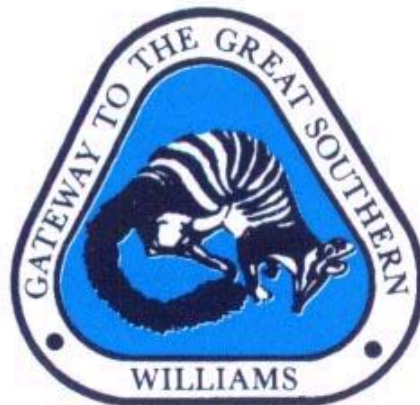


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING HELD ON
THURSDAY 19TH OCTOBER 2017***



COUNCIL DIARY

THURSDAY 19TH OCTOBER 2017

1.00pm

Ordinary Meeting

THURSDAY 19TH OCTOBER 2017

6.00pm

Farewell Dinner for Retiring Councillors

SATURDAY 21ST OCTOBER 2017

Local Government Elections

WEDNESDAY 15TH NOVEMBER 2017

1.00pm

Ordinary Meeting



MINUTES – ORDINARY MEETING OF COUNCIL HELD 19TH OCTOBER 2017

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Separate Documents

1. Minutes – Council; CRG, 4WDL, HWEDA, BFB AGM
2. CEO General Report
3. CEO Appendix
4. EDO Appendix
5. Payment Listing
6. Monthly Financial Report
7. Municipal Bank Reconciliation
8. Status Report
9. Info Statement



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 (from 1.03pm)
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 (1.32pm to 2.20pm)
Tony Kett Works Supervisor (2.21pm to 2.40pm)

3.0 PUBLIC QUESTION TIME

4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Jarrad Logie / Councillor
Item No. / Subject	8.4.4 / Proposed Agricultural Knife Point Repair Business, Lot 441 Marjidin Way, Williams
Type of Interest	Proximity Interest



DECLARATION OF INTEREST	
Name / Position	Cara Ryan / Manager of Finance
Item No. / Subject	8.4.8 / Provision of Financial Management Services to the Shire of Wandering
Type of Interest	Financial Interest

6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

6.1 ORDINARY COUNCIL MEETING HELD 20TH SEPTEMBER 2017

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 20th September 2017, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Johnstone/Carne

That the Minutes of the Ordinary Meeting held on 20th September 2017, as previously circulated, be confirmed as a true and accurate record.

**Carried 8/0
Resolution 59/18**

6.2 CRG MEETING HELD 28TH SEPTEMBER 2017

Officer's Recommendation

That the Minutes of the CRG Meeting held on 28th September 2017, as previously circulated, be received.

Council Resolution

Major/Medlen

That the Minutes of the CRG Meeting held on 28th September 2017, as previously circulated, be received.

**Carried 8/0
Resolution 60/18**

Cr Earnshaw entered the meeting at 1.03pm.



6.3 4WDL MEETING HELD 10TH OCTOBER 2017

Officer's Recommendation

That the Minutes of the 4WDL Meeting held on 10th October 2017, as previously circulated, be received.

Council Resolution

Logie/Carne

That the Minutes of the 4WDL Meeting held on 10th October 2017, as previously circulated, be received.

**Carried 9/0
Resolution 61/18**

6.4 HWEDA MEETING HELD 10TH OCTOBER 2017

Officer's Recommendation

That the Minutes of the HWEDA Meeting held on 10th October 2017, as previously circulated, be received.

Council Resolution

Cavanagh/Medlen

That the Minutes of the HWEDA Meeting held on 10th October 2017, as previously circulated, be received.

**Carried 9/0
Resolution 62/18**

6.5 BFB AGM HELD 11TH OCTOBER 2017

Officer's Recommendation

That the Minutes of the BFB AGM held on 11th October 2017, as previously circulated, be received.

Council Resolution

Major/Medlen

That the Minutes of the BFB AGM held on 11th October 2017, as previously circulated, be received.

**Carried 9/0
Resolution 63/18**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.0 REPORTS



8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

The Economic Development Officer, Mrs Heidi Cowcher, attended the meeting at 1.32pm to discuss her report.

8.1.1 4WDL WELL AGED HOUSING PROJECT

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	11 th October 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 Royalties for Regions funding programs 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 in 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 11.10.17
West Arthur (3 units)	\$717,664 (+ interest) 2 units	\$722,824.36
Williams (2 units)	\$717,664 (+ interest) 2 units	\$722,824.36
Wagin (4 units)	\$1,076,496 (+ interest) 3 units	\$1,062,714.93
Dumbleyung (3 units)	\$717,664 (+ interest) 2 units	\$722,824.36
Lake Grace (3 units)	\$1,076,496 (+ interest) 3 units	\$1,057,065.74
Woodanilling (3 units)	\$717,664 (+ interest) 2 units	\$722,824.36
TOTAL (18 units)	\$5,023,648 (14 units)	\$5,011,078.11

It is anticipated that the project will be completed by the end of 2017, approximately 6 months ahead of schedule. The quarterly report for July-September 2017 is due mid-October 2017.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

- ED 2.1 Plan and develop relevant aged housing suitable to meet needs of growing population.
- ED 2.3 Promote and support the availability of accommodation suitable for young people, families and retirees.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment



- CL 3.1 Participate in, and actively collaborate with, the 4WDL Voluntary Regional Organisation of Councils on resource sharing opportunities.
- CL 3.2 Foster, nurture and develop strategic alliances with local governments, major industry and government agencies.

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. All audit expenses, bank fees and other related project management expenses are claimed from the interest.

Voting Requirements

Simple Majority

Officer’s Recommendation

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

Council Resolution

Earnshaw/Logie

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

**Carried 9/0
Resolution 64/18**

8.1.2 GENERAL PROJECTS UPDATE

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	11 th October 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

HWEDA

The Self-Drive Trail project continues to progress, with a progress report submitted on the 30th September 2017 (attached).

HWEDA recently advertised for an Executive Officer as I have decided to step down from the role. A total of 17 information packages were distributed, and at the close of applications, a total of 4 were received. The selection panel resolved to interview 2 prospective candidates, with the



successful candidate being Mrs Pip Gooding. She will commence in the role on the 1st November 2017 following a handover period.

Williams Bowling Club

A total of three (3) funding applications have been submitted for the new shade structures at the Williams Bowling Club. The total cost of the project is \$15,000 for 3 new shade structures. Funding has been secured from Newmont Boddington Gold (\$4,000) and CBH (\$3,000). The Stronger Communities Program funding has progressed to Stage 2, with \$4,000 recommended.

Solar Power – Williams CRC and Childcare Centre

The Shire has submitted an EOI to the Stronger Communities Program (Rick Wilson Federal MP funding) Round 3. Total cost for the project is \$17,809 (incl. GST). Quotes for the installation of solar power are as follows:

Williams CRC	\$9,991 (incl. GST after STC – Small Scale Technology certificates)
Williams Childcare Centre	\$6,991 (incl. GST after STC – Small Scale Technology certificates)
Bidirectional meter installation	\$552 (Western Power)
Project Management	<u>\$275</u> (Shire of Williams)
TOTAL	\$17,809

The EOI was successful, with \$7,555 offered towards the project (\$8,000 was requested). The application has now progressed to the Stage 2. The outcome should be known in 4-6 weeks.

Williams Town Hall Playground

Following the resolution of Council at the September 2017 meeting, *Ecoscape* have been commissioned to prepare the concept plan for the proposed redevelopment of this space. A meeting has been arranged with the community interest group, Shire staff and *Ecoscape* representatives on Thursday 19th October.

Willi Wag Tails Childcare Sustainability funding

As reported at the last meeting, the current sustainability funding (Community Support Program) that the Childcare Centre has relied on for the last 5 years will cease as at 30th June 2018. An alternative funding source has been promoted, however it has been noted that the new funding source is now competitive Australia-wide and is based largely on measures that Centre's can demonstrate how they are addressing sustainability in the long term and a reduced reliance on external funding to keep the Centre operational.

With the proposal for Willi Wag Tails to consider joining the Regional Model proposed with Narrogin as the hub, this demonstrates sustainability measures are being considered. Additionally, in the funding submission, it has been recommended that the Centre will consider a reduction from 5 days per week to 4 days per week to reduce overheads and possibly increase attendance on the reduced days (rather than being spread out over 5 days). Funding of \$142,000 over the next 3 years was requested to assist with the costs associated with transitioning to the new regional cluster model. Should this support be secured, this will enable the Centre to continue to operate



whilst consideration of the new cluster model is undertaken. This will ensure that the Centre can remain open and supporting the community of Williams during the transition period.

The application was submitted on 5th October, however the outcome is not likely to be known until April 2018, with any funding approved commencing 1st July 2018.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

- ED 1.5 Encourage business and community groups' initiatives to promote the Shire has a place to live, work, play and invest.
- SCD 1.1 Provide, maintain and improve community infrastructure.
- SCD 1.5 Continue to support and develop tourism opportunities for the Shire.
- SCD 2.4 Continue to promote community events, initiatives and programs.
- LUE 2.1 Provide quality amenities and accessible public open spaces for the community.
- LUE 2.2 Ensure townsite amenities are maintained and improved where required.
- LUE 3.1 Undertake energy audits and investigate alternatives energy solutions for Shire owned facilities.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.
- CL 2.2 Maintain accountability, transparency and financial responsibility
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies.

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/Medlen

That the General Projects update be received.

**Carried 9/0
Resolution 65/18**



8.1.3 WILLIAMS LIONS PARK REDEVELOPMENT

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 11 th October 2017
Attachments	Tender Documents: Phase3/Emerge; LD Total; Earthcare/UDLA

Background

The redevelopment of the Williams Lions Park project has been the subject of recent applications for funding from a number of potential project partners to assist with the costs associated with the redevelopment plans. It was originally anticipated that the proposed redevelopment of the Williams Lions Park would be completed alongside MRWA and their proposed works for the replacement of the Williams River Bridge, however with the Shire's funding secured before MRWA have secured and confirmed theirs, it now appears that the Shire's work will be completed before the bridgework potentially will commence.

At the recent CRG meeting, MRWA confirmed that now that they have secured the \$5m in Federal funding, they have been advised to progress the project while the State government funding is sourced and secured. Further, it is proposed that the commencement of pre-construction work (including the construction of the bypass required during the construction of the new Williams Bridge) will start in February 2018 due for completion in April 2018, and the main bridge replacement works to commence in September 2018 and take approximately 10 months to complete (June 2019).

Comment

With all the funding for the project secured (together with Shire of Williams budget allocations), at its August 2017 meeting, Council made the following resolution:

Council Resolution

Johnstone/Paterson

That Council support the commencement of the Williams Lions Park Redevelopment project. Further, a 'Design and Construct' tender be prepared and advertised seeking suitably qualified persons to deliver the redevelopment project as per the Concept Plan.

**Carried 7/0
Resolution 29/18**

Comprehensive tender documentation was prepared, together with updated plans prepared with assistance from UDLA. Tenders were advertised commencing 20th September 2017 and closed at 10am on 11th October 2017.

A total of 26 information packages were distributed to companies interested in tendering (or joint-tendering as the case may be) for the project.

At the close of tenders, three (3) complete tenders were received from the following companies (as attached):



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- ✓ Phase 3 Landscape Construction (together with Emerge Associates)
- ✓ LD Total
- ✓ Earthcare (together with UDLA)

A review of the tenders has been completed. All three companies have the capacity and capability of completing the job to the high standard that the Shire will expect. All three have extensive experience that highlights and supports these claims.

With a set budget allocation of \$750,000 (plus GST), the consideration for selection cannot be based solely on cost (indeed, this was only set at 30% of the consideration).

The other factors were: Experience (30%), Methodology (30%) and Organisational Capacity (10%).

Each of the tenders has strengths evidenced in their submission.

Each of the proposed timelines vary – from 6 months to 14 months in total.

Each of the methodologies varies, including stakeholder and community engagement.

Each has demonstrated varied previous experience – some more applicable, relevant and pitched at what could possibly be completed in Williams.

The following assessment tool was utilised in the review of the tender submissions:

Experience

- ✓ Relevant, regional based experience demonstrated in tender submission 3 points
- ✓ Relevant, similar experience demonstrated in tender submission 2 points
- ✓ Relevant experience demonstrated in tender submission 1 point

Methodology

- ✓ Strong, community based involvement; local materials usage; 2 or more community engagement sessions demonstrated in tender submissions 3 points
- ✓ Community based involvement; local materials usage; 1 community engagement session demonstrated in tender submission 2 points
- ✓ Shire based involvement 1 point

Organisational capacity

- ✓ Capable, proven, in-house experienced team; timely implementation 1 point
- ✓ Capable, proven, experienced team 0.5 points



Price

- ✓ Under set price, cost savings & value for money noted; provisional sums noted in tender submission (as requested) 3 points
- ✓ At set price, offers negotiation to further enhance cost savings; provisional sums noted in tender submission (as requested) 2 points
- ✓ At set price, no provisional sums noted in tender submission 1 point

The following summarises the assessment of the tender submissions:

Company	Experience (3)	Methodology (3)	Organisational Capacity (1)	Price (3)	Total (10)
Phase 3 / Emerge	3	2	1	2	8
Earthcare / UDLA	3	3	0.5	1	7.5
LD Total	2	1	1	3	7

Strategic Implications

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategies:

- ED 1.2 Develop and invest in the redevelopment of the Williams Lions Park.
- SCD 1.1 Provide, maintain and improve community infrastructure.
- SCD 1.5 Continue to support and develop tourism opportunities for the Shire.
- SCD 3.1 Advocate and support initiatives that will develop and celebrate the cultural heritage of the Shire.
- LUE 2.1 Provide quality amenities and accessible public open spaces for the community.
- LUE 2.2 Ensure townsite amenities are maintained and improved where required.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies.

Financial Implications

The budget for the project has been updated and amended to reflect the secured contributions from the funding partners.

	Total Cost	Shire (in-kind)	Shire (cash)	Newmont	South32	BBRF	LW	DPaW (in-kind)	Project Numbat
Project Preliminaries	\$62,500	\$17,500	\$40,250			\$4,750			
General POS Amenities	\$343,325		\$18,075	\$50,000		\$224,000	\$51,250		
Play Area 1	\$349,975	\$39,975				\$111,250	\$148,750	\$30,000	\$20,000
Play Area 2	\$161,050	\$55,050	\$66,000		\$20,000	\$20,000			
TOTAL	\$916,850	\$112,525	\$124,325	\$50,000 *	\$20,000	\$360,000	\$200,000	\$30,000	\$20,000

*Newmont funding is still PENDING. Outcome is unknown, but still being considered. If unsuccessful, this cash contribution will defer to the Shire of Williams.



Voting Requirements

Simple Majority

Officer's Recommendation

That the tender from Phase 3 / Emerge for the Design and Construct for the Williams Lions Park Redevelopment be accepted.

Council Resolution

Major/Medlen

That the tender from Phase 3 / Emerge for the Design and Construct for the Williams Lions Park Redevelopment be accepted, subject to the ability to remove a component of the project in the event that a co-contribution from Newmont is not forthcoming.

**Carried 8/1
Resolution 66/18**

The resolution differed from the recommendation as Council wished to allow for removal of a component of the project in the event that a co-contribution from Newmont is not forthcoming.

8.1.4 WILLIAMS SWIMMING POOL – NEW POOL BLANKETS

File Reference	EDO Files
Statutory Reference	N/A
Author & Date	Heidi Cowcher 16 th October 2017

Background

Over the last few years, the Shire has been fortunate to have access to the Department of Sport and Recreation's *Community Pool Revitalisation Scheme* funding of up to \$32,000 per year. A plan for improvements was developed that could take advantage of this funding stream over the proposed five years that the funding was to be rolled out.

In 2014/15 the funding was allocated to general maintenance (\$30,000). In 2015/16 the funding was allocated to the installation of solar power at the recreation ground and general maintenance (\$32,000). In 2016/17 the funding was allocated to the installation of heat pumps (\$32,000). The final year of 2017/18 was to be released in July 2017, however due to a change in government and the priorities, this final year of the program has been removed.

Comment

Initially it was indicated that the CPRS funding was to be retained for the fifth and final year, however with the State Budget released in September, and further advice received from the Department of Sport and Recreation via email, it has now become apparent that the funding is no longer available with the budget cuts in relation to the Royalties for Regions funding.



The Shire had proposed to use the 2017/18 funding to purchase new thermal pool blankets to replace the ageing bubble style blankets that were purchased in 2009. The Shire budget included the purchase, together with the proposed income source of the CPRS funding.

The revocation of the funding source has not diminished the need for the purchase of the new blankets.

The existing blankets are bubble style technology and therefore rely on the sunlight to warm the water through the blankets. These were the best technology that was available at the time that would offer heating via the sun for the pool. The pool temperature would be maximised when the cover was on all day (best day was closed day). They have been reasonably effective to date, with the pool temperature increasing 2-4 degrees, depending on how often the blankets were put on and also the amount of sunlight. The blankets were nursed through last season, but are in need of replacement.

The proposed new blankets are thermal style technology that work on the retention of the heat that will be generated via the heat pumps. The heat pumps use the ambient air temperature to heat the water to the desirable water temperature (which can be set), maximising the use of the solar power generated during the day (at no cost). The new thermal blankets will then work by retaining the water temperature overnight without the need to use power (at a cost) to maintain the pool temperature at the desirable temperature. These style blankets are best used at night time when the ambient temperature is less than the water temperature. The thermal style blankets are opaque and have no thermal solar gain (as bubble blankets do), instead they work on the retention of temperature that is generated by the solar power together with the heat pumps during the day. The thermal style blankets are also reversible, which lengthens the life of the blankets.

The existing bubble blankets will not have the same thermal retention capacity that the thermal blankets do, which could then lead to the requirement to use power overnight to maintain the pool temperature, which would add to the utility costs at the pool increasing.

The recommendation is that new thermal blankets be purchased for the main pool, with consideration for the toddler pool to have a blanket budgeted to be purchased in 2018/19, funds permitting. [Quote is \$2,520 + GST plus roller \$1,750 + GST for the toddler pool].

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017-2032. Specifically it relates to the following strategy:

SCD 1.1 Provide, maintain and improve community infrastructure.



Financial Implications

The budget included provision for new pool blankets, however with a correlating income source of funding from the former DSR Community Pool Revitalisation Scheme funding that has now been removed as a funding source.

Quotes sourced (exclusive GST):

Company	Blanket	Rollers (3)	Blanket buddy	Installation	Delivery	Total
Sigma	\$14,504	\$7,056	\$8,500	\$550	\$400	\$31,010
Elite	\$13,300	\$7,200	\$8,660	\$550	\$400	\$30,110

In order to fund the purchase of the blankets now, Shire staff need to review the overall budget, taking into consideration the various amendments that have resulted due to

Voting Requirements

Simple Majority

Officer's Recommendation

That Council support the purchase of new pool blankets, subject to Shire administration staff completing a budget review to confirm that the project is financially viable.

Council Resolution

Logie/Major

That Council support the purchase of new pool blankets, subject to Shire administration staff completing a budget review to confirm that the project is financially viable.

**Carried 9/0
Resolution 67/18**

Heidi Cowcher left the meeting at 2.20pm.



8.2 WORKS SUPERVISOR'S REPORT

The Works Supervisor, Mr Tony Kett, attended the meeting at 2.21pm to discuss his report.

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	11 th October 2017

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (km)
Medlen Rd	8.2
Nash Rd	5.8
Extracts Rd	12.2
Culbin-Boraning South	2.4
Mathews Rd	2.1
Tin Shed Rd	2.5
Chapman Rd	2.1
Top End Rd	1.1
Culbin-Boraning Rd	17.7
Munthoola Rd	2.0
Eddington Rd	2.0
Playle Rd	3.7
Total Length for the Month	61.8 km

8.2.2 ROAD MAINTENANCE WORKS

- Nil to report

8.2.3 2017/18 ROAD CONSTRUCTION PROGRAM

Road Construction Program 2017-2018								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
128	Williams-Darkan Rd	Pavement stabilisation	Various SLKS					
10	Pingelly Road	Seal to 7m	3.50	5.0	1.5 km			



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1	York-Williams	Reseal	3.10	6.10	3 km			
7	Clayton Road	Seal Shoulders	0.0	2.00	2 km			
7	Clayton Road	Widen Shoulders	2.00	4.00	2km			Started tree mulching
11	Marradong Road	Seal 600m. Install drainage and repair pavement failures for a further 600m.	Various slks					
12	Zilko Road	Drainage and Seal 300 Metres over culvert	14.0	14.3	300m			
9	Dardadine Road	Tree Trimming			4 km			
15	Glenfield Road	Tree Trimming			4 km			
	2017 Flood Damage	Road and Culvert Repairs	Various Roads in Shire					

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Km June 2017	Works Completed this month
Mazda CX5 WL 16	Light Vehicles	Cara Ryan	23 Sep 15	69,474 km	
Toyota Prado 16 WL		Geoff McKeown	10 Sep 16	32,700 km	
Holden Rodeo Dual Cab Utility WL 5499		Outside staff	5-Nov-04	247,040 km	
Holden Colorado Dual Cab WL 19		Tony Kett	11-Sep-17	200 km	Put in the bush fire radio
Kia 2 Tonne Truck WL 954		Jeff Cowan	9-Oct-07	150,363 km	
Isuzu D-Max WL 5802		Andrew Wood	5-Nov-14	100,500 km	Serviced
Isuzu 4x2 Single Cab Ute WL 916		Maintenance	25-Nov-2016	6,225 km	
Holden Rodeo Single Cab Utility WL 826		Outside works crew	20-Nov-06	119,486 km	
Isuzu 4x2 Single Cab Ute WL 915		James Lenehan	25 Nov 2016	5,230 Km	Serviced



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Skid Steer Track Loader 1EVV725	Construction Equipment	Outside works crew	Sep 2015	465 hr	
Multipack Multi-Tyre Road Roller WL 49		Outside works crew	21-Oct-04	6,519 hr	Serviced
Vibromax Roller WL 126		Outside crew	29-Sep-04	4,343 hr	
Caterpillar 12M Grader WL 61		Richard Hewitt	Dec 2011	5,228 hr	
Caterpillar 12M Grader WL 361		Andrew Wood	15-10-2014	2,184 hr	Serviced
721E Case Loader WL 5639		Roger Gillett	May 2012	6,269 hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	7,104 hr	
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	2,814 hr	
Toro Reelmaster SP Mower WL 5502		Works	Aug-09	1,097hr	
Kubota Generator		Refuse Site		3,852 hr	
Toro Groundmaster 360 WL 917	Parks & Gardens	Jeff Cowan	Nov 2016	31 hr	
Toro Z400 Kholer Ride on Mower WL 5302		Jeff Cowan	8-Aug-05	622 hr	
Honda TRX Four Wheel M/cycle WL 429		Jeff Cowan	20-Mar-00	1,419 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	236,010 km	
Isuzu FVZ1400 Tip Truck WL 093			31-Dec-03	298,267 km	
Mercedes Benz Actross Prime Mover WL 91	Trucks & Trailers	Phil Reed	21-Dec-05	322,986 km	New bull race
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	217,127 km	
Isuzu NPR 300 Truck WL 016		David Munday	21-Jan-13	85,064 km	
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	144,500 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	136,500km	
Howard Porter Pig Trailer WL 3792		Justin Murdock	10-Dec-08	143,500 km	
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	2008 Received 23- Feb 2016	167,500 km ?	



8.2.5 STAFF

- Roger Gillett away on sick leave
- Leon Bertuola started part time on the garden crew
- James Lenehan to cut his hours back to 4 days per week

8.2.6 TOWN AND FACILITIES REPORT

- Doing Shire's and Alex Watt's blocks at the industrial area.
- Sewage pipe replaced at town hall
- Pavers re-laid after more drainage at 8 Jamtree Lane has been completed
- Replaced concrete path after drainage in public open space at Jamtree Lane has been completed
- Removed carpet at Bush Brothers Op Shop

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

Cavanagh/Earnshaw

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

**Carried 9/0
Resolution 68/18**

The Works Manager discussed the recent Bush Fire Brigade Meeting held on the 11th October 2017 and wished to seek the direction of Council regarding requests for the removal of firebreaks established at a fire event.

Council Resolution

Johnstone/Earnshaw

Council staff are only permitted to install graded firebreaks under the direction of a Fire Control Officer. If requested to remove the firebreaks this is to be done at the cost of the property owner.

**Carried 9/0
Resolution 69/18**

Tony Kett left the meeting at 2.40pm.



8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

During the month of October, there were no development or regulatory matters requiring Councils deliberation.

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 4 th October 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.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):
CL 2.2 Maintain accountability, transparency and financial responsibility.

Financial implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

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

Council Resolution

Logie/Medlen

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

**Carried 9/0
Resolution 70/18**

Afternoon Tea



MINUTES – ORDINARY MEETING OF COUNCIL HELD 19TH OCTOBER 2017

The President adjourned the meeting for afternoon tea at 3.01pm and the meeting resumed at 3.30pm.

8.4.2 TENDER – CEMENT STABILISING AND SEAL WORKS – WILLIAMS DARKAN ROAD

File Reference	12.15.32
Statutory Reference	Section 3.57 <i>Local Government Act 1995</i> and <i>Local Government (Functions and General) Regulations 1996</i>
Author & Date	Geoff McKeown 12 th October 2017
Attachment	Nil

Background

It is proposed to undertake cement stabilisation and bitumen seal works on various sections of the Williams Darkan Road. This project is partially funded from a Regional Road Group – Road Project Grant.

Comment

The value of the work exceeds the limit where quotes can be used. As a consequence the Council resolved to invite tenders for the work, which involved the provision of two 150mm layers of cement stabilising and a two coat bitumen seal using 14mm and 7mm aggregate. The areas to be worked on are as follows:

Shire of Williams				
Williams Darkan Road - Cement Stabilising and Seal				
SLK Section	Distance	Description	Stabilise m ²	Seal m ²
0.650 to 0.680	30 x 5m	Cement stabilise 300mm thick and primer seal right side	150	105
0.770 to 0.782	12 x 5m	Cement stabilise 300mm thick and primer seal right side	60	42
2.800 to 2.830	30 x 5m	Cement stabilise 300mm thick and primer seal right side	150	105
2.962 to 2.987	25 x 5m	Cement stabilise 300mm thick and primer seal right side	125	88
4.395 to 4.407	12 x 5m	Cement stabilise 300mm thick and primer seal left side	60	42
6.650 to 6.665	15 x 5m	Cement stabilise 300mm thick and primer seal left side	75	53
7.887 to 7.912	25 x 5m	Cement stabilise 300mm thick and primer seal left side	125	88
8.048 to 8.138	90 x 10m	Cement stabilise 300mm thick and primer seal full width	900	630
8.138 to 8.360	222 x 5m	Cement stabilise 300mm thick and primer seal right side	1,110	777
8.813 to 8.853	40 x 5m	Cement stabilise 300mm thick and primer seal left side	200	140
9.118 to 9.200	82 x 10	Cement stabilise 300mm thick and primer seal full width	820	574
10.354 to 10.430	76 x 5m	Cement stabilise 300mm thick and primer seal right side	380	266
10.430 to 10.465	35 x 10m	Cement stabilise 300mm thick and primer seal full width	350	245
10.550 to 10.570	20 x 5m	Cement stabilise 300mm thick and primer seal right side	100	70
10.860 x 10.900	40 x 5m	Cement stabilise 300mm thick and primer seal right side	200	140
11.060 to 11.120	60 x 10m	Cement stabilise 300mm thick and primer seal full width	600	420
11.500 to 11.520	20 x 5m	Cement stabilise 300mm thick and primer seal right side	100	70
11.695 to 11.720	25 x 10m	Cement stabilise 300mm thick and primer seal full width	250	175
12.134 to 12.184	50 x 10m	Cement stabilise 300mm thick and primer seal full width	500	350
13.880 to 14.054	174 x 10m	Cement stabilise 300mm thick and primer seal full width	1,740	1,218
15.232 to 15.257	25 x 5m	Cement stabilise 300mm thick and primer seal right side	125	88
17.200 to 17.460	260 x 5m	Cement stabilise 300mm thick and primer seal right side	1,300	910
Total			9,420	6,596



The *Local Government (Functions and General) Regulations 1996* provides the limit on the value of a contract where tenders have to be invited. An extract of the regulations follows:

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150,000 unless subregulation (2) states otherwise.*

Tenders were advertised state wide via a public notice. The tender documentation was provided to eleven (11) potential contractors. At the close of tenders on the 11th October 2017 a total of five (5) compliant tenders were received.

The documentation included the following criteria to be taken into consideration in determining the successful Contractor:

- Price
- The demonstrated ability of the Contractor to complete the works within the specified timeframes
- Demonstrated experience in completing similar works

All of the Tenderers have experience in completing similar work and can undertake the works within the specified timeframe. Therefore price is the determining factor in selecting the successful tenderer. The following table shows the pricing detail:

RFT 3-2017-18 Cement Stabilising and Seal - Williams Darkan Road					
	Downer	Glencore	Stabilised Pavements of Aust	West Coast Stabilisers	Western Stabilisers
Item					
Mobilisation	4,600.00	25,474.33	3,000.00		2,800.00
Two Layer Cement Stabiliation (9,420m ²)	130,561.20	217,036.80	113,040.00		86,664.00
Two Coat Seal (6,596m ²)	67,279.20	95,642.00	92,344.00		95,773.92
Other*				356,516.16	
TOTAL	202,440.40	338,153.13	208,384.00	356,516.16	185,237.92
Other* West Coast Stabilisers submitted an all in square metre rate					
Note: Stabilised Pavements of Aust and Western Stabilisers include an emulsion seal option					



Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):
LUE 4.1 Strive for high-quality, well-construction and maintained local road network

Financial Implications

Funds to undertake this project have been included in the 2017-18 Budget.

Voting Requirements

Simple Majority

Officer's Recommendation

That Council award the tender to undertake cement stabilisation and bitumen seal works on various sections of the Williams Darkan Road to Western Stabilisers.

Council Resolution

Paterson/Johnstone

That Council award the tender to undertake cement stabilisation and bitumen seal works on various sections of the Williams Darkan Road to Western Stabilisers.

**Carried 9/0
Resolution 71/18**

8.4.3 PROPOSED SALE OF LOT 100 (9) NEW STREET, WILLIAMS

File Reference	9.10.20
Statutory Reference	<i>Local Government Act 1995, section 3.58</i>
Author & Date	Geoff McKeown 12 th October 2017
Attachment	Nil

Background

At the Council Meeting held on the 20th September 2017 a decision was made to proceed with the sale of Lot 100 (9) New Street, Williams. The purpose for selling this property is to generate funds to be used for a new industrial unit in the Marjidin Way light industrial estate.

Comment

After listing and advertising the property with Landmark Harcourts Boddington, interest was received from two potential purchasers. Two signed offers were received, both including a purchase price greater than the market valuation. Details of the price included in each offer were presented to Council at the September Meeting. One offer was unconditional and the other included a condition that the Shire installs a new vanity unit to be purchased by the buyer.

The matter was progressed by Council with the following resolutions:



Council Resolution

Medlen/Logie

That Council agrees to dispose of Lot 100 (9) New Street, Williams and will follow the requirements of Section 3.58(3)&(4) of the Local Government Act 1995 in dealing with the disposal of the property.

**Carried 8/0
Resolution 52/18**

Council Resolution

Cavanagh/Johnstone

That Council accept the offer to purchase Lot 100 (9) New Street, Williams for the purchase price of \$179,000, with no Buyer conditions, and will proceed to give local public notice of the proposed disposition in accordance with Section 3.58(3) of the Local Government Act 1995.

**Carried 8/0
Resolution 53/18**

In accordance with legislation the following advertisement was published in the Narrogin Observer and The Williams. The closing date for public submissions was Wednesday 11th October 2017. At the closing date no submissions were received.

**SHIRE OF WILLIAMS
PROPOSAL TO DISPOSE OF PROPERTY**

Pursuant to Section 3.58 of the *Local Government Act 1995*, local public notice is hereby given that the Shire of Williams intends to sell the premises situated at 9 New Street, Williams, being Lot 100 on DP66070, to Simon Graham McTavish Harding and Bronwyn Ruth Harding. The purchaser will pay \$179,000.

The market value was assessed at \$165,000 on the 3rd August 2017.

Members of the public are invited to make submissions in relation to the proposal.

Submissions should be made to the Shire of Williams, 9 Brooking Street, Williams WA 6391 by Wednesday, 11th October 2017.

Geoff McKeown
Chief Executive Officer

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

ED 1.1 Develop and promote the Marjidin Industrial Estate to offer affordable and appropriately serviced lots.

ED 1.6 Advocate, promote and champion industrial development that will offer employment opportunities for our community.

Financial Implications

Proceeds from this sale have been included in the 2017/18 Budget.



Voting Requirements

Simple Majority

Officer’s Recommendation

That Council notes the completion of the legislative requirements for the disposal of Lot 100 (9) New Street, Williams in accordance with the requirements of Section 3.58(3)&(4) of the *Local Government Act 1995* and agrees to proceed to settlement.

Council Resolution

Carne/Paterson

That Council notes the completion of the legislative requirements for the disposal of Lot 100 (9) New Street, Williams in accordance with the requirements of Section 3.58(3)&(4) of the *Local Government Act 1995* and agrees to proceed to settlement.

**Carried 9/0
Resolution 72/18**

Cr Logie declared a Proximity Interest for the following item, 8.4.4 Proposed Agricultural Knife Point Repair Business, Lot 441 Marjidin Way. The nature of his interest relates to being the owner of land that is adjacent to Lot 441 Marjidin Way.

Cr Logie left the meeting at 3.37pm.

8.4.4 PROPOSED AGRICULTURAL KNIFE POINT REPAIR BUSINESS, LOT 441 MARJIDIN WAY, WILLIAMS

File Reference	10.60.15
Statutory Reference	Section 6.12 <i>Local Government Act 1995</i>
Author & Date	Geoff McKeown 12 th October 2017
Attachment	Nil

Background

At the June Ordinary Council Meeting consideration was given to supporting the owner of Great Southern Point Repairs to fill and level the block at Lot 441 Marjidin Way. The resolution passed by Council was:

Council Resolution

Johnstone/Earnshaw

*That Council offer to support the development of Lot 441 Marjidin Way, Williams with the supply of fill, and level and compact the portion of the lot required for the buildings, vehicle parking, loading, manoeuvring and vehicle circulation areas ‘at cost’, exercising a concession in accordance with section 6.12 of the *Local Government Act 1995* in relation to adopted fees and charges.*

**Carried by Absolute Majority 8/0
Resolution 236/17**

The concession referred to in the resolution related to the work being done 'at cost'.

In support of this decision the Council considered the Williams Incentive for Investment Policy which aims to encourage business investment opportunities that increase economic development, strengthen the local economy, improve employment and enhance the overall quality of life for all residents of the Shire. The Policy has specific reference to site works as highlighted by the following extract:

4.3 Site Works

Depending on the type of facility, Council may be able to provide assistance with earthworks on industrial land. There is also a provision to assist with earthworks for new housing developments.

At the time the Shire developed the adjacent Lot 440 Marjidin Way, it filled the entire area of the block. This resulted in an elevated boundary between the two blocks. In fact the fill encroached onto Lot 441. The photo below shows the kerb installed on the asphalt that designates the trafficable area of Lot 440. The photo also shows a steel post which is partially obscuring the survey boundary maker.

It appears that the kerb is positioned right on the property boundary and the gravel fill behind the kerb extends onto Lot 441. As Lot 440 is now filled well above the natural ground level it creates an issue for Lot 441.





The report presented to Council at the June Ordinary Meeting recommended the installation of a retaining wall between the lots. At the time there was some uncertainty about the amount of fill needed for Lot 441 and whether a retaining wall was necessary.

Comment

The owners of Lot 441, Alex and Sheree Watt have now written to the Shire requesting that a retaining wall be installed. In their letter they state:

“We are writing to you to discuss a problem we have encountered with our new industrial block located at 441 Marjidin Way Williams.

We believe that our block has been encroached upon by the earthworks on the adjoining block owned by the shire. The earth works comes into our block over the boundary by up to 3 meters.

We will need this rectified by removing the existing gravel back to the boundary. This will however create an issue of “cave in” from the shire’s side boundary into ours. The existing curb which is obviously been put in place for storm water control and the hot mix will need to be retained otherwise it will breakaway and fall onto our block, leaving the storm water not controlled and the hot mix cracking and breaking up.

As the shire’s block has been raised up more than 150mm from ground level a retaining wall between the two blocks will need to be erected. The shire’s block has been raised about 500mm above ground level.

We are about to build our shed and all site plans that have been presented to the shire have been measured from the boundary, not 3 meters in from the boundary.

The responsibility for the building of this retaining wall falls upon the shire as they are the party to have caused this issue.

In the future a boundary fence may need to be erected, this of course needs to be on the boundary. This is another reason the problem need to be rectified now.

We are disappointed that it has come to us writing a letter to have this issue resolved. We have discussed this issue with you in the past and we were under the assumption that as it was the Shire who caused the issue in the first place that it is the Shire’s responsibility to build a wall and rectify this problem.

We have attached some photos to show the issue being presented to the Shire.

We hope this issue can be resolved without further delay.”

Two of the photos provided follow:



The length of the boundary is 80m. The height of the retaining wall will depend on the finished level of Lot 441. To install the retaining wall entirely on Lot 440 is problematic as it will require the removal of the kerb and potentially 300mm or more of asphalt.

A quote has been obtained for this work that includes two components, being the supply and laying of 78 x 1 metre blocks and a concrete footing. The amount of the quote excluding GST is \$7,120, with the two components amounting to \$4,290 and \$2,830 respectively.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

ED 1.1 Develop and promote the Marjidin Industrial Estate to offer affordable and appropriately serviced lots

ED 1.6 Advocate, promote and champion industrial development that will offer employment opportunities for our community

Policy Implications

The proposal can be considered with reference to the Williams Incentives for Investment Policy.

Financial Implications

The cost of installing the retaining wall is estimated at \$7,500. This has not been budgeted for in the 2017/18 budget and therefore a decision is required to be made in accordance with Section 6.8 *Local Government Act 1995*.



6.8. Expenditure from municipal fund not included in annual budget

- (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.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council offer the owners of Lot 441 Marjidin Way, Williams assistance with the development of their lot with funding the installation of a retaining wall on the boundary between Lot 440 and Lot 441, subject to their written consent that the retaining wall will be constructed on Lot 441.

Council Resolution

Cavanagh/Medlen

That Council offer the owners of Lot 441 Marjidin Way, Williams assistance with the development of their lot with funding the installation of a retaining wall on the boundary between Lot 440 and Lot 441, subject to their written consent that the retaining wall will be constructed on Lot 441.

**Carried by Absolute Majority 8/0
Resolution 73/18**

Cr Logie returned to the meeting at 3.48pm.



8.4.5 ADOPTION OF ANNUAL REPORT AND ANNUAL MEETING OF ELECTORS

File Reference	4.23.15
Statutory Reference	Sections 5.27, 5.54 & 5.55 <i>Local Government Act 1996</i>
Author and Date	Geoff McKeown 12 th October 2017
Attachment	2016/17 Annual Report

Background

The Council is asked to adopt the Annual Report for the 2016/17 financial year, which includes the Annual Financial Report, and set a date for the Annual Meeting of Electors.

Comment

Council's Auditor visited during September 2017 to conduct the financial audit for the 2016/17 financial year. Following that visit, the Manager of Finance has provided further information to complete the Audit. It is proposed that a meeting of the Audit Committee will held on Wednesday, 25th October 2017 to meet with the Auditor and discuss any issues arising from the audit.

Council can now consider adoption of the Annual Report, which includes the Annual Financial Statement and set a date for the Annual Meeting of Electors.

Local governments are required to give local public notice of the availability of the Annual Report as soon as practical after the report has been adopted by the Council.

Last year the Shire held the Annual Meeting of Electors on the 16th November 2016 immediately following the Ordinary Council Meeting on that day.

This year it is recommended that the Annual Meeting of Electors be held at 6.00pm on Wednesday, 15th November 2017, again following the November Ordinary Council Meeting.

Strategic Implications

This item aligns with the community's vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate

CL 2.2 Maintain accountability, transparency and financial responsibility

Voting Requirements

Absolute Majority

Officer's Recommendation

The Annual Report, including the Annual Financial Report, for the financial year ending 30th June 2017 be adopted and the Annual Meeting of Electors will be held on Wednesday, 15th November, 2017 commencing at 6.00p.m.



Council Resolution

Cavanagh/Earnshaw

The Annual Report, including the Annual Financial Report, for the financial year ending 30th June 2017 be adopted and the Annual Meeting of Electors will be held on Wednesday, 15th November, 2017 commencing at 6.00p.m.

Carried by Absolute Majority 9/0

Resolution 74/18

8.4.6 TENDER – CONSTRUCTION OF INDUSTRIAL UNIT

File Reference	13.60.55
Statutory Reference	Section 3.57 <i>Local Government Act 1995</i> and <i>Local Government (Functions and General) Regulations 1996</i>
Author & Date	Geoff McKeown 11 th October 2017
Attachment	Nil

Background

At the July 2017 Ordinary Council Meeting a resolution was passed inviting tenders for the construction of one or more units on a lot located in Marjidin Way, Williams. The matter was again considered at the August 2017 Ordinary Council Meeting when consideration was given to the possibility of construction of two industrial units following the outcome of discussion on the possible sale of adjoining Lot 440 Marjidin Way.

At the August 2017 Ordinary Meeting, Council passed the following resolution:

Council Resolution

Major/Johnstone

That Council:

- 1. Advise Prime Ag Services that a market review of the rent for the current leased area of Lot 440 Marjidin Way has been completed and that the Shire will implement the recommended increased rental amount, plus CPI movements, equally over the first two years of the lease agreement;*
- 2. Offer Prime Ag Services an extension of its leased area, comprising the whole of Lot 440 Marjidin Way, for the remaining period of the lease agreement, incorporating the market rental valuation obtained for the rear hardstand area in the total rental amount;*
- 3. Proceed to purchase an additional lot being Lot 403 Marjidin Way Industrial Estate with funds deriving from the budget allocation for the construction of an additional industrial unit as contained in the 2017/18 Budget; and*
- 4. Offer Prime Ag Services the option to negotiate the purchase of Lot 440 Marjidin Way, subject to the Shire meeting its legislative requirements in accordance with Section 3.58 of the Local Government Act 1995.*

Carried 6/0
Resolution 36/18



The proprietors of Prime Ag Services have declined the offer to purchase Lot 440 Marjidin Way as no agreement could be reached on a negotiated price.

It follows that the option to build a second industrial unit is no longer available as the Shire only has a budget allocation that can fund the construction of one unit.

Comment

The tender was advertised in the West Australian. It attracted eighteen (18) requests for the tender documentation.

At the closing date of the 11th October 2017, five (5) compliant tenders were received. The documentation included the option to build a second unit, but this has not been considered in the assessment of the tenders, as explained earlier in this report.

The tender documentation included Selection Criteria, indicating that the contract may be awarded to a Tenderer who best demonstrates the ability to carry out the Design and Construct (D & C) design, building and construction services at a competitive price. The tendered prices will be assessed together with compliance and qualitative criteria to determine the most advantageous outcome for the Shire.

The compliance criterion is not point scored. Each tender is assessed on a Yes/No basis as to whether the criterion is satisfactorily met. All tenders met this compliance criterion.

The qualitative criterion has a total of 40% towards the overall assessment and is separated in two components, as shown below. Price is considered to be crucial to the outcome of the contract and it has a weighting of 60%:

Description of Criteria	Weighting
Demonstrated quality of previous similar work	20%
Availability of resourcing to undertake project	20%
Tendered price	60%



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The following table assesses the tenders according to the above criteria:

RFT 1-2017/18 – Design and Construct Industrial Unit					
	Acero Construction	Cardrona Developments	Devlyn Construction	Famlonga Building Contractors	Meta Maya Group
	Score	Score	Score	Score	Score
Demonstrated quality of previous similar work	15.00	20.00	15.00	20.00	18.00
Availability of resourcing to undertake project	18.00	18.00	20.00	18.00	18.00
Tendered price	40.54	57.50	40.00	60.00	55.76
TOTAL	73.54	95.50	75.00	98.00	91.76

Detail of the actual pricing is included in the following table:

RFT 1-2017/18 – Design and Construct Industrial Unit						
ITEM	TASK	Acero Construction	Cardrona Developments	Devlyn Construction	Famlonga Building Contractors	Meta Maya Group
		AMOUNT				
	<u>Design</u>					
1	Plans	8,450.00	10,740.00	23,630.00	3,000.00	3,000.00
	<u>Construction</u>					
2	Preliminaries	51,750.00	11,870.00	66,841.00		20,186.40
3	125mm reinforced painted Concrete slab	63,739.00	44,100.00	91,421.00	55,943.00	60,996.00
4	Construction shed (18 x 24m)	281,561.00	129,165.00	178,745.00	102,657.00	105,000.00
5	Internal office/kitchenette/unisex disabled toilet	25,875.00	57,100.00	95,463.00	48,360.00	27,176.40
6	Plumbing	36,018.00	24,675.00	98,317.00	12,000.00	15,000.00
7	Electrical – including LED lighting to workshop standard	79,337.00	19,425.00	16,373.00	15,600.00	87,600.00
8	Connection to services (power – 3 phase; water & telephone)	16,265.00	1,470.00		6,600.00	4,747.20
9	Other *		17,850.00			18,000.00
	TOTAL LUMP SUM PRICE (EX GST)	562,995.00	316,395.00	570,790.00	244,160.00	341,706.00
	TOTAL GST COMPONENT	56,299.50	31,639.50	57,079.00	24,416.00	34,170.60
	TOTAL LUMP SUM PRICE (INC GST)	619,294.50	348,034.50	627,869.00	268,576.00	375,876.60
	Other * - Cardrona Developments separately priced the vertical gravity separator at \$17,850					
	Other * - Meta Maya Group included a Provision Sum of \$18,000 for Septic Leach Drain System & Bollards					



The total budget for the project is \$408,576. Given that the Shire has now purchased Lot 403 Marjidin Way and undertaken the necessary earthworks, the total budget has been broken down into the following components:

1.	Land	56,250
2.	Settlement costs	1,560
3.	Earthworks	38,000
4.	Power, water connections	1,500
5.	Kerbing, crossovers, asphalt	31,266
6.	Shed construction	<u>280,000</u>
		\$408,576

Strategic Implications

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

ED 1.1 Develop and promote the Marjidin Industrial Estate to offer affordable and appropriately serviced lots

ED 1.6 Advocate, promote and champion industrial development that will offer employment opportunities for our community

Financial Implications

Funds are included in the 2017/18 Budget for the construction of the industrial unit.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council award the tender for the design and construction of an industrial unit on Lot 403 Marjidin Way, Williams to Famlonga Building Contractors.

Council Resolution

Cavanagh/Logie

That Council award the tender for the design and construction of an industrial unit on Lot 403 Marjidin Way, Williams to Famlonga Building Contractors.

Carried 9/0
Resolution 75/18



8.4.7 AUTHORISED OFFICERS UNDER LEGISLATION

File Reference	4.50.60
Statutory Reference	<i>Local Government Act 1995, Bush Fires Act 1954, etc.</i>
Author & Date	Geoff McKeown 13 th October 2017
Attachment	Nil

Background

At the Annual Meeting of Fire Control Officers held on the 11th October 2017 a number of changes to roles were endorsed and recommended to Council for approval.

Comment

The recommendation below includes an updated 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.

Strategic Implications

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):
CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer’s Recommendation

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

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

Bush Fire Control Officers

Boraning	George Lavender & Dennis Cowcher
Congelin	Philip Martin & Stuart Rintoul
Glenfield	Nicholas Panizza
Narrakine	Ashley Chadwick
Tarwonga	Gilbert Medlen
West Culbin	Wayne Duffield
Williams Townsite	Trevor Palframan (Williams Gazetted Fire District only)



Dual Registered Bush Fire Control Officers

The following are appointed as Dual Registered Bush Fire Control Officers with neighbouring local governments:

Shire of West Arthur	Gilbert Medlen
Shire of Wagin	Gilbert Medlen
Shire of Wandering	Philip Martin & Stuart Rintoul
Shire of Cuballing	Philip Martin & Stuart Rintoul
Shire of Narrogin	Nicholas Panizza & Geoff McKeown
Shire of Boddington	Ashley Chadwick

Dual Bush Fire Control Officers

The following are appointed as Dual Bush Fire Control Officers from neighbouring local governments:

Shire of West Arthur	Trevor Bunce
Shire of Wagin	Chris Piesse
Shire of Wandering	Peter Monk & Tim Hardie
Shire of Cuballing	Nelson Young
Shire of Narrogin	Barry Hardie & Brenton Hardie
Shire of Boddington	Wayne Littleton & Brad Morgan

Council Resolution

Carne/Johnstone

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

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

Bush Fire Control Officers

Boraning	George Lavender & Dennis Cowcher
Congelin	Philip Martin & Stuart Rintoul
Glenfield	Nicholas Panizza
Narrakine	Ashley Chadwick
Tarwonga	Gilbert Medlen
West Culbin	Wayne Duffield
Williams Townsite	Trevor Palframan (Williams Gazetted Fire District only)



Dual Registered Bush Fire Control Officers

The following are appointed as Dual Registered Bush Fire Control Officers with neighbouring local governments:

Shire of West Arthur	Gilbert Medlen & Wayne Duffield
Shire of Wagin	Gilbert Medlen
Shire of Wandering	Philip Martin & Stuart Rintoul
Shire of Cuballing	Philip Martin & Stuart Rintoul
Shire of Narrogin	Nicholas Panizza & Geoff McKeown
Shire of Boddington	Ashley Chadwick

Dual Bush Fire Control Officers

The following are appointed as Dual Bush Fire Control Officers from neighbouring local governments:

Shire of West Arthur	Trevor Bunce
Shire of Wagin	Chris Piesse
Shire of Wandering	Peter Monk & Tim Hardie
Shire of Cuballing	Nelson Young
Shire of Narrogin	Barry Hardie & Brenton Hardie
Shire of Boddington	Wayne Littleton & Brad Morgan

**Carried 9/0
Resolution 76/18**

The resolution differed from the recommendation as Council wished to include Wayne Duffield on the list of dual registered Bush Fire Control Officers with neighbouring local governments for the Shire of West Arthur.



Cara Ryan declared a Financial Interest for the following item, 8.4.8 Provision of Financial Management Services to the Shire of Wandering. The nature of her interest relates to her employment contract.

Cara Ryan left the meeting at 4.16pm.

8.4.8 PROVISION OF FINANCIAL MANAGEMENT SERVICES TO THE SHIRE OF WANDERING

File Reference	4.20.15
Statutory Reference	Local Government Act 1995
Author & Date	Geoff McKeown 13 th October 2017
Attachment	Agreement for the Provision of Financial Management Service

Background

At the August and September Council Meetings the Chief Executive Officer included detail in the CEO's General Report concerning a development in relation to the employment of the Manager of Finance and the opportunity to provide a Financial Management Service to the Shire of Wandering.

Comment

Council was provided with a draft agreement for the provision of this service and a list the duties currently performed by the Manager of Finance that will be retained in her role, and those that will be considered in an administration restructure.

Attached for information is a final draft agreement that forms the basis of the arrangement between the local governments. The agreement outlines the objectives of the arrangement and the deliverables by the Shire of Williams. It also includes the cost for the service to be recovered by the Shire of Williams.

A copy has been provided to the CEO of the Shire of Wandering for consideration and review by that Council. If there is agreement to proceed the matter can be formally considered by the respective Councils.

In considering the draft agreement the Shire of Williams proposed that the term of the agreement be for one (1) year. It came to this view considering its own requirement for a restructure of some administrative responsibilities and wanted to see the 'bedding down' of the restructure before committing to a longer term agreement.

This position was communicated to the Shire of Wandering. It responded with a preference for a minimum of two (2) years with three years the preferred way forward. The reasons for this include:

- One (1) year really only gives about 6 months' worth of certainty to the financial arrangement and if the agreement doesn't go ahead then the Shire of Wandering will



need to start the procurement/recruitment process at least 6 months out from end date.

- The Shire of Wandering needs to undertake a reasonable level of investment in the Manager of Finance role so that the Key Personnel has a full understanding of the Shire’s financial arrangements and is able to work effectively with the other employees in the finance team. Given this level of investment the Shire requires more certainty than one year for this to be financially viable.

Given the comments from the Shire of Wandering the draft agreement presented for endorsement at this meeting includes a two (2) year term. There is the ability for either party to withdraw from the agreement by giving three months written notice (Clause 11.4).

Strategic Implications

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies

CL 4.2 Provide professional development opportunities for all staff

Financial Implications

The recovery of funds for the provision of financial management services has not been included in the 2017/18 Budget. The overall salaries and wages budget will not be impacted by this agreement.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council endorses the agreement to provide financial management services to the Shire of Wandering and approves an amendment to the contract of employment with the Manager of Finance to undertake the financial management service deliverables contained in the agreement.

Council Resolution

Johnstone/Earnshaw

That Council endorses the agreement to provide financial management services to the Shire of Wandering and approves an amendment to the contract of employment with the Manager of Finance to undertake the financial management service deliverables contained in the agreement.

**Carried 8/1
Resolution 77/18**

Cara Ryan returned to the meeting at 4.31pm.



8.4.9 USE OF THE COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY

File Reference	4.50.60
Statutory Reference	Sections 5.42 and 9.49A <i>Local Government 1995</i>
Author & Date	Geoff McKeown 13 th October 2017
Attachment	Nil

Background

The purpose of this Agenda Item is to report to Council for information, the use of the Common Seal and actions performed under delegated authority requiring referral to Council.

Council approved the updated Delegations Register at the February 2017 Ordinary Council Meeting. The procedure associated with the register is to report to Council the activities or actions that have been performed under the delegated authority. A report will be completed for Council at each meeting that identifies: (1) use of the Common Seal, and (2) actions performed under the delegated authority requiring referral to Council as per the Shire of Williams Delegations Register.

Comment

Actions performed under delegation during the preceding month are provided below:

- **Investment of Shire Monies – Delegation LGA4**

Delegation - The Chief Executive Officer has delegated authority, subject to Part 3 of the *Trustees Act 1962*, to invest money held in the municipal fund or the trust fund that is not, for the time being, required by the local government for any other purpose.

Action - The Chief Executive Officer approved a transfer of:

1. \$500,000.00 from the Municipal Fund to the Municipal Cash Management Account to attract an interest return.
2. \$600,000.00 from the Municipal Fund to the Municipal Cash Management Account to attract an interest return.
3. \$1,000,000.00 from the Municipal Cash Management Account to a Term Deposit to attract a higher interest return.

- **Payment of Creditors – Delegation FMR1**

Delegation - Under section 5.42 of the *Local Government Act 1995*, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the *Local Government (Financial Management) Regulations 1996*, in regard to the making of payments from the municipal and trust funds.

Action - Payments from the Municipal Fund and Trust Fund as per financial report attached at 8.5.1 of this Agenda.



Strategic Implications

This item aligns with the community’s vision and aspirations as contained in the Shire of Williams Strategic Community Plan 2017 to 2032. Specifically, it relates to the following strategy(s):

CL 2.2 Maintain accountability, transparency and financial responsibility.

CL 4.4 Monitor and ensure compliance with regulatory framework for local government business.

Financial Implications

Payments from the Municipal Fund and Trust Fund have been approved in the 2017/18 Annual Budget or by separate resolution of Council.

Voting Requirements

Simple Majority

Officer’s Recommendation

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of September 2017.

Council Resolution

Logie/Paterson

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of September 2017.

**Carried 9/0
Resolution 78/18**



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 October 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 104653 – 104654 totalling \$354,253.71 and SII Funding payments totalling \$78,208.21 approved by the Chief Executive Officer be endorsed.



Council Resolution

Paterson/Logie

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104653 – 104654 totalling \$354,253.71 and SII Funding payments totalling \$78,208.21 approved by the Chief Executive Officer be endorsed.

**Carried 9/0
Resolution 79/18**

8.5.2 FINANCIAL STATEMENTS

The Manager of Finance, Cara Ryan will be presenting the September 2017 Financial Statements at the November 2017 Ordinary meeting of Council, as the statements could not be prepared in time, due to leave commitments.

8.6 COUNCILLORS' REPORTS

No Councillors' reports received.

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 5.00pm.