



## Ordinary Council Minutes

Tuesday, 24 September 2019 at 3.30pm

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## SHIRE OF DALWALLINU

**AGENDA** for the Ordinary Meeting of Council to be held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday, 24 September 2019, commencing at 3.30pm.

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

The Chairperson (President) opened the meeting at 3.33pm.

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

### **3 ATTENDANCE RECORD**

#### **3.1 Present**

Shire President	Cr SC Carter Cr GH Sanderson Cr KM McNeill Cr JA Huggett Cr BH Boys Cr KJ Christian Cr AR Dickins
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Chief Executive Officer	Mrs JM Knight
Executive Assistant	Ms EJ Dutton

#### **3.2 Apologies**

Deputy Chief Executive Officer	Mr KT Jones
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#### **3.3 Leave Of Absence Previously Granted**

Cr KL Carter  
Cr NW Mills

### **4 DECLARATIONS OF INTEREST**

Nil

### **5 PUBLIC QUESTION TIME**

Nil

#### **5.1 Response to Previous Public Questions Taken on Notice**

Nil

#### **5.2 Public Question Time**

Nil

**6 MINUTES OF PREVIOUS MEETINGS**

**6.1 Ordinary Council Meeting – 27 August 2019**

**MOTION 9427**

Moved                   Cr BH Boys  
Seconded               Cr JA Huggett

That the Minutes of the Ordinary Meeting of Council held 27 August 2019 be confirmed.

**CARRIED 7/0**

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

Nil

**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)**

## REPORTS

### 9.1 WORKS & SERVICES

#### 9.1.1 Reserve 25722 – Wubin Dam\*

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	WS/9 – Water Supply - General
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	Wubin dam - diagram

#### **Purpose of Report**

Council is requested to consider accepting the transfer of part of Reserve 25722 (containing the Wubin Dam) and applying for an interim license to continue using the dam.

#### **Background**

Correspondence was received on 28 August 2019 from Water Corporation advising that part of Crown Reserve 25722 containing the Wubin dam and catchment was no longer utilised by the Water Corporation for operational purposes. As such, this part of Crown Reserve 25722 may be available for transfer to the Shire of Dalwallinu.

It is to be noted that as parts of Reserve 25722 remain operational, Water Corporation would retain an interest in the land containing the tanks and the associated pipeline corridors. An indicative subdivision layout is attached to this report.

#### **Consultation**

Water Corporation  
Manager Works & Services

#### **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 the water from the Wubin Dam is currently used for road construction in the Shire, it is the Officer’s recommendation that we accept the transfer as there is very little water supply in the area.

Given that the process of transferring the Reserve to the Shire may take some eighteen (18) months to complete, if the Shire wishes to continue using the dam in the interim period, a license with the Water Corporation will need to be established.

**Officer Recommendation/Resolution**

<b><u>MOTION 9428</u></b>	
Moved	Cr BH Boys
Seconded	Cr KM McNeill
That Council:	
1. Direct the Chief Executive Officer to advise Water Corporation that they are willing to accept the part of Crown Reserve 25722 containing the Wubin Dam;	
2. Direct the Chief Executive Officer to apply for a license with Water Corporation to use the water within the Wubin Dam.	
<b>CARRIED 7/0</b>	



### 9.1.2 Request to Call E-Quotes for a Loader

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	FM/28 - Tendering
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Will Taylor, Manager Works & Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### **Purpose of Report**

Council is requested to authorise the calling of e-quotes for the supply of a Loader.

#### **Background**

The current John Deere Loader was purchased in 2012 and is included in the Plant Replacement Programme for replacement this financial year.

#### **Consultation**

Chief Executive Officer

#### **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**

An allocation of \$315,000 has been included in the 2019-2020 budget with revenue of \$55,000 for the trade in of the existing John Deere Loader.

#### **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 e-quote is expected to be called on Friday 27 September 2019 and close on Friday 18 October 2019.

The proposed weighting for scoring of the e-quotes is listed below:

Description	Weighting
Break down and back up service	30%
Warranty period of machine	25%
Operational efficiency	20%
Tendered price	25%
<b>Total</b>	<b>100%</b>

The e-quotes received will be presented to the Ordinary Meeting of Council scheduled for 19 November 2019.

**Officer Recommendation/ Resolution**

**MOTION 9429**

Moved           Cr GH Sanderson  
Seconded       Cr AR Dickins

That Council authorise the calling of e-quotes for the supply of one Loader with the following weighted scoring:

1. Break down and back up service	30%
2. Warranty period of machine	25%
3. Operational efficiency	20%
4. Tendered price	25%

**CARRIED 7/0**

### 9.1.3 Wheatbelt Secondary Freight Network Program\*

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	RO/24 – Local Road Projects
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	1. Program Governance Plan 2. MCA Methodology 3. Project Delivery Plan

#### **Purpose of Report**

Council is requested by the Wheatbelt Secondary Freight Network Steering Committee that the associated 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration, via a formal resolution of Council.

#### **Background**

42 Local Governments of the Wheatbelt region have worked collaboratively for over four (4) years to secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. The Wheatbelt Secondary Freight Network (WSFN) Program has successfully been allocated \$70 million of Federal funding (ROSI) and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded. The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

Attached is the Program Governance Plan (PGP) which identifies how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG) and Local Governments. The PGP will provide a framework and guidelines for all members of the WSFN Program to operate within. The PGP will be used to communicate to all stakeholders how the program will be governed. This PGP should be read in conjunction with the attached Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how on-ground capital works will be delivered for Stage 1 and beyond.

Now that the initial funding for the delivery of on-ground capital works for Stage 1 has been confirmed, it is proposed that all 42 Local Governments formalise their commitment to WSFN Program, to be eligible for future funding and project consideration. It is requested by the WSFN Steering committee that this formal commitment from all 42 Councils be via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSFN program documents:

- Project Governance Plan
- Program Delivery Plan
- Multi Criteria Analysis Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSFN program formalising the ongoing commitment to the program.

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding.

A prioritisation of the Wheatbelt Secondary Freight Network routes will via a multi-criteria analysis (MCA) will be developed to score each route based on the available data submitted by Local Governments and the Revitalising Agricultural Region Freight (RARF) strategy being coordinated by the WA State Government. The criteria upon which each route will be assessed in the MCA includes:

Data Set	Description
ROSMA KSI Rate	ROSMA data will be supplied by Main Roads WA. It captures the rate of 'Killed or Serious Injury' (KSI) incidents on a route.
Seal Width	The seal width of the road described as a percentage of the route length, allowing an average seal width will be applied across the route. Seal width will be compared to a minimum seal width of 7m as per a Type 5 road.
Road Condition	Shire's have assessed road condition on a one to five scale, which has been applied as a direct metric. Five indicating very poor condition
ADT Counts	Average Daily Traffic counts provide data on the average number of total vehicles traveling on a road per day over the measurement period, capturing both heavy and light vehicle use.
ESA Counts	An Equivalent Standard Axle is defined as a dual tyred single axle transmitting 8.2 tonne to the pavement. ESA counts are therefore reflective of the total number and load of heavy vehicles that impact a road.

On-ground works for the WSN program are expected to commence in financial year 2020/21 and be staged over a three (3) to five (5) year period depending upon Federal Government stipulations.

For the year 2019/20 the WSN have identified 2 x pilot projects to begin on-ground works and refine project delivery methodologies and processes. These will be \$1 million dollars each and have been identified for the following Shires:

- Wheatbelt North
  - Shire of Victoria Plains
  - Lancelin to Meckering Route
  - Mogumber - Yarawindah Road
  - Project value \$1M
- Wheatbelt South
  - Shire of Quairading
  - Cunderdin to Kweda Route
  - Cunderdin - Quairading Road
  - Project Value \$1M

## Consultation

Manager Works & Services

## Legislative Implications

*Local Government Act 1995*

## **Policy Implications**

Nil

## **Financial Implications**

Local Governments with projects approved over the course of the WSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

## **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**

### ***Program Governance Plan***

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

### ***Project Delivery Plan***

The program delivery structure aims to utilise existing resources across the Local Governments of the Wheatbelt RRG with input from other key program Working Group member organisation representatives. It also outlines the engagement of a Lead Consultant to undertake project management of the external technical consultancy components of the project.

The WSFN has a strong project management and governance experience, which has been working on this project since 2017. The program has thus far been coordinated by the Working Group, with Garrick Yandle, CEO Shire of Kulin, (previously Executive Manager of Infrastructure with the Shire of Dandaragan) undertaking the role of Program Manager. The Working Group has been in close

consultation with all member organisations, key stakeholders, as well as the design consultant and various state government regulatory authorities and potential funding bodies.

### ***Multi Criteria Analysis Methodology***

In order to demonstrate best outcomes and value for money it is necessary to develop a transparent process to identify which routes have the highest priority for the limited available funding.

A preliminary prioritisation of the Wheatbelt Secondary Freight Network routes was performed to provide an initial example of the future process and assist in identifying high-value routes. A simple MCA was developed to score each route on the available data. This was undertaken as part of the Business Case development and funding submission process.

The objective of the MCA is therefore to accurately reflect the relative need for upgrade works for each route across the network. To achieve this, the MCA must be based on clear and justifiable scoring system that uses good-quality and verifiable data.

Officers from LGs with prioritised projects will be essential to ensure successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the PTT to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible neighbouring LGs will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

- Individual Shires will provide the following to the Steering Committee for approval before any funding will be released
  - Scope
  - Budget
  - Methodology
  - Delivery
- WSN 5 Year Plan incorporated in their LTFP.
- Individual Shires incorporate into Council Budgets Annually.
- Funding will be distributed to LGs via MRWA in accordance with Governance Plan.

## Officer Recommendation/Resolution

### **MOTION 9430**

Moved            Cr GH Sanderson  
Seconded       Cr BH Boys

That Council:

1. Formalise their commitment to the program the Wheatbelt Secondary Freight Network Program enabling them to be eligible for future funding and project consideration;
2. Receive the following WSFN Program documents which outline how the WSFN Steering Committee propose to administer the WSFN Program:
  - Program Governance Plan
  - Program Delivery Plan
  - Multi Criteria Analysis Methodology.
3. Endorse the processes and procedures outlined in the Program Governance Plan which enables the Wheatbelt North and Wheatbelt South Regional Road Groups and the WSFN Steering Committee to make decisions in accordance with in the Program Governance Plan.

**CARRIED 7/0**

#### 9.1.4 Sale of Loader by Tender

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	PS/9 Plant and Equipment - Disposal
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Will Taylor, Manager Works and Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### **Purpose of Report**

Council is requested to consider the Sale by tender of the John Deere 624K loader.

#### **Background**

Council has included in the 2019-2020 budget a provision for the purchase of a new loader and trade in the existing John Deere 624K loader. After some discussion it was decided to put the loader up for tender to test the market verses trading in the loader.

#### **Consultation**

Nil

#### **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**

An allocation has been included in the 2019-2020 budget with revenue of \$55,000 for the trade in of the existing John Deere Loader.

#### **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**

The item will be advertised in the West Australian, Totally Locally, Kalannie Kapers, Shire Facebook page and Shire website.

Once the tender period has closed an item will be brought back to Council

**Officer Recommendation/Resolution**

**MOTION 9431**

Moved            Cr JA Huggett

Seconded       Cr KJ Christian

That Council authorise the Chief Executive Officer to advertise the disposal by way of tender the John Deere 624K Loader.

**CARRIED 7/0**

## 9.2 PLANNING & DEVELOPMENT SERVICES

### 9.2.1 Development Application (DA 021920) – Proposed Outbuilding\*

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Sian Lee
<b>File ref</b>	A748
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Doug Burke, Manager Planning & Development Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	Documents supporting the application

#### **Purpose of Report**

To consider an application for approval to allow for the proposed construction of an outbuilding (shed) as submitted by the applicant on 29 August 2019.

The proposal requires planning approval as it does not comply with the deemed-to-satisfy provisions of the *State Planning Policy 3.1 – Residential Design Codes (R-Codes)*.

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

#### **Background**

Subject Property:	5 McNeill Street (Lot 136), Dalwallinu
Land Use Zoning:	Residential 10/30
Property Owner:	SE Lee
Applicant:	Owner
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Outbuilding (Class 10a)
Value of Development:	\$15K
Outside Consultation:	Nil



Subject site (Synergysoft)   Proposed Building

The proposal is for the construction of a shed from new materials at the rear of the property. The steel framed and clad building will be erected on a monolithic concrete slab. The dimensions are 12,000mm (L) x 6,000mm (W) x 3,030mm (H) with 2,500mm to the eaves.

The shed with 3 vehicular access doors on the northern elevation and a window on the eastern elevation will be situated to the west of the existing single dwelling. It is proposed to provide a 600mm setback from the southern and western property boundaries.

**Consultation**

Nil

**Legislative Implications**

State

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<sup>o</sup> 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	<i>State Planning Policy 3.1 Residential Design Codes.</i> Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Design Codes is to conform to the provisions of those Codes.
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

<p>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</p>	<p>The proposed development is regarded as being suitable in the context of its siting in an established Residential area.</p> <p>The streetscape would not be overly degraded by any perceived loss of visual amenity.</p>
<p>The amenity of the locality including the following —</p> <ul style="list-style-type: none"> <li>(i) environmental impacts of the development;</li> <li>(ii) the character of the locality;</li> <li>(iii) social impacts of the development</li> </ul>	<p>Having regard to its location and the overall assessment of the proposal as contained in this report the site will adequately accommodate the proposed works in that:</p> <p>The proposed development will not create any unreasonable detrimental impacts on adjoining or nearby properties;</p> <p>The subject site is not subject to any natural hazards that would prohibit the construction and operation of the development in the proposed form.</p>
<p>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</p>	<p>Nil impact</p>
<p>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</p>	<p>There is no evidence of significant trees or other vegetation of note that should be retained.</p>
<p>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</p>	<p>The land does not have a history of experiencing these types of events.</p>
<p>The suitability of the land for the development taking into account the possible risk to human health or safety</p>	<p>No health or safety issues identifiable.</p>
<p>the adequacy of —</p> <ul style="list-style-type: none"> <li>(i) the proposed means of access to and egress from the site; and</li> <li>(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles</li> </ul>	<p>Nil impact</p>

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	No identified issues
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, sewerage 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 is occupied by a single storey residence 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	The development proposal was not advertised
The comments or submissions received from any authority consulted under clause 66	Not applicable
Any other planning consideration the Council considers appropriate	Nil identified

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.

### **Policy Implications**

#### Local

#### *6.1 Sheds on Residential Land – Building Permits*

The policy states that a shed proposed to be constructed on residential land may only be considered when ‘a dwelling is in existence on the Lot’. This proposal satisfies that policy statement.

### **Financial Implications**

Nil

## Strategic Implications

Nil

## Site Inspection

Site inspection undertaken: Yes

## 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 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.

The proposed development would normally be considered under the R-Codes for a building permit - if it complied with the inherent deemed-to-comply provisions. Part 6 of the R-Codes permit outbuildings without prior planning approval if:

- *The floor area does not exceed 60m<sup>2</sup>.*  
Comment: **Non-compliant**. Floor area of proposed shed is 72m<sup>2</sup>.
- *Wall height does not exceed 2.4m.*  
Comment: **Non-compliant**. Wall height to the eaves is noted as 2.5m.
- *Ridge height does not exceed 4.2m.*  
Comment: **Compliant**. Ridge height will be 3.03m from finished ground level.
- *Not within the primary or secondary street setback.*  
Comment: **Compliant**.
- *Minimum open space of 45%.*  
Comment: **Compliant**. There will remain approximately 63.8% (353m<sup>2</sup>/980m<sup>2</sup>) of open space on the allotment after the development.

The footprint of the proposed outbuilding exceeds that allowed for under the State residential policy by a factor of 12 metres (+17%). This, however, is offset by the demolition and removal of the existing lean-to shed that has a footprint of approximately 28m<sup>2</sup>.

The non-compliance of the height of the walls is regarded as a minor issue as it does not compromise the privacy of the adjacent landowner and does not increase the overshadowing impact on the

identified property. The adjoining property is a special use zone under the Planning Scheme designated as being a 'Place of Worship'.

### **Officer Recommendation/Resolution**

#### **MOTION 9432**

Moved                    Cr BH Boys  
Seconded                Cr AR Dickins

That Council approve the development application (DA 021920) for 5 McNeill 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 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 unless the use or development permitted is substantially commenced within two years of the date of this permit;
- 3) During the construction of the development, the applicant shall implement suitable public safety and site security control measures;
- 4) All stormwater collected from the development roof catchment must be managed so as not to have a detrimental effect on the footings of the development or on neighbouring property;
- 5) The use of development will be ancillary to the existing dwelling. Any non-residential use shall only be permitted through subsequent planning approval if the proposed use does not detract from the amenity of the area.

**CARRIED 7/0**



## 9.2.2 Development Application (DA 031920) – Proposed Outbuilding\*

Report Date:	24 September 2019
Applicant:	Jarrold Morgan
File Ref:	A275
Previous Meeting Reference:	Nil
Prepared By:	Doug Burke, Manager Planning & Development Services
Supervised by:	Jean Knight, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Documents supporting the application

### Purpose of Report

To consider an application for approval to allow for the proposed construction of an outbuilding (shed) as submitted by the applicant on 5 September 2019.

The proposal requires planning approval as it does not comply with the deemed-to-satisfy provisions of the *State Planning Policy 3.1 – Residential Design Codes (R-Codes)*.

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

### Background

Subject Property:	7 Shannon Street (Lot 136), Dalwallinu
Land Use Zoning:	Residential 10/30
Property Owner:	JK Morgan
Applicant:	Owner
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Outbuilding (Class 10a)
Value of Development:	\$14K
Outside Consultation:	Nil

The proposal is for the construction of a shed from new materials at the rear of the property. The steel framed and clad building will be erected on a monolithic concrete slab. The dimensions are 14,000mm (L) x 8,000mm (W) x 3,735mm (H) with 3,024mm to the eaves.

The shed with 2 vehicular access doors and a personal access doorway on the northern elevation and will be situated to the west of the existing single dwelling. It is proposed to provide a 1500mm setback from the southern and western property boundaries.

The intended use of the shed is for “the storage and light personal mechanical work.”



Subject site (Synergysoft)  - Proposed Building

### Consultation

Nil

### Legislative Implications

#### State

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<sup>o</sup> 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	<i>State Planning Policy 3.1 Residential Design Codes</i> . Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Design Codes is to conform to the provisions of those Codes.
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,	The proposed development is regarded as being suitable in the context of its siting in an established Residential area.  The streetscape would not be overly degraded by any perceived loss of visual amenity.

orientation and appearance of the development	
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	Having regard to its location and the overall assessment of the proposal as contained in this report the site will adequately accommodate the proposed works in that: The proposed development will not create any unreasonable detrimental impacts on adjoining or nearby properties; The subject site is not subject to any natural hazards that would prohibit the construction and operation of the development in the proposed form.
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	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	No health or safety issues identifiable.
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	Nil impact
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	No identified issues
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;	No public transport services available Water, sewerage and electricity services are available Solid waste can be adequately stored and removed from site. N/A

(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities); (v) access by older people and people with disability	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 is occupied by a single storey residence 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	The development proposal was not advertised
The comments or submissions received from any authority consulted under clause 66	Not applicable
Any other planning consideration the Council considers appropriate	Nil identified

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.

### **Policy Implications**

#### Local

#### *6.1 Sheds on Residential Land – Building Permits*

The policy states that a shed proposed to be constructed on residential land may only be considered when ‘a dwelling is in existence on the Lot’. This proposal satisfies that policy statement.

### **Financial Implications**

Nil

### **Strategic Implications**

Nil

### **Site Inspection**

Site inspection undertaken: Yes

### **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 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.

The proposed development would normally be considered under the R-Codes for a building permit - if it complied with the inherent deemed-to-comply provisions. Part 6 of the R-Codes permit outbuildings without prior planning approval if:

- *The floor area does not exceed 60m<sup>2</sup>.*  
Comment: **Non-compliant**. Floor area of proposed shed is 112m<sup>2</sup>.
- *Wall height does not exceed 2.4m.*  
Comment: **Non-compliant**. Wall height to the eaves is noted on the plans as 3.02m.
- *Ridge height does not exceed 4.2m.*  
Comment: **Compliant**. Ridge height will be 3.75m from finished ground level.
- *Not within the primary or secondary street setback.*  
Comment: **Compliant**.
- *Minimum open space of 45%.*  
Comment: **Compliant**. There will remain approximately 63.8% (353m<sup>2</sup>/980m<sup>2</sup>) of open space on the allotment after the development.

The footprint of the proposed outbuilding exceeds that allowed for under the State residential policy by a factor of 52m<sup>2</sup> (+86%). This, however, is offset by the demolition and removal of the existing lean-to shed that has a footprint of approximately 87m<sup>2</sup>.

The non-compliance of the height of the walls is regarded as a minor issue as it does not compromise the privacy of the adjacent landowner and does not increase the overshadowing impact on the identified property given the 1500mm setback from the southern boundary. The adjoining property, Lot 340 Dungey Street has been developed with a single dwelling.

## Officer Recommendation/Resolution

### **MOTION 9433**

Moved                   Cr AR Dickins  
Seconded               Cr KM McNeill

That Council approve the development application (DA 031920) for 7 Shannon 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 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 unless the use or development permitted is substantially commenced within two years of the date of this permit;
- 3) During the construction of the development, the applicant shall implement suitable public safety and site security control measures;
- 4) All stormwater collected from the development roof catchment must be managed so as not to have a detrimental effect on the footings of the development or on neighbouring property;
- 5) The use of development will be ancillary to the existing dwelling. Any non-residential use shall only be permitted through subsequent planning approval if the proposed use does not detract from the amenity of the area.

**CARRIED 7/0**

### 9.2.3 Draft Amendment to the Local Planning Scheme: Amendment N°6\*

<b>Report date</b>	24 September 2019
<b>Applicant</b>	John Fuller
<b>File ref</b>	A760
<b>Previous Meeting Reference</b>	OCM 25 June 2019 (M9380)
<b>Prepared by</b>	Doug Burke, Manager Planning & Development Services
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	Proposal for amendment (6) to the local planning scheme

#### **Purpose of Report**

For Council to consider Scheme Amendment No.5 to the *Shire of Dalwallinu Planning Scheme No. 2* (Planning Scheme) following public advertising.

The recommendation is that Council adopt the proposal as a draft amendment to the Planning Scheme and advise the Western Australia Planning Commission of such.

#### **Background**

Subject Property:	Lot 148 on Deposited Plan 41446 – Leahy Street, Pithara
Land Use Zoning:	Reserve ‘Recreation’
Property Owner:	John W Fuller
Applicant:	Owner
Consent Authority:	Western Australia Planning Commission

The following resolution was made at the Ordinary Meeting of Council held 25 June 2019.

#### **‘MOTION 9380**

*Moved* Cr BH Boys

*Seconded* Cr KM McNeill

*That Council adopt the proposed amendment (Amendment No 6) to the Shire of Dalwallinu Town Planning Scheme No 2 for the purpose of reclassifying:*

- *That portion of Lot 148 DP 414346 Leahy Street, Pithara as depicted on the Scheme Amendment map.*

*The Amendment is standard under the provisions of the Planning and Development (Local Planning Schemes) Regulations 2015 for the following reasons:*

- (a) the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;*
- (b) the amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area; and*
- (c) the amendment is not a complex or basic amendment.*

**CARRIED 9/0’**



The amendment was advertised for public comment for a period for 42 days, ending 18 September 2019. No submissions were received during the advertising period.

**Consultation**

Nil

**Legislative Implications**

State

*Planning & Development Act 2005*

*Planning & Development (Local Planning Schemes) Regulation 2015*

Local

*Shire of Dalwallinu Town Planning Scheme No. 2*

**Policy Implications**

Nil

**Financial Implications**

Nil. The proponent will be responsible for all costs associated with undertaking the amendment process if adopted.

**Strategic Implications**

Nil

**Site Inspection**

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 economic implications associated with this proposal.

Environmental implications

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

**Officer Comment**

The proposed amendment has been determined as being a ‘standard’ amendment for the following reasons as it is:

- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- (b) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- (c) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- (d) not a complex or basic amendment.

Before the end of the consideration period for a standard amendment to a local planning scheme Council must pass a resolution —

- (a) to support the amendment without modification; or

- (b) to support the amendment with proposed modifications to address issues raised in the submissions; or
- (c) not to support the amendment.

**Officer Recommendation/Resolution**

**MOTION 9434**

Moved            Cr AR Dickins  
Seconded       Cr KM McNeill

That Council resolve to:

1. Pursuant to Section 75 of the *Planning and Development Act 2005* and Part 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, support Amendment N° 6 to the *Shire of Dalwallinu Local Planning Scheme N°2*, to:  
Amend the scheme map to rezone the following property:
  - Lot 148 on Deposited Plan 414346 – Leahy Street, Pithara from ‘Reserve – Recreation’ to ‘Townsite’ as depicted on the Scheme Amendment map;
2. Authorise the Shire President and Chief Executive Officer to sign and affix the Common Seal to the documents associated with Amendment N° 6 to the *Shire of Dalwallinu Local Planning Scheme N°2*;
3. Pursuant to Part 5 of the *Planning and Development (Local Planning Scheme) Regulations 2015*, forward Amendment N° 6 and Council’s decision to the Western Australian Planning Commission for consideration.

**CARRIED 7/0**

## 9.3 CORPORATE SERVICES

### 9.3.1 Accounts for Payment for August 2019\*

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	FM/9 Financial Reporting
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Hanna Jolly, Accounting Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	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 August 2019 from the Municipal Account, to the sum of \$4,896.26 paid by cheque and \$659,709.57 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 \$2,311,046.88. In addition, payments of \$64,834.40 were made from the Trust Account. The total payments from all accounts being \$2,375,881.28 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 9435**

Moved Cr KM McNeill  
Seconded Cr JA Huggett

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 August 2019 under Chief Executive Officer’s delegated authority is endorsed in respect to the following bank accounts:

1. Municipal Fund Account totalling \$2,311,046.88 consisting of:

Cheque Numbers (35202-35203)	\$4,896.26
EFT Payments (EFT 9770-9880) (Excluding Trust EFT 9770-9771, EFT 9803-9807, EFT 9880)	\$659,709.57
EFT Payments – Payroll	\$116,569.00
Direct Debit – Credit Card (DD15190.1-11)	\$5,565.41
Direct Debit – Superannuation	\$23,605.53
Bank Fees	\$701.11
Transfer to Muni Excess Funds Term Deposit	\$1,500,000.00

2. Trust Account totalling \$64,834.40 consisting of:

Cheque Numbers (647)	\$2,608.00
EFT Payments (EFT 9770-9771, EFT9803-9807 & EFT 9880)	\$1,475.40
Direct Debit Payments to DPI	\$60,751.00

**CARRIED 7/0**

### 9.3.2 Monthly Financial Statements for August 2019\*

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	FM/9 Financial Reporting
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Hanna Jolly, Accounting Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	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 August 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 August 2019. It is to be noted that financial statements for the 2018-19 financial year are yet to be audited which might change the opening position for 2019-20 financial year.

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**

<b><u>MOTION 9436</u></b>	
Moved	Cr AR Dickins
Seconded	Cr KM McNeill
That Council accept the Financial Reports as submitted for the month ending 31 August 2019.	
<b>CARRIED 7/0</b>	

## 9.4 CHIEF EXECUTIVE OFFICER

### 9.4.1 Setting of 2020 Ordinary Council Meeting Dates

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	CR/7 – Community Relations - Meetings
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	Nil

#### **Purpose of Report**

Council is requested to endorse the proposed dates for Ordinary Council Meetings in 2020.

#### **Background**

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

#### **Consultation**

Nil

#### **Legislative Implications**

##### State

*Local Government (Administration) Regulations 1996*

#### **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

In determining meeting dates for 2020, consideration needs to be given to school and public holidays and their impact on agenda distribution, meeting clashes, Councillors and the general public's ability to attend the scheduled meetings.

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

Usual meeting cycle	Scheduled holidays (i.e school and public holidays)	Suggested meeting date
25 February 2020	School returns 4 February 2020	25 February 2020
24 March 2020	Monday 3 March – Labour Day	24 March 2020
28 April 2020	<u>School Holidays</u> Saturday 10 April – Sunday 26 April  <u>Public Holidays</u> Friday 10 April – Good Friday Monday 13 April – Easter Monday Monday 27 April – Anzac Day	28 April 2020
26 May 2020		26 May 2020
23 June 2020	Monday 2 June – WA Day	23 June 2020
28 July 2020	<u>School Holidays</u> Saturday 4 July – Sunday 19 July	28 July 2020
25 August 2020		25 August 2020
22 September 2020	<u>School Holidays</u> Saturday 26 September – Sunday 11 October  <u>Public Holiday</u> Monday 28 September	22 September 2020
27 October 2020		27 October 2020
24 November 2020		24 November 2020
22 December 2020	<u>School Holidays</u> Saturday 18 December  <u>Public Holidays</u> Thursday 25 December – Christmas Day Friday 26 December – Boxing Day	15 December 2020

An amendment to the usual meeting cycle has only occurred for the month of December due to the meeting date falling the week that the Shire shuts down for the Christmas closure period, leaving minimal time to produce the minutes in the required time.



## Officer Recommendation/Resolution

### **MOTION 9437**

Moved           Cr JA Huggett  
Seconded       Cr KM McNeill

That Council:

1. Endorse the following meeting dates for Ordinary Meetings of Council of the Shire of Dalwallinu for the 2020 calendar year to be held in the Council Chambers at the Shire of Dalwallinu Administration Centre commencing at 3.30pm:
  - a) 25 February 2020
  - b) 24 March 2020
  - c) 28 April 2020
  - d) 26 May 2020
  - e) 23 June 2020
  - f) 28 July 2020
  - g) 25 August 2020
  - h) 22 September 2020
  - i) 27 October 2020
  - j) 24 November 2020
  - k) 15 December 2020
  
2. Approves the advertising of the 2020 meeting dates in accordance with the *Local Government (Administration) Regulations 1996*.

**CARRIED 7/0**

#### 9.4.2 Fraud and Corruption Control Plan\*

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	GO/9 – Governance - Reporting
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	1. Report from Office of Auditor General 2. DRAFT Fraud and Corruption Control Plan

#### **Purpose of Report**

Council is requested to endorse the DRAFT Fraud and Corruption Control Plan.

#### **Background**

The Office of the Auditor General recently conducted a performance audit on five (5) local governments to assess whether the local governments have taken appropriate steps to prevent fraud.

There are 148 entities in Western Australia. In 2017-2018, the sector spent more than \$4 billion, employed around 17,000 staff and administered \$45 billion of assets. Fraud in this sector could result in substantial material and reputational losses, and this level of risk calls for entities to implement strong controls and better practice approaches to reduce the threat of fraud.

The Office of the Auditor General released the report *“Fraud Prevention in Local Government”* in August 2019.

This audit found that many local governments have not assessed their fraud risks, and do not have comprehensive fraud management plans and programs.

#### **Consultation**

Nil

#### **Legislative Implications**

State

*Local Government (Administration) Regulations 1996*

#### **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

The recommendations out of the report from the Auditor General are as follows:

*“In line with better practice, all entities should ensure they implement a coordinated approach to manage their fraud risks. Entities should:*

- 1. Assess fraud risks across their business*
- 2. Develop a Fraud and Corruption Control Plan and review it at least once every two (2) years*
- 3. Develop and implement a periodic fraud awareness training program for all staff*
- 4. Ensure that all conflicts of interest are recorded, assessed and appropriate management plans are in place*
- 5. Have policies and procedures in place to verify the identity and integrity of employees and suppliers*
- 6. Document clear internal processes and systems to report any potential fraud, that include anonymous reporting*
- 7. Collect and analyse information received about potential fraud to identify any trends and emergency issues.”*

The Fraud and Corruption Control Plan has been developed as per Point 2 of the recommendations. Procedures are currently being developed for the other points and training on Public Interest Disclosures for all staff is planned to be held over the next two (2) months.

## Officer Recommendation/Resolution

### **MOTION 9438**

Moved            Cr KM McNeill  
Seconded       Cr AR Dickins

That Council endorse the Shire of Dalwallinu Fraud and Corruption Control Plan as attached to this report.

**CARRIED 7/0**

### 9.4.3 Adoption of Policy 4.14 Secondary Employment\*

<b>Report date</b>	24 September 2019
<b>Applicant</b>	Shire of Dalwallinu
<b>File ref</b>	GO/20 – Governance – Policy Manual
<b>Previous Meeting Reference</b>	Nil
<b>Prepared by</b>	Jean Knight, Chief Executive Officer
<b>Supervised by</b>	Jean Knight, Chief Executive Officer
<b>Disclosure of interest</b>	Nil
<b>Voting requirements</b>	Simple Majority
<b>Attachments</b>	DRAFT Policy 4.14 Secondary Employment

#### **Purpose of Report**

Council is requested to adopt the DRAFT Policy 4.14 Secondary Employment.

#### **Background**

Recently, all employees were requested to sign an Annual Declaration regarding their criminal check, licenses, qualifications etc. One question on the declaration related to having approval for secondary employment. Council currently does not have a policy regarding employees having secondary employment therefore the draft policy was developed for Council's consideration.

#### **Consultation**

WALGA Employee Relations

#### **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**

From time to time, employees undertake secondary employment. This policy will provide guidance to administration and employees should an employee wish to seek permission.

**Officer Recommendation/Resolution**

**MOTION 9439**

Moved            Cr AR Dickins  
Seconded       Cr JA Huggett

That Council adopt Policy 4.14 Secondary Employment.

**CARRIED 7/0**

**10 APPLICATIONS FOR LEAVE OF ABSENCE**

**MOTION 9440**

Moved Cr BH Boys  
Seconded Cr AR Dickins

That the application for leave of absence of Cr Brett Boys to the Ordinary Meeting of Council to be held on 26 November 2019 be approved.

**CARRIED 7/0**

**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 SCHEDULING OF MEETING**


The next Ordinary Meeting of Council will be held on 22 October 2019 at Council Chambers, Dalwallinu commencing at 3.30pm.

**15 CLOSURE**

There being no further business, the Chairperson closed the meeting at 3.51pm.

**16 CERTIFICATION**

I, Steven Clifford Carter, certify that the minutes of the Ordinary Council meeting held on the 24 September 2019, as shown on page numbers 1 to 46 were confirmed as a true record at the meeting held on 22 October 2019.



CHAIRPERSON

26/11/19  
DATE