



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 21 December 2021

ABN: 35 939 977 194

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Shire of Dowerin
Ordinary Council Meeting
Tuesday 21 December 2021



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 2.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

| | |
|---------------|--------------------|
| Cr RI Trepp | President |
| Ms BA Ward | Deputy President |
| Mr W Allsopp | |
| Mr DP Hudson | |
| Ms N McMorrان | |
| Cr JC Sewell | |
| Cr AJ Metcalf | Were in attendance |
| Mr LG Hagboom | Were in attendance |

Staff:

| | |
|-----------------|---|
| Ms R McCall | Chief Executive Officer |
| Mr L Vidovich | Manager Works and Assets |
| Mr A Wooldridge | Manager Corporate and Community Services, Executive and Governance Officer |
| Ms L Dreghorn | |

Members of the Public:

Apologies:

Approved Leave of Absence: Cr AJ Metcalf, Mr LG Hagboom

3. Public Question Time

Nil

4. Disclosure of Interest

Mr WG Allsopp - Councillor - Item 13.1 Impartiality Interest

5. Applications for Leave of Absence

- 5.1 Cr McMorrان - January
Cr Ward - February

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Hagboom

- 0531** That, by Simple Majority pursuant to Section 2.25(1) of the *Local Government Act 1995*, Councillor McMorran be granted Leave of Absence for January and Cr Ward be granted Leave of Absence for February.

CARRIED 8/0

6. Petitions and Presentations

Caroline Robinson - NEWROC

7. Confirmation of Minutes of the Previous Meeting(s)

7.1 Ordinary Council Meeting held on 16 November 2021

Attachment 7.1A

Special Council Meeting held on 23 November 2021

Attachment 7.1B

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution

Moved: Cr Hudson

Seconded: Cr Allsopp

- 0532** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 16 November 2021, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held on 23 November 2021, as presented in Attachment 7.1B, be confirmed as a true and correct record of proceedings.

CARRIED 8/0

8. Minutes of Committee Meeting(s) to be Received

8.1 GECZ Minutes for meeting held 22 November 2021

Attachment 8.1A

Australia Days Honours Committee Minutes for meeting held 13 December 2021

Attachment 8.1B

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 8.1

Moved: Cr Ward

Seconded: Cr McMorran

- 0533** That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the GECZ Meeting (unconfirmed) held on 22 November 2021, as tabled in Attachment 8.1A, and Australia Day Honours Committee Meeting (unconfirmed) held on 13 December 2021, as tabled in Attachment 8.1B.

CARRIED 7/1

Against Cr Metcalf

9. Recommendations from Committee Meetings for Council Consideration

9.1 Australia Day Honours Committee Recommendation(s)

This Item will be considered Behind Closed Doors - refer [Item 16.1](#).

10. Announcements by the President Without Discussion

Like everyone to relax after a long slow harvest. Take a break and come back reinvigorated in the new year.

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

| | | |
|---|---|--|
| <h1>Corporate and Community Services</h1> | |  SHIRE OF DOWERIN TIN DOG TERRITORY |
| Date: | 14 December 2021 | |
| Location: | Not Applicable | |
| Responsible Officer: | Aaron Wooldridge, Manager Corporate and Community Services | |
| Author: | As above | |
| Legislation: | <i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i> | |
| SharePoint Reference: | Organisation / Financial Management / Reporting / Financial Statements / 2021-2022 Monthly Financial Statements | |
| Disclosure of Interest: | Nil | |
| Attachments: | Attachment 11.1A – November Financial Activity Statement | |

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period ending November 2021.

Background

Section 6.4 of the *Local Government Act 1995* requires a local government to prepare financial reports.

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports, which have been prepared and are presented to Council.

Comment

In order to fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year-to-date basis, the following financial information is included in the Attachment.

Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year-to-date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

Note 1 – Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

Note 2 – Cash and Financial Assets

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.

Note 3 – Receivables

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 4 - Other Current Assets

This note provides details of other current assets that the Shire may hold.

Note 5 - Payables

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 - Disposal of Assets

This note gives details of the capital asset disposals during the year.

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 -Borrowings

This note shows the Shire's current debt position and lists all borrowings.

Note 10 - Cash Backed Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year-to-date basis.

Note 11 - Other Current Liabilities

This note outlines any provisions the Shire has on hand relative to other current liabilities.

Note 12 - Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 - Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Aaron Wooldridge, Manager Corporate and Community Services

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

Risk Implications

| | |
|--------------------------------------|---|
| Risk Profiling Theme | Failure to fulfil statutory regulations or compliance requirements |
| Risk Category | Compliance |
| Risk Description | No noticeable regulatory or statutory impact |
| Consequence Rating | Insignificant (1) |
| Likelihood Rating | Rare (1) |
| Risk Matrix Rating | Low (1) |
| Key Controls (in place) | Governance Calendar, Financial Management Framework and Legislation |
| Action (Treatment) | Nil |
| Risk Rating (after treatment) | Adequate |

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Financial Implications

Nil

Officers Recommendation/Resolution

Moved: Cr Hudson

Seconded: Cr Ward

0534 That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period November 2021, as presented in Attachment 11.1A.

CARRIED 8/0

2.16pm - Caroline Robinson enters meeting to give NEWROC presentation.

3.00pm - Caroline left the meeting not to return.

11.2 List of Accounts Paid

| | | |
|---|--|---|
| <h1>Corporate & Community Services</h1> | |  SHIRE OF DOWERIN TIN DOG TERRITORY |
| Date: | 14 December 2021 | |
| Location: | Not Applicable | |
| Responsible Officer: | Aaron Wooldridge, Manager Corporate & Community Services | |
| Author: | Jasmine Pietrocola, Accounts Finance Officer | |
| Legislation: | <i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i> | |
| SharePoint Reference: | Organisation/Financial Management/Reporting/Financial Statements and Credit Cards | |
| Disclosure of Interest: | Nil | |
| Attachments: | Attachment 11.2A – List of Accounts Paid | |

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for November 2021.

Background

Nil

Comment

The List of Accounts Paid as presented has been reviewed by the Manager Corporate & Community Services.

Consultation

Rebecca McCall, CEO

Aaron Wooldridge, Manager Corporate & Community Services

Jasmine Pietrocola, Finance Officer

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies. Payments have been made under delegated authority.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 12 and 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegated authority.

Risk Implications

| | |
|--------------------------------------|--|
| Risk Profiling Theme | Failure to fulfil statutory regulations or compliance requirements |
| Risk Category | Compliance |
| Risk Description | No noticeable regulatory or statutory impact |
| Consequence Rating | Insignificant (1) |
| Likelihood Rating | Rare (1) |
| Risk Matrix Rating | Low (1) |
| Key Controls (in place) | Governance Calendar |
| Action (Treatment) | Nil |
| Risk Rating (after treatment) | Adequate |

Financial Implications

Funds expended are in accordance with Council's adopted 2021/22 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.2

Moved: Cr Allsopp

Seconded: Cr Hudson

0535

That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:


List of Accounts Paid - November 2021

| | |
|--|--------------|
| EFT9230 to EFT9329 | \$595,104.95 |
| Cheque 10933 to 10936 | \$45,466.32 |
| Direct Debit 11497: Credit Card Payment: October 2021 | \$8,411.17 |

| | |
|---|---------------------|
| Direct Debit 11511: Puma Energy: Fuel: October 2021 | \$695.84 |
| Direct Debit 11505 & 11516 Superannuation | \$15,557.59 |
| Direct Debit 11508 & 11509: WATC Loan & Interest Repayments | \$20,716.27 |
| 130886: Bank Fees | \$809.70 |
| Net Payroll; PPE 9 November 2021 | \$59,235.04 |
| Interim Pay Run; PPE 9 November 2021 (Missed Employee) | \$2,134.97 |
| Net Payroll; PPE 23 November 2021 | \$49,332.47 |
| TOTAL | \$797,464.32 |

CARRIED 8/0

11.3 Recalcitrant Rates Debtors

| | | |
|---|--|--|
| <h2>Corporate and Community Services</h2> | |  SHIRE OF DOWERIN TIN DOG TERRITORY |
| Date: | 1 December 2021 | |
| Location: | Various | |
| Responsible Officer: | Aaron Wooldridge, Manager Corporate and Community Services | |
| Author: | Sheldon Cox, Rates Officer | |
| Legislation: | <i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i> | |
| Sharepoint Reference: | Organisation/Rates and Evaluations/Reporting/2021 Recalcitrant Rates Debtors | |
| Disclosure of Interest: | Nil | |
| Attachments: | Attachment 11.3A – Recalcitrant Rates Debtors | |

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for December 2021 details non-pensioner assessments, not paying on an arrangement, with a previous year's balance of more than \$100.

Background

It is considered best practice for Council to have less than 4% of total rates levied outstanding at the end of the financial year (approximately \$55,000). Council does not meet this target due to several assessments holding large debts.

Comment

Currently there are 13 properties with three or more years of outstanding rates at a total of \$138,701.90. This is down from 16 properties with a total debt of \$144,162.04 at the end of October (over \$5,000 recovered within one month). Prior to the 2021/2022 Billing, outstanding rates were at \$116,517.56.

Of these 13 properties, one is undergoing the sale by auction process. Staff expect to complete this process within the next twelve months.

Another property cannot be sold by bailiff auction, so a further agenda item is to be presented to council with various options and recommended actions.

Most recalcitrant rates debtors have commenced payment arrangements, helping to reduce what is currently outstanding, with multiple assessments making significant payments or being paid in full.

A long existing recalcitrant debtor has also paid three assessments in full, having previously not made any payments since 2017. On top of the recent bailiff auction, another three properties holding large debts have recently been sold, with the outstanding amounts – approximately \$18,000 – to be paid at settlement.

As long as the proactive debt recovery action continues, it is expected that at least \$76,000 or more of recalcitrant debts will be significantly reduced and/or finalised within the next three years.

There is a legislative requirement on local governments to recover rates. Therefore, taking no action may be in breach of Section 6.57 of the *Local Government Act 1995* which states:

*“6.57. Non-compliance with procedure in Act not to prevent recovery of rate or service charge
In proceedings by or on behalf of a local government for the recovery of an amount due in respect of a rate or service charge, failure by the local government to comply in respect of the rate or service charge with the provisions of this Act, is not a defence, if it appears that it had the power to impose, and did in fact assent to the imposition of, the rate or service charge.”*

The Shire’s Rates Officer will continue to monitor and undertake all available debt recovery actions as the work done to date shows that this results in positive outcomes.

Due to robust rate recovery procedures now in place and with some properties now sold, debt is again reduced, with more ratepayers paying outstanding accounts and/or adhering to payment arrangements.

Since the raising of the 2021/2022 Rates, all prior rates debts have moved into arrears. It is noted that no further ratepayers have been added into the Recalcitrant Debtors list which is considered to be part of the positive outcome of robust debt recovery.

Consultation

Sheldon Cox, Rates Officer
Tara Donnelly, Casual Rates Officer
Aaron Wooldridge, Manager Corporate and Community Services
Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery
Damian Barr, Director, Local Government Services, AMPAC Debt Recovery
Association of Rates Officers
Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

Local Government Act 1995; Local Government (Financial Management) Regulations 1996

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation
Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*
Outcome: 5.3
Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

| | |
|-----------------------------|--|
| Risk Profiling Theme | Failure to fulfil statutory regulations or compliance requirements |
| Risk Category | Financial Impact |
| Risk Description | \$50,001 - \$200,000 |
| Consequence Rating | Major (4) |

| | |
|--------------------------------------|---|
| Likelihood Rating | Likely (4) |
| Risk Matrix Rating | Extreme (20) |
| Key Controls (in place) | Financial Management Framework; Debt Recovery Procedures; Legislation |
| Action (Treatment) | Undertake debt recovery as per procedures and legislation |
| Risk Rating (after treatment) | Effective |

Financial Implications

The risk implications as set out above has now increased from \$5,001 - \$50,000 to \$50,001 - \$200,000 as this is the next bracket in our risk description and our long-term outstanding debts are now over \$64,000.

Our signed, audited Annual Financial Report for 2019/2020 required staff to create a provision for doubtful rates debt to the value of \$64,422 due to this amount being considered unrecoverable. As the debt increases, the impact on Councils' revenue stream increases.

This provision does not stop or delay legal action, nor does it stop the increasing debt, it simply means that these funds are now reflected as a liability rather than an asset in the Shire's financials.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution - 11.3

Moved: Cr Hagboom **Seconded:** Cr McMorran

0536 That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.3 A.

CARRIED 8/0

11.4 Application – Café Alfresco

| | | |
|--------------------------------------|--|--|
| <h1>Governance & Compliance</h1> | |  SHIRE OF DOWERIN TIN DOG TERRITORY |
| Date: | 9 December 2021 | |
| Location: | Bear Pantry Café – 36 Stewart Street, Dowerin | |
| Responsible Officer: | Rebecca McCall, Chief Executive Officer | |
| Author: | Ashlee Banks, Community Development Officer | |
| Legislation: | <i>Local Government Act 1995: Schedule 3.21</i> | |
| Sharepoint Reference: | Organisation / Rates & Valuations / Property Correspondence / A359 36 Stewart Street, Dowerin | |
| Disclosure of Interest: | Nil | |
| Attachments: | <u>Attachment 11.4A</u> - Application Form - Bear Pantry Café & Supporting Documents | |

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is for Council to consider the application for alfresco dining at the front of the Bear Pantry Café located at 36 Stewart Street, Dowerin. The alfresco dining decision is made by the Shire of Dowerin and does not require building or planning approval due to the nature of the application.

Background

The Shire of Dowerin has received an application from Bear Pantry Café for the construction of three alfresco booths to be erected along the kerb at the front of the recently purchased business, located at 36 Stewart Street Dowerin. The application received will provide a functional dining space, whilst not hindering on the accessibility of the foot path or traffic along Stewart Street. The applicant has received written permission from the landlord for the development to proceed and the space has been inspected by the Shire of Dowerin Manager of Works & Assets who has deemed the space appropriate and does not believe there will be any issues raised with the proposed development.

Comment

Alfresco dining can be beneficial to the commercial centres/main streets through locating people and social activities within public spaces, it can give a feeling of vibrancy and sense of place and assist in improving of the viability of commercial centres.

It can also have benefits of:

- improving the ambience and amenity of a streetscape, by providing points of interest and activity.
- assisting with promotion of tourism, allowing dining to occur whilst utilising views.
- Providing an alternative to indoor dining and diversity in the service that owner/operators can provide to customers, as well as alternative dining options on the main street to tourists; and
- Promotes visibility and exposure of business to customers and tourists.

Alfresco dining is considered a positive inclusion in town centres.

Consultation

Rebecca McCall, Chief Executive Officer
Ashlee Banks, Community Development Officer
Les Vidovich, Manager Works & Assets

Policy Implications

The application relates to Local Law; *Activities in Thoroughfares and Public Spaces and Trading Local Law 2021. Part 6; Trading in Thoroughfares and Public Spaces; Division 3 – Outdoor eating facilities on public places:*

6.15 Interpretation

In this Division -

Facility means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

*Permit holder means the person to whom a permit has been issued for the purpose of clause 6.16; and
public place has the meaning given to it in clause 6.1.*

6.16 Permit required to conduct Facility

A person shall not establish or conduct a Facility without a permit.

6.17 Matters to be considered in determining application

In determining an application for a permit for the purpose of clause 6.16, the local government may consider in addition to any other matter it considers relevant, whether or not-

- (a) the Facility is conducted in conjunction with and as an extension of a food business which abut on the Facility, and whether the applicant is the person conducting such food business;*
- (b) any abutting food business is registered in accordance with the Food Act 2008 and whether the use of the business is permitted under the town planning scheme;*
- (c) users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;*
- (d) the Facility would -
 - (i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or*
 - (ii) impede pedestrian access; and**
- (e) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.*

6.18 Obligations of permit holder

(1) The permit holder for a Facility shall -

- (a) ensure that the Facility is conducted at all times in accordance with the provisions of this local law;*
- (b) ensure that the eating area is kept in a clean and tidy condition at all times;*
- (c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times; and*
- (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility.*

(2) Whenever, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give a notice to the permit holder for the Facility to carry out that work within the time limited by the notice.

(3) In subclause (2), "work" includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

6.19 Removal of Facility unlawfully conducted

Where a Facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorized person and impounded in accordance with the Act.

6.20 Use of Facility by public

- (1) *A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.*
- (2) *A person shall leave a Facility when requested to do so by the permit holder.*

6.21 *Temporary removal of Facility may be requested*

- (1) *The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service.*
- (2) *The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.*

Strategic Implications

Strategic Community Plan

| | |
|---------------------|--|
| Community Priority: | Our Organisation |
| Objective: | <i>We are recognised as a transparent, well governed, and effectively managed Local Government</i> |
| Outcome: | 5.3 |
| Reference: | 5.3.2 |

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Nil

Risk Implications

| | |
|--------------------------------------|--|
| Risk Profiling Theme | Failure to fulfil statutory regulations or compliance requirements |
| Risk Category | Property (Plant, Equipment, Buildings) |
| Risk Description | Localised damage rectified by routine internal procedures |
| Consequence Rating | Insignificant (1) |
| Likelihood Rating | Unlikely (2) |
| Risk Matrix Rating | Low (2) |
| Key Controls (in place) | Ensure annual inspection of footpaths in conducted |
| Action (Treatment) | |
| Risk Rating (after treatment) | Adequate |

Financial Implications

The financial implications for the application are solely the responsibility of the applicant. The applicant is responsible for all cleaning and on-going maintenance of the alfresco dining space.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution - 11.6

Moved: Cr Metcalf

Seconded: Cr Trepp

0537 *That Council, by Simple Majority in accordance with Local Government Act 1995; Section 3.21 approves the application for development of an alfresco dining space along the kerb but not obstructing the foot path at the premises known as Bear Pantry Café, 36 Stewart Street, Dowerin.*

CARRIED 8/0

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Sewell

0538 That, in accordance with Clause 12.3 of the Shire of Dowerin Standing Orders Local Law, Council adjourns the meeting.

CARRIED 8/0

3.13pm – the meeting was adjourned.

12.1 Policy Manual Review – Policy 7.20 – Management of Bushfire Volunteers Policy

| | | |
|--------------------------------------|---|--|
| <h1>Governance & Compliance</h1> | |  SHIRE OF DOWERIN TIN DOG TERRITORY |
| Date: | 14 December 2021 | |
| Location: | Shire of Dowerin | |
| Responsible Officer: | Rebecca McCall, Chief Executive Officer | |
| Author: | Linley Dreghorn, Executive & Governance Officer | |
| Legislation: | <i>Local Government Act 1995</i> <i>Bush Fires Act 1954</i> | |
| Sharepoint Reference: | Organisation/Governance/Council Policies | |
| Disclosure of Interest: | Nil | |
| Attachments: | <u>Attachment 12.1A</u> – Policy 7.20 – Management of Bushfire Volunteers Policy | |

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 7.20 – Management of Bushfire Volunteers Policy to Council for consideration and, if satisfactory, adoption.

Background

Workplace health and safety laws are changing in WA with the *Workplace Health & Safety (WHS) Act (WA) 2020*. Volunteers, particularly bushfire volunteers are now included in the legislation.

The WHS Act will come into operation once all the supporting regulations are finalised. Work to develop the regulations is underway and due for completion in early 2022.

Key elements of the WHS Act for local governments to be aware of include:

The new term 'Person conducting a business or undertaking' or PCBU expands the old concept of 'employer'. It's a broad term used to describe all forms of modern working arrangements, which we commonly refer to as business.

The PCBU is considered as the primary duty of care.

A person who works for a PCBU is considered a worker. The definition of a worker has been expanded and now covers and includes all forms of paid and unpaid work including volunteers and bushfire volunteers.

PCBU responsibilities include: providing a safe place of work; providing for safe systems of work; provide information, instruction, training and supervision on how to deal with hazards; monitoring the health and safety of workers; and provide for the safe use of plant, substances and structures.

Comment

It is proposed to adopt this policy to provide guidance in managing the Shire's bushfire volunteers in relation to their competency in fighting fires and expectations and requirements when attending a bush fire.

This policy includes requirements for volunteers who attend a bushfire to:

- Follow orders of a Fire Control Officer (FCO)
- Wear appropriate fire-fighting PPE
- Understand and use the correct communication methods
- Notify when arriving and leaving fire grounds
- Ensure firefighting plant and equipment is operational

The Officer's Recommendation therefore is to adopt this policy.

Consultation

Senior Management Team

Council Workshop – 16 November 2021

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the policy.

Statutory Implications

Section 2.27(2)(b) of the *Local Government Act 1995* is applicable and states:

"2.7. Role of council

(1) The council –

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

(2) Without limiting subsection (1), the council is to –

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies."

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

| | |
|--------------------------------------|--|
| Risk Profiling Theme | Failure to fulfil statutory regulations or compliance requirements |
| Risk Category | Compliance |
| Risk Description | No noticeable regulatory or statutory impact |
| Consequence Rating | Minor (2) |
| Likelihood Rating | Unlikely (2) |
| Risk Matrix Rating | Low (4) |
| Key Controls (in place) | Nil |
| Action (Treatment) | Nil |
| Risk Rating (after treatment) | Adequate |

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Allsopp

0539 That, in accordance with Clause 12.3 of the Shire of Dowerin Standing Orders Local Law, Council recommences the meeting.

CARRIED 8/0

3.30pm - the meeting recommenced.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Council Resolution - 12.1

Moved: Cr Hudson

Seconded: Cr Sewell

0540 That Council, by Simple Majority, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, adopts Policy 7.20 - Management of Bushfire Volunteers Policy, as presented in Attachment 12.1A.

CARRIED 6/2

Against Cr Metcalf and Cr Hagboom

12.2 Policy Manual Review – Policy 7.21 – Welcome to Country Policy

Governance & Compliance



| | |
|--------------------------------|--|
| Date: | 14 December 2021 |
| Location: | Not applicable |
| Responsible Officer: | Rebecca McCall, Chief Executive Officer |
| Author: | Ashlee Banks, Community Development Officer |
| Legislation: | <i>Local Government Act 1995</i> |
| Sharepoint Reference: | Organisation/Governance/Council Policies |
| Disclosure of Interest: | Nil |
| Attachments: | Attachment 12.2A – Policy 7.21 – Welcome to Country Policy |

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 7.21 – Welcome to Country Policy to Council for consideration and, if satisfactory, adoption.

Background

The Welcome to Country policy is in conjunction with the Community Engagement Framework which was adopted by Council at its Ordinary Meeting held on the 28 September 2021 (CMRef 0487)

Comment

Throughout many events in 2021, the Shire of Dowerin has been requested to supply a copy of our Welcome to Country Policy and a significant number of grant applications require organisations to demonstrate how they show respect to traditional custodians of the land. The Welcome to Country Policy will assist the Shire of Dowerin staff and Council on all matters relating to acknowledging the traditional custodians of the land and the appropriate format for which this is undertaken.

The Officer's Recommendation therefore suggests the policy be adopted.

Consultation

Rebecca McCall, Chief Executive Officer
Ashlee Banks, Community Development Officer
Council Workshop – 16 November 2021

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the policy.

Statutory Implications

Section 2.27(2)(b) of the *Local Government Act 1995* is applicable and states:

"2.7. Role of council

(1) The council –

- (a) governs the local government's affairs; and
 (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to –
 (a) oversee the allocation of the local government's finances and resources; and
 (b) determine the local government's policies.”

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.2

Reference: 5.2.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

| | |
|--------------------------------------|--|
| Risk Profiling Theme | Business & Community Disruption |
| Risk Category | Reputation (Social/Community) |
| Risk Description | Substantiated, localised impact on community trust or low media item |
| Consequence Rating | Minor (2) |
| Likelihood Rating | Unlikely (2) |
| Risk Matrix Rating | Low (4) |
| Key Controls (in place) | Policies |
| Action (Treatment) | Nil |
| Risk Rating (after treatment) | Adequate |

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 12.2

Moved: Cr Sewell


Seconded: Cr McMorran

0541 That Council, by Simple Majority, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, adopts Policy 7.21 - Welcome to Country, as presented in Attachment 12.2A

CARRIED BY ABSOLUTE MAJORITY 6/2
Against Cr Metcalf and Cr Hagboom

13. OFFICER'S REPORTS – WORKS AND ASSETS

13.1 Light Fleet Changeover

| | | |
|--------------------------------|---|--|
| <h1>Works & Assets</h1> | |  SHIRE OF DOWERIN TIN DOG TERRITORY |
| Date: | 14 December 2021 | |
| Location: | Not applicable | |
| Responsible Officer: | Les Vidovich, Manager Works & Assets | |
| Author: | As Above | |
| Legislation: | <i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i> | |
| SharePoint Reference: | Nil | |
| Disclosure of Interest: | Cr Allsopp – Impartiality Interest – left the meeting 3.35pm | |
| Attachments: | Attachment 13.1A – Light Fleet Changeover Comparison | |

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal for Council to consider the changeover of two vehicles.

Background

Council's 2021/22 Budget made provisions to replace four vehicles.

It was requested during budget deliberations by Councillors if motor vehicle quotations could be referred to a Council workshop for viewing prior to any purchase. In line with Council policies 3.11 (Purchasing) and 3.15 (Regional Price Preference) staff obtained three quotations for the supply and trade of these vehicles, and these were previously submitted to the September & October workshop, along with the November Council meeting for further discussion.

| Vehicle | Purpose | Supply New | To Trade | Current Km's | Expected Km's |
|----------|--------------|-----------------------|----------------------|--------------|---------------|
| D02 | MWA | 4x4 Toyota Dual Cab | 2020 Toyota Hilux | 37,808 | 56,712 |
| D4 | MCCS | Toyota Fortuner | 2020 Toyota Fortuner | 38,897 | 58,345 |
| D002 | Leading hand | 4x2 Toyota Dual Cab | 2017 Ford Ranger | 139,137 | 156,529 |
| 1GIL 668 | Fuel Ute | 4x2 Toyota Single Cab | 2005 Toyota Hilux | 207,423 | 213,905 |

Note * Current Vehicle Kilometre reading as of the 04/11/2021

Expected Vehicle Kilometre reading as of the 04/05/2022

Comment

A breakdown of each submission previously presented is attached, including upgrading the leading hands vehicle to a 4x4. All prices previously presented were ex Gst.

Within the adopted 2021/22 annual budget there is an estimate for the capital purchase and an associated estimate for the disposal of the asset:

| Vehicle | Budget Capital Estimate | Budget Trade Estimate | Budget Changeover |
|----------|-------------------------|-----------------------|-------------------|
| D02 | \$52,500 | \$40,000 | \$12,500 |
| D4 | \$52,500 | \$40,000 | \$12,500 |
| D002 | \$42,000 | \$18,000 | \$24,000 |
| 1GIL 668 | \$35,000 | \$12,000 | \$23,000 |
| Total | | | \$72,000 |

All the companies that have submitted quotations have the experience and capability to carry out the requirements of the contract to the complete satisfaction of Council. Purchasing from a local dealer will save time and travel costs for any warranty, service or repair work that maybe required and having one make of vehicle should minimise the storage of any stock that is to be kept at the Shire depot.

Full details of the vehicle changeover proposal can be found in Attachment 13.1A.

By postponing the purchasing of the 4x2 Toyota Dual Cab and 4x2 Toyota Single Cab there will be a further delay in finalising the implementation of the fuel management system, a non-compliant finding identified during the audit process.

Consultation

Rebecca McCall, Chief Executive Officer
Les Vidovich, Manager Works & Assets
Avon Valley Toyota
Midland Toyota
Boekeman Toyota
R.B Motors Goomalling

Policy Implications

Asset Management Policy and, if adopted, the Replacement of Plant & Vehicles Policy.

Statutory Implications

Local Government Act 1995 & the Local Government (Functions & General) Regulations 1996.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure
Objective: We have functional assets and infrastructure that supports the community
Outcome: 3.2
Reference: 3.2.1

Asset Management Plan

Changeover of vehicles will not impact the Plant Replacement Program, which is a component of the Asset Management Plan.

Long Term Financial Plan

Nil

Risk Implications

| | |
|--------------------------------------|--|
| Risk Profiling Theme | Failure to fulfil statutory regulations or compliance requirements |
| Risk Category | Compliance |
| Risk Description | No noticeable regulatory or statutory impact |
| Consequence Rating | Insignificant (1) |
| Likelihood Rating | Rare (1) |
| Risk Matrix Rating | Low (1) |
| Key Controls (in place) | Asset Management Policy, Replacement of Plant & Vehicles Policy |
| Action (Treatment) | |
| Risk Rating (after treatment) | Adequate |

Financial Implications

The changeover of vehicles is allocated within the 2021/2022 Annual budget and future trade prices will be sought closer to delivery due to the supplier not willing to lock in a trade price until vehicles are secured.

Officers Recommendation

That, in accordance with Division Two of the *Local Government (Functions and General) Regulations 1996*, Council resolves to:

- 1) Proceed with the purchase of the new vehicles previously quoted for from Boekeman Toyota (Less the MWA and MCCS Vehicles);
- 2) Prior to their known delivery date, new trade in prices be sought from Boekeman Toyota along with the estimated values to auction;
- 3) Commence the trade or auction of the Leading Hand, Fuel Ute & MCCS vehicles after determining the best value or option for disposal; and
- 4) Approves the reallocation of funds from the 2021/2022 Annual Budget as follows:
 - PE205 - Purchase of MCCS light vehicle \$52,500 to
 - PE107 - Purchase of a new small sedan vehicle \$25,000.

Voting Requirements



Simple Majority



Absolute Majority

Resolution – 13.1

Moved: Cr Hudson

Seconded: Cr McMorran

0542 That, in accordance with Division Two of the *Local Government (Functions and General) Regulations 1996*, Council resolves to:

- 1) Proceed with the purchase of the new vehicles previously quoted for from Boekeman Toyota (Less the MWA and MCCS Vehicles);
- 2) Prior to their known delivery date, new trade in prices be sought from Boekeman Toyota along with the estimated values to auction; and
- 3) Commence the trade or auction of the Leading Hand and Fuel Ute vehicles after determining the best value or option for disposal.

CARRIED 6/1


Against Cr Sewell

Reason

Council want further details on the future of Dowerin Home Care and further justification for the purchase of a small sedan as a pool vehicle.

3.55pm - Cr Allsopp re-entered the meeting

13.2 Regulatory Signage - Cottrell & Fraser Street Intersection

| | | |
|--------------------------------|--|---|
| <h1>Works & Assets</h1> | |  SHIRE OF DOWERIN TIN DOG TERRITORY |
| Date: | 15 December 2021 | |
| Location: | Cottrell & Fraser Street Intersection | |
| Responsible Officer: | Les Vidovich, Manager Works & Assets | |
| Author: | As above | |
| Legislation: | Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014 | |
| Sharepoint Reference: | | |
| Disclosure of Interest: | Nil | |
| Attachments: | Nil | |

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For Council to consider a request to change the existing give way signs to a stop sign at the intersection of Cottrell and Fraser Roads in Dowerin.

Background

At a recent council workshop meeting it was mentioned that the giveaway signs at the intersection of Cottrell and Fraser Roads should be changed to a stop sign. The Shire of Dowerin is responsible for the installation and maintenance of the following signage within a road reserve.

- No stopping
- No parking including on verges
- Time parking restrictions
- Paid parking
- Bus zones
- Loading/Taxi zones
- ACROD parking
- Street name signs
- Directional signs

The approval and installation of all other regulatory signs including stop, give way, keep left and speed signs etc. is the responsibility of Main Roads WA.

Comment

Works and Assets staff have been in contact with Main Roads WA in Northam and were advised that before the installation of a stop sign would be considered a Council resolution is requested with the full support of its members.

The intersection in question is currently showing no crash data history within the last five years and has a daily traffic volume count of approximately 75 vehicles per day.

There is no guarantee Main Roads WA will approve this request but will evaluate it as per their requirements and standards if a Council resolution is provided.

Consultation

Gren Putland, Network Operations Manager (Wheatbelt Region) Main Roads WA

Rebecca McCall, Chief Executive Officer

Les Vidovich, Manager Works & Assets

Policy Implications

The provision of traffic signs and pavement markings in Western Australia, should be in accordance with

- Road and Traffic Engineering Guidelines - Traffic Management Guidelines for Traffic Signals
- Austroads Guide to Traffic Engineering Practice - Part 7 Traffic Signals
- Austroads Guide to Traffic Engineering Practice - Part 8 Traffic Control Devices
- Austroads Design Vehicles and Turning Path Templates
- Standards Australia Manual of Uniform Traffic Control Devices Parts 1 - 14 (AS 1742)
- Main Roads Road & Traffic Design - Technical Standards Main Roads Index of Signs Manual 3100/05/10-2
- Main Roads Road & Traffic Design - Technical Standards Sign Post Design Manual 3100/05/10-6
- Main Roads Traffic Design - Design Guidelines for Channelisation, Pavement Marking and Regulatory Signing 2000/001

Statutory Implications

Under Clause 297 (1) of the Road Traffic Code 2000, the Commissioner of Main Roads has sole power to "erect, establish or display, and may alter and or take down any road sign or traffic-control signal."

Under Clause 297 (2) of the Road Traffic Code 2000, "the Commissioner of Main Roads may allow an authorised body to erect, establish, display, alter or take down any particular road sign or traffic-control signal, or road signs or traffic-control signals of a class or type of classes or types, and in the circumstances (if any), specified in the instrument of authorisation."

The Commissioner of Main Roads has authorised all rural councils to carry out non-regulatory signing works (including maintenance) along local roads, and all traffic signing works (including maintenance) associated with parking controls along local roads. This authorisation does not include pavement markings except for those associated with parking controls.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: Our infrastructure will drive economic and population growth, be a key enabler of the digital economy and support reliable, efficient service delivery.

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

| | |
|--------------------------------------|---|
| Risk Profiling Theme | Asset Management Practices |
| Risk Category | Compliance |
| Risk Description | Fatality, permanent disability |
| Consequence Rating | Major (4) |
| Likelihood Rating | Rare (1) |
| Risk Matrix Rating | Low (1) |
| Key Controls (in place) | Regular Inspections by staff to ensure minimal damage |
| Action (Treatment) | Reporting of regulatory signage to Main Roads WA |
| Risk Rating (after treatment) | Effective |

Financial Implications

There are no financial implications for the Shire of Dowerin with the installation or maintenance of regulatory signage. If approved by MRWA all costs associated with these works will be paid for and carried out by the department.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution 13.2

Moved: Cr Ward **Seconded:** Cr Trepp

0543 That Council authorise the Chief Executive Officer to contact Main Roads WA and request that the existing give way signs at the intersection of Cottrell and Fraser Streets be assessed and if possible, replaced with stop signs.

**CARRIED 7/1
 Against Cr Hagboom**

13.3 Disposal of Assets – Recycling Trailer

Works & Assets



| | |
|--------------------------------|---|
| Date: | 14 December 2021 |
| Location: | Not applicable |
| Responsible Officer: | Rebecca McCall, Chief Executive Officer |
| Author: | Linley Dreghorn, Executive & Governance Officer |
| Legislation: | <i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i> |
| SharePoint Reference: | Technical/Asset Management/Asset Acquisition & Disposal |
| Disclosure of Interest: | Nil |
| Attachments: | Nil |

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a proposal to Council for consideration and, if satisfactory, adoption.

Background

The Dowerin Men's Shed has approached the CEO requesting the option to purchase the Dowerin Community Event Recycling trailer with the intent of re-purposing into a water/fire unit. The trailer is currently stored down at the bottom yard. Information we have to date is as follows:

- Ownership – Shire of Dowerin
- How it was acquired – no record
- Past use – collection of recyclables
- Current use – as not been used for at least 4 years
- Is it surplus of our needs – appears to be in excess to needs at this present time
- Asset Value is fully written down as it has reached its useful life as per the asset register

Comment

The trailer was raised to Council at its November workshop to establish the history of the trailer and any significance for the community. Although the CEO has Delegation of Authority to dispose of property under Delegation 4.5, gifting is not stipulated. Therefore, the gifting of the asset needs to be resolved by Council.

Consultation

Rebecca McCall, Chief Executive Officer
Les Vidovich, Manager Works & Assets
Council Workshop – November 2021

Policy Implications

Asset Management Policy.

Statutory Implications

Local Government Act 1995 & Section 30(3) Local Government (Functions & General) Regulations 1996.

- (3) A disposition of property other than land is an exempt disposition if –
- (a) its market value is less than \$20 000; or
 - (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: We have functional assets and infrastructure that supports the community

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

| | |
|--------------------------------------|--|
| Risk Profiling Theme | Failure to fulfil statutory regulations or compliance requirements |
| Risk Category | Compliance |
| Risk Description | No noticeable regulatory or statutory impact |
| Consequence Rating | Insignificant (1) |
| Likelihood Rating | Rare (1) |
| Risk Matrix Rating | Low (1) |
| Key Controls (in place) | Asset Management Policy |
| Action (Treatment) | |
| Risk Rating (after treatment) | Adequate |

Should Council decide not to dispose of the assets, the Shire of Dowerin would be responsible for the ongoing costs associated with the maintenance of the trailer.

Financial Implications

The financial implications of the disposal of the trailer would be the transfer of ownership and licensing to be borne by the Dowerin Men's Shed Inc. The value of the asset is fully written down as per the asset register.

Voting Requirements



Simple Majority



Absolute Majority

Moved: Cr Allsopp

Seconded: Cr Hagboom

0544 That Council, by Absolute Majority, in accordance with Division Thirty of the *Local Government (Functions and General) Regulations 1996*, resolves to:

- a. Dispose of the recycling trailer to the Dowerin Men's Shed Inc, for the cost of transfer and licensing; and
- b. Authorise the President and Chief Executive Officer to sign the Contract of Sale and transfer the recycling trailer to the Dowerin Men's Shed Inc.

CARRIED BY ABSOLUTE MAJORITY 8/0

14. Urgent Business Approved by the Person Presiding or by Decision

Nil

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

16.1 Australia Day Honours Committee Recommendations

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss the personal affairs of any person.

16.2 Senior Officer Appointment - Manager Corporate & Community Services

In accordance with Sections 5.23(2)(a) and 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss a matter affecting an employee and a contract which may be entered into by the local government.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson **Seconded:** Cr McMorran

0545 That, pursuant to Section 5.23(2)(b) of the *Local Government Act 1995*, Council move Behind Closed Doors.

CARRIED 8/0

4.02pm - Council went Behind Closed Doors

Mr A Wooldridge, Mr L Vidovich and Ms L Dreghorn left the meeting

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson **Seconded:** Cr Sewell

0546 That, in accordance with Section 5.23(1)(a) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 8/0

4.09pm - Council came out from Behind Closed Doors

16.1A Award Nominations - Citizen of the Year

Voting Requirements

Simple Majority Absolute Majority

Committee's Recommendation/Council Resolution

Moved: Cr Allsopp **Seconded:** Cr Hudson

0547 That Council awards the 2022 Citizen of the Year Award to *, to be announced and presented on Wednesday 26 January 2022 at the Australia Day Breakfast.

CARRIED 6/2

Against Cr Metcalf and Cr Hagboom

16.1B Award Nominations - Senior Citizen of the Year (65 years and over)

Voting Requirements

Simple Majority Absolute Majority

Committee's Recommendation/Council Resolution

Moved: Cr Hudson **Seconded:** Cr Ward

0548 That Council awards the 2022 Senior Citizen of the Year Award to *, to be announced and presented on Wednesday 26 January 2022 at the Australia Day Breakfast.

CARRIED 6/2

Against Cr Metcalf and Cr Hagboom

***Note:** The recipient's names will be added to the Minutes following presentation of the Awards.

16.2 Senior Officer Appointment - Manager Corporate & Community Services

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson **Seconded:** Cr Ward

0549 That, in accordance with Sections 5.37 and 5.39 of the *Local Government Act 1995*, Council accepts the appointment of Mr Aaron Wooldridge to the position of Manager Corporate & Community Services.

CARRIED 8/0

17. Closure

The President thanked those in attendance and declared the Meeting closed at 4.11pm.