



# MINUTES

ORDINARY COUNCIL MEETING

**Tuesday  
25<sup>th</sup> October 2016**

## CONTENTS PAGE

<b>1.0</b>	<b>OPENING &amp; ANNOUNCEMENT OF VISITORS .....</b>	<b>1</b>
<b>2.0</b>	<b>ATTENDANCE RECORD.....</b>	<b>1</b>
2.1	Present.....	1
2.2	Apologies .....	1
2.3	Leave Of Absence Previously Granted .....	1
<b>3.0</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>1</b>
<b>4.0</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>2</b>
<b>5.0</b>	<b>MINUTES OF PREVIOUS MEETINGS.....</b>	<b>2</b>
5.1	Ordinary Council Meeting – 27 <sup>th</sup> September 2016 .....	2
<b>6.0</b>	<b>NOTICES OF URGENT BUSINESS.....</b>	<b>2</b>
<b>7.0</b>	<b>MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED.....</b>	<b>2</b>
7.1	(18.0) Appointment of a Senior Employee – Manager of Works .....	2
<b>8.0</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS.....</b>	<b>2</b>
<b>9.0</b>	<b>MEMBERS REPORTS .....</b>	<b>2</b>
9.1	Declarations of Interest .....	2
<b>10.0</b>	<b>MATTERS FOR CONSIDERATION – WORKS .....</b>	<b>3</b>
10.1	Dalwallinu Sewer Master Plan.....	3
10.2	Removal of Street Trees- Leahy Street, Dalwallinu.....	6
10.3	Railway Parade, Dalwallinu – Request for Road Widening .....	8
<b>11.0</b>	<b>MATTERS FOR CONSIDERATION – COMMUNITY SERVICES.....</b>	<b>11</b>
11.1	Dalwallinu Recreation Centre – Defects and Maintenance Inspection report.....	11
11.2	Dalwallinu Recreation Centre – Architects Quotations.....	15
11.3	Age Friendly Community Plan.....	19
11.4	Youth Focus Charity – Hawaiian Ride 2017.....	23
11.5	Windmill – Feature for Dalwallinu Townsite.....	26

<b>12.0</b>	<b>MATTERS FOR CONSIDERATION – TOWN PLANNING .....</b>	<b>28</b>
12.1	Extension of Planning Approval .....	28
<b>13.0</b>	<b>MATTERS FOR CONSIDERATION – HEALTH AND BUILDING.....</b>	<b>32</b>
13.1	Building Approvals .....	32
<b>14.0</b>	<b>MATTERS FOR CONSIDERATION – ECONOMIC DEVELOPMENT .....</b>	<b>34</b>
<b>15.0</b>	<b>MATTERS FOR CONSIDERATION – FINANCE .....</b>	<b>34</b>
15.1	Accounts for Payment for September 2016.....	34
15.2	Monthly Financial Statements for September 2016.....	37
15.3	Outstanding Rates Debtors Report for September 2016.....	39
15.4	Request for Assistance with Insurance – Kalannie Playgroup .....	42
15.5	Request to Allow Discount on Rates .....	45
15.6	CEO House – ensuite and bathroom upgrade .....	47
<b>16.0</b>	<b>MATTERS FOR CONSIDERATION - ADMINISTRATION.....</b>	<b>50</b>
16.1	Shire Office Opening Hours – 2016/17 Christmas – New Year Period ..	50
<b>17.0</b>	<b>URGENT BUSINESS BY DECISION OF THE MEETING.....</b>	<b>52</b>
<b>18.0</b>	<b>CONFIDENTIAL BUSINESS - AS PER LOCAL GOVERNMENT ACT 1995, SECTION 5.23(2).....</b>	<b>52</b>
18.1	Appointment of a Senior Employee – Manager of Works.....	52
<b>19.0</b>	<b>SCHEDULING OF MEETING.....</b>	<b>52</b>
<b>20.0</b>	<b>CLOSURE .....</b>	<b>52</b>
<b>21.0</b>	<b>CERTIFICATION .....</b>	<b>53</b>

## **SHIRE OF DALWALLINU**

**MINUTES** of the Ordinary Meeting of Council held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday, 25<sup>th</sup> October 2016.

### **1.0 OPENING & ANNOUNCEMENT OF VISITORS**

The Chairperson (President) opened the meeting at 3.34pm.

### **2.0 ATTENDANCE RECORD**

#### **2.1 Present**

Shire President	Cr SC Carter
Deputy President	Cr KL Carter
	Cr GH Sanderson JP
	Cr KM McNeill JP
	Cr IW Hyde
	Cr AR Dickins
	Cr NW Mills
	Cr KJ Christian

#### **IN ATTENDANCE**

Chief Executive Officer	Mr AJR Doust
Deputy Chief Executive Officer	Mr KT Jones
Executive Support Officer	Mrs GC Matias

#### **2.2 Apologies**

Nil

#### **2.3 Leave Of Absence Previously Granted**

Cr RS Nixon

### **3.0 PUBLIC QUESTION TIME**

Nil

**4.0 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**5.0 MINUTES OF PREVIOUS MEETINGS**

**5.1 Ordinary Council Meeting – 27<sup>th</sup> September 2016**

**MOTION 8709**

Moved Cr NW Mills  
Seconded Cr GH Sanderson JP

That the Minutes of the Ordinary Meeting of Council held 27<sup>th</sup> September 2016 be confirmed.

**CARRIED 8/0**

**6.0 NOTICES OF URGENT BUSINESS**

Nil

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

There is one (1) item of which notice has been received under 18.0 Confidential Business:

**7.1 (18.0) Appointment of a Senior Employee – Manager of Works**

**8.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/  
SUBMISSIONS**

Nil

**9.0 MEMBERS REPORTS**

**9.1 Declarations of Interest**

Nil

## 10.0 MATTERS FOR CONSIDERATION – WORKS

### 10.1 Dalwallinu Sewer Master Plan

Applicant:	Shire of Dalwallinu
File No:	SD/5 – Sewer System
Previous Meeting Reference:	W&P Committee Meeting - 18 October 2016
Attachments:	Nil
Author:	Mr Tony Doust
Disclosure of Interest:	Nil
Date of Report:	4 <sup>th</sup> October 2016
Senior Officer:	Mr Tony Doust

---

#### Purpose of Report

To consider the requirement to update the existing plans and prepare a master plan for the Dalwallinu Sewerage Network including allocation of funding from the Sewerage Scheme Reserve for this purpose.

#### Background

It has been a number of years since there has been a thorough investigation of the Dalwallinu Sewerage Scheme and plan established to ensure it operates effectively and in a cost effective manner in the future.

It is proposed to engage River Engineering Pty Ltd, (the company that has in the past assisted and advised on the requirements for the Sewerage System) to undertake this project.

#### Comment

The following information is provided in support of the proposal:

*River are a Prequalified Developers Engineering Consultant which enables River to design water mains, water booster pump stations, gravity sewers, vacuum sewerage and main drainage for the Water Corporation. In addition to the design approval, River have also been granted approval for construction and project management.*

*The reason for providing a masterplan for the complete Dalwallinu network is to enable the Shire to not just replace the ageing sewer network but also understand how the township has developed since the original sewer network was installed over the next 50 years. This will identify bottlenecks in the system so instead of replacing the sewer with a like for like diameter system, the planning may identify the need to also increase the diameter of portions of the sewer pipe. It will also give the opportunity of reducing the amount of pumping stations around the town and consolidating the system.*

*The outcome of the masterplan is to provide detailed design drawings of the proposed network and identify staging of the replacement with a view of understanding the critical areas that need to be addressed urgently. From the staging the report will also provide cost estimates of the work which will enable the Shire to obtain grants or allocate funding each year to enable the gradual and ongoing replacement of the network.*

*To enable this study work to achieve its desired goals, the following sequence of work will be required:*

- Obtain the data of the existing network from the Shire. This may require some survey work which isn't included within this fee proposal. If survey is required River will prepare the brief, obtain and review the quotations for the Shire to engage the surveyor directly. River will provide the additional the additional work associated with obtaining survey fees free of charge.*
- From this data a meeting will take place with the Shire's planner to understand areas of R codes changes to the current town and the possibilities of the future expansion of the town.*
- At this point the detailed design can commence. Where possible the same sewer alignment will be chosen under there is a significant reason for changing the alignment in the future.*
- From the detailed design drawings the staging for the work will be prepared ready for the workshop meeting with the Shire to agree the proposed staging.*
- Once this has been determined the drawings will be amended and cost estimates can be provided not only for the construction work but also the professional fees required for delivering such a project (i.e. survey, civil consultancy, project management, geotechnical environment, etc.).*
- All the data will be provided within a report that can be used to obtain funding for the gradual upgrading of the system.*

*The fee for the above works will be \$25, 000. (excl GST) which will be split into the following phases:.*

- |  |                            |
|--|----------------------------|
| <i>• Obtaining and reviewing of data</i>                   | <i>\$ 2,000 (excl GST)</i> |
| <i>• Liaison with Planning Department</i>                  | <i>\$ 2,000 (excl GST)</i> |
| <i>• Design of the proposed network and identify stage</i> | <i>\$16,000 (excl GST)</i> |
| <i>• Cost estimates of each stage</i>                      | <i>\$ 3,000 (excl GST)</i> |
| <i>• Final Report</i>                                      | <i>\$2,000 (excl GST)</i>  |

### Policy Requirements

No specific policy relating to works proposed other than Purchasing Policy 3.5. It is proposed to accept the submission of River Engineering Pty, and not obtain other

quotations as per the policy, given their knowledge of the Sewer Scheme System in Dalwallinu.

Legislative Requirements

Waste water requirement – Water Corporation

Strategic Implications

Well documented planning proposal for the Dalwallinu Sewerage Scheme will assist with effective and efficient management.

Sustainability Implications

*Environment*

Important that the Dalwallinu Sewerage scheme operates to meet Environmental Requirement.

*Economic*

Effective and efficient management of the service.

*Social (Community Consultation)*

Nil.

Financial Implications

Funding to be provided from the Shire of Dalwallinu "Sewage Scheme Reserve."

Balance of Reserve as at 30<sup>th</sup> June 2016 - **\$ 560,861.**

Voting Requirements

Absolute Majority

Officer/Committee Recommendation/Resolution

**MOTION 8710**

Moved Cr KL Carter  
Seconded Cr KM McNeill JP

1. The Council accept the proposal submitted by River Engineering Pty Ltd, given their past experience and knowledge of the Dalwallinu Sewerage Scheme, of \$25,000 plus GST to undertake a masterplan as outlined in the comment section of this report'
2. That up to \$30,000 be allocated from the Shire of Dalwallinu Sewage Scheme Reserve to meet the cost as from item 1 and any additional expenditure required.

**CARRIED BY ABSOLUTE MAJORITY 8/0**



## 10.2 Removal of Street Trees- Leahy Street, Dalwallinu

Applicant: Dalwallinu Baptist Church  
File No: RO/2 – Permits Tree Lopping and Removal  
Previous Meeting Reference: Works & Plant Committee meeting - 18 October 2016  
Attachments: Nil  
Author: Mr Tony Doust  
  
Disclosure of Interest: Nil  
Date of Report: 11<sup>th</sup> October 2016  
Senior Officer: Mr Tony Doust

---

### Purpose of Report

To consider a request from the Dalwallinu Baptist Church to remove four (4) trees on the street adjoining their property.

### Background

The following letter has been received from Mr Colin Cail on behalf of the Dalwallinu Baptist Church:

*“I am writing to request permission to be allowed to remove trees, four in total, from the street verge on Leahy Street. They are beside the church building and are continually filling the roof gutters with debris and interfering with toilet drains.”*

### Comment

Council has delegated authority to the Chief Executive Officer as follows:

**“DELEGATION NUMBER - E05**  
**LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)**  
**DELEGATION SUBJECT - Street Trees Removal**  
**DELEGATE - Chief Executive Officer**

*The Chief Executive Officer is delegated authority to authorise the removal of any tree on any townsite street or road reserve where the street or road is under care, control and maintenance of the Council. This delegated authority shall only be exercised when the Chief Executive Officer, after obtaining technical advice when appropriate, is of the opinion that the tree is dead, diseased, structurally dangerous or is creating a traffic hazard by restricting the vision of motorists or is required by a public utility in accordance with its legislative authority.*

*The removal of any tree or vegetation must comply with the requirements of the Environmental Protection Act 1986 and associated legislation.”*

The above delegation does not include approval for the reasons given by the Church in their application.

An inspection has been undertaken by Shire Staff and it is considered the preferred option would be to prune the trees.

#### Policy Requirements

No specific policy / (Note as mentioned in the comment section of this report delegation E05 relates to removal of street trees.)

#### Legislative Requirements

The trees are not remnant vegetation and as such would not be subject to Environmental Protection Act 1986 requirement.

#### Strategic Implications

Important to maintain a “leafy” street environment where practical and possible.

#### Sustainability Implications

##### *Environment*

Important to maintain as many fully grown street trees within the streets of Dalwallinu as possible.

##### *Economic*

Nil.

##### *Social (Community Consultation)*

No consultation at this time.

#### Financial Implications

The organisation is requesting approval to remove the trees at their cost. No impact on the Shire budget if this is approved by Council.

#### Voting Requirements

Simple Majority

#### Officer Recommendation

For Committee consideration and recommendation to Council.

#### Committee Recommendation/Resolution

### **MOTION 8711**

Moved                      Cr KL Carter  
Seconded                Cr KJ Christian

That Council agree to the trees be pruned and this be undertaken by the Shire.

**CARRIED 8/0**

### 10.3 Railway Parade, Dalwallinu – Request for Road Widening

Applicant: Geraldton Fuel Company  
File No: RO/5 – Roads Design – Construction - Intersections  
Previous Meeting Reference: Council Meeting – 23<sup>rd</sup> October 2014 (Item 10.7); Works & Plant Committee Meeting - 18 October 2016  
Attachments: Nil  
Author: Mr Tony Doust  
Disclosure of Interest: Nil  
Date of Report: 11<sup>th</sup> October 2016  
Senior Officer: Mr Tony Doust

---

#### Purpose of Report

To consider a request received from Geraldton Fuel Company to widen streets in Dalwallinu providing access to their fuel storage depot in Railway Parade, Dalwallinu.

#### Background

Council at its meeting on the 23<sup>rd</sup> October 2014 considered and approved Restricted Access Vehicle (RAV) for long vehicles (Network 7) to Clinch Road (between Great Northern Highway and Railway line) Railway Parade for 36.5m road trains to access the Caltex Fuel Depot.

At that time, the current RAV network approved by the Main Roads WA, Railway Parade had not been classified by Main Roads, and Clinch was only approved as a Network 2.

The majority of heavy vehicles that were currently accessing the Caltex Fuel Depot were at risk of not being registered/insured in the event of an accident occurring on either of these roads as they are not approved for RAV use by Main Roads.

Council resolved accordingly:

#### **MOTION 8164**

Moved Cr NW Mills  
Seconded Cr KL Carter

That permission be given to Robin Oudman (Geraldton Fuel) to operate long vehicles up to Network 7 classification on the following roads:

- Clinch Street (Great Northern Highway to Railway Parade), and
- Railway Parade

**CARRIED 8/0**

### Comment

Geraldton Fuel were advised of the Councils decision on 29<sup>th</sup> October 2014 to grant permission to operate up to Network (7) RAV Vehicles on both Clinch Street and Railway Parade, Dalwallinu. The Company was also advised that they would need to apply to Main Roads WA for any roads that were not already included in the RAV Network.

It appears that whilst Council approval was granted the matter was not progressed with Main Roads WA. During the past months Geraldton Fuel has been advised by the Department of Transport that use of Clinch Street and Railway parade, Dalwallinu by RAV vehicles contravenes the existing approved arrangement.

Geraldton Fuel has been working with the Shire Chief Executive Officer to have both streets included in the RAV Network. Geraldton Fuel engaged Consulting Engineers to assist with this process and after a trial on site with a RAV vehicle, drawings were prepared and submitted to Main Roads WA for preliminary assessment. Geraldton Fuel have now been advised by Main Roads WA that the maximum size RAV would be category (4).

Prior to final approval it will be necessary to undertake several changes to the streets intersection as shown on the attached plan.

Geraldton Fuel has asked if the Shire will assist with the cost of undertaking the changes at the intersection. Costs have not been established at the time of writing of this report.

### Policy Requirements

No specific policy

### Legislative Requirements

Use of roads or streets by Restricted Access Vehicles is subject to the Road Traffic (Vehicles) Act 2012 and Main Roads WA requirements.

### Strategic Implications

Important to ensure the use of the existing fuel storage facility and allow vehicles to access the site.

### Sustainability Implications

#### *Environment*

Nil.

#### *Economic*

As per strategic implications

#### *Social (Community Consultation)*

Nil.

Financial Implications

No funding in the 2016/17 for any improvement in Clinch Street and Railway Parade, Dalwallinu. To be determined following Council decision to contribute towards the costs of improvement works.

Voting Requirements

Absolute Majority

Officer Recommendation

For Committee consideration and recommendation to Council.

Committee Recommendation/Resolution

**MOTION 8712**

Moved Cr KL Carter

Seconded Cr NW Mills

That the matter lay on the table for next Works & Plant Committee meeting, 15<sup>th</sup> November 2016.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## 11.0 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES

### 11.1 Dalwallinu Recreation Centre – Defects and Maintenance Inspection report

Applicant: Shire of Dalwallinu  
File No: CP/5 Design and Construction - Sports Centres  
Previous Meeting Reference: CS&ED Committee 18 February 2014, 18 March 2014, 19 August 2014, 9 Dec 2014, 3 March 2015, 4 April 2015, 16 August 2016, 18 October 2016  
Full Council Meeting 15 Feb 2014 (Motion 7939), 25 March 2014 (Motion 7968), 26 Aug 2014 (Motion 8110), 16 Dec 2014 (Motion 8210), 23 August 2016 (Motion 8676)

Attachments: Nil  
Author: Mrs Tess Joynerslot

Disclosure of Interest: Nil  
Date of Report: 12 October 2016  
Senior Officer: Mr Tony Doust

---

#### Purpose of Report

To receive the Defects and Maintenance Inspection report prepared by BCI Building Consultancy & Inspections for the Dalwallinu Recreation Centre and to determine what future action is to be taken.

#### Background

During the 2013-2014 budget round, Council identified that the Dalwallinu Recreation Centre was due for an upgrade and some funds were set aside for the concept plan to be developed. Over the past few years, many community members and representatives of the user groups of the centre have contributed ideas, opinions and wishes for how the facility could be improved.

Whilst this community/user consultation occurred some time ago and preliminary plans and costings were obtained, there has been deliberation as to how the cost of progressing the upgrade might be funded, and the sources for such grant funds. Changes in local and state government funding have necessitated a review and reprioritisation of upgrades.

In May 2016 the Shire re-engaged user groups to determine a more robust case for improvements based on the current and projected future use of the facility; addressing functional and building issues and agreed prioritised needs of all users.

At the August 2016 Full Council meeting, Council received the Dalwallinu Recreation Centre User Group Workshop Report and passed the following motion:

**MOTION 8676**

Moved           Cr KM McNeill JP  
Seconded       Cr NW Mills

That

1. a full maintenance report (including the roof) be conducted on the Dalwallinu Recreation Centre;
2. the Dalwallinu Recreation Centre User Group Workshop report be received;
  - 2.1 the following be identified as priorities;
    - Internal and external aesthetic improvements and modernisation to create a more welcoming and attractive facility
    - Internal changes to some areas to improve accessibility and functionality including relocation of the kitchen and/or bar and an overhaul of the internal areas of the change rooms; and
    - An overhaul of the equipment, power, air conditioning and lighting provisions
  - 2.2 the following improvements and upgrades are recommended;
    - a. Change rooms and toilets (including outside toilets and showers) – complete internal overhaul
    - b. Playground, gardens and landscaping – replacement of playground equipment and sand, redevelopment of gardens
    - c. Bar – co-location with kitchen, new cool room and dual access
    - d. Building entry, car park, paths and pedestrian access – improvements to the entry, car park safety and lighting, pathways linking the oval, building and car park
    - e. Outdoor spectator areas – creation of an all-weather undercover area linking the oval room to the oval and a BBQ area
    - f. Oval Room and Meeting room – upgrade to fittings and furnishings, overhaul of lighting, power and air conditioning
    - g. Kitchen – co-location with bar, improvements to fit out, equipment and servery areas
    - h. Indoor Court area – dedicated club storage areas with dual access and improved air flow to court areas; and
3. development of concept designs be commenced upon receipt of the maintenance report.

**CARRIED 5/3**

### Comment

Quotations have been sought from MCG, the architectural firm previously engaged to develop plans for this project and Site Architectural Studio, who were engaged by the Shire of Corrigin to develop their new recreation facility which was visited by members of Council on the Recreation Centre Tour earlier this year. It is recommended that the Defects and Maintenance Inspection report be included in the scope of works provided to the successful architectural firm for consideration when proposing the Concept Plan for future upgrades and improvements to the Dalwallinu Recreation Centre. It is important not to undertake maintenance work that might later be removed or changed as part of the Recreation Centre upgrade/improvement plan.

### Policy Requirements

Nil

### Legislative Requirements

Nil

### Strategic Implications

Strategic Community Plan 2013-2023

Outcome 1.2.3 – Enhance greater usage of facilities

Outcome 1.4.2 – Improve ambience and management of Recreation Centres

Outcome 1.7 – Improved and enhanced playground areas

Outcome 2.1.2 – Advocate for more community facilities to attract people

The Dalwallinu Recreational Centre is an important and well utilised asset for the community and as such it is important to improve and preserve this facility.

### Sustainability Implications

#### *Environment*

There are no known environmental implications.

#### *Economic*

There are no known economic implications.

#### *Social (Community Consultation)*

There has been extensive community consultation pertinent to this project however no community consultation is to be undertaken as it is not relevant to this aspect of the project.

### Financial Implications

The 2016/17 Budget includes \$50,000 for development of concept plans but does not include funding for the extent of the maintenance works identified in the report. Reserve funds 'Recreation Reserve' amounting to \$404,000 (projected) are available for this type of work. Council approval is required.

### Voting Requirements

Simple Majority



Officer Recommendation

For Committee consideration and recommendation to Council.

Committee Recommendation/Resolution

**MOTION 8713**

Moved Cr AR Dickins

Seconded Cr IW Hyde

That the report prepared by BCI Consultancy & Inspections be received and included in the brief for the architects appointed for the upgrade/improvement of the Dalwallinu Recreation Centre, to consider when preparing plans/concepts for the facility.

**CARRIED 8/0**

## 11.2 Dalwallinu Recreation Centre – Architects Quotations

Applicant: Shire of Dalwallinu  
File No: CP/5 Design and Construction - Sports Centres  
Previous Meeting Reference: CS&ED Committee 18 February 2014,  
18 March 2014, 19 August 2014, 9 Dec 2014, 3  
March 2015, 4 April 2015, 16 August 2016, 18  
October 2016  
Full Council Meeting 15 Feb 2014 (Motion 7939),  
25 March 2014 (Motion 7968), 26 Aug 2014  
(Motion 8110), 16 Dec 2014 (Motion 8210), 23  
August 2016 (Motion 8676)

Attachments: Nil  
Author: Mrs Tess Joynerslot

Disclosure of Interest: Nil  
Date of Report: 12 October 2016  
Senior Officer: Mr Tony Doust

---

### Purpose of Report

To receive quotations from MCG Architects and Site Architecture Studio to prepare Concept Drawings for the Dalwallinu Recreation Centre.

### Background

During the 2013-2014 budget round, Council identified that the Dalwallinu Recreation Centre was due for an upgrade and some funds were set aside for the concept plan to be developed. Over the past few years, many community members and representatives of the user groups of the centre have contributed ideas, opinions and wishes for how the facility could be improved.

Whilst this community/user consultation occurred some time ago and preliminary plans and costings were obtained, there has been deliberation as to how the cost of progressing the upgrade might be funded, and the sources for such grant funds. Changes in local and state government funding have necessitated a review and reprioritisation of upgrades.

In May 2016 the Shire re-engaged user groups to determine a more robust case for improvements based on the current and projected future use of the facility; addressing functional and building issues and agreed prioritised needs of all users.

At the August 2016 Full Council meeting, Council received the Dalwallinu Recreation Centre User Group Workshop Report and passed the following motion:

**MOTION 8676**

Moved Cr KM McNeill JP  
Seconded Cr NW Mills

That

4. a full maintenance report (including the roof) be conducted on the Dalwallinu Recreation Centre;
5. the Dalwallinu Recreation Centre User Group Workshop report be received;
  - 2.1 the following be identified as priorities;
    - Internal and external aesthetic improvements and modernisation to create a more welcoming and attractive facility
    - Internal changes to some areas to improve accessibility and functionality including relocation of the kitchen and/or bar and an overhaul of the internal areas of the change rooms; and
    - An overhaul of the equipment, power, air conditioning and lighting provisions
  - 2.2 the following improvements and upgrades are recommended;
    - a. Change rooms and toilets (including outside toilets and showers) – complete internal overhaul
    - b. Playground, gardens and landscaping – replacement of playground equipment and sand, redevelopment of gardens
    - c. Bar – co-location with kitchen, new cool room and dual access
    - d. Building entry, car park, paths and pedestrian access – improvements to the entry, car park safety and lighting, pathways linking the oval, building and car park
    - e. Outdoor spectator areas – creation of an all-weather undercover area linking the oval room to the oval and a BBQ area
    - f. Oval Room and Meeting room – upgrade to fittings and furnishings, overhaul of lighting, power and air conditioning
    - g. Kitchen – co-location with bar, improvements to fit out, equipment and servery areas
    - h. Indoor Court area – dedicated club storage areas with dual access and improved air flow to court areas; and
6. development of concept designs be commenced upon receipt of the maintenance report.

**CARRIED 5/3**

### Comment

A full maintenance report has been conducted by BCI, Building Consultancy & Inspections which has been submitted as a separate item in this agenda. In order to progress this project along in a timely manner, quotations have been sought from MCG, the architectural firm previously engaged to develop plans for this project. The second firm, Site Architectural Studio, were engaged by the Shire of Corrigin to develop their new recreation facility which was visited by members of Council on the Recreation Centre Tour earlier this year.

The architectural firm appointed to prepare preliminary concept plans, incorporating maintenance items identified in the report prepared by BCI, Building Consultancy & Inspections, are to provide estimated costs for the concepts including future architectural costs and outgoings.

### Policy Requirements

Nil

### Legislative Requirements

Nil

### Strategic Implications

Strategic Community Plan 2013-2023

Outcome 1.2.3 – Enhance greater usage of facilities

Outcome 1.4.2 – Improve ambience and management of Recreation Centres

Outcome 1.7 – Improved and enhanced playground areas

Outcome 2.1.2 – Advocate for more community facilities to attract people

The Dalwallinu Recreational Centre is an important and well utilised asset for the community and as such it is important to improve and preserve this facility.

### Sustainability Implications

#### *Environment*

There are no known environmental implications.

#### *Economic*

There are no known economic implications.

#### *Social (Community Consultation)*

There has been extensive community consultation pertinent to this project, however there has been no community consultation for this aspect of the project as it not necessary until after concept designs are produced.

### Financial Implications

The 2016/2017 Budget includes \$50,000 for development of concept plans and the 'Recreation Reserve' has a projected balance of \$404,000 as at 30/6/2017. Council will need to authorise funding from the reserve if this source is to be utilised.

Voting Requirements

Simple Majority

Officer Recommendation

For Committee consideration and recommendation to Council.

Committee Recommendation/Resolution

**MOTION 8714**

Moved           Cr KM McNeill JP  
Seconded       Cr AR Dickins

1. That both MCG and SITE be approved to prepare preliminary designs/concepts and costings for the upgrade/improvement of the Dalwallinu Recreation Centre, for further consideration by Council.
2. The architects appointed be advised that their engagement is for the initial plans/concepts /costings phase only and further works or commitment on completion of the work in item 1 above, will be subject to Council decision.

**CARRIED 8/0**

### 11.3 Age Friendly Community Plan

Applicant:	Shire of Dalwallinu
File No:	GS/17 – Grants and Subsidies – Age Friendly Communities CS/44 – Service Provision – Age Friendly Community Plan
Previous Meeting Reference:	CS&ED Committee 16 January 2016, 18 October 2016 Full Council 23 February 2016
Attachments:	Nil
Author:	Mrs Tess JoynerSlot
Disclosure of Interest:	Nil
Date of Report:	12 October 2016
Senior Officer:	Mr Tony Doust

---

#### Purpose of Report

To receive the Age Friendly Community Plan prepared by Storybox Consulting compiled from extensive community engagement, and to determine what future action is to be taken.

#### Background

The Shire of Dalwallinu received \$10,000 funding from the Department of Local Government and Communities to undertake research following the Age Friendly Communities Framework and processes as outlined in the Department's publication, Age Friendly Communities: A Western Australian Approach. This included the identification of age-friendly features, barriers, and suggestions for improvement, against each of the following essential features of an age-friendly community:

1. Outdoor spaces and buildings
2. Transport
3. Housing
4. Social participation
5. Respect and social inclusion
6. Civic participation and employment
7. Communication and information
8. Community support and health services

The scope for this project was;

- Project definition, stakeholder identification and engagement planning
- Research and review of relevant existing plans, publications and demographic data
- Compile a relevant and current community profile
- Conduct a desktop asset-mapping of services and facilities for seniors,

- Establish a local Reference Group to help deliver engagement and planning activities.
- Collation and analysis of data
- Identification of features, barriers and improvements including a needs analysis for infrastructure and services
- Comprehensive consultation report
- Preparation of draft and final Age Friendly Community Plan

#### Comment

This Age Friendly Community Plan not only satisfies the requirements for funding from the Department of Local Government and Communities but also evidences a high level of community engagement resulting in recommendations and feedback with regard to the development, implementation and ongoing monitoring and review of the Age Friendly Community Plan.

The plan provides Council with community input into the future requirements and direction on services/facilities for the aged. Council now needs to consider the community input and determine how and when any of the outcomes identified can be resourced and implemented.

#### Policy Requirements

No specific policy.

#### Legislative Requirements

Nil

#### Strategic Implications

Outcome 1.1 – Enhanced and expanded medical and other appropriate health services

Outcome 2.4 – Increased housing development

Outcome 4.1 – Improved communications/consultation across all towns with a variety of methods

Outcome 4.1.1 – Engage the community in decision making and shared responsibility to achieve our goals.

Outcome 4.4 – Strategic alliances to best serve Dalwallinu

## Sustainability Implications

### *Environment*

Nil

### *Economic*

Increased level of services and provision for specific age related infrastructure will continue to support an ageing community to remain in the Shire and contribute to the Shire's economy.

### *Social (Community Consultation)*

An 'Ambassadors Group' was formed comprising community members representing a cross section of people residing in different locations within the Shire, members of different ages, interests, industries of employment and representatives employed within the local aged care and health sector. This group assisted in the identification and delivery of engagement and planning activities and assisted in promoting and encouraging local residents to participate in workshops and complete the survey.

Overall there were 166 participants including:

- 12 project Ambassadors
- 129 survey respondents
- 19 residents who participated in workshop focus groups
- 4 individuals representing 5 service providers who were interviewed one-on-one or provided their service details via questionnaire

## Financial Implications

This project was supported by the Department of Local Government and Communities to the value of \$10,000 with a further \$10,000 by the Shire and \$10,000 in-kind of the Strategic Projects and Marketing officers' time. The implementation of the actions recommended need to be costed and a determination made on how any of these might be funded.

## Voting Requirements

Simple Majority

## Officer Recommendation

For Committee consideration and recommendation to Council to determine what future action is to be taken on the actions and strategies documented in the Age Friendly Community Plan.



Committee Recommendation/Resolution

**MOTION 8715**

Moved           Cr AR Dickins  
Seconded       Cr KM McNeill JP

1. The Shire of Dalwallinu October 2016 Aged Friendly Community Plan be received;
2. The Ambassadors selected to assist with the Community Consultation and preparation of the Shire of Dalwallinu October 2016 Aged Friendly Community Plan, be invited to consider the actions contained within the plan and recommend to Council the priority for the implementation of the proposed actions.

**CARRIED 8/0**

## 11.4 Youth Focus Charity – Hawaiian Ride 2017

Applicant: Youth Focus  
File No: CU/1 – Customer Service Public Relations Requests  
Previous Meeting Reference: Community Services & Economic Development Committee meeting - 18 October 2016  
Attachments: Nil  
Author: Mrs Tess JoynerSlot  
  
Disclosure of Interest: Nil  
Date of Report: 13 October 2016  
Senior Officer: Mr Tony Doust

---

### Purpose of Report

To consider a request from Youth Focus to host a community event on Wednesday 22 March 2017 and to make a donation to the Youth Focus charity.

### Background

The Strategic Projects and Marketing Officer established communications with Peter Burgess, representative of the Youth Focus organisation to discuss the possibility of hosting a community event to support the Hawaiian Ride for Youth 2017. Youth Focus Event's are for the prevention of youth suicide and depression. The event will be the fifteenth anniversary with 180 riders, across 34 teams, cycling 3,000 kilometres on the three routes from Albany to Perth – Coastal, Inland and Wheatbelt – as well as the new Mid-West route.

The 700 kilometre Mid-West ride will start from Geraldton and travel through Morawa, Dalwallinu, New Norcia, Toodyay, Northam and then onto Kings Park, over four and a half days.

A peloton of around six teams will ride the new Mid-West route, some 50 riders and support crew looking to arrive in Dalwallinu on Wednesday 22 March 2017.

Youth Focus is an independent West Australian for purpose organisation that works to support young people aged 12-25 with mental health issues and to prevent suicide. The Hawaiian Ride for Youth aims to raise awareness about Youth Focus and its services as well as raising funds to provide counselling for thousands of young people and their families state-wide. The event has raised more than \$15 million since it started in 2003, with \$10 million raised in the past 5 years.

Comment

The Strategic Projects and Marketing Officer proposes to organise an event similar to the Shire hosted ‘Get Togethers’ which were held at the Dalwallinu Discovery Centre Amphitheatre and Performing Arts Room. Historically Elders donated the use of the BBQ and a community member ‘flipped’ the burgers. With an estimated 200 people attending (50 riders plus support crew from Youth Focus) an allowance of \$1,500 - \$2,000 for food and beverages (non alcoholic) should be considered. Youth Focus would like to provide some beers and wine. The promotion of the event would also advertise BYO of alcoholic beverages. It is proposed that the event be hosted from 6-8pm.

Policy Requirements

No specific policy.

Legislative Requirements

Nil

Strategic Implications

Nil

Sustainability Implications

*Environment*

Nil

*Economic*

The Hawaiian Ride for Youth 2017 will bring revenue by way accommodation to local businesses as well as any other indirect benefit to local shops and cafes.

*Social (Community Consultation)*

There has been no community consultation.

Financial Implications

The ‘Refreshments and Receptions’ budget (E041170) for the year is \$20,000, of which \$5,000 has been expended. The ‘Donations’ budget (E041195) for the year is \$5,000 of which \$400 has been expended.

Voting Requirements

Simple Majority

Officer Recommendation

That the Shire of Dalwallinu host a Community Event to welcome the Hawaiian Ride for Youth 2017 riders and support crew and that a donation of \$\_\_\_\_\_ be given to Youth Focus in support of the charity.

Committee Recommendation/Resolution

**MOTION 8716**

Moved           Cr KM McNeill JP  
Seconded       Cr KL Carter

That the Shire of Dalwallinu host a Community Event to welcome the Hawaiian Ride for Youth 2017 riders and support crew and that a donation of \$1,000 be given to Youth Focus in support of the charity.

**CARRIED 8/0**

## 11.5 Windmill – Feature for Dalwallinu Townsite

Applicant: Shire of Dalwallinu  
File No: PR/5– Parks & Reserves – Design and Construction  
Previous Meeting Reference: Community Services & economic Development Committee meeting - 18 October 2016  
Attachments: Nil  
Author: Mr Tony Doust  
  
Disclosure of Interest: Nil  
Date of Report: 11<sup>th</sup> October 2016  
Senior Officer: Mr Tony Doust

---

### Purpose of Report

To consider the opportunity to purchase and relocate a large windmill as an additional tourist attraction on land within the Dalwallinu townsite.

### Background

The Shire President has been informed that there is a large windmill available in close proximity to the Shire of Dalwallinu which could be relocated to the townsite of Dalwallinu to further promote the windmill features that are at the entrances to the townsite.

### Comment

The windmill is standing and given the height a crane will be needed to lower the structure and load onto a truck/trailer.

Mr Jim Sawyer has indicated that he is prepared to assist with the project including the transportation and modification and erection in Dalwallinu townsite.

The estimated cost to purchase the windmill is \$10,000 and cost of a crane large enough to dismantle the structure at the existing site is estimated at \$3,200.

If the project proceeds Council will need to determine where the windmill is to be placed.

### Policy Requirements

No specific policy.

### Legislative Requirements

Local Government Act 1995 – Section 6.8 Expenditure not included in the Annual Budget

Strategic Implications

Travelling public feedback about the existing windmills on the approaches to Dalwallinu has been very positive and the additional large windmill will contribute further to this.

Sustainability Implications

*Environment*

Nil

*Economic*

Provide/add to tourism attraction to the Shire

*Social (Community Consultation)*

Nil

Financial Implications

No funding has been provided in the 2016/17 Budget for the purpose. Council will need to resolve to fund the project if it proceeds, from unbudgeted expenditures.

Voting Requirements

Absolute Majority

Officer Recommendation

For Committee consideration and recommendation to Council.

Committee Recommendation/Resolution

**MOTION 8717**

Moved            Cr IW Hyde  
Seconded       Cr NW Mills

1. The Council approve the allocation of a maximum of \$13,200 from Unbudgeted Expenditure to meet the cost of purchasing and dismantling of the windmill.
2. The location of the windmill be given further consideration at a future meeting of the Community Services & Economic Development Committee.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

<b>12.0 MATTERS FOR CONSIDERATION – TOWN PLANNING</b>
---

**12.1 Extension of Planning Approval**

Applicant:	Stuart McAlpine
File No:	TP10
Previous Meeting Reference:	Full Council Meeting – 23 September 2012, 27 November 2014; Community Services & Economic Development Committee Meeting – 18 October 2016
Attachments:	Nil
Author:	Mr Doug Burke
Disclosure of Interest:	Nil
Date of Report:	17 October 2016
Senior Officer:	Mr Tony Doust

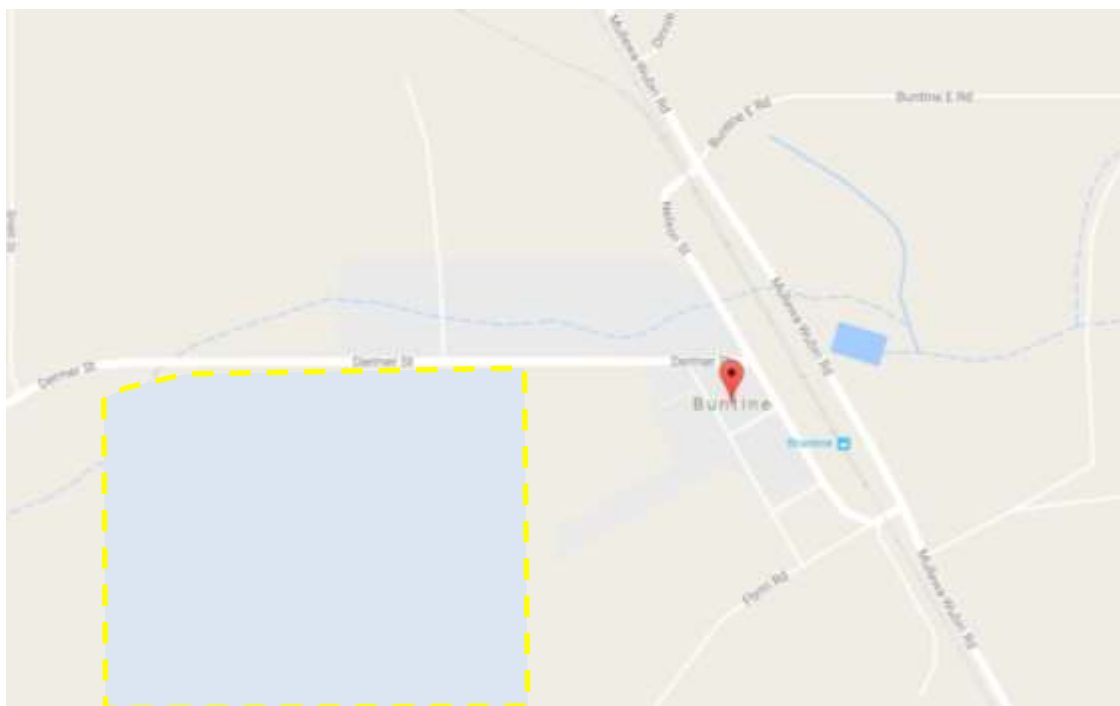
---

Purpose of Report

For Council to consider a request from Stuart McAlpine to extend the current approval period to develop grouped dwellings at A6226 Marchagee Road, Buntine for a further two years.

Background

Subject Property:	A6226 Marchagee Road, Buntine
Land Use Zoning:	Rural
Property Owner:	Dodd Nominees P/L
Applicant:	Stuart McAlpine
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Grouped Housing
Value of Development:	\$unknown
Outside Consultation:	Nil



*Subject site A6226 Marchagee Road, Buntine*

In 2012 Stuart McAlpine applied for discretionary approval under the Shire of Dalwallinu Town Planning Scheme N<sup>o</sup> 1 for the development of 'grouped dwellings on a section of rural land in close proximity to the town of Buntine'. The proposed development would initially 'comprise 3 to 5 houses which is anticipated will be of the transportable kind.'

On 27 November 2012 at the Full Council Meeting Council resolved as follows:

**MOTION 7585**

Moved           Cr KL Carter  
Seconded       Cr KM McNeill

That;

- 1). Stuart McAlpine be granted approval to develop 2 hectares of land located at 6437 Marchagee Road Buntine, to accommodate grouped dwellings as per his application, and
- 2). The town planning application fee of \$2885.00 be waived, and
- 3). Approval be given to utilise transportable buildings for residential purposes on the proviso that the buildings are purpose built for housing and are in satisfactory condition and meets the requirements of the building code of Australia.

**CARRIED 9/0**



Subsequent to that initial approval in 2012, application was made in 2014 to extend the time period for the development to be realised by a further two years. Further approval was granted in September 2014, effectively allowing for the designated development to be substantially commenced before 28<sup>th</sup> November 2016.

### **MOTION 8135**

Moved            Cr IW Hyde  
Seconded       Cr KL Carter

That the current planning approval given to Mr Stuart McAlpine for 6437 Marchagee Road be extended for a further 2 years to 28 November 2016.

**CARRIED 6/0**

#### Comment

Council has discretion as to the extension of time for planning approvals under cl 71 & cl.77 of Part 9 of the *Planning & Development (Local Planning Schemes) Regulations 2015*. Council may determine an application by —

- (a) approving the application without conditions; or
- (b) approving the application with conditions; or
- (c) refusing the application.

#### Policy Requirements

Compliance with the *Shire of Dalwallinu's Local Planning Scheme No.2*

#### Legislative Requirements

Nil

#### Strategic Implications

Strategically aligns with the Regional Repopulation Plan.

#### Sustainability Implications

##### *Environment*

Unknown

##### *Economic*

Unknown.

##### *Social (Community Consultation)*

No Community Consultation has been undertaken on the extension request.

#### Financial Implications

Unknown

#### Voting Requirements

Simple Majority

Officer Recommendation

That Council approve Stuart McAlpine's request to grant a further two year extension to develop grouped housing at A6226 Marchagee Road, Buntine subject to the following conditions:

1. Approved works must be substantially commenced before 17<sup>th</sup> October 2018.
2. All development must comply with current Codes, Guidelines and Policies as required under State law and/or as adopted by Council.

Committee Recommendation/Resolution

**MOTION 8718**

Moved           Cr IW Hyde  
Seconded       Cr KL Carter

That Council approve Stuart McAlpine's request to grant a further two year extension to develop grouped housing at A6226 Marchagee Road, Buntine subject to the following conditions:

1. Approved works must be substantially commenced before 17<sup>th</sup> October 2018.
2. All development must comply with current Codes, Guidelines and Policies as required under State law and/or as adopted by Council.
3. \$295 fees be waived.

**CARRIED 8/0**

## 13.0 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

### 13.1 Building Approvals

Applicant: Shire of Dalwallinu  
 File No: DB/1 Development & Building Controls  
 Previous Meeting Reference: Nil  
 Attachments: Building Approvals September 2016  
 Author: Mr Doug Burke  
  
 Disclosure of Interest: Nil  
 Date of Report: 19<sup>th</sup> October 2016  
 Senior Officer: Mr Tony Doust

#### Purpose of Report

To receive and note the monthly report prepared to inform Council and the community regarding recent building/demolition approvals granted under the *Building Act 2011*.

#### Comment

A table of building approvals for the month of **September 2016** is provided below for Council's information.

Permit N <sup>o</sup>	Owner	Builder	Address	Type of work	Cost of Work
BP011617	Allan A Jordan	Roof & Wall Doctor	15 Wasley Street, Dalwallinu (Lot 278)	Remove and replace roof cladding	\$ 19,800

Running totals for the value of construction for the financial year to date are as follows:

Residential: \$ 979,195  
 Industrial/Commercial: \$ Nil

#### Policy Requirements

Nil

#### Legislative Requirements

The Shire's Building Surveyor has delegated authority under s.95 of the *Building Act 2011* to approve building/demolition applications on behalf of Council.

Strategic Implications

Nil

Sustainability Implications

Environment

Nil

Economic

Unknown

Social (Community Consultation)

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation/Resolution

**MOTION 8719**

Moved           Cr IW Hyde  
Seconded       Cr KM McNeill JP

That the report detailing building approvals for the month of September 2016 be received.

**CARRIED 8/0**

<b>14.0</b>	<b>MATTERS FOR CONSIDERATION – ECONOMIC DEVELOPMENT</b>
-------------	---

Nil

<b>15.0</b>	<b>MATTERS FOR CONSIDERATION – FINANCE</b>
-------------	--

**15.1 Accounts for Payment for September 2016**

Applicant:	Shire of Dalwallinu
File No:	FM/6 - Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee meeting -18 October 2016
Attachments:	Nil
Author:	Mrs Hanna Jolly
Disclosure of Interest:	Nil
Date of Report:	14 October 2016
Senior Officer:	Mr Tony Doust

---

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 2016 from the Municipal Account, to the sum of \$63,579.28 paid by cheque and \$924,527.19 paid by EFT are attached, together with a list of Bank Fees, Payroll, Direct Debit Payments and transfers to Reserve & Term Deposit. These payments total \$3,181,198.31. In addition, payments of \$87,119.20 were made from the Trust Account. The total payments from all accounts being \$3,268,317.51 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 (Community Consultation)*

Nil

Financial Implications

Account payments are in accordance with the adopted budget for 2016/17 or authorized by separate resolution.

Voting Requirements

Simple Majority

Officer/Committee Recommendation/Resolution

**MOTION 8720**

Moved            Cr IW Hyde  
Seconded       Cr AR Dickins

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 2016 under the CEO's delegated authority is endorsed in respect to the following Bank accounts:

(a) Municipal Fund Account totalling \$3,181,198.31 consisting of:

Cheque Numbers 34967 – 34984	\$63,579.28
Electronic Fund Transfers 5692 – 5810 <i>(ex Trust EFTs 5690-5691,5712-5713,5742-5743,5769-5770)</i>	\$924,527.19
Electronic Fund Transfers Payroll	\$159,252.00
Bank Fees	\$1,339.97
Direct Debit Payments (Superannuation)	\$32,499.87
Transfer to Term Deposit	\$2,000,000.00

(b) Trust Account payments totalling \$87,119.20 consisting of:

Cheque Numbers 552 – 556	\$941.25
Electronic Funds Transfers 5690-91,5712-13,5742-43,5769-71	\$6,977.00
Direct Debits	
- Payments to DPI	\$79,200.95

**CARRIED 8/0**

## 15.2 Monthly Financial Statements for September 2016

Applicant: Shire of Dalwallinu  
File No: FM/6 - Expenditure Reports  
Previous Meeting Reference: Finance & Audit Committee meeting -18 October 2016  
Attachments: Nil  
Author: Mrs Hanna Jolly  
  
Disclosure of Interest: Nil  
Date of Report: 14 October 2016  
Senior Officer: Mr Tony Doust

---

### Purpose of Report

To receive the Financial Reports for the month ending 30 September 2016.

### 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.

### Comment

Financial Reports as at last day of business of the previous month are appended, for the period ending 30 September 2016.

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 \$5,000 have been noted on the variance reports.

### 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 (Community Consultation)*

Nil

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer/Committee Recommendation/Resolution

**MOTION 8721**

Moved           Cr KL Carter

Seconded       Cr IW Hyde

That the Financial Reports as submitted for the month ending 30 September 2016 be accepted.

**CARRIED 8/0**

### 15.3 Outstanding Rates Debtors Report for September 2016

Applicant: Shire of Dalwallinu  
File No: FM/6 - Expenditure Reports  
Previous Meeting Reference: Finance & Audit Committee Meeting – 18 October 2016  
Attachments: Nil  
Author: Miss Christie Andrews  
  
Disclosure of Interest: Nil  
Date of Report: 7 October 2016  
Senior Officer: Mr Tony Doust

---

#### Purpose of Report

To receive the Outstanding Rates Debtors Reports as at 30 October 2016.

#### 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 Fire & Emergency Services Authority (FESA).

#### Comment

Report on Outstanding Rates Debtors as at 30 September 2016 appends.

The 2016/17 Rates were raised and issued on 12 August 2016.

Important dates are as follows:

Rates due date	16 September 2016
Instalment option selection date	16 September 2016
Final Notices issued	30 September 2016
Second instalment due	18 November 2016
Third instalment due	20 January 2017
Fourth instalment due	17 March 2017

## Breakdown of unpaid rates debtors as at 30 September 2016

Rates	533,432.61
Rubbish	37,926.13
Sewerage	68,323.11
ESL	16,386.06
Deferred Pensioner Rates	12,967.26
Paid in Advance	-2,368.42
Total Outstanding	666,666.75

As we achieved an unpaid rates percentage of 2.35% as at 30 June 2016, we aim to have a similar percentage as at the 30 June 2017, notwithstanding that 3% outstanding is an acceptable industry average. We will strive to better this figure and at the close of the 2016/17 financial year aim to have an unpaid rates percentage no higher than 1.5%.

### Policy Requirements

Nil

### 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)*

There has been no community consultation.

Financial Implications

As at 30 September 2016 rates outstanding were \$666,666.75 in respect to collectable rates of which \$69,472.57 has been carried forward from 2015/16 or prior rating years, with 2016/17 rates raised being \$3,680,823.00.

Ratio =	<u>Total Outstanding</u> Collectable
=	<u>666,666.75</u> 3,750,295.57
=	17.78%
Ratio =	<u>Total Overdue</u> Collectable
=	<u>294,546.77</u> 3,750,295.57
=	7.85%

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

Voting Requirements

Simple Majority

Officer/Committee Recommendation/Resolution

**MOTION 8722**

Moved           Cr NW Mills  
Seconded       Cr KL Carter

That the Outstanding Rates Debtors Reports as at 30 September 2016 for ratepayers with unpaid balances be accepted.

**CARRIED 8/0**

#### 15.4 Request for Assistance with Insurance – Kalannie Playgroup

Applicant: Shire of Dalwallinu  
File No: CU/2 – Customer Service - Requests  
Previous Meeting Reference: Finance & Audit Committee meeting – 20<sup>th</sup> September 2016, 18 October 2016; Ordinary Council meeting – 27<sup>th</sup> September 2016  
Attachments: Nil  
Author: Mr Keith Jones  
Disclosure of Interest: Nil  
Date of Report: 13<sup>th</sup> October 2016  
Senior Officer: Mr Tony Doust

---

#### Purpose of Report

To consider the request to reduce costs associated with building insurance for the Kalannie Playgroup.

#### Background

A letter was received on 2 September 2016 from the Kalannie Playgroup relating to the insurance for the 2014/15 financial year totalling \$929.21. The insurance costs for 2015/16 financial year have not been sent at that time total \$718.20. The financial year 2016/17 insurance amount is \$590.86 and is significantly reduced because an excess of \$5,000 per claim has been set.

The matter was considered by the Finance & Audit Committee at its 20<sup>th</sup> September 2016 and Council on 27<sup>th</sup> September 2016 meeting.

Council resolved accordingly its meeting on 28<sup>th</sup> September 2016:

#### **MOTION 8703**

Moved Cr RS Nixon  
Seconded Cr GH Sanderson JP

That the matter be held in abeyance to next meeting pending additional information, from Cr RS Nixon and Cr GH Sanderson meeting with the Playgroup.

CARRIED 7/0

### Comment

As per Council request Cr GH Sanderson and Cr RS Nixon met with the representatives of the Kalannie Playgroup on 5<sup>th</sup> October 2016.

Cr RS Nixon has provided the following report: -

*“In response to questions we were informed the Playgroup has 15 children from 8 families, and is considering providing a Pre Kindy Service. The only other use of the building was for a location for a session of the recent Women’s Wellness event in Kalannie. They provided us with a Financial Report with a projected bank balance of \$3,223.83, which doesn’t include insurance owing of \$2,239 until 2016-2017.*

*It was suggested they direct their question on why the insurance was only \$66.40 in October 2013, to the FSM.*

*It would appear that relocation to another location, such as the Kalannie Hall isn’t an option when their purpose build facility can be made viable. We suggested they should consider fund raising to clear the debt, such as a wheat drive.”*

The Shire Chief Executive Officer responded to Cr RS Nixon and Cr GH Sanderson as follows:

*“I have discussed the increase in premiums over the year 2013 with Keith Jones DCEO and it relates to the new values we are now required to use.*

*If there had been a significant loss in 2013 the insurance company would not have paid the full value of repairs/replacement as we were under insured.*

*We could reduce the insured value of the building to an agreed amount, however, we would not be able to replace what is now there. If this is an option the group wishes to choose then we would need their acknowledgement that in the event of a large loss any replacement building/structure would not be the same as the present structure. The group could not expect Council to meet any cost not covered by the insurance.*

*I believe the best option would be to maintain the existing arrangement and look at the options for fundraising.”*

### Policy Requirements

No specific policy

### Legislative Requirements

Nil

Strategic Implications

Nil

Sustainability Implications

*Environment*

Nil.

*Economic*

Nil.

*Social (Community Consultation)*

Discussion with Kalannie Playgroup by Crs RS Nixon and GH Sanderson.

Financial Implications

Any reduction of subsidy by Council towards the cost is not included in the 2016/17 Budget.

Voting Requirements

Simple Majority

Officer Recommendation

That the Kalannie Playgroup be advised that whilst Council appreciates their position, the insurance of buildings for their replacement value is essential in the long term, and Council past and existing practice is to require all Clubs-Associations with purpose built facilities and occupied buildings to meet the cost.

Committee Recommendation/Resolution

**MOTION 8723**

Moved            Cr GH Sanderson JP  
Seconded        Cr AR Dickins

1. That the Kalannie Playgroup be advised that whilst Council appreciates their position, the insurance of buildings for their replacement value is essential in the long term, and Council past and existing practice is to require all Clubs-Associations with purpose built facilities and occupied buildings to meet the cost.
2. That Council is prepared to grant a concession given the significant premium increase and reduce the amount of such for the three (3) years 30/6/2017 to 3 x \$590.86.

**CARRIED 8/0**

## 15.5 Request to Allow Discount on Rates

Applicant: Shire of Dalwallinu  
File No: FM/14 Debt Recovery  
Previous Meeting Reference: Finance & Audit Committee Meeting – 18  
October 2016  
Attachments: Nil  
Author: Miss Christie Andrews  
  
Disclosure of Interest: Nil  
Date of Report: 12 October 2016  
Senior Officer: Mr Tony Doust

---

### Purpose of Report

To consider allowing the discount on assessments A6146

### Background

The rates for this assessment were paid by cheque received 15 September 2016, the due date for payments was Friday 16 September 2016. The item was returned to the Shire bank account on the 20 September 2016, written advice was received from Bankwest on 23 September 2016. The Accounting Officer contacted the Ratepayers to advise them they were no longer eligible for the discount and the amount remained outstanding. The request is for the discounts to be allowed. A \$10 fee was incurred by the Shire due to this amount being returned, this has since been recovered from the Ratepayers.

### Comment

Examination of history shows that Paravel Land Holding Trust has previously paid their rates by the due date and qualified for the discount.

The request, if allowed, would amount to the following:

A6146 discount	\$188.44
-----	-----
TOTAL	\$188.44

All the rates notices, included flyers and advertising has been consistent with the message that all rates payments MUST BE RECEIVED in the Shire's account by the close of business on the due date (Friday 16 September 2016). As this payment was clearly outside these requirements, it would appear that allowing the discounts cannot be recommended.

### Policy Requirements

Nil



Legislative Requirements  
Local Government Act 1995

Strategic Implications  
Nil

Sustainability Implications

*Environment*

There are no known environmental implications.

*Economic*

There are no known economic implications.

*Social (Community Consultation)*

There has been no community consultation.

Financial Implications

The Shire will be forgoing rate income of \$188.44.

Voting Requirements

Absolute Majority (if allowing the discount)

Simple Majority (if no discount is allowed)

Officer/Committee Recommendation/Resolution

**MOTION 8724**

Moved           Cr KL Carter

Seconded       Cr AR Dickins

That no discounts be allowed on assessments A6146 as payment was clearly received after the due date.

**CARRIED 8/0**

15.6 **CEO House (Lot 503 Salmon Gums Place) - ensuite and bathroom upgrade**

Applicant: Shire of Dalwallinu  
File No: CP/12 – Maintenance  
Previous Meeting Reference: Finance & Audit Committee Meeting – 18 October 2016  
Attachments: Nil  
Author: Mr Keith Jones  
Disclosure of Interest: Nil  
Date of Report: 17 October 2016  
Senior Officer: Mr Tony Doust

---

Purpose of Report

To consider the upgrading of the CEO House ensuite and bathroom.

Background

Staff have investigated the requirements to upgrade the CEO house ensuite and bathroom. The recommendation and quotes from Tally Homes are submitted for consideration.

Comment

Access to qualified tradespersons in this area is difficult but Tally Homes have presented a reasonable proposal. The ensuite is to be completely replaced at a cost of \$7,449.09 plus GST and the bathroom has two options that can be considered, a full replacement of the bathroom costing \$8,350.66 plus GST or a partial replacement leaving the current bath in place for \$4,114.96 plus GST.

The attached quotes do not include plumbing and electrical costs and an allowance of \$2,000 would need to be included to ensure full completion of the project.

\$17,799 or \$13,564

Policy Requirements

3.5 Purchasing Policy - Shire of Dalwallinu – whilst the policy requires 3 verbal quotes obtaining this one has been difficult. Attempting to find two others would delay this project even more.

Local Government (Functions and General) Regulations 1996 – Reg 11A – Purchasing policies

Legislative Requirements

Local Government Act 1995 – s5.37 Tender for goods and services

Strategic Implications

Nil

Sustainability Implications

*Environment*

There are no environmental implications.

*Economic*

There are no economic implications.

*Social (Community Consultation)*

There has been no community consultation.

Financial Implications

This matter has not been budgeted for in the current 2016/2017 financial year.

Voting Requirements

Absolute Majority

Officer/Committee Recommendation

That the CEO house ensuite be replaced at a cost of \$7,449.09 plus GST and the bathroom be partially upgraded at a cost of \$4,114.96 plus GST with an additional \$2,000 set aside for plumbing and electrical works.

**MOTION**

Moved            Cr IW Hyde  
Seconded        Cr NW Mills

That the CEO house situated at Lot 503 Salmon Gums Place, ensuite be partially upgraded at a cost of \$7,449.09 plus GST and the bathroom be partially upgraded at a cost of \$4,114.96 plus GST with an additional \$2,000 set aside for plumbing and electrical works.

**AMENDMENT 8725**

Moved            Cr KM McNeill JP  
Seconded        Cr KJ Christian

That the CEO house situated at Lot 503 Salmon Gums Place, ensuite be replaced at a cost of \$7,449.09 plus GST and the bathroom be replaced at a cost of \$8,350.66 plus GST with an additional \$2,000 set aside for plumbing and electrical works.

**CARRIED 6/2**

Resolution

**AMENDMENT PUT AS MOTION 8726**

Moved           Cr IW Hyde  
Seconded       Cr NW Mills

That the CEO house situated at Lot 503 Salmon Gums Place, ensuite be replaced at a cost of \$7,449.09 plus GST and the bathroom be replaced at a cost of \$8,350.66 plus GST with an additional \$2,000 set aside for plumbing and electrical works.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## **16.0 MATTERS FOR CONSIDERATION - ADMINISTRATION**

### **16.1 Shire Office Opening Hours – 2016/17 Christmas – New Year Period**

Applicant: Shire of Dalwallinu  
File No: CR/10 – Community Consultation  
Previous Meeting Reference: Nil  
Attachments: Nil  
Author: Mr Tony Doust

Disclosure of Interest: Nil  
Date of Report: 4<sup>th</sup> October 2016  
Senior Officer: Mr Tony Doust

---

#### Purpose of Report

To consider the opening hours of the Shire Office during the Christmas/New Year Period 24<sup>th</sup> December 2016 to 3<sup>rd</sup> January 2017.

#### Background

The following Public Holidays apply to the 2016/17 Christmas New Year period:

Monday 26<sup>th</sup> December 2016 (Boxing Day)  
Tuesday 27<sup>th</sup> December 2016 (Day in Lieu of Christmas day)  
Monday 2<sup>nd</sup> January 2017 (Day in Lieu of New Years day)

#### Comment

Given the position it is proposed that the Shire Office be closed on:

Wednesday 28<sup>th</sup> December 2016  
Thursday 29<sup>th</sup> December 2016  
Friday 30<sup>th</sup> December 2016

Office staff will be asked to take either:-

Annual Leave  
RDO's  
Special Leave (If available)  
Day Off without Pay

Council approval to close the office as above is now sought to allow the closure to be advertised.

#### Policy Requirements

No specific policy.

Legislative Requirements

N/A

Strategic Implications

N/A

Sustainability Implications

*Environment*

N/A

*Economic*

N/A.

*Social (Community Consultation)*

N/A

Financial Implications

Nil

Voting Requirements

Simple Majority

Officer/Committee Recommendation/Resolution

**MOTION 8727**

Moved           Cr IW Hyde  
Seconded       Cr AR Dickins

1. That Council approves the closure the Shire office on the following days during the 2016/17 Christmas/New Year period:  
    Wednesday 28<sup>th</sup> December 2016  
    Thursday 29<sup>th</sup> December 2016  
    Friday 30<sup>th</sup> December 2016
2. The closure be advertised in the Local Papers.

**CARRIED 8/0**

## **17.0 URGENT BUSINESS BY DECISION OF THE MEETING**

Nil

4.08pm Mrs GC Matias left the Council Chambers.

## **18.0 CONFIDENTIAL BUSINESS - As per Local Government Act 1995, Section 5.23(2)**

### **18.1 Appointment of a Senior Employee – Manager of Works**

#### **MOTION 8728**

Moved Cr KL Carter  
Seconded Cr KM McNeill JP

That the Chief Executive Officer's recommendation to employ Mr William Taylor in the position of Manager of Works & Services for a period of five (5) years commencing on the 28<sup>th</sup> November 2016, with a starting salary package of \$144,616, be accepted and implemented.

**CARRIED 8/0**

4.11pm Mrs GC Matias returned to the Council Chambers.

## **19.0 SCHEDULING OF MEETING**

#### **MOTION 8729**

Moved Cr AR Dickins  
Seconded Cr KM McNeill JP

That an Ordinary Meeting of Council be held on 22<sup>nd</sup> November 2016 at Council Chambers, Dalwallinu commencing at 3.30pm.

**CARRIED 8/0**

## **20.0 CLOSURE**

There being no further business, the Chairperson closed the meeting at 4.12pm.

<b>21.0      CERTIFICATION</b>
--------------------------------

I, **Steven Clifford CARTER**, certify that the Minutes of the meeting held on 25<sup>th</sup> October 2016, as shown on page numbers 1 to 53 were confirmed as a true record at the meeting held on the 22<sup>nd</sup> November 2016.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE