



# MINUTES

ORDINARY COUNCIL MEETING

Tuesday  
24 October 2017

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## SHIRE OF DALWALLINU

**MINUTES** for the Ordinary Meeting of Council held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday, 24 October 2017.

### **1 OPENING & ANNOUNCEMENT OF VISITORS**

The Chief Executive Officer, Ms Jean Sutherland opened the meeting at 3.31pm.

### **2 ANNOUNCEMENTS OF PRESIDING MEMBER**

Nil

### **3 ATTENDANCE RECORD**

#### **3.1 Present**

President	Cr SC Carter
Deputy President	Cr KL Carter
	Cr GH Sanderson JP
	Cr KM McNeill JP
Newly elected Councillors	Cr AR Dickins
	Cr NW Mills
	Cr KJ Christian
	Cr BH Boys
	Cr JA Huggett
Chief Executive Officer	Ms JM Sutherland
Deputy Chief Executive Officer	Mr KT Jones
Executive Support Officer	Mrs BG Matias
Public (Freeman of the Shire)	Mr William Dinnie (until 3.50pm)
	Mrs B Dinnie (until 3.50pm)
	Mr MC Huggett (until 3.47pm)
	Mr RS Nixon (until 3.50pm)
	Mr D McNeill (until 3.50pm)
	Mrs E Boys (until 3.47pm)

#### **3.2 Apologies**

Nil

#### **3.3 Leave Of Absence Previously Granted**

Nil

**4 SWEARING IN OF NEW COUNCILLORS**

The newly elected Councillors, namely, Cr Anita Dickins, Cr Noel Mills, Cr Karen Joy Christian, Cr Brett Boys and Cr Janine Huggett made a declaration before Mr William Dinnie (Freeman of the Shire).

**5 ELECTION OF PRESIDENT**

The Chief Executive Officer conducted the Ballot for the Election of President.

Only one (1) nomination was received for President, therefore Cr SC Carter was elected unopposed and made the declaration before Mr WM Dinnie.

3.44pm The President, Cr SC Carter took the chair.

**6 ELECTION OF DEPUTY PRESIDENT**

The President conducted the Ballot for the Election of Deputy President.

Only one (1) nomination was received for Deputy President, therefore Cr KL Carter was elected unopposed and made the declaration before Mr WM Dinnie.

3.47pm Mr Malcolm Huggett and Mrs Emma Boys left the Council Chambers and did not return.

**7 DECLARATIONS OF INTEREST**

**7.1 Cr NW Mills**

Item 12.1.2 –Development Pioneer House – Impartiality

**7.2 Cr KJ Christian**

Item 12.1.2 –Development Pioneer House – Proximity

**7.3 Ms JM Sutherland**

Item 12.4.1 – CEO Annual Leave – Financial

**8 PUBLIC QUESTION TIME**

**8.1 Response to Previous Public Questions Taken on Notice**

Nil

**8.2 Public Question Time**

Nil

3.50pm Mr Robert Nixon, Mr Doug McNeill, Mr William Dinnie and Mrs Barbara Dinnie left the Council Chambers and did not return.

**9 MINUTES OF PREVIOUS MEETING/S**

**9.1 Ordinary Council Meeting – 26 September 2017**

**MOTION 9023**

Moved Cr KL Carter

Seconded Cr BH Boys

That the Minutes of the Ordinary Meeting of Council held 26 September 2017 be confirmed.

**CARRIED 9/0**

**10 PETITIONS/PRESENTATIONS/DEPUTATIONS/DELEGATES  
REPORTS/SUBMISSIONS**

**10.1 Petitions**

Nil

**10.2 Presentations**

Nil

**10.3 Deputations**

Nil

**10.4 Delegates Reports/Submissions**

Nil

**11 METHOD OF DEALING WITH AGENDA BUSINESS (Show of hands)**

## **12 REPORTS**

### **12.1 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES & ECONOMIC DEVELOPMENT**

#### **12.1.1 Subdivision Application – SD 011718: Cail Road, Jibberding**

Report Date:	24 October 2017
Applicant:	Steve Meatheringham
File Ref:	Property files (A6290 & A91)
Previous Meeting Reference:	CS&ED Committee meeting – 17 September 2017
Author:	Doug Burke, Manager Regulation & Development Services
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Plan of proposed subdivision supporting application

#### **Purpose of Report**

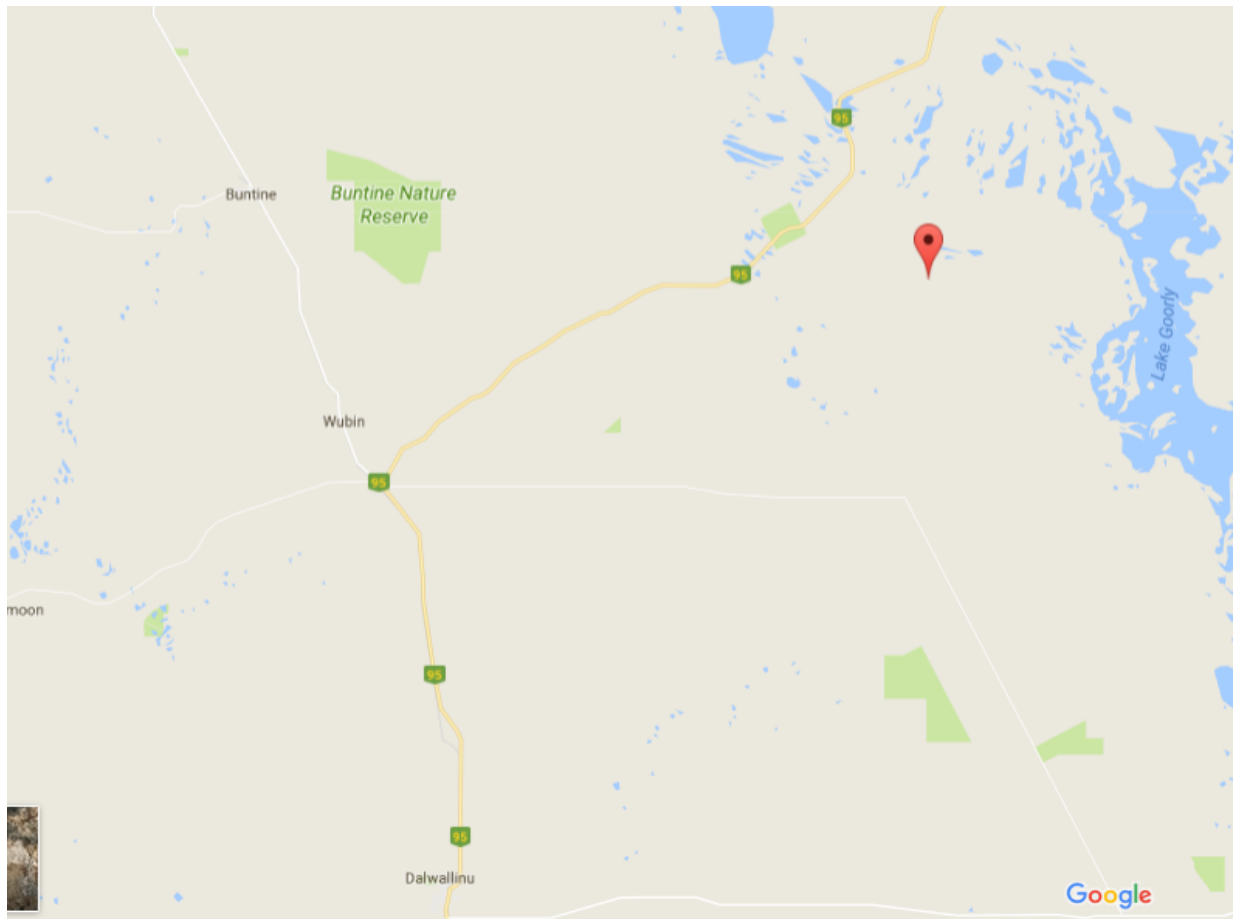
The Western Australian Planning Commission (WAPC) has referred an application for the subdivision of the subject property to Council for comment (refer to attachment 9.1). Council has until 9 November 2017 to provide the WAPC with their response.

The recommendation is that the WAPC be advised that the Shire of Dalwallinu has no objection to the proposed freehold subdivision, subject to any given conditions.

#### **Background**

Subject Property:	Lots 531 & 532 Cail Road, Jibberding
Land Use Zoning:	Rural
Property Owner:	Giovanni Marrone
Applicant:	Steve Meatheringham
Consent Authority:	Western Australia Planning Commission
Proposed Development:	Boundary adjustment between two existing lots
Value of Development:	N/A
Outside Consultation:	Nil

The applicant, Mev Surveys P/L on behalf of the owners have submitted a proposal to subdivide the existing land parcels to allow for a boundary realignment. The property is located between Howie Road to the west, and Cailbro Road to the east. The existing property is an established agricultural entity currently supporting cereal crop.



*Location of subject property (googlemap)*

### **Policy Requirements**

There are no local planning policies currently in force.

### **Legislative Requirements**

*Planning and Development Act 2005*

*Shire of Dalwallinu Town Planning Scheme N° 2*

Comment: The Scheme allows for subdivision in the Rural land use zone located east of the Rabbit Proof Fence Road to create lots that are 200ha or greater in size and allow for continued rural land uses. The proposed lots to be created will be greater than 200ha respectively (proposed Lot 1 = 323.2 ha & Lot 2 = 486.7 ha) and the creation of which will not impede the current land use.

### **Strategic Implications**

The *Dalwallinu Local Planning Strategy 2013* identifies that the Shire should:

*“Ensure protection of agricultural resources by restricting subdivision of agricultural land.”*

Comment: The number of land parcels created as a result of the subdivision will not be increased.

*“Actively protect prime agricultural land. Subdivision may be considered for lots east of the Rabbit Proof Fence Road, subject to the resulting lots having an area of 200ha or greater, and allows for the continued rural use of the land.”*



Comment: The proposed land parcels will each be greater in area than 200ha and will not preclude agricultural pursuits common to the locality.

### **Sustainability Implications**

#### ***Environment***

There are no known environmental implications.

#### ***Economic***

There are no known economic implications.

#### ***Social***

There are no known social implications.

### **Financial Implications**

Nil

### **Comment**

The proposal suggests the recreation of the two existing land parcels into a new configuration that utilises an existing access track. It appears that the purpose of the subdivision is to merge the more arable lands into the proposed Lot 2 parcel with the remnant arid land incorporated into proposed Lot 1.

The creation of the new allotments will not attract headworks charges as the properties are not serviced by appropriate infrastructure.

### **Officer/Committee Recommendation/Resolution**

#### **MOTION 9024**

Moved            Cr AR Dickins  
Seconded        Cr KM McNeill

That Council advises the Western Australian Planning Commission that they have no objection to the proposed subdivision of Lots 531 & 532 Cail Road, Jibberding as per the plan of subdivision accompanying the Application No: 155725.

**CARRIED 9/0**

[Click here to access attachment 12.1.1](#)

3.51pm Cr KJ Christian declared a proximity interest on item 12.1.2 below and left the Council Chambers.

Cr NW Mills declared an impartiality interest and remained in the Council Chambers.

### **12.1.2 Development – Pioneer House**

Report Date:	24 October 2017
Applicant:	Dalwallinu Lions Club
File Ref:	Property files (A46101)
Previous Meeting Reference:	CS&ED Committee meeting – 17 October 2017
Author:	Doug Burke, Manager Regulation & Development Services
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Development Application DA 051718

#### **Purpose of Report**

Council is requested to authorise the construction of a proposed structure to be located within the curtilage of Pioneer House at 27 McNeill Street (Lot 567), Dalwallinu.

The recommendation is that the proposed development be approved subject to given conditions.

#### **Background**

Kathy Mills, on behalf of the Dalwallinu Lions Club, has written to Council seeking approval to construct a shade structure within the grounds of Pioneer House. It is understood that the proposed structure will service the residents of Pioneer House, Sullivan House and Wilfred Thomas House. The property associated with these establishments is under the direct control of the Shire.



Location of proposed structure, Pioneer House (*Google Map*)



*Location of proposed structure (Synergy)*

**Policy Requirements**

Nil

**Legislative Requirements**

The *Shire of Dalwallinu Local Planning Scheme N<sup>o</sup>2* stipulates that buildings/structures associated with residential style development would have a nominal setback of 7.5 metres from the front boundary.

The Scheme allows that *‘the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit’*.

However, this clause may only be exercised if the local government is satisfied that approval of the proposed development would be appropriate and the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

**Strategic Implications**

*Strategic Community Plan 2103 – 2023*

- Outcome 1.6.1 – Provide appropriate shade structures or trees in meeting places
- Outcome 1.6.2 – Provide appropriate seating in meeting places.

## **Sustainability Implications**

### ***Environment***

Nil

### ***Economic***

Nil

### ***Social***

Nil

## **Financial Implications**

Revenue of \$147 will be lost should Council approve the request to waive the fees.

## **Comment**

The proposed structure with dimensions of approximately of 1500mm(w) x 2550mm(l) x 2300mm(h) will be constructed from primarily steel components. Essentially the structure will consist of a seat with roof cladding supported on four posts to provide shade to the residents of the aged care precinct.

The shade structure is proposed to align with the front boundary on McNeill Street, adjacent to the front driveway which allows vehicular access to the property. McNeill Street is a sealed road servicing a number of commercial and residential properties in Dalwallinu.

The separation distance between the intended location of the shade structure and the footpath is approximately 6 metres, and approximately 10 metres from the sealed roadway. It is not considered that the relative proximity to either asset will impact upon the general amenity of the near neighbourhood, or compromise the safety of commuters in the near vicinity.

## Officer/Committee Recommendation/Resolution

### **MOTION 9025**

Moved            Cr JA Huggett  
Seconded       Cr KM McNeill

That Council:-

1. Waive the development application fees associated with the Development Application DA051718 (\$147);
2. Approve the proposed development at Pioneer House, 27 McNeill Street, Dalwallinu, subject to the following conditions:
  - a) The development is to be carried out in accordance with the documents endorsed with the Shire's stamp, except where amended by other conditions of this consent. If there is any inconsistency between the above documents, the most recent document shall prevail to the extent of the inconsistency. However, the conditions of this consent shall prevail to the extent of any inconsistency;
  - b) Without further approval from Shire of Dalwallinu Council, in writing, this approval will lapse and have no force or effect unless the use or development permitted is substantially commenced within two years of the date of this permit;
  - c) The applicant shall ensure that all new buildings and structures, and any alterations or additions to existing buildings and structures are constructed in accordance with the relevant requirements of the *Building Act 2011*;
  - d) During the construction of the development, the applicant shall implement suitable public safety and site security control measures.

**CARRIED 8/0**

[Click here to access attachment 12.1.2](#)

3.52pm Cr KJ Christian returned to the Council Chambers.

### **12.1.3 Dogs – Limitation on the number of dogs**

Report Date:	24 October 2017
Applicant:	J & J Leonard
File Ref:	Property files (A915)
Previous Meeting Reference:	CS&ED Committee meeting – 17 October 2017
Author:	Doug Burke, Manager Regulation & Development Services
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Correspondence from applicant

#### **Purpose of Report**

Council is requested to consider allowing the applicants to keep more than the allowed number of dogs.

The recommendation is that the application be approved subject to the given conditions.

#### **Background**

John & Joanne Leonard of 15 Rayner Street Dalwallinu, have applied to Council for consideration for the exemption from compliance with the local law as to the number of dogs to be kept at their respective premises.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

The *Dog Act 1976* states that 'a local government may, by a local law limit the number of dogs that have reached 3 months of age that can be kept in or at premises in the local government's district'.

*The Shire of Dalwallinu Local Law – Dogs Local Law 2014* stipulates that 'the limit on the number of dogs which may be kept on any premises within a townsite is 2 dogs over the age of 3 months.'

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

##### ***Environment***

Nil

##### ***Economic***

Nil

##### ***Social***

Nil

## Financial Implications

Nil

## Comment

The applicants are seeking approval to keep three dogs. The applicants reside in a residence rented from the Shire of Dalwallinu. The premise is located within the town boundaries. All dogs pertinent to the application have attained an age in excess of three months.

No complaints in relation to the dogs have been received to date.

## Officer/Committee Recommendation/Resolution

### **MOTION 9026**

Moved                      Cr KM McNeill  
Seconded                 Cr BH Boys

That Council grant approval under Section 26(3) of the *Dog Act 1976* to Joanne and Jon Leonard of 15 Rayner Street, Dalwallinu to keep a maximum of three dogs on the premises on the condition that:

1. The dogs (Brutus, Cujo and Brindie) are appropriately registered under the *Dog Act 1976*.
2. The approval of keeping a third dog is not transferable to a replacement dog.

**CARRIED 9/0**

[Click here to access attachment 9.1.3](#)



#### 12.1.4 Dalwallinu Caravan Park – Offer to Lease

Report Date:	24 October 2017
Applicant:	M & D Allan
File Ref:	CP/6 – Council Properties – Acquisition & Disposal
Previous Meeting Reference:	CS&ED Committee meeting – 17 October 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Email from M & D Allan

#### Purpose of Report

Council is requested to consider an offer from M & D Allan to lease the Dalwallinu Caravan Park (inclusive of the three (3) accommodation units) for a period of three (3) years, with an option to renew.

#### Background

An approach was made from the applicants enquiring if Council would be interested in leasing the Dalwallinu Caravan Park.

Currently the Shire of Dalwallinu is responsible for the day to day operations of the caravan park, employing a full time caretaker with the Deputy Chief Executive Officer being the overall Manager.

Like all Council operations, the caravan park runs at a loss.

	2016/17	2015/16	2014/15
<b>EXPENDITURE</b>			
Caravan Park Maintenance	31,308	29,109	49,475
Caravan Park Operations	76,477	62,808	60,669
Caravan Park Management	73,574	65,179	13,774
Staff Housing	9,940	0	0
Depreciation	75,538	19,845	24,591
<b>Sub Total</b>	<b>266,837</b>	<b>176,941</b>	<b>148,509</b>
<b>INCOME</b>			
Caravan Park fees	152,617	133,417	76,579
Washer/Dryer fees	5,010	5,460	2,823
<b>Sub Total</b>	<b>157,627</b>	<b>138,877</b>	<b>79,402</b>
<b>LOSS</b>	<b>109,210</b>	<b>38,064</b>	<b>69,107</b>
<b>LOSS (minus depreciation cost)</b>	<b>33,672</b>	<b>18,219</b>	<b>44,516</b>

Situated at the caravan park are three (3) accommodation units. It was not anticipated that the units would form part of the lease of the caravan park however the offer from the applicants includes the three (3) units.



The table below represents the 17-18 budget for the three accommodation units.

	<b>2017-2018 Budget</b>	<b>2016-2017 Actual</b>
<b>EXPENDITURE</b>		
2 Dowie Street	2,292	3,285
4 Dowie Street	2,292	2,908
10 Roberts Road	2,292	2,506
Sub Total	6,876	8,699
<b>INCOME</b>		
2 Dowie Street **	0	0
4 Dowie Street	13,936	14,470
10 Roberts Road	13,696	14,504
Sub Total	27,632	28,974
<b>Profit</b>	<b>20,756</b>	<b>20,275</b>

*\*\* No income as is included in salary package*

*If the houses are included in the lease, Council would need to pay the lessee for the Building Maintenance Officer's rent which is an estimated \$13,936 per annum.*

### **Policy Requirements**

Nil

### **Legislative Requirements**

*Local Government Act 1995 – section 3.58*

### **Strategic Implications**

Nil

### **Sustainability Implications**

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

Nil

## Financial Implications

Below is a breakdown of 17/18 budget costs if the caravan park was leased privately.

	2017/18 Budget	
	Shire Operated	Leased
<b>EXPENDITURE</b>		
Caravan Park Maintenance	35,564	15,000
Caravan Park Operations	54,081	7,367
Caravan Park Management	66,255	0
Staff Housing	7,116	0
Depreciation	33,000	33,000
<b>Sub Total</b>	<b>196,016</b>	<b>55,367</b>
<b>INCOME</b>		
Caravan Park Fees	110,000	0
Washer/Dryer Fees	3,500	0
<b>Sub Total</b>	<b>113,500</b>	<b>0</b>
<b>LOSS</b>	<b>82,516</b>	<b>55,367</b>
<b>LOSS (minus depreciation cost)</b>	<b>49,516</b>	<b>22,367</b>

The Shire would still make a loss as they are responsible for areas mentioned previously in this report. The loss is an estimated \$27,149 less than if the shire operated the facility.

However, if the three (3) accommodation units are included the Shire would lose the estimated profit of \$20,756 and be required to pay the applicants an additional amount of rent for one of the units that is occupied by an employee. The applicants are offering a lease of \$15,000 per annum.

In summary the estimated loss would therefore be:

Caravan Park Operations (ex depreciation)	22,367
Loss of Accommodation Unit Profit	20,756
Additional Rent required to be paid for Unit 1	<u>13,696</u>
	56,819
Lease income per annum	<u>15,000</u>
<b>Total Loss</b>	<b>41,819</b>

This summary above shows that the estimated loss in 17-18 is greater than the actual loss in 16-17.

It would be the Officer recommendation that should Council chose to lease the caravan park that the applicants would be responsible for 100% of the preparation of lease costs which would be approximately \$1,500.

There would be costs of approximately \$1,500 associated with obtaining a market valuation for the lease of the caravan park, which is a requirement of Section 3.58 of the Act.

It is the Officers Recommendation that a lease be offered to the applicants excluding the three accommodation units but with a reduced lease payment.

This would have the following financial impact:

Caravan Park Operations (ex depreciation)	22,367
Lease income per annum	<u>5,000</u>
<b>Total Loss</b>	<b>17,367</b>

### **Comment**

A meeting was held with the applicants on Wednesday 6 September 2017 to discuss the proposed lease conditions. The intention of the lease would be that the lessee would be responsible for the day to day operations of the park, including but not limited to:

- Maintenance of the gardens
- Cleaning and cleaning materials
- Administration (bookings)
- Utilities (electricity, water, gas and telephone)
- Pest Control
- Sanitary Service
- Electrical testing (RCD) and electrical repairs
- Waste collection

and the Shire would be responsible for:

- Any major upgrades to infrastructure
- Maintenance of the sewerage system
- Insurance
- Rates & DFES levies.

The applicants have their own ideas for the enhancement of the Dalwallinu Caravan Park:

- New Office Hours – Open from 8am – 5pm (7 days) with afterhours service available
- Regular upkeep for professional appearance of the entrance, managers residence (frontage) the units and ground of the park
- Visitor welcome packs including up to date information on current trends and or any local businesses weekly specials and offers available
- Kid/adult friendly options (with the Shire's permission) at their own cost being basketball hoop, pool table/table tennis (space permitting), update BBQ facilities
- Liaise and interact with other community organisations, promote local sporting clubs & businesses where possible
- Sporting equipment on hand (their own) for visitors to use on local facilities – lawn bowls, tennis racquets, golf clubs, basketballs, footballs etc
- Where profit permits, advertise through different tourism and media outlets for exposure

Denise Allan has shown an interest in the park for some years. She applied for the caretaker position when the current incumbent was appointed. They believe they have the skills and ability to make the caravan park a successful business. Mick would remain with his current employer and would undertake the maintenance required out of hours and on the weekends.

There may be some benefit to Council in leasing the Dalwallinu Caravan Park, however it would not be the Officer recommendation to include the three (3) accommodation units in the lease. These units provide a steady stream of income for the Shire with minimal outlay.

PROS	CONS
Reduction in operational losses	No control of pricing
Less overheads with managing staff	No control on how the park is managed
Additional man hours can be allocated other areas of shire operations	No financial information if Caravan Park was leased
Will not be required to replace caretaker the near future	Loss of \$20K plus revenue plus payment of approx. \$13K should 3 units be included in the lease

Should Council accept the offer from the applicant, the lease is required to follow Section 3.58 of the *Local Government Act 1995*, whereby the proposal is advertised for a minimum of fourteen (14) days seeking public comment. If any comments are received these are to be considered by Council before disposing of the property by way of a lease.

#### **Officer Recommendation**

That Council:

1. authorise the Chief Executive Officer to present a counter offer to M&D Allan of \$5,000 per annum lease for the Dalwallinu Caravan Park, exclusive of the three (3) accommodation units, for a period of three (3) years with an option to renew for another three (3) years;
2. authorise the Chief Executive Officer to obtain a market valuation for the lease value of the Dalwallinu Caravan Park;
3. subject to M&D Allan accepting the counter offer, authorise the Chief Executive Officer to advertise the disposal of property by way of lease, as per the requirements of the *Local Government Act 1995*;
4. subject to not receiving any submissions, authorise the Chief Executive Officer to finalise the disposal of the property and to prepare a lease, with the costs to be borne by the applicant;
5. authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to any documentation relating to the disposal of the Dalwallinu Caravan Park by way of lease.

*MOTION LAPSED DUE TO WANT OF A SECONDER*

## Committee Recommendation/Resolution

### **MOTION 9027**

Moved            Cr KM McNeill  
Seconded       Cr NW Mills

That Council:

1. authorise the Chief Executive Officer to advertise for expressions of interest for:
  - a. Sale of the Caravan Park including the three accommodation units;
  - b. Lease of the Caravan Park excluding the three (3) accommodation units for a three (3) year period with an option to renew.
  
2. authorise the Chief Executive Officer to obtain a market valuation for:
  - a. Sale of the Caravan Park including the three (3) accommodation units;
  - b. Lease of the Caravan Park excluding the three (3) accommodation units.

**CARRIED 8/1**

*The reason for the change of motion is for Council to examine the market and to provide transparency.*

[Click here to access Attachment 12.1.4](#)

### 12.1.5 Round 1 – Community Grants Scheme Allocation

Date of Report:	24 October 2017
Applicant:	Shire of Dalwallinu
File No.	CU/1 Customer Service Requests
Previous Meeting Reference	CS&ED Committee meeting – 17 October 2017
Author:	Keith Jones, Deputy Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	application forms and quotes

#### Purpose of Report

To consider the allocation of the first portion (\$10,000) of community grant scheme funding for the 2017/2018 financial year.

#### Background

Council have provided for \$20,000 in this financial year for community project grants to be allocated in two yearly amounts at \$10,000 each time.

Applications from community groups were called in the first round seeking projects worthy of financial assistance, and which are consistent with Council's policy objective.

At the closing date, three (3) applications were received, namely:

Applicant	Cash	In Kind / Other	Shire	Total	% Shire Funded
Dalwallinu Sports Club Inc	\$ 355	\$ 345	<b>\$1,800</b>	\$ 2,500.00	72.0 %
Dalwallinu Swimming Club	\$2,960	\$ 0	<b>\$2,500</b>	\$ 5,460.00	45.8 %
Dalwallinu Football & Hockey Club	\$5,000	\$ 0	<b>\$5,000</b>	\$10,000.00	50.0 %

#### Policy Requirements

##### *Policy 2.4 Community Grants Scheme*

##### Conditions applicable to Applicants

- a Applications, in writing, to be received and approved prior to commencement of the project;*
- b Applicants to provide full details of the project, financial documentation and the actual or estimated cost;*
- c Voluntary labour content will be considered at the discretion of Council;*
- d Expenditure is to be on Capital improvements only;*
- e Grants will be up to a maximum of 50% of total costs net of other grants, subsidies or donations;*
- f Payment of approved grants is to be on receipt of paid invoices;*
- g All grants to be acquitted by 31 May each financial year.*

## Legislative Requirements

Nil

## Strategic Implications

Nil

## Sustainability Implications

### *Environment*

There are no known environmental implications.

### *Economic*

There are no known economic implications.

### *Social (Community Consultation)*

The community grants help the smaller community groups (usually volunteers) who are not always able to fund projects that can improve and enhance lifestyle and liveability in the community.

## Financial Implications

A provision of \$20,000 is available in the 2017/18 budget.

## Comment

All the groups qualify for funding under the Council Policy 2.4.

### **Dalwallinu Sports Club** **Total Cost \$ 2,500.00**

Install water fountain for outdoor sports.

The recommendation is for \$1,250 being 50% based on policy 2.4(e).

This group last received a grant in 2015 for \$8,000.

### **Dalwallinu Swimming Club** **Total Cost \$ 5,460.00**

Purchase Dolphin wireless Timing System.

The recommendation is for \$2,500 being 45.8% of total cost as requested.

This group last received a grant in 2012 for \$326.

### **Dalwallinu Football & Hockey Club** **Total Cost \$10,000.00**

Supply & install goal post pads and roller door for scoreboard.

The recommendation is for \$5,000 being 50% of total cost as requested.

This group last received a grant in 2017 for \$5,000.

**Officer/Committee Recommendation/Resolution**

**MOTION 9028**

Moved            Cr KL Carter  
Seconded        Cr AR Dickins

That Council approve community grant scheme funding (from the first round of applications) for the following:

Dalwallinu Sports Club (Install water fountain for outdoor sports)	\$1,250.00
---	------------

Dalwallinu Swimming Club Purchase Dolphin wireless Timing System)	\$2,500.00
--	------------

Dalwallinu Football & Hockey Club (Supply & install goal post pads and roller door for scoreboard)	\$5,000.00
---	------------

**CARRIED 9/0**

[Please click to access attachment 12.1.5.1](#)

[Please click to access attachment 12.1.5.2](#)

[Please click to access attachment 12.1.5.3](#)

[Please click to access attachment 12.1.5.4](#)



## **12.2 MATTERS FOR CONSIDERATION - FINANCE**

### **12.2.1 Accounts for Payment for September 2017**

Date of Report:	24 October 2017
Applicant:	Shire of Dalwallinu
File Reference:	FM/6 – Expenditure Reports
Previous Meeting Reference:	F&A Committee meeting – 17 October 2017
Author:	Mrs Hanna Jolly, Accounting Officer
Senior Officer:	Mr Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Summary of Accounts for Payment

#### **Purpose of Report**

To consider the acceptance and approval of the Schedule of Accounts for Payment.

#### **Background**

A list of invoices paid for the month of September 2017 from the Municipal Account, to the sum of \$58,852.52 paid by cheque and \$621,533.59 paid by EFT are attached, together with a list of Bank Fees, Payroll, Direct Debit Payments and transfers to Reserves & Term Deposit. These payments total \$893,013.95. In addition, payments of \$71,758.26 were made from the Trust Account. The total payments from all accounts being \$964,772.21 have been listed for Council's ratification.

#### **Comment**

In accordance with the requirements of the Local Government Act 1995 a list of accounts paid, by approval of the Chief Executive Officer under the Council's delegated authority, is to be completed for each month showing:

- a) The payees' names
- b) The amount of the payments
- c) Sufficient information to identify the payment
- d) The date of the payment

The attached list meets the requirements of the Financial Regulations.

In addition to the above statutory provisions, Financial Management Regulation Section 13(4) requires 'the total of other outstanding accounts be calculated and a statement be presented to Council at the next Council meeting'.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

*Local Government (Financial Management) Regulations Act 1996, Regulation 12; and Regulations 13(3) (a) (b); 13(1); and 13(4).*

## Strategic Implications

Nil

## Sustainability Implications

### *Environment*

Nil

### *Economic*

Nil

### *Social*

Nil

## Financial Implications

Account payments are in accordance with the adopted budget for 2017/18 or authorised by separate resolution.

## Officer/Committee Recommendation/Resolution

### **MOTION 9029**

Moved            Cr NW Mills  
Seconded       Cr KL Carter

That in accordance with the requirements of section 13(1), 13(3) and 13(4) of the Local Government (Financial Management) Regulations 1996 a list of payments made in September 2017 under the CEO's delegated authority is endorsed in respect to the following Bank accounts:

(a) Municipal Fund Account totalling \$893,013.95 consisting of:

Cheque Numbers 35112 – 35121	\$58,852.52
Electronic Fund Transfers 7143 – 7270	\$621,533.59
(excluding Trust EFT 7243 – 7247 and cancelled EFT7234- 7247)	
Direct Debit Payments Credit Card DD13676.1 & 7247	\$9,500
Electronic Fund Transfers Payroll	\$171,752.00
Bank Fees	\$1,657
Direct Debit Payments (Superannuation)	\$29,717.93

(b) Trust Account payments totalling \$71,758.26 consisting of:

Cheque Numbers 602-605	\$3,519.96
Electronic Fund Transfers 7243 - 7247	\$1,659.00
Direct Debits - Payments to DPI	\$66,579.30

**CARRIED 9/0**

[Click here to access the attachments 12.2.1](#)

## 12.2.2 Monthly Financial Statements for September 2017

Date of Report:	17 October 2017
Applicant:	Shire of Dalwallinu
File No:	FM/6 - Expenditure Reports
Previous Meeting Reference:	F&A Committee meeting – 17 October 2017
Author:	Hanna Jolly, Accounting Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Monthly Statement of Financial Activity, Variance Reports, Investments Held and Bank Reconciliations

### Purpose of Report

To receive the Financial Reports for the month ending 30 September 2017.

### Background

There is a statutory requirement that Financial Reports be recorded in the Minutes of the meeting to which they are presented. The Financial Reports, as circulated, give an overview of the current financial position of the Shire and the status of capital income and expenditure.

### Policy Requirements

Nil

### Legislative Requirements

*Local Government Act 1995 s1.3 (2) (c)*

*Local Government (Financial Management) Regulations 1996, s34 (1)*

*Local Government (Financial Management) Regulations 1996, s19 (1) (2)*

*Local Government (Financial Management) Regulations 1996, s34 (2)*

### Strategic Implications

Nil

### Sustainability Implications

#### *Environment*

Nil

#### *Economic*

Nil

#### *Social*

Nil

### Financial Implications

Nil

**Comment**

Financial Reports as at last day of business of the previous month are appended, for the period ending 30 September 2017.

Attached for Council’s consideration are:

- Statement of Financial Activity
- Variance Reports
- Investments Held
- Bank Reconciliations

As per Council resolution, all items that have a variance of more than \$10,000 have been noted on the variance reports.

**Officer/Committee Recommendation/Resolution**

**MOTION 9030**

Moved            Cr NW Mills  
Seconded        Cr KL Carter

That the Financial Reports as submitted for the month ending 30 September 2017 be accepted.

**CARRIED 9/0**

[Click here to access the attachments 12.2.2](#)

### **12.2.3 Outstanding Rates Debtors Report for September 2017**

Date of Report:	24 October 2017
Applicant:	Shire of Dalwallinu
File No:	FM/6 – Expenditure Reports
Previous Meeting Reference:	F&A Committee meeting -17 October 2017
Author:	Christie Andrews, Finance Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Report on Rates Debtors as at 30 September 2017

#### **Purpose of Report**

To receive the Outstanding Rates Debtors Reports as at 30 September 2017.

#### **Background**

Council's Policy Clause 3.6(vi) requires a report to be submitted at each Ordinary Council meeting detailing the current outstanding rates and the progress made towards their collection.

Reports on Rates Debtors contain totals for Rates, Rubbish, Sewerage and Emergency Services Levy (ESL). The ESL is a State Government charge for provision of emergency services which, due to legislation, the Shire is required to collect and forward on to the Department of Fire & Emergency Services (DFES).

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

##### ***Environment***

Nil

##### ***Economic***

Unknown

##### ***Social***

Nil

### Financial Implications

As at 30 September 2017 rates outstanding were \$785,299.20 in respect to collectable rates of which \$91,234.93 has been carried forward from 2016/17 or prior rating years, with 2017/18 rates raised being \$3,776,448.93.

Ratio = Total Outstanding  
Collectable

= 785,299.20  
3,776,448.93

= 20.79%

Ratio = Total Overdue  
Collectable

= 409,569.25  
3,776,448.93

= 1.84%

The total rates overdue figure is the figure that we are currently trying to recover.

### Comment

Report on Outstanding Rates Debtors as at 30 September 2017 appends.  
The 2017/18 Rates were raised and issued on 11 August 2017.

Important dates are as follows:

Rates due date	15 September 2017
Instalment option selection date	15 September 2017
Final Notices issued	Mid October
Second instalment due	17 November 2017
Third instalment due	19 January 2018
Fourth instalment due	19 March 2018

Breakdown of unpaid rates debtors as at 30 September 2017.

Rates	663,638.42
Rubbish	40,424.88
Sewerage	57,879.55
ESL	18,771.34
Deferred Pensioner Rates	16,560.07
Paid in Advance	-11,975.06
Total Outstanding	785,299.20

As we achieved an unpaid rates percentage of 2.43% as at 30 June 2017, we aim to have a similar percentage as at the 30 June 2018, notwithstanding that 3% outstanding is an acceptable industry average. We will strive to better this figure and at the close of the 2017/18 financial year aim to have an unpaid rates percentage no higher than 1.5%.

**Officer/Committee Recommendation/Resolution**

**MOTION 9031**

Moved            Cr KL Carter

Seconded       Cr NW Mills

That the Outstanding Rates Debtors Reports as at 30 September 2017 for ratepayers with unpaid balances be accepted.

**CARRIED 9/0**

[Click here to access the attachments 12.2.3](#)

#### **12.2.4 Adoption of Annual Report 2016/2017 and setting the Annual General Meeting of Electors**

Report Date:	24 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	FM/7 – Financial Management Audit
Previous Meeting Reference:	F&A Committee meeting – 17 October 2017
Author:	Keith Jones, Deputy Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	<b>Absolute Majority</b>
Disclosure of Interest:	Nil
Attachments:	Annual Report including Auditors Report, Management Report

#### **Purpose of Report**

To accept the Annual Report and Financial Statements for 2016/2017 and set a date, time and place to convene the Annual General Meeting of Electors.

#### **Background**

Auditors Butler Settineri have completed the audit of the 2016/2017 Financial Reports. *The Local Government Act 1995* requires that Council accept the report no later than 31 December 2017.

Further the Act also requires that the Annual Report be presented to the Annual Electors Meeting no later than 56 days after it is accepted by Council. The full Annual Report will be presented to Council at its Ordinary Meeting to be held on 24 October 2017. If it is accepted at that meeting the Annual Electors Meeting must be held on or before Tuesday 19 December 2017.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

*Local Government Act 1995*

- S. 5.27 – *Electors' general meetings*
- S. 5.29 – *Convening electors' meetings*
- S. 5.54 – *Acceptance of annual reports*

#### **Strategic Implications**

Nil



## **Sustainability Implications**

### ***Environment***

Nil

### ***Economic***

Nil

### ***Social***

Council may request that electors provide their questions in writing prior to the meeting to facilitate research and comment.

## **Financial Implications**

Nil

### **Comment**

Council's auditor, Mr Marius van der Merwe of Butler Settineri has recently completed the 2016/2017 audit and has concluded:

### ***Opinion***

*In our opinion, the financial report of Shire of Dalwallinu is in accordance with the underlying records of the Council, including:*

- a) giving a true and fair view of the Shire's financial position as at 30 June 2017 and of its performance for the year ended on that date; and*
- b) complying with Australian Accounting Standards (including Australia Accounting Interpretations), the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).*

### ***Emphasis of Matter***

*Without modifying our opinion, we draw attention to page 61 of the financial report "Supplementary Ratio Information", which describes certain ratio information relating to the financial report. Management's calculation of these ratios includes assumptions about future capital expenditure and hence falls outside our audit scope. We do not therefore express an opinion on these ratios.*

### ***Reporting on Other Legal and Regulatory Requirements***

*We did not, during the course of audit, become aware of any instances where the Shire did not comply with the statutory requirements of the Local Government Act (1995) (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).*

*In accordance with the Local Government (audit) Regulations 1996, we also report that:*

- a) Apart from the asset sustainability, debt service cover, own source revenue coverage and operating surplus ratios that do not meet the minimum benchmark, there are no material matters that in our opinion indicate significant adverse trends in the financial position or the financial management practises of the Shire.*

- b) *The Shire substantially complied with Part 6 of the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).*
- c) *All information and explanations required were obtained by us.*
- d) *All audit procedures were satisfactorily completed in conducting our audit.*

The Financial Report together with the Auditors report are required to be sent to the Department of Local Government within 30 days of the Shire receiving the Audit report, which will be 23 November 2017.

The Management Report has been responded to and the comments are contained in the attached letter from Butler Settineri.

#### **Annual Report for the Year Ended 30 June 2017.**

The Annual Report, including the Auditors Report, has now been completed.

Should Council accept the Annual Report at its Ordinary October 2017 meeting, the last day for holding the Electors Meeting would be 19 December 2017. It is suggested that the Electors Meeting be held on Tuesday 12 December 2017 in Council Chambers, commencing at 6.30pm.

The community meeting could also be held immediately following this, or at a later date as decided by Council.

#### **Officer Recommendation**

That Council:-

- accept the 2016/2017 Annual Audited Financial Statements;
- receive the 2016/2017 Independent Audit Report and Management Report provided by Butler Settineri;
- advise the Chief Executive Officer to convene the Annual Electors Meeting, for the 2016/2017 financial year, on 12 December 2017 commencing 6.30pm in the Council Chambers, Dalwallinu; and
- approve the annual community meetings be held at Dalwallinu on 12 December, 2017 at 6.30pm, at Wubin on \_\_\_\_\_ 2018 commencing at \_\_\_\_\_pm, and at Kalannie on \_\_\_\_\_ 2018 commencing at \_\_\_\_\_pm.

## Committee Recommendation/Resolution

### **MOTION 9032**

Moved            Cr AR Dickins  
Seconded       Cr KM McNeill

That Council:-

- accept the 2016/2017 Annual Audited Financial Statements;
- receive the 2016/2017 Independent Audit Report and Management Report provided by Butler Settineri;
- advise the Chief Executive Officer to convene the Annual Electors Meeting, for the 2016/2017 financial year, on 12 December 2017 commencing 6.30pm in the Council Chambers, Dalwallinu; and
- <sup>a)</sup> approve an annual community meeting be held at Kalannie on 20 February, 2018 at 7.00pm

**CARRIED 9/0**

[Click here to access Attachment 12.2.4.1](#)

[Click here to access Attachment 12.2.4.2](#)

## 12.3 MATTERS FOR CONSIDERATION – WORKS

### 12.3.1 Award of Tender 2018-01 - AGRN714 Flood Recovery Minor Works

Report Date:	17 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	RO/28 – Roads – WANDRRA Flood Damage
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Nil

#### **Purpose of Report**

Council is requested to award Tender 2018-01 – AFRN714 Flood Recovery Minor Works for the flood damage to Shire roads that occurred in March 2016.

#### **Background**

A surface trough triggered thunderstorms leading to heavy rainfall and widespread flooding over northern and central parts of the State on the 19-27 March 2016. The Shire suffered considerable damage to its road network as a consequence of this flood event.

Pursuant to Section 2.1.1 of the NDRRA Determination 2012 Version 1, 'flood' is deemed to be an eligible natural disaster event.

For the purposes of the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) this event will be referred to as 'AGRN714 Surface Trough and Associated Flooding (19-27 March 2016).

At the Ordinary Meeting of Council held 22 August 2017 Council resolved the following:

#### **'MOTION 8893**

*Moved* Cr KM McNeill

*Seconded* Cr KJ Christian

*That Council:*

- 1. Authorise the calling of tenders for the provision of Flood Recovery Minor Works (AGRN 714);*
- 2. Set the qualitative criteria for the tender for the provision of Flood Recovery Minor Works as:*
  - Relevant Experience – 25%*
  - Key Personnel – 25%*
  - Tenderer's Resources – 25%*
  - Safety & Health Management – 5%*
  - Price – 20%*

***CARRIED 7/0'***

The Shire issued a request for tender from suitably qualified and experienced companies to submit their proposal to complete the restoration works.

The tender was advertised in the West Australian on Saturday 26 August 2017. Tenders closed at 2pm Wednesday 13 September 2017. Tender documentation was issued to twenty seven (27) companies. At the closing of the tender period five (5) tenders were received.

Tenders were received from:  
Pinnacles Traffic Management Services  
West Coast Stabilisers  
Central Earthmoving  
Rowe Contractors  
Robbro WA Pty Ltd

### **Policy Requirements**

Policy 3.3 – Regional Price Preference  
Policy 3.5 – Purchasing

### **Legislative Requirements**

*Local Government Act 1995*  
*Local Government (Functions & General) Regulations 1996*

### **Strategic Implications**

Shire of Dalwallinu Strategic Community Plan 2017-2027  
Outcome 2.6 – Improved road network

### **Sustainability Implications**

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

Shire roads facilitate and promote movement throughout the Shire by both local and through traffic

### **Financial Implications**

Funding through Western Australia Natural Disaster Relief Recovery Arrangements (WANDRRA) has been approved to an estimated \$1.5M. This estimate allows a 10% overrun.

Eligible costs are claimed back from Main Roads WA after proof of expenditure is provided. There can be some time delay between the Shire lodging a claim and the reimbursement being received. This is monitored closely to ensure the Shire has adequate cash flow available.

### **Comment**

The tenders were assessed by a panel consisting of the Chief Executive Officer, Manager Works & Services and Vincent Kwong (Consultant).

Tenders were assessed for compliance against the specifications. Where non-conformances were identified by the panel each instance was investigated and a determination made as to the outcome.

During the assessment phase, one tender was identified as having a major non-conformance. Pinnacles Traffic Management Services submitted an incomplete price schedule as they only quoted on the Traffic Management section of the tender. This tender was therefore not assessed.

A qualitative assessment was undertaken based on the following weighted criteria:

<b>Criteria</b>	<b>Weighting</b>
Relevant Experience	25%
Key Personnel	25%
Tenderer's Resources	25%
Safety & Health Management	5%
Price	20%
<b>Total Qualitative Score</b>	<b>100%</b>

The summary results of the assessed tenders forms an attachment to this report.

Based on the satisfactory assessment against compliance criteria and the value demonstrated in their submission resulting in their offer receiving the highest total score of 80.83, it is recommended that the tender be awarded to Robbro WA Pty Ltd.

**Officer/Committee Recommendation/Resolution**

**MOTION 9033**

Moved Cr AR Dickins

Seconded Cr KL Carter

That Council:

1. Award Tender 2018-01 – AGRN714 Flood Recovery Minor Works to Robbro WA Pty Ltd as per the listed rates below:

Item	Description	Capacity	Mob / Demob	Tendered Rate (ex GST)	Standby Rate	Unit	Indicative Quantity	Standby Rate Factor	Total (ex GST)	Total GST	Total (inc GST)
			(ex GST)		(ex GST)			10.0%			
1.0	<b>Large Plant (including all costs such as operator, fuel, services and overheads)</b>										
1.1	Grader (Cat 140G or equivalent)	CAT140H	\$ 600.00	\$ 145.00	\$ 70.00	/hour	950hrs	80hrs	\$143,350	\$14,335.00	\$157,685.00
1.2	Water Truck (30,000 litre)	30,000litres	\$ 400.00	\$ 128.00	\$ 60.00	/hour	700hrs	25hrs	\$91,100	\$ 9,110.00	\$100,210.00
1.3	Tipper (10m³)	Isuzu	\$ 300.00	\$ 110.00	\$ 55.00	/hour	105hrs	40hrs	\$13,750	\$1,375.00	\$15,125.00
1.4.1	Side Tipper (17m³)	Triaxle	\$ 400.00	\$ 130.00	\$ 60.00	/hour	800hrs	40hrs	\$106,400	\$10,640.00	\$117,040.00
1.4.2	Truck and Trailer	Isuzu	\$ 400.00	\$ 130.00	\$ 60.00	/hour	200hrs	40hrs	\$28,400	\$ 2,840.00	\$31,240.00
1.5	Vib steel Roller (7t)	Dynapac CA512	\$ 500.00	\$ 125.00	\$ 60.00	/hour	700hrs	50hrs	\$90,500	\$9,050.00	\$99,550.00
1.6	Multi rubber tyre (15t)	Multi Pack VP2400	\$ 500.00	\$ 125.00	\$ 60.00	/hour	700hrs	50hrs	\$90,500	\$9,050.00	\$99,550.00
1.7.1	Skid Steer Loader	S185 with Auger	\$ 300.00	\$ 105.00	\$ 50.00	/hour	100hrs	20hrs	\$11,500	\$1,150.00	\$12,650.00
1.7.2	Loader (Cat 955 or equivalent)	Komatsu WA320 (scalp)	\$ 600.00	\$ 140.00	\$ 70.00	/hour	500hrs	40hrs	\$72,800	\$7,280.00	\$80,080.00
1.8.1	Excavator (15t)	Komatsu PC130 (Grat)	\$ 600.00	\$ 135.00	\$ 65.00	/hour	100hrs	15hrs	\$14,475	\$1,447.50	\$15,922.50
1.8.2	Excavator (20t)	Hyundai 290LC	\$ 600.00	\$ 135.00	\$ 65.00	/hour	80hrs	15hrs	\$11,775	\$1,177.50	\$12,952.50
1.9	Dozer (Cat D7 or equivalent)	Cat D7R	\$ 850.00	\$ 225.00	\$ 80.00	/hour	1050hrs	25hrs	\$238,250	\$23,825.00	\$262,075.00
1.10	Backhoe Loader	CAT 428	\$ 500.00	\$ 120.00	\$ 60.00	/hour	200hrs	15hrs	\$24,900	\$2,490.00	\$27,390.00
	<b>Total Mob/demob</b>		<b>\$6,550.00</b>						\$6,550	\$655.00	\$7,205.00
	<b>Total Cost of Large Plant (including Mob/demob)</b>								<b>\$944,250.00</b>	<b>\$94,425.00</b>	<b>\$1,038,675.00</b>

2.0	<b>Small Plant (including all costs such as operator, fuel, services and overheads)</b>										
2.1	Plate Compactor	500kg	\$ 50.00	\$ 350.00	\$ 35.00	/day	15 days	2days	\$5,320.00	\$532.00	\$5,852.00
2.2	Cement Mixer	75mtr	\$ 50.00	\$ 200.00	\$ 35.00	/day	15 days	3days	\$3,105.00	\$310.50	\$3,415.50
		<b>Total Mob/dem</b>	<b>\$ 100.</b>						\$100.00	\$10.00	\$110.00
				<b>Total Cost of Small Plant (including Mob/dem</b>					<b>\$8,525.00</b>	<b>\$ 852.50</b>	<b>\$ 9,377.50</b>
3.0	<b>Labour (including all costs such as Superannuation, Penalties, Loadings, Overheads, Mobilisation, Accommodation, Meals)</b>										
3.1	Supervisor with Vehicle	HiLux Ute	\$ -	\$ 78.00	NA	/hour	800hrs	NA	\$62,400.00	\$ 6,240.00	\$68,640.00
3.2	Labourer			\$ 68.00	NA	/hour	200hrs	NA	\$13,600.00	\$1,360.00	\$14,960.00
3.3	Traffic Controller with vehicle & Signs	HiLux Ute	\$ -	\$ 78.00	NA	/hour	200hrs	NA	\$15,600.00	\$1,560.00	\$17,160.00
3.4	Additional Traffic Controller		\$ -	\$ 65.00	NA	/hour	150hrs	NA	\$9,750.00	\$975.00	\$10,725.00
				<b>Total Cost of Labo</b>					<b>\$ 101,350.00</b>	<b>\$10,135.00</b>	<b>\$ 111,485.00</b>
4.0	<b>Preliminaries</b>										
4.1	Comply with contract		-	\$ 3,200.00	NA	/item	1		\$3,200.00	\$320.00	\$3,520.00
4.2	Traffic Management Plans		-	\$ 400.00	NA	/item	6		\$2,400.00	\$240.00	\$2,640.00
4.3	Environment Management Plan		-	\$ 400.00	NA	/item	5		\$ 2,000.00	\$200.00	\$2,200.00
4.4	Service Locations		-	\$ 100.00	NA	/item	30		\$3,000.00	\$300.00	\$3,300.00
4.5	Other Costs 1			\$				Ohrs			
4.6	Other Costs 2			\$				Ohrs			
				<b>Total Cost of Preliminari</b>					<b>\$ 10,600.00</b>	<b>\$1,060.00</b>	<b>\$ 11,660.00</b>



Item	Description	Tendered Rate (ex GST)	Unit	Indicative	Total (ex GST)	Total GST	Total (inc GST)
				Quantity			
5.0	<b>Materials</b>						
5.1	Provisional Sum for gravel royalty paid to local land owners and supplied from local sources	\$ 1.50	/tonne	74,000 tonne	\$111,000.00	\$11,100.00	\$122,100.00
5.2	Contractor mark-up on gravel royalty for gravel supplied from local or commercial sources (%)	15%			\$16,650.00	\$1,665.00	\$18,315.00
5.3	Guide Posts	\$ 16.95	/each	200	\$3,390.00	\$3,390.00	\$3,729.00
5.4	Graded Rock (RIPRAP) 100 - 150mm	\$ 30.00	/tonne	200	\$6,000.00	\$600.00	\$6,600.00
5.5	25 Mpa Concrete	\$ 420.00	/m <sup>3</sup>	54	\$22,680.00	\$2,268.00	\$24,948.00
5.6	Geofabric (Bidim A24 or equivalent)	\$ 2.00	/m <sup>2</sup>	200	\$400.00	\$40.00	\$440.00
5.7	Water Supply cost	\$ 3.15	/kilolitre	4,000	\$12,600.00	\$1,260.00	\$13,860.00
5.8	Contractor mark-up on water supply cost (%)	15%			\$1,890.00	\$189.00	\$2,079.00
5.9	Load gravel from gravel pit, cart and discharge gravel to various designated sites	\$					
(i)	5km radius from gravel pit to designated site	\$ 2.34	/tonne	12,301	\$28,784.34	\$2,878.43	\$31,662.77
(ii)	10km radius from gravel pit to designated site	\$ 3.58	/tonne	12,301	\$44,037.58	\$4,403.76	\$48,441.34
(iii)	15km radius from gravel pit to designated site	\$ 4.81	/tonne	12,301	\$59,167.81	\$5,916.78	\$65,084.59
(iv)	25km radius from gravel pit to designated site	\$ 5.55	/tonne	12,301	\$68,270.55	\$6,827.06	\$75,097.61
(v)	35km Radius from gravel pit to designated site	\$ 6.28	/tonne	12,301	\$77,250.28	\$7,725.03	\$84,975.31
(vi)	40km radius from gravel pit to designated site	\$ 8.26	/tonne	12,301	\$101,606.26	\$10,160.63	\$111,766.89
5.10	Other cost 1		/unit 1	Unit 1			
5.11	Other cost 2		/unit2	Unit 2			
	<b>Total Cost of Materials</b>				<b>\$553,726.82</b>	<b>\$55,372.68</b>	<b>\$609,099.50</b>

I/We have checked all calculations and understand  
 That if there are any errors identified in the tender  
 Assessment process, our submitted Tender Rate (exc GST)  
 will be utilised for assessment purposes and the tender  
 assessment panel may adjust the calculation on this basis

---

<b>Summary of All Costs</b>			
<b>Total Cost of Large Plant</b>	<b>\$944,250.00</b>	<b>\$94,425.00</b>	<b>\$1,038,675.00</b>
<b>Total Cost of Large Plant</b>	<b>\$ 8,525.00</b>	<b>\$852.50</b>	<b>\$9,377.50</b>
<b>Total Cost of Labour</b>	<b>\$101,350.00</b>	<b>\$10,135.00</b>	<b>\$111,485.00</b>
<b>Total Cost of Preliminaries</b>	<b>\$10,600.00</b>	<b>\$1,060.00</b>	<b>\$11,660.00</b>
<b>Total Cost of Materials</b>	<b>\$553,726.82</b>	<b>\$55,372.68</b>	<b>\$609,099.50</b>
<b>Total of All Costs</b>	<b>\$1,618,451.82</b>	<b>\$161,845.18</b>	<b>\$1,780,297.00</b>

2. Authorise the Chief Executive Officer to enter into a contract with Robbro WA Pty Ltd to complete the works in accordance with the specifications and submitted price schedule for Tender 2018-01 AGRN714 Flood Recovery Minor Works.

**CARRIED 9/0**

4.09pm Ms JM Sutherland declared a financial interest and left the Council Chambers.

## **12.4 MATTERS FOR CONSIDERATION – ADMINISTRATION**

### **12.4.1 Annual Leave – Chief Executive Officer**

Report Date:	24 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	PE/139 – Personnel File
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Financial Interest
Attachments:	Nil

#### **Purpose of Report**

Council is requested to note the dates for the Chief Executive Officer's approved annual leave.

#### **Background**

At the Ordinary Meeting of Council held 20 December 2016, Council authorised the Shire President to approve all future leave requests for the Chief Executive Officer.

The Shire President has approved the Chief Executive Officers' request for annual leave for the following periods:

- 25 October 2017 to 3 November 2017 (8 days);
- 9 November 2017 to 10 November 2017 (2 days);
- 27 March 2018 to 3 April 2018 (3 days annual leave, 3 public holidays), being a period of thirteen (13) days annual leave in total.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

##### ***Environment***

Nil

##### ***Economic***

Nil

##### ***Social***

Nil

### **Financial Implications**

Nil

### **Comment**

The Shire President has approved the Chief Executive Officer's leave from 25 October 2017 to 3 November 2017, 9-10 November 2017 and 27 March 2018 to 3 April 2018, a period of thirteen (13) days annual leave in total.

Mr Keith Jones, Deputy Chief Executive Officer will be Acting Chief Executive Officer for these periods of leave.

### **Officer Recommendation/Resolution**

#### **MOTION 9034**

Moved            Cr KL Carter  
Seconded       Cr KM McNeill

That Council:

1. Notes the Chief Executive Officer's annual leave from
  - 25 October 2017 to 3 November 2017
  - 9 November 2017 to 10 November 2017
  - 27 March 2018 to 3 April 2018, a period of thirteen (13) days annual leave in total;
2. Notes that Mr Keith Jones (Deputy Chief Executive Officer) will be the Acting Chief Executive Officer for the periods of leave above.

**CARRIED 9/0**

4.10pm Ms JM Sutherland returned to the Council Chambers.

## 12.4.2 Appointment of Standing Committees

Report Date:	24 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/12 Councillors - Committees
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	<b>Absolute Majority</b>
Disclosure of Interest:	Nil
Attachments:	Nil

### Purpose of Report

Council is requested to appoint members for its standing committees in accordance with the requirements of the *Local Government Act 1995*.

### Background

Council has previously established the following standing committees:

- Community Services and Economic Development Committee (Six (6) members)
- Finance and Audit Committee (Four (4) members)
- Works and Plant Committee (Six (6) members)

Following the 21 October 20217 ordinary elections, it is necessary for Council to appoint members and deputy members for each committee.

### Policy Requirements

Nil

### Legislative Requirements

*Local Government Act 1995*

*Local Government (Council Meetings) Local Law 2014*

### Strategic Implications

Nil

### Sustainability Implications

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

Nil

**Financial Implications**

Nil

**Comment**

Standing Committees have previously been comprised of Council members only.

Council have not previously given general delegated authority to its committees. This means that Council, at its Ordinary Meetings, has to consider and/or adopt committee recommendation before they are acted upon. It also means that committee meetings, because they do not have delegated authority, are not open to the public.

Committee Presiding Members (Chairperson) are elected at the first meeting of the committees.

The President is required to be appointed as a member of any committee to which he/she advised of his/her wish to be a committee member.

Each Council member is entitled to be a member of at least one committee where committees are comprised of Council members only.

It is to be noted that the Chief Executive Officer proposes to present a discussion paper on the committee structure in the very near future.

**Officer Recommendation**

That Council:

1. appoint the following members to the Community Services and Economic Development Committee:  
 Members: Crs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Deputies: Crs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
  
2. appoint the following members to the Finance and Audit Committee:  
 Members: Crs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Deputies: Crs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_
  
3. appoint the following members to the Works and Plant Committee:  
 Members: Crs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
 Deputies: Crs \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

## Resolution

### **MOTION 9035**

Moved            Cr KL Carter  
Seconded       Cr GH Sanderson

That Council:

1. appoint the following members to the Community Services and Economic Development Committee:  
Members:    Crs: AR Dickins, KM McNeill, KJ Christian, NW Mills, JA Huggett, BH Boys  
Deputies:    Crs: SC Carter, KL Carter, GH Sanderson
2. appoint the following members to the Finance and Audit Committee:  
Members:    Crs: NW Mills, AR Dickins, KL Carter, SC Carter, KM McNeill  
Deputies:    Crs: KJ Christian, BH Boys, JA Huggett, GH Sanderson
3. appoint the following members to the Works and Plant Committee:  
Members:    Crs: GH Sanderson, KL Carter, SC Carter, NW Mills  
Deputies:    Crs; KM McNeill, AR Dickins, BH Boys, JA Huggett, KJ Christian

**CARRIED BY ABSOLUTE MAJORITY 9/0**

### 12.4.3 Appointment of Advisory Committees/Working Groups

Report Date:	24 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/12 Councillors - Committees
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	<b>Absolute Majority</b>
Disclosure of Interest:	Nil
Attachments:	Nil

#### **Purpose of Report**

Council is requested to appoint members to advisory committees/working groups in accordance with the requirements of the *Local Government Act 1995* and community expectations.

#### **Background**

Council has previously established the following standing committees:

- Bush Fires Advisory Committee
- Local Emergency Management Committee
- Equal Opportunity Consultative Committee
- Dalwallinu Discovery Centre Advisory Committee

Following the 21 October 2017 ordinary elections, it is necessary for Council to appoint members and deputy members for each committee.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

*Local Government Act 1995*

*Local Government (Council Meetings) Local Law 2014*

*Bush Fires Act 1954*

*Emergency Management Act 2005*

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

##### ***Environment***

Nil

##### ***Economic***

Nil

##### ***Social***

Nil



## **Financial Implications**

Nil

## **Comment**

Section 5.8 of the *Local Government Act 1995* provides that a local government may establish committees of three (3) or more persons to assist Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Advisory committee membership may comprise of council members, council members and employees, council members, employees and other persons, council members and other persons, employees and other persons or other persons only.

Advisory Committees have previously been comprised of a mix of Council members, employees and other persons.

Council has not previously given general delegated authority to its advisory committees. This means that Council, at its Ordinary Meetings, has to consider and/or adopt advisory committee recommendations before they are acted upon. It also means that advisory committee meetings, because they do not have delegated authority, are not open to the public.

Advisory Committee Presiding Members (Chairperson) are elected at the first meeting of the advisory committee.

In March 2016 Council formed Dalwallinu Discovery Centre Advisory Committee.

The terms of reference were *'To consider and advise Council on the requirements relating to environmental interpretative and tourist services'*

The membership was to be *'Shire of Dalwallinu Councillor, Shire of Dalwallinu CEO, Discovery Centre Manager, one representative from the Dalwallinu Tourism Committee and one representative from the Dalwallinu Community Resource Centre'*.

The first meeting was held in October 2016, where members were appointed. Shortly after this meeting the representatives from the Dalwallinu CRC and Dalwallinu Tourism Committee resigned from the committee. Since their resignations no official meetings have been held though there has been informal discussions with the council representative, Chief Executive Officer and DDC Manager.

Due to no interest from other parties and the fact that the majority of terms of reference form part of the DDC Manager's KPI's each year, it is the Officer's recommendation to disband this advisory committee.

In addition to disbanding the above committee, there is no legislative requirement to appoint an Equal Opportunity Consultative Committee and research has indicated that this committee has yet to be called upon to meet therefore it is the Officer's recommendation that this committee be disbanded.

As per the *Local Government Act 1995*, the Chief Executive Officer is to have a performance review at least annually. At the Ordinary Council meeting held in June 2017, Council formed a Chief Executive Officer Performance Review Group consisting of the Shire President Cr S Carter, Deputy Shire President Cr K Carter and two (2) Councillors Cr A Dickins and Cr K McNeill to undertake the annual assessment of the Chief Executive Officer.

The Chief Executive Officer Performance Review Group would be responsible for coordinating the review process and reporting its findings to full Council for their consideration and endorsement.

It is the Officer's recommendation to appoint members to the Chief Executive Officer Performance Review Group at this time when appointing members to other advisory committees.

### **Officer Recommendation**

That Council:

1. Disband the Dalwallinu Discovery Centre Advisory Committee and the Equal Opportunity Consultative Committee;
2. Appoint the following members to the Bush Fires Advisory Committee:
 

Gary Butcher (CBFCO)	James Butcher
Aaron Mills (First DCBFCO)	Colin Cail
Michael Dodd (Second DCBFCO)	Ross Fitzsimons
Graeme Hathway	Shannon Fry
Gareth Barnes	Shaun Fitzsimons
Travis Stanley	Don Nankivell
Steve Wassman	Keith Jones (DCEO)
3. Appoint the following members to the Local Emergency Management Committee:
 

Cr _____	Shire of Dalwallinu
Cr _____	Shire of Dalwallinu
Ms Sam Dickins	Dalwallinu Volunteer Fire Brigade
Mr David Hughes	Dalwallinu Volunteer Fire Brigade
Mr Keith Jones	Shire of Dalwallinu
Ms Jean Sutherland	Shire of Dalwallinu
OIC Dalwallinu	WA Police Dalwallinu
Ms Joanne Spadaccini	Dept for Child Protection & Family Support
Ms Rebecca Chown	Kalannie Primary School
Ms Jeanette Syme	Dalwallinu Hospital
Mr Gerald Glasgow	Mt Gibson Mines
Mr Duncan Jones	St John Community Paramedic
Mr Shane Klunder	Department Fire & Emergency Services
Mr Gary Butcher	Chief Bush Fire Control Officer
Mr Craig Sutherland	St John Ambulance Dalwallinu
Ms Petrina Bean	Dalwallinu District High School
Mr Chad Atkinson	CBH
4. Appoint the following members to the Chief Executive Officer Performance Review Group :  
 Members: Shire President, Deputy Shire President, Cr \_\_\_\_\_, Cr \_\_\_\_\_

## Resolution

### **MOTION 9036**

Moved            Cr AR Dickins  
Seconded       Cr KM McNeill

That Council:

1. Disband the Dalwallinu Discovery Centre Advisory Committee and the Equal Opportunity Consultative Committee;
2. Appoint the following members to the Bush Fires Advisory Committee:

Gary Butcher (CBFCO)	James Butcher
Aaron Mills (First DCBFCO)	Colin Cail
Michael Dodd (Second DCBFCO)	Ross Fitzsimons
Graeme Hathway	Shannon Fry
Gareth Barnes	Shaun Fitzsimons
Travis Stanley	Don Nankivell
Steve Wassman	Keith Jones (DCEO)
3. Appoint the following members to the Local Emergency Management Committee:

Cr KJ Christian	Shire of Dalwallinu
Cr NW Mills	Shire of Dalwallinu
Ms Sam Dickins	Dalwallinu Volunteer Fire Brigade
Mr David Hughes	Dalwallinu Volunteer Fire Brigade
Mr Keith Jones	Shire of Dalwallinu
Ms Jean Sutherland	Shire of Dalwallinu
OIC Dalwallinu	WA Police Dalwallinu
Ms Joanne Spadaccini	Dept for Child Protection & Family Support
Ms Rebecca Chown	Kalannie Primary School
Ms Jeanette Syme	Dalwallinu Hospital
Mr Gerald Glasgow	Mt Gibson Mines
Mr Duncan Jones	St John Community Paramedic
Mr Shane Klunder	Department Fire & Emergency Services
Mr Gary Butcher	Chief Bush Fire Control Officer
Mr Craig Sutherland	St John Ambulance Dalwallinu
Ms Petrina Bean	Dalwallinu District High School
Mr Chad Atkinson	CBH
4. Appoint the following members to the Chief Executive Officer Performance Review Group :  
Members: Shire President, Deputy Shire President, Cr KM McNeill, Cr AR Dickins

**CARRIED BY ABSOLUTE MAJORITY 9/0**

#### **12.4.4 Appointment of Delegates**

Report Date:	24 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/12 Councillors - Committees
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	<b>Absolute Majority</b>
Disclosure of Interest:	Nil
Attachments:	Nil

#### **Purpose of Report**

Council is requested to appoint members to community based organisations.

#### **Background**

Council has previously appointed delegates to various community based committees and state or local government groups.

Following the 21 October 20217 ordinary elections, it is necessary for Council to review these appointments and confirm its delegates.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

*Local Government Act 1995*

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

##### ***Environment***

Some groups deal with ongoing environmental issues.

##### ***Economic***

Nil

##### ***Social***

Groups such as the Dalwallinu Tourism Group provide feedback on issues such as tourism infrastructure and local needs.

#### **Financial Implications**

Nil

### Comment

Council may agree to appoint a delegate to any recognised body in which it has an interest.

Such groups are subject to the provisions of their constitutions and or statutory requirements and the requirements of the *Local Government Act 1995*.

### Officer Recommendation

That Council:

1. Appoint the following members as delegates for the **Avon Midland Country Zone of WALGA**  
Delegate Cr \_\_\_\_\_  
Proxy: Cr \_\_\_\_\_
2. Appoint the following members as delegates for the **Dalwallinu District Tourism Group**  
Delegate Cr \_\_\_\_\_  
Proxy: Cr \_\_\_\_\_
3. Appoint the following members as delegates for the **Wheatbelt North Regional Road Group – Moora Sub Group**  
Delegate Cr \_\_\_\_\_  
Proxy: Cr \_\_\_\_\_

### Resolution

#### **MOTION 9037**

Moved Cr KM McNeill

Seconded Cr BH Boys

That Council:

1. Appoint the following members as delegates for the **Avon Midland Country Zone of WALGA**  
Delegate Cr SC Carter  
Proxy: Cr KL Carter
2. Appoint the following members as delegates for the **Dalwallinu District Tourism Group**  
Delegate Cr JA Huggett  
Proxy: Cr KM McNeill
3. Appoint the following members as delegates for the **Wheatbelt North Regional Road Group – Moora Sub Group**  
Delegate Cr KL Carter  
Proxy: Cr NW Mills

**CARRIED BY ABSOLUTE MAJORITY 9/0**

#### **12.4.5 Setting of 2018 Ordinary Council Meeting dates**

Report Date:	24 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	CR/7 Community Relations - Meetings
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Nil

#### **Purpose of Report**

Council is requested to endorse the proposed dates for Ordinary Council Meetings in 2018.

#### **Background**

The *Local Government (Administration) Regulations 1996*, requires that a local government is to give local public notice at least once each year of the proposed dates on which meetings are to be held and the times and venues at which they are to be held.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

##### ***Environment***

Nil

##### ***Economic***

Nil

##### ***Social***

Nil

#### **Financial Implications**

Nil

#### **Comment**

In determining meeting dates for 2018, consideration needs to be given to school and public holidays and their impact on agenda distribution, meeting clashes, Councillors and the general public's ability to attend the scheduled meetings.

The following timetable shows the relationship between school and public holidays and the usual meeting cycle (i.e fourth Tuesday of the month, February – December).

<b>Usual meeting cycle</b>	<b>Scheduled holidays (i.e school and public holidays)</b>	<b>Suggested meeting date</b>
27 February	*School returns 31 January 2018	27 February 2018
27 March	Monday 5 March – Labour Day	27 March 2018
24 April	<u>School Holidays</u> Saturday 14 April – Sunday 29 April  <u>Public Holidays</u> Friday 30 March – Good Friday Monday 2 April – Easter Monday Wednesday 25 April – ANZAC Day	24 April 2018
22 May		22 May 2018
26 June	Monday 4 June – WA Day	26 June 2018
24 July	<u>School Holidays</u> Saturday 30 June – Sunday 15 July	24 July 2018
28 August		28 August 2018
25 September	<u>School Holidays</u> Saturday 22 September – Sunday 7 October  <u>Public Holiday</u> Monday 24 September – Queens Birthday	25 September 2018
23 October		23 October 2018
27 November		27 November 2018
25 December	<u>School Holidays</u> Friday 14 December – Sunday 3 February 2019  <u>Public Holidays</u> Tuesday 25 December – Christmas Day Wednesday 26 December – Boxing Day	18 December 2018

Amendments to the usual meeting cycle has only occurred for the month of December due to the meeting date clashing with Christmas Day. This meeting date has been bought forward one week.

## Officer Recommendation/Resolution

### **MOTION 9038**

Moved            Cr KM McNeill  
Seconded       Cr GH Sanderson

That Council:

1. Endorse the following meeting dates for Ordinary Meetings of Council of the Shire of Dalwallinu for the 2018 calendar year to be held in the Council Chambers at the Shire of Dalwallinu Administration Centre commencing at 3.30pm:
  - a) 27 February 2018
  - b) 27 March 2018
  - c) 24 April 2018
  - d) 22 May 2018
  - e) 26 June 2018
  - f) 24 July 2018
  - g) 28 August 2018
  - h) 25 September 2018
  - i) 23 October 2018
  - j) 27 November 2018
  - k) 18 December 2018
  
2. Approves the advertising of the 2018 meeting dates in accordance with the *Local Government (Administration) Regulations 1996*.

**CARRIED 9/0**



## 12.4.6 Christmas/New Year Office Closure

Report Date:	24 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/20 Governance – Policy Manual
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Nil

### Purpose of Report

Council is requested to note the Christmas/New Year closure period for 2017/2018.

### Background

Council Policy 1.5 Christmas/New Year Closure of Facilities states:

*The Administration Centre/ Discovery Centre and Depot will be closed for business from 3.00pm on the last working day before Christmas and re-open on the first working day following New Year's Day.*

*Shire staff will take leave entitlements during this closure period for those days that are not designated public holidays.*

*An outside crew skeleton staff is to be on duty during this closure period'*

### Policy Requirements

Policy 1.5 Christmas/New Year Closure of Facilities

### Legislative Requirements

Nil

### Strategic Implications

Nil

### Sustainability Implications

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

There will be minimal social implications as the office closure would be advertised to the community in the month leading up to the Christmas period.

### **Financial Implications**

Nil

### **Comment**

It is proposed that the Council Administration offices (including the Dalwallinu Discovery Centre and Depot) will close at 3pm on Friday, 22 December 2017 and re-open at 8.30am on Tuesday, 2 January 2018.

This will be a total of six (6) days, made up of three (3) public holidays (Christmas Day, Boxing Day and New Year's Day) and three (3) annual leave or RDO days.

The closure of the office will be advertised on the Shire website, Facebook, Newsletter, Administration Noticeboard and a sign will be placed on the front door of the Administration centre.

A skeleton crew will be working on the outside crew during this closure period.

### **Officer Recommendation/Resolution**

#### **MOTION 9039**

Moved            Cr GH Sanderson  
Seconded        Cr NW Mills

That Council notes the closure of the Shire's Administration centre (including the Dalwallinu Discovery Centre and Depot) from 3pm on Friday, 22 December 2017 to 8.30am on Tuesday, 2 January 2018.

**CARRIED 9/0**

## **12.4.7 Bush Fires Advisory Committee Minutes**

Report Date:	24 October 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/12 – Committees
Previous Meeting Reference:	Nil
Author:	Keith Jones – Deputy Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Committee Minutes

### **Purpose of Report**

For Council to accept the minutes for the Bush Fires Advisory Committee.

### **Background**

The Bush Fires Advisory Committee was formed to make recommendations to Council specifically relating to the Bush Fires Emergency Services managed by community volunteers under the umbrella of Department of Fire & Emergency Services (DFES). The committee is made up of staff, and local community members and aims to oversee the management of functions pertaining to bush fires risks.

### **Comment**

The committee met on 16 October, 2017 to determine the membership for the next 12 months and any other matters relevant to their functions.

The election of the Chief Bush Fires Control Officer, Deputies and Fire Control Officers has been carried out and are submitted in the item 9.4.3.

### **Policy Requirements**

Nil

### **Legislative Requirements**

Nil

### **Strategic Implications**

Nil

### **Sustainability Implications**

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

Nil

**Financial Implications**

Nil

**Officer Recommendation/Resolution**

**MOTION 9040**

Moved           Cr NW Mills

Seconded       Cr KL Carter

That the 16 October 2017 Bush Fires Advisory Committee minutes be received.

**CARRIED 9/0**

[Click here to access Attachment 12.4.7](#)

## 12.4.8 Tender Selection Criteria-Dalwallinu Recreation Centre Precinct Upgrade

Date of Report:	24 October 2017
Applicant:	Shire of Dalwallinu
File Reference:	ED/6
Previous Meeting Reference:	Nil
Author:	Ms Joanne Guest, Strategic Projects and Marketing Officer
Senior Officer:	Ms Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Tender document including selection criteria

### Purpose of Report

To consider the selection criteria to be included in the tender documentation pertaining to the upgrade of the Dalwallinu Recreation Centre precinct.

### Background

The Shire of Dalwallinu was successful in receiving \$1,300,000 from Lotterywest to revitalise the Dalwallinu Recreation Centre precinct to create a community hub. Conceptual designs are currently being finalised by Plan E in collaboration with the Shire. Due to time constraints of the grant agreement completion date (May 2018) and Local Government tender policy timelines, the timely prioritisation of the selection tender criteria would alleviate potential delays of the project. As the cost of the project will be exceeding \$150,000, Council are required under the Local Government (Functions and General) Regulations 1996, Section 14.(2a) to determine in writing the criteria for deciding which tender should be accepted.

### Policy Requirements

Shire of Dalwallinu – Purchasing Policy - 3.5 Purchases over the value of \$150,000 by tender.

### Legislative Requirements

*Local Government Act 1995 Section 14.(2a) – Provision of Goods and Services*  
*Local Government (Functions & General) Regulations 1996*

### Strategic Implications

Shire of Dalwallinu – Strategic Community Plan – 2017-2027  
Outcome 1.2 – Enhanced quality of public amenities and all Shire facilities  
*1.2.2 – Improve lighting and universal access requirements in public places*

Outcome 1.7 – Improved and enhanced playground areas  
*1.7.1 – Improve public amenities in playgrounds*  
*1.7.2 – Provide appropriate shade structures in playgrounds*

### Sustainability Implications

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### ***Environment***

The revitalisation aims to utilise as many natural materials as possible, will minimise loss of existing plants and will include new plantings and vegetation.

### ***Economic***

Improved community facilities may attract tourists which would have a flow on effect to businesses within the town.

### ***Social***

The social benefit will be far reaching as the upgrade will provide first class facilities for social users of the precinct, visitors and sporting club members.

### **Financial Implications**

This project is funded by a grant from Lotterywest of \$1,300,000, financial commitment from the Shire of Dalwallinu of \$80,000, donated materials and in-kind contributions from the local community and businesses.

### **Officer Recommendation/Resolution**

#### **MOTION 9041**

Moved            Cr NW Mills  
Seconded       Cr AR Dickins

That Council set the qualitative criteria to be included in the documentation for the tender of the redevelopment and upgrade of the Dalwallinu Recreation Centre precinct as follows:

- |  |     |
|--|-----|
| 1. Price   | 50% |
| 2. Previous experience/ability to deliver quality outcomes | 30% |
| 3. Project considerations                                  | 10% |
| 4. Project methodology                                     | 10% |

**CARRIED 9/0**

[Click here to access Attachment 12.4.8](#)

**13 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**14 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED**

Nil

**15 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

**16 NEW BUSINESS OF AN URGENT NATURE (introduced by decision of the meeting)**

Nil

**17 MEETING CLOSED TO THE PUBLIC – CONFIDENTIAL BUSINESS As per Local Government Act 1995, Section 5.23(2)**

Nil

**18 SCHEDULING OF MEETING**

**MOTION 9042**

Moved Cr BH Boys  
Seconded Cr KJ Christian

That an Ordinary Meeting of Council be held on 28 November 2017 at Council Chambers, Dalwallinu commencing at 3.30pm.

**CARRIED 9/0**

**19 CLOSURE**

There being no further business, the Chairperson closed the meeting at 4.32pm.

**20 CERTIFICATION**

I, **Steven Clifford CARTER**, certify that the Minutes of the meeting held on 24 October 2017, as shown on page numbers 1 to 60 were confirmed as a true record at the meeting held on 28 November 2017.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE