



# MINUTES

ORDINARY COUNCIL MEETING

Tuesday  
27 June 2017

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## SHIRE OF DALWALLINU

**MINUTES** of the Ordinary Meeting of Council held at the Council Chambers, Shire Administration Centre, Dalwallinu on Tuesday, 27 June 2017.

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

The Chairperson (President) opened the meeting at 3.35pm.

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

### **3 ATTENDANCE RECORD**

#### **3.1 Present**

Shire President	Cr SC Carter
Deputy President	Cr KL Carter
	Cr RS Nixon
	Cr GH Sanderson JP
	Cr KM McNeill JP
	Cr AR Dickins
	Cr NW Mills
	Cr KJ Christian
Chief Executive Officer	Ms JM Sutherland
Deputy Chief Executive Officer	Mr KT Jones
Executive Support Officer	Mrs BGC Matias
Manager Regulations & Development Services	Mr D Burke (left at 3.40pm)

#### **3.2 Apologies**

Nil

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

Nil

### **4 DECLARATIONS OF INTEREST**

Jean Sutherland – Agenda Item 9.4.1 – CEO Key Result Areas (KRAs)

**5 PUBLIC QUESTION TIME**

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

**5.2 Public Question Time**  
Nil

**6 MINUTES OF PREVIOUS MEETING/S**

**6.1 Ordinary Council Meeting – 23 May 2017**

**MOTION 8834**

Moved Cr GH Sanderson

Seconded Cr AR Dickins

That the Minutes of the Ordinary Meeting of Council held 23 May 2017 be confirmed.

**CARRIED 8/0**

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

**7.1 Petitions**  
Nil

**7.2 Presentations**  
Nil

**7.3 Deputations**  
Nil

**7.4 Delegates Reports/Submissions**  
Nil

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

## 9 REPORTS

### 9.1 MATTERS FOR CONSIDERATION – COMMUNITY SERVICES & ECONOMIC DEVELOPMENT

#### 9.1.1 Development Application (DA 061617) – Proposed Transit Park

Report Date:	27 June 2017
Applicant:	Malla Manimalla <i>obo</i> K & M Aus. Holdings P/L
File Ref:	DA 061617
Previous Meeting Reference:	CS&ED Committee Meeting – 20 June 2017
Author:	Doug Burke, Manager Regulation & Development
Senior Officer:	Jean Sutherland, 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 development of short term accommodation and a transit park as submitted by the applicant on 24 April 2017.

The proposed development requires discretionary approval from the Council.

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

#### **Background**

Subject Property:	4-6 Arthur Street (Lots 18 & 19), Wubin
Land Use Zoning:	Townsite
Property Owner:	K & M Aus. Holdings P/L
Applicant:	Malla Manimalla
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Short Term Accommodation (Lot 18) & Transit Park (Lot 19)
Value of Development:	\$15K
Outside Consultation:	Advertised in accordance with cl.9.4 of the Planning Scheme

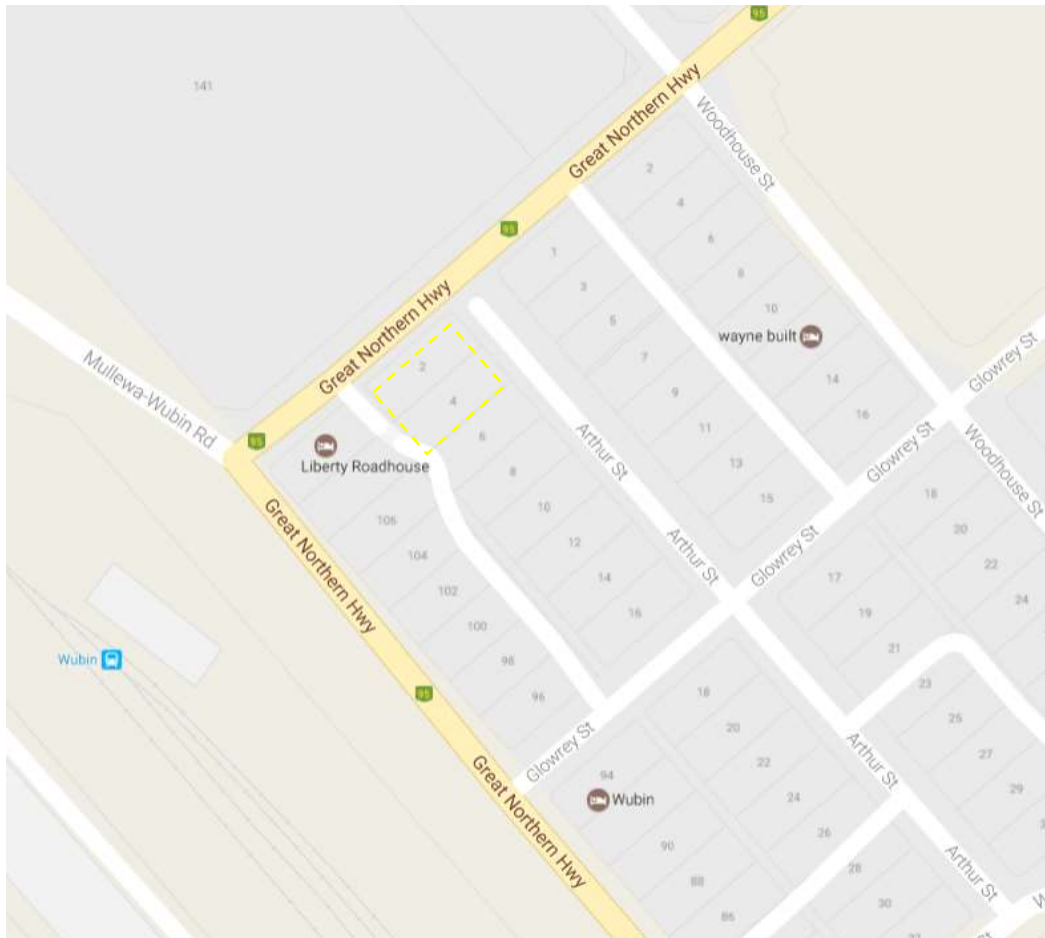
The proposal being considered for approval is for the development of Lot 18 for the purposes of 'Short Term Accommodation' and concurrently the development of Lot 19 as a 'Transit Park'.

"Short Stay Accommodation" is defined under the *Shire of Dalwallinu Planning Scheme N<sup>o</sup> 2* as being accommodation comprising two or more cabins, apartments, chalets, cottages, or flats which, by way of trade or business, or for the purpose of any trade or business is held out as being available or is made available for holiday purposes for occupation by persons other than the proprietor for a period of less than 3 months.

Schedule 8 of the *Caravan Park & Camping Grounds Regulation* define a 'Transit Park' as being a facility where an occupier may stay no longer than 3 consecutive nights.

Lot 18 has already been developed by previous owners with two demountable buildings. One building consists of four flats/cabins each fitted with a kitchenette. The other demountable accommodates a number of toilets and showers. The approval history of the development is not known.

Lot 19 the site of the proposed transit park is vacant with little or no evidence of prior occupation.



*Location of subject development site (google map)*

## Policy Requirements

Nil

## Legislative Requirements

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

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

'Matters for Consideration'	Comments
The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	The following Schemes are applicable: <i>Shire of Dalwallinu Planning Scheme N<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	State Planning Policy 3.1 Residential Design Codes. 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, orientation and appearance of the development	The proposed development is regarded as being suitable in the context of its siting in an established Townsite area.  The streetscape would not be overly degraded by any perceived loss of visual amenity.
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	Frontage to a sealed road (Arthur Street)
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. Minimal increase in vehicular traffic anticipated.
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 and electricity services are available Solid waste can be adequately stored and removed from site.  The proponent has provided certificates from a licensed sanitary plumber to the effect that the existing onsite sewage management system will be adequate for the proposed development.
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	Increase in number and type of accommodation currently offered within the townsite of Wubin
The history of the site where the development is to be located	Lot 18 has two demountable buildings with no apparent planning approval. Lot 19 is currently vacant with nil improvements other than some boundary fencing with Lot 20.
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	Nil
The comments or submissions received from any authority consulted under clause 66	None consulted
Any other planning consideration the Council considers appropriate	Nil identified

## **Strategic Implications**

Local Planning Strategy 2013

*'The Council will support development in Wubin recognising its role as a transport service centre to the eastern part of the Shire'.*

*'The Council will consider applications for other tourist orientated facilities like caravan parks camping grounds, youth camp, chalet developments and other accommodation according to; the merits of each application, the impact on other commercial enterprises in the Shire, the visual impact on the amenity, the availability of services and amenities, and the ability of the existing infrastructure to adequately cater for the increased activity associated with the proposal.'*

## **Sustainability Implications**

### ***Environment***

There are no known environmental implications.

### ***Economic***

There are no known economic implications.

### ***Social (Community Consultation not indicated for this activity)***

There are no known social implications.

## **Financial Implications**

Nil

## **Comment**

Under the *Caravan Park & Camping Ground Regulations 1997*, a transit park is defined as being a facility where an occupier may stay no longer than 3 consecutive nights.

The properties are zoned under the Planning Scheme as 'Townsite'. The objectives of the zoning are to:

- maintain a rural town atmosphere and lifestyle choice.
- provide for a degree of flexibility of uses allowed within the zone whilst maintaining an appropriate level of residential amenity.
- allow a variety of uses necessary to service the normal functions of a rural townsite.
- provide for a mix of residential development and a range of commercial, light industrial and other uses considered appropriate in rural towns.

Short Stay Accommodation and Transit Parks are allowable in areas zoned Townsite after the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4 of the Planning Scheme. A notice was erected on each of the allotments in May 2017 advertising the proposals and seeking submissions from the community. No submissions were received during the time period allocated.

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.

### **Conclusion**

Council may determine an application for development approval by —

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

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

**Officer/Committee Recommendation/Resolution**

**MOTION 8835**

Moved            Cr KJ Christian  
Seconded        Cr RS Nixon

That Council:

1. Approve the development application (DA 061516) for Lots 18 & 19 Arthur Street, Wubin, pursuant to Section 68(2) of the *Planning and Development (Local Planning Schemes) Regulation 2015* subject to the following conditions:
  - a) The development is to be carried out in accordance with the documents endorsed with the Shire's stamp, except where amended by other conditions of this consent. If there is any inconsistency between the above documents, the most recent document shall prevail to the extent of the inconsistency. However, the conditions of this consent shall prevail to the extent of any inconsistency;
  - b) Without further approval from Shire of Dalwallinu Council, in writing, this approval will lapse and have no force or effect unless the use or development permitted is substantially commenced within two years of the date of this permit;
  - c) An application for the licence to operate a 'Transit Park' will be considered on the completion of works necessary to satisfy compliance with the relevant provisions of Schedule 7 – of the *Caravan and Camping Grounds Regulations 1997*

**CARRIED 8/0**

[Click here to access the attachments](#)

### 9.1.2 Development Application (DA 121617) – Dalwallinu Recreation Centre

Report Date:	27 June 2017
Applicant:	Jean Sutherland <i>obo</i> Shire of Dalwallinu
File Ref:	DA 121617
Previous Meeting Reference:	Motion 8802 March 2017 CS&ED Committee Meeting – 20 June 2017;
Author:	Doug Burke, Manager Regulation & Development
Senior Officer:	Jean Sutherland, 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 refurbishment and expansion of the Dalwallinu Recreation Centre as submitted on 26 May 2017.

The proposal requires planning approval as the development is designated as requiring discretionary approval.

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

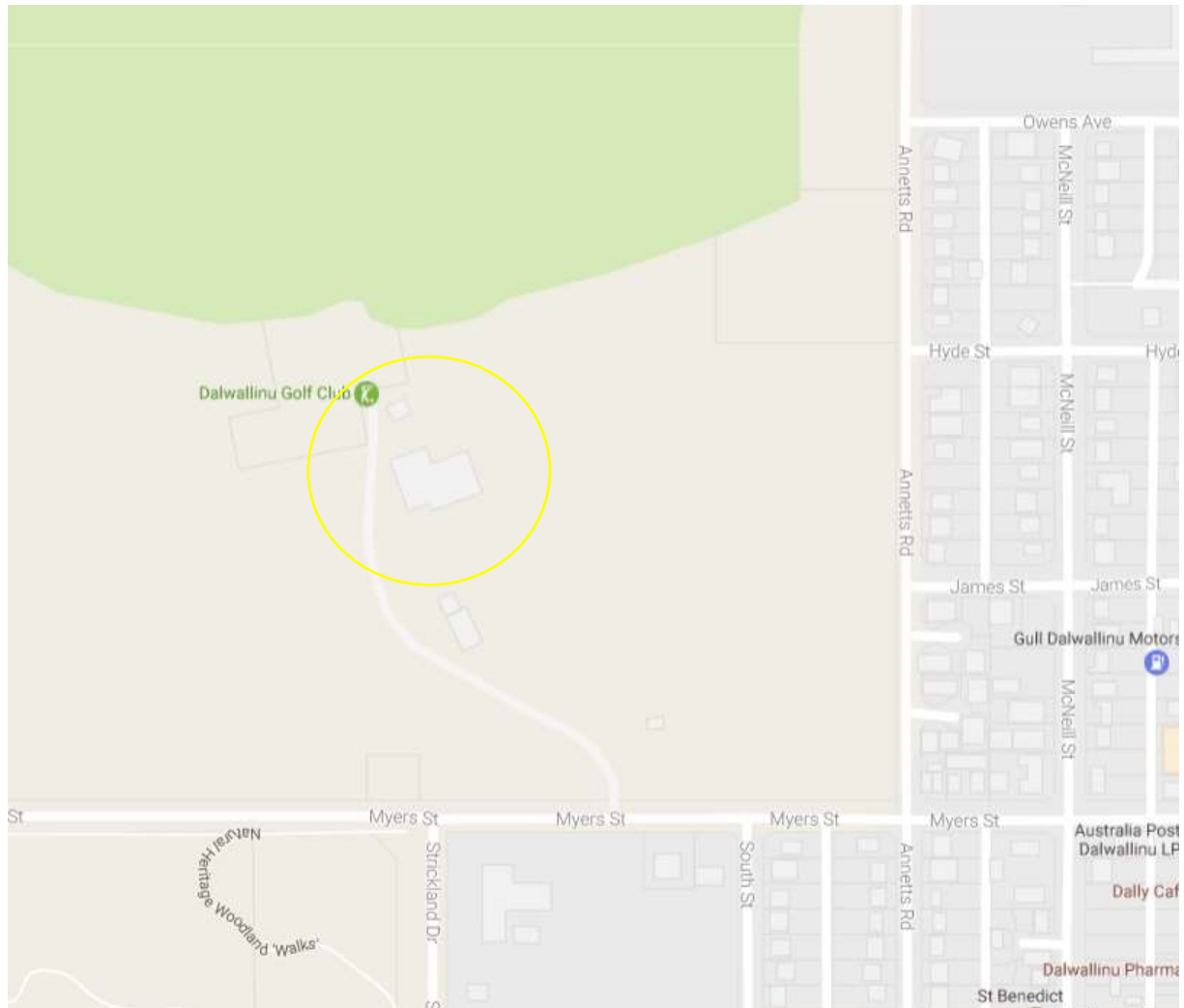
#### **Background**

Subject Property:	Reserve 15242 (Lot 105), Dalwallinu
Land Use Zoning:	Reserve (Recreation)
Property Owner:	Crown Land vested in the Shire of Dalwallinu
Applicant:	Shire of Dalwallinu
Consent Authority:	Shire of Dalwallinu Council
Proposed Development:	Refurbishment of the existing building
Value of Development:	\$3,800K
Outside Consultation:	Nil

The current proposal is for the partial demolition of the existing Dalwallinu Recreation Centre and the refurbishment of the same (refer to attached plans). The Centre is comprised of three main sections; the Main Hall, the Oval room and the intertying Enclosed Courtyard. There are a number of other internal spaces that support the functions of the main sections such as meeting rooms, an office, a kitchen, a bar and a number of ablution facilities.

As well as a refurbishment of the existing interior, additions will be made to extend the footprint of the building on the south-eastern aspect – adjacent to the main carpark.

The property is a Crown Land Reserve that is vested in the Shire of Dalwallinu for the purposes of 'Recreation'. The Planning Scheme requires that prior to any use or development of a local reserve that discretionary approval is given.



Location of subject development site (google map)

**Policy Requirements**

Nil

**Legislative Requirements**

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

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

'Matters for Consideration'	Comments
The aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area	The following Schemes are applicable:  <i>Shire of Dalwallinu Planning Scheme N<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	Nil
Any environmental protection policy approved under the <i>Environmental Protection Act 1986</i> section 31(d)	Nil applicable
Any policy of the Commission	Nil applicable
Any policy of the State	Nil applicable
Any local planning policy for the Scheme area	Nil applicable
Any structure plan, activity centre plan or local development plan that relates to the development	Nil applicable
Any report of the review of the local planning scheme that has been published under the <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	Nil applicable
In the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve	Reserved for recreation
The built heritage conservation of any place that is of cultural significance;	No items of cultural significance noted



The effect of the proposal on the cultural heritage significance of the area in which the development is located;	Nil impact
The compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the effect of the height, bulk, scale, orientation and appearance of the development	The proposed development is regarded as being suitable in the context of its siting insofar as the recreation centre building is central to the functions of the site.  The streetscape would not be overly degraded by any perceived loss of visual amenity.
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.

<p>the adequacy of —</p> <p>(i) the proposed means of access to and egress from the site; and</p> <p>(ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles</p>	<p>Nil impact</p>
<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</p>	<p>No identified issues</p>
<p>The availability and adequacy for the development of the following —</p> <p>(i) public transport services;</p> <p>(ii) public utility services;</p> <p>(iii) storage, management and collection of waste;</p> <p>(iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);</p> <p>(v) access by older people and people with disability</p>	<p>No public transport services available</p> <p>Water, sewerage and electricity services are available</p> <p>Solid waste can be adequately stored and removed from site.</p> <p>Toilet and shower facilities are available onsite.</p> <p>The building will incorporate appropriate access for the elderly and the disabled.</p>
<p>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</p>	<p>Nil identified</p>
<p>The history of the site where the development is to be located</p>	<p>The site is currently operating as a focal point for public recreation.</p>
<p>The impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals</p>	<p>Improved access and facilities.</p>
<p>Any submissions received on the application</p>	<p>Submissions were called for, and received in 2013 in relation to concept of a possible upgrade to the facility.</p>
<p>The comments or submissions received from any authority consulted under clause 66</p>	<p>Not applicable</p>
<p>Any other planning consideration the Council considers appropriate</p>	<p>Nil identified</p>

## **Strategic Implications**

Strategic Community Plan 2013-2023

*'Outcome 1.2 Enhanced quality of public amenities and all Shire facilities*

*Outcome 1.4 Improved youth activities and services*

*Outcome 1.6 Enhanced community meeting areas in each town'*

## **Sustainability Implications**

### ***Environment***

There are no known environmental implications.

### ***Economic***

Nil identified

### ***Social***

Potential to increase or improve social outcomes

## **Financial Implications**

Reliance on external funding for a major proportion of development costs

## **Comment**

Submissions received from stakeholders and the general public helped formulate a number of elements that would guide the proposed upgrade of the facilities at the Recreation Centre. Those matters identified were:

1. Change rooms and toilets – complete internal overhaul of change rooms
2. Playground, gardens and landscaping – replacement of playground equipment and sand, redevelopment of gardens
3. Bar – co-location with kitchen, new cool room, dual access
4. Building entry, car park, paths and pedestrian access – improvements to the entry, car park safety and lighting, and pathways linking the oval, building and car park
5. Outdoor spectator areas – creation of an all- weather undercover area linking the oval room to the oval and a BBQ area
6. Oval Room and Meeting Room – upgrade to fittings and furnishings, overhaul of lighting, power and air-conditioning
7. Kitchen – co-location with bar, improvements to fit out, equipment and servery areas
8. Indoor court area – dedicated club storage areas with dual access and improved air flow to court areas

## Conclusion

Council may determine an application for development approval by —

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

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

## Officer/Committee Recommendation/Resolution

### **MOTION 8836**

Moved            Cr KM McNeill  
Seconded       Cr AR Dickins

That Council:

1. Approve the development application (DA 121617) for the Dalwallinu Recreation Centre situated in Reserve N°15242, Dalwallinu, pursuant to Section 68(2) of the *Planning and Development (Local Planning Schemes) Regulation 2015* subject to the following conditions:
  - a) The development is to be carried out in accordance with the documents endorsed with the Shire's stamp, except where amended by other conditions of this consent. If there is any inconsistency between the above documents, the most recent document shall prevail to the extent of the inconsistency. However, the conditions of this consent shall prevail to the extent of any inconsistency;
  - b) Without further approval from Shire of Dalwallinu Council, in writing, this approval will lapse and have no force or effect unless the use or development permitted is substantially commenced within two years of the date of this permit;
  - c) The applicant shall ensure that all new buildings and structures, and any alterations or additions to existing buildings and structures are constructed in accordance with the relevant requirements of the *Building Act 2011*;

**CARRIED 8/0**

[Click here to access the attachments](#)

**3.40pm Mr D Burke left the Council Chambers and did not return.**

### **9.1.3 2017 Annual Community Meeting Notes**

Report Date: 27 June 2017  
Applicant: Shire of Dalwallinu  
File Ref: CR/7 – Community Relations - Meetings  
Previous Meeting Reference: Nil  
Author: Jean Sutherland, Chief Executive Officer  
Senior Officer: Jean Sutherland, Chief Executive Officer  
Voting Requirements: Simple Majority  
Disclosure of Interest: Nil  
Attachments: Community Meeting Notes

#### **Purpose of Report**

Council is requested to receive the notes from the Community Meetings held in February 2017.

#### **Background**

Each year Council holds community meetings in Dalwallinu, Wubin and Kalannie. In addition to attending the Annual Electors meeting each year, this gives the community another opportunity to discuss matters with Council.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

*Shire of Dalwallinu Strategic Community Plan 2013-2023*

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

#### **Sustainability Implications**

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

Nil

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

Nil

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

Attendance at these meetings provides the community with an opportunity to liaise with Council in an informal setting.

### **Financial Implications**

Advertising costs for these meetings is included in the annual budget. Any matters raised at these meetings that has financial implications will be discussed by Council and considered for future budgets.

### **Comment**

The *Local Government Act 1995* requires that each local government holds an Annual meeting of Electors. The Shire of Dalwallinu also holds community meetings in Dalwallinu, Wubin and Kalannie to give the community another opportunity to discuss matters with Council.

The attendance at these meetings in the past has been very low and 2017 was extremely low with a total of ten (10) members of the public for the three meetings.

The Shire has been criticised for the way these meetings were advertised. It is hoped that with the new Communication Plan in place we can notify members of the community and attract increased attendance at these meetings.

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

#### **MOTION 8837**

Moved            Cr RS Nixon  
Seconded        Cr KM McNeill

That Council receive the Annual Community Meeting notes from meetings held in February 2017.

**CARRIED 8/0**

[Click here to access the attachments](#)

## 9.2 MATTERS FOR CONSIDERATION – FINANCE

### 9.2.1 Accounts for Payment for May 2017

Date of Report:	27 June 2017
Applicant:	Shire of Dalwallinu
File Reference:	FM/6 – Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee Meeting – 20 June 2017
Author:	Mrs Hanna Jolly, Accounting Officer
Senior Officer:	Mr Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Summary of Accounts for Payment

#### **Purpose of Report**

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

#### **Background**

A list of invoices paid for the month of May 2017 from the Municipal Account, to the sum of \$61,155.26 paid by cheque and \$1,394,356.90 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 \$1,651,674.45. In addition, payments of \$59,842.60 were made from the Trust Account. The total payments from all accounts being \$1,711,517.05 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 authorised by separate resolution.

## Officer/Committee Recommendation/Resolution

### **MOTION 8838**

Moved            Cr NW Mills  
Seconded       Cr KL Carter

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

(a) Municipal Fund Account totalling \$1,076,077.05 consisting of:

Cheque Numbers 35059 – 35069	\$25,237.84
Electronic Fund Transfers 6499 – 6613 (excluding Trust EFTs 6517, 6567-6568)	\$811,169.36
Direct Debit Payments – Credit Card DD13291.1	\$2,354.41
Electronic Fund Transfers Payroll	\$164,623.00
Bank Fees	\$1,056.43
Direct Debit Payments (Superannuation)	\$29,588.93
Loan Payment – Loan 157	\$42,047.08

(b) Trust Account payments totalling \$68,808.95 consisting of:

Cheque Numbers 583-586	\$2,713.65
Electronic Fund Transfers 6517, 6567-6568	\$734.00
Direct Debits - Payments to DPI	\$65,361.30

**CARRIED 8/0**

[Click here to access the attachments](#)



## 9.2.2 Monthly Financial Statements for May 2017

Date of Report:	27 June 2017
Applicant:	Shire of Dalwallinu
File No:	FM/6 - Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee Meeting – 20 June 2017
Author:	Hanna Jolly, Accounting Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Monthly Statement of Financial Activity, Variance Reports, Investments Held and Bank Reconciliations

### Purpose of Report

To receive the Financial Reports for the month ending 31 May 2017.

### Background

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

### Policy Requirements

Nil

### Legislative Requirements

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

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

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

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

### Strategic Implications

Nil

### Sustainability Implications

#### *Environment*

Nil

#### *Economic*

Nil

#### *Social (Community Consultation)*

Nil

### Financial Implications

Nil

**Comment**

Financial Reports as at last day of business of the previous month are appended, for the period ending 31 May 2017.

Attached for Council’s consideration are:

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

As per Council resolution, all items that have a variance of more than \$5,000 have been noted on the variance reports.

**Officer/Committee Recommendation/Resolution**

<b><u>MOTION 8839</u></b>	
Moved	Cr KL Carter
Seconded	Cr NW Mills
That the Financial Reports as submitted for the month ending 31 May 2017 be accepted.	
<b>CARRIED 8/0</b>	

[Click here to access the attachments](#)

### **9.2.3 Outstanding Rates Debtors Report for May 2017**

Date of Report:	27 June 2017
Applicant:	Shire of Dalwallinu
File No:	FM/6 – Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee Meeting – 20 June 2017
Author:	Christie Andrews, Finance Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Rates Attachments

#### **Purpose of Report**

To receive the Outstanding Rates Debtors Reports as at 31 May 2017.

#### **Background**

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

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

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

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

Nil

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

Unknown

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

Nil

### Financial Implications

As at 31 May 2017 rates outstanding were \$119,547.88 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 = Total Outstanding  
Collectable

= 119,547.88  
3,750,295.57

= 3.19%

Ratio = Total Overdue  
Collectable

= 127,236.21  
3,750,295.57

= 3.39%

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

### Comment

Report on Outstanding Rates Debtors as at 31 May 2017 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 31 May 2017.

Rates	97,285.17
Rubbish	9,757.63
Sewerage	4,742.35
ESL	3,798.09
Deferred Pensioner Rates	12,967.26
Paid in Advance	9,002.62
Total Outstanding	119,547.88

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%.

**Officer/Committee Recommendation/Resolution**

**MOTION 8840**

Moved            Cr NW Mills  
Seconded        Cr KM McNeill

That the Outstanding Rates Debtors Reports as at 31 May 2017 for ratepayers with unpaid balances be accepted.

**CARRIED 8/0**

[Click here to access the attachment 9.2.3.1](#)

[Click here to access the attachments 9.2.3.2](#)

## 9.2.4 Adoption of New Policy – 3.9 Overdue Rates and Charges Collection

Report Date:	27 June 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/21 – Policies
Previous Meeting Reference:	Finance & Audit Committee Meeting – 20 June 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Absolute Majority
Disclosure of Interest:	Nil
Attachments:	DRAFT Policy 3.9 Rates Collection

### Purpose of Report

Council is requested to adopt the new Policy 3.9 Rates Collection.

### Background

During the review of the Register of Policies in March 2017, Council indicated that the development of a Rates Collection Policy would assist staff in commencing legal action earlier than current practices.

### Policy Requirements

*1.1 Policy Manual Amendments*

### Legislative Requirements

*Local Government Act – Section 2.7(2)(b)*

### Strategic Implications

Nil

### Sustainability Implications

#### *Environment*

Nil

#### *Economic*

Nil

#### *Social (Community Consultation)*

Nil

### Financial Implications

The adoption of this policy may see overdue rates collected in a more efficient and timely manner.

**Comment**

The Draft Policy has been developed to treat ratepayers fairly and consistently while recognising the Shire has the responsibility to recover all outstanding rates and charges in a timely manner to finance delivery of its services.

**Officer/Committee Recommendation/Resolution**

**MOTION 8841**

Moved            Cr NW Mills

Seconded       Cr KL Carter

That Council adopt Policy 3.9 Rates Collection as attached to this report.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

[Click here to access the attachments 9.2.4](#)

## 9.2.5 Adoption of New Policy – 3.10 Medical Centre Private Billing

Report Date:	27 June 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/21 – Policies
Previous Meeting Reference:	Finance & Audit Committee Meeting – 20 June 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Absolute Majority
Disclosure of Interest:	Nil
Attachments:	DRAFT Policy 3.10 Medical Centre Private Billing

### Purpose of Report

Council is requested to adopt the new Policy 3.10 Medical Centre Private Billing.

### Background

The net losses of the Dalwallinu Medical Centre have been a concern for Council for a number of years.

Over the past 5 years the net losses have been as follows:

Financial Year	Income	Expenditure	Net Loss
2015-2016	501,877	851,053	349,176
2014-2015	457,653	865,841	408,188
2013-2014	449,117	839,113	389,996
2012-2013	450,540	747,399	296,859
2011-2012	641,865	899,159	257,294

In April 2017, Rural HealthWest were engaged to review the operations of the Dalwallinu Medical Centre.

The practice assessment report was received on 9 May 2017. This report was circulated to all Councillors on 12 May 2017.

An excerpt from the Practice assessment report reads:

#### *SUMMARY*

*There is no question that the Dalwallinu Medical Centre staff, clinical and non-clinical, are delivering a best practice standard of care and are devoted to the community of Dalwallinu, however, at times, this dedication may be used against the staff by regular patients whose expectation is to be 'squeezed in' and bulk billed, to the detriment of the GP and the financial status of the practice.*

*Dr Smit is a dedicated general practitioner, committed to the prevention of disease, the management of chronic and acute illness in Dalwallinu, and is an asset to the region, and I have no hesitation in expecting the Dalwallinu Medical Centre to achieve re-accreditation in 2018.*



*This report has identified that the most effective technique to reduce the Dalwallinu Medical Centre's financial losses in the future, would be to **enforce a private billing policy**, unless a patient meets the Australian Government incentives, and therefore only bulk billing those under 16 years of age or holding a Commonwealth Concession Card and claiming the additional bulk bill incentive.*

*This policy is likely to increase the practice income by approximately \$137,000 annually.*

*This report recommends that the Shire of Dalwallinu adopt a private billing policy, and introduces this policy to the community effective from 1 July 2017 through a comprehensive communication strategy including community newspaper, letter drop, notice in the Shire office and notices in the Dalwallinu Medical Centre'.*

### **Policy Requirements**

#### *1.1 Policy Manual Amendments*

### **Legislative Requirements**

*Local Government Act – Section 2.7(2)(b)*

### **Strategic Implications**

Nil

### **Sustainability Implications**

#### **Environment**

Nil

#### **Economic**

Nil

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

An extensive community communication strategy will be implemented including advertisements in the Shire Bulletin which appear in the Totally Locally & Kalannie Kapers, a letter drop, a notice on the Shire Website and Facebook page and notices in the Shire Administration Centre and Dalwallinu Medical Centre.

### **Financial Implications**

It is anticipated that the adoption of this policy will see increased revenue for the Dalwallinu Medical Centre.

The new fees and charges for the Dalwallinu Medical Centre will form part of Council's Annual Budget process.

### **Comment**

Continuing on with the current billing practices at the Dalwallinu Medical Centre is not financially sustainable.

The adoption of the policy will guide staff at the Dalwallinu Medical Centre on the patients that bulk billing is allowable for.

A summary of the key points of the policy are:

***Fees for medical consultations are to be paid on the day***

There have been instances where patients do not pay for their appointment on the day and an invoice is required to be issued. These invoices are then not paid. If under extenuating circumstances an invoice is required to be issued, this invoice must be paid prior to another appointment being made.

***Bulk billing will only apply to:***

- ***Patients holding a Blue Commonwealth Concession Card***  
No other Commonwealth Concession Card (Green or Pink) is eligible to be bulk billed
- ***Children under 16 years of age***  
This is a continuation of current practices
- ***Practice Nurse Patients(eligible Medicare supported visits)***  
This is a continuation of current practices
- ***Return visits for test results***  
Where a patient has visited the doctor and paid the private billing fee and is required to return to receive results, this visit is permitted to be bulk billed
- ***Preparation and Review of Management care Plans***  
This is a continuation of current practices

***Repeat prescriptions without a doctor consultation will attract a fee which is not claimable on Medicare and payable on collection***

Should a patient wish to request a repeat prescription without seeing the doctor, a fee will be applicable however, as the patient is not seeing the doctor, this fee is not claimable on Medicare. The fee is to be paid on collection of the script. There may be times when the Doctor requests that the patient attend for a consultation.

***Fees for records transfer to be paid prior to releasing the records***

An analysis of outstanding debtors has indicated that there has been instances where records have been released and invoices issued. These invoices remain unpaid therefore the fee for records transfer is now to be paid prior to releasing the records.

***Patients who fail to attend appointments must pay the applicable fee before being given another appointment***

An analysis of outstanding debtors has indicated that there has been instances where patients have been invoiced for non-attendance at appointments. These invoices remain unpaid.

The policy also states:

No discretion is given to the Medical Centre reception staff to vary which patients can be bulk billed or not.

The Medical Practitioner is to set the applicable item number/s to be assigned for each patient at the conclusion of the appointment. This is not to be left to the reception staff.

Under extenuating circumstances, the Medical Practitioner is given discretion to bulk bill a patient other than Blue Concession Card Holders. Should such an instance arise, the Medical Practitioner is to provide an explanation to the Chief Executive Officer on the Daysheet that is remitted to the Shire Administration Centre.

A meeting was held with Dr Smit on 7 June 2017 to advise him of the proposed new fee structure and the draft policy and to seek his feedback. Feedback provided by Dr Smit was discussed with Council at the budget workshop held on 13 June 2017.

In order for extensive community consultation to be undertaken, it is recommended that the new fee structure come into effect until Monday, 31 July 2017.

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

##### **MOTION 8842**

Moved            Cr AR Dickins  
Seconded        Cr KM McNeill

That Council:

1. Adopt Policy 3.10 Medical Centre Billing as attached to this report;
2. Authorise the new fee structure to come into effect from 31 July 2017;
3. Undertake an extensive community communication strategy including advertisements in the Shire Bulletin which appear in the Totally Locally & Kalannie Kapers, a letter drop, a notice on the Shire Website and Facebook page and notices in the Shire Administration Centre and Dalwallinu Medical Centre.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

[Click here to access the attachments 9.2.5](#)

### **9.3 MATTERS FOR CONSIDERATION – WORKS**

#### **9.3.1 Request to Call Tenders for Cartage of Road Building Materials**

Report Date:	27 June 2017
Applicant:	Shire of Dalwallinu
File Ref:	RO/15- Roads Tendering
Previous Meeting Reference:	Works & Plant Committee Meeting – 20 June 2017
Author:	Will Taylor, Manager Works and Services
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Tender Documents

#### **Purpose of Report**

For the Council to consider the calling for a 3 year tender for cartage of road building materials.

#### **Background**

As discussed in the committee meeting in April the cost benefits to move towards contract cartage of road building materials far outweighed the purchase and operation of road trains for council.

#### **Policy Requirements**

Council Policy 3.3 Regional Price Preference  
Council Policy 3.5 Purchasing Policy

#### **Legislative Requirements**

Local Government Act Section 3.57 - Provision of goods and services

#### **Strategic Implications**

Nil

## **Sustainability Implications**

### ***Environment***

Nil

### ***Economic***

A three (3) year tender is excellent financial management and asset management practice.

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

Well maintained Shire roads promote movement throughout the Shire by both local and through traffic.

## **Financial Implications**

The yearly Capital Budget allocates funds for the supply of these goods and services. By having a 3 year tender the Shire is likely to receive a better unit rate price average over the tender period, these rates will also enable better long term financial management and planning.

## **Comment**

This is a procedural item as per the Local Government Act 1995 to allow the Officers to call for tenders as soon as possible and to commence the Capital Road Program as early as possible in the following financial years.

The Tender is expected to be advertised in the Saturday West Australian on 1 July 2017, and closing on 25 July 2017.

A copy of the tender documents is attached for your perusal.

The weighting for scoring of the tender is as below:

Tendered price	25%
Time for work execution offered	20%
Suitability of equipment offered	30%
Contractor and employee experience	25%

**Officer/Committee Recommendation/Resolution**

**MOTION 8843**

Moved            Cr KL Carter  
Seconded       Cr RS Nixon

That Council:

1. Authorise the calling of tenders for cartage of road building materials for a three (3) year period;
2. Set the qualitative criteria for the tender for cartage of road building materials as:

Tendered price	25%
Time for work execution offered	20%
Suitability of equipment offered	30%
Contractor and employee experience	25%

**CARRIED 8/0**

[Click here to access the attachments](#)

### **9.3.2 Ten (10) Year Reseal Program**

Report Date:	27 June 2017
Applicant:	Shire of Dalwallinu
File Ref:	RO/25 – Road Programs
Previous Meeting Reference:	Works & Plant Committee Meeting – 20 June 2017
Author:	Will Taylor, Manager Works and Services
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	10 Year Reseal Program

#### **Purpose of Report**

For Council to adopt, 'in principle', the ten (10) year Reseal Program.

#### **Background**

To assist Officer's when preparing yearly capital works programmes it would be beneficial to have an 'in principle' ten year sealing program.

Bitumen roads require resealing at least every fifteen (15) years. For long term financial management and asset management it is paramount to have at least a 10 year programme.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

*Shire of Dalwallinu Strategic Community Plan*  
Outcome 2.6 – Improved Road Network

## Sustainability Implications

### *Environment*

Nil

### *Economic*

A long term financial plan is excellent financial management and asset management practice.

### *Social (Community Consultation)*

Well maintained Shire roads promote movement throughout the Shire by both local and through traffic.

## Financial Implications

The costs for the sealing program will be included in the yearly budgets.

## Comment

The adoption of the ten (10) year sealing program will guide provide good financial and asset management practices and guide Officers when preparing the annual budgets.

## Officer/Committee Recommendation/Resolution

### **MOTION 8844**

Moved            Cr KL Carter  
Seconded       Cr KM McNeill

That Council, 'in principle', adopt the ten (10) year Reseal Program.

**CARRIED 8/0**

[Click here to access the attachments](#)



**3.58pm Ms J Sutherland declared a financial interest and left the Council Chambers together with Mr K Jones and Mrs BG Matias and all returned at 4.10pm.**

## **9.4 MATTERS FOR CONSIDERATION – ADMINISTRATION**

### **9.4.1 Chief Executive Officer Key Result Areas (KRAs)**

Report Date:	27 June 2017
Applicant:	Shire of Dalwallinu
File Ref:	PE/139 – Personnel File
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Financial Interest
Attachments:	Proposed Key Result Areas

#### **Purpose of Report**

The purpose of this report is to advise that the Chief Executive Officer has completed her six (6) month probationary period, and to ensure that Council are fully aware of the Key Result Areas that the Chief Executive Officer will be assessed against.

#### **Background**

The Chief Executive Officer (Jean Sutherland) commenced employment with the Shire of Dalwallinu on 28 November 2016.

The employment contract states that Performance Criteria was to be negotiated and determined between the Chief Executive Officer and Council within three (3) months of the commencement date.

Council discussed the proposed Key Results Areas at the Council Forum held 18 April 2017 and these are now presented for endorsement.

The employment contract states in Schedule 2 Point 16 that the initial probationary period will be six (6) months.

The Chief Executive Officer's probationary period expired on the 28 May 2017.

The contract of employment states;

#### ***4.2 Performance Criteria and performance review***

*Your performance review under this Contract, must be reviewed and determined by the Reviewer -*

*(a) by reference to the Performance Criteria*

- (b) *at least annually; and*
- (c) *more frequently if the Council or You perceives there is a need to do so and, in that case, gives to the other party a Review Notice*

#### **4.3 Selection of Reviewer**

- (a) *The Council, in consultation with You, is to determine, in respect of each review under clause 4.2 –*
  - (i) *who the Reviewer is to be; and*
  - (ii) *whether the Reviewer is to be accompanied or assisted by any other person and; if so, the identity of that person*
- (b) *For example, the Reviewer may be –*
  - (i) *the Council;*
  - (ii) *a committee to which the conduct of the performance review has been delegated by the Council under section 5.16 of the Act; or*
  - (iii) *a person or body who has been authorised by the Council to conduct the performance review.*

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Section 5.38 of the *Local Government Act 1995* states;

##### **5.38. Annual review of certain employees' performances**

*The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.*

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

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

Nil

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

Nil

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

Nil

#### **Financial Implications**

Nil

**Comment**

Council is requested to give consideration to the Chief Executive Officers KRAs, and endorsement of them.

Council is also requested to give consideration to forming a Chief Executive Officer Performance Review Group consisting of the Shire President, Deputy Shire President and two (2) Councillors to undertake the annual assessment of the Chief Executive Officer.

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

With the Elected Members elections being held in October 2017, and five (5) positions being up for re-election, it may be prudent to bring forward the annual performance review to early October prior to the elections to enable the Chief Executive Officer to be assessed by Councillors that she has worked with in the twelve month period.

**Officer Recommendation**

That Council:

1. acknowledge the Chief Executive Officer has successfully completed her probationary period of 6 months;
2. approve the Chief Executive Officer Key Result Areas (KRAs) for the next reporting period as attached;
3. form a Chief Executive Officer Performance Review Group consisting of Cr SC Carter, Cr KL Carter and Cr \_\_\_\_\_ and Cr \_\_\_\_\_ for the annual review;
4. conduct the annual performance review for the Chief Executive Officer in early October, prior to the Elected Members election.

## Resolution

### **MOTION 8845**

Moved            Cr RS Nixon  
Seconded       Cr KL Carter

That Council:

1. acknowledge the Chief Executive Officer has successfully completed her probationary period of 6 months;
2. approve the Chief Executive Officer Key Result Areas (KRAs) for the next reporting period as attached;
3. form a Chief Executive Officer Performance Review Group consisting of Cr SC Carter, Cr KL Carter , Cr KM McNeill and Cr AR Dickins for the annual review;
4. formalise this performance review group into a Committee to be elected along with all other Committees; and
5. conduct the annual performance review for the Chief Executive Officer in September, prior to the Council elections.

**CARRIED 8/0**

[Click here to access the attachments](#)

## 9.4.2 Adoption of New Policy – 4.10 Unfit for Work

Report Date:	20 June 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/21 – Policies
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Absolute Majority
Disclosure of Interest:	Nil
Attachments:	DRAFT Policy 4.10 Unfit for Work

### Purpose of Report

Council is requested to adopt the new Policy 4.10 Unfit for Work.

### Background

Council currently does not have a policy relating to employees being unfit for work. It is envisaged that drug and alcohol testing will be implemented for the Shire of Dalwallinu and a policy is required to guide this testing.

The DRAFT Policy was discussed at the OSH Meeting held 15 May 2017. The matters that were raised at the OSH meeting were discussed at the Senior Management Team meeting on 17 May 2017. Clarifications and some minor amendments were made to the DRAFT policy and this was forwarded to Local Government Insurance Services (LGIS) for their comment. No major amendments were suggested from LGIS.

### Policy Requirements

*1.1 Policy Manual Amendments*

### Legislative Requirements

*Local Government Act – Section 2.7(2)(b)*

### Strategic Implications

Nil

### Sustainability Implications

#### *Environment*

Nil

#### *Economic*

Nil

#### *Social (Community Consultation)*

Nil

### **Financial Implications**

Costings for drug and alcohol testing will be included in the 2017-2018 budget. Average price per testing is approximately \$150 per test.

### **Comment**

Council and its employees have a responsibility for the provision of a safe, healthy, cost-effective and productive workplace. This means that each individual has a responsibility to maintain personal 'fitness for work'.

In order to undertake drug and alcohol testing, a policy is required to be adopted by Council.

### **Officer Recommendation/Resolution**

#### **MOTION 8846**

Moved            Cr KL Carter

Seconded       Cr NW Mills

That Council adopt Policy 4.10 Unfit for Work as attached to this report.

**CARRIED BY ABSOLUTE MAJORITY 8/0**

[Click here to access the attachments](#)

**PROCEDURAL MOTION 8847**

Moved            Cr RS Nixon  
Seconded        Cr NW Mills

That Council suspend standing orders to discuss the four attachments relating to Item 9.4.3.

**CARRIED 8/0**

**PROCEDURAL MOTION 8848**

Moved            Cr RS Nixon  
Seconded        Cr NW Mills

That Council reinstate standing orders.

**CARRIED 8/0**

**9.4.3 Proposed Shire of Dalwallinu Communication Plan**

Report Date:	27 June 2017
Applicant:	Shire of Dalwallinu
File Ref:	CR/8 – Community Consultation
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	1. Shire of Dalwallinu Communication Plan 2. Shire of Dalwallinu Style Guide 3. Customer Service Charter 4. Communication Examples

**Purpose of Report**

Council is requested to endorse the proposed Shire of Dalwallinu Communication Plan as attached to this report.

**Background**

In the Shire of Dalwallinu Strategic Community Plan 2013-2023 under the heading 'Civic Leadership (Governance)' Outcome 4.1 identifies the need for 'Improved communication/consultation across all towns with a variety of methods'.

The introduction and use of an endorsed Communication Plan, with guidelines and templates for use by Shire staff, will ensure that the style and manner of Shire

communication will be consistent. Consistent communication is more effective and presents a more professional organisation.

The development & implementation of a Communication Plan and Community Engagement Plan also form part of the Chief Executive Officer's Key Result Areas.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

*Shire of Dalwallinu Strategic Community Plan 2013-2023*

Outcome 4.1

Improved communication/consultation across all towns with a variety of methods

#### **Sustainability Implications**

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

Nil

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

Professional communication adds value to the community through inclusion and a resulting sense of pride. Community is a key resource for economic development. A healthy active community creates a more liveable and attractive area for prospective investors, employers, employees and visitors.

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

Nil

#### **Financial Implications**

Nil

#### **Comment**

The Shire of Dalwallinu Communication Plan will ensure that the Shire Administration provides professional consistent communication with the community and external stakeholders.

The plan will establish processes and templates for communications which will assist the community in being confident that it is kept informed.



**Officer Recommendation/Resolution**

**MOTION 8849**

Moved            Cr RS Nixon  
Seconded        Cr GH Sanderson

That Council endorse the Shire of Dalwallinu Communication Plan.

**CARRIED 8/0**

[Click here to access the attachments 9.4.3.1](#)

[Click here to access the attachments 9.4.3.2](#)

[Click here to access the attachments 9.4.3.3](#)

[Click here to access the attachments 9.4.3.4](#)

#### **9.4.4 Proposed Shire of Dalwallinu Community Engagement Plan**

Report Date:	27 June 2017
Applicant:	Shire of Dalwallinu
File Ref:	CR/8 – Community Consultation
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Shire of Dalwallinu Community Engagement Plan

#### **Purpose of Report**

Council is requested to endorse the proposed Shire of Dalwallinu Community Engagement Plan as attached to this report.

#### **Background**

In the Shire of Dalwallinu Strategic Community Plan 2013-2023 under the heading 'Civic Leadership (Governance)' Outcome 4.1 identifies the need for 'Improved communication/consultation across all towns with a variety of methods'.

The introduction and use of an endorsed Community Engagement Plan, with guidelines and checklists for use by Shire staff, will ensure that the community is informed, consulted, involved and/or collaborated with during the decision making process in relation to Council and Shire services, events, strategic plans, issues and projects. These may be proposed new or alterations to existing services, events, strategic plans, issues and projects.

The development & implementation of a Community Engagement Plan also form part of the Chief Executive Officer's Key Result Areas.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

*Shire of Dalwallinu Strategic Community Plan 2013-2023*

Outcome 4.1

Improved communication/consultation across all towns with a variety of methods

## Sustainability Implications

### *Environment*

Nil

### *Economic*

Nil

### *Social (Community Consultation)*

An engaged community adds value to the community planning process and is a key underlying resource for both community and economic development.

## Financial Implications

Nil

## Comment

The Shire of Dalwallinu Community Engagement Plan will ensure that Council has the opportunity to consider input from a wide range of community members and key stakeholders before making decisions. Community members will always be informed and given the opportunity to contribute to the planning/development process.

The plan will establish a standard process for community engagement thereby ensuring that inclusive and efficient consultation is undertaken at all times. The community will be confident that it is kept informed of decision emanating from community engagement and will become familiar with the methods/processes engaged.

## Officer Recommendation/Resolution

### **MOTION 8850**

Moved            Cr KM McNeill

Seconded       Cr AR Dickins

That Council endorse the Shire of Dalwallinu Community Engagement Plan.

**CARRIED 8/0**

[Click here to access the attachments](#)

#### **9.4.5 Request to collect native flora**

Report Date:	27 June 2017
Applicant:	Wildflower Society of WA- Armadale Branch
File Ref:	EM/7Environment management - Permits
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Correspondence from Wildflower Society of WA

#### **Purpose of Report**

Council is requested to approve the request received from the Wildflower Society of WA – Armadale Branch to collect native flora from Treasure Reserve in Wubin.

#### **Background**

For land that is under the management of a local government, permission is required prior to collectors being able to collect native flora.

Council has previously granted permission in 2010 for eucalypt pods to be collected from reserves within the Shire.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

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

Nil

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

Nil

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

Nil

#### **Financial Implications**

Nil

### **Comment**

The applicant has indicated in their correspondence that they would like to take cuttings and seeds for propagation for the potential revegetation within the reserve.

It is a requirement of their licence that permission is granted from the manager of the reserve. Reserve 28184 on Treasure Rd, Wubin is vested in the Shire of Dalwallinu for Conservation of Flora.

### **Officer Recommendation/**

That Council grant permission to the Wildflower Society of Western Australia (Inc) – Armadale Branch subject to the following conditions:

1. A copy of Mr Treasure's current flora licence to be provided to the Chief Executive Officer;
2. Permission is for a twelve (12) month period commencing from date of approval;
3. A list of all members collecting the flora to be provided to the Chief Executive Officer;
4. Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds;
5. All care to be taken to avoid disturbance of any fauna habitat;
6. All care to be taken to avoid any disturbance that may lead to soil degradation

### **Resolution**

#### **MOTION 8851**

Moved            Cr RS Nixon  
Seconded       Cr AR Dickins

That Council grant permission to the Wildflower Society of Western Australia (Inc) – Armadale Branch subject to the following conditions:

1. A copy of Mr Treasure's current flora licence to be provided to the Chief Executive Officer;
2. Permission is for a twelve (12) month period commencing from date of approval;
3. A list of all members collecting the flora to be provided to the Chief Executive Officer;
4. Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds;
5. All care to be taken to avoid disturbance of any fauna habitat;
6. All care to be taken to avoid any disturbance that may lead to soil degradation;  
and
7. That a list of native species of flora and collection details be submitted within 30 days to the Chief Executive Officer.

**CARRIED 8/0**

[Click here to access the attachments](#)

**10 APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

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

Nil

**12 QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

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

Nil

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

**15 SCHEDULING OF MEETING**

**MOTION 8852**

Moved Cr NW Mills  
Seconded Cr KM McNeill

That an Ordinary Meeting of Council be held on 25 July 2017 at Council Chambers, Dalwallinu commencing at 3.30pm.

**CARRIED 8/0**

**16 CLOSURE**

There being no further business, the Chairperson closed the meeting at 4.35pm.

**17 CERTIFICATION**

I, **Steven Clifford CARTER**, certify that the Minutes of the meeting held on 27 June 2017, as shown on page numbers 1 to 51 were confirmed as a true record at the meeting held on 25 July 2017.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE