



**MINUTES**  
**OF MEETING**  
**HELD ON**  
**24 OCTOBER 2017**  
**3.00PM**

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## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

CEO Andrea Selvey opened the meeting at 2.58pm.

### 1.2 OBITUARIES

Ken Wilkins

## 2. RECORD OF ATTENDANCE/APOLOGIES

### 2.1 RECORD OF ATTENDANCE

R.I. Trepp

A.J. Metcalf

B.N. Walsh

B.A. Ward

J.C. Chatfield

L.H. Holberton

L.G. Hagboom

D.P. Hudson

A.J. Selvey Chief Executive Officer

S.F. Geerdink Assets & Works Manager

E.L. Richards Council Liaison/Minutes

Mrs Noela Newman Justice of the Peace

2x members of the public

Susan Fitchat Observer (Newly appointed Finance Manager) *Entered at 3.15pm.*

### 2.2 SWEARING IN OF NEW COUNCILLORS

Chief Executive Officer to introduce Mrs Noela Newman to conduct the swearing in of newly Elected Members including the Declarations pursuant to S.2.29 of the *Local Government Act 1995*.

***Newly Elected Members will be called in alphabetical order:***

***Cr Julie Chatfield took the declaration and was declared into office as a Councillor for a two year term (expiring October 2019);***

***Cr Lindsay Hagboom took the declaration and was declared into office as a Councillor for a four year term (expiring October 2021);***

***Cr Len Holberton took the declaration and was declared into office as a Councillor for a four year term (expiring October 2021);***

***Cr Darrel Hudson took the declaration and was declared into office as a Councillor for a four year term (expiring October 2021);***

***Cr Beverly Ward took the declaration and was declared into office as a Councillor for a four year term (expiring October 2021).***

## 2.3 ELECTION OF SHIRE PRESIDENT

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	Nil

### Summary

The purpose of this item is to provide mechanism for Council to elect a Shire President.

### Background

The election of the Shire President is the first matter to be dealt with at the first meeting after an election. The election is to be conducted by the CEO in accordance with the procedure described by the *Local Government Act*. Nominations for positions are to be given to the CEO in writing before the meeting, during the meeting or before the close of nominations.

### Comment

If a Councillor is nominated by another Councillor the CEO can only accept the nomination if the nominee confirms that he or she is willing to accept the nomination.

Where there is more than one nominee for the position, Councillors are to cast their votes by secret ballot. Each nominee will be invited, in alphabetical order, to speak for a maximum of five minutes.

The CEO will preside over the meeting until the Shire President has been elected and sworn in. The Shire President will preside over the remainder of the meeting.

### Financial Implications

Nil

### Risk Implications

Nil

### Consultation

N/A

### Policy Implications

Nil

### Statutory Implications

The *Local Government Act 1995* (Schedule 2.3) stipulates the procedures for the election of presidents and deputy presidents.

Under Section 2.29(2) of the *Local Government Act 1995* a person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.

Strategic Implications

N/A

Voting Requirements

Absolute majority required.

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**OFFICER RECOMMENDATION – ITEM 2.3**

*Should the matter go to the ballot, the Chief Executive Officer to be the returning officer and Governance Officer is to be the scrutineer.*

**THE CHIEF EXECUTIVE OFFICER ANNOUNCES THAT CR \_\_\_\_\_ WAS ELECTED BY COUNCIL TO BE SHIRE PRESIDENT FOR THE ENSUING TWO-YEARS.**

*Cr AJ Metcalf nominated Cr DP Hudson. Cr DP Hudson accepted.*

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**ITEM 2.3**

**THE CHIEF EXECUTIVE OFFICER ANNOUNCED THAT CR DARREL HUDSON WAS ELECTED BY COUNCIL TO BE SHIRE PRESIDENT FOR THE ENSUING TWO-YEARS.**

The Shire President elect made the required declaration and then took the Chair.

## 2.4 ELECTION OF DEPUTY SHIRE PRESIDENT

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	Nil

### Summary

The purpose of this item is to provide mechanism for Council to elect a Deputy Shire President.

### Background

The election is to be conducted in accordance with the procedure described by the Act. Nominations for positions are to be given to the CEO in writing before the meeting, during the meeting or before the close of nominations.

### Comment

If a Councillor is nominated by another Councillor the CEO can only accept the nomination if the nominee confirms that he or she is willing to accept the nomination.

Where there is more than one nominee for this position, Councillors are to cast their votes by secret ballot. Each nominee will be invited, in alphabetical order, to speak for a maximum of five minutes.

### Financial Implications

Nil

### Risk Implications

Nil

### Consultation

N/A

### Policy Implications

Nil

### Statutory Implications

The *Local Government Act 1995* (Schedule 2.3) stipulates the procedures for the election of presidents and deputy presidents.

Under Section 2.29(2) of the *Local Government Act 1995* a person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.

### Strategic Implications

N/A

### Voting Requirements



Absolute majority required.

---

**OFFICER RECOMMENDATION – ITEM 2.4**

*Should the matter go to the ballot, the Chief Executive Officer to be the returning officer and Governance Officer is to be the scrutineer.*

**THE CHIEF EXECUTIVE OFFICER ANNOUNCES THAT CR \_\_\_\_\_ WAS ELECTED BY COUNCIL TO BE DEPUTY SHIRE PRESIDENT FOR THE ENSUING TWO-YEARS.**

*Cr BN Walsh nominated Cr AJ Metcalf. Cr AJ Metcalf accepted.*

*Cr LG Hagboom nominated Cr RI Trepp. Cr RI Trepp accepted.*

*The matter went to ballot, the Chief Executive Officer being the returning officer and the Governance Officer as the scrutineer.*

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**ITEM 2.4**

**THE CHIEF EXECUTIVE OFFICER ANNOUNCED THAT CR ADAM METCALF WAS ELECTED BY COUNCIL TO BE DEPUTY SHIRE PRESIDENT FOR THE ENSUING TWO-YEARS.**

The Deputy Shire President elect made the required declaration and took his position.

## 2.5 BALLOT FOR SEATING

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	Nil

### Summary

The ballot for seating arrangements for the coming two years will be carried out.

### Background

Nil

### Comment

The seating arrangement for the next two years will be set via ballot. Councillors will take their seats after the ballot is called.

### Financial Implications

Nil

### Risk Implications

Nil

### Consultation

N/A

### Policy Implications

Nil

### Statutory Implications

Nil

### Strategic Implications

N/A

### Voting Requirements

Simple majority required.

---

### **OFFICER RECOMMENDATION – ITEM 2.5**

***THAT COUNCIL RESOLVES THAT THE SEATING ARRANGEMENT FOR THE NEXT TWO YEAR PERIOD COMMENCING TODAY IS AS FOLLOWS:***

***COMMENCING LEFT TO RIGHT:***

1. CR \_\_\_\_\_
2. CR \_\_\_\_\_
3. CR \_\_\_\_\_
4. CR \_\_\_\_\_
5. CR \_\_\_\_\_
6. CR \_\_\_\_\_

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**ITEM 2.5**

**THAT COUNCIL RESOLVES THAT THE SEATING ARRANGEMENT FOR THE NEXT TWO YEAR PERIOD COMMENCING TODAY IS AS FOLLOWS:**

**COMMENCING LEFT TO RIGHT:**

1. CR RI TREPP
2. CR BN WALSH
3. CR LG HAGBOOM
4. CR BA WARD
5. CR JC CHATFIELD
6. CR LH HOLBERTON

2.6 LEAVE OF ABSENCE

2.7 APOLOGIES

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4. DECLARATION OF ELECTED MEMBERS**

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. CONFIRMATION OF MINUTES**

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**COUNCIL DECISION – ITEM 7.1**

Moved: Cr BN Walsh

Seconded: Cr RI Trepp

Carried: 8/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 26 SEPTEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

## **8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

### **8.1 WALGA'S QUARTERLY OVERVIEW REPORTS**

Attachment: 1. WALGA's Quarterly Overview Reports

### **8.2 RECOGNITION**

President Hudson welcomed the new Finance and Corporate Services Manager, Susan Fitchat.

Presentation to Lyn Phillips in recognition of her donation of artwork to the Short Term Accommodation project.

Presentation to Bowman Brush in recognition of their donation of fencing to the Short Term Accommodation project.

## 9. REPORTS OF COMMITTEE AND OFFICERS

### 9.1 OPERATIONS

#### 9.1.1 NOMINATION FOR COUNCIL COMMITTEES

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	2. Audit Committee Terms of Reference; 3. Finance Committee Terms of Reference; 4. Dowerin Bush Fire Advisory Committee Terms of Reference; and 5. Dowerin Local Emergency Management Committee Terms of Reference.

#### Summary

This item seeks a Council resolution on reinstatement and terms of reference of Council committees and seeks nominations from Elected Members for these committees.

#### Background

The table below shows the internal Council committees and Elected Member representation currently in place at the Shire of Dowerin. The table also shows which committees are required under legislation.

Committee/Organisation	Legislated/Optional	Terms of Reference	Representatives required by existing ToRs
Audit Committee	<i>Local Government (Audit) Regulations 1996</i>	See Attachment 2	3 Councillors, plus one external member
Finance Committee	Optional	See Attachment 3	3 Councillors
Dowerin Bush Fire Advisory Committee	<i>Bush Fires Act 1954.</i>	See Attachment 4	1 Councillor and a Proxy
Dowerin Local Emergency Management Committee	<i>Emergency Management Act 2005</i>	See Attachment 5	President
Australia Day Honours Committee	Optional	N/A Meets once per annum to select recipients of the Australia Day Community Awards	2 Councillors

#### Comment

Under s5.5.1 of the Local Government Act 1995, committee tenure expires at the ordinary election every two years; therefore it is timely for Council to consider the re-establishment, representatives and terms of reference of its committees at the first meeting after the elections.

The officer's recommendation is to maintain the above mentioned committees (noting that other committees such as the Wheatbelt Heritage Rail Committee and HACC Advisory Committee) were disbanded by Council over the past year as they were no longer required.

Nominations for each committee will be invited at the meeting; where there are more nominees than there are positions, a secret ballot will be held.

The Audit Committee Terms of Reference allows for Council to co-opt an external member with financial management expertise. Mr Jason Whiteaker, currently CEO of the Shire of Northam, has held that position for 12 months and has confirmed that he is willing to continue in that role, subject to Council consideration and decision.

#### Financial Implications

Under s.5.98 of the Local Government Act a council member who attends a council or committee meeting is entitled to be paid the fee determined for attending a council or committee meeting.

The 2017/18 budget makes provision for an allowance of \$73 per meeting.

#### Risk Implications

Terms of Reference ensure Committee members are aware of their role and responsibility and mitigates the risk that committees act outside their responsibility.

#### Consultation

N/A

#### Policy Implications

Nil

#### Statutory Implications

The Local Government Act 1995 s.5.10 stipulates the manner for the appointment of Committee members to committees. It should also be noted that under s.5.8 of the Local Government Act Council has the power to delegate authority (except powers as defined by s.5.17) to Committees; however Council's current Committees have not been established under this section of the Act and therefore have no delegated authority. As a result all recommendations of Council Committees must be brought before Council for consideration. The officer's recommendation is that this remains in place.

#### Strategic Implications

Strategic Community Plan: Theme 4 Local Government Leadership

#### Voting Requirements

Absolute majority required.

**OFFICER RECOMMENDATION – ITEM 9.1.1**

**THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**

- 1. CONFIRM THE RE-ESTABLISHMENT OF THE FOLLOWING COUNCIL COMMITTEES:**
  - **SHIRE OF DOWERIN AUDIT COMMITTEE;**
  - **SHIRE OF DOWERIN FINANCE COMMITTEE;**
  - **SHIRE OF DOWERIN BUSH FIRE ADVISORY COMMITTEE;**
  - **SHIRE OF DOWERIN LOCAL EMERGENCY MANAGEMENT COMMITTEE; AND**
  - **SHIRE OF DOWERIN AUSTRALIA DAY HONOURS COMMITTEE.**
  
- 2. CONFIRM THE TERMS OF REFERENCE FOR THE FOLLOWING COUNCIL COMMITTEES:**
  - **SHIRE OF DOWERIN AUDIT COMMITTEE;**
  - **SHIRE OF DOWERIN FINANCE COMMITTEE;**
  - **SHIRE OF DOWERIN BUSH FIRE ADVISORY COMMITTEE; AND**
  - **SHIRE OF DOWERIN LOCAL EMERGENCY MANAGEMENT COMMITTEE.**
  
- 3. CALL FOR NOMINATIONS FOR EACH OF THE COUNCIL COMMITTEES THAT HAVE BEEN RE-ESTABLISHED.**
  
- 4. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE FOLLOWING COUNCIL COMMITTEES:**

Committee	Representatives required by existing ToRs
Audit Committee	3 Councillors being: Cr _____ Cr _____ Cr _____
Finance Committee	3 Councillors being: Cr _____ Cr _____ Cr _____
Dowerin Bush Fire Advisory Committee	1 Councillor and a Proxy
Dowerin Local Emergency Management Committee	President
Australia Day Honours Committee	2 Councillors

- 5. APPOINT MR JASON WHITEAKER AS THE EXTERNAL REPRESENTATIVE TO THE SHIRE OF DOWERIN AUDIT COMMITTEE.**

**COUNCIL DECISION**

Moved: Cr AJ Metcalf                      Seconded: Cr RI Trepp                      Carried: 8/0

**THAT COUNCIL MOVES TO SUSPEND STANDING ORDERS.**

**COUNCIL DECISION**

Moved: Cr BN Walsh                      Seconded: Cr LH Holberton                      Carried: 8/0

**THAT COUNCIL MOVES TO RESUME STANDING ORDERS.**

**COUNCIL DECISION – ITEM 9.1.1**

Moved: Cr BN Walsh                      Seconded: Cr LG Hagboom                      Carried: 8/0

**THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**

- 1. CONFIRM THE RE-ESTABLISHMENT OF THE FOLLOWING COUNCIL COMMITTEES:**
  - SHIRE OF DOWERIN AUDIT COMMITTEE;
  - SHIRE OF DOWERIN FINANCE COMMITTEE;
  - SHIRE OF DOWERIN BUSH FIRE ADVISORY COMMITTEE;
  - SHIRE OF DOWERIN LOCAL EMERGENCY MANAGEMENT COMMITTEE; AND
  - SHIRE OF DOWERIN AUSTRALIA DAY HONOURS COMMITTEE.
  
- 2. CONFIRM THE TERMS OF REFERENCE FOR THE FOLLOWING COUNCIL COMMITTEES:**
  - SHIRE OF DOWERIN AUDIT COMMITTEE;
  - SHIRE OF DOWERIN FINANCE COMMITTEE;
  - SHIRE OF DOWERIN BUSH FIRE ADVISORY COMMITTEE; AND
  - SHIRE OF DOWERIN LOCAL EMERGENCY MANAGEMENT COMMITTEE.
  
- 3. CALL FOR NOMINATIONS FOR EACH OF THE COUNCIL COMMITTEES THAT HAVE BEEN RE-ESTABLISHED.**
  
- 4. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE FOLLOWING COUNCIL COMMITTEES:**

Committee	Representatives required by existing ToRs
Audit Committee	<b>3 Councillors being:</b> Cr DP Hudson Cr AJ Metcalf Cr BA Ward
Finance Committee	<b>3 Councillors being:</b> Cr DP Hudson Cr RI Trepp



	Cr BN Walsh
Dowerin Bush Fire Advisory Committee	1 Councillor and a Proxy being: Cr AJ Metcalf Cr LH Holberton (Proxy)
Dowerin Local Emergency Management Committee	President
Australia Day Honours Committee	2 Councillors being: Cr JC Chatfield Cr BA Ward

5. APPOINT MR JASON WHITEAKER AS THE EXTERNAL REPRESENTATIVE TO THE SHIRE OF DOWERIN AUDIT COMMITTEE.

**9.1.2 NOMINATION FOR COUNCIL DELEGATES TO EXTERNAL COMMITTEES**

Date: 14 October 2017  
 Applicant: The Shire of Dowerin  
 Location: N/A  
 File Ref:  
 Disclosure of Interest: Nil  
 Author: Andrea Selvey, Chief Executive Officer  
 Attachments: Nil

Summary

This item seeks nominations from Elected Members for various external Committees on which Council is represented and a Council resolution on the appointments.

Background

The Shire of Dowerin is currently represented by Elected Members on the following external committees and has been for several years.

Committee	Purpose	Representation
Avon Regional Organisation Councils (AROC)		President and a Proxy
Kellerberrin Regional Road Group	To allocate State Government Road Funding. To lobby the State on issues effecting roads and road funding in the region.	1 Councillor and a Proxy
Great Eastern Zone – WALGA		2 Councillors and CEO
Goomalling Medical Centre	To provide input into the management and operation of the medical centre based on the Shire's contribution of \$25,000 per annum.	2 Councillors and CEO

Comment

Under s5.11.1(d) of the Local Government Act 1995, committee tenure expires at the ordinary election every two years; therefore it is timely for Council to consider nominees for external committees at the first meeting after the elections.

The officer's recommendation is to maintain the Shire's representation on the above mentioned committees given that Council has committed to three of these committees by way of an MoU and / or subscription and that representation is included as condition of the MoUs; with the fourth committee (Kellerberrin Regional Road Group) making determinations on significant regional road funding.

Nominations for each committee will be invited at the meeting; where there are more nominees

than there are positions, a secret ballot will be held.

It should be noted that there are no specific Terms of Reference for the above committees as they are not Council Committees. However, most are covered by MoUs which have been endorsed by Council. To assist Councillors with determining if they can participate in these committees please find following information about meeting and time requirements:

1. AROC: Meets bi-monthly on Monday mornings – 9am to 11.30am in Toodyay. Preparation and pre-reading approx. 2 hours per meeting.
2. Kellerberrin Regional Road Group: Meets 2-3 times per annum in Kellerberrin, Tammin or Cunderdin for approx. one hour. Preparation and pre-reading approx. 2 hours.
3. Great Eastern Zone – WALGA meets bi-monthly in Merredin. Meeting dates for 2018 have yet to be set. Preparation and pre-reading up to 4 hours per meeting.
4. Goomalling Medical Centre – meeting twice per annum (bi-annually) in Goomalling. Preparation and pre-reading less than one hour per meeting.

#### Financial Implications

Nil

#### Risk Implications

Given that Council makes a financial contribution to these organisations, representation on committees ensures that the Shire of Dowerin's view is considered in any decision-making and mitigates the risk of decisions being contrary to the views of this Council.

#### Consultation

Nil

#### Policy Implications

Nil

#### Statutory Implications

The Local Government Act 1995 s.5.10 stipulates the manner for the appointment of Committee members to committees.

#### Strategic Implications

Strategic Community Plan: Theme 4 Local Government Leadership

#### Voting Requirements

Absolute majority required.

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#### **OFFICER RECOMMENDATION – ITEM 9.1.2**

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:***

1. ***CONFIRM ITS MEMBERSHIP OF THE FOLLOWING EXTERNAL COMMITTEES:***
  - ***AVON REGIONAL ORGANISATION COUNCILS (AROC);***
  - ***GREAT EASTERN ZONE – WALGA; AND***
  - ***GOOMALLING MEDICAL CENTRE.***

**2. CALL FOR NOMINATIONS FOR EACH OF THE EXTERNAL COMMITTEES ON WHICH SHIRE OF DOWERIN REPRESENTATION HAS BEEN CONFIRMED.**

**3. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE FOLLOWING EXTERNAL COMMITTEES:**

<b>Avon Regional Organisation Councils (AROC)</b>	<b>President and a Proxy being:</b> Cr _____; and Cr _____(Proxy)
<b>Great Eastern Zone – WALGA</b>	<b>2 Councillors being:</b> Cr _____; and Cr _____
<b>Goomalling Medical Centre</b>	<b>2 Councillors being:</b> Cr _____; and Cr _____.
<b>Kellerberrin Regional Road Group</b>	<b>1 Councillor and a Proxy being:</b> Cr _____; and Cr _____(Proxy).

**4. APPOINT THE CEO AS A DEPUTY DELEGATE TO THE FOLLOWING EXTERNAL COMMITTEES:**

- **AVON REGIONAL ORGANISATION COUNCILS (AROC);**
- **GREAT EASTERN ZONE – WALGA; AND**
- **GOOMALLING MEDICAL CENTRE**

**COUNCIL DECISION**

Moved: Cr BN Walsh                      Seconded: Cr RI Trepp                      Carried: 8/0

**THAT COUNCIL MOVES TO SUSPEND STANDING ORDERS.**

**COUNCIL DECISION**

Moved: Cr RI Trepp                      Seconded: Cr LH Holberton                      Carried: 8/0

**THAT COUNCIL MOVES TO RESUME STANDING ORDERS.**

**COUNCIL DECISION – ITEM 9.1.2**

Moved: Cr RI Trepp

Seconded: Cr AJ Metcalf

Carried: 8/0

**THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**

- 1. CONFIRM ITS MEMBERSHIP OF THE FOLLOWING EXTERNAL COMMITTEES:**
  - AVON REGIONAL ORGANISATION COUNCILS (AROC);
  - GREAT EASTERN ZONE – WALGA;
  - GOOMALLING MEDICAL CENTRE;
  - DOWERIN EVENTS MANAGEMENT; AND
  - KELLERBERRIN REGIONAL ROAD GROUP.
  
- 2. CALL FOR NOMINATIONS FOR EACH OF THE EXTERNAL COMMITTEES ON WHICH SHIRE OF DOWERIN REPRESENTATION HAS BEEN CONFIRMED.**
  
- 3. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE FOLLOWING EXTERNAL COMMITTEES:**

<b>Avon Regional Organisation Councils (AROC)</b>	<b>President and a Proxy being:</b> Cr DP Hudson; and Cr LG Hagboom (Proxy).
<b>Great Eastern Zone – WALGA</b>	<b>2 Councillors being:</b> Cr DP Hudson; and Cr BN Walsh.
<b>Goomalling Medical Centre</b>	<b>2 Councillors being:</b> Cr JC Chatfield; and Cr BA Ward.
<b>Kellerberrin Regional Road Group</b>	<b>1 Councillor and a Proxy being:</b> Cr LH Holberton; and Cr LG Hagboom (Proxy).
<b>Dowerin Events Management</b>	<b>1 Councillor being:</b> Cr AJ Metcalf.

- 4. APPOINT THE CEO AS A DEPUTY DELEGATE TO THE FOLLOWING EXTERNAL COMMITTEES:**
  - AVON REGIONAL ORGANISATION COUNCILS (AROC);
  - GREAT EASTERN ZONE – WALGA; AND
  - GOOMALLING MEDICAL CENTRE.

### 9.1.3 FINANCIAL MANAGEMENT POLICIES

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	<ol style="list-style-type: none"><li>6. Bank Accounts Policy;</li><li>7. Elected Member's Fees, Allowances, Reimbursements and Benefits Policy;</li><li>8. Finance Authorisation Policy;</li><li>9. Financial Management Policy;</li><li>10. General Financial Transactions Policy;</li><li>11. New Supplier Approval &amp; Appointment Policy;</li><li>12. Petty Cash Policy;</li><li>13. Sundry Debt Collection Policy;</li><li>14. Disposal of Property Policy;</li><li>15. Fuel Stock Control Policy.</li></ol>

#### Summary

This item presents eight draft financial management policies for Council consideration and the officer's recommendation is that the policies be adopted.

#### Background

The Reg 5 Financial Management Review conducted by RJ Back in March 2016 and the Compliance Probity Audit by the Department of Local Government in July 2017 recommended a series of policies be developed to guide financial management decisions and processes. The attached policies have been developed in response to that recommendation.

#### Comment

The policies have been in draft for several months and have been further refined and were presented for review by the Finance Committee before being formally presented to Council. The intention was to wait until the new Finance and Corporate Manager had assumed the role to encourage input and ownership from that key management position; however the lack of policy direction from Council to guide actions is highly likely to be questioned by the Auditors when they visit at the end of October. It is also felt that the Debt Collection Policy is critical given the large number of rate accounts still outstanding that require urgent action. The preference is to have Council Policy direction in this matter prior to any action to recover outstanding rates.

It should also be noted that the Probity Audit by the Department of Local Government required the Shire to adopt a Disposal of Property Policy. This is the last outstanding action from the Probity Audit. Should Council adopt the draft policy as recommended by the Probity Audit, it will be provided to the Department of Local Government so that the Department can officially sign off on completion of the recommendations from the Probity Audit.

#### Financial Implications

There are no direct financial implications associated with adopting these policies.

Risk Implications

A lack of policies carries the risk that decisions and actions are inconsistent with Council's preferred direction and of ad-hoc decision-making.

Consultation

Consultation with the Shire's External Auditor confirmed that the Policies are fit for purpose.

The Finance Team provided input and advice in formulating the policies.

The Finance Committee reviewed the draft policies at their meeting on 16 October 2017 and recommended that Council adopt the policies.

Policy Implications

Should these policies be adopted by Council, they will be included in the Shire's Policy Manual and will be used to guide decisions and actions.

Statutory Implications

Policies have been drafted to be consistent with various regulatory and legislative requirements. References to relevant legislation are provided in each policy.

Voting Requirements

Simply majority required.

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**OFFICER RECOMMENDATION – ITEM 9.1.3**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE FOLLOWING POLICIES:***

- ***BANK ACCOUNTS POLICY;***
- ***ELECTED MEMBER'S FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS POLICY;***
- ***FINANCE AUTHORISATION POLICY;***
- ***FINANCIAL MANAGEMENT POLICY;***
- ***GENERAL FINANCIAL TRANSACTIONS POLICY;***
- ***NEW SUPPLIER APPROVAL & APPOINTMENT POLICY;***
- ***PETTY CASH POLICY;***
- ***SUNDRY DEBT COLLECTION POLICY;***
- ***DISPOSAL OF PROPERTY POLICY;***
- ***FUEL STOCK CONTROL POLICY.***

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**COUNCIL DECISION – ITEM 9.1.3**

Moved: Cr BN Walsh

Seconded: Cr BA Ward

Carried: 8/0

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE FOLLOWING POLICIES:***

- ***BANK ACCOUNTS POLICY;***
- ***ELECTED MEMBER'S FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS POLICY;***
- ***FINANCE AUTHORISATION POLICY;***

- **FINANCIAL MANAGEMENT POLICY;**
- **GENERAL FINANCIAL TRANSACTIONS POLICY;**
- **NEW SUPPLIER APPROVAL & APPOINTMENT POLICY;**
- **PETTY CASH POLICY;**
- **SUNDRY DEBT COLLECTION POLICY;**
- **DISPOSAL OF PROPERTY POLICY;**
- **FUEL STOCK CONTROL POLICY.**



#### 9.1.4 AMENDED BITUMEN QUOTE

Date:	16 October 2017
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0379
Disclosure of Interest:	Nil
Author:	S. Geerdink, Assets and Works Manager
Senior Officer:	A. Selvey, Chief Executive Officer
Attachment:	16. Confidential report on quotes

#### Summary

This report recommends Council rescind motion 10.3.1 from the Ordinary Meeting of Council on 26 September 2017 accepting an eQuote received from Downer for supply of Council's 2017-18 bitumen program. This is required due to an error in the tender price that was provided by the tenderer. The officer's recommendation is that Council accepts an amended quote from Colas WA for Council's 2017-18 bitumen program.

#### Background

At the Ordinary Meeting of Council on 26 September 2017, Council resolved as follows:

#### *COUNCIL DECISION – ITEM 10.1.3*

*THAT COUNCIL UNDER REG 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 AWARD THE 12 MONTH CONTRACT FOR THE SUPPLY OF BITUMEN SERVICE FOR THE SHIRE OF DOWERIN 2017-18 BITUMEN PROGRAM TO DOWNER ) AT THE TENDER PRICE OF \$181,139.42.*

The officer's recommendation is that Council rescinds the above decision because the equote provided by Downer to carry out Council's 2017-18 bitumen program was incorrect. Soon after Downer was advised that they were the successful tenderer, they advised the Shire that the estimator who assisted with their quote had seriously underestimated the volume of emulsion required which impacted significantly on their price. They asked to withdraw their offer and resubmit a new quote.

#### Comment

Downer's request to withdraw their original quote and wishing to submit a new quote for the 2017-18 sealing program was approved and all companies that had originally submitted equotes were contacted to explain the situation and invited to resubmit new quotes to maintain transparency and equity.

2 quotes were received within the timeframe to resubmit quotes, Downer and Colas WA. Boral did not resubmit new price and Bitutek were very unhappy to have missed out on the first quote and did not resubmit.

#### Financial Implications

Municipal funds have been allocated for the sealing and re-sealing of roads in the 2017-18 Annual Operating Budget for the delivery of the 2017-18 Road Program. The quotes are within budget allocation; therefore there is no financial implication.

Consultation

- Chief Executive Officer
- Downer
- Boral
- Colas WA
- Bitutek

Policy Implications

Legislation and Council's Purchasing Policy requires the Shire to invite tenders/e-quotes for the procurement of goods or services if the consideration under the contract is or expected to exceed \$150,000. Staff have complied with this legislative and policy requirement.

Statutory Implications

Under the Local Government (Functions and General) Regulations 1996 - Reg 11, tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Using eQuotes also ensures Local Government compliance requirements are met. Compliance is achieved by accessing Preferred Suppliers, being able to capture all decisions and the ability to provide detailed reports about vendors, buyers and goods or services categories.

Strategic Implications

Aligns with Shire of Dowerin Community Strategic Plan – KPI 1.1.4 “Effectively and efficiently maintain and improve Dowerin’s road network”. The eQuotes process followed for this contract ensures the Shire is getting best value for money and is therefore applying the principle of efficiency.

Voting Requirements

Various as stipulated below.

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**OFFICER RECOMMENDATION – ITEM 9.1.4**

- 1. THAT COUNCIL, BY A ONE-THIRD MAJORITY SUPPORT (BEING A MINIMUM OF ONE-THIRD OF COUNCIL WHETHER THE POSITIONS ARE FILLED OR VACANT, INCLUSIVE OF MOVER) PURSUANT TO Reg 10.1 OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS PART 2 1996, MOVE TO CONSIDER RESCINDING A MOTION.**
- 2. THAT COUNCIL BY, ABSOLUTE MAJORITY, PURSUANT TO Reg 10.2 OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS PART 2 1996 RESOLVE TO RESCIND MOTION 10.3.1 FROM THE ORDINARY MEETING OF COUNCIL HELD ON 26 SEPTEMBER 2017 WHICH AWARDED THE SHIRE OF DOWERIN'S 2017-18 SEALING CONTRACT TO DOWNER.**
- 3. THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO Reg 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 AWARD THE 12 MONTH CONTRACT FOR THE SUPPLY OF BITUMEN SERVICE FOR THE SHIRE OF DOWERIN'S 2017-18 BITUMEN PROGRAM TO COLAS WA AND RECORD THE TENDER PRICE OF \$\_\_\_\_\_ IN THE MINUTES.**

**COUNCIL DECISION – ITEM 9.1.4**

Moved: Cr AJ Metcalf

Seconded: Cr BN Walsh

Carried: 8/0

- 1. THAT COUNCIL, BY A ONE-THIRD MAJORITY SUPPORT (BEING A MINIMUM OF ONE-THIRD OF COUNCIL WHETHER THE POSITIONS ARE FILLED OR VACANT, INCLUSIVE OF MOVER) PURSUANT TO Reg 10.1 OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS PART 2 1996, MOVE TO CONSIDER RESCINDING A MOTION.**

Moved: Cr RI Trepp

Seconded: Cr LH Holberton

Carried: 8/0

- 2. THAT COUNCIL BY, ABSOLUTE MAJORITY, PURSUANT TO Reg 10.2 OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS PART 2 1996 RESOLVE TO RESCIND MOTION 10.3.1 FROM THE ORDINARY MEETING OF COUNCIL HELD ON 26 SEPTEMBER 2017 WHICH AWARDED THE SHIRE OF DOWERIN'S 2017-18 SEALING CONTRACT TO DOWNER.**

Moved: Cr BN Walsh

Seconded: Cr AJ Metcalf

Carried: 8/0

- 3. THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO Reg 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 AWARD THE 12 MONTH CONTRACT FOR THE SUPPLY OF BITUMEN SERVICE FOR THE SHIRE OF DOWERIN'S 2017-18 BITUMEN PROGRAM TO COLAS WA AND RECORD THE TENDER PRICE OF \$244,444.20 GST INCLUSIVE IN THE MINUTES.**

### 9.1.5 DEVELOPMENT APPLICATION – ST JOHN AMBULANCE CENTRE

Date:	16 October 2017
Applicant:	Sophine Pfuhl – Architect, on behalf of St. John Ambulance
Location:	Portion of Lot 35, Reserve 10614, Memorial Avenue, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Linton Thomas, EHO/Building Surveyor
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	17. Site Plan; Architect’s letter; Elevation; Directional Elevations & Floor plan.

#### Summary

The applicant is seeking development approval to construct a St John Ambulance Centre next to and on the eastern side of the new Bushfire Brigade building on Reserve 10614, portion of Lot 35, Memorial Avenue.

This application is being referred to Council for determination as the current delegated authority register does not permit officers to make a determination in regard to development applications on land zoned ‘Reserve’. The Officer’s recommendation is to approve the development application.

#### Background

The existing centre close to the East Street and Anderson St intersection is too small and they need a larger premise to accommodate another ambulance which has been applied for.

The proposed location for the new Ambulance Building is administered by the Council and is the principal sports playing precinct and the home of the Dowerin Field Days.

The Ambulance Building is proposed to be located on a vacant portion of the reserve with frontage to Memorial Avenue directly adjacent (eastern side) to the new Bush Fire Services Building. See attachment 15 for the site plan.

#### Comment

Support for community services such as St John is consistent with the Strategic Community Plan. The proposed building will assist in the ambulance volunteers and the valuable service they provide for the community.

The proposed building is ideally situated next to the new Fire Services Building which may encourage some sharing of resources and facilities.

The proposed building is located in an existing established precinct of civic and community buildings where shared car parking facilities are available. It should be noted that there is the potential for noise impacts upon residential properties located nearby resulting from emergency sirens and alarms. However these noise impacts are expected to occur infrequently and for brief periods only.

The proposal is compatible with the existing use of the reserve which has been designated for civic land uses. The proposal is consistent with the objectives of the Shire’s Local Planning Scheme No.2 and Local Planning Strategy.

Therefore, it is recommended that Council approve the application for a civic building (St John Ambulance building) on Reserve 10614 Lot 35 Memorial Avenue, Dowerin.

The applicant is seeking development approval and for fees associated with this proposed construction to be waived as the community has put in a great effort to raise funds and apply for grants to be able to provide this vital new facility for the community.

The fees are calculated to come to \$960.00.

Financial Implications

Loss of \$960 income from the Development Fee.

Risk Implications

Nil

Consultation

Policy Implications

Nil

Statutory Implications

*DOWERIN LOCAL PLANNING SCHEME NO. 2*

Reserve 10614 Memorial Avenue, Dowerin is designated as a Reserve with an existing 'Civic' use under Local Planning Scheme No.2 (the Scheme). The proposed use is best described in Schedule 1 Part 6 c.38 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as a 'Civic Use' which is defined as follows:

***Civic use** means premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes.*

LPS No. 2: Clause 3.4 – 'Use and Development of Local Reserves'

3.4.1 A person must not —

- (a) use a Local Reserve; or
- (b) commence or carry out development on a Local Reserve,

without first having obtained planning approval under Part 9 of the Scheme.

It should be noted that Part 9 of the Scheme has now been superseded by the *Planning and Development (Local Planning Scheme) Regulations 2015* (LPS Regs) and in particular, Part 7 – 'Requirement for development approval' of the 'Deemed Provisions'.

3.4.2 In determining an application for planning approval the local government is to have due regard to—

- (a) the matters set out in Part 10 (clause 10.2 in particular);
  - (b) the ultimate purpose intended for the Local Reserve; and
  - (c) the Use Classes permitted in the Zoning Table.
- 3.4.3 In the case of land reserved for the purposes of a public authority, the local government is to consult with that authority before determining an application for planning approval.

It should be noted that Part 10 of the Scheme has been superseded by the *Planning and Development Regulations (Local Planning Schemes) 2015* and in particular, Clause 67 – 'Matters to be considered by Local Government'. As outlined in Clause 67 the following matters are required to be taken into consideration when making a determination in regard to this application:

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
- (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
- (n) the amenity of the locality including the following – (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;
- (s) the adequacy of –(i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, maneuvering and parking of vehicles;
- (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
- (zb) any other planning consideration the local government considers appropriate.

#### Strategic Implications

Shire of Dowerin Local Planning Strategy 2013

The Shire of Dowerin Local Planning Strategy (the Strategy) identifies the need to consolidate services within existing Dowerin townsite. The proposed ambulance building is located within the existing townsite and is consistent with the objectives of the Strategy which includes the following:

*Dowerin town will continue to provide modern and efficient services and amenities to challenge any larger urban centre.*

#### Voting Requirements

Simple majority

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#### **OFFICER RECOMMENDATION – ITEM 9.1.5**

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO LOCAL PLANNING SCHEME NO. 2 RESOLVES TO:**

- 1. APPROVE THE DEVELOPMENT APPLICATION FOR A CIVIC BUILDING ST JOHN AMBULANCE CENTRE ON RESERVE 10614, PORTION OF LOT 35 MEMORIAL AVENUE, DOWERIN, SUBJECT TO THE FOLLOWING CONDITIONS:**

#### **GENERAL CONDITIONS**

- 1. THE DEVELOPMENT HEREBY PERMITTED MUST SUBSTANTIALLY COMMENCE WITHIN TWO YEARS FROM THE DATE OF THIS DETERMINATION NOTICE;**
- 2. THE DEVELOPMENT HEREBY PERMITTED TAKING PLACE IN ACCORDANCE WITH THE APPROVED PLANS;**

3. **THE STORMWATER SHALL BE DISCHARGED IN A MANNER THE SATISFACTION OF THE LOCAL GOVERNMENT SO THAT THERE IS NO DISCHARGE ONTO THE ADJOINING PROPERTIES;**
4. **OUTDOOR LIGHTING IS TO BE DESIGNED, BAFFLED AND LOCATED TO PREVENT ANY INCREASE IN LIGHT SPILL ONTO THE ADJOINING PROPERTIES.**

**CONDITIONS TO BE MET PRIOR TO OCCUPATION**

5. **PRIOR TO THE OCCUPATION OF THE DEVELOPMENT, VEHICLE CROSSOVER(S) SHALL BE CONSTRUCTED TO THE SPECIFICATION AND SATISFACTION OF THE LOCAL GOVERNMENT;**
6. **PRIOR TO OCCUPATION, THE DEVELOPMENT HEREBY PERMITTED SHALL BE CONNECTED TO AN APPROVED EFFLUENT DISPOSAL SYSTEM;**

**CONDITIONS REQUIRING ONGOING COMPLIANCE**

7. **THE ON-SITE DRAINAGE SYSTEM SHALL BE MAINTAINED ON AN ONGOING BASIS TO THE SATISFACTION OF THE LOCAL GOVERNMENT.**
8. **COUNCIL WAIVES THE DEVELOPMENT FEE OF \$960.00 IN RECOGNITION OF THE VOLUNTEER EFFORTS IN FUNDRAISING FOR THIS VALUED COMMUNITY FACILITY.**

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**COUNCIL DECISION – ITEM 9.1.5**

Moved: Cr BA Ward

Seconded: Cr JA Chatfield

Carried: 8/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO LOCAL PLANNING SCHEME NO. 2 RESOLVES TO:**

1. **APPROVE THE DEVELOPMENT APPLICATION FOR A CIVIC BUILDING ST JOHN AMBULANCE CENTRE ON RESERVE 10614, PORTION OF LOT 35 MEMORIAL AVENUE, DOWERIN, SUBJECT TO THE FOLLOWING CONDITIONS:**

**GENERAL CONDITIONS**

1. **TWO YEARS FROM THE DATE OF THIS DETERMINATION NOTICE;**
2. **THE DEVELOPMENT HEREBY PERMITTED TAKING PLACE IN ACCORDANCE WITH THE APPROVED PLANS;**
3. **THE STORMWATER SHALL BE DISCHARGED IN A MANNER THE SATISFACTION OF THE LOCAL GOVERNMENT SO THAT THERE IS NO DISCHARGE ONTO THE ADJOINING PROPERTIES;**
4. **OUTDOOR LIGHTING IS TO BE DESIGNED, BAFFLED AND LOCATED TO PREVENT ANY INCREASE IN LIGHT SPILL ONTO THE ADJOINING PROPERTIES.**

**CONDITIONS TO BE MET PRIOR TO OCCUPATION**

5. **PRIOR TO THE OCCUPATION OF THE DEVELOPMENT, VEHICLE CROSSOVER(S) SHALL BE CONSTRUCTED TO THE SPECIFICATION AND SATISFACTION OF THE LOCAL GOVERNMENT;**
6. **PRIOR TO OCCUPATION, THE DEVELOPMENT HEREBY PERMITTED SHALL BE CONNECTED TO AN APPROVED EFFLUENT DISPOSAL SYSTEM;**

**CONDITIONS REQUIRING ONGOING COMPLIANCE**

7. **THE ON-SITE DRAINAGE SYSTEM SHALL BE MAINTAINED ON AN ONGOING BASIS TO**

**THE SATISFACTION OF THE LOCAL GOVERNMENT.**

- 8. COUNCIL WAIVES THE DEVELOPMENT FEE OF \$960.00 IN RECOGNITION OF THE VOLUNTEER EFFORTS IN FUNDRAISING FOR THIS VALUED COMMUNITY FACILITY.**



### 9.1.6 DEVELOPMENT APPLICATION – LOT 610 NORTH NAMBLING ROAD

Date:	17 October 2017
Applicant:	WBS Group Pty Ltd - on behalf of Brett Scott
Location:	Lot 610 North Nambling Road, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Linton Thomas – Building & Health Surveyor
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	18. Plans lodged with the DA

#### Summary

The applicant is seeking development approval to place a modular residence on Lot 610 North Nambling Road. The Officer's Recommendation is in support of the application.

#### Background

Lot 610 is zoned "Rural "and under the Shire of Dowerin Town Planning Scheme No.2 development approval is required for any buildings placed or constructed on land with this zoning.

#### Comment

The applicant is seeking development approval for a standard 4 bedroom modular residential building. Development approval is the first part of the building application process. Should Council approve the development, the applicant will need to apply for a building permit. At that stage the plans will be assessed to ensure compliance with Building Code of Australia requirements, which draw in the energy efficiency provisions and the bushfire attack levels, if applicable. The septic waste disposal application accompanies the building plans and is part of the building permit application process.

#### Financial Implications

Fees payable to Council is calculated at .32% of the construction contract value.

#### Risk Implications

Nil

#### Consultation

WBS Group Pty Ltd

#### Policy Implications

Nil

#### Statutory Implications

Dowerin Town Planning Scheme No.2

#### Strategic Implications

Nil

#### Voting Requirements

Simple majority

**OFFICER RECOMMENDATION – ITEM 9.1.6**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE DOWERIN TOWN PLANNING SCHEME No. 2, GRANT DEVELOPMENT APPROVAL FOR A MODULAR RESIDENTIAL RESIDENCE TO BE PLACED ON LOT 610 NORTH NAMBLING ROAD SUBJECT TO ALL BUILDING PERMIT CONDITIONS BEING MET.***

**COUNCIL DECISION – ITEM 9.1.6**

Moved: Cr BN Walsh

Seconded: Cr RI Trepp

Carried: 8/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE DOWERIN TOWN PLANNING SCHEME No. 2, GRANT DEVELOPMENT APPROVAL FOR A MODULAR RESIDENTIAL RESIDENCE TO BE PLACED ON LOT 610 NORTH NAMBLING ROAD SUBJECT TO ALL BUILDING PERMIT CONDITIONS BEING MET.**

## 9.2 FINANCE REPORT

### 9.2.1 FINANCIAL ACTIVITY STATEMENTS – SEPTEMBER 2017

Date:	17 October 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Megan Shirt, External Financial Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	19. Monthly Financial Activity Statements – September 2017

#### Summary

The financial statements for the period ending 30 September 2017 are presented for Council review as per statutory requirements.

#### Background

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

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

#### Comment

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the Shire's overall financial performance on a year to date basis, the following financial reports are attached:

- 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; which reconciles with that reflected in the associated Net Current Position note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, 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.

- Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis, and reconciles with the closing funding position as per the Statement of Financial Activity.

- Note 4 – Cash and Investments

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

- Note 5 – Budget Amendments

This note provides council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - 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 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

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

- Note 10 – Grants and Contributions received

This note is being redeveloped and will be provided as soon as possible.

- Note 11 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

The CEO offered the following observations on the Shire's Financial position:

Income: Overall income is tracking to budget with some variances within several program areas including \$6000 due to timing of payment of Childcare Payroll and invoicing; housing revenue under budget by approx. \$5000 YTD - requires further investigation; Sewerage charges over budget by \$18,000 due to error in modelling for the budget.

Expenditure: Budget shows underspend of \$311,000 YTD; however, depreciation costs of \$183,000 have not been expensed yet. It is likely expenditure in parks and swimming pool will increase in coming summer season. Wages are underspent by \$62,000 due to savings from several vacancies.

Overall – Liquidity is positive.

General – \$600,000 has been transferred from Municipal account to Cash Maximizer to improve interest earnings.

#### Consultation

The financial statements were reviewed by the Finance Committee at their meeting on 24 October 2017.

#### Financial Implications

Any financial implications are detailed within the context of this report.

#### Policy Implications

Nil

Statutory Implications

Council is required to adopt monthly finance reports to comply with Reg 34(1) of the Local Government (Financial Management) Regulations 1996.

Strategic Implications

Nil

Voting Requirements

A Simple Majority is required.

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**OFFICER AND COMMITTEE RECOMMENDATION – ITEM 9.2.1**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECIEVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 SEPTEMBER 2017.***

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**COUNCIL DECISION – ITEM 9.2.1**

Moved: Cr LG Hagboom

Seconded: Cr RI Trepp

Carried: 8/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECIEVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 SEPTEMBER 2017.**

### 9.2.2 ACCOUNTS FOR PAYMENT - 4 SEPTEMBER 2017 TO 3 OCTOBER 2017

Date:	17 October 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	E. Hardy – Finance Officer
Senior Officer:	A. Selvey – Chief Executive Officer
Attachments:	20. List of Accounts 21. Credit Card Summaries

#### Background

The attached schedules of cheques drawn and electronic payments that have been raised by delegated authority during the month since the last meeting are presented to Council to be received.

#### Comment

The list as presented has been reviewed by Chief Executive Officer.

#### Consultation

The Finance Committee reviewed the list of accounts paid at their meeting on 16 October 2017 and queried the following payments:

1. Two payments under Direct Debit 24 should be contra.  
Response: Agreed – will be amended.
2. EFT 5203 and EFT 5242 to Eastern Hills Saws and Mowers – payment has been made twice.  
Response: Noted – will investigate and reverse one payment.
3. EFT 5254 and EFT 5276 to Perth Laundry Equipment – why have two payments been made in one month?  
One payment is for September and one for October.
4. EFT 5261 to Kleenheat Gas – what is this for?  
Response: Annual rental of Gas Bullets and cylinders at STA, Community Club and Shire Office and refills for Community Club and STA.
5. Does the Community Club reimburse gas consumption?  
Response: Yes

#### Statutory Implications

Reg 12 & 13 of the Local Government (Financial Management) Regulations 1996 requires that a separate list be prepared each month for adoption by Council showing:

- Creditors to be paid
- payments made from Municipal Fund, Trust Fund and Reserve Fund by Chief Executive Officer under delegated authority from Council

#### Policy Implications

Payments have been made under delegation.

#### Financial Implications

Funds expended are in accordance with Council's adopted budget for the 2017/18 financial year.

#### Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority will be required at the Ordinary Meeting of Council.

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**OFFICER AND COMMITTEE RECOMMENDATION – ITEM 9.2.2**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REG 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 MUNICIPAL FUND FOR THE PERIOD 04 SEPTEMBER 2017 TO 03 OCTOBER 2017.***

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**COUNCIL DECISION – ITEM 9.2.2**

Moved: Cr RI Trepp

Seconded: Cr BN Walsh

Carried: 8/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REG 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 MUNICIPAL FUND FOR THE PERIOD 04 SEPTEMBER 2017 TO 03 OCTOBER 2017.**

## 9.3 MINUTES TO BE RECEIVED

### 9.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	20 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	22. Minutes Finance Committee Meeting (Unconfirmed) 16 October 2017

#### Summary

The report formally presents the minutes of Advisory Groups and Committees of Council from the previous month.

#### Background

The Shire has established the following Committees of Council:

- Audit Committee;
- Finance Committee;
- Local Emergency Management Committee;
- Bush Fire Advisory Committee;
- Wheatbelt Heritage Rail Committee;

The above Committees do not have any delegated authority; therefore any recommendations requiring a Council decision that result from a Committee meeting must be brought before Council. This will be done via agenda items to Council.

(NB: The list above excludes those Committees that are external to the Shire, i.e. established and managed by an external group, on which the Shire has nominated representatives. Council representatives from the external committees will report back to Council verbally at the next available Council meeting. Should a decision of Council be required, an agenda item will be prepared for Council.)

#### Comment

The attached minutes are the unconfirmed minutes of the meetings of Committees of Council held in the previous month.

#### Consultation

N/A

#### Financial Implications

The officer's recommendation for Council to receive the minutes of Committee meetings carries no financial commitment for Council. Should any recommendation require a financial commitment or have any implication outside the CEO's delegated authority, the matter will be referred to Council as



a specific agenda item.

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Administration regulation 11 sets out the content that the minutes of council or committee meetings must contain, including:

- the names of members present at the meeting;
- details of each motion moved, the mover and the outcome of the motion;
- details of each decision made at the meeting; and
- written reasons for each decision made at a meeting that is significantly different from the committee's or council employee's recommendation.

Section 5.22(2) and (3) of the Act requires that the minutes of a council or committee meeting are to go to the next meeting of the council or committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

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**OFFICER RECOMMENDATION – ITEM 9.3.1**

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:***

- 1. RECEIVE THE MINUTES OF THE:***
  - a. FINANCE COMMITTEE MEETING (UNCONFIRMED), 16<sup>TH</sup> OCTOBER 2017.***

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**COUNCIL DECISION – ITEM 9.3.1**

Moved: Cr LH Holberton

Seconded: Cr RI Trepp

Carried: 8/0

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:***

- 1. RECEIVE THE MINUTES OF THE:***
  - a. FINANCE COMMITTEE MEETING (UNCONFIRMED), 16<sup>TH</sup> OCTOBER 2017.***

## 10. NEW BUSINESS OF AN URGENT NATURE

### 10.1 LATE ITEMS

#### 10.1.1 LATE ITEM - REPORT OF RETURNING OFFICER LOCAL GOVERNMENT ORDINARY ELECTION OCTOBER 2017

Date:	22 October 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer / Returning Officer
Attachments:	Nil

#### Summary

This report is to brief elected members on the conduct of the election held on 21 October 2017 and to provide an overview of statistics that relate to the election.

#### Background

This was the first election held since the Ward system for the Shire of Dowerin was abolished by the Minister for Local Government under the recommendation of Council; therefore all candidates ran for the District.

6 candidates nominated for a total of five vacancies; four being four-year terms and one being a two year term.

#### Comment

The District has 533 eligible voters of which 187 cast a vote in this election. 120 were received as early votes or postal votes and 67 lodged their vote in person at the Shire Office which was the designated polling place. The polling place was open from 8.00 am to 6.00pm on Saturday 21 October.

The count was conducted at 6.15pm in front of several candidates and two members of the public.

The results were announced by the Returning Officer at approximately 7.30pm.

The four candidates with the highest number of votes secured a four year term which expires in October 2021. These are as follows:

- Bev Ward;
- Darrel Hudson;
- Lindsay Hagboom; and
- Leonard Holberton.

The candidate with the fifth number of votes secured a two year term which expires in October 2019 being Julie Chatfield.

Three electoral staff worked on Election Day from 7.45am until 8.00pm.

There were no incidents or issues that needed to be reported.

#### Financial Implications

The cost of conducting this election is calculated to be approximately \$9250. The cost breakdown is as follows:

Staff time: \$7150 approx.

Advertising: \$2000

Printing: \$100

This compares with the quote of \$12,000 from the WA Electoral Commission.

#### Risk Implications

The statutory requirements surrounding electoral procedures are precise and very strict posing a very high risk of non-compliance. Despite the regulatory demands, the Returning Officer is not aware of any issues of non-compliance which is a credit to the professionalism and hard work of staff and reflected well on the organisation. Their efforts are gratefully acknowledged.

There were no occurrences or issues that require reporting.

#### Consultation

Deputy Returning Officers

Electoral Officer

#### Policy Implications

Nil

#### Statutory Implications

For this election the CEO acted as the Returning Officer. The election was conducted on the basis of electors voting in person. Part 4 of the *Local Government Act 1995* and *Local Government (Elections) Regulations 1997* specify the way local government elections are to be conducted. All statutory requirements were met.

#### Strategic Implications

Nil

#### Voting Requirements

Simple majority

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#### **OFFICER RECOMMENDATION – ITEM 10.1.1**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO PART 4 OF THE LOCAL GOVERNMENT ACT 1995 AND LOCAL GOVERNMENT (ELECTIONS) REGULATIONS 1997 RECEIVES THE REPORT FROM THE RETURNING OFFICER ON THE CONDUCT AND RESULTS OF THE SHIRE OF DOWERIN ORDINARY ELECTON HELD ON 21 OCTOBER 2017.***

**COUNCIL DECISION – ITEM 10.1.1**

Moved: Cr JC Chatfield

Seconded: Cr BA Ward

Carried: 8/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO PART 4 OF THE LOCAL GOVERNMENT ACT 1995 AND LOCAL GOVERNMENT (ELECTIONS) REGULATIONS 1997 RECEIVES THE REPORT FROM THE RETURNING OFFICER ON THE CONDUCT AND RESULTS OF THE SHIRE OF DOWERIN ORDINARY ELECTON HELD ON 21 OCTOBER 2017.**

### 10.1.2 LATE ITEM -RECOGNITION OF OUTGOING COUNCILLORS

Date: 22 October 2017  
Applicant: Shire of Dowerin  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Andrea Selvey, CEO

#### Summary

Report recommends that Council considers recognition of outgoing Councillors in accordance with Council Policy.

#### Background

At the Ordinary Meeting of Council on 20 December 2016, Council adopted a policy for the recognition of staff and elected members.

This policy allows for official recognition of the dedication, service and commitment of Elected Members to the community. The policy specifically states:

“Council shall present the following to council members who retire either voluntarily or through the election process.

- 4 years - a framed certificate with appropriate wording listing the elected member.
- 8 years - a plaque and gift for Councillors who have completed two consecutive (8) years’ service based on a minimum of \$100 plus \$20 for each additional year of completed service.
- 12 years - a plaque and gift for Councillors who have completed three consecutive (12) years’ service based on a minimum of \$200 plus \$20 for each additional year of completed service.
- 20 years - a plaque and gift for Councillors who have completed 20 years’ service based on a minimum of \$500 plus \$20 for each additional year of completed service.”

The Policy states that recognition of Councillors is at the discretion of Council and stipulates that Council is to review each situation and determine the appropriate application of this policy; therefore this matter is being presented to Council for consideration. The policy also states that presentation of certificates, plaques and gifts should occur at an Ordinary Meeting of Council as soon as practical following conclusion of an Elected Member’s term and that the presentation should be recorded in the minutes of the meeting under the President’s Presentations.

#### Comment

The following Councillors are eligible for recognition under Council policy as follows.

Cr Dale Metcalf: Councillor from 2003 to 2007 and Shire President from 2007 to 2017 being total of 17 years; a plaque and gift to the value of \$300.

Cr Bill Coote: Councillor from 2005 to 2009, from 2011 to 2017 and Deputy Shire President in 2017 being total of 10 years; a plaque. (It should be noted that the policy stipulates consecutive service, therefore the provision for a gift excludes the years from 2005 to 2009).

Cr Tracy Jones: Councillor from 2009 to 2107 (total of 8 years); a plaque and gift to the value of \$100.

Given the circumstances of Cr Coote's retirement, i.e. serious illness, a plaque was arranged prior to this item coming to Council; therefore this item seeks Council's endorsement of the CEO's actions in urgently arranging a plaque for Cr Coote.

Consultation

Nil

Financial Implications

Implementing the Officer's Recommendation which is based on the policy would cost approximately \$600.

Policy Implications

The officer's recommendation on this matter is consistent with Council Adopted Policy, *Recognising Council Service Policy*.

Risk Implications

Nil

Statutory Implications

Section 5.100A of the Local Government Act 1995 and Reg 34AC of the Local Government (Administration) Regulations 1996 limit the conditions under which gifts can be given to Councillors and the value of gifts. The Shire of Dowerin Policy and the Officer's Recommendation in this matter are consistent with legislation.

Strategic Implications

Nil

Voting Requirements

Simple majority

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**OFFICER RECOMMENDATION – ITEM 10.1.2**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECT. 5.100A OF THE LOCAL GOVERNMENT ACT RESOLVES TO RECOGNISE THE CONTRIBUTIONS FORMER COUNCILLORS AS FOLLOWS:***

- ***CR DALE METCALF: A PLAQUE AND GIFT TO THE VALUE OF \$300;***
- ***CR BILL COOTE: A PLAQUE; AND***
- ***CR TRACY JONES: COUNCILLOR FROM 2009 TO 2017 (TOTAL OF 8 YEARS); A PLAQUE AND GIFT TO THE VALUE OF \$100.***

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**COUNCIL DECISION – ITEM 10.1.2**

Moved: Cr Holberton

Seconded: Cr Chatfield

Carried: 8/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECT. 5.100A OF THE LOCAL GOVERNMENT ACT RESOLVES TO:**

**1. RECOGNISE THE CONTRIBUTIONS FORMER COUNCILLORS AS FOLLOWS:**

- **CR DALE METCALF: A PLAQUE AND GIFT TO THE VALUE OF \$300;**

- **CR BILL COOTE: A PLAQUE AND GIFT TO THE VALUE OF \$100; AND**
  - **CR TRACY JONES: COUNCILLOR FROM 2009 TO 2017 (TOTAL OF 8 YEARS); A PLAQUE AND GIFT TO THE VALUE OF \$100.**
- 2. TO REMOVE THE WORD ‘CONSECUTIVE’ FROM THE COUNCIL POLICY *RECOGNITION OF OUTGOING COUNCILLORS* IN RELATION TO THE TIME THEY HAVE SERVED ON COUNCIL.**

Council Adjourned at 4.40pm.

Council Reconvened at 5.38pm.

## **11. ELECTED MEMBERS MOTIONS**

Nil.

CEO Andrea Selvey, Assets & Works Manager Steven Geerdink & Governance Officer Emma Richards left the room at 5.52pm.

CEO Andrea Selvey, Assets & Works Manager Steven Geerdink & Governance Officer Emma Richards returned to the room at 6.05pm.

**13. CLOSURE OF MEETING**

There being no further business Cr Darrel Hudson (President) declared the meeting closed at 6.11pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 28<sup>th</sup> November 2017.*

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*DP Hudson*

**PRESIDENT**

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*Date*