



AGENDA

OF MEETING

HELD ON

20 SEPTEMBER 2016

3.00PM

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

G.B. Ralph	Deputy President	Rural South Ward
R.I. Trepp		Rural South Ward
D.P. Hudson		Town Ward
B.N. Walsh		Town Ward
W.E. Coote		Rural North Ward
T.A. Jones		Rural North Ward
A.J. Selvey	Chief Executive Officer	
S.L. King	Finance Manager	
S.F. Geerdink	Works Manager	
E.L. Richard	Council Liaison/Recorder	

2.2 LEAVE OF ABSENCE

D.E. Metcalf	President	Town Ward
A.J. Metcalf		Town Ward

2.3 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

OFFICER RECOMMENDATION – ITEM 7.1

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 16 AUGUST 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 TENDER FOR 2 BAY SHED FOR BUSH FIRE SERVICES

Date:	13 September 2016
Applicant:	The Shire of Dowerin
Location:	Lot 35 Memorial Avenue, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO

Summary

This item updates Council on the Shire's grant application for funding from DFES for a new Fire Services Building and seeks approval from Council to progress with calling tenders for the supply and construction of a new Bush Fire Services Building/Shed.

Background

Early in 2016 the Shire was advised by DFES that the Dowerin Volunteer Bush Fire Brigade would be receiving a new Tender (Fire Truck). The new truck is larger than the existing truck and therefore will not be able to be accommodated within the existing Fire Services Building. Therefore, the Shire submitted a funding application from DFES for the construction of a new, larger Fire Services Building to securely accommodate the new truck and one existing truck.

On 15 August 2016 the Shire was advised that the application for funding for a new Fire Services Building was successful with the Shire receiving \$ \$241,120 for a 2 Appliance Bay Facility & Amenities. Conditions of the grant requires compliance with Section 3.5 of the 2016/17 Local Government Grants Scheme Manual in particular the need to progress with the project within 12 months to avoid cost escalations and the need to provide suitable land in close proximity to utilities.

A suitable site has been identified in consultation with the Works Manager and the Chief Bush Fire Control Officer. The site is Lot 35 Memorial Avenue, Dowerin. The site is a Local Scheme Reserve set aside in the Shire's Local Planning Scheme No. 2 (LPS2) for "Public purposes: Civic purposes". The construction of a bushfire brigades shed on the property would be consistent with the purpose of the reserve.

Part 3 of LPS2 addresses Reserves. Clause 3.4 of the Scheme establishes that a person must not use a Local Reserve or commence or carry out development on a Local Reserve without first having obtained planning approval.

Technically the land is Crown Land vested in the Shire. The Department of Lands will be contacted to co-sign the "owner details" section of the Application for Development Approval Form under Clause 86 of the deemed provisions for local planning schemes (refer Schedule 2, Part 11 of the new 2015 regulations).

Noting that the proposal requires planning approval, a set of plans depicting the proposed development will be required. The plans will be provided by the successful tenderer and brought before Council seeking development approval. Plans will comprise the following:

- Site Plan (depicting the existing development including the location proposed shed, new driveways, etc.;
- Floor Plan; and
- Elevations.

Comment

This item seeks approval from Council to progress with calling tenders from suitably qualified suppliers for the supply and construction of a Bush Fire Services Building within the constraints of the grant funding. It is proposed to evaluate tenders against the following criteria.

<p>A. Price</p> <p>Tenderers must address the following information in an attachment and label it “Price”</p>	<p style="text-align: center;">Weighting</p> <p style="text-align: center;">50%</p>
<p>B. Relevant Experience</p> <p>Tenderers must address the following information in an attachment and label it “Relevant Experience”</p>	<p style="text-align: center;">Weighting</p> <p style="text-align: center;">20%</p>
<p>C. Timeliness of Delivery</p> <p>Tenderers must address the following information in an attachment and label it “Timeliness of Delivery”</p> <p>Tenderers shall provide a program of works in sufficient detail for the Principal to properly assess the offer. The project program of works submitted shall form part of the contract agreement.</p> <p>The Contractor undertakes to perform the work in accordance with the approved Project (Timeline) Schedule and relevant Quality Control requirements.</p>	<p style="text-align: center;">Weighting</p> <p style="text-align: center;">10%</p>
<p>D. Safety & Risk Management</p> <p>Tenderers must prepare a OSH Management Documentation covering the following criteria.</p>	<p style="text-align: center;">Weighting</p> <p style="text-align: center;">10%</p>

<p>E. Tenderer’s Resources</p> <p>Tenderers must address the following information in an attachment and label it “Tenderer’s Resources”:</p> <p>(As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “Tenderer’s Resources”.)</p>	<p style="text-align: center;">Weighting</p> <p style="text-align: center;">10 %</p>
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All tenders will be assessed against the above criteria and the Tender Evaluation brought to Council for consideration in awarding the Tender.

Consultation

The CEO and Works Manager have consulted with the Chief Bush Fire Control Officer and the DFES Area Officer for the Upper Wheatbelt.

Financial Implications

The Shire’s contributions to this project are:

1. Provision of suitable land which has no financial implication ; and
2. Site works which is estimated to cost \$6000.00. This work was factored into the 2016/17 budget and will therefore have no additional financial impact.

Policy Implications

Council has an adopted Policy with respect to Procurement which stipulates that purchases over \$100,000 require a public tender process and for Council to select and approve the tenderer. The proposed process is compliant with this policy requirement.

Statutory Implications

Land use: Lot 35 Memorial Avenue, Dowerin is a Local Scheme Reserve set aside in the Shire’s Local Planning Scheme No. 2 (LPS2) for “Public purposes: Civic purposes”. The construction of a bushfire brigades shed on the property would be consistent with the purpose of the reserve.

Part 3 of LPS2 addresses Reserves. Clause 3.4 of the Scheme establishes that a person must not use a Local Reserve or commence or carry out development on a Local Reserve without first having obtained will be contacted to co-sign the “owner details” section of the Application for Development Approval Form under Clause 86 of the deemed provisions for local planning schemes (refer Schedule 2, Part 11 of the new 2015 regulations). This item will be brought back to Council with detailed plans seeking a Development Application.

Procurement: Local Government (Functions and General) Regulations 1996 - Reg 11 stipulates the requirements for calling tenders. This process has been compliant with these statutory requirements.

Strategic Implications

Strategic Community Plan – Theme 1 – Community

Objective 1.1 Maintain a liveable and safe environment for all

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO REG 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 RESOLVES TO:

- 1. AUTHORISE THE CEO TO PUBLICLY ADVERTISE FOR TENDERS FROM SUITABLY QUALIFIED SUPPLIERS FOR THE SUPPLY AND CONSTRUCTION OF A FIRE SERVICES BUILDING; AND***
- 2. DIRECT THE CEO TO BRING THE TENDER EVALUATION TO COUNCIL FOR COUNCIL CONSIDERATION.***

10.1.2 SWIMMING POOL TENDER

Date: 9 September 2016
Applicant: Shire of Dowerin
Location: Dowerin Memorial Swimming Pool
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 1. Tender Evaluation Report (Confidential)

Summary

The Contract between the Shire of Dowerin and Contract Aquatic Services for the management of the Dowerin Memorial Swimming Pool has expired and at the Council meeting on 19 July 2016 Council resolved to advertise for tenders from suitably qualified and resourced contractors for a three year contract for the Management and Operation of the Shire of Dowerin Memorial Swimming Pool.

Background

The Dowerin Memorial Swimming Pool has been managed by Contract Aquatic Services under a contract arrangement since at least July 2009. The contract has now expired and the contract has continued for the past three years on a carry-over clause in the original contract. The contract costs the Shire approximately \$65,000 per annum, with some additional expenses for above-contract activities (e.g. extending the season, special events). Other costs associated with the swimming pool include \$13,000 for maintenance, \$42,000 for utilities and chemicals and approximately \$56,000 for overheads. The swimming pool has annual revenue of approximately \$5,000 and secured a grant of \$32,000 making the net cost of operating the pool approximately \$150,000 per annum. The opening season for the pool is November to March/April.

Comment

Following Council approval, the tender was advertised on Saturday 6 August 2016 in the West Australian Newspaper seeking innovative and experienced swimming pool operators to carry out the following:

- Ensure the Pool achieves and maintains legislative compliance with all relevant Acts, Regulations and Local Laws in relation to operating a public swimming pool including but not limited to:
 - The Health Act 1911 (as amended) and all regulations made under it, as amended from time to time;
 - The Health (Aquatic Facilities) Regulations, 2007;
 - Department of Health Code of Practice for the Design, Operation, Management and Maintenance Of Aquatic Facilities;
- Achieve industry best practice in all premises operations;
- Provide high quality service, operation, management and maintenance of the premises; and
- Provide a safe popular, well presented and successful facility;
- Enhance and maximise community utilisation and enjoyment of the Pool and grounds through a diverse mix of activities and services;

- Provide a high level of customer satisfaction in the areas of facility management, presentation, activities and services;
- Continually assess and respond to the needs and desires of the community relating to the activities and services at the facility;
- Ensure prompt response and reporting of any emergency or safety incidents;
- Provide monthly reporting to the Council on operational achievements and requirements during the opening season;
- Provide an end of season report on operational requirements, including cost estimates, for the coming year for consideration as part of the budget process.

The tender offered a three year contract, with an option to extend for two years based on meeting performance requirements.

2 Tenders were received and both were compliant. A tender assessment panel of the Finance Manager, Works Manager and CEO assessed the incoming tenders against the following qualitative criteria:

Description of Qualitative Criteria	% Weighting
1. Demonstrated understand of and experience in achieving and maintaining legislative compliance with all relevant Acts, Regulations and Local Laws in relation to operating a public swimming pool including but not limited to: <ul style="list-style-type: none"> (a) The Health Act 1911 (as amended) and all regulations made under it, as amended from time to time; (b) The Health (Aquatic Facilities) Regulations, 2007; (c) Department of Health Code of Practice for the Design, Construction, Operation, Management and Maintenance Of Aquatic Facilities December 2015 Edition; 	30
2. Demonstrated experience in operating similar facilities, communication processes used and resourcing capacity	30
3. Demonstrated understanding of expected service levels and ability and commitment to maintaining or improving service levels;	10
4. Demonstrated experience in aquatic operational risk, emergency management, first aid provision etc. (and attachments of related supporting procedures, documentation, qualifications etc.)	30

See attachment 1 for the Tender Evaluation Report (Confidential)

Consultation

No external community consultation has occurred.

Financial Implications

The actual cost of the swimming pool contract in 2015/16 was approximately \$67,000. This amount has been included in the 2016/17 budget. The tender recommended to Council is within budget.

Policy Implications

Council has an adopted Policy with respect to procurement which stipulates that purchases over \$100,000 require a public tender process. While the annual cost for the tender is less than the threshold requiring a tender, as this is expected to be a three year contract, the amount exceeds the threshold for which a tender is required. Therefore, the process has complied with this policy requirement.

Statutory Implications

Local Government (Functions and General) Regulations 1996 - Reg 11 stipulates the requirements for calling tenders. This process has been compliant with these statutory requirements.

Strategic Implications

Community Strategic Plan

Theme 1 Community:

- Objective 1.6 – Provision of high quality infrastructure

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.2

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECT 3.57 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES:

- 1. TO AWARD TENDER 02/2016 MANAGEMENT AND OPERATION OF THE SHIRE OF DOWERIN MEMORIAL SWIMMING POOL TO CONTRACT AQUATIC SERVICES;***
- 2. TO RECORD THE TENDER AMOUNT FOR RFT 02/2016 MANAGEMENT AND OPERATION OF THE SHIRE OF DOWERIN MEMORIAL SWIMMING POOL IN THE MINUTES;***
- 3. AWARD THE TENDER FOR A THREE YEAR PERIOD COMMENCING OCTOBER 2016 WITH A CLAUSE ALLOWING THE CONTRACT TO BE EXTENDED FOR UP TO TWO YEARS.***

10.1.3 RANGER APPOINTED OFFICER

Date: 29 August 2016
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO

Summary

This report provides information regarding Council enforcement of the Dog Act 1976 and seeks a Council resolution to appoint an authorised person.

Background

The Shire of Dowerin has outsourced Ranger services to the Shire of Wongan-Ballidu on a fee for services basis for a number of years. The Shire of Wongan-Ballidu has recently advised the Shire of Dowerin that they no longer have a Ranger on their permanent staff and that they are utilizing the services of a contract Ranger Ms Gloria Robinson from Rural Ranger Services. They have advised they are satisfied with the quality of this service.

The Shire of Dowerin has been in negotiations with Ms Robinson for a contract Ranger service to be provided on an as-needs basis for the Dowerin community.

Comment

Ranger service is a specialised field of service delivery with thorough knowledge of the various acts and regulation required. Ms Robinson is a fully qualified and experience Ranger with more than sufficient skill to carry out the service on behalf of the Shire.

It is recommended that Ms Robinson is therefore duly authorised under the Dog Act 1976 (as amended) and this report is presented to for a resolution of Council.

Consultation

There has been no community consultation.

Financial Implications

The 2016/17 Budget as adopted by Council makes a provision of \$1000 for Animal Control Expenses. This contract would be managed within that budget allocation.

Policy Implications

There are no policy implications.

Statutory Implications

Section 29 (1) of the Dog Act 1976 (as amended) stipulates that a Local Government shall, in writing, appoint persons to exercise on behalf of the Local Government the powers conferred on an authorised person by the Act.

Strategic Implications

Community Strategic Plan

Theme 1 - Community:

1.1.3 – Continue to support the Ranger Service.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.3

THAT COUNCIL BY SIMPLE MAJORITY AS PER SECTION 29 (1) OF THE DOG ACT 1976 (AS AMENDED) RESOLVES TO APPOINT MS GLORIA ROBINSON FROM RURAL RANGER SERVICES AS AN AUTHORISED OFFICER FOR THE PERIOD OF HER CONTRACT WITH THE SHIRE OF DOWERIN.

10.1.4 BITUMEN SERVICE E-QUOTES

Date:	9 September 2016
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0379
Disclosure of Interest:	Nil
Author:	Steve Geerdink
Attachment:	2. Confidential report on quotes

Summary

This report recommends Council accept eQuote received from Bitutek through WALGA preferred suppliers for Council's 2016-17 bitumen program.

Background

At Council's August meeting motion 2668 was passed to obtain eQuotes through the WALGA preferred suppliers list for 2016-17 bitumen and stabilizing program.

Comment

The requests for quote were advertised on WALGA's e-quote system from 18th August closing on 2nd September. All WALGA Preferred Suppliers are available in eQuotes. The tool provides Local Government staff direct access to all Preferred Suppliers, including being able to view company profiles, insurances, pricing and contact details. Relevant contract information such as Price Schedules, Contract Summaries and Conditions of Contract are also available within eQuotes.

eQuotes facilitates absolute transparency in all purchasing decisions, as each stage of the process is recorded, easily auditable and can be converted to hard copy reports if required.

At the close of acceptance on Friday 2nd September, 3 quotes were received from 3 suppliers. See attached for commercial in-confidence report that details quotes.

Financial Implications

Municipal funds have been allocated for the sealing and re-sealing of roads in the 2016-17 Annual Operating Budget for the delivery of the 2016-17 Road Program. The quotes are within budget allocation; therefore there is no financial implication.

Consultation

Chief Executive Officer

Finance Manager

WALGA Preferred Suppliers List

Policy Implications

Council Purchasing Policy requires Council to invite tenders/e-quotes before the Shire enters into a contract if the consideration under the contract is or expected to exceed \$100,000. Staff have complied with Council Purchasing Policy.

Statutory Implications

Part 4 of the Local Government (Functions and General) Regulations 1996 ('the Regulations'), stipulates that tenders shall be invited before Local Governments enter into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$150,000.

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.

This process has been compliant with statutory requirements.

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

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.4

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 2016-17 BITUMEN PROGRAM TO BITUTEK AND RECORD THE TENDER PRICE IN THE MINUTES.

10.1.5 STABILISING CONTRACT

Date:	9 September 2016
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0379
Disclosure of Interest:	Nil
Author:	Steve Geerdink
Attachment	3. Confidential report on quotes

Summary

This report recommends Council accept e-quote received from SPA (Stabilised Pavements of Australia) through WALGA preferred suppliers for Council's 2016-17 Stabilising program.

Background

At Councils August meeting motion 2668 was passed to obtain e-quotes through the WALGA preferred suppliers list for 2016-17 bitumen and stabilizing program.

Comment

The requests for quote were advertised on WALGA's e-quote system from 22nd August closing on 6th September. All WALGA Preferred Suppliers are available in eQuotes. The tool provides Local Government staff direct access to all Preferred Suppliers, including being able to view company profiles, insurances, pricing and contact details. Relevant contract information such as Price Schedules, Contract Summaries and Conditions of Contract are also available within eQuotes.

eQuotes facilitates absolute transparency in all purchasing decisions, as each stage of the process is recorded, easily auditable and can be converted to hard copy reports if required.

At the close of acceptance at 12 noon on Tuesday 6th September, 3 quotes were received from 3 suppliers. See attached for commercial in-confidence report that details quotes.

Financial Implications

Internal Budget:

Municipal funds have been allocated for the Stabilising of roads in the 2016-17 Annual Operating Budget for the delivery of the 2016-17 Road Program.

Consultation

Chief Executive Officer

Finance Manager

WALGA Preferred Suppliers List

Policy Implications

Council Purchasing Policy requires Council to invite tenders/e-quotes before the Shire enters into a contract if the consideration under the contract is or expected to exceed \$100,000. Staff have complied with Council Purchasing Policy.

Statutory Implications

Part 4 of the Local Government (Functions and General) Regulations 1996 ('the Regulations'), stipulates that tenders shall be invited before Local Governments enter into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$150,000.

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.

This process has been compliant with statutory requirements.

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

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.5

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 STABILISING SERVICE FOR THE SHIRE OF DOWERIN 2016-17 STABILISING PROGRAM TO STABILISED PAVEMENTS OF AUSTRALIA (SPA) AND RECORD THE TENDER PRICE IN THE MINUTES.

10.1.6 UCARTY ROAD CLOSURE

Date:	12 September 2016
Applicant:	Ucarty Holdings
Location:	Ucarty Road, Dowerin
File Ref:	ADM 0355
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO and Steven Geerdink, Works Manager
Attachments:	4. Confidential - Ucarty Road Closure proposal responses

Summary

This item seeks a resolution of Council in relation to the proposal to close Ucarty Road.

Background

In February 2015 Todd and Glen Quartermaine of Ucarty Holdings formally requested that the Shire of Dowerin close Ucarty Road. Ucarty Holdings has previously requested the Shire of Goomalling to close the southern portion of Ucarty Rock Road; however their request to the Shire of Goomalling was not successful.

The request for the road closure at the Shire of Dowerin end of the road was put to Council at the Ordinary Meeting in March 2015 at which time Officers recommended that Council endorse a permanent road closure action for Ucarty Road on the basis that Council does not maintain Ucarty Road on an annual basis. The former CEO recommended to Ucarty Holdings that they could pursue the ownership of the unallocated crown land if the Minister approved the closure.

Comment

The resolution of Council included a stipulation, as per the Land Administration Act 1997, to seek submissions from landholders within a 5km radius; however this was not progressed until a review of outstanding resolutions of Council in July 2016.

The consultation process was initiated in July 2016 and is outlined in the consultation section below. The Shire received 3 written responses and 1 verbal response on 27/7/2016 from local landholders. None were in favour of a permanent closure. See confidential attachment for all correspondence.

Reasons given for not supporting the closure included:

- The road is used by local landholders for stock and machinery access to adjacent farm land ;
- The road is important for access in the event of bush fires;

Based on this feedback from stakeholders directly impacted by this matter, the Officers recommendation is that the road should remain open but signage erected to deter through traffic. The recommended wording for the signage is 'Restricted access. Local traffic only.'

Consultation

Letters were sent to identified landholders within a 5km radius as follows:

- Wayne Hagboom
- Robert Boase
- Colin Hagboom

- Gavin Hagboom
- Lindsay Hagboom
- Darren Sewell
- Robert (Parry) McMorran
- James Couper
- Craig Hutchison
- Shane Melvin

Emails were also sent to the following service providers seeking their comment.

- Western Power
- Water Corp
- Department of regional Development and lands (Statutory Planning)

Financial Implications

Should Council approve the Officers Recommendation the financial impact would be signage which is likely to cost \$300.00 to purchase and erect and can be accommodated within the Shire's Road Maintenance budget.

Additional costs of \$400.00 (per grading) may be incurred when and if grading this road is requested.

Policy Implications

There are no direct policy implications.

Statutory Implications

The Land Administration Act 1997 (LAA) is Western Australia's legislation dealing with the creation and closure of roads. The LAA is administered by the Minister for Lands, assisted by the Department of Regional Development and Lands (RDL). Part 5 of the LAA deals with matters relating to public roads. Most roads and streets are dedicated by order of the Minister for Lands, or by approval of a plan of subdivision. Should Council wish to proceed with the Road Closure instead of the Officers Recommendation, the request would need to be presented to and considered by the Minister.

Strategic Implications

The Strategic Community Plan

KPI 1.1.4 – Effectively and efficiently maintain and improve Dowerin's road network.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.6

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 5 OF THE LAND ADMINISTRATION ACT 1997 RESOLVES TO RETAIN UCARTY ROAD AS A RESTRICTED ACCESS/LOCAL TRAFFIC ONLY ROAD AND ERECT SIGNAGE TO THAT EFFECT.

10.1.7 ACTING CEO POLICY

Date:	12 September 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	5. Acting CEO Policy - DRAFT

Summary

The purpose of this report is for Council to adopt a new policy to assist in the efficient administration of the City. A new policy is proposed enabling the Chief Executive Officer (CEO) to appoint one of the Shire's Managers as Acting CEO during authorised limited absences (not exceeding 3 months) of the CEO.

Background

There are three sections of the Local Government Act 1995 (the Act) that have direct application to the appointment of a CEO. One of those is section 5.36(2) (a) of the Act which provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position.

Comment

The appointment of a person to act in that position to replace the CEO during periods of leave must be a decision of the council. It is proposed that this is done via a policy document that articulates a policy direction from Council rather than a specific resolution of council each time the CEO goes on leave.

A person appointed to act in the position of CEO is being employed in that position with all its functions and delegated authority.

Consultation

There has been no community/councillor consultation.

Financial implications

Performing in an Acting CEO role will attract a higher duties allowance that will be funded from the 2016/17 Salaries budget.

Policy Implications

Should Council endorse the Officers Recommendation, the draft policy will become adopted Council Policy and guide future appointment of an Acting CEO.

Statutory Implications

Section 5.36(2) (a) of the Act provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.7

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 5.36 OF THE LOCAL GOVERNMENT ACT ADOPT POLICY 'ACTING CEO' TO PROVIDE FOR THE APPOINTMENT BY THE CEO OF ONE OF THE SHIRE MANAGERS TO PERFORM THE ROLE OF ACTING CHIEF EXECUTIVE OFFICER DURING PERIODS OF ABSENCE OF THREE MONTHS OR LESS BY THE CEO.

10.1.8 PROBITY COMPLIANCE AUDIT REPORT

Date:	12 September 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	6. Probity Compliance Audit Report for the Shire of Dowerin

Summary

The report seeks a Council resolution to formally receive the Probity Compliance Audit Report for the Shire of Dowerin from the Department of Local Government and Communities.

Background

Two officers from the Department of Local Government and Communities (DLGC) visited the Shire of Dowerin on 15 and 16 June 2016 to examine the Shire's general level of compliance with the Local Government Act 1995 and associated regulations. The audit focused on the period January 2015 to February 2016 and considered the following areas:

- Delegations;
- Financial interest;
- Policies;
- Purchasing and Procurement;
- Tender Register;
- Committee Meeting Structure;
- Complaints Register;
- Gifts Register; and
- Code of Conduct.

Comment

The report on the Audit has been finalised and was sent to the Shire President on 22 August 2016. The report concludes that there has been a minimal focus on compliance for an extended period of time. The report makes 18 recommendations and requests that the Shire responds specifically on the how it will improve compliance. A Council endorsed recommendation implementation plan is requested by the Department. The CEO and key staff will review the 18 recommendations and develop an implementation plan for Council's consideration at the October 2016 Council meeting. It should be noted that several areas of non-compliance identified in the report have been improved in recent months.

Consultation

The Audit Committee and Council considered the draft Probity Audit Report in August.

Financial Implications

Council has included \$50,000 for improved compliance and a new Governance position in the 2016/17 budget. The recommendations from the Probity Audit should be able to be accommodated

within that resource allocation; however this will be more clearly identified in the implementation plan.

Policy Implications

There are no direct policy implications.

Statutory Implications

The audit has found that the Shire of Dowerin has not been statutorily compliance with the Local Government Act 1995 and associated regulations for an extended period of time.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.8

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

- 1. RECEIVE THE PROBITY COMPLIANCE AUDIT REPORT FOR THE SHIRE OF DOWERIN;***
- 2. DIRECT THE CEO TO DEVELOP A RECOMMENDATION IMPLEMENTATION PLAN FOR CONSIDERATION AT THE ORDINARY MEETING OF COUNCIL IN OCTOBER 2016.***

10.1.9 AUDIT COMMITTEE RECOMMENDATION REGARDING SCOPE OF 2015/16 AUDIT

Date: 15 September 2016
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachment: 7. Minutes (Unconfirmed) of the Audit Committee meeting held on 29 August 2016

Summary

This item formally brings the Audit Committee Meeting Minutes from the meeting held on 29 August 2016 and an Audit Committee recommendation made at that same meeting before Council and seeks a Council resolution in relation to an additional procedure for the 2015/16 Audit.

Background

At the 16 August 2016 Council Meeting, Council resolved to:

ENDORSE THE SCOPE FOR THE 2015/16 AUDIT THAT INCLUDES THE MODEL MINIMUM STANDARD AUDIT SPECIFICATION AS OUTLINED BY THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES AT A COST OF \$16,500; and

MAKE ALLOWANCES FOR THE FOLLOWING ADDITIONAL PROCEDURES:

- i. TRACING TRANSACTION AND DELEGATION/AUTHORISATION LIMITS AT A COST OF \$2,400(+GST) = \$2640; AND*
- ii. SEPARATION OF DUTIES AT A COST OF \$1,800(+GST) = \$1980*

The Audit Committee met with the Shire Auditor (Leanne Oliver) on 29 August 2016 to discuss the additional procedures, specifically the number of transactions to audit. Based on those discussions, the Audit Committee recommended as follows:

THAT COUNCIL PURSUANT TO REG 7 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 RESOLVES TO:

- 1. ENDORSE THE SCOPE OF AUDIT FOR THE 2015/16 YEAR WITH THE FOLLOWING AMENDMENTS:*
 - a. TRACING TRANSACTIONS PROCEDURE BE FOCUSED ON THE PERIOD 1 NOVEMBER 2015 TO 30 JUNE 2016;*
 - b. A DETERMINATION ON THE SAMPLE SIZE FOR THE TRANSACTION REVIEW BE MADE BY FULL COUNCIL ON RECEIPT OF A REPORT TO BE PROVIDED BY BYFIELDS ACCOUNTING OUTLINING LEVELS OF CONFIDENCE COUNCIL CAN HAVE IN THE TRANSACTION REVIEW AS A RESULT OF THE CHOSEN SAMPLE SIZE.*
- 2. NOTE THAT THE PROPOSED SAMPLE SIZE OF 30 TRANSACTIONS FOR DELEGATIONS/AUTHORISATION LIMITS AND SEPARATION DUTIES IS SUFFICIENT TO SATISFY RIGOROUS AUDIT REQUIREMENTS AND CAN BE DELIVERED AS PART OF THE SCOPE OF THE AUDIT AT NO ADDITIONAL COST.*

Comment

The Audit Committee requested that the Auditor review Accounting Standard guidelines with regards to the number of transactions against levels of confidence. The Auditor has since advised that the Chartered Accountants Australia & New Zealand provided the following guidance with regards to best sample size to test internal controls.

Where an auditor is chasing a high level of assurance the controls in place are effective, a sample size of 30 with no deviations would provide this level of assurance. Where there is one deviation only a moderate level of assurance would be achieved. If the sample size was 60 then one deviation would provide a high level of assurance, if two deviations are found then a moderate level of assurance is achieved.

Based on this guidance, the Shire Auditor has recommended that the 2015/16 Audit commences with an overall sample size of 30 and that if the Audit finds a number of deviations from the controls the sample size is expanded to 60 to further assess if the deviations were once off or common.

The Auditor has quoted \$750 plus GST for this procedure which is well within the budget limit authorised by Council at the August Council meeting.

Consultation

Council has considered this matter at the 16 August Council meeting.

The Audit Committee has met with the Auditor to discuss this matter in detail at the Audit Committee meeting on 29 August 2016.

Financial Implications

The cost for the additional procedure is \$750 plus GST. This can be accommodated within the 2016/17 budget allocation for the Audit and Compliance.

Policy Implications

Nil

Statutory Implications

Section 7 of the Local Government (Audit) Regulations 1996 states that a Local Government determines the objectives and scope of the Audit. This process has complied with legislative requirements.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.9

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 7 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 RESOVES THAT:

- 1. RECEIVE THE MINUTES OF THE AUDIT COMMITTEE HELD ON 29 AUGUST 2016; AND**
- 2. BASED ON THE ADVICE FROM THE CHARTED ACCOUNTANTS AUSTRALIA & NEW ZEALAND REGARDING SAMPLE SIZES AND LEVELS OF CONFIDENCE THAT THE 2015/16 AUDIT ADDITIONAL PROCEDURE, TRACING TRANSACTIONS, COMMENCES WITH AN OVERALL SAMPLE SIZE OF 30 AND THAT IF THE AUDIT FINDS A NUMBER OF DEVIATIONS FROM THE CONTROLS THE SAMPLE SIZE IS TO BE EXPANDED TO 60 TO FURTHER ASSESS IF THE DEVIATIONS WERE ONCE OFF OR COMMON.**

10.2 FINANCE REPORT

10.2.1 FINANCE COMMITTEE MEETING MINUTES – AUGUST 2016

Date:	15 September 2016
Applicant:	Finance Committee
Location:	Shire of Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King, Finance Manager
Attachments:	8. Minutes of the July 2016 Finance Committee Meeting 9. Minutes of the August 2016 Finance Committee Meeting - Unconfirmed

Summary

This item brings the minutes of the 18 July Finance Committee meeting before Council.

Background

Comment

At the Finance Committee meeting held on 18 July 2016, the Committee considered the following items:

- Monthly Financial Activity Statements for period ending June 2016
- List of Accounts for period 04/06/2016 to 04/07/2016

Consultation

Nil

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Under Section 5.22 of the Local Government Act 1995 the minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, for confirmation. In accordance with this requirement, the 18 July 2016 minutes are presented for Council consideration and confirmation.

The minutes from the 15 August 2016 meeting have not been confirmed so are attached as unconfirmed minutes.

Strategic Implications

Aligns with the Strategic Community Plan:

- Theme 4 – Local Government Leadership

Voting Requirements

Simple Majority required

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION – ITEM 10.2.1

THAT COUNCIL, BY SIMPLE MAJORITY PURSUANT TO SECTION 5.22 OF THE LOCAL GOVERNMENT ACT 1995, RESOLVES TO RECEIVE THE MINUTES OF THE JULY 2016 FINANCE COMMITTEE MEETING AS ADOPTED BY THE FINANCE COMMITTEE ON 15 AUGUST 2016.

10.2.2 FINANCIAL ACTIVITY STATEMENTS – JULY 2016

Date:	15 September 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	10. Monthly Financial Activity Statements – July 2016

Summary

I present the financial statements for the period 1 July 2016 to 31 July 2016.

Background

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

The Local Government (Financial Management) Regulations Reg 34 & 35 sets 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. The statements have been prepared in AAS27 format in accordance with FMR Reg 35.

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:

- Statement of Financial Activity

This report provides details of the Shire's operating revenues and expenditures on a year to date basis, by program. The report has been further extrapolated to 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 report (Note 2).

- Net Current Position (Note 2)

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

- Reserve Movements Report (Note 7)

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

Additional reports and/or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 July 2016 is as detailed in the financial statements at Note 7.

Consultation

Nil

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

Simple Majority

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION – ITEM 10.2.2

THAT THE COUNCIL RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 JULY 2016, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

10.2.3 FINANCIAL ACTIVITY STATEMENTS – AUGUST 2016

Date:	15 September 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	11. Monthly Financial Activity Statements – August 2016

Summary

I present the financial statements for the period 1 July 2016 to 31 August 2016.

Background

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

The Local Government (Financial Management) Regulations Reg 34 & 35 sets 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. The statements have been prepared in AAS27 format in accordance with FMR Reg 35.

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:

- Statement of Financial Activity

This report provides details of the Shire's operating revenues and expenditures on a year to date basis, by program. The report has been further extrapolated to 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 report (Note 2).

- Net Current Position (Note 2)

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

- Reserve Movements Report (Note 7)

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

Additional reports and/or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 August 2016 is as detailed in the financial statements at Note 7.

Consultation

Nil

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

Simple Majority

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION – ITEM 10.2.3

THAT THE COUNCIL RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 AUGUST 2016, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

10.2.4 ACCOUNTS FOR PAYMENT – AUGUST 2016

Date: 15 September 2016
Applicant: Sonia King
Location: Shire of Dowerin
File Ref:
Disclosure of Interest: Nil
Author: Emma Hardy and Sonia King
Attachments: 12. Creditors Payments Register
13. List of Accounts
14. Credit Card Summaries

Background

The attached schedules of cheques drawn and electronic payments that have been raised during the month since the last meeting by delegated authority are presented to Council for approval for payment and ratification at this meeting.

Comment

The list as presented has been reviewed by Chief Executive Officer and has been forwarded to Council to approve payment.

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

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION – ITEM 10.2.4

THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE AUGUST 2016 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

10.2.5 BUDGET AMENDMENT – RENTAL FEES

Date: 19 September 2016
 Applicant: N/A
 Location: N/A
 File Ref:
 Disclosure of Interest: Nil
 Author: Sonia King
 Attachments: Nil

Background

The 2016/2017 budget was adopted by Council on 5 August 2016. Throughout the year variations occur. It is the purpose of this report to bring these to the attention of Council.

It is proposed to amend the 2016/2017 budget to reflect the addition of the rent for Shire residential property, 58 Stacy Street to the Fees and Charges Schedule. This charge had not previously been included in the fees and charges.

Upon review of the previous rental history for this property, it has come to the attention of Council officers that the previous rental agreement had expired. Following discussion with the current tenant it has been agreed that the Shire will enter into a new Residential Tenancy Agreement and the rent be charged on a fortnightly basis based on the amount adopted by Council in the Fees and Charges Schedule.

Comment

It is recommended the required budget variations to the Adopted budget for 2016/2017 as outlined below are approved.

1. Addition: 58 Stacy Street Rental Fee

The rent charged for this property is based on past rental history and current rental fees for other Shire properties of a similar size and value.

Residential Rents (GST Input Tax)					
125330	13 Maisey Street - JK Williams Lease	Per Week	\$130.00	\$130.00	\$130.00
124330	36 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	43 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	58 Stacy Street	Per Week	NA	NA	\$156.00
125330	12 Cottrell Street	Per Week	\$140.00	\$150.00	\$155.00
125630	CHP Unit - 1	Per Week	\$90.00	\$90.00	\$95.00
125630	CHP Unit - 2	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 3	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 4	Per Week	\$105.00	\$115.00	\$120.00
125430	18 O'Loghlen Street	Per Week	\$334.75	\$376.43	\$376.43
125430	26 O'Loghlen Street	Per Week	\$370.25	\$378.31	\$378.31
125730	Independent Living Unit - A	Per Week	\$85.00	\$100.00	\$105.00
125730	Independent Living Unit - B	Per Week	\$80.00	\$90.00	\$95.00
125730	Independent Living Unit - C	Per Week	\$100.00	\$100.00	\$110.00

125730	Independent Living Unit - D	Per Week	\$90.00	\$100.00	\$100.00
125230	Stacy Street Unit - 1	Per Week	\$140.00	\$150.00	\$160.00
125230	Stacy Street Unit - 2	Per Week	\$90.00	\$95.00	\$100.00
125230	Stacy Street Unit - 3	Per Week	\$110.00	\$150.00	\$150.00
124330	16 Anderson Street	Per Week	\$90.00	\$95.00	\$100.00
124330	18 Anderson Street	Per Week	\$90.00	\$95.00	\$100.00

Statutory Implications

Local Government LGA s. 6.16(3) statutory requirements for amendments requires that changes or additions to fees and charges schedule are to be imposed when adopting the annual budget but may be –

- (a) imposed during a financial year; and
- (b) amended from time to time during a financial year

Absolute majority is required.

Planning and Policy Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION AND COMMITTEE RECOMMENDATION – ITEM 10.2.5

THAT COUNCIL APPROVES THE REQUIRED BUDGET VARIATIONS TO THE ADOPTED BUDGET 2016/2017 AS OUTLINED BELOW:

1. Addition: 58 Stacy Street Rental Fee

Residential Rents (GST Input Tax)					
125330	13 Maisey Street - JK Williams Lease	Per Week	\$130.00	\$130.00	\$130.00
124330	36 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	43 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	58 Stacy Street	Per Week	NA	NA	\$156.00
125330	12 Cottrell Street	Per Week	\$140.00	\$150.00	\$155.00
125630	CHP Unit - 1	Per Week	\$90.00	\$90.00	\$95.00
125630	CHP Unit - 2	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 3	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 4	Per Week	\$105.00	\$115.00	\$120.00
125430	18 O'Loghlen Street	Per Week	\$334.75	\$376.43	\$376.43
125430	26 O'Loghlen Street	Per Week	\$370.25	\$378.31	\$378.31
125730	Independent Living Unit - A	Per Week	\$85.00	\$100.00	\$105.00
125730	Independent Living Unit - B	Per Week	\$80.00	\$90.00	\$95.00
125730	Independent Living Unit - C	Per Week	\$100.00	\$100.00	\$110.00
125730	Independent Living Unit - D	Per Week	\$90.00	\$100.00	\$100.00

ORDINARY MEETING OF COUNCIL AGENDA – 20 SEPTEMBER 2016

125230	Stacy Street Unit - 1	Per Week	\$140.00	\$150.00	\$160.00
125230	Stacy Street Unit - 2	Per Week	\$90.00	\$95.00	\$100.00
125230	Stacy Street Unit - 3	Per Week	\$110.00	\$150.00	\$150.00
124330	16 Anderson Street	Per Week	\$90.00	\$95.00	\$100.00
124330	18 Anderson Street	Per Week	\$90.00	\$95.00	\$100.00

- 11. NEW BUSINESS OF AN URGENT NATURE
- 12. ELECTED MEMBERS MOTIONS
- 13. CONFIDENTIAL ITEMS

13.1.1 MOVE BEHIND CLOSED DOORS

COUNCIL RESOLUTION – ITEM 13.1.1

THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTER, ITEM 13.1.2 - CEO KPI'S FOR 2016/17, PURSUANT TO S.5.23 OF THE LOCAL GOVERNMENT ACT.

13.1.2 CEO KPI'S 2016/17

13.1.3 MOVE OUT FROM BEHIND CLOSED DOORS

COUNCIL RESOLUTION – ITEM 13.1.3

THAT THE MEETING MOVE OUT FROM BEHIND CLOSED DOORS.

- 14. CLOSURE OF MEETING