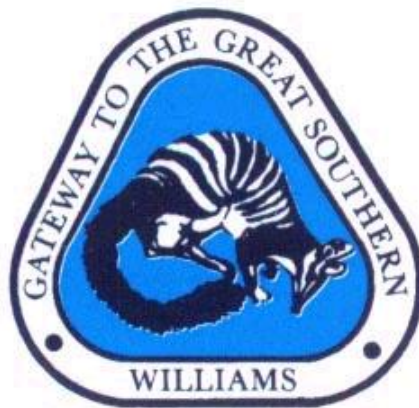


SHIRE OF WILLIAMS

***MINUTES ORDINARY MEETING HELD ON WEDNESDAY
18TH JULY 2018***



COUNCIL DIARY

WEDNESDAY 18TH JULY 2018

1.00pm

Ordinary Meeting

WEDNESDAY 15TH AUGUST 2018

1.00pm

Ordinary Meeting



MINUTES – ORDINARY MEETING OF COUNCIL HELD 18TH JULY 2018

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	5
3.0	Public Question Time	5
4.0	Petitions / Deputations / Presentations	5
5.0	Declarations of Interest	5
6.0	Confirmation of Minutes of Previous Meetings	6
6.1	Special Meeting Held 20 th June 2018	6
6.2	Ordinary Council Meeting Held 20 th June 2018	6
6.3	4WDL Meeting Held 12 th June 2018	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	General Projects Update	8
8.1.2	Shire of Williams’ Policy Manual Review 2018	10
8.2	Works Supervisor’s Report	12
8.2.1	Maintenance Grading Activity	12
8.2.2	Road Maintenance Works	12
8.2.3	2017/18 Road Construction Program	12
8.2.4	Mechanical Report	13
8.2.5	Staff	14
8.2.6	Town and Facilities Report	14
8.2.7	Private Works	15
8.2.8	Works Supervisor Report Acceptance	15
8.3	Environmental Health / Building Surveyor’s Report	15
8.4	Chief Executive Officer’s Report	16
8.4.1	Chief Executive Officer’s General Report	16
8.4.2	Use of the Common Seal and Actions Performed Under Delegated Authority	17
8.5	Manager of Finance’s Report	19
8.5.1	Accounts for Payment	19



MINUTES – ORDINARY MEETING OF COUNCIL HELD 18TH JULY 2018

8.5.2	Financial Statements	20
8.5.3	Adoption of the 2018/2019 Budget	21
8.6	Councillors' Reports	30
9.0	Elected Members Motions of which Notice has been given	30
10.0	New Business of an Urgent Nature introduced by Decision of Meeting	30
10.1	Elected Members	30
10.2	Officers	30
11.0	Application for Leave of Absence	30
12.0	Information Session	31
13.0	Closure of Meeting	31

Separate Documents

1. Minutes – Council (Ordinary and Special); 4WDL
2. CEO General Report
3. Appendix to EDO Report
4. Appendices to MoF Report
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.



MINUTES

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

Cr John Cowcher	President
Cr Jarrad Logie	Deputy President
Cr Moya Carne	
Cr Natalie Major	
Cr Greg Cavanagh	
Cr Simon Harding	
Cr Alex Watt	
Cr Bob Baker	

Geoff McKeown	Chief Executive Officer
Cara Ryan	Manager of Finance (2.21pm – 4.02pm)
Heidi Cowcher	Economic Development Officer (1.09pm – 1.46pm)
Tony Kett	Works Supervisor (1.47pm – 2.04pm)
Manuela Lenehan	Minute Taker

Leave of Absence:
Cr Gilbert Medlen

3.0 PUBLIC QUESTION TIME

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 SPECIAL MEETING HELD 20TH JUNE 2018

Officer's Recommendation

That the Minutes of the Special Meeting held on 20th June 2018, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Harding/Watt

That the Minutes of the Ordinary Meeting held on 20th June 2018, as previously circulated, be confirmed as a true and accurate record.

**Carried 8/0
Resolution 1/19**

6.2 ORDINARY COUNCIL MEETING HELD 20TH JUNE 2018

Officer's Recommendation

That the Minutes of the Ordinary Meeting held on 20th June 2018, as previously circulated, be confirmed as a true and accurate record.

Council Resolution

Carne/Harding

That the Minutes of the Ordinary Meeting held on 20th June 2018, as previously circulated, be confirmed as a true and accurate record, noting that Resolution 211/18 was Carried 8/1.

**Carried 8/0
Resolution 2/19**

The resolution differed from the recommendation as the draft Minutes of the June 2018 Ordinary Meeting incorrectly showed Resolution 211/18 as Carried 9/0 when it should have been recorded as Carried 8/1.



6.3 4WDL MEETING HELD 12TH JUNE 2018

Officer's Recommendation

That the Minutes of the 4WDL Meeting held on 12th June 2018, as previously circulated, be received.

Council Resolution

Cavanagh/Logie

That the Minutes of the 4WDL Meeting held on 12th June 2018, as previously circulated, be received.

**Carried 8/0
Resolution 3/19**

7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.0 REPORTS

The Economic Development Officer, Mrs Heidi Cowcher, attended the meeting at 1.09pm to discuss her report.

8.1 ECONOMIC DEVELOPMENT OFFICER'S REPORT

8.1.1 GENERAL PROJECTS UPDATE

File Reference	EDO Files	
Statutory Reference	N/A	
Author & Date	Heidi Cowcher	4 th July 2018

Background

The EDO manages and supports the management of a variety of projects.

Comment

Williams Bowling Club

The Williams Bowling Club is still to complete the third shade structure, which once completed, funding acquittals will be able to be completed and submitted. Due to the delays in the completion of this project, a variation extension was requested of the Stronger Communities Funding, which has now been approved and a new end date of 28th September 2018.

Williams Lions Park Redevelopment

The project delivery continues to progress as planned. Phase 3 are planning their component to be completed by mid-July. The Shire will then complete the work at the ablutions and then re-open the Park to the general public. Once the park re-opens, it is proposed that the SAM trailer will be placed at the entrance to the Park and will encourage visitors to park in the area secured from Barbers for the duration of the MRWA works (ie: 'Lions Park access and parking...' or words to that effect).

The Numbat arrived on site on Friday 6th July. Danny Browne from CDM and Tamara Wilkes-Jones from Project Numbat were on hand to supervise her installation.



An official opening is a requirement of the Federal Government funding, with 56 days' notice and 3 alternative dates to be provided for their consideration. I have submitted this request with the date preferences as follows: Friday 21st September; Friday 28th September or Friday 5th October 2018.



Williams Disability Access and Inclusion Plan

The Shire is required to prepare and submit an annual progress report for its DAIP by the 2nd July 2018. Individual DAIP progress reports are collated into an annual overview of the work public authorities collectively have undertaken to support people with disabilities across the State. The Shire completed and submitted its report on the 22nd June 2018.

Williams Men's Shed

Together with Bob Baker as a representative of the Williams Men's Shed, I will be attending a Lotterywest information session in Narrogin on Thursday 26th July to discuss potential funding opportunities and the requirements of applications. The session will include a general presentation on Lotterywest grants as well as the opportunity for a one-on-one session with a Grants Member to discuss potential funding. The Men's Shed is still working on cost estimates for the project, and until this is known, it is difficult to consider any funding potentials as well as where the balance of the cost will be secured from.

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 1.2 Support the initiatives of the Williams Men's Shed in establishing a facility that will support men's health and well-being.
- SCD 2.7 Support implementation of initiatives identified in DAIP, Williams Local Bike Plan, LEMA and other related Plans for 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 1.2 Ensure the community remains well informed, well connected and engaged and has the opportunity to actively participate.
- CL 2.1 Maximise and leverage grant funding opportunities to balance and support Council investment.
- CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

Project based, budgeted for as appropriate. Funding identified and secured where appropriate.

Voting Requirements

Simple Majority

Officer's Recommendation

That the General Projects update be received.



Council Resolution

Logie/Major

That the General Projects update be received.

**Carried 8/0
Resolution 4/19**

8.1.2 SHIRE OF WILLIAMS' POLICY MANUAL REVIEW 2018

File Reference	Shire of Williams Policy Manual July 2018
Statutory Reference	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i> <i>State Records Act 2000</i> <i>Equal Opportunities Act 1984</i> <i>Freedom of Information Act 1992</i>
Author & Date	Heidi Cowcher 4 th July 2018
Attachment	Shire of Williams Policy Manual Updated July 2018

Background

The Shire should review its policy manual annually to ensure that it remains relevant, current and up to date. The last substantial review was completed in 2015, although individual policies have been revised, updated and/or introduced since this time. It is recognised that there are some policies that under legislation a Council must have, but the other value of the Policy Manual is that it is used for the CEO and Administration Staff to understand their responsibilities as directed by Council and legislation.

Comment

At the April 2018 Council meeting, the review of the Shire's Policy Manual was discussed. It was a recommendation of Council that the review be a staged process. As a result, the review has been presented in a staged approach over the last three months.

The new policy manual has been divided into three parts – Operational, Staff and Council – and has been substantially reviewed to ensure currency and relevancy. The Operational section includes all policies in relation to the day to day running of the shire (presented at the May meeting). The Staff section includes all policies in relation to employees (presented at the June meeting). The Council section includes all policies in relation to elected members (presented at the June meeting).

The document has now been completed and updated with all amendments as requested by Council at the last two meetings. It is now for Council to consider adopting the revised manual in its complete form and this date and resolution number will then be recorded at the front of the document (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:

- CL 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans.
- CL 2.2 Maintain accountability, transparency and financial responsibility

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer's Recommendation

That Council accepts the 2018 review of the Council's Policy Manual and adopts the Policy Manual as presented (July 2018).

Council Resolution

Major/Watt

That Council accepts the 2018 review of the Council's Policy Manual and adopts the Policy Manual as presented (July 2018), noting a change to policy S 2.15 Water Usage to include a kilolitre amount where the Shire will cover the full cost of water consumption up to that amount.

**Carried 8/0
Resolution 5/19**

The resolution differed from the recommendation as Council wished all tenants of Shire housing to be subject to a kilolitre amount where the Shire will cover the full cost of water consumption up to that amount.

Heidi Cowcher left the meeting at 1.46pm.

The Works Supervisor, Mr Tony Kett, attended the meeting at 1.47pm to discuss his report.



8.2 WORKS SUPERVISOR'S REPORT

File Reference 12.15.36
 Statutory Reference N/A
 Author & Date Tony Kett 11th July 2018

8.2.1 MAINTENANCE GRADING ACTIVITY

Road Name	Length Graded (km)
Glenfield Rd	8.6
Petchell Rd	2.9
Fawcett Rd	2.8
Graham Rd	1.9
Gillett Rd	1.1
Eddington Rd	2.9
Congelin – Narrogin Rd	6.1
Pingelly Rd	3.1
Hamon Rd	0.8
Rintoul Rd	1.6
Darkan- Quindanning Rd	14.2
Plank Rd	4.7
Lyons Rd	1.7
Total Length for the Month	52.4 Km

8.2.2 ROAD MAINTENANCE WORKS

- Tree mulching on Williams-Darkan Rd

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					Completed
10	Pingelly Road	Seal to 7m	3.50	5.0	1.5 km			Completed
1	York-Williams	Reseal	3.10	6.10	3 km			Completed



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

8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Km 22 May 2018	Works Completed this month
Mazda CX5 WL 16	Light Vehicles	Cara Ryan	23 Sep 15	94,296 km	
Toyota Prado 16 WL		Geoff McKeown	10 Sep 16	62,000 km	
Holden Rodeo Dual Cab Utility WL 5499		Outside staff	5-Nov-04	258,568 km	
Holden Colorado Dual Cab WL 19		Tony Kett	11-Sep-17	29,345 km	Serviced
Kia 2 Tonne Truck WL 954		Jeff Cowan	9-Oct-07	161,170 km	
Isuzu D-Max WL 5802		Andrew Wood	5-Nov-14	119,403 km	
Isuzu 4x2 Single Cab Ute WL 5826		Maintenance	25-Nov-2016	18,627 km	
Holden Rodeo Single Cab Utility WL 826		Outside works crew	20-Nov-06	124,448 km	
Isuzu 4x2 Single Cab Ute WL 915		James Lenehan	25 Nov 2016	13,829 Km	
Skid Steer Track Loader 1EUV725		Construction Equipment	Outside works crew	Sep 2015	727 hr
Multipack Multi-Tyre Road Roller WL 49	Outside works crew		21-Oct-04	6,973 hr	
Vibromax Roller WL 126	Outside crew		29-Sep-04	4,590hr	



Caterpillar 12M Grader WL 61	Parks & Gardens	David Munday	Dec 2011	6000 hr	
Caterpillar 12M Grader WL 361		Andrew Wood	15-10-2014	3000 hr	
721E Case Loader WL 5639		Roger Gillett	May 2012	6,527 hr	
Volvo EC210BLC Excavator WL 499		Phil Reed	18-Jul-07	7,576 hr	
John Deere 315SE4 Backhoe WL 745		Trevor Palframan	17-Sep-01	3,070 hr	
Toro Reelmaster SP Mower WL 5827		Works	Aug-09	1,254hr	
Kubota Generator	Parks & Gardens	Refuse Site		4,512 hr	
Toro Groundmaster 360 WL 917		Jeff Cowan	Nov 2016	177 hr	New fan belt
Toro Z400 Kholer Ride on Mower WL 5302		Jeff Cowan	8-Aug-05	661hr	
Honda TRX Four Wheel M/cycle WL 429		Jeff Cowan	20-Mar-00	1,482 hr	
Toyota DA115 Tip Truck (Water Truck) WL 595		James Lenehan	24-Aug-94	237,320km	
Isuzu FVZ1400 Tip Truck WL 093	Trucks & Trailers		31-Dec-03	310,893km	
Mercedes Benz Actross Prime Mover WL 91		Phil Reed	21-Dec-05	348,108 km	
Isuzu Giga CXZ Tip Truck WL 128		Justin Murdock	10-Dec-08	237,626 km	
Isuzu NPR 300 Truck WL 5825		Kim Sandilands	21-Jan-13	99,733 km	New side window
SFM Side Tipping Trailer WL 3730		Works	21-Dec-05	161,500 km	
Howard Porter Low Loader WL ITIF 238		Works	31-Aug-07	153,550km	
Howard Porter Pig Trailer WL 3792		Justin Murdock	10-Dec-08	160,600 km	
Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	2008 Received 23- Feb 2016	167,500 km ?	

8.2.5 STAFF

- Nil to report

8.2.6 TOWN AND FACILITIES REPORT

- Drainage put in at Lions Park



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/Baker

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

**Carried 8/0
Resolution 6/19**

Tony Kett left the meeting at 2.04pm.

8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

Nil to report



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 12 th July 2018
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 July 2018 be received by Council.

Council Resolution

Major/Watt

That the Chief Executive Officer's General Report for July 2018 be received by Council.

Carried 8/0
Resolution 7/19



8.4.2 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 12 th July 2018
Attachment	Nil

Background

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

There is a requirement under the *Local Government Act 1995* that the Delegations Register is reviewed annually by Council. A procedure included in the Delegations Register is to report to Council the activities or actions that have been performed under 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 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. \$745,839.33 from the Term Deposit to the Municipal Cash Management Account to reflect the balance of reserve fund investment.
2. \$195,000.00 from the Municipal Fund to the Municipal Cash management Account to record the end-of-year transfer to reserve funds.

- **Debt, Write-Off, Waiver or Concession – Delegation LGA9**

Delegation - The Chief Executive Officer has delegated authority to write-off debts and grant concessions in relation to any amount of money, up to an amount of \$50.00.

Action - The Chief Executive Officer wrote off an amount of \$1.27 relating to a variation in the calculation of a pensioner rebate on Rate Assessment No.1782.

- **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 June 2018.

Council Resolution

Harding/Logie

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of June 2018.

**Carried 8/0
Resolution 8/19**



The Manager of Finance, Mrs Cara Ryan, attended the meeting at 2.21pm to discuss her report.

8.5 MANAGER OF FINANCE’S REPORT

8.5.1 ACCOUNTS FOR PAYMENT

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	12 th July 2018

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, Cheques 104695 – 104701 and Cheque 104705 totalling \$553,602.70 approved by the Chief Executive Officer be endorsed.



Council Resolution

Carne/Watt

That Municipal Fund EFT, Bpay, Direct Debits, Cheques 104695 – 104701 and Cheque 104705 totalling \$553,602.70 approved by the Chief Executive Officer be endorsed.

**Carried 8/0
Resolution 9/19**

8.5.2 FINANCIAL STATEMENTS

File Reference	4.23.15	
Statutory Reference	N/A	
Author & Date	Cara Ryan	12 th July 2018

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 30th June 2018 be received.

Council Resolution

Logie/Baker

That the financial statements presented for the period ending 30th June 2018 be received.

**Carried 8/0
Resolution 10/19**



8.5.3 ADOPTION OF THE 2018/2019 BUDGET

File Reference	4.23.10
Statutory Reference	Section 6.2 <i>Local Government Act 1995</i>
Author & Date	Cara Ryan & Geoff McKeown 13 th July 2018
Attachment	APPENDIX 1 2018-2019 Draft Budget APPENDIX 2 2018- 2019 Fees & Charges

Purpose

To consider and adopt the Annual Budget for the 2018/19 financial year together with supporting schedules.

Background

The draft 2018/2019 Budget has been compiled based on the principles contained in the Strategic Community Plan and Corporate Business Plan. The draft 2018/19 Budget has been prepared in accordance with the presentations made to Councillors at the Special Budget Meeting held on the 20th June 2018.

Details

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The main features of the draft Budget include:

- The budget has been prepared by applying a **5%** rate in the dollar increase on **GRV** rated properties and a **0%** rate in the dollar increase on **UV** rated properties. However, the valuation for **UV** properties for 2018/2019 includes an average increase of 4.33%, which then reflects in the overall rate income for these properties. The minimum rates are proposed to increase from \$660 to **\$700** for **GRV** rated properties and \$850 to **\$890** for **UV** rated properties. The overall increase to the total rates revenue will be **4.48%**, which is lower than the 6% provided for in the Long Term Financial Plan and contained in the 2018/19 Corporate Business Plan.
- Fees and charges in general will increase by **3%**, with the exception of the private rentals where no increase has been applied. There are also other minor changes agreed to at the Special Budget Meeting held on 20th July 2018. These are itemised in the draft Budget and are in line with the forward financial plans.
- Household and general commercial waste charges and charges for depositing refuse at the Shire of Williams Refuse Site are proposed to increase by **3%**. These are itemised separately in the draft Budget and are in line with the forward financial plans. The bulk recycling service available to Commercial businesses has been increased to the cost of the service charged by the waste collection contractor and remains cost neutral to the Shire.
- A capital works programme totalling **\$2,353,097** for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is a major component of this and the amount of **\$1,301,563** is in line with Council's strategy to increase the investment in road and associated assets. An



amount of **\$285,806** is included for completion of the Williams Lions Park redevelopment and there is an allocation of **\$145,000** for the construction of a Volunteer Bushfire Brigade Shed.

- An estimated surplus of **\$218,486** is anticipated to be brought forward from 30th June 2018. However, this is unaudited and may change. Any change will be addressed as part of a future budget review.
- Principal additional grant funding for the year is estimated from:
 - DFES Grant – \$131,050
 - Roads to Recovery - \$179,403
 - Road Project Grant - \$308,170
 - Williams Lions Park Redevelopment- \$418,362

Consultation

While no specific community consultation has occurred on the draft 2018/19 budget, consultation has previously occurred on the Williams Lions Park Redevelopment. The Community has been involved in extensive consultation with the development of the Strategic Community Plan 2017-2032. Previous Community Surveys have also directed Council on the level of service expected to be delivered by the Shire.

Extensive internal consultation has occurred between all senior employees and through discussions with elected members.

Statutory Environment

Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its Municipal Fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of the *Local Government Act 1995* refer to the setting of budgets and the raising of rates and charges. *The Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2018/19 Budget as presented is considered to meet statutory requirements.

Policy Implications

The budget is based on the principles contained in the Strategic Community Plan and the Corporate Business Plan.

Financial Implications

Specific financial implications are as outlined in the Detail section of this report and as itemised in the draft 2018/19 Budget attached for adoption.

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.



TRIPLE BOTTOM LINE ASSESSMENT

Economic Implications

The draft 2018/19 Budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for Council and the community.

Social Implications

The draft 2018/19 Budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the Council.

Environmental Implications

The draft 2018/19 Budget supports key environmental strategies and initiatives adopted by the Council.

Comment

The draft 2018/19 Budget continues to deliver on other strategies adopted by the Council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

Voting Requirements

Absolute Majority

Officer's Recommendation

That Council:

PART A – MUNICIPAL FUND BUDGET FOR 2018/19

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Council adopts the Municipal Fund Budget as contained in the Attachment of this Agenda and the Minutes, for the Shire of Williams for the 2018/19 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page (2) showing a net result for that year of **\$654,816**
- Statement of Comprehensive Income by Program on page (4) showing a net result for that year of **\$654,816**
- Statement of Cash Flows on page (6)
- Rate Setting Statement on page (7) showing an amount required to be raised from rates of **\$1,816,428**
- Notes to and Forming Part of the Budget on pages (8 to 23)
- Capital Income and Expenditure (24 to 25)
- Schedule of Operating Revenue and Expenditure (26 to 40)



Council Resolution

Logie/Major

That Council:

PART A – MUNICIPAL FUND BUDGET FOR 2018/19

Pursuant to the provisions of section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, the Council adopts the Municipal Fund Budget as contained in the Attachment of this Agenda and the Minutes, for the Shire of Williams for the 2018/19 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page (2) showing a net result for that year of **\$654,816**
- Statement of Comprehensive Income by Program on page (4) showing a net result for that year of **\$654,816**
- Statement of Cash Flows on page (6)
- Rate Setting Statement on page (7) showing an amount required to be raised from rates of **\$1,816,428**
- Notes to and Forming Part of the Budget on pages (8 to 23)
- Capital Income and Expenditure (24 to 25)
- Schedule of Operating Revenue and Expenditure (26 to 40)

**Carried by Absolute Majority 8/0
Resolution 11/19**

Voting Requirements

Absolute Majority

Officer’s Recommendation

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. Raising Rates

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum rates on Gross Rental and Unimproved Values.

2. General Rates*

- Residential (GRV) **7.2067 cents in the dollar**
- Commercial / Industrial (GRV) **7.2067 cents in the dollar**
- Rural/Mining (UV) **0.7011 cents in the dollar**

3. Minimum Rates

- Residential (GRV) **\$700**
- Commercial / Industrial (GRV) **\$700**
- Rural/Mining (UV) **\$890**



4. Instalments

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date **31st August 2018**
- 2nd quarterly instalment due date **2nd November 2018**
- 3rd quarterly instalment due date **11th January 2019**
- 4th and final quarterly instalment due date **15th March 2019**

5. Instalment Option Charge

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of **\$10.00** for each instalment after the initial instalment is paid.

6. Instalment Option Interest Rate

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of **5.5%** where the owner has elected to pay rates and service charges through an instalment option.

7. Interest rate on Overdue Rates

Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of **11%** for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

Council Resolution

Cavanagh/Harding

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

8. Raising Rates

For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following General and Minimum rates on Gross Rental and Unimproved Values.

9. General Rates*

- Residential (GRV) **7.2067 cents in the dollar**
- Commercial / Industrial (GRV) **7.2067 cents in the dollar**
- Rural/Mining (UV) **0.7011 cents in the dollar**

10. Minimum Rates

- Residential (GRV) **\$700**
- Commercial / Industrial (GRV) **\$700**
- Rural/Mining (UV) **\$890**



11. Instalments

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:

- Full payment and 1st instalment due date **31st August 2018**
- 2nd quarterly instalment due date **2nd November 2018**
- 3rd quarterly instalment due date **11th January 2019**
- 4th and final quarterly instalment due date **15th March 2019**

12. Instalment Option Charge

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of **\$10.00** for each instalment after the initial instalment is paid.

13. Instalment Option Interest Rate

Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of **5.5%** where the owner has elected to pay rates and service charges through an instalment option.

14. Interest rate on Overdue Rates

Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of **11%** for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

**Carried by Absolute Majority 8/0
Resolution 12/19**

Voting Requirements

Absolute Majority

Officer's Recommendation

PART C – GENERAL FEES AND CHARGES FOR 2018/2019

Pursuant to section 6.16 of the *Local Government Act 1995*, Council adopts the Fees and Charges included at APPENDIX 2 and forming part of the draft 2018/2019 Budget.

Council Resolution

Logie/Watt

PART C – GENERAL FEES AND CHARGES FOR 2018/2019

Pursuant to section 6.16 of the *Local Government Act 1995*, Council adopts the Fees and Charges included at APPENDIX 2 and forming part of the draft 2018/2019 Budget.

**Carried by Absolute Majority
Resolution 13/19**



Voting Requirements

Absolute Majority

Officer's Recommendation

PART D – OTHER STATUTORY FEES FOR 2018/2019

1. Pursuant to section 53 of the *Cemeteries Act 1986* Council adopts the Fees and Charges for the Williams Cemetery and Marling Cemetery included at APPENDIX 2 and forming part of the draft 2018/2019 Budget.

2. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopt the following charges for the removal and disposal of domestic and commercial waste:

Residential Premises (including recycling)

- 240ltr bin per weekly collection **\$328.50pa**

Commercial Premises

- Privately Owned Bulk Recycling Bin collection (3.0m3) **\$760.00pa**
- Privately Owned Bulk Recycling Bin collection (4.5m3) **\$1015.00pa**
- 240ltr bin per service Commercial General Waste (no recycling) **\$244.00pa**

3. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* Council adopt the following charges for the deposit of domestic and commercial waste:



Refuse Site Charges (Refuse site opens 9am to 3pm Wed, Sat & Sun)		\$	GST	GST	Charge
		GST Incl	Y/N	Code	Account
General Waste					
Cars, utes, trailers 1.8m x 1.2m x 0.5 (or 1 cubic metre)		\$ 24.00	Y	GST	I101111
1 Sulo bin (one third of a cubic metre)		\$ 12.00	Y	GST	I101111
2 Sulo bins (two thirds of a cubic metre)		\$ 17.00	Y	GST	I101111
Garden Waste - Ute or trailer		\$ 14.00	Y	GST	I101111
Garden Waste - Truck 3 tonnes or more		\$ 21.00	Y	GST	I101111
Vehicle Body - Car belonging to ratepayer		\$ 53.00	Y	GST	I101111
Vehicle Body - Car by non ratepayer		\$ 303.00	Y	GST	I101111
Vehicle Body - Truck belonging to ratepayer		\$ 102.00	Y	GST	I101111
Vehicle Body - Truck by non ratepayer		\$ 604.00	Y	GST	I101111
Asbestos waste	per m ³	\$ 56.00	Y	GST	I101111
Tyres - Small (car etc.)	each	\$ 8.00	Y	GST	I101111
Tyres - Small truck	each	\$ 11.00	Y	GST	I101111
Tyres - Large truck or tractor	each	\$ 18.00	Y	GST	I101111
Animal Carcasses - Small animals (dogs, cats, sheep)	each	\$ 11.00	Y	GST	I101111
Animals Carcasses - Large animals (horses, cattle)	each	\$ 23.00	Y	GST	I101111
Building rubble	per m ³	\$ 27.00	Y	GST	I101111
Rural Household Pass (unlimited household waste)		\$ 227.00	Y	GST	I101111
Scrap metal and batteries from ratepayer		\$ -	Y	GST	I101111
New/Replacement Bins		\$ 105.00	Y	GST	I101111

Kerbside Rubbish Collection		\$	GST	GST	Charge
		GST Incl	Y/N	Code	Account
240lt General Waste & 240lt Recycling pickup		\$ 328.50	N	OOS	I101105
Commercial Bulk Recycling Bin - 3.0m3		\$ 760.00	N	OOS	I101107
Commercial Bulk Recycling Bin - 4.5m3		\$ 1,015.00	N	OOS	I101107
Commercial General Waste 240lt (No Recycling)		\$ 244.00	N	OOS	I101107

Council Resolution

Logie/Watt

PART D – OTHER STATUTORY FEES FOR 2018/2019

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Residential Premises (including recycling)

- 240ltr bin per weekly collection **\$328.50pa**

Commercial Premises



- Privately Owned Bulk Recycling Bin collection (3.0m3) **\$760.00pa**
- Privately Owned Bulk Recycling Bin collection (4.5m3) **\$1015.00pa**
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1 Sulo bin (one third of a cubic metre)		\$ 12.00	Y	GST	I101111
2 Sulo bins (two thirds of a cubic metre)		\$ 17.00	Y	GST	I101111
Garden Waste - Ute or trailer		\$ 14.00	Y	GST	I101111
Garden Waste - Truck 3 tonnes or more		\$ 21.00	Y	GST	I101111
Vehicle Body - Car belonging to ratepayer		\$ 53.00	Y	GST	I101111
Vehicle Body - Car by non ratepayer		\$ 303.00	Y	GST	I101111
Vehicle Body - Truck belonging to ratepayer		\$ 102.00	Y	GST	I101111
Vehicle Body - Truck by non ratepayer		\$ 604.00	Y	GST	I101111
Asbestos waste	per m ³	\$ 56.00	Y	GST	I101111
Tyres - Small (car etc.)	each	\$ 8.00	Y	GST	I101111
Tyres - Small truck	each	\$ 11.00	Y	GST	I101111
Tyres - Large truck or tractor	each	\$ 18.00	Y	GST	I101111
Animal Carcasses - Small animals (dogs, cats, sheep)	each	\$ 11.00	Y	GST	I101111
Animals Carcasses - Large animals (horses, cattle)	each	\$ 23.00	Y	GST	I101111
Building rubble	per m ³	\$ 27.00	Y	GST	I101111
Rural Household Pass (unlimited household waste)		\$ 227.00	Y	GST	I101111
Scrap metal and batteries from ratepayer		\$ -	Y	GST	I101111
New/Replacement Bins		\$ 105.00	Y	GST	I101111

Kerbside Rubbish Collection		\$	GST	GST	Charge
		GST Incl	Y/N	Code	Account
240lt General Waste & 240lt Recycling pickup		\$ 328.50	N	OOS	I101105
Commercial Bulk Recycling Bin - 3.0m3		\$ 760.00	N	OOS	I101107
Commercial Bulk Recycling Bin - 4.5m3		\$ 1,015.00	N	OOS	I101107
Commercial General Waste 240lt (No Recycling)		\$ 244.00	N	OOS	I101107

**Carried by Absolute Majority 8/0
Resolution 14/19**

Voting Requirements
Simple Majority

Officer's Recommendation



PART F – MATERIAL VARIANCE REPORTING FOR 2018/2019

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2018/2019 for reporting material variances shall be 5% or \$5,000, whichever is the greater.

Council Resolution

Major/Logie

PART F – MATERIAL VARIANCE REPORTING FOR 2018/2019

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2018/2019 for reporting material variances shall be 5% or \$5,000, whichever is the greater.

**Carried 8/0
Resolution 15/19**

Afternoon Tea

The President adjourned the meeting for afternoon tea at 3.08pm and the meeting resumed at 3.43pm.

Following further discussion on information contained in the 2018/19 Annual Budget, Cara Ryan left the meeting at 4.02pm.

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

The Chief Executive Officer provided an update on several ongoing matters, including:

- The WA Country Health Service has advised that the new Williams Medical Centre may be open by mid-September;
- There has been no response from the owner of advertising signage on Reserve 31309 concerning its removal;
- No new information is available on the proposed redevelopment of the Caltex Service Station site; and
- A Licensed Valuer has assessed the market value of land owned by Main Roads on the west side of the Albany Highway in the Williams Townsite, however no further information has been received.

13.0 CLOSURE OF MEETING

There being no further business for discussion the President declared the meeting closed at 4.11pm.