



# MINUTES

ORDINARY COUNCIL MEETING

Tuesday  
28 November 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, 28 November 2017.

**1 OPENING & ANNOUNCEMENT OF VISITORS**

The President opened the meeting at 3.32pm.

**2 ANNOUNCEMENTS OF PRESIDING MEMBER**

**3 ATTENDANCE RECORD**

**3.1 Present**

President	Cr SC Carter
Deputy President	Cr KL Carter
Councillors	Cr GH Sanderson JP
	Cr KM McNeill JP
	Cr AR Dickins
	Cr NW Mills
	Cr KJ Christian
	Cr BH Boys
	Cr JA Huggett
Chief Executive Officer	Ms JM Sutherland
Deputy Chief Executive Officer	Mr KT Jones
Strategic Projects and Marketing Officer	Ms J Guest (until 3.58pm)
Executive Support Officer	Mrs BG Matias

**3.2 Apologies**

Nil

**3.3 Leave Of Absence Previously Granted**

Nil

#### **4 DECLARATIONS OF INTEREST**

- 4.1 Cr NW Mills – Item 9.2.10 A6240 Change in Method of Valuation – Proximity interest
- 4.2 AR Dickins – Item 9.4.1 Support for Nomination WDC – Financial interest
- 4.3 Cr KM McNeill – Item 9.4.2 Townscape Focus Group Recommendations – Impartiality interest
- 4.4 Ms JM Sutherland – Item 9.4.2 Townscape Focus Group Recommendations – Impartiality interest

#### **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 – 24 October 2017**

##### **MOTION 9043**

Moved Cr AR Dickins  
Seconded Cr KM McNeill

That the Minutes of the Ordinary Meeting of Council held 24 October 2017 be confirmed.

**CARRIED 9/0**

#### **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 Withdrawal of Offer to Purchase Reserve 15571 (Pithara Bowling Club)

Report Date:	28 November 2017
Applicant:	Shire of Dalwallinu
File Ref:	CP/21 – Council Properties – Acquisition and Disposal
Previous Meeting Reference:	CS&ED Committee meeting 21 November 2017; F&A Committee meeting 19 September 2017, Council Meeting 26 September 2017 (Motion 9009)
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	<b>Absolute Majority</b>
Disclosure of Interest:	Nil
Attachments:	Nil

#### Purpose of Report

Council is requested to consider withdrawing the offer made to Mr Paul Oliver for the purchase of Reserve 15571 (Pithara Bowling Club) due to no response regarding the purchase.

#### Background

At the Ordinary Council Meeting held 26 September 2017, Council resolved the following:

#### **MOTION 9009**

*Moved* Cr RS Nixon  
*Seconded* Cr NW Mills

*That Council:*

- 1. Prior to initiating the sale of Reserve 25571 (Pithara Bowling Club), Lot 104 Leahy Street, Pithara seek payment in full of \$18,733 plus GST from Mr Paul Oliver;*
- 2. Authorise the Chief Executive Officer to advise the Department of Lands to proceed with the sale of Reserve 25571 (Pithara Bowling Club), Lot 104 Leahy Street, Pithara to the Shire of Dalwallinu for the amount of \$12,000 inc GST;*
- 3. Authorise the Chief Executive Officer to engage FM Surveys to undertake the required survey works to Reserve 25571(Pithara Bowling Club), Lot 104 Leahy Street, Pithara ;*
- 4. Once Reserve 25571(Pithara Bowling Club), Lot 104 Leahy Street, Pithara has been converted to freehold land in the name of Shire of Dalwallinu, accept the offer from Mr Paul Oliver to purchase Reserve 25571(Pithara Bowling Club), Lot 104 Leahy Street, Pithara for the amount of \$18,733 plus GST;*
- 5. Direct the Chief Executive Officer to carry out the disposal of land as per the requirements of the Local Government Act 1995; and*
- 6. Subject to not receiving any submissions, authorise the Chief Executive Officer to finalise the disposal of Reserve 25571 (Pithara Bowling Club), Lot 104 Leahy Street, Pithara.*

**CARRIED BY ABSOLUTE MAJORITY 5/0**

On Wednesday 27 September 2017, the Chief Executive Officer emailed Mr Oliver advising him of the Council resolution.

Follow up emails were sent on 16 October 2017 and 6 November 2017 to which there has been no response. In the most recent email a deadline for a response was given being Wednesday 15 November 2017.

**Policy Requirements**

Nil

**Legislative Requirements**

Nil

**Strategic Implications**

Nil

**Sustainability Implications**

***Environment***

Nil

***Economic***

Nil

***Social***

Nil

**Financial Implications**

Nil

**Comment**

Mr Paul Oliver was made aware of the conditions placed on the purchase of Reserve 15571 (Pithara Bowling Club). His lack of response to emails may indicate that he is no longer interested in purchasing this lot.

There has been an indication that there is another party interested in purchasing this lot. As Council has a resolution recorded in the minutes it would be prudent to now withdraw the offer made to Mr Oliver so that we can proceed with any new enquiries.



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

### **MOTION 9044**

Moved           Cr AR Dickins  
Seconded       Cr KJ Christian

That Council:

1. Withdraw the offer made to Mr Paul Oliver to purchase Reserve 15571 (Pithara Bowling Club), Lot 104 Leahy Street, Pithara as resolved at the Ordinary Council Meeting held 26 September 2017 (Motion 9009);
2. Direct the Chief Executive Officer to advise Mr Paul Oliver of point 1 above.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

## 9.1.2 Dalwallinu Recreation Centre Upgrade

Report Date:	28 November 2017
Applicant:	Shire of Dalwallinu
File Ref:	CP/5 Design and Construction - Sports Centres
Previous Meeting Reference:	<b>CS&amp;ED Committee</b> 18 February 2014, 18 March 2014, 19 August 2014, 9 Dec 2014, 4 April 2015, 16 August 2016, 21 March 2017, 19 September 2017 <b>Full Council Meeting</b> 25 Feb 2014 (Motion 7939), 25 March 2014 (Motion 7968), 26 Aug 2014 (Motion 8110), 16 Dec 2014 (Motion 8210), 23 August 2016 (Motion 8676), 28 February 2017 (Motion 8764), 26 September 2017 (Motion 9002)
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	<b>Absolute Majority</b>
Disclosure of Interest:	Nil
Attachments:	<ol style="list-style-type: none"><li>1. Building Inspection Summary Report - Feedback from Community</li><li>2. Final design from Site Architecture</li><li>3. Loan Repayment Schedule</li><li>4. Notes from Site/Council meeting</li><li>5. User Group Workshop Reports July 2016</li><li>6. User Group Workshop Reports April 2017</li><li>7. User Group Workshop Reports May 2017</li></ol>

### Purpose of Report

Council is requested to consider the options for the upgrade to the Dalwallinu Recreation Centre.

### Background

During the 2013-2014 budget round, Council identified that the Dalwallinu Recreation Centre was due for an upgrade and some funds were set aside for the concept plan to be developed. Many community members contributed ideas, opinions and wishes for how the facility could be improved. MCG Architects were engaged and provided a design that was based on the communities ideas and opinions. Preliminary costings were obtained, and there was much deliberation as to how to fund the upgrade, and any sources of grant funds available. Changes in local and state government funding necessitated a review of the project and reprioritisation of upgrades.

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

The following groups and organisations were invited to participate;

Dalwallinu Football & Hockey Club (two (2) representatives)  
Woodthorpe School (one (1) representative)  
Dalwallinu District High School (one (1) representative)  
Dalwallinu Agricultural Society (one (1) representative)  
Liebe Group (one (1) representative)  
Dalwallinu Netball Association (one (1) representative)  
Dalwallinu Junior Basketball (one (1) representative)  
Dalwallinu P&C (one (1) representative)  
Creative Arts Group (one (1) representative)  
Men's Shed (one (1) representative)  
Sports Club (one (1) representative)  
Lions Club (one (1) representative)  
Change Fitness (one (1) representative)  
Dally Scrappers scrapbooking group (one (1) representative)  
Shire of Dalwallinu – Staff and Elected Members

In June 2016, a workshop was facilitated by Storybox Consulting to determine the following;

- Current membership, growth, trends and future plans and activities of each organisation
- How and when they use the Centre
- How the Centre could better meet their needs
- Ideas and alternative solutions to meet those needs
- How their organisation could contribute to any proposed upgrades

User groups collectively considered the current form and functionality of the facility, based on four criteria –

- Physical structure and functionality;
- Equipment and fit out;
- Amenity and services;
- Presentation.

As a result of the feedback gathered from that workshop, Council resolved the following at the Ordinary Meeting of Council held 23 August 2016:

**MOTION 8676**

*Moved* Cr KM McNeill

*Seconded* Cr NW Mills

*That*

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

**CARRIED 5/3**

A defects and maintenance inspection was conducted by BCI Building Consultancy & Inspection on 20 September 2016. A copy of the summary of the building report is attached.

The User Group Report and Building Maintenance Inspection report formed the basis of subsequent development of conceptual design work from Site Architecture and MCG Architects.

On 27 March 2017, another User Group Workshop was held, facilitated by Storybox Consulting. Feedback was sought from the User Groups on the concept designs from both Site Architecture and MCG Architects.

The two concept plans were provided to each of the user groups for consideration prior to the workshop. Groups were asked to review the plans and prepare a considered response to the following:

- A. Aspects of the design/s you do like, and why;
- B. Aspects of the design/s you don't like, and why;
- C. Whether the functional improvements meet the priorities identified, specifically relating to the way your club/group/business use the facility.

User groups nominated a representative to attend the feedback workshop, which aimed to

- Provide an opportunity for user groups to discuss their ideas and preferences with other centre users;
- Determine the extent to which each plan met the brief and addressed the priorities identified at the June 2016 workshop;
- Identify the preferred concept plan; and
- Gather constructive user group feedback on both concept plans to enable Council's preferred architect to further refine the designs.

There were many similarities in design solutions from both architects, for example the relocation of the change rooms and the centralisation of the kitchen and bar. However, MCG omitted to provide for a significant element of the maintenance requirement within the brief thereby not providing a competitive quote. Site Architecture fulfilled the brief and was the preferred design of the User Groups.

At the Ordinary Council Meeting held in March 2017, Council appointed Site Architecture Studio to provide architectural services for the final schematic designs and documentation for the Recreation Centre Upgrade.

A workshop was held with the User Groups and Stephen Hart from Site Architecture on 1 May 2017 to seek further feedback from the user groups on the draft concept design. Site Architects were provided with outcomes from both user group workshops and provided a design vision that included improving functionality, sustainability, appearance and connectivity. Key areas of focus were:

- Reduce running costs
- Upgrade internal and external appearance
- Present an entrance that is inviting and welcoming that creates a sense of 'arrival'
- Improved sustainability
- Improve functionality

Consideration of elements that will reduce the running costs of the facility and increase sustainability are embodied in the design process. Examples included:

- Upgrade or replacement of mechanical/electrical services to ensure compliance with current codes including energy provisions – this impacts on lighting (type, on/off timers) and mechanical services
- Solar collectors to offset power drawn from the grid
- Other elements that must comply with energy provisions of the code – such as being more energy efficient, use of hot water, type of hot water and the type of energy used to produce hot water.

On 18 July 2017, a workshop was held with Council facilitated by Stephen Hart from Site Architecture and Tess JoynerSlot from JoynerSlot Consulting. Feedback was sought from Council on a revised draft concept design following the previous user group meetings.

Following this workshop Site Architecture have been working on the final schematic design and preparation of tender documentation which will be finalised by the end of September 2017.

In December 2016, the Shire commenced preparation of an application for the Building Better Regions Funds (BBRF) which was submitted in February 2017. The cost of submitting this application was approximately \$112K excluding a considerable amount of Shire administration hours. On 4 August 2017, the Shire of Dalwallinu was notified that the application was unsuccessful. There were 545 applications for the funding round with only 110 projects receiving funding. Feedback on the grant application received indicated that the application met and exceeded the minimum requirements for all of the criteria. However it seems, was not competitive against other applications. One comment that should be noted from the feedback obtained by the grant writer in relation to Criteria 3, is as follows:

*‘To improve this criteria, could provide more information and evidence detailing the need for funding – it was felt that the Shire had access to adequate funding to complete the project without grant assistance. More information regarding how the project outcomes could be improved with grant funding versus without grant funding.*

There will be Round 2 of BBRF announced in the near future, however given the feedback we received there is no guarantee that we will be successful.

This item was presented to the Ordinary Meeting of Council held 26 September 2017 and the item was laid in the table until November 2017, to enable a workshop to be held to discuss the financial implications of borrowing the funds for the proposed upgrade.

This workshop was held on Tuesday 21 November 2017. The draft Long Term Financial Plan was reviewed which incorporated the borrowings for the upgrade.

### **Policy Requirements**

Nil

## **Legislative Requirements**

Nil

## **Strategic Implications**

Shire of Dalwallinu – Strategic Community Plan 2017-2027

Outcome

1.2.3 – Enhance greater usage of facilities

1.4 – Improved youth activities and services

1.4.1 – Improve ambiance and management of Recreation Centres

1.7 – Improved and enhanced playground areas

## **Sustainability Implications**

### ***Environment***

Nil

### ***Economic***

Nil

### ***Social***

There has been extensive community consultation throughout the entire process. Additional feedback from the community was sought at the Dalwallinu Agricultural Show. 36 community members provided feedback and from the feedback received 83% indicated that they wanted the Shire of Dalwallinu to fund the cost of the proposed upgrade. 11% indicated that the Shire of Dalwallinu should resubmit an application to Round 2 of BBRF and 6% were not sure which way to vote.

Further engagement from the User Groups has been undertaken with the following question being posed;

**‘Due to not receiving the funding for the Recreation Centre, are you in favour of the Shire funding the project’ – Yes or No’**

The following groups responded;

Dalwallinu Football & Hockey Club - YES

Dalwallinu Agricultural Society - NO

Liebe Group – YES (but with reduced scope & staged approach)

Creative Arts Group - YES

Sports Club - YES

Lions Club - YES

Change Fitness – YES

Dally Scrappers – YES

Coerco – Financial contributors - YES

### Financial Implications

It is **not** intended to pay for the upgrade to the Recreation Centre through additional rate increases. It is anticipated the expenditure would be reduced in other areas to offset this additional expenditure. It is understandable that annual rate increases do occur to keep up with rising costs of service provision however, no additional increase will be specifically applied to offset the Recreation Centre upgrade costs.

To date \$306,339 has been expended/committed on getting the project to where it is today:

Details	Amount
Facilitated Focus Groups	7,411
Grant Writer for BBRF application	8,180
Quantity Surveyor	11,000
Geotechnical Study	1,500
Structural Engineer	15,250
Electrical Consultant	9,997
Project Consultant	22,548
MCG Architects	10,914
Mechanical Services Consultant	16,300
Site Architecture	155,690
Shire Town Planning Fees	9,839
Acoustic Consulting Services	1,900
Building Surveyors	4,600
Compliance reports	2,380
Hydraulic Consultant	11,620
Building Inspection Report	4,210
Economic Evaluation	8,500
Fire Solutions	4,500
<b>TOTAL</b>	<b>306,339</b>

The 2017-2018 budget has the upgrade to the Recreation Centre and Recreation Centre precinct funded as follows:

	Amount
Recreation Centre Upgrade	3,880,000
Recreation Centre Precinct	1,700,000
<b>Total:</b>	<b>5,580,000</b>
BBRF Grant Funding	2,502,871
Lotterywest	1,300,000
New Loan Funds	1,000,000
Transfer from Land & Buildings Reserve	700,000
Muni Funds	62,129
Community Contribution	15,000
<b>Total:</b>	<b>5,580,000</b>



Should Council wish to proceed with the project funding is proposed as follows:

	<b>Amount</b>
<b>Recreation Centre Upgrade (Estimated Cost)</b>	4,200,000
<b>Total:</b>	<b>4,200,000</b>
New Loan Funds	3,000,000
Transfer from Land & Buildings Reserve	800,000
Transfer from Recreation Reserve	300,000
Muni Funds	85,000
Community Groups	15,000
<b>Total:</b>	<b>4,200,000</b>

	<b>Amount</b>
<b>Recreation Centre Precinct (Estimated Cost)</b>	1,380,000
<b>Total:</b>	<b>1,380,000</b>
Lotterywest	1,300,000
Muni Funds	80,000
<b>Total:</b>	<b>1,380,000</b>

*Note: Amounts for Rec Centre and Precinct have been altered however the total expense remains the same. This was an anomaly in the adopted budget figures.*

**Amendments proposed to be made to Original Budget:**

Increasing the loan by \$2,000,000

Additional transfer from L&B Reserve of \$100,000

Additional transfer from Recreation Reserve of \$300,000

Additional Muni Funds of \$22,871

**Anticipated Loan Repayments for \$3,000,000 (interest rate 3.86%p.a.):**

Loan – 20 years      \$218,225 (estimated) per annum (no balloon payment)

Loan – 20 years      \$189,507 (estimated) per annum with a balloon payment of \$942,167 after 20 years.

Should Council wish to proceed with the upgrade by increasing the borrowings, it would be anticipated that the loan would not be required to be drawn down until the 2018-2019 financial year with the first loan payment being due in early 2019. Reserve funds could be utilised for the first stages of construction.

As per Section 6.20 of the *Local Government Act 1995*, Council will need to give one month's public notice of the proposal to borrow if borrowing outside of the annual budget process.

The table below represents the expenditure on the Recreation Centre over the past five (5) years. The table indicates that very little has been spent on maintaining the centre.

With the introduction of Solar Power there would be significant benefits to the building and site. Based upon the expansion of the existing facility with new services and the projected increase in operational requirements for mechanical services (e.g. air conditioning systems), the system is likely to see a positive return in 5 – 6 years.

	2012-13	2013-14	2014-15	2015-16	2016-17
Operating Costs	58,623	54,690	39,615	45,778	47,729
Maintenance Costs	14,631	17,098	28,535	19,224	7,964
<b>TOTAL</b>	<b>73,254</b>	<b>71,788</b>	<b>68,150</b>	<b>65,002</b>	<b>55,693</b>

Should the upgrade be undertaken it is expected that routine maintenance costs would be minimal.

### **Comment**

The upgrade of the Dalwallinu Recreation Centre has been a high priority for Council for many years. There has been considerable consultation with the user groups through their representatives on the focus group which has culminated in the final design.

The Shire has been successful in obtaining a grant from LotteryWest of \$1.3M for the upgrade to the Recreation Centre precinct. This will see upgrades to the entrance statement, lighting, car parking and establishment of a community hub area. These works are required to be completed by May 2018. It was originally hoped that the two projects would run parallel.

Recently the meeting room at the Recreation Centre has been condemned due to the intrusion of stormwater that affects the ability for it to be used as a meeting space. This was condemned under environmental health grounds rather than structural grounds. Users of the meeting room have now been relocated to the Dalwallinu Discovery Centre.

There are also outstanding maintenance issues that have been held off while waiting the outcome of the funding application and these relate to the roof leaking, which is causing damage to the electrical wiring, structural integrity of the building and damage to carpets and furnishings.

It appears that there are three options for Council to consider:

### **Option 1 – The Shire to fund the entire upgrade to the Dalwallinu Recreation Centre through increased borrowings and transfers from reserves**

#### ***Officer Comment:***

*The Shire has very low debt and borrowing the money at today's interest rate and spreading the burden over the next 20 plus years' is appropriate as the future generations who use the facility will pay for it not just the users of today. There has been no indication that there will be rate increases to cover the upgrade to the recreation centre. There will be rate increases annually but these will likely be in line with inflation and to cover the cost of service provision not the upgrade.*

*There is no guarantee that should another application be lodged in Round 2 of BBRF, that we would be successful considering the feedback provided on the unsuccessful application in Round 1.*

## **Option 2 – Do not undertake any major upgrades to the Dalwallinu Recreation Centre**

### **Officer Comment:**

*This project has been on Council's Strategic Plans for many years. Extensive consultation has been undertaken with the user groups of the facility and to a smaller extent the community via the survey at the Dalwallinu Show.*

*Considering the time and money spent on progressing the project to the stage where it is now, (that being at the stage to call for tenders) it would be disappointing for the project not to proceed).*

*This would affect the LotteryWest funds of \$1.3M received, as this funding is reliant on the upgrade being undertaken. If no upgrade is undertaken the funds would be required to be returned.*

## **Option 3 – Re-design the proposed upgrade to fit a budget of approx. \$3M**

### **Officer Comment:**

*If Council were to re-design the proposed upgrade, a quote of approximately \$78K has been received. This would be in addition to the funds spent on the current design.*

*This would affect the LotteryWest funds received as the timing to re-design would exceed the time allowed for completion and acquittal of the LotteryWest grant funding.*

The Long Term Financial Plan for the Shire of Dalwallinu does not highlight any requirement for additional borrowings for projects over the next ten years other than for the upgrade to the recreation centre and the proposed subdivision on Bell Street if Council proceed with this.

It is to be noted that should Council not undertake the proposed upgrade to the Rec Centre as outlined in the LotteryWest grant application, the grant for the precinct will be required to be returned to Lottery west, as the grant agreement for the precinct funding was that Council would be undertaking an upgrade to the Recreation Centre. Any changes to the scope of the project would need to be submitted to the LotteryWest Board and Premier for approval.

There is no doubt that the funding of this project entirely through Shire funds will not be acceptable to all ratepayers. However, there has been very minimal maintenance on the building in the last twenty (20) years, the structure is dated and borrowing the funds at today's rates and ensuring that today's users and users into the future pay for the project over the next forty (40) years would appear to be a reasonable outcome.

## Officer Recommendation/Resolution

### **MOTION 9045**

Moved           Cr AR Dickins

Seconded       Cr NW Mills

That Council:

1. proceed with the upgrade to the Dalwallinu Recreation Centre as per the final architectural design submitted by Site Architecture as attached;
2. fund the proposed upgrade by amending the 2017-2018 budget during the budget review as follows:
  - a. Increase borrowings from \$1,000,000 to \$3,000,000, with the loan being for a period of twenty (20) years with a balloon payment;
  - b. Increase the transfer from Land & Buildings Reserve from \$700,000 to \$800,000;
  - c. Include an additional transfer from the Recreation Centre Reserve of \$300,000.

**CARRIED BY ABSOLUTE MAJORITY 7/2**

3.58pm Ms Jo Guest left the Council Chambers and did not return.

***Click to access respective attachment:***

[Attachment 9.1.2.1](#)

[Attachment 9.1.2.2](#)

[Attachment 9.1.2.3](#)

[Attachment 9.1.2.4](#)

[Attachment 9.1.2.5](#)

[Attachment 9.1.2.6](#)

[Attachment 9.1.2.7](#)

## **9.2 MATTERS FOR CONSIDERATION - FINANCE**

### **9.2.1 Accounts for Payment for October 2017**

Date of Report:	28 November 2017
Applicant:	Shire of Dalwallinu
File Reference:	FM/6 – Expenditure Reports
Previous Meeting Reference:	F&A Committee meeting – 21 November 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 October 2017 from the Municipal Account, to the sum of \$17,182.63 paid by cheque and \$948,731.53 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 \$3,213,879.03. In addition, payments of \$117,358.90 were made from the Trust Account. The total payments from all accounts being \$3,331,237.93 have been listed for Council's ratification.

#### **Comment**

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

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

The attached list meets the requirements of the Financial Regulations.

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

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

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

## Strategic Implications

Nil

## Sustainability Implications

### *Environment*

Nil

### *Economic*

Nil

### *Social*

Nil

## Financial Implications

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

## Officer/Committee Recommendation/Resolution

### **MOTION 9046**

Moved           Cr NW Mills  
Seconded       Cr KM McNeill

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 October 2017 under the CEO's delegated authority is endorsed in respect to the following Bank accounts:

(a) Municipal Fund Account totalling \$3,213,879.03 consisting of:

Cheque Numbers 35122 – 35128	\$17,182.63
Electronic Fund Transfers 7271 – 7436 (excluding Trust EFT 7346 and cancelled EFT 7375-7405)	\$948,731.53
Direct Debit Payments Credit Card DD13746.1	\$687.53
Electronic Fund Transfers Payroll	\$170,883.00
Bank Fees	\$4,082.19
Direct Debit Payments (Superannuation)	\$30,265.07
Internal transfer to Term Deposit (Muni excess funds)	\$2,000,00.00
Loan Payment – Loan 157 (DDC)	\$42,047.08

(b) Trust Account payments totalling \$117,358.90 consisting of:

Cheque Numbers 606	\$80.00
Electronic Fund Transfers 7346	\$50.00
Direct Debits - Payments to DPI	\$117,228.90
	<b>CARRIED 9/0</b>

[Click here to access the attachments 9.2.1](#)

## 9.2.2 Monthly Financial Statements for October 2017

Date of Report:	28 October 2017
Applicant:	Shire of Dalwallinu
File No:	FM/6 - Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee meeting – 21 November 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 October 2017.

### **Background**

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

### **Policy Requirements**

Nil

### **Legislative Requirements**

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

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

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

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

### **Strategic Implications**

Nil

## Sustainability Implications

### *Environment*

Nil

### *Economic*

Nil

### *Social*

Nil

## Financial Implications

Nil

## Comment

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

Attached for Council's consideration are:

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

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

## Officer/Committee Recommendation/Resolution

### **MOTION 9047**

Moved           Cr KL Carter

Seconded       Cr NW Mills

That the Financial Reports as submitted for the month ending 31 October 2017 be accepted.

**CARRIED 9/0**

[Click here to access the attachments 9.2.2](#)



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

Date of Report:	28 November 2017
Applicant:	Shire of Dalwallinu
File No:	FM/6 – Expenditure Reports
Previous Meeting Reference:	Finance & Audit Committee meeting – 21 November 2017
Author:	Christie Andrews, Finance Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Report on Rates Debtors as at 31 October 2017

#### **Purpose of Report**

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

#### **Background**

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

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

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

Nil

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

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

Nil

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

Unknown

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

Nil

### Financial Implications

As at 31 October 2017 rates outstanding were \$669,836.48 in respect to collectable rates of which \$91,234.93 has been carried forward from 2016/17 or prior rating years, with 2017/18 rates raised being \$3,776,448.93.

$$\begin{aligned} \text{Ratio} &= \text{Total Outstanding} \\ &\quad \text{Collectable} \\ &= \frac{669,836.48}{3,776,448.93} \\ &= 17.74\% \end{aligned}$$

$$\begin{aligned} \text{Ratio} &= \text{Total Overdue} \\ &\quad \text{Collectable} \\ &= \frac{224,876.62}{3,776,448.93} \\ &= 5.95\% \end{aligned}$$

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

### Comment

Report on Outstanding Rates Debtors as at 31 October 2017 appends.

The 2017/18 Rates were raised and issued on 11 August 2017.

Important dates are as follows:

Rates due date	15 September 2017
Instalment option selection date	15 September 2017
Final Notices issued	11 October 2017
Second instalment due	17 November 2017
Third instalment due	19 January 2018
Fourth instalment due	16 March 2018

Breakdown of unpaid rates debtors as at 31 October 2017.

Rates	565,115.42
Rubbish	29,671.13
Sewerage	47,259.60
ESL	16,391.12
Deferred Pensioner Rates	16,560.07
Paid in Advance	-5,160.86
Total Outstanding	669,836.48

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

**Officer/Committee Recommendation/Resolution**

**MOTION 9048**

Moved           Cr AR Dickins  
Seconded       Cr KM McNeill

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

**CARRIED 9/0**

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

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

## 9.2.4 Kalannie Community Resource Centre – Shire Booking Service

Report Date:	28 November 2017
Applicant:	Kalannie Community Resource Centre
File Ref:	CP/6 – Council Properties - Leasing
Previous Meeting Reference:	Finance & Audit Committee meeting – 21 November 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Correspondence from Kalannie CRC

### **Purpose of Report**

Council is requested to consider a proposal from Kalannie Community Resource Centre (KCRC) with regards to Shire hall bookings in Kalannie.

### **Background**

Correspondence has been received from KCRC requesting that a previous arrangement whereby the Shire paid the KCRC an amount of \$10 per month (\$120 per annum) for managing the booking of the hall in Kalannie can be amended so that the Shire is not charged the monthly \$10 fee and that Council would waive the hire fees for the times that the KCRC required the use of the hall.

### **Policy Requirements**

Nil

### **Legislative Requirements**

Nil

### **Strategic Implications**

Nil

### **Sustainability Implications**

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

Nil

### **Financial Implications**

The Shire currently has an informal agreement with the KCRC for a payment of \$10 per month for managing the bookings of the hall in Kalannie.

Historically, the KCRC has not used the hall during a twelve (12) month period resulting in usage greater than \$120 per annum.

**Comment**

This proposal from KCRC will save both parties time and money and promotes a working relationship with the community group.

Should Council support the Officer Recommendation, the KCRC would be advised that the Shire of Dalwallinu is to be advised of all activities being held in the Shire facilities.

**Officer/Committee Recommendation/Resolution**

**MOTION 9049**

Moved           Cr KM McNeill

Seconded       Cr NW Mills

That Council advises the Kalannie Community Resource Centre that they can manage the shire hall in Kalannie and that the Shire will no longer pay a service fee of \$10 per month and that when the Kalannie Community Resource Centre hire the hall, the fee will be waived.

**CARRIED 8/1**

[Click here to access Attachment 9.2.4](#)

## **9.2.5 2 Dungey Road – Lease to Department of Housing (Government Regional Officers' Housing Program)**

Report Date:	28 November 2017
Applicant:	Department of Housing
File Ref:	CP/6 – Council Properties - Leasing
Previous Meeting Reference:	Finance & Audit Committee meeting – 21 November 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	1. Lease Agreement 2. Offer to Lease

### **Purpose of Report**

Council is requested to consider the proposal from the Department of Housing for the lease of 2 Dungey Road, Dalwallinu for a two (2) year period with an option to renew for a further twelve (12) months.

### **Background**

The Chief Executive Officer was approached by the Department of Housing with regards to the possibility of Council constructing houses for the Department of Housing to lease back for the Government Regional Officers' Housing Program (GROHP). The Chief Executive Officer advised that Council had a 4x2 executive residence that was currently vacant.

On 3 November 2017, an offer to lease 2 Dungey Road, Dalwallinu was received from the Department of Housing for the GROHP. A copy of the offer to lease and draft lease agreement is attached to this report.

### **Policy Requirements**

Nil

### **Legislative Requirements**

Nil

### **Strategic Implications**

Nil

### **Sustainability Implications**

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

Nil

### **Financial Implications**

Council currently has a rental fee of \$495 per week in the 2017-2018 Fees & Charges Schedule.

The offer to lease is for \$475 per week (\$24,700 per annum).

The offer to lease has certain conditions that are required to be met which will have financial implications of approximately \$1,630. The 2017-2018 budget has an allocation of \$1,547 for building maintenance costs. An amendment to this line item will be addressed in the annual budget review if required.

### **Comment**

The house situated at 2 Dungey Road has been vacant since January 2017. After the previous tenants vacated the property was kept vacant in case it was required to attract a business to set up through the Business Attraction and Marketing Program that the Shire was carrying out. There has been no expressions of interest for the house to be used therefore when the Chief Executive Officer was contacted by the Department of Housing the offer to lease this 4x2 executive residence was presented.

The lease is for a term of two (2) years with an option to renew for a further twelve (12) months.

The Department of Housing has identified certain conditions that have been incorporated in the offer to lease, these being:

1. Security barriers to all external doors – *in situ*;
2. Security barrier screens to sliding windows or window locks – *in situ*;
3. Sensor lights to front and rear – *approx. \$80*;
4. Installation of smoke alarms – *in situ*;
5. Electrical Safety Certificate to confirm all hard wired smoke alarms and RCD's have been installed and are functioning correctly – *approx. \$150*;
6. All air conditioning units to be serviced annually – *approx. \$150*;
7. The removal and remediation of any asbestos containing material – *N/A*;
8. Installation of a fixed line connection for the purpose of telephone and internet use – *two outlets in situ*;
9. Installation of native garden landscaping to backyard – *approx. \$300 for plants*;
10. Installation of a 3m x 3m shed to the backyard – *approx. \$800*;
11. Replacement of the blind on the dining room solid door panel – *approx. \$150*;
12. Lawn to be mowed and garden beds weeded within one week of the starting date of the agreement;
13. Property to be thoroughly cleaned prior to lease commencement date.

This item was brought to Council as the Chief Executive Officer does not have delegated authority to amend the fees as stated in the Fees & Charges Schedule and the offer from the Department of Housing is \$20 less per week than the stated fee.

As Council wishes to construct new employee housing in the future, it is recommended that the lease monies received be transferred to the Land & Building Reserve as a contribution towards funding the new employee housing.

## Officer/Committee Recommendation/Resolution

### **MOTION 9050**

Moved           Cr KM McNeill  
Seconded       Cr KL Carter

That Council:

1. Authorise the Chief Executive Officer to undertake the required works to the property located at 2 Dungey Rd, Dalwallinu as set out in the lease conditions;
2. Accepts the offer from the Department of Housing to lease 2 Dungey Road, Dalwallinu for \$475 per week for a two (2) year period from the date the lease is signed with an option to renew for a further twelve (12) months;
3. Authorise the Chief Executive Officer to sign the lease agreement between the Department of Housing and the Shire of Dalwallinu for 2 Dungey Road, Dalwallinu;
4. Transfer the lease monies to the Land & Building Reserve as a contribution towards funding new employee housing;

**CARRIED 9/0**

[Click here to access Attachment 9.2.5.1](#)

[Click here to access Attachment 9.2.5.2](#)



## 9.2.6 BT Sprigg – Request to Write Off Legal Fees

Report Date:	28 November 2017
Applicant:	BT Sprigg
File Ref:	RV/4 – Rates Payments
Previous Meeting Reference:	Finance & Audit Committee meeting – 21 November 2017
Author:	Christie Andrews, Finance Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Absolute Majority
Disclosure of Interest:	Nil
Attachments:	Correspondence

### Purpose of Report

To consider a request to write off outstanding legal fees on assessment A8924 for \$508.20 plus accruing interest.

### Background

Interim rates were raised on the 28 October 2016 when the property changed from non-rateable to rateable after sale. Legal action was undertaken during May 2017 on assessment A8924 when the ratepayer failed to respond to correspondence. Payment for outstanding rates was received 7 June 2017. The legal fees were incurred in early June 2017 and were included on the monthly invoice from Ampac Debt Recovery for period ending 30 June 2017. A letter stating legal fees were incurred was sent to the ratepayer 13 July 2017. 2017/2018 rates were paid excluding outstanding legal fees on 6 November 2017.

### Policy Requirements

Nil

### Legislative Requirements

*Local Government Act (1995) s6.21 Power to defer, grant discount, waive if write off debt*

### Strategic Implications

Nil

### Sustainability Implications

#### *Environment*

Nil

#### *Economic*

Nil

#### *Social*

Nil

### **Financial Implications**

If written off the Shire would be forgoing rates legal charges of \$508.20.

### **Comment**

There has been no change of address received nor has the address listed on Synergy changed since 9 December 2015. There is no record of any correspondence being returned to sender.

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

#### **MOTION 9051**

Moved           Cr AR Dickins

Seconded       Cr KL Carter

That Council not authorise the writing off of legal charges of \$508.20 for Assessment 8924.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

[Click here to access Attachment 9.2.6](#)

## 9.2.7 Central Wheatbelt Biosecurity Association – Shire Support

Report Date: 28 November 2017  
Applicant: Shire of Dalwallinu  
File Ref: EM/18 – Environmental Management  
Previous Meeting Reference: Finance & Audit Committee meeting – 21 November 2017  
Author: Keith Jones, Deputy Chief Executive Officer  
Senior Officer: Jean Sutherland, Chief Executive Officer  
Voting Requirements: Simple Majority  
Disclosure of Interest: Nil  
Attachments: Memorandum of Understanding

### **Purpose of Report**

Council is requested to consider future support of the Central Wheatbelt Biosecurity Association (CWBA).

### **Background**

In 2012 The Central Wheatbelt Declared Species Group (CWDSG) was formed as a group of interested parties but was not an official incorporated body. The group employed an Executive Officer part time and the Shire of Dalwallinu took on the role of looking after the grant funding income and payment of accounts as directed from the CWDSG. The Shire utilised its ABN and banking facilities to represent the CWDSG.

The CWDSG has grown into the incorporated body now known as the Central Wheatbelt Biosecurity Association Inc. and currently has a Memorandum of Understanding with the Shire of Dalwallinu since November 2016 (see attached).

Since 10 October 2016 the CWBA has held ABN 46 359 975 258 but is not currently registered for GST.

### **Policy Requirements**

Nil

### **Legislative Requirements**

Nil

### **Strategic Implications**

Nil

### **Sustainability Implications**

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

Nil

### **Financial Implications**

Income would be derived should the Shire of Dalwallinu elect to charge a fee for services provided to the CWBA.

### **Comment**

As the CWBA is an entity in its own right, the officer believes that any transactions should either now be handled by CWBA directly or if the Shire of Dalwallinu is to still be involved, the Shire of Dalwallinu Trust Account be utilised.

The current situation in the budget and financial statements is showing income and expenditure not relevant to the Shire of Dalwallinu and as such should be removed from the Municipal Account. The grant funding received by the CWBA late last year (\$284,000) is significant and as such skews the Shire's ratios detrimentally.

The Shire of Dalwallinu staff are currently performing tasks on behalf of the CWBA amounting to an average of 5 to 10 hours per month. If these hours were costed at a private works rate of \$72.00 inclusive of overheads the contribution made by the Shire amounts to \$360 to \$720 per month. The CWBA may choose to pay the Shire for these services or determine to handle the tasks in future.

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

#### **MOTION 9052**

Moved           Cr AR Dickins  
Seconded       Cr KM McNeill

That the Council direct the Chief Executive Officer to explain the Shire's position and offer the services provided for \$720 per month commencing from 1 January 2018.

**CARRIED 9/0**

[Click here to access Attachment 9.2.7](#)

## 9.2.8 Setting of new fee and bond – Hire of Genie Scissor Lift

Report Date:	21 November 2017
Applicant:	Shire of Dalwallinu
File Ref:	FM/22– Financial Management – Fees & Charges
Previous Meeting Reference:	Finance & Audit Committee meeting – 21 November 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	<b>Absolute Majority</b>
Disclosure of Interest:	Nil
Attachments:	Nil

### Purpose of Report

Council is requested to consider setting a fee and bond for the hire of the Genie Scissor Lift.

### Background

Council approved the purchase of a new Genie Scissor Lift in the 2017-2018 budget. The scissor lift was purchased in October 2017.

We have received one request to hire the scissor lift and expect that more requests may be forthcoming once it is known that the Shire has this piece of equipment.

### Policy Requirements

Nil

### Legislative Requirements

*Local Government Act 1995 – s6.16, 6.19*

### Strategic Implications

Nil

### Sustainability Implications

#### *Environment*

Nil

#### *Economic*

Nil

#### *Social*

Nil

### Financial Implications

Should Council support the Officer recommendation there will be additional revenue from the hire of this piece of equipment.

**Comment**

The *Local Government Act 1995* allows for Council to set a new fee and charge outside of the budget process. Before introducing the fee, the local government is to give local public notice of its intention to do so and the date from which the proposed fee will be imposed.

Two (2) years ago the Shire hired a scissor lift from Coates Hire Moora at a cost of \$436.98 per day.

The rate being charged in Perth currently is \$263 per day.

It is recommended that the rate set by Council be for a full day with no half day rates applicable.

**Officer /Committee Recommendation/Resolution**

**MOTION 9053**

Moved           Cr BH Boys  
Seconded       Cr NW Mills

That Council:

1. Adopts a hire fee of \$450 per day and a bond of \$1,000 for the Genie Scissor Lift;
2. Pursuant to Section 6.19 of the Local Government Act 1995, gives local public notice of the imposition of the new fee effective from 29 November 2017.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

## 9.2.9 Adoption of Policy 5.16 – Waste Management

Report Date:	28 November 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/20 – Governance – Policy Manual
Previous Meeting Reference:	Finance & Audit Committee meeting – 21 November 2017
Author:	Keith Jones, Deputy Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	<b>Absolute Majority</b>
Disclosure of Interest:	Nil
Attachments:	Draft Policy 5.16

### **Purpose of Report**

Council is requested to adopt draft Policy 5.16 – Waste Management.

### **Background**

A letter received from Wongan Hills Catholic Parish requesting exemption from paying their rubbish rates triggered a discussion topic at the Finance & Audit Committee Meeting on 19 September 2017. It was identified that the Anglican Church pay for rubbish services associated with the house but not the church. These are two separate assessments. The Uniting Church has no house associated with it and has never been charged for rubbish services.

The committee determined that before anything was recommended to full Council staff should draft a Policy on Waste Management in which the Catholic Church request may be incorporated.

The Shire contracts its waste management services to Avon Waste but does not have a policy currently.

### **Policy Requirements**

1.1 – Policy Manual Amendments

### **Legislative Requirements**

Nil

### **Strategic Implications**

Nil

## Sustainability Implications

### *Environment*

Nil

### *Economic*

Nil

### *Social*

Nil

## Financial Implications

A slight reduction of income in rubbish rates will occur if Council adopts the policy.

## Comment

The adoption of the draft policy will guide administration and employees on how to manage the waste fees and charges.

## Officer/Committee Recommendation/Resolution

### **MOTION 9054**

Moved           Cr KL Carter

Seconded       Cr NW Mills

That Council adopt Policy 5.16 Waste Management as attached.

**CARRIED BY ABSOLUTE MAJORITY 9/0**

[Click here to access Attachment 9.2.9.1](#)

[Click here to access Attachment 9.2.9.2](#)



4.10pm Cr NW Mills declared a proximity interest and left the Council Chambers.

### **9.2.10 A6240 Change in Method of Valuation**

Report Date:	28 November 2017
Applicant:	Shire of Dalwallinu
File Ref:	A6240 – Development
Previous Meeting Reference:	Finance & Audit Committee meeting – 21 November 2017
Author:	Christie Andrews, Finance Officer
Senior Officer:	Keith Jones, Deputy Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Plan

#### **Purpose of Report**

Council is requested to consider changing A6240 Lot 500 Pearn Road, Pithara from being rated as Unimproved Value (UV) to Gross Rental Value (GRV).

#### **Background**

Advice was received on schedule R2012/10 that a portion of Reserve 15351 was purchased by the then owner of the Pithara Tavern. Assessment A6240 was created with a date in force of 1 October 2012 for a portion of Lot 500, with an area of 16,424m<sup>2</sup>. Assessment A6240 fell outside the town boundary and the rates based on an unimproved value. The balance of lot 500 (assessment A565, 8,094m<sup>2</sup>) is in a prescribed GRV area. The property was purchased by the current ratepayer at the same time as the Pithara Tavern.

#### **Policy Requirements**

Nil

#### **Legislative Requirements**

*Local Government Act 1995 section 6.28* – Basis of rates under subsection.

#### **Strategic Implications**

Nil

#### **Sustainability Implications**

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

Nil

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

Nil

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

Nil

### Financial Implications

The change in rating for this property will affect rates amount been received by the Shire (amount unknown due to revaluation required).

### Comment

The relevant section of the *Local Government Act 1995* states:

#### 6.28. Basis of rates

- (1) The Minister is to —
  - (a) determine the method of valuation of land to be used by a local government as the basis for a rate; and
  - (b) publish a notice of the determination in the Government Gazette.
- (2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —
  - (a) where the land is used predominantly for rural purposes, the unimproved value of the land; and
  - (b) where the land is used predominantly for non-rural purposes, the gross rental value of the land.

It is expected that the VGO will take assessment A565 and amalgamate it with the A6240 assessment thus bringing the total area of 24,518 m2 into a single assessment.

### Officer/Committee Recommendation/Resolution

#### **MOTION 9055**

Moved           Cr KL Carter  
Seconded       Cr AR Dickins

That Council write to the Minister requesting the portion of Lot 500 Pearn Road, Pithara (A6240) rated with an Unimproved Value be changed to a Gross Rental Value for the basis of rating.

**CARRIED 8/0**

[Click here to access Attachment 9.2.10](#)

4.12pm Cr NW Mills returned to the Council Chambers.

**PROCEDURAL MOTION 9056**

Moved           Cr KM McNeill  
Seconded       Cr NW Mills

That standing orders be suspended for the discussion of 9.2.11   Selection Criteria  
Dalwallinu Recreation Centre Redevelopment.

**CARRIED 9/0**

**PROCEDURAL MOTION 9057**

Moved           Cr KM McNeill  
Seconded       Cr AR Dickins

That standing orders be reinstated.

**CARRIED 9/0**

**9.2.11   Selection Criteria Dalwallinu Recreation Centre Redevelopment**

Date of Report:                   28 November 2017  
Applicant:                         Shire of Dalwallinu  
File Reference:                   ED/6  
Previous Meeting Reference:    Nil  
Author:                            Ms Joanne Guest, Strategic Projects and Marketing  
  Officer  
Senior Officer:                   Ms Jean Sutherland, Chief Executive Officer  
Voting Requirements:           Simple Majority  
Disclosure of Interest:         Nil  
Attachments:                     Tender document including selection criteria

**Purpose of Report**

Council is requested to consider the selection criteria to be included in the tender documentation pertaining to the upgrade of the Dalwallinu Recreation Centre.

**Background**

At the Ordinary Council Meeting held in March 2017, Council appointed Site Architecture Studio to provide architectural services for the final schematic designs and documentation for the Recreation Centre Upgrade.

A workshop was held with the User Groups and Stephen Hart from Site Architecture on 1 May 2017 to seek further feedback from the user groups on the draft concept design. Site Architects were provided with outcomes from both user group workshops and provided a design vision that included improving functionality, sustainability, appearance and connectivity. Key areas of focus were:

- Reduce running costs
- Upgrade internal and external appearance
- Present an entrance that is inviting and welcoming that creates a sense of 'arrival'
- Improve sustainability
- Improve functionality

Consideration of elements that will reduce the running costs of the facility and increase sustainability are embodied in the design process. Examples included:

- Upgrade or replacement of mechanical/electrical services to ensure compliance with current codes including energy provisions – this impacts on lighting (type, on/off timers) and mechanical services
- Solar collectors to offset power drawn from the grid
- Other elements that must comply with energy provisions of the code – such as being more energy efficient, use of hot water, type of hot water and the type of energy used to produce hot water.

On 18 July 2017, a workshop was held with Council facilitated by Stephen Hart from Site Architecture and Tess JoynerSlot from JoynerSlot Consulting. Feedback was sought from Council on a revised draft concept design following the previous user group meetings.

Following this workshop Site Architecture have been working on the final schematic design and preparation of tender documentation which were finalised in October 2017.

As the cost of the project will be exceeding \$150,000, Council are required under the Local Government (Functions and General) Regulations 1996, Section 14.(2a) to determine in writing the criteria for deciding which tender should be accepted.

### **Policy Requirements**

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

### **Legislative Requirements**

*Local Government Act 1995 Section 14.(2a) – Provision of Goods and Services*

### **Strategic Implications**

Shire of Dalwallinu – Strategic Community Plan – 2017-2027

Outcome 1.2 – Enhanced quality of public amenities and all Shire facilities

1.2.2 – Improve lighting in public places

1.2.3 – Promote greater usage of facilities

Outcome 1.6 – Enhanced community meeting areas in town

Outcome 1.8 – Rejuvenated and enhanced recreation precinct and Dalwallinu Recreation Centre

1.8.1– Develop vibrant community hub space within the Dalwallinu Recreation Precinct

1.8.3– Promote rejuvenated modern conference and function capabilities to regional users

Outcome 2.1 – A growing Shire population

### **Sustainability Implications**

#### ***Environment***

Nil

#### ***Economic***

Nil

#### ***Social***

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

### **Financial Implications**

Nil

### **Officer Recommendation/Resolution**

#### **MOTION 9058**

Moved           Cr KM McNeill

Seconded       Cr AR Dickins

That Council endorse the following selection criteria to be included in the documentation for the tender of the redevelopment and upgrade of the Dalwallinu Recreation Centre;

- |                           |     |
|---------------------------|-----|
| 1. Price                  | 50% |
| 2. Related experience     | 30% |
| 3. Project considerations | 10% |
| 4. Project methodology    | 10% |

**CARRIED 9/0**

[Click here to access Attachment 9.2.11](#)

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

Nil

4.21pm Cr AR Dickins declared a financial interest and left the Council Chambers.

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

#### **9.4.1 Support for nomination to Wheatbelt Development Commission Board – Cr Anita Dickins**

Report Date:	28 November 2017
Applicant:	Shire of Dalwallinu
File Ref:	GO/12 – Governance - Councillors
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Nil

#### **Purpose of Report**

Council is requested to support the nomination of Cr Anita Dickins for appointment to the Board of the Wheatbelt Development Commission.

#### **Background**

Two local government vacancies exist for appointment to the Board of the Wheatbelt Development Commission. Nominations close at 4pm, Monday 18 December 2017.

The Wheatbelt Development Commission drives strategic partnerships that deliver jobs growth and maximises leverage from private and government investment.

The Minister for Regional Development will make the appointments to the Board.

Applicants will be considered against the following criteria:

- Elected members of Wheatbelt Local Government;
- Understand key issues impacting the development of the Region;
- Demonstrate involvement in either the economic, and/or social development of the Region;
- The ability to work cooperatively to achieve agreed goals across a wide range of issues and stakeholders.

Terms of appointment will range up to three (3) years.

#### **Policy Requirements**

Nil

**Legislative Requirements**

Nil

**Strategic Implications**

Nil

**Sustainability Implications**

***Environment***

Nil

***Economic***

Nil

***Social***

Nil

**Financial Implications**

Nil

**Comment**

This report is presented to Council as all nominations for appointment to the Wheatbelt Development Commission by Local Government nominees must be endorsed by Council.

**Officer Recommendation/Resolution**

**MOTION 9059**

Moved           Cr KM McNeill

Seconded       Cr NW Mills

That Council supports the nomination of Cr Anita Dickins for appointment to the Board of the Wheatbelt Development Commission.

**CARRIED 8/0**

4.22pm Cr AR Dickins returned to the Council Chambers.

4.23pm Cr KM McNeill and Ms JM Sutherland both declared an impartiality interest and remained in the Council Chambers.

#### **9.4.2 Townscape Focus Group Recommendations**

Report Date:	28 November 2017
Applicant:	Shire of Dalwallinu
File Ref:	PR/5 - Townscape
Previous Meeting Reference:	Nil
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Impartiality interest (Member of group)
Attachments:	1. Example of parking on Myers and Rayner Streets 2. Memorial Park Play Equipment 3. Draft design of Tourist Information Bay 4. Example of Drinking Station

#### **Purpose of Report**

Council is requested to endorse the recommendations presented from the Townscape Focus Group.

#### **Background**

The Townscape Focus Group first met on 11 October 2017. This group consists of the following members:

Mrs K Mills	Mr W Dinnie
Mrs S Orenshaw	Mr F Smit
Mrs K McNeill	Ms K Carter
Ms J Guest	Ms J Sutherland

The first meeting identified priority areas for the group, these being:

- Parking in Johnston Street
- Pathways linking memorials, southern end of town, Tourist Information Bay, park and shopping precinct
- Upgrade to Memorial Park
- Upgrade to Information Bay
- Upgrade to Skate park
- Maintenance of memorial walls
- Signage audit and upgrades

Another meeting was held on 22 November 2017 where the following items were discussed:



### **Parking in Johnston Street**

A discussion at the first meeting was to investigate the possibility of reverse angle parking in Johnston, Myers and Rayner Streets. Reverse angle parking is not achievable in Johnston Street as there is not enough space for the angle parking to meet the Australian Standards.

#### *Focus Group Recommendation*

That reverse angle parking be implemented in Myers Street and Rayner Street as shown on Attachment 1.

### **Upgrade to Memorial Park**

A discussion was held with regards to installing play equipment in a 10m x 10m kerbed area at the southern end of Memorial Park. Consultation has been undertaken with the Manager Works and Services with regards to utilising this area and he has no objections to this.

It is proposed to install an electric barbecue in this area however at this stage no additional seating is required, but the existing seating may need to be relocated. Quotes are being sought for the supply and installation of a drinking station where members of the public can refill their water bottles, as per Attachment 4. These drinking stations have the capability for digital messaging which the committee believes will be an ideal way for the Shire to promote local events and interests.

#### *Focus Group Recommendation*

That play equipment as per Attachment 2 be installed to the southern end of Memorial Park in a 10m x 10m kerbed area with white sand as the soft fall, that an electric barbecue be installed in the vicinity of this play equipment and that dependent on the quotes received, a drinking station be installed.

### **Upgrade to the Tourist Information Bay**

A quote was sought from Shermac to design a replacement Tourist Information Bay as per Attachment 3. The Lions Club will be responsible for the initial signage and ongoing maintenance of the structure.

It is proposed to place this information bay on the eastern side of Johnston Street near the skate park. It is proposed to install another drinking station as per the one suggested for Memorial Park.

#### *Focus Group Recommendation*

That a new Tourist Information Bay be installed on the eastern side of Johnston Street near the Skate park and dependent on the quotes received a drinking station be installed.

### **Upgrade to Skate Park**

In the current budget it is proposed to install a half-court basketball and relocate one of the existing basketball rings from the old courts at the recreation centre.

It is proposed that some shaded seating be installed, along with some planting of shrubs or garden beds to provide some colour to this area.

The CWA have indicated that they are interested in fund raising for improvements to this area so approaches will be made to gauge their interest in assisting with the cost of the seating or the drinking station proposed for the Tourist Information Bay area.

### *Focus Group Recommendation*

That shaded seating and some planting of shrubs or garden beds be installed at the skate park.

### **Upgrade to murals and/or new murals**

A discussion was held with regards to the existing murals in Johnston Street. It was discussed that the existing mural near Dilly Dally/Jenny's Bakehouse could be moved and that a new mural be placed there.

In addition, the CRC have applied for grant funding to have an "Elephant in the Wheatbelt" mural painted. The side wall of the town hall was identified as the most appropriate place for this mural. Should their grant application not be successful, it is proposed that the committee seek designs for a new mural to be placed on the side wall of the hall.

### *Focus Group Recommendation*

That if the CRC grant application is unsuccessful, the committee seek designs for a new mural on the side wall of the town hall. Existing mural to be moved and a new one designed to replace it.

### **Upgrade to lighting in skatepark and Memorial Park**

A grant application has been lodged for upgrades to lighting for the skatepark and Memorial Park. If this is unsuccessful it is proposed to seek quotes for upgrades to this lighting.

### *Focus Group Recommendation*

That if the grant application is unsuccessful for the lighting upgrades to the skatepark and Memorial Park, that quotes are sought for these upgrades to be undertaken.

### **Policy Requirements**

Nil

### **Legislative Requirements**

Nil

### **Strategic Implications**

Shire of Dalwallinu – Strategic Community Plan 2017-2027

Outcome

1.2.2 – Improve lighting and universal access requirements in public places

1.6.1 – Redevelop townsites main streets

1.7.1 – Improve public amenities in playground areas

### **Sustainability Implications**

#### ***Environment***

Nil

#### ***Economic***

The upgrade to Memorial Park and the Tourist Information Bay may encourage tourists to stay in town providing economic benefits to the local businesses.

### ***Social***

The installation of a playground equipment and barbecue provides another space for the community to gather.

### **Financial Implications**

Council has allocated an amount of \$100,000 for Townscape Projects in the 2017-2018 budget. The recommendations from the Townscape Focus Group do not exceed this allocation.

### **Comment**

The Townscape Focus Group recommendations are presented for Council's endorsement.

### **Officer Recommendation/Resolution**

#### **MOTION 9060**

Moved           Cr NW Mills  
Seconded       Cr BH Boys

That Council endorses the following recommendations from the Townscape Focus Group:

1. Reverse angle parking be implemented in Myers Street and Rayner Street as shown on Attachment 1;
2. Play equipment as per Attachment 2 be installed to the southern end of Memorial Park in a 10m x 10m kerbed area with white sand as the soft fall, that an electric barbeque be installed in the vicinity of this play equipment and that dependent on the quotes received, a drinking station be installed;
3. A new Tourist Information Bay be installed on the eastern side of Johnston Street near the Skate park and dependent on the quotes received a drinking station be installed;
4. Shaded seating and some planting of shrubs or garden beds be installed at the skate park;
5. If the CRC grant application is unsuccessful, the committee seek designs for a new mural on the side wall of the town hall. Existing mural to be moved and a new one designed to replace it;
6. If the grant application is unsuccessful for the lighting upgrades to the skatepark and Memorial Park, that quotes are sought for these upgrades to be undertaken.

**CARRIED 7/2**

[Click here to access attachment 9.4.2.1](#)

[Click here to access attachment 9.4.2.2](#)

[Click here to access attachment 9.4.2.3](#)

[Click here to access attachment 9.4.2.4](#)

- 10 APPLICATIONS FOR LEAVE OF ABSENCE**  
Nil
- 11 MOTIONS OF WHICH NOTICE HAS BEEN RECEIVED**  
Nil
- 12 QUESTIONS FROM MEMBERS WITHOUT NOTICE**  
Nil
- 13 NEW BUSINESS OF AN URGENT NATURE (introduced by decision of the meeting)**  
Nil
- 14 MEETING CLOSED TO THE PUBLIC – CONFIDENTIAL BUSINESS As per Local Government Act 1995, Section 5.23(2)**

**PROCEDURAL MOTION 9061**

Moved Cr KL Carter  
Seconded Cr KM McNeill

That Council close the meeting to the public to discuss confidential matters.

**CARRIED 9/0**

**14.4 CONFIDENTIAL MATTERS FOR CONSIDERATION - Administration**

**14.4.1 CONFIDENTIAL ITEM: Nomination for Honorary Freeman of the Shire**

Report Date: 28 November 2017  
 Applicant: Shire of Dalwallinu  
 File Ref: GO/19 – Governance – Councillors – Honorary Freeman  
 Previous Meeting Reference: CS&ED Committee meeting – 21 November 2017  
 Author: Jean Sutherland, Chief Executive Officer  
 Senior Officer: Jean Sutherland, Chief Executive Officer  
 Voting Requirements: Simple Majority  
 Disclosure of Interest: Nil  
 Attachments: Nil

### Reason for Confidentiality

In accordance with the *Local Government Act of 1995* Section 5.23 (2)(b):

- (2) *If a meeting is being held by a council or a committee, the council or committee may close to members of the public the meeting or part of the meeting, if the meeting or part of the meeting deals with any of the following:*
- (b) *the personal affairs of any person.*

### Background

A request has been made to award the title of Honorary Freeman of the Shire of Dalwallinu.

### Recommendation/Resolution

#### **MOTION 9062**

Moved Cr GH Sanderson

Seconded Cr KM McNeill

That Council endorses the recommendation as outlined in the Officer's report.

**CARRIED 9/0**

### 14.4.2 CONFIDENTIAL ITEM: Australia Day Active Citizenship Award

Report Date:	28 November 2017
Applicant:	Shire of Dalwallinu
File Ref:	CR/1 – Community Relations - Awards
Previous Meeting Reference:	CS&ED Committee meeting 21 November 2017
Author:	Jean Sutherland, Chief Executive Officer
Senior Officer:	Jean Sutherland, Chief Executive Officer
Voting Requirements:	Simple Majority
Disclosure of Interest:	Nil
Attachments:	Nomination Form

### Reason for Confidentiality

In accordance with the *Local Government Act of 1995* Section 5.23 (2)(b):

- (2) *If a meeting is being held by a council or a committee, the council or committee may close to members of the public the meeting or part of the meeting, if the meeting or part of the meeting deals with any of the following:*
- (b) *the personal affairs of any person.*

### Background

Council has previously been requested to approve the awarding of the Australia Day Citizenship awards.

**Recommendation/Resolution**

**MOTION 9063**

Moved           Cr NW Mills  
Seconded       Cr KM McNeill

That Council endorses the recommendation as outlined in the Officer's report.

**CARRIED 9/0**

**PROCEDURAL MOTION 9064**

Moved           Cr NW Mills  
Seconded       Cr KJ Christian

That Council reopen the meeting to the public.

**CARRIED 9/0**

**15       SCHEDULING OF MEETING**

**MOTION 9065**

Moved           Cr NW Mills  
Seconded       Cr AR Dickins

That an Ordinary Meeting of Council be held on 19 December 2017 at Council Chambers, Dalwallinu commencing at 3.30pm.

**CARRIED 9/0**

**16       CLOSURE**

There being no further business, the Chairperson closed the meeting at 4.44pm.

**17       CERTIFICATION**

I, **Steven Clifford CARTER**, certify that the Minutes of the meeting held on 28 November 2017, as shown on page numbers 1 to 50 were confirmed as a true record at the meeting held on 19 December 2017.

\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
DATE