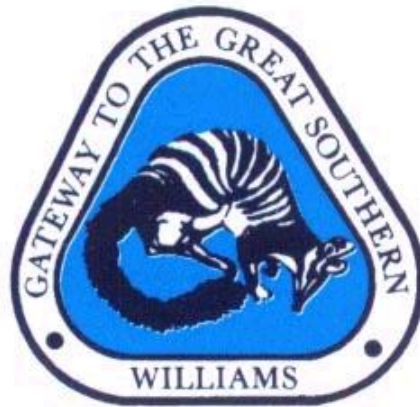


# ***SHIRE OF WILLIAMS***

***MINUTES ORDINARY MEETING HELD ON  
WEDNESDAY 24 JULY 2019***



## **COUNCIL DIARY**

**WEDNESDAY 24 JULY 2019**

11.00am

CEO Performance Review Briefing

1.00pm

Ordinary Meeting

**WEDNESDAY 21 AUGUST 2019**

1.00pm

Ordinary Meeting



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**Separate Documents**

1. Minutes – Council; LEMC, CRG
2. CEO General Report
3. Appendix to Work Supervisor’s Report
4. Payment Listing
5. Monthly Financial Report
6. Municipal Bank Reconciliation
7. Status Report
8. Info Statement



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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 Jarrad Logie declared the Meeting open at 1.19pm.

## 2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE

Cr Jarrad Logie	President
Cr Natalie Major	Deputy President
Cr Moya Carne	
Cr Greg Cavanagh	
Cr Simon Harding	
Cr Alex Watt	
Cr Bob Baker	
Geoff McKeown	Chief Executive Officer
Cara Ryan	Manager of Finance (1.49pm – 2.25pm, 3.33pm – 5.59pm)
Tony Kett	Works Supervisor (1.27pm – 1.45pm)
Trevor Brandy	Environmental Health Officer/Building Surveyor (1.47pm – 1.56pm)
Seonaid Leslie	Waste Management Officer (1.49pm – 2.25pm)
Sharon Palumbo	Family Day Care Co-ordinator (4.33pm – 5.02pm)
Manuela Lenehan	Minute Taker
Apologies	Nil
Leave of Absence	Cr Gil Medlen

## 3.0 PUBLIC QUESTION TIME

## 4.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

## 5.0 DECLARATIONS OF INTEREST

DECLARATION OF INTEREST	
Name / Position	Cr Logie / President
Item No. / Subject	8.4.4 Salaries and Allowances Tribunal Determination for Elected Members
Type of Interest	Financial



## 6.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

### 6.1 ORDINARY COUNCIL MEETING HELD 19 JUNE 2019

#### **Officer's Recommendation**

That the Minutes of the Ordinary Meeting held 19 June 2019, as previously circulated, be confirmed as a true and accurate record.

#### **Council Resolution**

##### ***Watt/Baker***

That the Minutes of the Ordinary Meeting held 19 June 2019, as previously circulated, be confirmed as a true and accurate record.

**Carried 7/0  
Resolution 1/20**

### 6.2 CRG MEETING HELD 18 JUNE 2019

#### **Officer's Recommendation**

That the Minutes of the CRG Meeting held 18 June 2019, as previously circulated, be received.

#### **Council Resolution**

##### ***Major/Carne***

That the Minutes of the CRG Meeting held 18 June 2019, as previously circulated, be received.

**Carried 7/0  
Resolution 2/20**

### 6.3 LEMC MEETING HELD 17 JUNE 2019

#### **Officer's Recommendation**

That the Minutes of the LEMC meeting held 17 June 2019, as previously circulated, be received.

#### **Council Resolution**

##### ***Cavanagh/Watt***

That the Minutes of the LEMC meeting held 17 June 2019, as previously circulated, be received.

**Carried 7/0  
Resolution 3/20**

## 7.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION



## 8.0 REPORTS

### 8.1 COMMUNITY DEVELOPMENT OFFICER'S REPORT

Nil to report.

*The Works Supervisor, Tony Kett, attended the Meeting at 1.27pm to discuss his report.*

### 8.2 WORKS SUPERVISOR'S REPORT

File Reference	12.15.36	
Statutory Reference	N/A	
Author & Date	Tony Kett	17 July 2019
Attachments	Appendix 1	

#### 8.2.1 WINTER GRADING ACTIVITY

Road Name	Length Graded (km)
Munthoola Rd	2.0
Eddington Rd	2.9
Mackenzie Rd	5.4
Playle Rd	3.7
Glenfield Rd	13.6
Graham Rd	1.9
Fawcett Rd	2.8
Glenorchy Rd	1.2
Petchell Rd	2.9
Congelin-Narrogin Rd	6.1
Pingelly Rd	1.4
Hamon Rd	0.8
Lyons Rd	1.7
Andersons Rd	2.5
Extracts Rd	12.2
Wilkie Rd	3.0
Old Soldiers Rd	3.9
Bates Rd	3.5
Cowcher Rd	4.4
Tin Shed Rd	2.5
Kennedy Rd	2.7
Johnstone Rd	1.2
<b>Total Length for the Month</b>	<b>82.3km</b>



**8.2.2 ROAD MAINTENANCE WORKS (SEE APPENDIX)**

- Patching Clayton Rd
- Culvert cleaning on Eddington, Munthoola and Pingelly Rds.

**8.2.3 2018/19 ROAD CONSTRUCTION PROGRAM**

Road Construction Program 2018-2019								
Road No	Road Name (Road Length)	Description of Work	Start SLK	End SLK	Total	Start Date	Finish Date	Comments
10	Pingelly Rd	Seal 7m wide	5.00	6.50				COMPLETED
128	Williams Darkan Road	Reseal	0.00	7.00				COMPLETED
7	Clayton Road	Seal Shoulder	2.00	4.00				COMPLETED
7	Clayton Road	Widen Shoulders	4.00	6.00				COMPLETED
1	York Williams Road	Reseal 3kms	6.10	9.10				COMPLETED
23	Wangeling Gully Road	Install Culverts and Gravel Sheet						Culverts are in. Tree trimming and picking up spoil completed.
12	Zilko Road	Widen over Culverts						Completed
15	Glenfield Road	Tree Trimming			2.00kms			COMPLETED
9	Dardadine Road	Tree Trimming			2.00kms			COMPLETED
31	Extracts Road	Tree Trimming			2.50kms			COMPLETED
	Townsite Drainage	Drainage plan and upgrade						
58	Kelly Road	Replace Culvert						Completed
12	Zilko Road	Gravel Sheet (3kms)						Completed
11	Marradong Road	Drainage and seal failures						COMPLETED
	Various Roads	Gravel Sheeting and Reforming						





### 8.2.4 MECHANICAL REPORT

Plant Description		Driver	Date Purchased	Hours/Km 10/6/19	Works Completed this Month
Mazda CX5 WL 16	Light Vehicles	C Ryan	Aug 18	17,065 km	
Toyota Prado 16 WL		G McKeown	Sep 16	94,800 km	
Isuzu 4x2 Dual Cab Utility WL 76		Outside staff	Nov 04	4,482 km	
Holden Colorado Dual Cab WL 19		T Kett	Sep 17	65,600 km	
Isuzu 150 WL 36		J Cowan	Nov 18	7,123 km	
Isuzu D-Max WL 5802		A Wood	Nov 14	145,301 km	
Isuzu 4x2 Single Cab Ute WL 5826		Maintenance	Nov 16	29,193 km	
Holden Rodeo Single Cab Utility WL 826		Outside staff	Nov 06	132,384 km	
Isuzu 4x2 Single Cab Ute WL 915		J Lenehan	Nov 16	23,249 Km	
Skid Steer Track Loader 1EVV725		Construction Equipment	Outside staff	Sep 15	978 hr
Multipack Multi-Tyre Roller WL 49	Outside staff		Oct 04	7,375 hr	Serviced. New engine mounts.
Vibromax Roller WL 126	Outside staff		Sep 04	4,724hr	
Caterpillar 12M Grader WL 61	C Fawcett		Dec 11	6,618 hr	
Caterpillar 12M Grader WL 361	A Wood		Oct 14	4000 hr	
721E Case Loader WL 5639	N Fisher		May 12	7,804 hr	4 new wheel hub seals and rear brakes.
Volvo EC210BLC Excavator WL 499	P Reed		Jul 07	8,150 hr	
John Deere 315SE4 Backhoe WL 745	T Palframan		Sep 01	3,258 hr	
Toro Reelmaster SP Mower WL 5827	Works		Aug 09	1,440 hr	
Kubota Generator	Refuse Site			5,218 hr	
Toro Groundmaster 360 WL917	Parks & Gardens	J Cowan	Nov 16	298 hr	
Toro Kholer Ride on Mower WL 5302		J Cowan	Aug 05	679 hr	
Honda TRX 4-wheel M/cycle WL 429		J Cowan	Mar 00	1,545 hr	
Toyota DA115 Tip/Water Truck WL 595		J Lenehan	Aug 94	237,500 km	
Isuzu FVZ1400 Tip Truck WL093	Trucks & Trailers		Dec 03	322,547 km	
Volvo P-Move WL91		P Reed	Jan 19	11,104 km	
Isuzu Giga CXZ Tip Truck WL 128		J Murdock	Dec 08	257,123 km	
Isuzu NPR 300 Truck WL 5825		D Hill	Jan 13	114,677 km	
SFM S-Tip Trailer WL 3730		Works	Dec 05	173,500 km	
Howard Port. L-Loader 1TIF238		Works	Aug 07	165,500 km	
Howard Port. Pig Trail. WL3792		J Murdock	Dec 08	174,500 km	
'08 Nissan Patrol Fire Ute 1CXV788		BFB Fast attack	Received Feb 16	167,853 km	

### 8.2.5 STAFF

- Nil to report

### 8.2.6 TOWN AND FACILITIES REPORT

- Drainage at industrial block



**8.2.7 PRIVATE WORKS**

- Water deliveries

**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**

***Harding/Watt***

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

**Carried 7/0  
Resolution 4/20**

*Tony Kett left the Meeting at 1.45pm.*

*The Environmental Health Officer/Building Surveyor, Trevor Brandy, attended the Meeting at 1.47pm to discuss his report.*



### 8.3 ENVIRONMENTAL HEALTH / BUILDING SURVEYOR'S REPORT

#### 8.3.1 BUILDING PERMITS

<b>File Reference</b>	13.34.10
<b>Statutory Reference</b>	<i>Building Act 2011, Building Regulations 2012</i>
<b>Author &amp; Date</b>	Trevor Brandy 17 July 2019
<b>Attachments</b>	Nil

#### Comment

The following building permits were issued during the month of July:

Permit No.	Owner	Builder	Location	Description
418D	Joshua Medlen	O/B	24 Brooking Street	Demolition of Carport and Shed
418	Joshua Medlen	O/B	24 Brooking Street	S/F Carport
425	Simon Maylor	Cuballing Building Company	50 Albany Hwy	Coffee Shop
426	Paul Babic	O/B	2 Richardson Street	Timber Framed Dwelling
427D	S Johnstone	O/B	18-20 New Street	Demolition of T/F Dwelling and Shed
428	Paul Babic	O/B	2 Richardson Street	S/F Shed
429	Caltex Australia	Maintech Solutions Pty Ltd	56-58 Albany Hwy	Disabled Ablution Facility
430	Kevin Fisher	Kingston Solutions	2 Adam Street	S/F Shed

#### Effluent Disposal approvals

Lot 31 Marling Road – Issue of Certificate to construct an apparatus for the Treatment of Sewerage.

#### Voting Requirements

Simple Majority

#### Officer's Recommendation

That Building Report as presented be endorsed by Council.

#### Council Resolution

##### *Cavanagh/Major*

That Building Report as presented be endorsed by Council.

**Carried 7/0  
Resolution 5/20**

*The Waste Management Officer, Seonaid Leslie, and Manager of Finance, Cara Ryan, attended the meeting at 1.49pm.*



**8.3.2 ITEMS OF INTEREST FROM ENVIRONMENTAL HEALTH/BUILDING GROUP HELD IN NORTHAM**

<b>File Reference</b>	7.40.41	
<b>Statutory Reference</b>	Various	
<b>Author &amp; Date</b>	Trevor Brandy	17 July 2019
<b>Attachments</b>	Nil	

**Building Damage Prevention and Remediation from Clay and moisture effects using the Claylock System**

The Claylock System is designed to prevent structural and non-structural cracking by infusing the foundation with moisture and sealing off prior to pouring of the concrete slab. The intent is to neutralise the movement internally then place a barrier around the building so that seasonal expansion and contraction won't affect the surface. The system can be used for remedial work as well as new building and is considered useful for our re active type soils found in this region.

**Public Health Unit Northam**

Key trends for notifiable diseases in the region:

Influenza – expected to increase due to character of new strain of flu. (633 cases)

Measles – W strain on the increase due to being brought in from overseas, danger time is during the incubation period where patients can infect before becoming sick i.e. hospitals, shopping centres other public places. People born between 1966 and 1990 are susceptible due to only having one inoculation.

**Mosquito Borne Virus**

No unusual trends with Barmah Forrest (3 cases) or Ross River Virus, (10 cases) depending on seasonal conditions incidence should stay the same until conditions become warmer.

No known cases of Chikungunya or Dengue fever.

**Waste Water Reuse System – Flat Bed Leach Drain**

Council showed interest at its last meeting regarding Alternative Waste Water Treatment Systems. On the day of the last meeting we were discussing with the owner of Lot 40 Pinjarra-Williams Road, Ian Bell, about using an approved flatbed leach drain system. The system looks like a group of egg cartoons placed side by side under the lawn on a 150mm sand bed. The fall to the flat bed system is governed by the level of the effluent disposal system, alleviating the need for pumps.

**Financial Implications**

Could affect charges under Offensive Trades

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That the Items of Interest Report as presented be endorsed by Council.



**Council Resolution**

***Carne/ Major***

That the Items of Interest Report as presented be endorsed by Council.

**Carried 7/0  
Resolution 6/20**

*Trevor Brandy left the Meeting at 1.56pm.*

*The Waste Management Officer, Seonaid Leslie, made a presentation on the item scheduled for discussion later in the Meeting, being Item 8.6.1 RFQ 2019/03 Shire of Williams and Shire of Wandering Waste Services. In addition, she summarised other waste related activities she has been involved with.*

*Seonaid Leslie and Cara Ryan left the Meeting at 2.25pm.*



**8.4 CHIEF EXECUTIVE OFFICER’S REPORT**

**8.4.1 CHIEF EXECUTIVE OFFICER’S GENERAL REPORT**

<b>File Reference</b>	4.1.20	
<b>Statutory Reference</b>	N/A	
<b>Author &amp; Date</b>	Geoff McKeown	19 July 2019
<b>Attachment</b>	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 2019 be received by Council.

**Council Resolution**

**Harding/Major**

That the Chief Executive Officer’s General Report for July 2019 be received by Council.

**Carried 7/0  
Resolution 7/20**



**8.4.2 SUBDIVISION APPLICATION – LOTS 3, 810 AND 8226 MUNDAYS ROAD**

<b>File Reference</b>	10.60.20
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Geoff McKeown      18 July 2019
<b>Attachment</b>	Nil

**Background:**

An application has been lodged with the Western Australian Planning Commission (WAPC) seeking approval to subdivide Lots 3, 810 and 8226 Munday's Road, Williams. The WAPC has referred the application to the Shire of Williams for comment (by 25 July 2019).

A similar application was lodged that dealt with the subdivision of Lot 3 Munday's Road and was considered by Council in February 2019. The application wanted to subdivide the single lot into two separate locations. Council supported the application in passing the following resolution:

**Council Resolution**  
**Cavanagh/Medlen**  
*That Council recommend that the Western Australian Planning Commission approve the application to subdivide Lot 3 Munday's Road, Williams noting the following points:*

- 1. Each lot exceeds 200ha in size and are therefore a suitable size for continued agriculture activities;*
- 2. The proposed lots are for farm adjustment to assist with farm succession planning;*
- 3. Each lot fronts a properly constructed road;*
- 4. A Bushfire Management Plan has been provided indicating that the proposed subdivision complies with the Bushfire Protection Criteria and the objectives of State Planning Policy 3.7; and*
- 5. A condition be placed on any subdivision approval requiring a memorial be placed on the titles restricting the numbers of dwellings on each lot to one.*

**Carried 7/0**  
**Resolution 132/19**

It was recognised at the time that the application was contrary to the State Planning Policy: Development Control Policy 3.4 – Subdivision of Rural Land which assesses applications in accordance with stringent criteria aimed at preventing fragmentation of rural land. However, the Shire proposed several reasons why it could be supported in its response to the WAPC

The WAPC ultimately refused the application.

A new application has been lodged which incorporates three (3) lots. An extract of the application letter includes the following background information:





The application is concerned with the rural subdivision of Lot 3 on Plan 8738 ("Lot 3") ("the Subdivision") and the amalgamation of Lot 810 on Deposited Plan 56571 ("Lot 810") and Lot 8226 on Deposited Plan 255442 ("Lot 8226") ("The Amalgamation").

The Subdivision is requested for the purposes of the division of family farming land. Colin and Trevor Cowcher, brothers, jointly own Lot 3 together and operate the farm along with their father. As is common practise, the father wishes to dispose of his interest in the farm before he passes. For the purpose of the division of their interest on family farm land, the brothers would like to subdivide the Lot 3 into two separate rural farming lots.

Trevor Cowcher will receive sole ownership of the proposed lot 101 bordering Mundays Road on which his house is located.

Colin Cowcher will receive sole ownership of the proposed lot 100 which will be serviced by legal access along a battleaxe leg from Mundays Road along the north boundary of the proposed Lot 100. Colin has no intention to build a dwelling on the proposed Lot 100 as he already has a house located on Lot 810 to the south.

The proposed amalgamation of Lots 810 and 8226 is a direct result of the applicant's desire to subdivide Lot 3. Lots 810 and 8226 are both jointly owned by Trevor and Colin Cowcher and the proposed amalgamated Lot 100 will continue to be owned jointly.

The proposed amalgamation of Lots 810 and 8226 will ensure no new lots are created in the area and satisfy the requirements of WAPC DC Policy 3.4 - *Subdivision of Rural Land* ("the Policy") particularly the "General policy provisions" and "Exceptional Circumstances"

Both the Subdivision and the Amalgamation satisfies the policy objectives of the Policy. Under the Policy, the WAPC will only approve a rural subdivision if it satisfies an "exceptional circumstance". The Subdivision coupled with the Amalgamation will effectively be a realignment of lot boundaries with no increase in the number of lots and will not adversely affect rural land uses (The Policy, paragraph 6a).

The WAPC does not need to be concerned setting an undesirable precedent as the application does not contravene any WAPC Planning Policies given it is considered an exceptional circumstance by the Policy.

#### Undertaking

Both Colin and Trevor Cowcher as joint owners of the land undertake to continue to use the proposed Lot 100 and Lot 101 for its prescribed purpose and do not intend now or in the future to further subdivide, amalgamate or amend the lot in any form.

Both Colin and Trevor Cowcher as joint owners of the land undertake to continue to use the land for its prescribed purpose and have no intention now or in the future to apply for a subdivision of the Lot.

Colin Cowcher

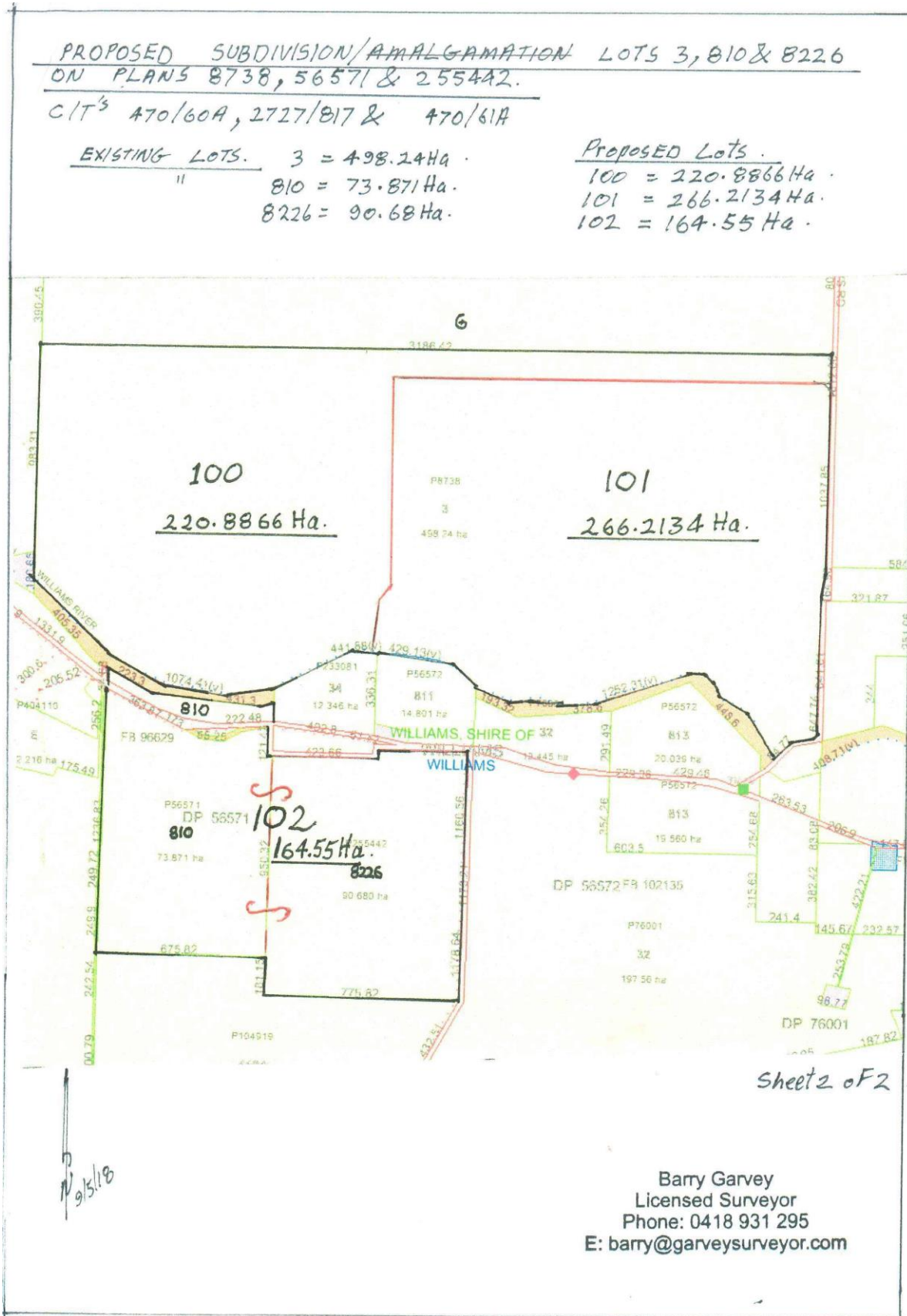
Trevor Cowcher

These restrictions could be addressed through the appropriate conditions attaching to WAPC's approval of the application.





A plan of the proposed subdivision follows:





**Comment**

➤ **Shire of Williams Town Planning Scheme No 2**

The lots are zoned 'rural' under the Shire of Williams Town Planning Scheme No 2 ('the Scheme').

The Shire's stated objective for land classified 'rural' under the Scheme as prescribed in clause 4.7(3) is as follows:

*"There shall be a general presumption by Council against subdivision in the Rural zone unless:*

- i) The lots have already been physically divided by significant natural or man-made features which preclude the continued operation of a rural property as a single unit (unless adjoining land could be similarly subdivided and thereby, by the process of precedent, lead to an undesirable pattern or land use in the area or in lots too small for uses compatible with the prevailing use in the area or in ribbon development alongside roads);*
- ii) The lots are for farm adjustment and the erection of dwelling houses is restricted by memorials on Titles;*
- iii) The lots are for specific uses such as recreation facilities and public utilities; or*
- iv) The lots are required for the establishment of uses ancillary to the rural use of land".*

This application proposes the subdivision of Lot 3 into two separate lots having areas of 220.8866ha and 266.2134ha respectively. In addition, the application proposed to amalgamate Lots 810 and 8226. This will not result in the creation of additional lots.

➤ **State Planning Policy : Development Control Policy 3.4 – Subdivision of Rural Land**

There is also a general presumption against subdivision of rural land under the WAPC's Development Control Policy 3.4 ('DCP 3.4') which states that *'the creation of new or smaller lots will be by exemption'*.

DCP 3.4 outlines exceptional circumstances where subdivision of rural land will be considered as followed:

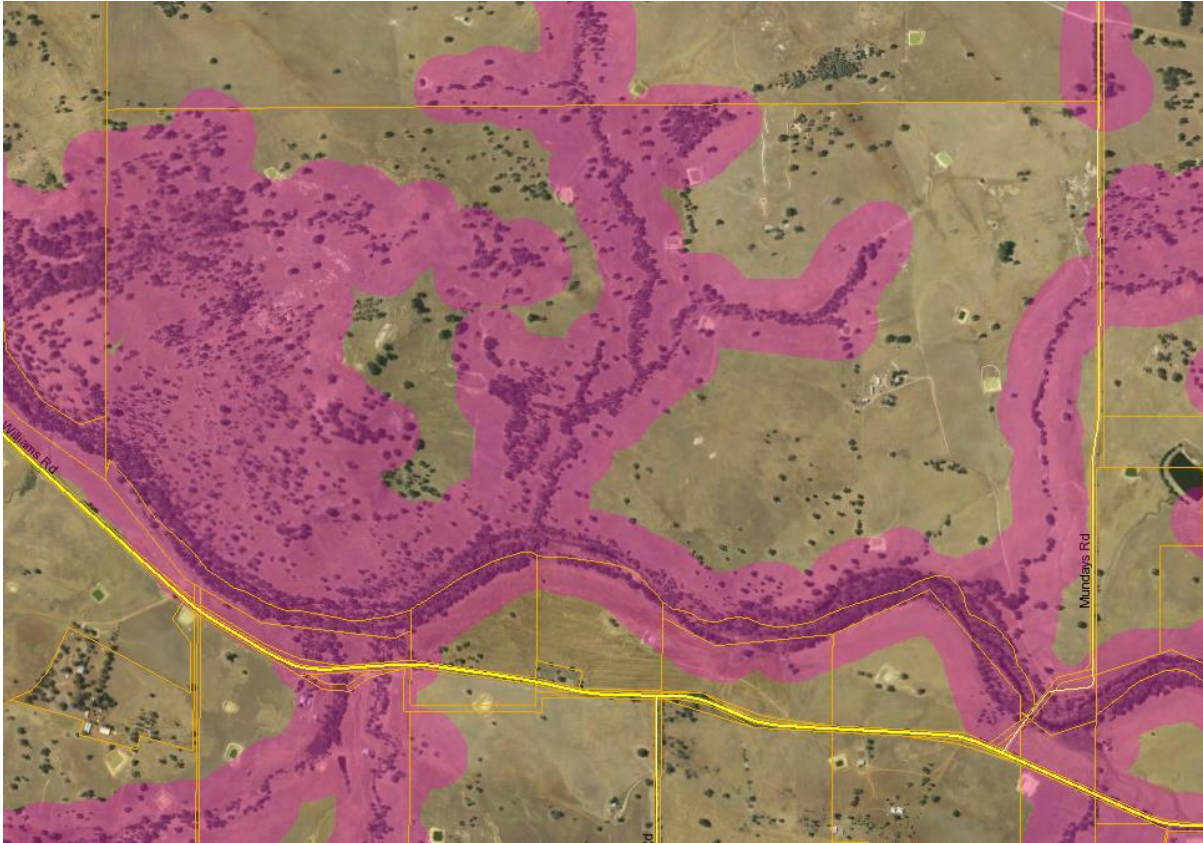
- Re-alignment of boundaries with no increase in the number of lots.
- Protection of heritage places.
- Homestead lots (between 1-20 hectares).
- For public utilities.

All applications are assessed in accordance with stringent criteria aimed at preventing fragmentation of rural land, maintaining lot sizes suitable for continued agriculture, and protecting agricultural land from ad-hoc unplanned subdivision.

The proposed subdivision application does not propose an increase in the number of lots.

➤ **Bush Fire Prone Mapping**

There is on-line mapping which identifies all land in bushfire prone areas for the whole of Western Australia – available on [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au). An extract of the map as it applies to the lots that are the subject to this application follows:



The bush fire prone areas have been designated by the Fire and Emergency Services Commissioner.

A new State Planning Policy, *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) was gazetted on Monday, 7 December 2016.

SPP 3.7 directs how land use should address bushfire risk management in Western Australia. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas.

SPP 3.7 requires all new subdivision applications entailing land identified as Bushfire Prone to be supported with a Bushfire Attack Level (BAL) contour map. The Applicant has not provided a Bushfire Management Plan for this enlarged application but did so for the earlier application dealing with Lot 3. That Plan indicated that the proposed subdivision of Lot 3 complies with the Bushfire Protection Criteria and the objectives of State Planning Policy 3.7 as:

1. It avoids any increase in the threat of bushfire to people, property and infrastructure;
2. It reduces vulnerability to bushfire through the identification and consideration of bushfire risks in the design of the development and the decision-making process;
3. The design of the subdivision and the development takes into account bushfire protection requirements and includes specific bushfire protection measures; and
4. Achieves an appropriate balance between bushfire risk management measures and biodiversity, conservation values, and environmental protection.



## Legislative Requirements

### Planning and Development (Local Planning Schemes) Amendment Regulations 2015

The Regulations include 'deemed provisions' which automatically apply to the Shire, without the need to amend the Shire's Scheme.

Regulation 67 outlines 'matters to be considered by Council' including 'any policy of the Commission'. This gives immense weight to Development Control Policy 3.4.

Shire of Williams Town Planning Scheme No 2 – discussed in the body of this report.

## 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 recommend that the Western Australian Planning Commission approve the application to subdivide Lots 3, 810 and 8226 Mundays Road, Williams noting the following points:

1. The application complies with State Planning Policy: Development Control Policy 3.4 – Subdivision of Rural Land;
2. The proposed lots are for farm adjustment to assist with farm succession planning; and
3. Each lot fronts a properly constructed road.

### **Council Resolution**

#### ***Carne/Cavanagh***

That Council recommend that the Western Australian Planning Commission approve the application to subdivide Lots 3, 810 and 8226 Mundays Road, Williams noting the following points:

1. The application complies with State Planning Policy: Development Control Policy 3.4 – Subdivision of Rural Land;
2. The proposed lots are for farm adjustment to assist with farm succession planning; and
3. Each lot fronts a properly constructed road.

**Carried 7/0  
Resolution 8/20**





### 8.4.3 MK & AL IREDELL – EXTRACTIVE INDUSTRY ANNUAL RENEWAL, LOT 42 BATES RD

<b>File Reference</b>	10.64.20
<b>Statutory Reference</b>	Shire of Williams Town Planning Scheme No.2
<b>Author &amp; Date</b>	Geoff McKeown 18 July 2019
<b>Attachment</b>	Nil

#### Background

In August 2010, Urban and Rural Perspectives (URP), on behalf of landowners Mark and Agnes Iredell of Lot 10126 (now Lot 42) Bates Road, Williams, made an application for retrospective development approval for an Extractive Industry (gravel extraction) activity.

Extractive Industry is an 'AA' use in the Shire of Williams Town Planning Scheme No.2, which means that Council may, at its discretion, permit the use.

The land is zoned Rural and the gravel extraction has operated for quite some time.

Council granted the Extractive Industry Licence for 12 months and charged the scheduled fee at the time.

#### Comment

Mr & Mrs Iredell have written to the Shire seeking a further extension to the Extractive Industry Licence for Lot 42 Bates Road, as they have done since the initial approval was granted.

The Council approval from the August 2010 Meeting is outlined below:

*"That Council grants approval for the continued use of part of lot 10126 Bates Rd Williams for the purpose of gravel extraction as per the application submitted by URP subject to:*

- *The area to be mined is restricted to the area mentioned in the submission;*
- *Clearing of native vegetation is restricted as per the submission;*
- *Revegetation is to occur as per the submission;*
- *Gravel extraction is to be limited to supply within the Shire of Williams unless a further submission is made;*
- *Approval is for a 12 month period, renewable on the 1st July each year subject to an application being submitted. No fee will be charged for renewal;*
- *The hours of operation be 6:00 am to 8:00 pm Monday to Saturday and other times subject to approval;*
- *Restoration and reinstatement of the excavation site and staging of such works to a maximum work area of 1 ha;*
- *Except where the local government approves otherwise the applicant must drain and keep drained to the local government's satisfaction any excavation to which the license applies so as to prevent the accumulation of water;*
- *Council will not permit the dumping of any material, such as building material or metal objects, on extractive industry sites or any other sites that is incompatible with the*



*planned future use of the land. Council will only permit the fill of extractive industry sites with clean material that is specified in the approved rehabilitation plan;*

- Minimum setbacks to roads and other property (30 metres unless otherwise approved);*
- The amenity of the locality by reason of the emission of dust, noise, vibration, waste production, smoke, odour or otherwise shall not be affected, any complaint will be investigated and this permit may be revoked;*
- Transportation of material from the site shall not occur during school bus hours or during or after significant rain. The applicant is to ensure that all efforts are made not to adversely affect the roads because of their activities. Should the road be damaged other than fair wear and tear then renewal of the permit may not be granted;*
- Erection of signs in conjunction with the Shire Works Supervisor clearly indicating the access point to the site;*
- No Blasting or Crushing to be carried out without prior approval from the Council;*
- The permit is non-transferable unless written approval is granted by Council;*
- Council reserves the right to cancel an extractive industry approval at any time without redress where it is of the view that any of the above conditions are not being complied with."*

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

#### **Financial Implications**

Nil

#### **Voting Requirements**

Simple Majority

#### **Officer's Recommendation**

That Council approves the extension of the Extractive Industry Licence for Lot 42 Bates Road for a further 12 months from the 1 July 2019 under the same conditions as previously approved.

#### **Council Resolution**

##### ***Baker/Major***

That Council approves the extension of the Extractive Industry Licence for Lot 42 Bates Road for a further 12 months from the 1 July 2019 under the same conditions as previously approved.

**Carried 6/1  
Resolution 9/20**



*Cr Logie declared a financial interest the following Item 8.4.4 Salaries and Allowances Tribunal Determination for Elected Members and left the Meeting at 2.58pm.*

*The nature of his interest relates to the proposed adoption of an amount for the President's Allowance.*

*The Deputy President, Cr Major, assumed the Chair.*

#### **8.4.4 SALARIES AND ALLOWANCES TRIBUNAL DETERMINATION FOR ELECTED MEMBERS**

<b>File Reference</b>	4.1.60
<b>Statutory Reference</b>	<i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown      19 July 2019
<b>Attachment</b>	Nil

#### **Background**

In April 2019 the Salaries and Allowances Tribunal (SAT) completed a review of fees, allowances and expenses for local government elected members in Western Australia. In doing so it has determined there will be a one (1) percent increase to the fees, expenses or allowances ranges within the bands.

Council can now adopt a position on the payment of fees and allowances, and provision for reimbursement of expenses that will apply from the 1 July 2019.

This matter was initially consider by Council at the May 2019 Ordinary Meeting where a decision was made to defer adoption of the level of payment of elected member fees and allowances and that it be reconsidered as part of the 2019/20 Annual Budget deliberation.

#### **Comment**

The *Local Government Act 1995* confers entitlement for elected members to claim fees, expenses and allowances.

In recognition that local governments differ in size and levels of responsibility, all councils have been placed in a Band Range of 1 through to 4. The Shire of Williams is included in Band 4. These bands are also in place for the determination made by SAT each year on the salary package range for Chief Executive Officers.

Council needs to make a decision on the amount elected members will be paid for council meeting attendance and committee meeting attendance. Table 1 below shows the minimum and maximum range for council meeting attendance as determined by SAT to be used from the 1 July 2019.



**Table 1: Council meeting fees per meeting – local governments**

Band	For the council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$615	\$793	\$615	\$1,189
2	\$373	\$582	\$373	\$780
3	\$193	\$410	\$193	\$634
4	\$91	\$238	\$91	\$490

Table 2 shows the fee range for committee meeting attendance. This includes, but is not limited to, the Audit Committee, and meetings where elected members are representing the Shire of Williams such as WALGA Central Country Zone, Regional Road Group, 4WDL VROC, HWEDA, etc. and meetings with a Minister of the Crown.

**Table 2: Committee meeting and prescribed meeting fees per meeting – local governments**

For a council member (including the mayor or president)		
Band	Minimum	Maximum
1	\$308	\$396
2	\$186	\$291
3	\$97	\$205
4	\$46	\$119

Council also has the option of paying elected members an annual fee in lieu of a council or committee meeting fees. Table 3 below shows the minimum and maximum annual fees that can be applied.

**Table 3: Annual attendance fees in lieu of council meeting and committee meeting attendance fee - local governments**

Band	For the council member other than the mayor or president		For a council member who holds the office of mayor or president	
	Minimum	Maximum	Minimum	Maximum
1	\$24,604	\$31,678	\$24,604	\$47,516
2	\$14,865	\$23,230	\$14,865	\$31,149
3	\$7,688	\$16,367	\$7,688	\$25,342
4	\$3,589	\$9,504	\$3,589	\$19,534

The final consideration for Council is the allowance to be paid to the President. Although the Shire of Williams has not previously paid an allowance to the Deputy President, this is also included in the SAT determination.

The allowance recognises the additional tasks undertaken by the President and Deputy President, including the following:





- (a) the leadership role of the President;
- (b) the statutory functions for which the President is accountable;
- (c) the ceremonial and civic duties required of the President, including local government business related entertainment;
- (d) the responsibilities of the Deputy President when deputising;

The maximum annual allowance for the President shall not exceed the maximum shown in the table below, or 0.2 per cent of the local government’s operating revenue, whichever is the lesser.

Further, the allowance for the Deputy President, if endorsed by Council to be paid, will be 25% of the amount paid to the President.

**Table 8: Annual allowance for a mayor or president of a local government**

For a mayor or president		
Band	Minimum	Maximum
1	\$51,258	\$89,753
2	\$15,377	\$63,354
3	\$1,025	\$36,957
4	\$513	\$20,063

At the Council Meeting held on the 20 June 2018 the following resolution was endorsed:

**Council Resolution**

**Medlen/Harding**

*That Council adopts the following arrangements for the payment of elected member fees and allowances from the 1st July 2018:*

1. *A meeting fee of \$138.00 for elected members and \$271.00 for the President, for attendance at a council meeting;*
2. *A meeting fee of \$72.00 for elected members and \$113.00 for the President, for attendance at a committee meeting or (at the request of the local government) a meeting of a type prescribed in regulation 30(3A) of the Local Government (Administration) Regulations 1996; and*
3. *A President’s Allowance of \$4,385.00.*

*Further, with regard to properly incurred out of pocket expenses, elected members will be reimbursed in full.*

***Carried by Absolute Majority 7/1  
Resolution 222/18***

Now that the determination has been handed down by SAT, Council can review the level of fees to be paid from the 1 July 2019. While the decision of SAT recommends a small increase in the band levels this Shire remains within the minimum and maximum limits. A decision on this matter will require a resolution by absolute majority.

The recommendation includes an increase on the previous year of approximately 3%.



### 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

To be determined as part of the 2019/20 Annual Budget deliberation.

### Voting Requirements

Absolute Majority

### Officer's Recommendation

That Council adopts the following arrangements for the payment of elected member fees and allowances from the 1 July 2019:

1. A meeting fee of \$142.00 for elected members and \$279.00 for the President, for attendance at a council meeting;
2. A meeting fee of \$74.00 for elected members and \$116.00 for the President, for attendance at a committee meeting or (at the request of the local government) a meeting of a type prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996*; and
3. A President's Allowance of \$4,516.00.

Further, with regard to properly incurred out of pocket expenses, elected members will be reimbursed in full.

### Council Resolution

#### ***Cavanagh/Harding***

That Council adopts the following arrangements for the payment of elected member fees and allowances from the 1 July 2019:

1. A meeting fee of \$142.00 for elected members and \$279.00 for the President, for attendance at a council meeting;
2. A meeting fee of \$74.00 for elected members and \$116.00 for the President, for attendance at a committee meeting or (at the request of the local government) a meeting of a type prescribed in regulation 30(3A) of the *Local Government (Administration) Regulations 1996*; and
3. A President's Allowance of \$4,516.00.

Further, with regard to properly incurred out of pocket expenses, elected members will be reimbursed in full.

**Carried by Absolute Majority 5/1  
Resolution 10/20**

*Cr Logie returned to the Meeting at 3.00pm and assumed the Chair.*



**8.4.5 USE OF THE COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY**

<b>File Reference</b>	4.50.60
<b>Statutory Reference</b>	Sections 5.42 and 9.49A <i>Local Government 1995</i>
<b>Author &amp; Date</b>	Geoff McKeown 19 July 2019
<b>Attachment</b>	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. \$200,000.00 from the Municipal Fund to the Municipal Fund Cash Management Account to generate interest on investment of surplus funds..

- **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 2018/19 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 2019.

**Council Resolution**

***Watt/Major***

That Council accepts the report “Use of Common Seal and Actions Performed under Delegated Authority” for the month of June 2019.

**Carried 7/0  
Resolution 11/20**

The President adjourned the Meeting for afternoon tea at 3.01pm and the Meeting resumed at 3.33pm.

*The Manager of Finance, Cara Ryan, attended the Meeting at 3.33pm to discuss her report.*



## 8.5 MANAGER OF FINANCE’S REPORT

### 8.5.1 ACCOUNTS FOR PAYMENT

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan 17 July 2019

#### 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 104754 – 104761 & 104763 totalling \$410,042.15, and transfer of \$13,930.65 from Trust to Municipal account, approved by the Chief Executive Officer during the month of June 2019 be endorsed.



**Council Resolution**

**Harding/Watt**

That Municipal Fund EFT, Bpay, Direct Debits and Cheques 104754 – 104761 & 104763 totalling \$410,042.15, and transfer of \$13,930.65 from Trust to Municipal account, approved by the Chief Executive Officer during the month of June 2019 be endorsed.

**Carried 7/0  
Resolution 12/20**

**8.5.2 FINANCIAL STATEMENTS**

<b>File Reference</b>	4.23.15
<b>Statutory Reference</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Author &amp; Date</b>	Cara Ryan                      17 July 2019

**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 30 June 2019 be received.

**Council Resolution**

**Harding/Baker**

That the financial statements presented for the period ending 30 June 2019 be received.

**Carried 7/0  
Resolution 13/20**



### 8.5.3 ADOPTION OF THE 2019/2020 BUDGET

<b>File Reference</b>	4.23.10
<b>Statutory Reference</b>	Section 6.2 <i>Local Government Act 1995</i>
<b>Author &amp; Date</b>	Cara Ryan & Geoff McKeown 18 July 2019
<b>Attachment</b>	<b>APPENDIX 1</b> 2019-2020 Draft Budget <b>APPENDIX 2</b> Fees & Charges

#### Purpose

To consider and adopt the Annual Budget for the 2019/20 financial year together with supporting schedules.

#### Background

The draft 2019/2020 Budget has been compiled based on the principles contained in the Strategic Community Plan and Corporate Business Plan. The draft 2019/20 Budget has been prepared in accordance with the presentations made to Councillors at the Budget Briefing Meeting held on the 19 June 2019.

#### 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 **1%** rate in the dollar increase on **GRV** rated properties and a **0%** rate in the dollar increase on **UV** rated properties. The valuation for **UV** properties for 2019/2020 includes an average increase of 3.86%, which then reflects in the overall rate income for these properties. The minimum rates are proposed to increase from \$700 to **\$728** for **GRV** rated properties and \$890 to **\$925** for **UV** rated properties. The overall increase to the total rates revenue will be **4.02%**, which is lower than the 5% provided for in the Long Term Financial Plan and contained in the 2019/20 Corporate Business Plan.
- Fees and charges in general will increase by **2%**, with the exception of the private rentals where no increase has been applied. There are also other minor changes agreed to at the Budget Briefing Meeting held on 19 July 2019. 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 **35%**. 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 **\$2,123,864** for investment in infrastructure, land and buildings, and plant and equipment is planned. Expenditure on road infrastructure is a major component of this and the amount of **\$1,146,599** is in line with Council's strategy to



increase the investment in road and associated assets. An amount of **\$200,000** is included for the acquisition of land located on Albany Hwy adjacent to the Williams Woolshed to the Post Office.

- An estimated surplus of **\$407,027** is anticipated to be brought forward from 30 June 2019. 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:
  - Roads to Recovery - \$196,112
  - Road Project Grant - \$276,933
  - Country Pathways Grant - \$31,170

### **Consultation**

While no specific community consultation has occurred on the draft 2019/20 Budget, 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 2019/20 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 2019/20 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 2019/20 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 2019/20 Budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the Council.

### Environmental Implications

The draft 2019/20 Budget supports key environmental strategies and initiatives adopted by the Council.

### **Comment**

The draft 2019/20 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 2019/2020

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 2019/20 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 **\$115,152**
- Statement of Comprehensive Income by Program on page (4) showing a net result for that year of **\$115,152**
- Statement of Cash Flows on page (6)
- Rate Setting Statement on page (7) showing an amount required to be raised from rates of **\$1,889,405**
- Notes to and Forming Part of the Budget on pages (8 to 25)
- Schedule of Operating Revenue and Expenditure (26 to 40)
- Capital Income and Expenditure (41 to 42)



**Council Resolution**

**Harding/Baker**

That Council:

**PART A – MUNICIPAL FUND BUDGET FOR 2019/2020**

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 2019/20 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 **\$115,152**
- Statement of Comprehensive Income by Program on page (4) showing a net result for that year of **\$115,152**
- Statement of Cash Flows on page (6)
- Rate Setting Statement on page (7) showing an amount required to be raised from rates of **\$1,889,449**
- Notes to and Forming Part of the Budget on pages (8 to 25)
- Schedule of Operating Revenue and Expenditure (26 to 40)
- Capital Income and Expenditure (41 to 42)

**Carried by Absolute Majority 7/0  
Resolution 14/20**

*The resolution differed from the recommendation in regard to the amount of rates raised, as shown in the Rate Setting Statement, to ensure compliance with section 6.35(3) Local Government Act 1995 that restricts the maximum number of properties attracting a minimum payment to no more than 50% of total rated properties.*

**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) **7.2788 cents in the dollar**
- Commercial / Industrial (GRV) **7.2788 cents in the dollar**
- Rural/Mining (UV) **0.7011 cents in the dollar**

3. Minimum Rates

- Residential (GRV) **\$728**
- Commercial / Industrial (GRV) **\$728**
- Rural/Mining (UV) **\$925**



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 **13<sup>th</sup> September 2019**
- 2nd quarterly instalment due date **15<sup>th</sup> November 2019**
- 3rd quarterly instalment due date **17<sup>th</sup> January 2020**
- 4th and final quarterly instalment due date **20<sup>th</sup> March 2020**

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**

***Watt/Harding***

**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) **7.3256 cents in the dollar**
- Commercial / Industrial (GRV) **7.3256 cents in the dollar**
- Rural/Mining (UV) **0.7011 cents in the dollar**

3. Minimum Rates

- Residential (GRV) **\$720**
- Commercial / Industrial (GRV) **\$720**
- Rural/Mining (UV) **\$925**



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 **13<sup>th</sup> September 2019**
- 2nd quarterly instalment due date **15<sup>th</sup> November 2019**
- 3rd quarterly instalment due date **17<sup>th</sup> January 2020**
- 4th and final quarterly instalment due date **20<sup>th</sup> March 2020**

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.

**Carried by Absolute Majority 7/0  
Resolution 15/20**

*The resolution differed from the recommendation in regard to amending the Residential and Commercial / Industrial GRV cents in the dollar and minimum rates to ensure compliance with section 6.35(3) Local Government Act 1995 that restricts the maximum number of properties attracting a minimum payment to no more than 50% of total rated properties.*

**Voting Requirements**

Absolute Majority

**Officer's Recommendation**

**PART C – GENERAL FEES AND CHARGES FOR 2019/2020**

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 2019/2020 Budget.



**Council Resolution**

***Cavanagh/Watt***

**PART C – GENERAL FEES AND CHARGES FOR 2019/2020**

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 2019/2020 Budget, with the removal of a fee for disposing of a vehicle or truck body belonging to a Shire ratepayer at the Williams Refuse Site.

**Carried by Absolute Majority 7/0  
Resolution 16/20**

*The resolution differed from the recommendation as Council wished to remove the proposed fee to encourage residents to dispose of unwanted vehicle bodies at the Williams Refuse Site.*

**Voting Requirements**

Absolute Majority

**Officer's Recommendation**

**PART D – OTHER STATUTORY FEES FOR 2019/2020**

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 2019/2020 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 **\$443.50pa**

Commercial Premises

- Privately Owned Bulk Recycling Bin collection (3.0m3) **\$1025.00pa**
- Privately Owned Bulk Recycling Bin collection (4.5m3) **\$1370.00pa**
- 240ltr bin per service Commercial General Waste (no recycling) **\$329.50pa**

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
<b>General Waste</b>					
General Household Waste	Cars, utes, trailers 1.8m x 1.2m x 0.5 (or 1 cubic metre)	\$32.00	Y	GST	I101111
General Household Waste	1 x 240L Bin	\$16.00	Y	GST	I101111
Furniture and E-waste	per item	\$12.00	Y	GST	I101112
Uncontaminated Garden Waste - Ute or trailer		\$14.00	Y	GST	I101111
Uncontaminated Garden Waste - Truck 3 tonnes or more		\$21.00	Y	GST	I101111
Vehicle Body - Car belonging to ratepayer		\$70.00	Y	GST	I101111
Vehicle Body - Car by non ratepayer		\$410.00	Y	GST	I101111
Vehicle Body - Truck belonging to ratepayer		\$135.00	Y	GST	I101111
Vehicle Body - Truck by non ratepayer		\$815.00	Y	GST	I101111
Tyres - Small (car etc.)	each	\$12.00	Y	GST	I101111
Tyres - Small truck	each	\$15.00	Y	GST	I101111
Tyres - Large truck or tractor	each	\$24.00	Y	GST	I101111
Animal Carcasses - Small animals (dogs, cats, sheep)	each	\$15.00	Y	GST	I101111
Animals Carcasses - Large animals (horses, cattle)	each	\$32.00	Y	GST	I101111
Building rubble	per m <sup>3</sup>	\$36.00	Y	GST	I101111
Rural Household Pass (unlimited household waste)		\$310.00	Y	GST	I101111
Scrap metal and batteries from ratepayer		FREE	Y	GST	I101111
New/Replacement Bins		\$105.00	Y	GST	I101111

Kerbside Rubbish Collection		\$	GST	GST	Charge
240lt General Waste & 240lt Recycling pickup		\$443.50	N	OOS	I101105
Commercial Bulk Recycling Bin - 3.0m <sup>3</sup>		\$1,025.00	N	OOS	I101107
Commercial Bulk Recycling Bin - 4.5m <sup>3</sup>		\$1,370.00	N	OOS	I101107
Commercial General Waste 240lt (No Recycling)		\$329.50	N	OOS	I101107

## Council Resolution

### Harding/Major

#### PART D – OTHER STATUTORY FEES FOR 2019/2020

- 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 2019/2020 Budget.
- 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 **\$443.50pa**

#### Commercial Premises

- Privately Owned Bulk Recycling Bin collection (3.0m<sup>3</sup>) **\$1025.00pa**
- Privately Owned Bulk Recycling Bin collection (4.5m<sup>3</sup>) **\$1370.00pa**
- 240ltr bin per service Commercial General Waste (no recycling) **\$329.50pa**



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
<b>General Waste</b>					
General Household Waste	Cars, utes, trailers 1.8m x 1.2m x 0.5 (or 1 cubic metre)	\$32.00	Y	GST	I101111
General Household Waste	1 x 240L Bin	\$16.00	Y	GST	I101111
Furniture and E-waste	per item	\$12.00	Y	GST	I101112
Untaminated Garden Waste - Ute or trailer		\$14.00	Y	GST	I101111
Untaminated Garden Waste - Truck 3 tonnes or more		\$21.00	Y	GST	I101111
Vehicle Body - Car belonging to ratepayer		FREE	Y	GST	I101111
Vehicle Body - Car by non ratepayer		\$410.00	Y	GST	I101111
Vehicle Body - Truck belonging to ratepayer		FREE	Y	GST	I101111
Vehicle Body - Truck by non ratepayer		\$815.00	Y	GST	I101111
Tyres - Small (car etc.)	each	\$12.00	Y	GST	I101111
Tyres - Small truck	each	\$15.00	Y	GST	I101111
Tyres - Large truck or tractor	each	\$24.00	Y	GST	I101111
Animal Carcases - Small animals (dogs, cats, sheep)	each	\$15.00	Y	GST	I101111
Animals Carcases - Large animals (horses, cattle)	each	\$32.00	Y	GST	I101111
Building rubble	per m <sup>3</sup>	\$36.00	Y	GST	I101111
Rural Household Pass (unlimited household waste)		\$310.00	Y	GST	I101111
Scrap metal and batteries from ratepayer		FREE	Y	GST	I101111
New/Replacement Bins		\$105.00	Y	GST	I101111

Kerbside Rubbish Collection		\$	GST	GST	Charge
240lt General Waste & 240lt Recycling pickup		\$443.50	N	OOS	I101105
Commercial Bulk Recycling Bin - 3.0m3		\$1,025.00	N	OOS	I101107
Commercial Bulk Recycling Bin - 4.5m3		\$1,370.00	N	OOS	I101107
Commercial General Waste 240lt (No Recycling)		\$329.50	N	OOS	I101107

Carried by Absolute Majority 7/0  
Resolution 17/20

The resolution differed from the recommendation as Council wished to remove the proposed fee to encourage residents to dispose of unwanted vehicle bodies at the Williams Refuse Site.

**Voting Requirements**

Absolute Majority

**Officer's Recommendation**

**PART E – MATERIAL VARIANCE REPORTING FOR 2019/2020**

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 2019/2020 for reporting material variances shall be 5% or \$5,000, whichever is the greater.





**Council Resolution**

**Harding/Major**

**PART E – MATERIAL VARIANCE REPORTING FOR 2019/2020**

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 2019/2020 for reporting material variances shall be 5% or \$5,000, whichever is the greater.

**Carried by Absolute Majority 7/0  
Resolution 18/20**

**8.6 WASTE MANAGEMENT OFFICER’S REPORT**

**8.6.1 RFQ 2019/03 SHIRE OF WILLIAMS AND SHIRE OF WANDERING WASTE SERVICES**

<b>File Reference</b>	10.10.20
<b>Statutory Reference</b>	Section 11 <i>Local Government (Functions &amp; General) Regulations 1996</i> - When tenders have to be publically invited, <i>Waste Avoidance Resource Recovery (WARR) Act 2007</i> , <i>Waste Avoidance and Resource Recovery Strategy 2030</i> .
<b>Author &amp; Date</b>	Seonaid Leslie                      18 July 2019

**Background**

The Shire of Williams waste services have been provided by Avon Waste for 31 years. Since this contract expired Shire Officers have reviewed the existing services and the Shire’s changing needs in to the future. The available options for landfilling of waste once the Williams landfill closes have been investigated. This has involved an investigation into the most appropriate procurement and advertising method and the most appropriate length of contract for the services.

As part of the review of the waste collection service and procurement process, the Shire of Williams has been in consultation with the Shire of Wandering with regard to undertaking a joint procurement process between the two Shires. Wandering’s waste collection contract has also recently expired with Avon Waste. The aim of running a joint procurement process is to seek competitive advantage in economies of scale and hopefully receive cost benefits to both Shires.

The Shire of Williams and the Shire of Wandering (the Principals) sought to undertake a joint procurement process regarding their waste and recycling collections services. The Shire of Williams Waste Management Officer drafted the contracts, developed the Request for Quote (RFQ) documentation and led the evaluation of the Submissions received in response to the RFQ.





The service requirements of the contract for the Shire of Williams will include:

- Weekly kerbside collection of general waste in 240 Litre MGB's;
- Fortnightly kerbside collection of comingled recyclables contained in 240 Litre MGB's;
- Transfer Station bulk waste & recycling collection;
- Bulk commercial recycling collection;
- Transport of general waste to landfill site;
- Transport of recyclables for processing;
- Special event services;
- Customer service centre; and
- Provision and maintenance of bins.

The Shire of Williams has made amendments to their existing services scope to include the kerbside collection of general waste and recycling at Quindanning, and the Shire of Wandering has made amendments to include the option of the bin supply and roll-out of services at the Blackboy Springs locality.

The Shire of Williams submitted the RFQ 2019/03 Waste electronically through the West Australian Local Government Association (WALGA) e-Quotes portal to the WALGA *Prequalified Waste Collection Goods and Services Panel*, on the 17 May 2019. Quotation RFQ 2019/03 Waste is for a period of five (5) years commencing approximately one month from the selection of the preferred Respondent.

This longer contract term is preferred as it will likely result in a more competitive and beneficial procurement outcome as it gives Contractors a greater level of certainty that capital investments can be recovered over the life of the contract.

The Contracts developed for the RFQ were created in reference to WALGA's procurement templates. The RFQ Documentation was created with separate service specifications for the Shire of Williams and the Shire of Wandering. Price Schedules for completion by the Respondents were requested for the different service options;

- Shire of Williams Townsite Only;
- Shire of Williams Townsite and Townsite of Quindanning;
- Shire of Williams and Shire of Wandering Joint Contract;
- Shire of Wandering Townsite Only;
- Shire of Wandering Townsite including Blackboy Springs Option; and
- Shire of Williams and Shire of Wandering excluding Blackboy Springs Option.

The objective of this RFQ process is that, by awarding the two contracts to one contractor, economies of scale will result in lower overall costs for the Principals. However, the RFQ was compiled so that the two separate contracts could be awarded to different Contractors, offering both Shire's flexibility.



**Qualitative Evaluation**

The Responses were accepted based on compliance criteria and scored on the following Qualitative Criteria. The Weighted Price method was used as price was considered to be crucial to the outcome of the contract.

Criteria	Weighting
Relevant Skills and Experience to deliver the requirements of the Contract	20%
Understanding of the Operational Requirements and Plans to deliver the service	30%
Corporate Social Responsibility	5%
Local Content	5%
Quoted Price	40%
<b>Total</b>	<b>100%</b>

Three (3) responses to the RFQ were received by the closure of the submission period, at 3pm on the 6 June 2019. The submissions were from Cleanaway, Great Southern Waste Disposal and Avon Waste. These were evaluated by the Shire of Williams Waste Management Officer and the Shire Wandering’s CEO. The responses not rejected during the Compliance Evaluation were then assessed against the weighted Qualitative Criteria and sub-criteria as listed in the table below.

Qualitative Criteria	Sub-Criteria	Weighting
Relevant Skills and Experience to deliver the requirements of the Contract	<ul style="list-style-type: none"> <li>• Respondent to demonstrate recent experience with Contracts of similar size and scope to the Shire of Williams and Wandering, and in regional location/s;</li> <li>• Respondents to provide as a minimum, information of proposed personnel to be allocated to this Contract relative to the provision of Collection Services, including:                             <ul style="list-style-type: none"> <li>• Their role in the performance of the Contract; and</li> <li>• Qualifications, with particular emphasis on experience of personnel in Contracts of a similar size and scope.</li> </ul> </li> </ul>	20%
Understanding of the Operational Requirements and Plans to deliver the service	<p>Collection Services</p> <ul style="list-style-type: none"> <li>• Waste and Recycling Collection Service (side lift);</li> <li>• Provision of vehicles and equipment for this Contract;</li> <li>• Vehicle ownership (owned or leased);</li> <li>• Procedure for vehicle breakdowns and contingency arrangements;</li> <li>• Vehicle maintenance programs.</li> </ul> <p>Processing of Recyclables</p> <ul style="list-style-type: none"> <li>• Materials Recycling Facility – location and details;</li> <li>• Recovery performance and recycling rates;</li> <li>• Data collection and reporting to the Principal; and</li> <li>• Educational campaigns/initiatives.</li> </ul>	30%



	<p>Bin services</p> <ul style="list-style-type: none"> <li>• Stock and supply of bins and bin parts;</li> <li>• Record keeping procedure;</li> <li>• Methodology for bin repair and replacement.</li> </ul> <p>Customer Service Centre</p> <ul style="list-style-type: none"> <li>• Operating logistics of the centre;</li> <li>• Handling and recording procedure for enquiries from the Principal; and</li> <li>• Enquiry recording and provision of reports to the Principal.</li> </ul> <p>Operational Risk Management</p> <ul style="list-style-type: none"> <li>• Emergency procedures; and</li> <li>• Contingency arrangements.</li> </ul> <p>Support Services</p> <ul style="list-style-type: none"> <li>• Contract meetings with the Principal;</li> <li>• Senior Management contact details and availability; and</li> <li>• Emergency and Out of Hours contact details.</li> </ul>	
Corporate Social Responsibility	<ul style="list-style-type: none"> <li>• Provide information on your organisation’s sustainability credentials and practices as well as any related ratings or certifications which demonstrate your organisation’s practical commitment to sustainability.</li> <li>• Provide details of your organisation’s environmental policy and/or practices which manage or reduce the impact on the environment; and</li> <li>• Offer details of any recycling, collection, disposal, product stewardship or other initiatives that would support the sustainability objectives of the Principal and assist them to achieve environmental targets (i.e. how could you assist them to recycle, reuse and reduce).</li> </ul>	5%
Local Content	<ul style="list-style-type: none"> <li>• Provide details of your organisations current or potential engagement of local businesses, and the sourcing of local employment where practicable,</li> <li>• Offer details of opportunities for businesses within the Shire’s boundaries to quote wherever possible; and</li> <li>• Demonstrate how your organisation contributes to improved local economic outcomes.</li> </ul>	5%
<b>Total Potential Qualitative Score</b>		<b>60%</b>

Each sub-criterion was awarded a score out of five in accordance with the scoring system. A Response that met the sub-criterion with no deficiencies was given an awarded score of 4. Responses that had deficiencies and/or did not meet the sub criterion were given a lower score ranging from 0-3. Responses that exceeded the sub-criterion received an awarded score of 5.



**Awarded Scoring System**

Score	Description
0	Inadequate or non-appropriate offer, many deficiencies, does not meet sub-criterion
1	Marginal offer, some deficiencies, partly meets sub-criterion
2	Fair offer, few deficiencies, almost meets sub-criterion
3	Good offer, minor deficiencies, meets sub-criterion
4	Very good offer, meets sub-criterion
5	Outstanding offer, exceeds sub-criterion

All Respondents provided the information requested within the RFQ, with the exception of Great Southern Waste Disposal. Great Southern Waste Disposal did not provide a schedule of rates for the option of a joint contract between the Shire of Williams and the Shire of Wandering. Due to the flexibilities afforded with an RFQ process, it was decided that the Great Southern Waste Disposal response would still be accepted.

Avon Waste submitted a well organised and concise Submission. Two areas which required more detail were the provision of bin lids in the colours specified in the contract, and how Avon Waste plan to separate the weights of general waste and recycling for each shire, to facilitate separate invoicing of processing and landfill fees. As the incumbent for the Principals, Avon Waste was able to demonstrate significant experience for the services across the Shires, as well as a strong presence in the region. The key points of difference from other submissions were;

- The kerbside service days for both Shires won't have to change;
- Fluorescent globe and fire extinguisher recycling service can be provided;
- Decommissioning of Fridge/Air conditioning units before they are taken to a scrap metal recycler can be provided;
- Special events waste services will be provided free of charge; and
- Pricing does not allow for the collection of bins at North Bannister Roadhouse if the Suez North Bannister Landfill is not chosen.

**Averaged Qualitative Scoring of Avon Waste**

Relevant Skills and Experience (20%)	18
Understanding of the Operational Requirements and Plans (30%)	24
Corporate Social Responsibility (5%)	4.33
Local Content (5%)	3.33
<b>Total</b>	<b>49.66%</b>

Great Southern Waste Disposals Submission was not easy to evaluate with sub-criterial information sometimes hard to find. The OH&S manual is under review and information is split between this manual and the QA manual. This was compensated for by the level of detail describing how the services will be provided, by whom and the level of communication to be expected between the contractor and the Principals. Great Southern Waste Disposal demonstrated a strong presence in the region, with a number of long standing waste services contracts in neighbouring Local Governments. The level of resources they can provide around



waste education and customer information is lower than other Respondents with their website still under construction. The key points of difference from other submissions were;

- The kerbside service days for both Shires won't have to change;
- Business is more local than other Respondents, being based in the neighbouring Shire of Narrogin; and
- Offered an e-waste collection service at the Narrogin Landfill.

#### **Averaged Qualitative Scoring of Great Southern Waste Disposal**

Relevant Skills and Experience (20%)	16
Understanding of the Operational Requirements and Plans (30%)	26.5
Corporate Social Responsibility (5%)	3
Local Content (5%)	4
<b>Total</b>	<b>49.5%</b>

Cleanaway's Submission was very professional and easy to negotiate and evaluate. Detail was lacking with regard to how staff will be involved in the contract, with only a general personnel profile provided. In addition, Cleanaway did not mention the specified bin lid colours or the brand of bin to be supplied. The key points of difference from other submissions were;

- The kerbside service days for both Shires will change from Tuesday to Friday;
- Quality Management, OH&S and Environmental Management System Certified;
- Experience rolling out green waste and FOGO bin services;
- Own the Material Recovery Facility which can process additional recyclables;
- Offered alternative landfill site in Dardanup, via Mandurah TFS;
- Very modern fleet and equipment;
- Extensive waste and recycling education tools will be offered; and
- No processing or landfill gate fee for bulk bin services (bulk recycling and transfer station general waste).

#### **Averaged Qualitative Scoring of Cleanaway**

Relevant Skills and Experience (20%)	16
Understanding of the Operational Requirements and Plans (30%)	25.5
Corporate Social Responsibility (5%)	4.335
Local Content (5%)	2.83
<b>Total</b>	<b>48.67%</b>

#### **Price Schedule Evaluation**

The Price Schedule Evaluation had the following objectives;

- Identify any missing or abnormally high or low rates needed, querying with the Respondents;
- Assess and compare the annual cost of services for each Respondent;



- Assess and compare the cost of services if the Principals entered into a joint contract and if the service options of the town site of Quindanning and area of Blackboy Springs were included and excluded;
- Assess and compare the cost of services and disposal of the Principal’s general waste to different landfill sites and identify the most cost effective site; and
- Apply the Weighted Price method with the Qualitative evaluation scores to determine the total assessment score of each Respondent.

It is important to note that the RFQ process facilitated by the WALGA Preferred Supplier Panel allows for submissions to be queried.

No missing or abnormally high or low rates were identified. A price clarification from each respondent was requested via email for the following items:

- The time period for the prices submitted by the respondents for bulk recycling and bulk rubbish collection service fees; and
- An additional schedule of rates for all services for the option of “Shire of Williams and Shire of Wandering Including Blackboy Springs (Ex GST)”.

Following the requested clarifications, Avon Waste reviewed their fees and provided new prices for their bulk recycling service, which previously hadn’t taken into consideration the additional quoted recycling processing fee.

The estimated annual cost of services, if the Principals entered into a joint contract, were assessed and compared. Table 1 below provides a summary and identifies Avon Waste as offering the lowest annual fee. This annual fee includes the predicted cost of general waste to be disposed of at the new landfill site, and the servicing of the new transfer station general waste bins.

**TABLE 1 PRICE SCHEDULE SUMMARY FOR THE ESTIMATED ANNUAL FEE FROM EACH RESPONDENT EXCLUDING GST FOR A JOINT CONTRACT:**

Landfill Site	Company	Shire of Williams (inc Quindanning) excl GST
<i>SUEZ North Bannister</i>	Avon Waste	\$118,368
	Cleanaway	\$126,392
<i>Narrogin</i>	Great Southern Waste Disposal	\$133,864



The estimated annual cost of services for the Shire of Williams, if the Principals entered into individual contracts, was assessed and the savings from a joint contract calculated. It should be noted that only Avon Waste and Cleanaway submitted joint contract pricing. These are summarised in Table 2 below. Comparing the annual costs for individual and joint contracts indicated that savings will be made if the joint pricing applies. Providing a waste service to the town site of Quindanning was chosen as the preferred option as the annual fee is acceptable.

Landfill Site	Company	Townsite of Williams Only (incl. Quindanning) Ex GST	Joint Contract Shire of Williams (incl. Quindanning) Ex GST	Savings from Joint Contract
<i>SUEZ North Bannister</i>	Avon Waste	\$122,238	<b>\$118,368</b>	<b>\$3,870</b>
<i>SUEZ North Bannister</i>	Cleanaway	\$135,807	<b>\$126,392</b>	<b>\$9,415</b>
<i>Narrogin</i>	Great Southern Waste Disposal	\$133,864	<b>No Price Submitted</b>	<b>No Price Submitted</b>

**TABLE 2 PRICE SCHEDULE SUMMARY FOR THE ESTIMATED ANNUAL FEE FROM EACH RESPONDENT EXCLUDING GST FOR SHIRE OF WILLIAMS, COMPARING AN INDIVIDUAL CONTRACT WITH A JOINT CONTRACT**

The Weighted Price method was applied to the estimated annual fees for the Principal’s collection services. Two total assessment scores were calculated, one for the Shire of Williams under an individual contract, and another for a joint contract with the two contractors who quoted for this option. This allowed for the Great Southern Waste Disposal schedule of fees to be compared with the other submissions. These are summarised in Table 3 below.

**TABLE 3 SUMMARY OF TOTAL ASSESSMENT PERCENTAGES INCLUDING THE WEIGHTED PRICE METHOD:**

<i>Joint Contract</i>			
Criteria	Avon Waste	Cleanaway	Great Southern Waste Disposal
Qualitative	49.66%	49.5%	48.67%
Weighted Pricing (Joint)	40%	36%	N/A
<b>Total Assessed Score</b>	<b>89.66%</b>	<b>85.5%</b>	<b>N/A</b>
<i>Shire of Williams Individual Contract</i>			
Criteria	Avon Waste	Cleanaway	Great Southern Waste Disposal
Qualitative	49.66%	49.5%	48.67%
Weighted Pricing (Joint)	40%	37.46%	36.52%
<b>Total Assessed Score</b>	<b>89.66%</b>	<b>86.96%</b>	<b>85.19%</b>





The recommended landfill site for the Shire of Williams general waste is the SUEZ North Bannister Landfill. This landfill site offered the lowest disposal gate fee to the Preferred Respondent Avon Waste. This is a modern landfill site offering long-term best practice waste management.

### **Recommendation**

Arising from the Evaluation process of all Submissions to RFQ released on 17 May 2019 for the provision of the Shire of Williams and Shire of Wandering Waste Services, the recommendation is as follows:

1. Avon Waste is selected as the Preferred Respondent for a joint contract;
2. The SUEZ North Bannister Landfill is selected as the preferred landfill site;
3. Councils assess their waste management service requirements with a view of maximising service efficiencies;
4. Proceed with obtaining Council resolution on the Preferred Respondent; and
5. The Contracts are finalised prior to signing.

### **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:

- LUE 3.5 Support and advocate for a regional waste approach to waste management including transfer station, recycling and waste reduction education
- CL 3.2 Foster, nurture and develop strategic alliances with local government, major industry and government agencies
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

### **Financial Implications**

The new contract has resulted in the incumbent waste services contractor reviewing and increasing their prices. These fees were comparable to the other Respondents and reflect the current costs for provision of these services to country local governments.

The closure of the Williams Landfill will result in an increased cost to the Shire to cover the transport and disposal of general waste to an alternative landfill site. The SUEZ North Bannister landfill is recommended as the Preferred Respondent Avon Waste have offered the lowest disposal gate fee.

Based on estimated general waste tonnages from previous years, the Shire can expect to have to pay a maximum of \$30,000 per annum, to dispose of its waste at the recommended alternative site.

It is recommended that the added expense of waste disposal and transport be taken into consideration when decided the Shire's rates for waste services, tip passes and waste disposal fees to the Williams Transfer Station.



## Voting Requirements

Simple Majority

### Officer's Recommendation

That Council:

1. Award the contract for *Shire of Williams and Shire of Wandering Waste Services* as per the scope of services outlined in the Request for Quote documentation:
  - a) to Avon Waste as the Joint Contract Preferred Respondent as per their submission with agreed points of clarification; and
  - b) for a proposed contract term of 5 years.
2. Endorse the SUEZ North Bannister Landfill as the preferred disposal site.

### Council Resolution

#### ***Cavanagh/Watt***

That Council:

1. Award the contract for *Shire of Williams and Shire of Wandering Waste Services* as per the scope of services outlined in the Request for Quote documentation:
  - a) to Avon Waste as the Joint Contract Preferred Respondent as per their submission with agreed points of clarification; and
  - b) for a proposed contract term of 5 years.
2. Endorse the SUEZ North Bannister Landfill as the preferred disposal site.

**Carried 7/0**  
**Resolution 19/20**

*The Family Day Care Coordinator, Sharon Palumbo, attended the Meeting at 4.33pm to discuss her report.*



## 8.7 FAMILY DAY CARE OFFICER’S REPORT

### 8.7.1 EDUCATORS

<b>File Reference</b>	80.50.40	
<b>Statutory Reference</b>		
<b>Author &amp; Date</b>	Sharon Palumbo	19 July 2019
<b>Attachments</b>	Nil	

#### Comment

Family Day Care (FDC) has 10 Educators registered and operating as at 22 July 2019 with a possibility of more commencing in coming weeks. The breakdown of Educators is as follows:

22 July 2019	Narrogin	2	Residence
	Northam	4	Residence
	Toodyay	3	Residence
	Kukerin	1	Residence

In-Venue services are when an educator operates their FDC service from a venue/building other than their own home. The venue is generally owed by the Shire and leased out to the approved educator. The same conditions/regulations apply to this style of service as any service operated from the home. The Education and Care Regulatory Unit (ECRU) must approve the venue prior to operation but the FDC Service can approve educators operating from the home.

Benefits of having the certain rural and remote Educators join Willi Wag Tails FDC:

- They will potentially attract future funding from the Government as their community may be classified as remote and at risk.
- For services to attract funding you must have a 50% balance of Educators operating in Rural areas to Inner Regional areas.
- Educators with Diploma qualification are easy to support and they offer value to our service with experience and knowledge.
- Some Educators in remote areas limit their holidays to only once a year, therefore they bring in a consistent portion of service levy.
- Face to face visits can be adjusted by implementing Skype and Facetime until the FDC service is more established. It is a regulation that one visit must be made per year.

#### Voting Requirements

Simple Majority

#### Officer’s Recommendation

That the Family Day Care Co-Ordinator’s Report as presented above be endorsed by Council.



**Council Resolution**

***Baker/Cavanagh***

That the Family Day Care Co-Ordinator's Report as presented above be endorsed by Council.

**Carried 7/0  
Resolution 20/20**

**8.7.2 OPERATIONAL**

<b>File Reference</b>	80.50.40
<b>Statutory Reference</b>	
<b>Author &amp; Date</b>	Sharon Palumbo 19 July 2019
<b>Attachments</b>	Nil

**Comment**

Applications for the two venues; Dumbleyung and Kellerberrin have been submitted to ECRU for approval. Kellerberrin has been confirmed and Dumbleyung will be assessed on Tuesday, 23 July 2019.

Relevant access to government departments and the software program (ACECQA, NQAITS, PRODA, Harmony) has been completed to enable service operation for FDC and to submit child attendances for families to receive the Child Care Subsidy (CCS).

Other regulated documents, such as the Quality Improvement Plan (QIP) and Philosophy have been drafted ready for distribution to stakeholders for input.

**Voting Requirements**

Simple Majority

**Officer's Recommendation**

That the Operational Report be endorsed by Council.

**Council Resolution**

***Major/Harding***

That the Operational Report be endorsed by Council.

**Carried 7/0  
Resolution 21/20**

*Sharon Palumbo left the meeting at 5.02pm.*

*Cr Cavanagh left the Meeting at 5.02pm and returned at 5.05pm.*



**Council Resolution**

***Cavanagh/Major***

That the following late item be accepted for discussion.

**Carried 7/0  
Resolution 22/19**

**8.5 MANAGER OF FINANCE’S REPORT – LATE ITEM**

**8.5.4 CORPORATE CREDIT CARD POLICY**

<b>File Reference</b>	<b>4.1.10</b>
<b>Statutory Reference</b>	Section 6.10 Local Government Act 1995 and regulation 5 Local Government (Financial Management) Regulations 1996
<b>Author &amp; Date</b>	Cara Ryan                      23 <sup>rd</sup> July 2019
<b>Attachments</b>	Appendix 3 – O1.9 – Corporate Credit Card Policy

**Purpose**

To seek Council’s endorsement to adopt an amended Corporate Credit Card Policy to include the issuing of a credit card to the Family Day Care Coordinator.

**Background**

On the 20<sup>th</sup> February 2019 Council endorsed becoming a Family Day Care Provider, which included the recruitment of a Family Day Care Coordinator. The position of the coordinator requires extensive travel visiting the various family day care services and as such has been provided with a car. The simplest way to purchase fuel is to make payment via a credit card.

**Statutory Environment**

**Financial management regulations**

5. CEO’s duties as to financial management

- (1) Efficient systems and procedures are to be established by the CEO of a local government —
    - (a) for the proper collection of all money owing to the local government; and
    - (b) for the safe custody and security of all money collected or held by the local government; and
    - (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and
    - (d) to ensure proper accounting for municipal or trust —
      - (i) revenue received or receivable; and
      - (ii) expenses paid or payable; and
      - (iii) assets and liabilities;
- and



- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments; and
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.

### **Financial Implications**

Adoption of the policy will have no impact on the financial position, as expenses incurred using the credit card have already been included in the Draft Budget for 2019-2020.

### **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 1.3 Maintain, review and ensure relevance of Council's policies, local laws and operational plans
- CL 2.2 Maintain accountability, transparency and financial responsibility
- CL 4.4 Monitor and ensure compliance with regulatory framework for local government business

### **Voting Requirements**

Simple Majority

### **Officer's Recommendation**

That Council adopt the amendment to the Corporate Credit Card Policy – O1.9 as presented and authorise the inclusion of a \$5,000 credit card limit for the Family Day Care Coordinator.

### **Council Resolution**

#### ***Harding/Watt***

That Council adopt the amendment to the Corporate Credit Card Policy – O1.9 as presented and authorise the inclusion of a \$5,000 credit card limit for the Family Day Care Coordinator.

**Carried 7/0  
Resolution 23/20**

*Cara Ryan left the Meeting at 5.15pm and returned at 5.19pm.*

## **8.8 COUNCILLORS' REPORTS**

Cr Baker sought clarification on the role of the Waste Management Officer during her six (6) month contract. The Chief Executive Officer explained that the Waste Management Officer had been employed to oversee the awarding of a new waste collection contract, commissioning of the transfer station and de-commissioning of the landfill. In addition, the Officer has undertaken some work for the Great Southern Waste Group, provided waste education information to the public and commenced work on a Waste Local Law for the Shire and guidance to other local governments in the 4WDL VROC group. At this stage an extension of the Waste Management's Contract has not been explored.



## **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**

Cr Cavanagh advised that he will cease to be the Shire's representative on the HWEDA Board after the AGM to be held in August. He recommended that Council consider a replacement for him.

Cr Cavanagh reported the siting of significant numbers of feral pigs in his area with the problem getting worse.

Cr Cavanagh raised the prospect of a new mural being painted at the Quindanning Hall with a local acclaimed artist residing in the area. He suggested that the Shire take advantage of this opportunity and utilise funds held in the Art Acquisition Reserve Fund for a public art project. He agreed to seek an estimate of the likely cost.

The Chief Executive Officer raised the possibility of conducting an Elected Member Briefing Session / Council Forum prior to Council Meetings to allow Elected Members and Officers to meet and discuss matters relating to the operation and affairs of the Shire outside the formal council meeting framework.

Cr Carne suggested that it would be helpful for Elected Members to have an update on the town planning scheme and planning legislation generally to help with future decision making.

Cr Carne asked when a road inspection will be held. The Chief Executive Officer advised that late August or early September would be the preferred time and will coincide with consideration of a ten-year works programme.





Cr Carne raised an issue with regard to drainage on the Albany Highway near the Post Office following recent upgrade works undertaken by the Main Roads Contractor.

*Cara Ryan left the Meeting at 5.59pm.*

### **13.0 CLOSURE OF MEETING**

There being no further business for discussion the President declared the Meeting closed at 6.06pm.