

*Ordinary Council Minutes
February 2020*



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SHIRE OF DALWALLINU

MINUTES for the Ordinary Meeting of Council to be held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday 25 February 2020 at 3.30pm.

1 OPENING & ANNOUNCEMENT OF VISITORS

The Chairperson (President) opened the meeting at 3:31pm.

2 ANNOUNCEMENTS OF PRESIDING MEMBER

3 ATTENDANCE RECORD

3.1 Present

Shire President	Cr SC Carter
Deputy President	Cr KL Carter
	Cr MM Harms
	Cr KM McNeill
	Cr NW Mills
	Cr BH Boys
	Cr AR Dickins
	Cr KJ Christian

Chief Executive Officer	Ms JM Knight
Deputy Chief Executive Officer	Mr KJ Jones

3.2 Apologies

3.3 Leave of Absence Previously Granted

4 DECLARATIONS OF INTEREST

Chief Executive Officer – Item 9.4.2 – Attendance at Events Policy – Impartiality

Chief Executive Officer – Item 9.4.3 – Employee Professional Development

Chief Executive Officer – Item 9.4.4 – Annual Leave – Financial



5 PUBLIC QUESTION TIME

5.1 Response to Previous Public Questions Taken on Notice

Ian Hyde, Dalwallinu

Question 1: Is the Council looking to change the protocol for the tip fire events?

Answer: in response to question 1 A formal set of protocols and procedures will be created. The relevant parties associated with the Refuse Tip Area will be consulted and a final report put to Council in February 2020 to detail procedures in the event of a fire. Bushfire Volunteer Brigade, Shire Administration and surrounding landowners will be contacted for input.

5.2 Public Question Time

Nil

6 MINUTES OF PREVIOUS MEETINGS

6.1 Ordinary Council Meeting – 17 December 2019

MOTION 9496

Moved Cr KM McNeill

Seconded Cr BH Boys

That the Minutes of the Ordinary Meeting of Council held 17 December 2019 be confirmed.

CARRIED 8/0

7 PETITIONS/PRESENTATIONS/DEPUTATIONS/DELEGATES REPORTS/SUBMISSIONS

7.1 Petitions

Nil

7.2 Presentations

Nil

7.3 Deputations

Nil

7.4 Delegates Reports/Submissions

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS (Show of hands)



9 **REPORTS**
9.2 **PLANNING & DEVELOPMENT**
9.2.1 **Dalwallinu Sewage Treatment Plant***

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	A1007 & SD/8 Sewerage and Drainage
Previous Meeting Reference	Nil
Prepared by	Doug Burke, Manager Planning & Development
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	1. Scope of Works 2. Quotes (x3)

Purpose of Report

Council is requested to consider the quotes provided for the desludging of the oxidation pond at the Dalwallinu Sewage Treatment Plant.

Background

The oxidation pond at the Dalwallinu Sewage Treatment Plant has not been deslugged as part of the maintenance schedule for a number of years. The ensuing build-up of bio-solids is having a marked impact upon the retention time and the effective bacteriological treatment of the influent.

A Scope of Works for the desludging of the pond was presented in late November to a number of organisations that had demonstrated capability to undertake the works. There were three (3) qualified responses.

Consultation

Water Corporation

Legislative Implications

State

Local Government Act Section 3.57 – Provision of Goods & Services
Local Government (Functions and General) Regulations 1996

Policy Implications

Local

Policy 3.3 – Regional Price Preference
Policy 3.5 - Purchasing

Financial Implications

The Shire has \$200,000 allocated in the 2019-2020 budget
As well as the contract cost, the Shire will be responsible for financing the disposal of the dried bio-solids.

Strategic Implications

Nil



Site Inspection

Site inspections have not been undertaken by the entities that have provide written quotes.

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The quotes have been tabulated for ease of interpretation and should be read utilising the notes.

	Apex Envirocare	Dredging Solutions	Epsom Environmental Services
Total Cost	\$92,770 (+GST)	\$128,760 (+GST)	✓ \$135, 580 (+GST)
Quantity	1,174m ³	2,736m ³	2,960m ³
Duration	10 days	13 days	42 days
Area needed for drying bed	600m ²	1,053m ²	6,724m ²
Drying medium	GeoPro Tubes (x3)	Envitubes (x2)	Air-dry-bed
Responsibility for earthworks for drying area	Shire	Contractor	Contractor
Responsibility for disposal & repairing drying area	Shire	Shire	Shire
Responsibility for site security	Shire	Shire	Shire
Variables			-\$10,200 for construction of drying bed

Notes:

- All three methods involve dredging which will allow the treatment system to continue operating without impeding the natural flow of the system.
- Operations can be affected by adverse weather conditions which would also impede preferred drying times
- The drying bed/s will be established on Hole 5 of the adjacent golf course
- Contractor's staff will require OSH induction
- Shire will need to monitor the drying process of the biosolids and remove to either landfill or evolve another option for disposal. The geotextile bags will go to landfill.

It should be noted that the Chief Executive Officer has the delegation to engage a contractor without recourse to the Council, however, it was deemed prudent and considered good governance that the Council be made aware of the scope of the project and endorse the works that are planned to be undertaken.



If the recommendation is endorsed, it is understood that the preferred contractor can mobilise in early April 2020.

Officer Recommendation/Resolution

MOTION 9497

Moved Cr AR Dickins
Seconded Cr MM Harms

That Council direct the Chief Executive Officer to engage the services of Dredging Solutions P/L to undertake desludging of the oxidation lagoon in the Dalwallinu Sewage Treatment Plant as per the statement of interest and quotation (DSTN1142).

CARRIED 8/0



9.2.2 Development Application (DA 071920) General Industry*

Report date	25 February 2020
Applicant	Wheatbelt Steel
File ref	A6250
Previous Meeting Reference	Nil
Prepared by	Doug Burke, Manager Planning & Development Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Documents supporting the application

Purpose of Report

To consider an application for approval to allow for the proposed development of a 'fully enclosed workshop' on the subject land as submitted by the applicant on 19 February 2020.

The proposed development requires discretionary approval from the Council.

It is recommended that the proposed development be approved subject to given conditions.

Background

Subject Property:	Lot 9001 Deacon Street, Dalwallinu
Land Use Zoning:	General Industry
Property Owner:	AW & RE Jackson
Applicant:	Wheatbelt Steel
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Industry - General
Value of Development:	\$337K
Outside Consultation:	Nil



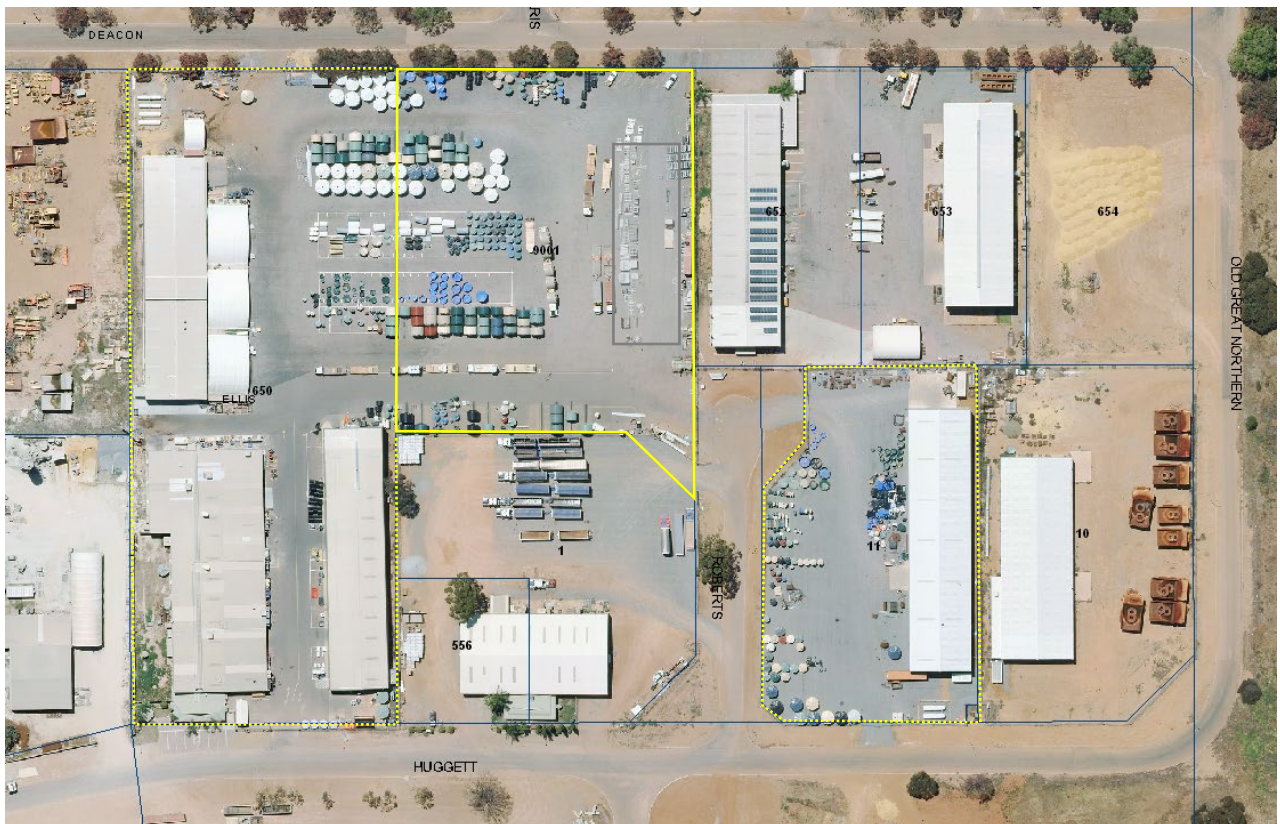
The proposal is for the construction of a workshop building to be utilised by the existing industrial entity, Coerco Group. The group manufacture polyethylene storage products (liquid and dry) to the agricultural, mining and civil industries. The proposed building would be constructed with metal cladding on a metal frame 60 meters long, 24 meters wide with an overall height of 8.9 meters and a footprint of 1440m².

Industry is defined under the *Planning and Development (Local Planning Schemes) Regulation 2015* as being:

‘premises used for the manufacture, dismantling, processing, assembly, treating, testing, servicing, maintenance or repairing of goods, products, articles, materials or substances and includes facilities on the premises for any of the following purposes —

- (a) the storage of goods;*
- (b) the work of administration or accounting;*
- (c) the selling of goods by wholesale or retail;*
- (d) the provision of amenities for employees;*
- (e) incidental purposes;*

The subject property is zoned ‘General Industry’ under the *Shire of Dalwallinu Planning Scheme N° 2*. Development in the General Industry land use zone requires the discretionary approval of the Council as the discretionary authority has not been delegated.



Location of subject development site (Synergy)



Consultation
Nil

Legislative Requirements

State

Planning and Development Act 2005

The *Planning and Development Act 2005* directs that that any development referred to within the Scheme is not to be commenced or carried out without approval being obtained. Any determination of an application for such development is to be considered under those matters referred to in the *Planning and Development (Local Planning Schemes) Regulation 2015*.

In considering an application for development approval Council is to have due regard to the following matters to the extent that, in the opinion of Council, those matters that are relevant to the development the subject of the application. In assessing the development application, the matters listed in Section 67 of the *Planning and Development (Local Planning Schemes) Regulation 2015* have been taken into consideration for the preparation of this report and are addressed as follows:

'Matters for Consideration'	Comments
The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	The following Schemes are applicable: <i>Shire of Dalwallinu Planning Scheme N^o 2</i> The applicable objective for the General Industry Zone is: 'To provide for general industry, the storage and distribution of goods and associated uses, which by the nature of their operations may need to be separated from residential and other sensitive areas.'
The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving.	There are no proposed amendments in progress that would affect a determination. There are no other planning instruments currently being considered.
Any approved State planning policy	Nil identified
Any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d)	Nil identified.
Any policy of the Commission	Nil applicable



Any policy of the State	Nil applicable
Any local planning policy for the Scheme area	Nil applicable
Any structure plan, activity centre plan or local development plan that relates to the development	Nil applicable
Any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Nil applicable
In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve	Not applicable
The built heritage conservation of any place that is of cultural significance;	No items of cultural significance noted
The effect of the proposal on the cultural heritage significance of the area in which the development is located;	Nil impact
The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the effect of the height, bulk, scale, orientation and appearance of the development	The proposed development is regarded as being suitable in the context of its siting, previous land use and proximity to similar land use on adjoining land.
The amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development	Nil issues identified
The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource	Nil impact. Rainwater harvesting would be encouraged.
Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved	An objective requirement for the land use zone is: <i>'To encourage the provision of landscaping to ensure the industrial development is appropriately screened from the main road.'</i> As the site has been extensively developed there is little opportunity to provide for landscaping.



	There is no evidence of significant trees or other vegetation of note that should be retained.
The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk	The land does not have a history of experiencing these types of events.
The suitability of the land for the development taking into account the possible risk to human health or safety	Nil change to the existing extent of risk
the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles	Frontage to a sealed road (Deacon Street). The parking and unloading issues have already been addressed within the scope of the existing development.
The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety	Employee vehicles and those commercial vehicles required to deliver raw material and retrieve and transport any finished product.
The availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability	No public transport services available. Electricity and potable water are available. Solid waste can be adequately stored and removed from site. Wastewater will need to be treated onsite as the town sewerage system does not extend to the subject property. The planning scheme requires that unsewered industrial development be restricted to 'dry industry' types that generate less than 540L per 1000m ² on a daily rate.
The potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses	Nil impact anticipated.
The history of the site where the development is to be located	Currently utilized for temporary storage of manufactured product before distribution.
The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals	Nil identified



Any submissions received on the application	N/A
The comments or submissions received from any authority consulted under clause 66	None consulted
Any other planning consideration the Council considers appropriate	Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection has been undertaken

Triple Bottom Line Assessment

Economic implications

There are no known economic implications associated with this proposal.

Social implications

There are no known social implications associated with this proposal.

Environment implications

There are no known environmental implications associated with this proposal.

Officer Comment

- An assessment report and recommendation has been prepared (the subject of this report) taking into account all relevant provisions of the Act and associated regulations;
- A site inspection was conducted and consideration has been given to the potential impacts upon all lands adjoining or located nearby.

Council may determine an application for development approval by —

- (a) granting development approval without conditions; or
- (b) granting development approval with conditions; or
- (c) refusing to grant development approval.

It is recommended that the proposed development be approved subject to given conditions.



Officer Recommendation/Resolution

MOTION 9498

Moved Cr KM McNeill
Seconded Cr NW Mills

That Council approve the development application (DA 071920) for Lot 9001 Deacon Street, Dalwallinu, pursuant to Section 68(2) of the *Planning and Development (Local Planning Schemes) Regulation 2015* subject to the following conditions:

1. 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;
2. Without further approval from Shire of Dalwallinu Council, in writing, this approval will lapse and have no force or effect after two years of the date of this permit.

CARRIED 8/0



9.2.3 Development Application (DA 081920) – Home Business*

Report date	25 February 2020
Applicant	Jo-anne Lowick
File ref	A691
Previous Meeting Reference	Nil
Prepared by	Doug Burke, Manager Planning & Development Services
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Documents supporting the application

Purpose of Report

Council is requested to consider an application for approval to allow for the establishment of a home business within the subject premises.

The proposal necessitates discretionary planning consent under the *Shire of Dalwallinu Local Planning Scheme N° 2* (the planning scheme).

It is recommended that the proposed development be approved subject to given conditions.

Background

Subject Property:	11 Hazlett Street (Lot 80), Kalannie
Land Use Zoning:	Residential (R 10-30)
Property Owner:	DL & GJ Lowick
Applicant:	Jo-anne Lowick
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Home Business
Value of Development:	N/A
Outside Consultation:	Nil

The proposal is for the establishment of a 'Home Business' to operate from the dwelling located at 11 Hazlett Street Kalannie. The service to be provided by the proposed business centres on supplying and fitting acrylic finger nails on request.

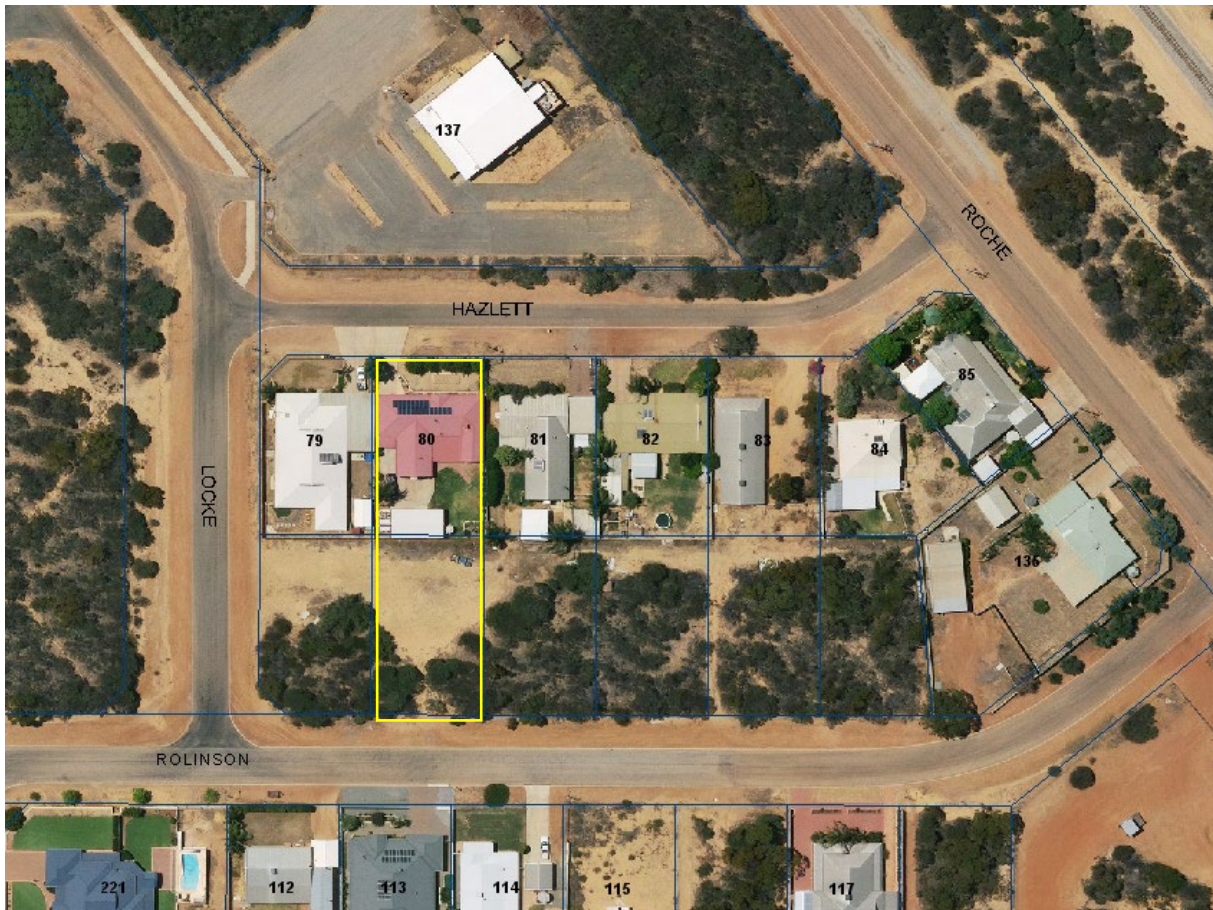
A 'Home Business' is defined in the *Planning & Development Regulations 2015* as being:

means a dwelling or land around a dwelling used by an occupier of the dwelling to carry out a business, service or profession if the carrying out of the business, service or profession —

- (a) does not involve employing more than 2 people who are not members of the occupier's household; and*
- (b) will not cause injury to or adversely affect the amenity of the neighborhood; and*
- (c) does not occupy an area greater than 50 m²; and*



- (d) *does not involve the retail sale, display or hire of any goods unless the sale, display or hire is done only by means of the Internet; and*
- (e) *does not result in traffic difficulties as a result of the inadequacy of parking or an increase in traffic volumes in the neighborhood; and*
- (f) *does not involve the presence, use or calling of a vehicle of more than 4.5 tones tare weight; and*
- (g) *does not involve the use of an essential service that is greater than the use normally required in the zone in which the dwelling is located;*



Location of subject property (Synergyssoft)

Legislative Requirements

The *Planning and Development Act 2005* directs that that any development referred to within the Scheme is not to be commenced or carried out without approval being obtained. Any determination of an application for such development is to be considered under those matters referred to in the *Planning and Development (Local Planning Schemes) Regulation 2015*.

In considering an application for development approval, Council is to have due regard to the following matters to the extent that, in the opinion of Council, those matters that are relevant to the development the subject of the application. In assessing the development application, the matters listed in Section 67 of the *Planning and Development (Local Planning Schemes) Regulation 2015* have been taken into consideration for the preparation of this report and are addressed as follows:



'Matters for Consideration'	Comments
The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	The following Schemes are applicable: <i>Shire of Dalwallinu Planning Scheme N^o 2</i>
The requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> or any other proposed planning instrument that the local government is seriously considering adopting or approving.	There are no proposed amendments in progress that would affect a determination. There are no other planning instruments currently being considered.
Any approved State planning policy	Nil
Any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d)	Nil applicable
Any policy of the Commission	Nil applicable
Any policy of the State	Nil applicable
Any local planning policy for the Scheme area	Nil applicable
Any structure plan, activity centre plan or local development plan that relates to the development	Nil applicable
Any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Nil applicable
In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve	Not applicable
The built heritage conservation of any place that is of cultural significance;	No items of cultural significance noted
The effect of the proposal on the cultural heritage significance of the area in which the development is located;	Nil impact
The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the effect of the height, bulk, scale, orientation and appearance of the development	Nil impact
The amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality;	(i) Nil impact envisaged as the site has been developed and the proposed home business will be operated from within the existing curtilage. (ii) No impact envisaged.



(iii) social impacts of the development	(iii) No impact envisaged
The likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource	Nil impact
Whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved	Landscaping works are not required to enhance the premises.
The suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk	The land does not have a history of experiencing these types of events.
The suitability of the land for the development taking into account the possible risk to human health or safety	Deemed compatible with minimal risk to public health or safety
the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles	The subject property is fronted by a sealed public road. There is adequate provision for parking onsite.
The amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety	Negligible impact
The availability and adequacy for the development of the following — (i) public transport services; (ii) public utility services; (iii) storage, management and collection of waste; (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability	No public transport services available Water, wastewater and electricity services are available Solid waste can be adequately stored and removed from site. N/A N/A
The potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses	Nil identified



The history of the site where the development is to be located	The site has been developed with a single storey dwelling and ancillary outbuildings
The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals	Nil identified
Any submissions received on the application	N/A
The comments or submissions received from any authority consulted under clause 66	N/A
Any other planning consideration the Council considers appropriate	Nil identified

Policy Requirements

Nil

Financial Implications

Nil

Strategic Implications

Nil identified

Triple Bottom Line Assessment

Economic implications

There are no known economic implications associated with this proposal.

Social implications

There are no known social implications associated with this proposal.

Environment implications

There are no known environmental implications associated with this proposal.

Officer Comment

The proposed development satisfies the following relevant planning objective for the land use zoning – 'Residential':

A non-residential use shall only be permitted if the use does not detract from the amenity of the area.

The application has been assessed in accordance with the requirements of the *Planning & Development Act 2005* (the Act) and the associated regulations. In this regard:

- An assessment report and recommendation has been prepared (the subject of this report) taking into account all relevant provisions of the Act and associated regulations;
- A site inspection was conducted and consideration has been given to the potential impacts upon all lands adjoining or located nearby.



Council may determine an application for development approval by —

- (a) granting development approval without conditions; or
- (b) granting development approval with conditions; or
- (c) refusing to grant development approval.

It is recommended that the proposed development be approved subject to given conditions.

Officer Recommendation/Resolution

MOTION 9499

Moved Cr MM Harms
Seconded Cr KM McNeill

That Council approve the development application (DA 081920) for Lot 80 Hazlett Street, Kalannie, pursuant to Section 68(2) of the *Planning and Development (Local Planning Schemes) Regulation 2015* subject to the following conditions:

1. 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.
2. Without further approval from Shire of Dalwallinu Council, in writing, this approval will lapse and have no force or effect after two years of the date of this permit.

CARRIED 8/0



9.3 CORPORATE SERVICES

9.3.1 Accounts for Payment for December 2019*

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Accounting Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Summary of Accounts for Payment

Purpose of Report

Council is requested to consider the acceptance and approval of the Schedule of Accounts for Payment.

Background

A list of invoices paid for the month of December 2019 from the Municipal Account, to the sum of \$567,882.96 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 \$799,453.16. In addition, payments of \$0.00 were made from the Trust Account. The total payments from all accounts being \$799,453.16 have been listed for Council's ratification.

Consultation

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

- *The payees names*
- *The amount of the payments*
- *Sufficient information to identify the payment*
- *The date of the payment*

The attached list meets the requirements of the Financial Regulations.

In addition to the above statutory requirements, 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'.

Legislative Implications

State

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Strategic Implications

Nil



Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Accounts for Payments are in accordance with the original budget for 2019/20 or authorised by separate resolution.

Officer Recommendation/Resolution

MOTION 9500

Moved Cr KL Carter
Seconded Cr NW Mills

That Council, in accordance with the requirements of sections 13(1), 13(3) and 13(4) of the *Local Government (Financial Management) Regulations 1996* a list of payments made in December 2019 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

1. Municipal Fund Account totalling \$799,453.16 consisting of:

EFT Payments (EFT 10182-10312)	\$567,882.96
EFT Payments – Payroll	\$113,866.00
Direct Debit – Credit Card (DD15400.1)	\$2,033.04
Direct Debit – DPI Licencing	\$91,509.30
Direct Debit – Superannuation	\$23,396.91
Bank Fees	\$764.95

CARRIED 8/0



9.3.2 Monthly Financial Statements for December 2019*

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Keith Jones, Deputy Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Monthly Statement of Financial Activity, Variance Report, Investments Held and Bank Reconciliations

Purpose of Report

Council is requested to receive and accept the Financial Reports for the month end 31 December 2019.

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.

Consultation

Nil

Legislative Implications

State

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)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.



Officer Comment

Financial Reports as at last day of business of the previous month are appended, for the period ending 31 December 2019.

Attached for Council's consideration are:

1. Statement of Financial Activity
2. Variance Reports
3. Investments Held
4. 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 Recommendation/Resolution**MOTION 9501**

Moved Cr KL Carter
Seconded Cr KM McNeill

That Council accept the Financial Reports as submitted for the month ending 31 December 2019.

CARRIED 8/0



9.3.3 Accounts for Payment for January 2020*

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Accounting Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Summary of Accounts for Payment

Purpose of Report

Council is requested to consider the acceptance and approval of the Schedule of Accounts for Payment.

Background

A list of invoices paid for the month of January 2020 from the Municipal Account, to the sum of \$394,457.86 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 \$656,699.12. In addition, payments of \$0.00 were made from the Trust Account. The total payments from all accounts being \$656,699.12 have been listed for Council's ratification.

Consultation

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

- *The payees names*
- *The amount of the payments*
- *Sufficient information to identify the payment*
- *The date of the payment*

The attached list meets the requirements of the Financial Regulations.

In addition to the above statutory requirements, 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'.

Legislative Implications

State

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Policy Implications

Nil

Strategic Implications

Nil



Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

Accounts for Payments are in accordance with the original budget for 2019/20 or authorised by separate resolution.

Officer Recommendation/Resolution

MOTION 9502

Moved Cr NW Mills
Seconded Cr MM Harms

That Council, in accordance with the requirements of sections 13(1), 13(3) and 13(4) of the *Local Government (Financial Management) Regulations 1996* a list of payments made in January 2020 under Chief Executive Officer's delegated authority is endorsed in respect to the following bank accounts:

2. Municipal Fund Account totalling \$656,699.12 consisting of:

EFT Payments (EFT 10313-10397)	\$394,457.86
EFT Payments – Payroll	\$114,849.00
Direct Debit – Credit Card (DD15432.1)	\$3,324.28
Direct Debit – Gym Equipment Lease (DD15409.1)	\$5,144.45
Direct Debit – DPI Licencing	\$89,132.60
Direct Debit – Superannuation	\$23,733.77
Bank Fees	\$480.42
Loan 64 Payment – Sewerage System	\$13,903.56
Guarantee fee – Loan 157 and 159	\$11,673.18

CARRIED 8/0



9.3.4 Adoption of the 2019 – 2020 Budget Review

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	FM/15 Budgeting - Reviews
Previous Meeting Reference	Nil
Prepared by	Keith Jones, Deputy Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority
Attachments	Notes on Closing Funds and Budget Amendments; 2019/2020 Review Statements

Purpose of Report

To consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2019 to 31 December 2019.

Background

A statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2020 for the period ending 31 December 2019 is presented for consideration. The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Consultation

Chief Executive Officer
Manager of Works & Services
Accounting Officer
Finance Officer, Rates and Debtors

Legislative Implications

State

Local Government (Financial Management) Regulations 1996, Regulation 33A

Policy Implications

The budget is based on the principles contained in the Strategic Community Plan and Plan for the Future.

Financial Implications

Specific financial implications are outlined in the detail section of this report.

Strategic Implications

The budget review has been developed based on existing strategic planning documents adopted by Council.

Triple Bottom Line Assessment

Economic implications

The Budget has been reviewed 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 Budget has been reviewed to deliver social outcomes identified in various planning and community supporting strategies that have previously been adopted by the Council.

Environmental implications

The Budget has been reviewed to support key environmental strategies and initiatives adopted by the Council.

Officer Comment

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Council adopted a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review. Features of the budget review include:

Description	Decrease in Available Cash	Increase in Available Cash	Amended Budget Running Balance
Budget Adoption - Closing Funds	\$	\$	\$
schedule 3	(10,940)		(10,940)
schedule 4		62,735	51,795
schedule 5	(5,460)		46,335
schedule 7	(30,959)		15,376
schedule 8		2,314	17,690
schedule 9		35,589	53,279
schedule 10		4,851	58,130
schedule 11		25,681	83,811
schedule 12	(4,212)		79,599
schedule 13		1,606	81,205
schedule 14		16,533	97,738
changes to Capital Income		343,093	440,831
changes to profit/loss on sale of assets	(21,285)		419,546
changes to Capital Expenditure	(414,889)		4,657
variance in actual and budgeted surplus July1	(23,779)		(19,122)
	(511,524)	492,402	(19,122)



Whilst there are quite a few alterations to the original budgeted figures the end result equates to the following points:

Sch	GL/Job	Detail	revised budget	original budget	Increase/ Decrease
3	I031012	Ex-Gratia Rates	40,641.00	24,038.00	(16,603.00)
3	I032050	Grants Commission - General Purpose Grant	846,923.00	797,344.00	(49,579.00)
3	I032051	Grants Commission - Untied Roads Grant	534,105.00	624,394.00	90,289.00
4	E041900	Administration Activity Costs	(177,048.96)	(219,793.00)	(42,744.04)
7	E073188	Medical Centre Office Costs	(200,000.00)	(162,500.00)	37,500.00
9	I091234	Profit on Sale of Assets	92,838.00	69,766.00	(23,072.00)
10	I101047	Refuse Collection Charges	138,133.00	166,140.00	28,007.00
14	E145105	Staff Expenses - Salaries etc	(1,054,102.83)	(1,143,029.00)	(88,926.17)
14	E145901	Less Allocated to Schedules	1,602,896.84	1,658,250.00	55,353.16
		<i>Capital Income</i>			
		Proceeds from Sale of Assets	563,093.00	520,000.00	(43,093.00)
		Loan - Bell Street Subdivision	1,400,000.00	1,100,000.00	(300,000.00)
		<i>Capital Expenditure</i>			
	E092851	Transfer to Land & Building Reserve	(263,237.88)	(173,762.00)	89,475.88
	E093854	Bell Street Subdivision	(1,400,000.00)	(1,100,000.00)	300,000.00
	K5	Dalwallinu Recreation Centre	(40,000.00)	(98,822.00)	(58,822.00)
		Higher surplus due to overestimate of creditors	(2,655,054.00)	(2,678,833.00)	(23,779.00)
		all others			65,115.10
					19,121.93

The variance between the Shire's estimated brought forward figure in the Adopted Budget and the audited Annual Financial Statements amounted to \$23,779. This was made up from the difference of what creditors were estimated and what actually was processed.

Officer Recommendation/Resolution

MOTION 9503

Moved Cr AR Dickins
Seconded Cr BH Boys

That Council adopt the budget review with the variations as detailed in the 5 page attachment (attachment 9.3.4) totalling a net figure of \$19,122 and that the 2019-2020 budget be amended accordingly.

CARRIED BY ABSOLUTE MAJORITY 8/0



9.3.5 Dalwallinu Compliance Audit Return 2019

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	GO/4 – Compliance Return
Previous Meeting Reference	Nil
Prepared by	Keith Jones, Deputy Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Compliance Audit Return

Purpose of Report

To consider and adopt the Compliance Audit Return (CAR) as presented for the year ended 31 December 2019.

Background

Local Governments are required to undertake a Compliance Audit for each calendar year, by 31 March in the following year. The Department of Local Government provide the specific questions for the report, as well as the form for the report's submission.

Consultation

Chief Executive Officer

Legislative Implications

State

Local Government Act 1995 s7.12A and s7.13

Local Government (Audit) Regulations 1996 s14 and s15

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.



Officer Comment

A copy of the completed Compliance Audit Return for the period of 1 January 2019 to 31 December 2019 is attached.

Officer Recommendation/Resolution**MOTION 9504**

Moved Cr AR Dickins
Seconded Cr NW Mills

That Council adopt the Compliance Audit Return for the period 1 January 2019 to 31 December 2019.

CARRIED 8/0



9.3.6 Monthly Financial Statements for January 2020*

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	FM/9 Financial Reporting
Previous Meeting Reference	Nil
Prepared by	Hanna Jolly, Accounting Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Monthly Statement of Financial Activity, Variance Report, Investments Held and Bank Reconciliations

Purpose of Report

Council is requested to receive and accept the Financial Reports for the month end 31 January 2020.

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.

Consultation

Nil

Legislative Implications

State

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)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.



Officer Comment

Financial Reports as at last day of business of the previous month are appended, for the period ending 31 January 2020.

Attached for Council's consideration are:

1. Statement of Financial Activity
2. Variance Reports
3. Investments Held
4. 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 Recommendation/Resolution**MOTION 9505**

Moved Cr MM Harms
Seconded Cr KL Carter

That Council accept the Financial Reports as submitted for the month ending 31 January 2020.

CARRIED 8/0



9.3.7 Report on Audit Management Letter

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	FM/7 – Financial Management Audit
Previous Meeting Reference	Audit Committee 25 February 2020
Prepared by	Keith Jones, Deputy Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to accept a recommendation from the Audit Committee addressing the matter relating to the Shire's Operating Surplus Ratio, identified as significant by the auditor.

Background

Section 7.12A of the *Local Government Act 1995* states that a Local Government must prepare a report addressing any matters identified as significant by the auditor. The auditor in his report identified a significant adverse trend in the Shire's Operating Surplus Ratio. The Shire is required to prepare a report stating what action it has taken or intends to take with respect to this matter and give a copy of that report to the Minister within 3 months after the audit report is received by the Local Government.

The 2018/19 audited financial statement was received by Council on 17 December 2019.

Mr Don Cunninghame, the Assistant Auditor General, highlighted in his report

"(i) in my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:

- a. The Operating Surplus Ratio as reported in Note 31 of the annual financial report is below the Department of Local Government, Sport and Cultural Industries' basic standard for the last three financial years."*

The Audit Committee is required to examine the report of the Auditor and prepare a report on the actions the Shire of Dalwallinu has taken or intends to take in relation the matters raised.

Consultation

Auditor – Marius van der Merwe Partner of Butler Settineri
Director OAG – Mr Mark Ambrose

Legislative Implications

State

Local Government Act 1995 – s7.12A(4)

Policy Implications

Nil

Financial Implications

Nil



Strategic Implications

Nil

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

A template report was provided in the Department Circulars and has been completed as follows:

ACTION PLAN/REPORT Section 7.12A(4) (a) of the Local Government Act 1995 Office of the Auditor General (OAG) – Performance Audit Purpose of Report To address the adverse trend in the Operating Surplus Ratio. Significant Matter Identified by OAG A significant adverse trend was noted in the Operating Surplus Ratio Implication When this ratio starts to drift into negative territory it indicates a deficit and higher risk. Management Comment The Operating Surplus Ratio highlights the Shire of Dalwallinu's reliance on external funding to fund renewal of assets. An analysis of neighboring shires indicates this is a common issue in the Wheatbelt region. Action taken or Intended to be taken Council and management will continue to monitor income and expenditure as well as identifying ways to improve the operating position to increase the ratio above the acceptable target of 0.01. However this ratio is likely to remain below the benchmark in the coming years whilst the removal of capital grants from the formula for calculating the ratio continues to occur. Completion or Proposed Completion Date Ongoing Recommendation (to be completed by OAG)
--



Committee Recommendation/Resolution

MOTION 9506

Moved Cr AR Dickins
Seconded Cr KL Carter

That Council:

1. Accepts the Action Plan/Report recommended by the Audit Committee: and
2. Directs the Chief Executive Officer to forward a copy of the report to the Minister for Local Government, Sport and Cultural Industries.

CARRIED 8/0



9.4 CHIEF EXECUTIVE OFFICER

9.4.1 Dalwallinu Swim School

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	CS/10 – Service Provision – Swimming Pool
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Absolute Majority
Attachments	Nil

Purpose of Report

Council is requested to endorse the establishment of the Dalwallinu Swim School and adopt the fees associated with enrolment for the classes.

Background

The Dalwallinu Aquatic Centre is a community hub for the broader Dalwallinu community and is frequented by early morning lap swimmers, late morning mum's and bubs and recreational swimmers and the Dalwallinu Swim Club and recreational swimmers in the afternoon. The attendance for 2018/19 season was 7,013, an average of 4.9 visits per resident.

The Dalwallinu Aquatic Centre is a seasonal pool staffed by the Manager from early September through to early April and is 100% funded by the rate payer.

In the short time that the new Aquatic Centre Manager has been with the Shire it has come to his attention that the Aquatic Centre is missing a potential opportunity to not only decrease its operating deficiency but also to provide a service to the community with the introduction of swimming lessons with the creation of an in-house swim school.

Consultation

Aquatic Centre Manager
Councillors – Council Forum 26 November 2019

Legislative Implications

State

Local Government Act 1995 – section 6.16

Local Government Act – 1995 – section 6.19

Policy Implications

Nil

Financial Implications

There is no allocation in the 2019-2020 budget for the introduction of a swim school.

Should Council support the proposal an amendment as indicated in the table below, would be required for the 2019-2020 budget during the budget review in February 2020.

Expenses are associated with the employment of two (2) casual instructors and the income is the cost of the lessons.



Estimated Profit (based on full classes)	
Income	
Stages 1 & 2	864
Stages 3,4,5	1,296
Stages 6,7,8,9	1,728
Estimated Income	3,888
Expenses	
Salaries (Two instructors)	1,183
Estimated Expenses	1,183
Estimated Profit	\$2,705

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

Learning to swim is a vital life skill that all Western Australian children need to safely participate on, in and around water.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

The Swim and Survive program identifies 16 critical stages in a child's development. The lower stages focus on teaching efficient support and movement in water. The higher stages include skill and knowledge in safety, survival, and rescue, all while developing a strong and effective swimming technique.

The proposed swim school would be owned and run by the Shire of Dalwallinu, staffed with casual swimming instructors and coordinated by the Aquatic Centre Manager. It is envisaged that the Swim School would partner with the Royal Life Saving Society of WA to become an endorsed Swim and Survive School utilising their curriculum and award structures.

The program offered initially would consist of six (6) classes each and participated over nine (9) weeks on each Wednesday of Term 1 of the 2020 school year, commencing on Wednesday 5 February 2020 and ending on 1 April 2020. It is proposed to hold the classes between 4pm – 6pm. The classes offered would initially be for levels 1 through to 9 of the swim and survive curriculum and would be thirty (30) minutes in length with a five minute break between classes.

The Aquatic Centre Manager has spoken to the patrons to gauge interest and he believes the classes will fill without any trouble. Advertisements for the classes will be advertised on Facebook and in the Shire Newsletter.



Should Council support the establishment of a swim School a fee would be required to be adopted. It is proposed that the fee for class would be \$12.00 (no GST). This is subsidised, as the rate at a Stateswim facility ranges between \$17-20 per class.

It is to be noted that the effective date for the fee is retrospective as there was no Council meeting in January for an item to be presented to Council.

Officer Recommendation/Resolution

MOTION 9507

Moved Cr MM Harms
Seconded Cr BH Boys

That Council:

1. Endorses the establishment of the Dalwallinu Swim School;
2. Amends the 2019-2020 budget to reflect the income and expenses associated with the establishment of the Dalwallinu Swim School;
3. Adopts the fee of \$12.00 (no GST) per student per class;
4. Direct the Chief Executive Officer to advertise that the above fee is effective from 5 February 2020.

CARRIED BY ABSOLUTE MAJORITY 8/0



9.4.2 Attendance at Events by Elected Members, Chief Executive Officer and Employees Policy*

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	GO/2 – Governance – Policy Manual
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Impartiality Interest (Author of Policy)
Voting requirements	Absolute Majority
Attachments	1. Local Government Operational Guideline 2. DRAFT Policy

Purpose of Report

Council is requested to adopt the Attendance at Events by Elected Members, Chief Executive Officer and Employees Policy.

Background

The *Local Government Act 1995* was amended recently (October 2019) to require that Council adopt a policy relating to attendance at events.

The Department of Local Government, Sport and Cultural Industries (DLGSCI) released Local Government Operational Guidelines – Attendance at events policy and accompanying sample policy in December 2019.

Consultation

Senior Management Team

Legislative Implications

State

Local Government Act 1995 – section 5.90A

Policy Implications

This proposal recommends establishment of a new policy, consistent with the intent of the legislation and the DLGSCI Guidelines and has included reference to all Shire of Dalwallinu employees (not just the Chief Executive Officer) as permitted by the guidelines.

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.



Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

In developing and recommending the proposed policy, the Chief Executive Officer has considered custom and practice of events over the last twelve (12) months at Dalwallinu.

The majority of events that the Elected Members and Chief Executive Officer or employees at the Shire get invited to are by far free non ticketed events to present at School awards or attend opening of festivals or events.

The current Shire of Dalwallinu Register of Policies will be updated to reflect the addition of this new Policy and the Register is available on the Shire of Dalwallinu website.

Officer Recommendation/Resolution

MOTION 9508

Moved Cr NW Mills
Seconded Cr KM McNeill

That Council adopt the 'Attendance at Events by Elected Members, Chief Executive Officer and Employees Policy' as per Attachment 2, as required under Section 5.90 of the *Local Government Act 1995*.

CARRIED BY ABSOLUTE MAJORITY 8/0



9.4.3 Employee Professional Development*

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	GO/2 – Governance – Policy Manual
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Impartiality Interest (Author of Policy)
Voting requirements	Absolute Majority
Attachments	DRAFT Policy

Purpose of Report

Council is requested to adopt the DRAFT Employee Professional Development, Conferences & Study Tours Policy.

Background

The *Local Government Act 1995* was amended recently (October 2019) to require that Council adopt a policy relating to attendance at events.

An agenda item has been prepared for attendance at events however, this policy is specifically related to professional development for employees.

Consultation

Senior Management Team

Legislative Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.



Officer Comment

Professional development is an important factor in personal job satisfaction, workplace productivity, reward and recognition and plays an essential part in continuous improvement of the quality of its programs and services.

There is currently no Council Policy which relates to Employee Professional Development.

Professional development includes conferences, seminars, workshops, study tours etc.

Professional Development is included in some Officer's contracts but for those not on contracts the matter is silent.

The adoption of this policy will provide all employees with guidance in relation to their attendance at conferences, seminars, workshops etc.

Officer Recommendation/Resolution

MOTION 9509

Moved Cr NW Mills
Seconded Cr KM McNeill

That Council adopt the 'Employee Professional Development Policy' as attached.

CARRIED BY ABSOLUTE MAJORITY 8/0

The CEO, Jean Knight declared an interest in item 9.4.4 and left the meeting at 3:51pm.



9.4.4 Annual Leave – Chief Executive Officer

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	PE/139 – Personnel File
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Financial Interest
Voting requirements	Simple Majority
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.

Consultation

Shire President

Legislative Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.

Officer Comment

As at 20 February 2020, the Chief Executive Officer had thirty (30) annual leave days accrued. This request is for seventeen (17) days, bearing in mind that an additional four (4) days will have accrued by the leave commencement date.



The Shire President has approved the Chief Executive Officer's leave for Monday 20 April 2020 to Wednesday 13 May 2020 being a total of eighteen (18) days which includes one public holiday for Anzac Day.

Mr Keith Jones, Deputy Chief Executive Officer will be Acting Chief Executive Officer during this period of leave.

Officer Recommendation/Resolution

MOTION 9510

Moved Cr AR Dickins
Seconded Cr KJ Christian

That Council:

1. Notes the Chief Executive Officer's approval annual leave from Monday 20 April 2020 to Wednesday 13 May 2020;
2. Notes that Mr Keith Jones (Deputy Chief Executive Officer) will be the Acting Chief Executive Officer during the period of leave above.

CARRIED 8/0

The CEO, Jean Knight returned to the meeting at 3:52pm.



9.4.5 Resignation – Cr JA Huggett

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	GO/8 – Councillors - Elections
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Nil

Purpose of Report

Council is requested to note the resignation of Cr Janine Huggett effective from 11 February 2020 and to set the date for the extraordinary election to fill the vacancy left by the resignation.

Background

Correspondence was received from Cr Huggett on 11 February 2020 advising that she would be resigning from the position of Councillor with the Shire of Dalwallinu effective immediately.

Consultation

Nil

Legislative Implications

State

Local Government Act 1995 – section 2.32, 4.8, 4.9

Local Government (Elections) Regulations 1997

Policy Implications

Nil

Financial Implications

There has been no allocation in the 2019-2020 budget for an extraordinary election. Costs associated with the election held in October 2019 were \$4,469.

Strategic Implications

Nil

Site Inspection

Site inspection undertaken: Not applicable

Triple Bottom Line Assessment

Economic implications

There are no known significant economic implications associated with this proposal.

Social implications

There are no known significant social implications associated with this proposal.

Environmental implications

There are no known significant environmental implications associated with this proposal.



Officer Comment

The *Local Government Act 1995* section 4.8 states that an extraordinary election is to be held if the office becomes vacant under section 2.32 (which includes a Councillors resigning from office).

Under section 4.9 (1)(a) & (b) of the *Local Government Act 1995*, an election date may be fixed by the Mayor or President in writing, or (if he or she doesn't fix the date), by Council at a meeting held within one (1) month after the vacancy occurs. Councillor JA Huggett's resignation letter was received on 11 February 2020 and a date must now be set to hold an extraordinary election to fill this vacancy.

The date for the election must allow enough time for the electoral requirement to be complied with and no later than four (4) months after the date the vacancy occurred.

The election can either be conducted by the Western Australian Electoral Commission or in house.

Given the above, it is suggested that the extraordinary election be held on Saturday 16 May 2020.

Officer Recommendation/Resolution

MOTION 9511

Moved Cr KJ Christian
Seconded Cr KL Carter

That Council:

1. Sets the date for an extraordinary election on Saturday 16 May 2020 to fill the vacancy left by the resignation of Cr JA Huggett;
2. Holds an in house election with the Chief Executive Officer as the Returning Officer.

CARRIED 8/0



10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED

Nil

12 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE (INTRODUCED BY DECISION OF THE MEETING)

Nil

14 MEETING CLOSED TO THE PUBLIC – CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT 1995, SECTION 5.23(2)

PROCEDURAL MOTION 9512

Moved Cr KL Carter

Seconded Cr KM McNeill

That Council moves into a confidential session to discuss:

14.1 CONFIDENTIAL: Request for call for Tenders – Provision of Cleaning Services for Shire of Dalwallinu

and

14.2 CONFIDENTIAL: Appointment of Senior Employee – Manager Corporate Services under the terms of the *Local Government Act 1995, Section 5.23(2)*:

a. *a matter affecting an employee or employees;*

e. *a matter that if disclosed, would reveal –*

(ii) *information that as a commercial value to a person; or*

(iii) *information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.”-*

CARRIED 8/0



14 CONFIDENTIAL

14.1 Request for call for Tenders – Provision of Cleaning Services for Shire facilities

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	FM/28 - Tendering
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Nil

Resolution

MOTION 9513

Moved Cr MM Harms
Seconded Cr KJ Christian

That Council:

1. Authorise the calling of tenders for the Provision of Cleaning Services for Shire Facilities;
2. Set the qualitative criteria for the tender for the Provision of Cleaning Services to Shire facilities as:
 - I. Relevant Experience 20%
 - II. Tenderer's Resources 20%
 - III. Demonstrated Understanding of Contract 20%
 - IV. Price 40%

CARRIED 8/0



14.2 Appointment of Senior Employee – Manager Corporate Services

Report date	25 February 2020
Applicant	Shire of Dalwallinu
File ref	PE/116 – Personal File
Previous Meeting Reference	Nil
Prepared by	Jean Knight, Chief Executive Officer
Supervised by	Jean Knight, Chief Executive Officer
Disclosure of interest	Nil
Voting requirements	Simple Majority
Attachments	Nil

Resolution

MOTION 9514

Moved Cr NW Mills
Seconded Cr AR Dickins

That Council endorse the Chief Executive Officer's action in appointing Mrs Hanna Jolly to the role of Manager Corporate Services for a period of three (3) years commencing Monday 1 June 2020.

CARRIED 8/0

PROCEDURAL MOTION 9515

Moved Cr KL Carter
Seconded Cr KM McNeill

That the meeting come from behind closed doors.

CARRIED 8/0

15 SCHEDULING OF MEETING

The next Ordinary Meeting of Council will be held on 24 March 2020 at Council Chambers, Dalwallinu commencing at 3.30pm.

16 CLOSURE

There being no further business, the Chairperson closed the meeting at 4:00pm.



17 CERTIFICATION

Keith Leslie Carter
I, ~~Steven Clifford Carter~~, certify that the minutes of the Ordinary Council meeting held on the 25 February 2020, as shown on page numbers 1 to 53 were confirmed as a true record at the meeting held on 24 March 2020.

K.L. Co
CHAIRPERSON

24 - 3 - 2020
DATE

