents to access on the Shire’s website.

It is intended that this short course will assist professional food handlers, community groups and school students to achieve their aims of producing a high quality food product.

Completing this free course may assist persons wishing to enter the food industry.

Voting Requirements

Simple Majority Required



Officer's Recommendation

That Environmental Health Officer/Building Surveyor's report as presented above be endorsed by Council.

Council Resolution

Cavanagh/Medlen

That Environmental Health Officer/Building Surveyor's report as presented above be endorsed by Council.

**Carried 9/0
Resolution 168/17**

The Chief Executive Officer reported that further to the report on the issue of a building permit for construction of a steel framed shed at 17 Old Soldiers Road, Williams, the Council will be asked to consider a development application for this project. The lot is zoned 'residential' and the shed dimensions exceed the size permitted in the Town Planning Scheme.

Council Resolution

Medlen/Major

Council notes that a development application will be presented at a future meeting of Council for the construction of a steel framed shed at 17 Old Soldiers Road, Williams.

**Carried 9/0
Resolution 169/17**

Mr Tester left the meeting at 3.54pm.



The order of the Ordinary Meeting of Council proceedings resumed at 8.2 Works Supervisor's Report at 3.55pm.

8.2 WORKS SUPERVISOR'S REPORT

Works Supervisor Tony Kett attended the meeting at 3.55pm to discuss his report.

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	7 th March 2017

8.2.1 MAINTENANCE GRADING ACTIVITY

All roads graded after the floods.

8.2.2 ROAD MAINTENANCE WORKS

- Maintenance work on all the roads that were affected by the floods
- Wilkie Rd opened up
- Extracts Rd opened up
- Major Rd opened up

8.2.3 2016/17 ROAD CONSTRUCTION PROGRAM

Road Construction Program 2016-17								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams-Darkan Rd	Reseal	20.52	25.52	5 km			Completed.
9	Dardadine Road	Seal	00	2.00	2 km			
10	Pingelly Road	Seal to 7m	0.05	3.50	3 km			Completed.
1	York-Williams	Reseal	0.0	3.00	3 km			Completed.
7	Clayton Road	Widen Shoulders	0.0	2.00	2 km			Completed.
11	Marradong Road	Clear vegetation, drainage and repair failures	Various slks					
12	Zilko Road	Clear vegetation and gravel sheet	Various slks					Completed.



2	Darkan-Quindanning	Tree trimming south end	Cross roads to Boundary		15km		Completed.
54	Kennedy Road	Gravel sheet	0.00	2.74	2.74km		Completed.
88	Curteis Road	Clear sections and gravel sheet 1km.			1 km		Trees cleared.
99	Wilkie road	Reconstruct culvert floodway					Completed.
5	Fourteen Mile Brook Road	Reconstruct culvert floodway.					Completed.

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Km December 2016	Works Completed this month
Mazda CX5 WL 16	Light Vehicles	Cara Ryan	23 Sep 15	48,254 km	
Toyota Prado 16 WL		Geoff McKeown	10 Sep 16	1,800 km	
Holden Rodeo Dual Cab Utility WL 5499		Outside staff	5-Nov-04	241,197 km	
Isuzu D-Max WL 19		Tony Kett	9-Sep 14	75,000 km	
Kia 2 Tonne Truck WL 5414		Jeff Cowan	9-Oct-07	143,300 km	
Holden Colorado Crew Cab Ute WL 742		Andrew Wood	5-Oct 15	204,566 km	Serviced, new rear brakes.
Isuzu 4x2 Single Cab Ute WL 916		Maintenance	25-Nov-2016	42 km	Serviced.
Holden Rodeo Single Cab Utility WL 826		Outside works crew	20-Nov-06	116,987 km	
Isuzu 4x2 Single Cab Ute WL 915		James Lenehan	25 Nov 2016	154 Km	
Skid Steer Track Loader 1EUV725		Construction Equipment	Outside works crew	Sep 2015	340 hr
Multipack Multi-Tyre Road Roller WL 49	Outside works crew		21-Oct-04	6,377 hr	
Vibromax Roller WL 126	Outside crew		29-Sep-04	4,203 hr	New water pump.



Caterpillar 12M Grader WL 61	Parks & Gardens	Richard Hewitt	Dec 2011	4,735 hr	Replaced cracked manifold.
Caterpillar 12M Grader WL 361		Andrew Wood	15-10-2014	1,875 hr	2,000 hour service.
721E Case Loader WL 5639		Roger Gillett	May 2012	5,879 hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	6,811 hr	
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	2,697 hr	
Toro Reelmaster SP Mower WL 5502		Works	Aug-09	1,010 hr	
Kubota Generator	Parks & Gardens	Refuse Site		3,477 hr	
Toro Z597 Ride on Mower WL 731		Jeff Cowan	1-Oct-06	1,943 hr	
Toro Z400 Kholer Ride on Mower WL 5302		Jeff Cowan	8-Aug-05	594 hr	
Honda TRX Four Wheel M/cycle WL 429		Jeff Cowan	20-Mar-00	1,392 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	235,800 km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	293,382 km	
Mercedes Benz Actross Prime Mover WL 91		Phil Reed	21-Dec-05	308,626 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	200,853 km	New brake booster.
Isuzu NPR 300 Truck WL 016		Ray Scobie	21-Jan-13	74,662 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	140,500 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	132,500km	
Howard Porter Pig Trailer WL 3792		Justin Murdock	10-Dec-08	1405,300 km	
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	23- Feb 2016	167,500 km	

8.2.5 STAFF

- Nil to report

8.2.6 TOWN AND FACILITIES REPORT

- Cleaned up around town after rain
- Finished up at the bowling club
- Aged homes completed
- Some gravelling done at the campdraft ground



8.2.7 PRIVATE WORKS

- Nil to report

8.2.8 WORKS SUPERVISOR REPORT ACCEPTANCE

Voting Requirements

Simple Majority Required

Officer's Recommendation

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

Council Resolution

Medlen/Paterson

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

**Carried 9/0
Resolution 170/17**

Mr Kett left the meeting at 4.17pm.



8.4 CHIEF EXECUTIVE OFFICER'S REPORT

8.4.1 CHIEF EXECUTIVE OFFICER'S GENERAL REPORT

File Reference	4.1.20	
Statutory Reference	N/A	
Author & Date	Geoff McKeown	9 th March 2017
Attachment	Nil	

Background

The Chief Executive Officer's 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 2017 be received by Council.

Council Resolution

Medlen/Logie

That the Chief Executive Officer's General Report for March 2017 be received by Council.

Carried 9/0
Resolution 171/17



8.4.2 DELEGATIONS REGISTER REVIEW

File Reference	4.50.60
Statutory Reference	<i>Local Government Act 1995 section 5.42</i>
Author and Date	Geoff McKeown 7 th March 2017
Attachment	Appendix 1 – Delegations Register

Background

Pursuant to the *Local Government Act 1995* (LGA), the Council has the power to delegate to the Chief Executive Officer (CEO) (section 5.42).

Council can delegate to the CEO, by an absolute majority resolution, the exercise of any of its powers or the discharge of any of its duties from time-to-time and in such manner as the Council determines, excepting certain limitations as outlined below. The CEO has the power to on-delegate to other staff members (*s5.44 Local Government Act 1995*).

Delegations are to be in writing and a register of delegations is to be kept by the CEO.

There are limitations to delegating to the CEO under s5.43 of the Act as outlined below:

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor; and
- (i) such other powers or duties as may be prescribed.

Council can delegate to a committee comprising of elected members only, any of the Council's powers or duties under the LGA, or to a committee comprising of elected members and employees any duties that can be delegated to the CEO. Limitations of delegation of powers and duties to committees are prescribed under s5.17 LGA.

There is a requirement under the LGA that all delegations made must be reviewed annually.



The opportunity is also taken to review all other delegations to staff provided under alternative legislation. Various other acts such as the *Bush Fires Act* and the *Building Act* allow for delegations to local government officers by Council.

The Shire of Williams delegations were last reviewed and adopted by Council at the 16th December 2015 Ordinary Meeting of Council (Council decision number 147/16).

Comment

A review of the delegations by Council has been undertaken by the CEO.

The attached Register of Delegations consists of delegations from Council to the CEO under the Act, and delegations from Council to the CEO and staff under other acts. Each delegation provides information on the respective head of power in the Delegation Register (**Appendix 1**).

Currently there are no Council committees with delegated authority under the LGA and therefore no delegations made by Council to any Council committees to review.

Financial Implications

Nil

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council, having reviewed the delegations and authorisations currently in place and noting the recommended amendments:

1. Delegates to the CEO under s5.42 LGA, the exercise of the following powers and the discharge of any of its duties under the *Local Government Act 1995*, effective immediately, as listed in the Delegations Register (Appendix 1)
2. Revokes any previous delegations.

Council Resolution

Cavanagh/Earnshaw

That Council, having reviewed the delegations and authorisations currently in place and noting the recommended amendments:

1. Delegates to the CEO under s5.42 LGA, the exercise of the following powers and the discharge of any of its duties under the *Local Government Act 1995*, effective immediately, as listed in the Delegations Register (Appendix 1)
2. Revokes any previous delegations.

**Carried by Absolute Majority 9/0
Resolution 172/17**



8.4.3 2016 COMPLIANCE AUDIT RETURN

File Reference	4.50.00
Statutory Reference	<i>Local Government (Audit) Regulations 1996</i>
Author & Date	Geoff McKeown 8 th March 2017
Attachment	Appendix 2 – Compliance Audit Return

Background

The Annual Compliance Audit Return for the period 1 January 2016 to 31 December 2016, is presented for review by Council.

All Local Governments are required to carry out a Compliance Audit Return (CAR) under the *Local Government (Audit) Regulations 1996* on an annual basis. The CAR contains a checklist of statutory requirements and covers the calendar year.

The CAR is to be:

1. Presented to the Audit Committee for review at a meeting of the Audit Committee;
2. Recommended for Adoption by Council at an Audit Committee Meeting;
3. Presented to the Council at a meeting of Council;
4. Adopted by the Council; and
5. The adoption recorded in the minutes of the meeting at which it is adopted.

Once the CAR has been presented to Council, a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the CAR is to be submitted to the Executive Director, Department of Local Government and Communities by 31st March 2017.

Comment

The audit was carried out internally, sourcing evidence of compliance through the Shire's own records. The audit checklist is determined by the Minister of Local Government.

There were no areas where non-compliance was noted. Comment has been made in relation to a number of areas where an absolute majority resolution is needed. Although an absolute majority of votes was identified, the resolution appearing in the Minutes states "Carried" rather than "Carried by Absolute Majority". Attention will be given to this matter to ensure the correct notation is recorded in future Minutes.

Financial Implications

Nil

Voting Requirements

Simple Majority



Officer's Recommendation

That Council adopt the 2016 Compliance Audit Return and endorses the certification by the Shire President and the Chief Executive Officer for submission to the Department of Local Government and Communities.

Council Resolution

Medlen/Johnstone

That Council adopt the 2016 Compliance Audit Return and endorses the certification by the Shire President and the Chief Executive Officer for submission to the Department of Local Government and Communities.

**Carried 9/0
Resolution 173/17**



8.4.4 QUINDANNING PICNIC RACE DAY INC. – REQUEST FOR SUPPORT

File Reference	11.70.95
Statutory Reference	Nil
Author & Date	Geoff McKeown 8 th March 2017
Attachment	Nil

Background

A letter has been received from the Quindanning Picnic Race Day Club Inc. seeking assistance with the running of its Annual Picnic Race Day over the upcoming Easter Weekend.

Comment

The Quindanning Picnic Race Ground is located in the Shire of Boddington however a significant number of Williams' residents live in the Quindanning locality and many local people attend the one day event.

The Club was formed in 1978 by the Quindanning Community.

In previous years the Shire has supported this event with the supply of a water cart and on some occasions a generator is provided.

Financial Implications

There is minimal financial impact with in-kind support.

Voting Requirements

Simple Majority

Officer's Recommendation

That the Shire of Williams provide in-kind support to the Quindanning Picnic Race Day Inc. with the provision of a plant and equipment to assist with the running of the 2017 Race Day Event.

Council Resolution

Paterson/Johnstone

That the Shire of Williams provide in-kind support to the Quindanning Picnic Race Day Inc. with the provision of a plant and equipment to assist with the running of the 2017 Race Day Event.

Carried 9/0
Resolution 174/17



8.4.5 NEWMONT BODDINGTON GOLD – COMMUNITY REFERENCE GROUP

File Reference	4.1.20
Statutory Reference	Nil
Author & Date	Geoff McKeown 8 th March 2017
Attachment	Nil

Background

Correspondence has been received from Newmont Boddington Gold inviting the Shire of Williams to nominate a representative to participate on its Community Reference Group.

Comment

The letter from Newmont Boddington Gold states:

“Newmont Boddington Gold (NBG) established a Community Reference Group (CRG) in late 2014 and has facilitated this important community consultative forum with the significant contribution of a range of community stakeholders throughout 2015 and 2016.

In late 2016, and in response to findings from NBG’s most recently conducted Social Impact Assessment (SIA) completed in late 2015, we have reviewed and refreshed the Team Charter, developed a more formal Terms of Reference (ToR) to focus and support the governance of the CRG, and in consultation with our existing members, have committed to extending the membership constitution of the group to ensure a more representative cross section of our local community stakeholders.

It was proposed, and has been agreed that the extension of the groups’ constitution membership should include representation from our domiciled local government authorities that includes the shires of Boddington, Wandering, Williams and Murray. Consequently we would like to formally extend an invitation for a representative member of the Williams Shire Council to sit on the CRG for the next two (2) years.

Please find attached copies of the CRG Team Charter and Terms of Reference (ToR) for further consideration and to inform the prospective nomination of the shire council representative. We look forward to registering the response from the Williams Shire Council and to presenting the nomination for endorsement at the first meeting of the CRG scheduled for Wednesday the 29th March.

Further detail of the meeting will be distributed to the shire council nominee in due course.

Thank you for your consideration.”

Ms Heidi Cowcher has previously attended the CRG Meetings but they have been irregular and infrequent. This renewal of the CRG’s Terms of Reference offers a new opportunity to increase this Shire’s participation.



Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council nominate Cr..... or staff memberas the Shire of Williams' representative on Newmont Boddington Gold's Community Reference Group for the next two (2) years.

Council Resolution

Cavanagh/Major

That Council nominate Ms Heidi Cowcher, Economic Development Officer, as the Shire of Williams' representative on Newmont Boddington Gold's Community Reference Group for the next two (2) years.

**Carried 9/0
Resolution 175/17**



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	7 th March 2017

Background

It is a requirement of the Local Government (Financial Management) Regulation 1996 to produce a list of payments made from Councils Municipal Fund and Trust Fund bank accounts to be presented to the Council in the following month.

Further, in accordance with the Delegation adopted by Council in December 2015 the Chief Executive Officer has the delegated authority to make payments from the Municipal Fund and Trust Fund. The Chief Executive Officer in exercising his authority is required to produce a list of accounts recorded in monthly Council meeting minutes.

Statutory Implications

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 – REG 13

(1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared –*

- (a) *the payee’s name; and*
- (b) *the amount of the payment; and*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction.*

Comment

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

Financial Implications

As listed in the recommendation below.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Municipal Fund EFT, BPAY, Direct Debits and Cheques 104604 - 104612 totalling \$214,798.76 and SII Funding EFT payments totalling \$357,271.32 approved by the Chief Executive Officer, during the month of February 2017, be endorsed.



Council Resolution

Medlen/Logie

That Municipal Fund EFT, BPAY, Direct Debits and Cheques 104604 - 104612 totalling \$214,798.76 and SII Funding EFT payments totalling \$357,271.32 approved by the Chief Executive Officer, during the month of February 2017, be endorsed.

**Carried 9/0
Resolution 176/17**

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	7 th March 2017

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 monthly financial report and municipal bank reconciliation are separate attachments to this agenda.

Financial Implications

As disclosed in the financial statements.

Voting Requirements

Simple Majority

Officer’s Recommendation

That the financial statements presented for the period ending 28th February 2017 be received.

Council Resolution

Johnstone/Paterson

That the financial statements presented for the period ending 28th February 2017 be received.

**Carried 9/0
Resolution 177/17**



8.5.3 2016-2017 APPROVAL OF UNBUDGETED EXPENDITURE

File Reference 4.23.20
Statutory Reference Local Government Act 1995 Section 6.8
Author & Date Cara Ryan 10th March 2017

Background

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

Comment

The following table details items of expenditure that requires Council’s endorsement, which were not included in the 2016-2017 Annual Budget.

GL Account	Purpose	Amount
E092011 – Aged Homes Mtce- Single Units	The construction of two (2) x units located at 17 and 19 New Street formed part of the capital expenditure program in the 2016/2017 Annual Budget. At the time of adopting the budget, consideration for utility costs such as water were not included in the maintenance budget.	\$1,500
E092013 – NRAS Fees – Jamtree Lane	Council resolved to enter into the National Rental Affordability Scheme at the September 2014 Ordinary Meeting (Resolution 60/15). When entering the scheme there is an agreement to pay an annual management fee to Australian Affordable Housing Securities for managing the fund.	\$2,700
E122033 - Storm Damage	Heavy Rainfall, resulting in flooding occurred from the 10 th February 2017. There was extensive damage on many of the rural roads within the district, which required immediate repairs to make the roads safe.	\$35,000
TOTAL		\$39,200

Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SECT 6.8 (1)

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –
- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or



(b) is authorised in advance by resolution*; or

(c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

(1a) In subsection (1) —

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

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

(a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

Financial Implications

The total amount of unbudgeted expenditure of \$39,200 has been covered by savings in expenditure in other areas of the budget. The major expenditure for storm damage of \$35,000 is wages costing for current works staff, the saving has occurred in the rural road maintenance works.

This expenditure along with the extra savings has been reported in the Budget Review undertaken as of the 28 February 2017.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council approve the unbudgeted expenditure from the Shire of Williams' Municipal Fund for the following items:

1. Maintenance Costs on 17 & 19 New Street - \$1,500;
2. NRAS Administration Fee - \$2,700; and
3. Storm Damage - \$35,000

Council Resolution

Major/Medlen

That Council approve unbudgeted expenditure from the Shire of Williams' Municipal Fund for the following items:

1. Maintenance Costs on 17 & 19 New Street - \$1,500;
2. NRAS Administration Fee - \$2,700; and
3. Storm Damage - \$35,000.

**Carried by Absolute Majority 9/0
Resolution 178/17**



8.5.4 2016-2017 BUDGET REVIEW

File Reference	4.21.25
Statutory Reference	Local Government Act 1995 Section 6.12(1)
Author & Date	Cara Ryan 10 th March 2017
Attachments	Appendix 1 - 2016/2017 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, 15th March 2017.

Background

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30th June 2017 for the period ending 28th February 2017 is 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

Additional income generated from Interim Rates and quarterly instalment fees	\$4,297
Reduction in interest earned on Term Deposit due to continued drop in rates	(\$6,000)
Increase in funds received for the ESL Maintenance Grant for current year	\$5,000
Reimbursement from DFES for hire of excavator	\$2,300
Decrease in expected revenue for Childcare Centre fees	(\$4,000)
Reduction in revenue received for wages from the Williams CRC	(\$10,000)
Budgeted revenue for Kidsport Grant will not be received this year	(\$2,000)
Increase in Cemetery fees	\$1,200
Increase in fees and contributions for Sporting Facilities	\$6,500
Revenue for LG Golf Day exceeded budget expectations	\$3,700
Reduction of rental income on Adam St house	(\$5,000)
Rebate received from Isuzu as part of the Fleet Boost 10 program	\$2,200
Increase in reimbursement for Workers Compensation payments	\$35,000
TOTAL ADJUSTED REVENUE	\$33,197



EXPENDITURE

Increase in Fringe Benefit Tax	(\$2,500)
Overspend on painting of Shire Offices	(\$6,000)
Additional expenditure for Bank Fees – Treasury Guarantee Fee	(\$2,000)
Hire of Excavator for Culbin-Boraning fire.	(\$2,300)
Long Service Leave and Annual Leave Payment to Building/Health Surveyor	(\$19,000)
Extra expenditure on Mosquito Control due to longer season	(\$1,500)
Reduction in wages costs to the Williams CRC	\$10,000
Reduction in Kidsport Grant to be allocated	\$2,000
Saving on maintenance cost for Joint Venture Units and Single Person Units	\$9,000
Unbudgeted expenditure for utility costs for 17 and 19 New Street Units	(\$1,500)
Unbudgeted expenditure for NRAS Administration Costs	(\$2,700)
Decrease in Refuse Site maintenance costs	\$2,000
Contribution for Regional Waste Group not required	\$5,000
NRM Grant expenditure postponed	\$8,000
Agriculture Hall floorcoverings postponed	\$3,000
Saving on wages cost on maintenance of parks, gardens and sporting clubs	\$22,000
Extra expenditure on LG Golf Day	(\$2,900)
Under budget on wages costs for road maintenance	\$138,000
Unbudgeted expenditure for storm damage on rural roads	(\$35,000)
Saving on maintenance costs on shire housing	\$2,000
Increase in employee costs (Workers Compensation/Leave entitlements)	(\$51,326)
Saving on fuel and oil expenses	\$15,000
TOTAL ADJUSTED EXPENDITURE	\$89,274

CAPITAL ADJUSTMENTS

Decrease in transfer to Reserves due to low interest rates	\$2,000
Additional transfer from Reserves for painting of administration offices	\$6,000
Overspend on construction of 2 x New Street units	(\$30,000)
Overspend on materials on the Pingelly Road Seal	(\$5,000)
Over budget on wages costings for Roads to Recovery Programs	(\$70,000)
CAPITAL ADJUSTMENT	(\$97,000)

OTHER ITEMS

Decrease in Opening Surplus	(\$2,883)
-----------------------------	------------------

Financial Implications

Due to the combined value of the above adjustments the balanced budget is now predicted to be a surplus of \$22,588. This predicted surplus includes a timing adjustment of \$11,000, which will be required to be carried over to the 2017-2018 Budget. This is comprised of \$8,000 for works for the Quindanning Revegetation Project and \$3,000 maintenance works on the Agricultural Hall.

There is no proposal to amend the Annual Budget following completion of the Budget Review.



Voting Requirements

Simple Majority

Officers Recommendation

That Council adopts the 2016/2017 Budget Review for the period 1 July 2016 to 28 February 2017, as presented in the 2016/2017 Budget Review Financial Statements.

Council Resolution

Earnshaw/Johnstone

That Council adopts the 2016/2017 Budget Review for the period 1 July 2016 to 28 February 2017, as presented in the 2016/2017 Budget Review Financial Statements.

Carried 9/0
Resolution 179/17

8.5.5 AUDIT SERVICE 2017-2018

File Reference	4.22.00
Statutory Reference	Local Government Act 1995 Part 7
Author & Date	Cara Ryan 10 th March 2017
Attachments	Appendix 2 - Butler Settineri – Statutory Audit Quotation July 2017 – June 2018

Purpose

To consider renewal of Auditor services for the 2017-2018 Financial Year, as recommended by the Audit Committee.

Background

In March 2016, local governments were notified by the Department of Local Government and Communities of the proposal by the State Government that the Auditor General will undertake financial and performance audits of the local government sector. It was proposed that this would commence from the 1st July 2017. As a consequence, local governments were requested not to renew audit contracts beyond 2016-2017 financial year.

The Department of Local Government and Communities has since encouraged local governments to extend or renew audit contracts for the 2017-2018 financial year, with the option of an annual extension. This delay is a consequence of the *Local Government Amendment (Auditing) Bill 2016*, which was introduced to the Legislative Assembly in August 2016, not being passed before the dissolution of Parliament for the State Election.



Comment

Marius Van Der Merwe, Butler Settineri (Audit) Pty Ltd, is the Shire’s current Auditor with the appointment ceasing for the financial year ending 30th June 2017. With the information provided by the Department of Local Government and Communities, Butler Settineri (Audit) Pty Ltd was requested to provide a quote for audit services for the 2017-2018 financial year, with the option to extend. A summary of the proposal is as follows:

Annual Audit Services	<i>(exc GST)</i>	Acquittals	The annual audit fee includes
Year Ending - 2018	\$9,000		RTR acquittal. Additional - \$880
Year Ending - 2019	\$9,450	Directors (per hr)	\$420 to \$440
Year Ending - 2020	\$9,900	Auditors (per hr)	\$115 to \$200
TOTAL	<u>\$30,500</u>		

The annual audit fees exclude travel. There is no time cost for travel and only direct out-of-pocket expenses will be recouped.

Statutory Environment

Local Government Act 1995 S7.3 states as follows:

7.3 *Appointment of Auditors*

(1) *A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.*

** Absolute majority required.*

(2) *The local government may appoint one or more persons as its auditor.*

(3) *The local government’s auditor is to be a person who is —*

(a) a registered company auditor; or

(b) an approved auditor.

Financial Implications

The costs associated with the engagement of an Auditor need to be included in the Shire’s Annual Budget.

Voting Requirements

Absolute Majority

Officer’s Recommendation:

That Council appoints Marius Van Der Merwe, Butler Settineri (Audit) Pty Ltd as Auditor for the Shire of Williams, to provide audit services for the financial year 2017-2018, with the option of an annual extension.



Council Resolution

Paterson/Earnshaw

That Council appoints Marius Van Der Merwe, Butler Settineri (Audit) Pty Ltd as Auditor for the Shire of Williams, to provide audit services for the financial year 2017-2018, with the option of an annual extension.

**Carried by Absolute Majority 9/0
Resolution 180/17**

8.6 COUNCILLORS' REPORTS

Cr Cowcher attended and discussed the Main Roads' risk management workshop in relation to the Williams Townsite Upgrade Project, held in Northam on the 13th March 2017.

Cr Cavanagh discussed and chaired the Boddington Bauxite Community Liaison Committee meeting held on the 9th March 2017.

Cr Cavanagh, as a Panel Member on the Development Assessment Panel (DAP), discussed his attendance at the DAP Meeting on the 24th February 2017 to consider the Caltex Service Station.

9.0 ELECTED MEMBERS MOTIONS OF WHICH NOTICE HAS BEEN GIVEN

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

10.1 ELECTED MEMBERS

10.2 OFFICERS

11.0 APPLICATION FOR LEAVE OF ABSENCE

12.0 INFORMATION SESSION

13.0 CLOSURE OF MEETING

There being no further business for discussion the President declared the meeting closed at 5.55pm.