UNCONFIRMED

MINUTES

Ordinary Meeting

Held

10th May 2012

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

"Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the Shire must obtain, and should only rely on, written notice of the Shire's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the Shire on the operation of a written law, or the performance of a function by the Shire, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the Shire. Any advice on a matter of law, or anything sought to be relied upon as a representation by the Shire should be sought in writing and should make clear the purpose of the request."

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP ORDINARY MEETING OF COUNCIL HELD ON THURSDAY 10th MAY 2012, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 4.30PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr. J E Gardiner declared the meeting open at 4.30pm, welcomed those in attendance, and welcomed new staff member Mr Troy Williamson – Manager Operations. Cr. J E Gardiner referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr. John E Gardiner	Shire President
Cr. Michael Bennett	Deputy Shire President
Cr. Brad G Day	Councillor
Cr. Betty Murfit	Councillor
Cr. Peter Robinson	Councillor
Cr. James Lee	Councillor [4.32PM]
Cr. Danny Harris	Councillor
Cr. Carmel Boyce	Councillor
Mr Mark Chester	Chief Executive Officer
Ms Cathy Parkinson	Executive Governance Officer
Mr Stuart Eaton	Director Corporate Services
Mr Robert Quinn	Director Development Services
Mr Luke Botica	Director Engineering Services
Mr Troy Williamson	Manager Operations

2.2 *Apologies*

Cr. Peter Bass - Leave of Absence [RESOLUTION 120/12]
Cr. Luke Davies Councillor

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

None.

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

135/12 MOVED - Cr. M T Bennett SECONDED - Cr. B Murfit

THAT Cr. L Davies and Cr. P Bass be granted leave of absence for the meeting of the 24th May 2012.

CARRIED
7/0

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 *Ordinary Meeting Held 26th April 2012*

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

136/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT the Minutes of the Ordinary Meeting of Council held on the 26th April 2012, be confirmed as true and correct subject to no corrections.

CARRIED
7/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

None.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

10 DECLARATION OF INTEREST

Cr. L D Harris declared an Impartiality interest in the item put forward for Business of an Urgent Nature – item 13.1.

Note: Cr. J Lee joined the meeting [4.32pm].

11 REPORTS OF OFFICERS AND COMMITTEES

11.1 CHIEF EXECUTIVE OFFICER REPORT

11.1.1 Title: Royalties for Regions Country Local Government Fund Review

Reporting Department: *Executive*
Reporting Officer: *Mr Mark L Chester – Chief Executive Officer*
Legislation: *Local Government Act 1995*
File Number: *GF04 0006*

Background -

The Minister for Regional Development and Lands, the Hon Brendan Grylls MLA, has released for public comment the Government of Western Australia Western Australian Regional Development Trust (the Trust) review of the Royalties for Regions Country Local Government Fund (CLGF).

Council made a submission to the review and reference is made to Shire of Dardanup comments at the following pages of the document; 76, 87, 103, 110, 111, 134, 153, 172.

The submissions on the review are to be lodged by the 11th May 2012.

Legal Implications - None.

Strategic Plan

The CLGF has provided the Shire of Dardanup and all country local governments with funds that would otherwise not be available to be used for maintaining and creating infrastructure.

Funding has enabled the Shire to meet objectives for infrastructure renewal by bringing forward road and other projects as defined within the Strategic Plan.

Council has received almost $2.5M from this program, this should be acknowledged as a significant benefit to the community.

Environment - None.

Precedents - None.

Budget Implications

The implications of the CLGF to the Shire budget have and will be significant. The current guidelines of the fund project that 100% of the allocation will go to regional projects in 2013/14. If this is to occur the financial advantage within the Shire budget

of $620,522 will be lost. The Trust review recommends that 50% of the pool remain with individual local governments, however, as the report states there is a recommendation that some high risk local governments should not receive any of the fund.

Budget – Whole of Life Cost

The Shire has received the following grants since the introduction of the program:

YEAR	AMOUNT
2008/09	$1,119,765
2009/10	$ 35,000
2010/11	$ 705,900
2011/12	$ 620,522
TOTAL	**$2,481,187**

Council Policy Compliance - None

Officer Comment -

The Trust review includes 26 recommendations, recorded below; a copy of the Executive Summary is included in the appendices (Appendix ORD: 11.1.1).

A full copy of the 332 page review document dated January 2012 can be viewed at www.rdl.wa.gov.au under news and events.

As an introduction to the recommended responses shown below, it should be noted that the Trust report makes reference to the 2006 WA Local Government Association Systemic Sustainability Study (SSS). The SSS identified that a large number (83) of local governments were financially unsustainable if they were to rely only on own resource funding; i.e. they could not survive without external grants (p33 of the report).

Of significance is that the SSS report identified a significant backlog in the maintenance and renewal of infrastructure, the evidence and research gathered by the Trust has confirmed that the infrastructure backlog may be greater than the SSS report identified.

Further, the Minister for Local Government in his submission to the Trust review stated that CLGF should not be made available to local governments that have not adopted a positive approach to structural reform and amalgamation (p66, p80 and p83). The Minister refers to the continuing declining population in many Wheatbelt towns and their diminishing capacity to provide local sustainable services, withholding CLGF would provide an incentive for reform.

The Trust has supported the continuation of 50% of the funding being made available to individual local governments instead of 100% going to regional groups in 2013/14. In addition the Trust does support the regional allocation going toward regional projects that may include infrastructure that is a state responsibility on the basis that

the infrastructure is required to improve the economic sustainability, employment opportunities and the lifestyle of people within the region.

The recommendations are shown in italics with the recommended Council response immediately following each recommendation in bold.

Recommendation 1

The Trust recommends that RDL provide both the Minister and the Trust with a detailed report of progress made with respect to the recommendations of the CLGF Review by 31 December 2012, and with a further update by 1 July 2013.

(Note: RDL = Regional Development & Lands, CLGF = Country Local Government Fund)

Council Response: Support.

Recommendation 2

Section 12.2: What is the purpose of the CLGF?

The Trust recommends that the Minister accept that:

1. The purpose of the CLGF is to satisfy the intent of sections 4 and 9(1)(a) of the Act, principally by addressing the infrastructure requirements of country local government either through individual CLGs or contiguous groups of CLGs;

2. That being said, CLGF spending on infrastructure that addresses other section 9(1) requirements by providing services, or that develops and broadens the economic base, or that creates jobs or improves career opportunities, is to be preferred over infrastructure spending that does not; and

3. To enable the purpose of the CLGF to be realised it is necessary to also invest in CLG capacity building, both physical capacity and human capacity, and CLG capability, provided that investment will assist in producing optimal future CLG infrastructure investment decisions, and help improve the overall financial viability of CLGs, particularly through improved asset management.

Council Response: Support.

Recommendation 3

The Trust recommends that the Minister:

1. *Continue the CLGF at least at the current level of budget allocation;*

2. *Build into his considerations that while it is vital to focus on strategic outcomes, there is still a need to continue to address relevant smaller local infrastructure requirements that are valued by CLG communities;*

3. *Taking into account the evidence to the Review and the Trust's findings, consider increasing the CLGF budget allocation; and*

4. *Appropriate CLGF funds for allocation to categories of individual CLGs and groups of CLGs selected and appropriated against defined criteria.*

Council Response:

Support parts 1, 2 and 3; not support part 4 as explained further in this report.

Part 4 implies that local governments with declining populations are high risk and should not receive any funds. Whilst this position will not directly impact on the Shire of Dardanup due to the Shires continuous growth, it does impact on smaller communities in the regions. Growth Councils may benefit from a redistribution of the funds that are withheld from high risk local governments, it is not recommended that Council support this position as it has the potential to cause division within the industry.

Recommendation 4

The Trust recommends that no material change in CLGF allocation systems (unless generally welcomed by the sector) occur earlier than 1 July 2013, to allow present CLGF budgets plans and projects to be realised.

Council Response:

Support. Any change to the allocation formulae should only occur following a period of consultation with country local governments.

Recommendation 5

The Trust recommends that by no later than 31 December 2012 in order to be operational by 1 July 2013, in consultation with the CLG sector and taking into account evidence to this Review and the findings of the Trust, RDL settle revised guidelines for both individual CLGs and groups of CLGs, making clear the purpose and priorities of the CLGF, what will be funded, the outcomes that are sought and the conditions that apply.

(Note: RDL = Regional Development & Lands)

Council Response:

Support.

It is essential that the guidelines be in place and remain unchanged from the beginning of the next funding round to enable the effective and efficient administration of the fund and to avoid confusion that can occur when guidelines are changed during a funding period.

Recommendation 6

The Trust recommends that, by no later than 31 December 2012 in order to be operational by 1 July 2013, and taking into account evidence to this Review and the findings of the Trust, RDL after consultation with DLG and WALGA, review the basis on which CLGF funding will be provided for the amalgamation of selected CLGs, to improve the likelihood of amalgamation occurring.

Council Response:

Support with reservation as the recommendation implies that there may be financial incentives for local governments to agree to amalgamation. This is supported on condition that this is a voluntary process and providing that the funding incentive does not reduce the funding pool allocation to other individual local governments that intend using the funds for infrastructure renewal and creation.

Recommendation 6 ought to be included for discussion when reviewing the guidelines and the overall funding allocation.

Recommendation 7

Section 12.4: How much money is needed?

The Trust recommends that:

1. *RDL analyse all FCWPs by 31 December 2012 in order to be operational by 1 July 2013, to ascertain the actual infrastructure status, needs and priorities of each CLG on an asset class basis to help determine CLGF desired outcomes by categories of CLGs; and*

2. *That RDL develop and publish improved data on the infrastructure backlog in the CLG sector.*

(Note: FCWPs = Forward Capital Works Plan)

Council Response:

Supported. CLGF will need to finalize their Strategic Community Plans by May 2013 to comply with the Local Government Act requirements of Plans for the Future in order for the RDL to be fully aware of all projects for their analysis. This timeline will be difficult for the RDL to achieve by July 2013.

Recommendation 8

The Trust recommends that RDL in conjunction with RDCo the RDCs and the CLG sector, develop methods for improving CLG leveraging ability.

(Note: RDCo = Regional Development Council)

Council Response:

Supported. Using the CLGF as leverage for attracting additional funding for major projects is supported; it is considered that there is a higher likelihood of success if projects are supported by other state government agencies such as RDL, RDC, and the RDCo.

Recommendation 9

Section 12.5: Who should be funded?

The Trust recommends:

1. *That the CLGF continue to have an individual CLG component and a Group CLG sub-regional and regional component; and,*

2. *Recommends against the current intention of moving the CLGF to 100% Group CLG funding in 2013-14.*

Council Response:

Support 50% of the allocation being retained by individual local governments, however, the Trust also advocates the assessment of local governments to identify high risk CLGs as referred in Recommendation 12 and 15, that is, CLG will be assessed to qualify for funding, if they are deemed high risk then they will not be receiving grants. Essentially Recommendation 9 is contradicted by Recommendations 12 and 15.

Continuing the 50% allocation for individual local governments will enable continued catch up of the backlog in infrastructure replacement and creation of new assets as appropriate, even more

can be achieved if the 50% can be used to leverage additional grants.

Recommendation 10

The Trust recommends:

1. That in the interests of regional development the CLGF support targeted capability and capacity-building funding for the CLG sector, with the intention of improving the financial sustainability and operating capacity of those targeted;

2. That such assistance should include supporting the amalgamation of weakly resourced and structured local governments, particularly those rated after assessment as financially unsustainable; and,

3. That RDL in consultation with DLG should report annually on progress and outcomes.

Council Response:

Part. 1. Supported on the basis that improving the capacity of local governments to deliver cost effective services is the aim of all local governments and the CLGF.

Part 2. Supported on condition that amalgamation of local governments identified as unsustainable is voluntary and the electors retain the right to call for a poll if they choose. In developing the case for amalgamation the Advisory Board and the local governments be required to report to the electors the details of the local governments financial situation including impacts of any Strategic Community Plans for infrastructure and services and how they are to be funded.

Part 3. Supported subject to the report being referenced to the individual local governments affected.

Recommendation 11

The Trust recommends that the Minister, noting the ongoing Commonwealth–State negotiations on the matter of adequate funding for the provision of local government services in remote Aboriginal communities and CLG concerns thereto, request advice from the State's Aboriginal Affairs Coordination Committee on consequential infrastructure capability and capacity matters affecting CLGs, that might need to be taken into account in future CLGF policy.

Council Response:

Supported, recognizing that the CLGF allocation used to service remote Aboriginal communities provides an opportunity for

leverage of supporting funds from the state and commonwealth to add value to projects.

Recommendation 12

Section 12.6: How should they be funded?

The Trust recommends:

1. *That by 31 December 2012 in order to be operational by 1 July 2013, the CLGF be distributed through two funding pools, one of which is allocated to qualifying grantees who will be rated prior to allocation as entitled to receive funding; and one of which is a contestable grants pool to which applications may be made by potential grantees rated as eligible;*

2. *That the CLGF funding quantum determined by the Minister and Cabinet be informed by the evidence to the Review and the findings of the Trust, and in particular by the sum of the recommendations in the Review;*

3. *That by 31 December 2012 in order to be operational by 1 July 2013, that all CLGs should be able to be rated on prospects, capability, capacity and risk, which rating shall identify those qualifying or not qualifying for the various categories of the two CLGF funding pools; and, that rating should be done on a publicly defensible professional basis; and*

4. *That taking into account evidence to the Review and the findings of the Trust, the required CLG rating systems are to be agreed by a committee which shall take professional input and advice as required; and, the committee should be chaired by RDCo and include but not necessarily be limited to representatives of RDL, DLG, WAPC/DoP and WALGA.*

Reporting Officer Note:

The intent of the Act is outlined at page 184 is as follows:-

Section 4 of the Act states that:

The object of this Act is to promote and facilitate economic, business and social development in regional Western Australia through the operation of the Fund.
Section 9(1) of the Act states that the application of the Fund will be:

... for the following purposes -

(a) to provide infrastructure and services in regional Western Australia;
(b) to develop and broaden the economic base of regional Western Australia;
(c) to maximise job creation and improve career opportunities in regional Western Australia.

And at page 190:

"The Trust will recommend that the CLGF continue.

Once that threshold question has been answered, the next overall question is whether the CLGF program as it has operated to date has fulfilled the purpose and met the prescriptions and intent of the Act.

The Trust's answer to that question is yes, but further improvements to the CLGF program can and should be made.

At present the CLGF's overall aims are to:

• address infrastructure needs and support capacity building;

• improve the financial sustainability of country local governments in Western Australia through improved asset management;

• provide financial assistance to country local governments which choose to amalgamate voluntarily; and

• assist groups of country local governments to fund regionally significant infrastructure projects.

This is confusing. All these cannot rank equally as aims. A clearer restatement could be as follows:

The purpose of the CLGF is to satisfy the intent of sections 4 and 9(1)(a) of the Act, principally by addressing the infrastructure requirements of CLG either through individual CLGs or contiguous Groups;

That being said, CLGF spending on infrastructure that addresses other s9(1) requirements by providing services, or that develops and broadens the economic base, or that creates jobs or improves career opportunities is to be preferred over infrastructure spending that does not; and to enable the purpose of the CLGF to be realised it is necessary to also invest in CLG capacity building, both physical capacity and human capacity, and CLG capability, provided that investment will assist in producing optimal future CLG infrastructure investment decisions, and help improve the overall financial viability of CLGs, particularly through improved asset management.

The discussion above draws the Trust to these conclusions on the purpose of the CLGF.

Because the Fund and therefore the CLGF is governed by the Object of the Act (s4) the CLGF must contribute to regional economic business and social development.

<u>The consequence of this conclusion is that to be funded in future, CLGs have to have development prospects and projects with any or all of economic business and social development outcomes</u>. (underline added for emphasis by author of this officer report)

At the commencement of the CLGF, it would have been difficult to conceive of CLGs that had no infrastructure needs, and since 2008 there has been CLGF infrastructure expenditure in every CLG.

For the future, it is possible to conceive of individual CLGs whose infrastructure proposals may not promote and facilitate economic, business or social development sufficiently, or that may not develop and broaden the economic base of their area meaningfully. These CLGs would need to show why they should get CLGF funding." (underline added for emphasis by author of this officer report)

Council Response:

Not supported for the following reasons:

1. **Recommendation 12 appears to contradict recommendation 9, that advocates the retention of 50% of the allocation to each individual country local government (CLG).**

   Recommendation 12 requires an analysis of each CLG, in the Trust report (p206) the Trust states that "*the CLGF allocation should be neither an entitlement nor an equity-based program; the Trust believes the CLGF has to be outcome-based, determined by the intent of the Act",* at page 207 *"..the assumption that funds will be distributed amongst all the CLGs does not need to remain the case."*

2. **The Trust in advocating that the formula for allocation of the CLGF be based on an analysis that defines how a CLG qualifies or does not qualify for funding is sending a message to the less populated local governments, and those with declining populations, that they will be unlikely to receive CLGFs as they will not be able to justify the CLGF investment as they will not be able to show a positive outcome that will turn their local economy around, build their capacity or increase their population. This approach is seen as supporting the Minister for Local Government's structural reform agenda.**

   If amalgamation is the result of a comprehensive sustainability analysis and the local governments agree to amalgamate then use of the CLGF to facilitate the amalgamation is a positive outcome for those affected.

   A CLG that is experiencing growth in population will need to demonstrate how their capacity to develop and maintain infrastructure and influence economic growth is achievable because of the CLGF, how sustainability and growth will continue without the support of the funding should also be considered.

4. **CLGs may need to invest resources in independent analysis of their Capital Works Programs to demonstrate the potential economic benefit of the fund to meet the Trust's recommendation 12 part 3 that states "*should be able to be rated on prospects, capability, capacity and risk, which rating shall identify those qualifying or not qualifying for the various categories of the two CLGF funding pools; and, that rating should be done on a publicly defensible professional basis.*"**

   The cost of the independent analysis ought to be funded by the CLGF, this should be included in the proposed new guidelines.

5. **CLG should oppose the involvement of the WAPC and the DoP in assessing local governments. Both agencies have their own views on how the state ought to be developed, these views do not necessarily align with those held by local governments. State agencies are duty bound to adhere to state policy which can be at odds with local governments views.**

Recommendation 13

The Trust recommends:

1. *That RDL investigate the feasibility of CLGF funding from 1 July 2013 not being on a budget year basis but on a project-time basis, so that such issues as the northern wet season affecting project delivery, or trying to force longer time-scale projects into a financial year framework, fall away; and*

2. *That, subject to the feasibility study being positive and the Minister agreeing to RDL's proposals, that the CLGF operate on this funding system from 1 July 2013.*

Council Response:

Support. This change will assist with larger projects and projects that may overlap financial years.

Recommendation 14

Section 12.7: Who makes decisions on what basis?

The Trust recommends that RDL and RDCo assess the relevant evidence and findings of this Review, and determine for the Minister's approval by no later than 31 December 2012 in order to be operational by 1 July 2013, the manner in which the RDCs role in the CLGF can be adjusted to facilitate and maximise CLGF outcomes.

Council Response:

Support only on the following basis:

The role Regional Development Commissions are to play in the allocation of the CLGF be subject to a period of consultation with CLGs, with CLGs support by the majority being required before the process is taken out of CLG hands.

Recommendation 15

The Trust recommends that by no later than 31 December 2012 in order to be operational by no later than 1 July 2013, RDL introduce a CLG risk rating system for its CLGF grantees, so that:

1. Higher risk grantees might be assessed and thereafter a judgement made as to whether they should be excluded from the CLGF, so helping protect the integrity of the Fund; and

2. Reduced governance requirements and compliance costs for both RDL and the grantees can thereafter be applied for those rated lower risk.

Council Response:

Not supported for the following reasons:

i. The recommendation does not define the criteria for the risk assessment. The implication is that the smaller CLGs with declining populations will not survive without CLGF help. If this is the aim of the Cabinet then such a policy needs to be made clear to those affected.

If smaller CLG are not able to survive without the CLGF then the individual local governments should be given the opportunity to assess this outcome with the assistance of CLG funding including analysis of their Plans for the Future, potential growth, state of existing infrastructure and the state of the local economy.

ii. The idea is a political decision and should be left to the government to consult with the implicated communities about this philosophy, the guidelines of the CLGF will need to be amended to stop funding going to high risk CLGs. As with item i. above, affected CLG should be given the opportunity to assess their economic viability with some outside assistance.

iii. Protecting the integrity of the fund is admirable; however, is the aim to protect the Minister of the day that is responsible

for the fund from publicly being criticized for funds being invested in communities that have no long term future?

Local governments can help protect the integrity of the fund by promoting their achievements that the fund has enabled and highlighting that some projects would not be possible without the funds assistance.

Recommendation 16

The Trust recommends that by no later than 31 December 2012 in order to be operational by no later than 1 July 2013, RDL take into account the CLG prospects-assessment for its CLGF grantees, in order that the quantum and destination of CLGF grants can be better directed for optimal regional development outcomes.

Council Response:

The Trust has not defined how the assessment is to be measured. In 2009 the Minister for Local Government instructed the Department of Local Government to have each local government undertake a study on their sustainability. A check list with twelve guiding principles was developed that each local government was to respond to.

The check list was scored and each local government was allocated to one of the following 3 categories:

- **Category One (1): evidence indicates that there is existing organisational and financial capacity to meet current and future community needs. Local Governments should still consider reform opportunities which enhance service provision to local and regional communities.**

- **Category Two (2): structural reform including amalgamation/boundary adjustments and formalisation of regional groupings should be considered to enhance organisational and financial capacity to meet current and future community needs.**

- **Category Three (3): significant structural reform including amalgamation and formalisation of regional groupings is required to ensure long term community and organisational benefit in order that the needs of the current and future generations are met.**

The Shire of Dardanup was awarded a category Two. This was appealed, unsuccessfully. A number of local governments were not happy with their categories, staff are not aware of any that had their category changed.

Simply put, the Trust appears to be aligning the use of the CLGF as an instrument to support the Minister for Local Government's local government reform agenda.

It is recommended that the Trust recommendation 16 not be supported unless there is an opportunity for all country local governments to participate in the development of the guidelines for such an assessment.

Recommendation 17

Section 12.8: What will deliver the best outcomes?

The Trust recommends that taking into account the evidence and findings of the Review, that RDL reassess the outcomes sought, and the resourcing, administrative structure, and operational systems of the CLGF, including greater engagement with CLGs by administrators and decision-makers on the ground; and report its recommendations to the Minister for approval by no later than 30 June 2012.

Council response:

Supported. The RDL has a major task in administering the CLGF and requires adequate resources to enable efficient management and reporting to occur. A period of consultation between RDL and major stakeholders will provide an opportunity to set up systems and processes that will be advantageous to all parties.

Recommendation 18

The Trust recommends:

1. That to facilitate CLGF investment that is strategic and prioritised, and to fulfil the purposes of the Act, from not later than 31 December 2012 in order to be operational by 1 July 2013, CLGF spending should be outcomes-based;

2. That taking into account the findings of the EAC, evidence to the Review, and the findings of the Trust, RDL must establish the principles methodology and operational systems for making CLGF projects and programs outcomes-based; and,

3. That from no later than 1 July 2013, the Minister require as a condition of grant that CLGF grantees comply with relevant outcomes required by the Act, expanded where applicable by specific outcomes expressed in the CLGF guidelines, and where applicable specific outcomes by program or project or in the FAA; and that wherever practicable and relevant the outcomes achieved shall be measured and reported.

(note: EAC = Economic Audit Committee. FAA = Financial Assistance Agreement.)

Council Response:

Supported, on condition that all CLGs are consulted and have the opportunity to make a contribution to the guidelines, the principle methodology and proposed operational systems.

Recommendation 19

The Trust recommends that by no later than 31 December 2012 in order to be operational by 1 July 2013, RDL in consultation with DLG and the CLG sector and taking into account evidence to this Review and the findings of the Trust, develop a practical means for collecting and reporting the necessary data while minimising compliance costs, so that benchmarks for CLGF infrastructure and capacity-building can be set, against which the results of CLGF investment can be measured.

Council Response:

Supported providing the consultation occurs in a timely manner, with all CLGs being given the opportunity to have input.

Recommendation 20

The Trust recommends that RDL, taking into account evidence to the Review and the Trust's findings, further consult with local government to identify opportunities to refine streamline and simplify current CLGF reporting processes on a preferred 'report once' basis wherever possible, but which ensures relevant information can still be captured and reported, and that necessary accountability is not compromised.

Council Response:

Supported as there have been issues with reporting in the past, changes that help RDL meet their compliance requirements, the requirements of the Auditor General and are not requiring duplication of CLGs efforts will be welcomed .

Recommendation 21

The Trust recommends that in the context of evidence to the CLGF Review and the Trust's findings, RDL review the outcomes sought and the resources needed for a better information flow to and from the CLGF with respect to three issues: communication by RDL to stakeholders; a response protocol or system to issues raised by stakeholders; and an automatic web-based information system.

Council Response:

Supported, providing there is a period of consultation between RDL and CLGs to gain a mutual understanding of each other's needs.

Recommendation 22

The Trust recommends that RDL, taking into account evidence to the Review and the Trust's findings, assess the Commonwealth Roads to Recovery website and administrative system with a view to using desirable features of that system to improve the CLGF, but without compromising the administrative outcomes required for the CLGF.

Council Response: Supported

Recommendation 23

Section 12.9: Capacity-building

The Trust recommends that the Minister, in the interests of CLG capacity-building:

1. Require RDL to have discussions with DLG and WALGA and whomever else thought appropriate, on the matter of standardising accounting systems for local government, with a view to determining if such a project should proceed, with what timelines, and on what basis; and

2. If a decision to proceed is made, to agree on the funding and methodology for a scoping and consultation exercise, including consideration of the suitability of the Local Government Accounting Manual, software, hardware, network connectivity and workforce upskilling; and subsequently, if standardisation is found feasible and desirable, for the implementation of a standard system for the local government sector.

Council Response:

Supported providing the consultation include Local Government Managers Australia WA (LGMA) and finance practitioners from within the industry.

Recommendation 24

The Trust recommends that the Minister, in the interests of CLG capacity-building:

1. *Taking into account evidence to the Review and the Trust's findings, examine whether additional CLGF investment in housing and amenity for particular CLG permanent staff is warranted, particularly in locations remote from regional or metropolitan centres; and,*

2. *Task the RforR Directors General Reference Group, taking into account evidence to this Review and the Trust's findings, to explore options for staff attraction and retention across the CLG sector, particularly as they relate to the more remote areas of the State, including but not limited to housing, amenity, family and social requirements, professional development, special allowances and incentives.*

Council Response:

Supported as an option for CLGs to allocate their funds to projects that they deem as most appropriate for their communities.

Recommendation 25

The Trust recommends that the Minister require RDL to engage with DLG and WALGA to ensure that CLG asset management, depreciation systems, and forward capital works plans are integrated or harmonised as systems in the most practical efficient and useable manner.

Council Response:

Supported, progress is being made by the industry in this area due to the legislation requiring integrated planning.

Recommendation 26

The Trust recommends:

1. *That the Minister for Local Government review the Local Government Act 1995 to determine whether the provisions governing the auditing of local government could or should be enhanced; and*

2. *That until the DLG review of the audit provisions of the Local Government Act 1995 is completed, RDL work with DLG to examine options for and a process for increasing the consistency and general alignment of local government audit practices and grantee audit requirements with the existing audit provisions of the Local Government Act 1995.*

Council Response:

Supported, however staff have the view that Audit practices that are in place are correctly aligned. The issue is that the RDL do not accept the existing Audit practice to meet the CLGF acquittal requirements. This area requires further discussion in keeping with the review of the CLGF guidelines.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION

THAT Council endorse the submission on the Western Australian Regional Development Trust – review of the Royalties for Regions Country Local Government Fund of January 2012, as per the Chief Executive Officer report of the 10th May 2012.

Discussion:

Chief Executive Officer, Mr Mark Chester referred to Recommendation 11. Mr Chester noted that there has been a concern by other local governments about loss of CLGF for the assets and conflict with Recommendations 9 and 12. If a local government is high risk, what is an aboriginal community? Also not to be used by the State and Federal Government to avoid their financial obligations.

Cr. M T Bennett raised concern regarding recommendation 3 – The population of smaller local government towns decreasing. For example, Collie's population was decreasing and now they are considered a Super Town. The government needs to identify where they want towns – even small towns need infrastructure.

Cr. M T Bennett felt that recommendation 6 could be considered blackmail.

Cr. M T Bennett referred to recommendation 9 – All you will be doing is propping up towns that don't have that money.

Cr. J E Gardiner noted that Boddington have recently been made a Super Town.

Cr. M T Bennett, if you don't keep the town to a certain standard and then it starts to increase population again, then you would virtually have to build a town.

Chief Executive Officer, Mr Mark Chester advised that Council could add a statement to the recommendation saying that the State should have a strategy of whether they want country towns to survive and if there are some that are to decline and disappear, the town should be informed that this is the state position. Rather than letting a town decline then the job is left to fund the rebuilding if there is a change in economic (rising) circumstances.

Cr. B G Day – These policies are already in place we should request that these policies be amended. We are asking them to review their strategy.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

137/12 MOVED - Cr. M T Bennett SECONDED - Cr. B G Day

THAT Council:

1. **Endorse the submission on the Western Australian Regional Development Trust – review of the Royalties for Regions Country Local Government Fund of January 2012, as per the Chief Executive Officer report of the 10th May 2012.**

2. **Include in the submission that State government should review their strategy of whether they want country towns to survive. If there are some to decline and disappear, then the town should be informed that this is the state's position, rather than letting a town decline. If it declines, then the job is left to fund the rebuilding if there is a change in economic (rising) circumstances.**

CARRIED
7/0

11.1.2 *Title: Policy Manual Review 2012*

Reporting Department:	*Executive - Governance*
Reporting Officer:	*Ms Cathy Parkinson – Executive Governance Officer*
Legislation:	*Local Government Act 1995*
File Number:	*CO13 0003*

Background -

Officers review Council's policies on an ongoing basis. Every three years, a full review of the policy manual is carried out.

Officers will continue to update policies and amend them as required prior to the next full review scheduled for 2015.

Following this year's review all policies will be renumbered to align with Council's recently adopted new corporate structure. All policies will be renumbered and placed under the four corporate sections. Executive, Engineering Services Directorate, Development Services Directorate and Corporate Services Directorate.

Legal Implications - None.

Strategic Plan - None.

Environment - None.

Precedents -

A full policy manual review is carried out every three years.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - Review of policy manual.

Officer Comment -

- *Policy Deletions*

The following policies are no longer required and Council are requested to consider deletion for the following reasons (Copies of all policies for deletion are appended):

Policy Reference	F 3.13
Description	Expenditure Of Fire Protection Contribution Funds – Subdivisions
Appendix Reference	Copy of policy attached at (Appendix ORD: 11.1.2A).
Reason for Deletion	No funds have been collected for several years, and are unlikely to be. Any fire management requirements would now be covered by ESL or the developer.

Policy Reference	B 4.3
Description	Stop Work Orders On Buildings
Appendix Reference	Copy of policy attached at (Appendix ORD: 11.1.2B).
Reason for Deletion	This is now covered under the New Building Act 2011 and therefore no longer required.

Policy Reference	B 4.1
Description	Fencing Materials In Townsites
Appendix Reference	Copy of policy attached at (Appendix ORD: 11.1.2C).
Reason for Deletion	This policy is no longer applicable as the Shire does not have Fencing Local Laws in place.

Policy Reference	A 2.23
Description	Internet and Other External Communication Technology Usage Policy
Appendix Reference	Copy of policy attached at (Appendix ORD: 11.1.2D).
Reason for Deletion	This policy is not required as policy A 2.28 'Electronic Mail And Internet Usage' adequately covers this policy.

Policy Reference	F 3.1
Description	Dardanup Pre-School – Expenses
Appendix Reference	Copy of policy attached at (Appendix ORD: 11.1.2E).
Reason for Deletion	This policy is now defunct as the Dardanup Pre-school no longer utilises the Dardanup Community Centre.

Policy Reference	A 2.5
Description	Firebreaks - Penalty
Appendix Reference	Copy of policy attached at (Appendix ORD: 11.1.2F).
Reason for Deletion	Firebreak penalties and processes are covered under the Shire's Firebreak Order that is adopted annually, and the Bushfires Act 1954.

Policy Reference	G 8.9
Description	Vandalism Prevention
Appendix Reference	Copy of policy attached at (Appendix ORD: 11.1.2G).
Reason for Deletion	This policy has not been effective and is no longer required.

Policy Reference	A 2.3
Description	Firebreaks – Road Verge Maintenance
Appendix Reference	Copy of policy attached at (Appendix ORD: 11.1.2H).
Reason for Deletion	This policy is not used. Chemical spraying of grass on road verges is currently undertaken by the Lions Club in consultation with the Director Engineering Services.

- *Policy Amendments*

The following policies have been reviewed by staff. The policies have been included in the report showing the suggested amendments. The original policies are appended for Council information.

- ***POLICY F 3.21***

The suggested amendment to the policy F 3.21 (Appendix ORD: 11.1.2I) are as follows:

- Title – be amended to read: "Plant & Vehicle Acquisitions and Disposal". The word 'Plant' to be included when referring to vehicles also.

- Preamble – Addition of the words: "including 4 cylinder vehicles, 4 cylinder utilities and vans and 6 cylinder vehicles."

- Policy – Remove wording "All executive sedans and four wheel drives and light commercial vehicles will be traded-in/sold at intervals no greater than two years or a maximum of 70,000km, so as to ensure that the vehicles are still under the manufacturer's warranty to retain high trade-in value." And replace with Council resolution [316/11] from the 26th October 2011 meeting adopted table as below.

- Process: Amend wording from :

  Executive sedans and four wheel drives and light commercial vehicles will be purchased and traded-in/sold either by tender or under agreements negotiated by the Department of Contract and Management Services (CAMS). The purchase consideration is take into account fuel type and fuel efficiency.

  The Chief Executive Officer may approve in the second year of ownership the acquisition and trade-in/sale of vehicles which have travelled over 40,000km and under 70,000km if it is considered that significant financial benefits can be obtained by early changeover of vehicle/s.

  All purchases are to be new vehicles. The Chief Executive Officer may approve the purchase of low mileage/hours second hand plant and vehicles if it is considered that significant financial benefits can be obtained.

  To read:

Amended policy to read as follows:

DEPARTMENT	FINANCE
POLICY REFERENCE	F 3.21
DESCRIPTION	VEHICLE ACQUISITIONS AND DISPOSAL
COUNCIL RESOLUTION	222/07
DATE	26/07/2007

PREAMBLE : This policy covers the acquisition and trade-in/sale of plant, executive sedans and four wheel drives as well as light commercial vehicles, including 4 cylinder vehicles, 4 cylinder utilities and vans and 6 cylinder vehicles.

OBJECTIVE : To formalise the acquisition and trade-in/sale of Council's plant, executive and light commercial vehicles at the optimum time, so as to provide the best financial advantage to Council.

POLICY : Plant and vehicle replacement triggers:

TYPE	REPLACEMENT TRIGGERS	
	YEARS	KM/HRS
Grader	10	8,000 hrs
Loader	8	8,000 hrs
Truck - Light	6	150,000 km
Truck - Medium	8	200,000 km
Mower – Front Deck	5	2,000 hrs
Tractor	8	5,000 hrs
Trailer - Heavy	15	-
Trailer - Light	10	-
Quad Bike	5	-
Backhoe Loader*	7	5,000 hrs
Skid Steer loader*	5	5,000 hrs
Sweeper*	8	8,000 hrs
4 cylinder vehicles	4	80,000 km
4 cylinder utilities & vans	5	120,000 km
6 cylinder vehicles	5	120,000 km

PROCESS : Plant, executive sedans and four wheel drives and light commercial vehicles will be purchased and traded-in/sold either by tender or under agreements negotiated by the State Government. The purchase consideration is take into account fuel type, safety, resale, all of life costs and fuel efficiency.

All purchases are to be new vehicles. The Chief Executive Officer may approve the purchase of low mileage/hours near second hand plant and vehicles if it is considered that significant financial benefits can be obtained.

HEAD OF POWER : Local Government Act 1995 and Tender Regulations

DATE REVIEWED : Ordinary Meeting of Council held – 26/10/2010

- ***POLICY F 3.20***

The suggested amendment to the policy F 3.20 (Appendix ORD: 11.1.2J) are as follows:

- Under Policy – New Cards section to be changed from:

  New Cards

  - Application for a Credit Card shall only be made upon approval of the Chief Executive Officer;
  - A card for the Chief Executive Officer shall be applied for on approval of Council.
  - A Credit Card holder and user shall only be a current employee of the Shire of Dardanup;
  - A card holder shall not be an elected member as there are no provisions of the Local Government Act that allow an elected member to incur a debt.
  - An agreement will be signed by the cardholder agreeing to comply with Councils Credit Card Policy.
  - A “non reward” scheme card shall be applied. Should a reward scheme exist, the benefits of a “reward scheme” shall be the property of the Shire of Dardanup.
  - A register of cardholders shall be maintained.

  To read:

  New Cards

  - Application for a Credit Card shall only be made for the Chief Executive Officer;
  - A card for the Chief Executive Officer shall be applied for on approval of Council.
  - A “non reward” scheme card shall be applied. Should a reward scheme exist, the benefits of a “reward scheme” shall be the property of the Shire of Dardanup.

- Security section to be changed from:

Security

- The cardholder is responsible for the physical and information security of the card in their possession.

- In the case of a lost or misplaced card, the cardholder shall notify bank immediately, and advise the Chief Executive Officer on the first working day following the loss.

To read:

Security

- The cardholder is responsible for the physical and information security of the card in their possession.

- In the case of a lost or misplaced card, the cardholder shall notify bank and the Director Corporate Services immediately.

- Purchasing section to be changed from:

Purchasing

- The use of the Credit Card is for emergency use only, and shall not supersede Councils ordinary purchasing system and procedures;

- The Credit Card shall only be used for purchasing goods or services on behalf of the Shire of Dardanup;

- Personal expenditure is prohibited;

- The Credit Card Credit shall not be used for cash withdrawals;

- Expenditure shall comply with the cardholders delegated purchasing authority;

- The Cardholder is responsible for obtaining a “Tax Invoice” receipt for Australian Purchases to enable GST tax credits to be claimed. This shall be provided to the Director Corporate Services.

- The cardholder is responsible for the accuracy of card statements and shall authorise the validity of statements by signing.

To read:

Purchasing

- The use of the Credit Card is at the Chief Executive Officer’s discretion and shall not supersede Councils ordinary purchasing system and procedures;

- The Credit Card shall only be used for purchasing goods or services on behalf of the Shire of Dardanup;

- Personal expenditure is prohibited;

- The Credit Card Credit shall not be used for cash withdrawals;

- Expenditure shall comply with the Chief Executive Officer's delegated purchasing authority;

- The Cardholder is responsible for obtaining a "Tax Invoice" receipt for Australian Purchases to enable GST tax credits to be claimed. This shall be provided to the Director Corporate Services.
- The cardholder is responsible for the accuracy of card statements and shall authorise the validity of statements by signing.

Amended policy to read as follows:

DEPARTMENT	FINANCE
POLICY REFERENCE	F 3.20
DESCRIPTION	USE OF CORPORATE CREDIT CARDS
COUNCIL RESOLUTION	441/05
DATE	10/11/2005

PREAMBLE : Credit Cards are being used within Government as a purchasing resource. They can however, expose Council to significant risk if not properly controlled.

OBJECTIVE :

1. To ensure the proper use and control of Corporate Credit.

2. To comply with s6.5(a) Local Government Act 1995 and regulation 11 (1)(a) Local Government (Financial Management) Regulations.

POLICY : <u>New Cards</u>

- Application for a Credit Card shall only be made for the Chief Executive Officer;

- A card for the Chief Executive Officer shall be applied for on approval of Council.

- A "non reward" scheme card shall be applied. Should a reward scheme exist, the benefits of a "reward scheme" shall be the property of the Shire of Dardanup.

<u>Security</u>

- The cardholder is responsible for the physical and information security of the card in their possession.

- In the case of a lost or misplaced card, the cardholder shall notify bank and the Director Corporate Services immediately.

Purchasing

- The use of the Credit Card is at the Chief Executive Officer's discretion and shall not supersede Councils ordinary purchasing system and procedures;

- The Credit Card shall only be used for purchasing goods or services on behalf of the Shire of Dardanup;

- Personal expenditure is prohibited;

- The Credit Card Credit shall not be used for cash withdrawals;

- Expenditure shall comply with the Chief Executive Officer's delegated purchasing authority;

- The Cardholder is responsible for obtaining a "Tax Invoice" receipt for Australian Purchases to enable GST tax credits to be claimed. This shall be provided to the Director Corporate Services.

- The cardholder is responsible for the accuracy of card statements and shall authorise the validity of statements by signing.

PROCESS : Non Compliance with Policy

Failure to comply with this policy may incur disciplinary action at the discretion of the Chief Executive Officer.

Use of Personal Credit Cards

Emergency expenditure by an employee, made on behalf of the Shire of Dardanup, may be reimbursed at the discretion of the Chief Executive Officer.

Authorised reimbursement to the employee shall be made through Councils normal purchasing process on submission of documentary evidence supporting the expense. Australian expenditure shall be supported by a "Tax Invoice" receipt to enable GST tax credits to be claimed.

HEAD OF POWER : Local Government Act 1995, Section 2.7(2)(a) & (b) and Section 6.5(a). Local Government (Financial Management) Regulations 11(1)(a).

DATE REVIEWED : Ordinary Meeting of Council held -25/03/2009

- ***POLICY A 2.12***

The suggested amendment to the policy A 2.12 (Appendix ORD: 11.1.2K) are as follows:

- Policy:

  1. The vehicle is available to the Directors and Managers at all times during the period of employment with the exception of long service leave, and extended sick leave where the sick leave is longer than 5 days.

  Be changed to read:

  1. The vehicle is available to the Directors and Managers at all times during the period of employment.

- Policy :

  2. Fuel purchased during weekend use and on public holidays is the officer's responsibility.

  Be changed to read:

  2. All Fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officer's responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips is to be at the Officer's cost.)

- Policy :

  3. Council is responsible for all repairs maintenance of the vehicle.

  Be changed to read:

  3. Council accepts responsibility for all repairs and/or maintenance during the leave.

- Policy :

  5. The vehicle is only to be driven by the officer, other Council employees or Council members unless with specific written approval of the Chief Executive Officer. The officer's partner may drive the vehicle after work hours subject to the approval of the Officer and limited to a 200 km radius of the Shire of Dardanup.

  Be changed to read:

  5. The vehicle is only to be driven by the officer, other Council employees or Council members unless with specific written approval of the Chief Executive Officer. The officer's partner <u>or designated family member</u> may

drive the vehicle after work hours subject to the approval of the Officer and limited to a 200 km radius of the Shire of Dardanup.

Amended policy to read as follows:

DEPARTMENT	ADMINISTRATION
POLICY REFERENCE	A 2.12
DESCRIPTION	PRIVATE MOTOR VEHICLE USE – DIRECTORS & MANAGERS
COUNCIL RESOLUTION	408/99
DATE	28/7/99

PREAMBLE: : Directors and Managers receive as a benefit the private use of a motor vehicle.

OBJECTIVE : To establish the rules that apply to the private use of the motor vehicles by Directors and Managers.

This policy applies to all Directors and Managers as appointed from time to time, who report directly to the Chief Executive Officer.

POLICY : Where a motor vehicle is provided for a Directors and Manager and the salary package negotiated includes the private use of a motor vehicle, the following conditions apply:

1. The vehicle is available to the Directors and Manager at all times during the period of employment.

2. All Fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officer's responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips is to be at the Officer's cost.)

3. Council accepts responsibility for all repairs and/or maintenance during the leave.

4. Prior Council approval in writing is required to take the vehicle outside of the state or north of the 26th parallel.

5. The vehicle is only to be driven by the officer, other Council employees or Council members unless with specific written approval of the Chief Executive Officer. The officer's partner or designated family member may drive the vehicle after work hours subject to the approval of the Officer and limited to a 200 km radius of the Shire of Dardanup.

6. The officer is responsible for the washing and cleaning of the vehicle, keeping the vehicle in a clean and tidy state as expected of an officer of Council having the privilege of a Shire vehicle.

7. The vehicle is to be available for use by other employees of Council during normal working hours, such use is to be authorised by the officer prior to use and will be approved unless the officer has an immediate need for the vehicle.

8. The officer is responsible for ensuring the vehicle is in a roadworthy condition, and will ensure the vehicle is serviced as required and the tyres are maintained in a roadworthy state.

9. The officer is responsible to comply with all laws and regulations pertaining to the use and operation of motor vehicles.

10. The officer is to ensure that at all times the driver of the vehicle is known and identified and the officer takes full responsibility for any road traffic infringements when the driver cannot be identified as being responsible for any infringement relating to the vehicle.

PROCESS : From time to time other officers of Council and family members drive the vehicle assigned the Directors and Manager, it is the officer's responsibility To ensure only authorised people drive the vehicle.

Fuel cards are provided from a fuel supplier. It is the Officer's responsibility to ensure that all fuel is purchased lawfully with the fuel card and receipts and acknowledgements of those purchases are passed on to the creditors clerk as soon as possible.

Whilst on annual leave, the officer is to keep records of fuel purchased for private use so that the record can be included in Councils Fringe Benefit Tax Returns.

HEAD OF POWER : Local Government Act 1995 6.2, 6.5 Financial Regulations 1996.

DATE REVIEWED : Ordinary Meeting of Council held - 11/03/2009

- ***POLICY A 2.11***

The suggested amendment to the policy A 2.11 (Appendix ORD: 11.1.2L) are as follows:

- Policy Part 1:

1. The vehicle is available to the CEO at all times during the term of the contract including annual and long service leave, and also during "other leave" (only up to 4 weeks duration unless with Council's specific approval) as set out in accordance with the Award

Changed to read:

1. The vehicle is available to the CEO at all times during the term of the contract.

- Policy Part 5:

  5. The vehicle to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Shire President. The Officer's spouse may drive the vehicle after work hours subject to the approval of the Officer and limited to a 200 km radius of the Shire of Dardanup.

  Changed to read:

  5. The vehicle to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Shire President. The Officer's spouse and family may drive the vehicle after work hours subject to the approval of the Officer.

- Policy Part 6:

  6. The Officer's children may drive the vehicle when the Officer is in the vehicle and they are no longer probationary drivers.

  Changed to read:

  6. The Officer's family members may drive the vehicle providing they are no longer probationary drivers, and the use is authorized by the Officer.

Amended policy to read as follows:

DEPARTMENT	ADMINISTRATION
POLICY REFERENCE	A 2.11
DESCRIPTION	PRIVATE USE OF COUNCIL'S MOTOR VEHICLE BY CHIEF EXECUTIVE OFFICER
COUNCIL RESOLUTION	410/03
DATE	06/01/1997

PREAMBLE : As a part of the CEO Contract of Employment a motor vehicle is provided for unlimited private use except for the exceptions listed below in this policy.

OBJECTIVE : To make clear the use rights of the CEO's use of the shire vehicle.

POLICY : In accordance with Section 6.1 of the Schedule, forming part of the Employment Contract signed by Council and the Chief Executive Officer, Mr M Chester, a motor vehicle is provided for the private use of the Officer, additional to business use which includes access by other employees. The terms and conditions in relation to private use of the vehicle are as follows:

1. The vehicle is available to the CEO at all times during the term of the contract.

2. All Fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officer's responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips is to be at the Officer's cost.)

3. Council accepts responsibility for all repairs and/or maintenance during the leave.

4. Prior Council approval in writing is required before the vehicle is taken outside the State, or north of the 26th parallel.

5. The vehicle to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Shire President. The Officer's spouse and family may drive the vehicle after work hours subject to the approval of the Officer.

6. The Officer's family members may drive the vehicle providing they are no longer probationary drivers, and the use is authorized by the Officer.

PROCESS : This policy is self-evident and forms a part of the CEO's Contract of Employment.

HEAD OF POWER : Local Government Act 1995 5.39

DATE REVIEWED : Ordinary Meeting of Council held - 11/03/2009

- ***POLICY A 2.10***

The suggested amendment to the policy A 2.10 (Appendix ORD: 11.1.2M) are as follows:

- Objective:

  In those circumstances where, although the Chief Executive Officer is of the opinion that a motor vehicle is required, and no vehicle can be provided, the officer shall, at the discretion of the Chief Executive Officer, be subject to an over-award payment of up to $5,000 by way of compensation.

  Be changed to increase the over-award payment of up to $7,500 by way of compensation.

Amended policy to read as follows:

DEPARTMENT	ADMINISTRATION
POLICY REFERENCE	A 2.10
DESCRIPTION	PROVISION OF MOTOR VEHICLES - COMPLIANCE OFFICER
COUNCIL RESOLUTION	328/00
DATE	14/06/00

PREAMBLE: : Where in the opinion of the Chief Executive Officer, a compliance officer requires a motor vehicle for the efficient discharge of their duties, a suitable vehicle will be provided for that officer and its use shall be in accordance with Policy A 2.13 "Use of Pool Vehicles".

OBJECTIVE : In those circumstances where, although the Chief Executive Officer is of the opinion that a motor vehicle is required, and no vehicle can be provided, the officer shall, at the discretion of the Chief Executive Officer, be subject to an over-award payment of up to $7,500 by way of compensation.

POLICY : The Chief Executive Officer will determine the amount of the over-award payment but will not exceed the amount stated in the objective above and shall be subject to the individual officer concerned having completed twelve months satisfactory service with Council prior to the payment being made.

Such over-award payment shall cease on a motor vehicle being provided.

PROCESS : The Chief Executive Officer will consider the necessity to provide compliance officers with vehicles or over award payments on a case by case basis.

HEAD OF POWER : Shire of Dardanup

DATE REVIEWED : Ordinary Meeting of Council held - 11/03/2009

- ***POLICY A 2.9***

The suggested amendment to the policy A 2.9 (Appendix ORD: 11.1.2N) are as follows:

- Policy 3.c)

  c) the vehicle may be used during periods of annual leave and sick leave where the sick leave is no longer than 3 days. Use during annual leave is subject to the Chief Executive Officer's approval, the length of intended leave and the likely effects on the efficient functioning of the Planning, Building, Health Services section if the vehicle is not available for use by other staff members.

Be changed to read:

c) the vehicle may be used during periods of annual leave and sick leave .

- Policy 4

4. The vehicle is only to be driven by the officer, other Council employees or Council members unless with specific approval of the Chief Executive Officer. The officer's partner may drive the vehicle after hours subject to the approval of the officer but such use is limited to within the Shire of Dardanup and immediately adjacent Local Government areas.

Be changed to read:

4. The vehicle is only to be driven by the officer, other Council employees or Council members unless with specific approval of the Chief Executive Officer. The officer's partner may drive the vehicle after hours subject to the approval of the officer.

Amended policy to read as follows:

DEPARTMENT	ADMINISTRATION
POLICY REFERENCE	A 2.9
DESCRIPTION	PRIVATE USE OF MOTOR VEHICLES – PRINCIPAL COMPLIANCE OFFICERS
COUNCIL RESOLUTION	327/00
DATE	14/06/00

PREAMBLE: : In the circumstances where the Shire provides a vehicle for use by Principal Compliance Officers, the conditions that follow are to apply:

OBJECTIVE : Provide guidance to Compliance Officers in their use and care of Council vehicles.

POLICY :

1. The Chief Executive Officer shall assign the vehicle to the officer of Council to care for the vehicle after hours (The Caretaker).

2. The caretaker of the vehicle shall be responsible for keeping the vehicle in a clean and tidy state.

3. The caretaker is granted private use of the vehicle, inclusive of commuting rights to work from their usual place of residence (except if that residence is greater than 100 km from Shire of Dardanup) on the following conditions:

   a) A maximum of 7,500 km per year applies to private use exclusive of commuting;

b) the officer is responsible for fuel costs where fuel is required during private use.

c) the vehicle may be used during periods of annual leave and sick leave .

4. The vehicle is only to be driven by the officer, other Council employees or Council members unless with specific approval of the Chief Executive Officer. The officer's partner may drive the vehicle after hours subject to the approval of the officer.

5. The caretaker is not to take the vehicle outside of Western Australia or above the 26th parallel.

6. During normal working hours the vehicle is to be available for employees of Council and elected members for business use.

7. Where a dispute arises with respect to use of the vehicle the Chief Executive Officer is to intervene and the Chief Executive Officers decision is final.

PROCESS : Compliance Officers assigned a vehicle as part of their employment benefit are to be provided with a copy of this policy with their employment package.

HEAD OF POWER : Shire of Dardanup

DATE REVIEWED : Ordinary Meeting of Council held - 11/03/2009

- ***POLICY A 2.14***

The suggested amendment to the policy A 2.14 (Appendix ORD: 11.1.2O) are as follows:

- Policy part a)

a) That permanent officers be offered a maximum of $900.00 plus GST per annum in the first year of employment as Council contribution for an approved staff uniform.

Be changed to read:

a) That permanent officers be offered a maximum of $900.00 plus GST per annum in the first year of employment as Council contribution for an approved staff uniform. [Part time staff will be eligible for full time equivalent (FTE) pro-rata amount allowed.]

- Policy part b)

b) That permanent officers be offered a maximum of $275.00 plus GST. in the second and subsequent years of employment as Council's continuing contribution for an approved staff uniform.

Be changed to read:

b) In the second and subsequent years of employment as Council's continuing contribution for an approved staff uniform an allowance will be made as per the adopted budget for that year for permanent officers. [Part time staff will be eligible for FTE pro-rata amount allowed.]

Amended policy to read as follows:

DEPARTMENT	ADMINISTRATION
POLICY REFERENCE	A 2.14
DESCRIPTION	STAFF UNIFORMS
COUNCIL RESOLUTION	350/99
DATE	23/06/99

PREAMBLE: : Council has adopted the Local Government Uniform as its corporate uniforms for the Administration officers (This contract is awarded by WA Local Government Association and is subject to review and change).

This policy defines the conditions that apply to officers for Council to fund the purchase of uniforms.

OBJECTIVE : To clarify the conditions that apply to the funding of the Shire of Dardanup uniform.

POLICY : That unless otherwise negotiated in salary considerations or under contract, the following is Council policy to assist with the provision of recognised uniforms to staff members.

a) That permanent officers be offered a maximum of $900.00 plus GST per annum in the first year of employment as Council contribution for an approved staff uniform. [Part time staff will be eligible for full time equivalent (FTE) pro-rata amount allowed.]

b) In the second and subsequent years of employment as Council's continuing contribution for an approved staff uniform an allowance will be made as per the adopted budget for that year for permanent officers. [Part time staff will be eligible for FTE pro-rata amount allowed.]

c) Those officers claiming Council's staff uniform contribution will be obliged to wear them for working purposes whilst in the employ of the Shire of Dardanup.

d) A separate policy is in place for staff employed at the Eaton Recreation Centre, with the exception of the manager, who comes under this policy.

PROCESS : At the time of appointment new officers are to be advised that subject to satisfactory completion of the 3 month probationary period an allowance will be provided to finance the purchase of the shire uniform.

The officer, on receipt of the letter confirming permanency is to contact the Accounts Payable officer to arrange for uniform purchases.

The Accounts Payable Officer manages the acquisition, billing and all liaisons with the supplier.

All costs over and above the allowance is invoiced to the relevant officer.

HEAD OF POWER : Local Government Act 1995 2.7 (2) (b) 6.2 (2)

DATE REVIEWED : Ordinary Meeting of Council held - 11/03/2009

- ***POLICY F 3.17***

The suggested amendment to the policy F 3.17 (Appendix ORD: 11.1.2P) are as follows:

- Maximum limit changed from $5,000 to $10,000
- Addition of Director Corporate Services to be authorised to use his discretion to increase the limit in individual exceptional cases.

Amended policy to read as follows:

DEPARTMENT	FINANCE
POLICY REFERENCE	F 3.17
DESCRIPTION	CREDIT CARD TRANSACTION – MAXIMUM PAYMENT
COUNCIL RESOLUTION	294/01
DATE	11/07/2001

PREAMBLE: : Council accepts payment of rates by credit card, this policy allows Council to refuse excessive payments by credit card where Council would be penalized by high fee charges.

OBJECTIVE : This policy allows staff to act within the limits of the maximum amount set, and refer to the CEO any requests to pay greater amounts by credit card.

POLICY : Council sets a maximum limit of $10,000.00 per credit card payment of all fees and accounts per customer, per instalment and that the policy applies to all the accounts held by the one customer.

The Chief Executive Officer and the Director Corporate Services be authorised to use discretion to increase the limit in individual exceptional cases.

PROCESS : Policy is monitored by all staff accepting payment of rates or other Council charges by electors by credit card.

HEAD OF POWER : Shire of Dardanup

DATE REVIEWED : Ordinary Meeting of Council held - 25/03/2009

- ***POLICY F 3.7***

The suggested amendment to the policy F 3.7 (Appendix ORD: 11.1.2Q) are as follows:

- Title changed from "Hall Committee Levies" to read "Hall Committee Grant".

- Preamble - Remove: "By providing grants to these management committees, it is intended that general maintenance will be carried out on the halls as it becomes necessary, maintaining the halls in a good usable state."

  And replace with:

- "The grant provided under this policy shall be used for the purposes of building maintenance as required under the terms of the lease."

Amended policy to read as follows:

DEPARTMENT	FINANCE
POLICY REFERENCE	F 3.7
DESCRIPTION	HALL COMMITTEE GRANT
COUNCIL RESOLUTION	052/00 update - 1015/98
DATE	09/02/2000 updated - 23/10/1998

PREAMBLE: : The Shire has entered into a lease with Management Committees of the Burekup and Ferguson halls .

The grant provided under this policy shall be used for the purposes of building maintenance as required under the terms of the lease.

OBJECTIVE	:	To assist with hall maintenance the Shire will pay to each lessee a grant each year for an amount to be set during the adoption of the annual budget.
POLICY	:	The Shire of Dardanup is to provide the Hall Committees with an annual grant to assist towards general maintenance of the halls.
PROCESS	:	Grants as per the budget are to be paid following receipt of tax invoice or grant request form from the committee. Applications are to include a copy of the most recent audited financial statement of the committee.
HEAD OF POWER	:	Shire of Dardanup
DATE REVIEWED	:	Ordinary Meeting of Council held - 25/03/2009

- ***POLICY G 8.1***

The suggested amendment to the policy G 8.1 (Appendix ORD: 11.1.2R) are as follows:

- Objective changed from "To improve attendance at the Annual General Meeting of Electors by alternating the venue." To read: "The Annual General Meeting of Electors is to be held following an Ordinary meeting of Council."

- Policy changed from "Annual General Meeting of Electors to be alternated between Burekup, Dardanup, Eaton, and Ferguson in that order." To read: "Annual General Meeting of Electors are to be held at the appropriate time coinciding with an Ordinary meeting of Council."

- Process - addition of paragraph as follows:

  Should the business of the Ordinary meeting of Council being held prior to the Annual General Meeting of electors, not be completed by the advertised start time, the presiding member is to adjourn the Ordinary meeting to enable the annual meeting to commence on time, with the Ordinary meeting resuming following the close of the annual meeting.

Amended policy to read as follows:

DEPARTMENT	GOVERNANCE
POLICY REFERENCE	G 8.1
DESCRIPTION	ANNUAL GENERAL MEETING OF ELECTORS
COUNCIL RESOLUTION	055/00
DATE	09/02/2000

PREAMBLE:	:	In accordance with the Local Government Act 1995, a general meeting of the electors of a district is to be held once every financial year.
OBJECTIVE	:	The Annual General Meeting of Electors is to be held following an Ordinary Meeting of Council.
POLICY	:	Annual General Meeting of Electors are to be held at the appropriate time coinciding with an Ordinary meeting of Council.
PROCESS	:	The meeting is held within 56 days of the local government accepting its annual report for the previous financial year. The meeting is provided with copies of the annual report which includes the audited financial statement and audit report for the previous financial year, and minutes of the previous year's meeting. Other matters to be discussed at the general electors meeting are to be those prescribed. Should the business of the Ordinary meeting of Council being held prior to the Annual General Meeting of electors, not be completed by the advertised start time, the presiding member is to adjourn the Ordinary meeting to enable the annual meeting to commence on time, with the Ordinary meeting resuming following the close of the annual meeting.
HEAD OF POWER	:	Local Government Act 1995 – Section 5.27
DATE REVIEWED	:	Ordinary Meeting of Council held - 11/03/2009

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Discussion:

Cr. L D Harris referred to Policy A 2.12 and advised that he has a problem with extended family using the vehicles; also Policy A 2.9 where the vehicle is allowed to be used when a staff member is on sick or annual leave.

Chief Executive Officer, Mr Mark Chester advised that the extended family using the vehicle was referred to as a designated staff member with the intent of use for particular need or occasion. Not open use of the vehicle. With regard to staff using vehicles whilst on leave, the vehicles covered under this policy are part of the staff member's salary package.

Cr. J Lee advised that you could keep the policy as is, but add unless specified in the salary package. With regard to designated drivers using Council vehicles; If the designated driver has an accident and damages the car, who pays the insurance excess?

Chief Executive Officer, Mr Mark Chester advised that Council would pay the excess.

Cr. B G Day moved resolutions 'A to L' en bloc; Cr. M T Bennett seconded the en bloc resolution.

OFFICER RECOMMENDED RESOLUTION "A"
& COUNCIL RESOLUTION

138/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council delete the following policies:

NUMBER	POLICY TITLE
F 3.13	**Expenditure of Fire Protection Contribution Funds – Subdivisions**
B 4.3	**Stop Work Orders on Buildings**
B 4.1	**Fencing Materials in Townsites**
A 2.23	**Internet and Other External Communication Technology Usage Policy**
F 3.1	**Dardanup Pre-School – Expenses**
A 2.5	**Firebreaks – Penalty**
G 8.9	**Vandalism Prevention**
A 2.3	**Firebreaks – Road Verge Maintenance**

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "B"
& COUNCIL RESOLUTION

139/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'F 3.21 – Plant & Vehicle Acquisitions and Disposal' be amended as follows:

DEPARTMENT	**FINANCE**
POLICY REFERENCE	**F 3.21**
DESCRIPTION	**PLANT & VEHICLE ACQUISITIONS AND DISPOSAL**

COUNCIL RESOLUTION	**222/07**
DATE	**26/07/2007**

PREAMBLE : **This policy covers the acquisition and trade-in/sale of plant, executive sedans and four wheel drives as well as light commercial vehicles, including 4 cylinder vehicles, 4 cylinder utilities and vans and 6 cylinder vehicles.**

OBJECTIVE : **To formalise the acquisition and trade-in/sale of Council's plant, executive and light commercial vehicles at the optimum time, so as to provide the best financial advantage to Council.**

POLICY : **Plant and vehicle replacement triggers:**

TYPE	REPLACEMENT TRIGGERS	
	YEARS	KM/HRS
Grader	10	8,000 hrs
Loader	8	8,000 hrs
Truck - Light	6	150,000 km
Truck - Medium	8	200,000 km
Mower – Front Deck	5	2,000 hrs
Tractor	8	5,000 hrs
Trailer - Heavy	15	-
Trailer - Light	10	-
Quad Bike	5	-
Backhoe Loader*	7	5,000 hrs
Skid Steer loader*	5	5,000 hrs
Sweeper*	8	8,000 hrs
4 cylinder vehicles	4	80,000 km
4 cylinder utilities & vans	5	120,000 km
6 cylinder vehicles	5	120,000 km

PROCESS : **Plant, executive sedans and four wheel drives and light commercial vehicles will be purchased and traded-in/sold either by tender or under agreements negotiated by the State Government. The purchase consideration is take into account fuel type, safety, resale, all of life costs and fuel efficiency.**

All purchases are to be new vehicles. The Chief Executive Officer may approve the purchase of low mileage/hours near second hand plant and vehicles if it is considered that significant financial benefits can be obtained.

HEAD OF POWER : **Local Government Act 1995 and Tender Regulations**

DATE REVIEWED : **Ordinary Meeting of Council held – 10/05/2012**

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "C"
& COUNCIL RESOLUTION

140/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'F 3.20 – Use of Corporate Credit Cards' be amended as follows:

1. Under 'Policy' – New Cards section to be changed to read:

New Cards

- ***Application for a Credit Card shall only be made for the Chief Executive Officer;***

- ***A card for the Chief Executive Officer shall be applied for on approval of Council.***

- ***A "non reward" scheme card shall be applied. Should a reward scheme exist, the benefits of a "reward scheme" shall be the property of the Shire of Dardanup.***

2. Under 'Policy' – Security section to be changed to read:

Security

- ***The cardholder is responsible for the physical and information security of the card in their possession.***

- ***In the case of a lost or misplaced card, the cardholder shall notify bank and the Director Corporate Services immediately.***

3. Under 'Policy' - Purchasing section to be changed to read:

Purchasing

- ***The use of the Credit Card is at the Chief Executive Officer's discretion and shall not supersede Councils ordinary purchasing system and procedures;***

- ***The Credit Card shall only be used for purchasing goods or services on behalf of the Shire of Dardanup;***

- ***Personal expenditure is prohibited;***

- ***The Credit Card Credit shall not be used for cash withdrawals;***

- ***Expenditure shall comply with the Chief Executive Officer's delegated purchasing authority;***

- ***The Cardholder is responsible for obtaining a "Tax Invoice" receipt for Australian Purchases to enable GST tax credits to be claimed. This shall be provided to the Director Corporate Services.***

- ***The cardholder is responsible for the accuracy of card statements and shall authorise the validity of statements by signing.***

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "D"
& COUNCIL RESOLUTION

141/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'A 2.12 - Private Motor Vehicle Use – Directors & Managers' be amended as follows:

1. Under Policy - Part 1. be changed to read:

1. The vehicle is available to the Directors and Managers at all times during the period of employment.

2. Under Policy - Part 2. be changed to read:

2. All Fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officer's responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips is to be at the Officer's cost.)

3. Under Policy - Part 3. be changed to read:

3. Council accepts responsibility for all repairs and/or maintenance during the leave.

4. Under Policy - Part 5. be changed to read:

5. The vehicle is only to be driven by the officer, other Council employees or Council members unless with

specific written approval of the Chief Executive Officer. The officer's partner or designated family member may drive the vehicle after work hours subject to the approval of the Officer and limited to a 200 km radius of the Shire of Dardanup.

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "E"
& COUNCIL RESOLUTION

142/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'A 2.11 - Private Use Of Council's Motor Vehicle By Chief Executive Officer' be amended as follows:

1. Under Policy - Part 1 be changed to read:

1. The vehicle is available to the CEO at all times during the term of the contract.

2. Under Policy - Part 5 be changed to read:

5. The vehicle to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Shire President. The Officer's spouse and family may drive the vehicle after work hours subject to the approval of the Officer.

3. Under Policy - Part 6 be changed to read:

6. The Officer's family members may drive the vehicle providing they are no longer probationary drivers, and the use is authorized by the Officer.

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "F"
& COUNCIL RESOLUTION

143/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'A 2.10 - Provision Of Motor Vehicles - Compliance Officer' be amended under Objective by changing the figure of $5,000 to read '$7,500'.

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "G"
& COUNCIL RESOLUTION

144/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'A 2.9 - Private Use Of Motor Vehicles – Principal Compliance Officers' be amended

1. Under Policy 3.c) be changed to read:

c) The vehicle may be used during periods of annual leave and sick leave .

2. Under Policy part 4 be c hanged to read:

4. The vehicle is only to be driven by the officer, other Council employees or Council members unless with specific approval of the Chief Executive Officer. The officer's partner may drive the vehicle after hours subject to the approval of the officer.

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "H"
& COUNCIL RESOLUTION

145/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'A 2.14 – Staff Uniforms' be amended

1. Under Policy Part a) be changed to read:

a) That permanent officers be offered a maximum of $900.00 plus GST per annum in the first year of employment as Council contribution for an approved staff uniform. [Part time staff will be eligible for full time equivalent (FTE) pro-rata amount allowed.]

2. Under Policy Part b) be changed to read:

b) In the second and subsequent years of employment as Council's continuing contribution for an approved staff uniform an allowance will be made as per the adopted budget for that year for permanent officers. [Part time staff will be eligible for FTE pro-rata amount allowed.]

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "I"
& COUNCIL RESOLUTION

146/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'F3.17 - Credit Card Transaction – Maximum Payment' be amended under the 'Policy' section as follows:

- **Maximum limit changed from $5,000 to $10,000.**
- **Addition of Director Corporate Services to be authorised to use his discretion to increase the limit in individual exceptional cases.**

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "J"
& COUNCIL RESOLUTION

147/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'F3.7 – Hall Committee Levies' be amended by:

1. **Changing the title from "Hall Committee Levies" to read "Hall Committee Grant".**

2. **Changing the 'Preamble' to read:**

   "The Shire has entered into a lease with Management Committees of the Burekup and Ferguson halls .

   The grant provided under this policy shall be used for the purposes of building maintenance as required under the terms of the lease."

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "K"
& COUNCIL RESOLUTION

148/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council policy 'G 8.1 – Annual General Meeting of Electors' be amended as follows:

1. **Under 'Objective' – change to read "The Annual General Meeting of Electors is to be held following an Ordinary Meeting of Council."**

2. **Under 'Policy' – change to read 'Annual General Meeting of Electors are to be held at the appropriate time coinciding with an Ordinary meeting of Council.'**

3. **Under 'Process' - Addition of paragraph as follows:**

   "Should the business of the Ordinary meeting of Council being held prior to the Annual General Meeting of electors, not be completed by the advertised start time, the presiding member is to adjourn the Ordinary meeting to enable the annual meeting to commence on time, with the Ordinary meeting resuming following the close of the annual meeting."

CARRIED
7/1

OFFICER RECOMMENDED RESOLUTION "L" & COUNCIL RESOLUTION

149/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council re-number its policies as follows:

OLD POLICY REFERENCE	DESCRIPTION	NEW POLICY REFERENCE
C 1.1	PRIVATE BUS SHELTERS	ENG1
C 1.2	DOG CONTROL – PROSECUTION	DEV15
C 1.3	EQUIPMENT FOR FIRE SUPPRESSION	DEV1
C 1.4	REQUIREMENTS FOR FIRE TRAINING	DEV2
C 1.5	REFRESHMENTS	EXEC1
C 1.6	LIQUOR LICENCE APPROVALS	DEV3
C 1.7	ANNUAL LEAVE	EXEC2
C 1.8	BICYCLE CLUB EVENTS	ENG2
C 1.9	PURCHASED LEAVE – DEFERRED SALARY ARRANGEMENT	EXEC3
C 1.10	COMMON SEAL – AFFIXING OF	EXEC4
C 1.11	PASSING OF EX SHIRE COUNCILLORS	EXEC5
C 1.12	REGIONAL COOPERATION	EXEC6
C 1.15	HONORARY SHIRE FREEMAN STATUS	EXEC7
C 1.16	DEFENCE RESERVIST LEAVE	EXEC8
C 1.17	COST SHIFTING ASSESSMENT	EXEC9
A 2.1	ACTING CHIEF EXECUTIVE OFFICER	EXEC10
A 2.2	USE OF CLOSED CIRCUIT TELEVISION (CCTV)	CORP1
A 2.4	FIREBREAKS – ENFORCEMENT	DEV6
A 2.6	ROADSIDE BURNING – RURAL AREAS	ENG35
A 2.7	PROVISION OF FOOD/REFRESHMENTS AT FIRE SCENES	DEV8
A 2.8	TWO WAY RADIOS	ENG3
A 2.9	PRIVATE USE OF MOTOR VEHICLES – PRINCIPAL COMPLIANCE OFFICERS	EXEC11
A 2.10	PROVISION OF MOTOR VEHICLES - COMPLIANCE OFFICER	EXEC12
A 2.11	PRIVATE USE OF COUNCIL'S MOTOR VEHICLE BY THE CHIEF EXECUTIVE OFFICER	EXEC13
A 2.12	PRIVATE MOTOR VEHICLE USE – DIRECTORS & MANAGERS	EXEC14
A 2.13	USE OF POOL VEHICLE	EXEC15
A 2.14	STAFF UNIFORMS	EXEC16
A 2.15	TRAVEL EXPENSES	EXEC17
A 2.16	STAFF TRAINING TRAVEL COSTS	EXEC18
A 2.17	VOLUNTARY WORKS/TASKS –EQUIPMENT	EXEC19
A 2.18	COUNCIL CHAMBER TABLE, CHAIRS AND DESK	EXEC20
A 2.19	CASUAL HIRERS LIABILITY COVER	EXEC21
A 2.20	COMMERCIAL USE OF HALLS	ENG4
A 2.21	DARDANUP HALL HIRE BY DARDANUP SCHOOLS	ENG5
A 2.22	INFORMATION TECHNOLOGY MANAGEMENT	CORP2
A 2.24	LONG SERVICE LEAVE	EXEC22
A 2.25	TOURISM POLICY	EXEC23
A 2.26	YOUTH POLICY	DEV9
A 2.27	EATON RECREATION CENTRE EMPLOYEE FINANCIAL INCENTIVE SCHEME	CORP4
A 2.28	ELECTRONIC MAIL AND INTERNET USAGE.	CORP5
A 2.29	LEGAL REPRESENTATION - COSTS INDEMNIFICATION	EXEC24
A 2.30	STAFF SEEKING SECONDARY EMPLOYMENT	EXEC25
A 2.31	RECORDS MANAGEMENT	CORP6
F 3.2	SUNDRY DEBTORS – RECOVERY PROCEDURES	CORP7
F 3.3	DONATIONS AND GRANTS	DEV10
F 3.4	PHONE RENTAL COSTS – SHIRE BUSHFIRE TRAINING CO-ORDINATOR	DEV11
F 3.5	PAYMENT OF ACCOUNTS	CORP8

OLD POLICY REFERENCE	DESCRIPTION	NEW POLICY REFERENCE
F 3.6	PROCUREMENT POLICY	CORP9
F 3.7	HALL COMMITTEE GRANTS	ENG6
F 3.8	EMPLOYEE TELEPHONE PRIVATE RESIDENCE POLICY	EXEC26
F 3.9	INVESTMENT POLICY	CORP10
F 3.11	MAJOR COMMUNITY, SPORT &RECREATION FACILITY FUNDING	DEV12
F 3.15	SELF SUPPORTING LOANS	CORP11
F 3.17	CREDIT CARD TRANSACTION – MAXIMUM PAYMENT	CORP12
F 3.18	PROVISION FOR SUPPRESSING PROPERTY INFORMATION	CORP13
F 3.19	SALE OF INFORMATION ON RECORD	CORP14
F 3.20	USE OF CORPORATE CREDIT CARDS	CORP3
F 3.21	VEHICLE ACQUISITIONS AND DISPOSAL	ENG7
B 4.4	HALL HIRE CONDITIONS	ENG8
P 5.1	RESIDENTIAL DESIGN GUIDELINES	DEV16
P 5.2	MILLBRIDGE ESTATE – SPECIAL PROVISIONS	DEV17
P 5.3	SUSTAINABILITY	DEV18
P 5.4	DARDANUP WEST/CROOKED BROOK AREA -PROVISION OF FORESHORE FACILITIES DEVELOPER CONTRIBUTION POLICY	DEV19
P 5.5	LOCAL BIODIVERSITY	DEV20
P 5.7	SEA CONTAINERS	DEV21
P 5.8	EATON COMMERCIAL CENTRE DESIGN GUIDELINES	DEV22
P 5.10	SECOND HAND RELOCATED AND TRANSPORTABLE DWELLINGS	DEV23
P 5.11	DISPLAY HOMES	DEV24
P 5.12	ANCILLARY ACCOMMODATION – SMALL HOLDING ZONES	DEV25
P 5.13	VARIATIONS TO RESIDENTIAL DESIGN CODES – OUTBUILDINGS, PATIOS, PERGOLAS & CARPORTS	DEV26
P 5.15	SOUTHBANK DEVELOPMENT GUIDELINES	DEV27
P 5.17	ACID SULFATE SOILS	DEV28
E 6.1	ROAD SAFETY AUDIT	ENG9
E 6.2	CROSSOVERS IN TOWNSITES AND RURAL AREAS	ENG10
E 6.3	CROSSOVERS – RESPONSIBILITY FOR PROVISION ON NEW SUBDIVISIONS	ENG11
E 6.4	PATHWAYS - PROVISION FOR AND CONTRIBUTIONS BY DEVELOPERS	ENG12
E 6.5	DUST CONTROL	ENG13
E 6.6	ENGINEER'S CERTIFICATES AND REPORTS	ENG14
E 6.7	GRAVEL PIT REHABILITATION POLICY	ENG15
E 6.8	FIRE CONTROL – COUNCIL EMPLOYEES	ENG16
E 6.9	RESIDENTIAL ROAD VERGE POLICY	ENG17
E 6.10	ROADSIDE VEGETATION	ENG18
E 6.11	ROAD CONSTRUCTION PRIORITY	ENG19
E 6.12	STORM WATER DISCHARGE FROM BUILDINGS	ENG20
E 6.13	STREET TREES – PLANTING OF	ENG21
E 6.14	CLEARING OF VEGETATION AS PART OF THE SUBDIVISION OF URBAN LAND	ENG22
E 6.15	ROAD SIDE MARKERS	ENG23
E 6.16	VERGE DEPOSIT POLICY	ENG24
E 6.17	UPGRADE OF EXISTING ROADS – VOLUNTARY CONTRIBUTIONS BY ADJOINING PROPERTY OWNERS	ENG25
E 6.18	TREES ON ROADS – RESPONSIBILITY FOR THE REMOVAL OF FALLEN TREES	ENG26
E 6.20	SHIRE OF DARDANUP GUIDELINES FOR SUBDIVISIONAL DEVELOPMENT	ENG27
E 6.21	NEW ROADS AND UPGRADES – PROVISION FOR AND CONTRIBUTIONS BY DEVELOPERS	ENG28
E 6.22	UNIFORM FENCING ABUTTING PUBLIC LAND AND STREET LANDSCAPING WITHIN SUBDIVISIONS - MAINTENANCE	ENG29
H 7.2	CARAVANS AS TEMPORARY ACCOMMODATION	DEV29

OLD POLICY REFERENCE	DESCRIPTION	NEW POLICY REFERENCE
H 7.3	HEALTH SURVEYOR'S GENERAL AUTHORITY	DEV30
H 7.4	SEPTIC SYSTEMS – HENTY BROOK SUBDIVISION	DEV31
H 7.5	WINERIES AND BREWERY DEVELOPMENTS	DEV32
H 7.6	WASTE MANAGEMENT POLICY	ENG30
G 8.1	ANNUAL GENERAL MEETING OF ELECTORS	EXEC27
G 8.2	CHILD CARE FEES – ELECTED MEMBERS	EXEC28
G 8.4	COMPLAINTS HANDLING	EXEC29
G 8.5	PROHIBITED BURNING TIMES	DEV7
G 8.6	CITIZENSHIP CEREMONY PRESENTATIONS	DEV5
G 8.7	NAMING OF PARKS AND RESERVES	ENG34
G 8.8	DISTRIBUTION OF MINUTES OF COUNCILLORS	EXEC30
G 8.10	COMMUNITY RECOGNITION & AUSTRALIA DAY CITIZENSHIP AWARDS	DEV4
R 9.1	RECOUP OF RANGER CALL OUT FEES	DEV13
R 9.2	TRESPASSING SHEEP ON COUNCIL LAND	DEV14
O 10.1	OCCUPATIONAL SAFETY AND HEALTH	ENG31
O 10.2	OCCUPATIONAL SAFETY AND HEALTH PROCEDURAL MANUAL	ENG32
O 10.3	WORKPLACE BULLYING	ENG33
HR 11.1	PRE-EMPLOYMENT MEDICALS	EXEC31
HR 11.2	EMPLOYEE ASSISTANCE PROGRAM [EAP]	EXEC32
HR 11.3	EQUAL EMPLOYMENT OPPORTUNITY	EXEC33
HR 11.4	PRE-EMPLOYMENT POLICE CLEARANCES	EXEC34
HR 11.5	STUDY LEAVE / STUDY ASSISTANCE	EXEC35
HR 11.6	LOSS OF DRIVERS LICENCE	EXEC36
HR 11.7	ALCOHOL, DRUGS & ILLEGAL SUBSTANCE USE IN THE WORKPLACE	EXEC37
HR 11.8	SEVERANCE PAY POLICY – SECTION 5.50 OF THE LOCAL GOVERNMENT ACT 1995	EXEC38

CARRIED
7/1

11.1.3 *Title: Ferguson Valley Marketing & Promotions Inc. – Budget 2012/13*

Reporting Department: *Executive*
Reporting Officer: *Mr Mark L Chester – Chief Executive Officer*
Legislation: *Local Government Act 1995*
File Number: *CCO20008*

Background -

Ferguson Valley Marketing & Promotions Inc. [FVMP] has submitted their annual submission for a budget allocation, a copy of the application is included in full in (Appendix ORD: 11.1.3) including:-

- Background information

- Achievements to date
- Major objectives for 2012/13
- Funding for 2012/13

The submission is for $45,000 to be allocated, this was requested in 2011, and however Council allocated $30,000.

Legal Implications - None.

Strategic Plan

Council supports the promotion of tourism and business operations through the FVMP organisation as defined on page 15 of the 2010 - 2020 Strategic Plan, as follows:-

> *Continue alliances with –*
>
> *• Tourism operators through the Ferguson Valley Marketing & Promotions Inc.*
>
> *Develop the relationship between the Shire and the Ferguson Valley Marketing & Promotions Inc ongoing Annual budget.*
>
> *Consider allocating funds on receipt of submission in annual budgets to assist the Ferguson Valley Marketing & Promotions Inc. to promote the Shire of Dardanup on a regional basis.*

Environment - None.

Precedents .

Council allocated $30,000 to the FVMP in 2011/12.

Budget Implications -

The submission as attached, requests Council allocate $45,000 in 2012/13, an increase of $15,000.

The cost of producing a promotional DVD is estimated at $27,000.

Production	$17,000.00
Aerial vision	$10,000.00
Total	$27,000.00

Budget – Whole of Life Cost - None

Council Policy Compliance

Council Tourism Policy A 2.25 [EXEC23]

1. Council will work closely with the South West Regional Tourism Commission, Western Australian Tourism Commission, Ferguson Valley Marketing &

Promotions (Inc.) and other relevant Tourism and Government Departments, in all aspects of tourist development.

2. Council will endeavour to provide an adequate annual budget allocation for tourism expenditure.

3. Council will endeavour to assist (financially and by other means) tourist organisations or events which have the potential to develop tourism in the South West.

4. In the formulations of its planning regulations, Council will have regard to the requirements of tourism development.

5. Council, in its review of planning instruments, ie. Strategic Plans, Town Plans and Development Central Plans, will take into consideration policies on tourism and other leisure related issues.

6. In the preparation of local laws and regulations, Council will have regard to their impact on tourism and the balanced development of the Council's area.
7. Council will encourage tourism product development and investment throughout the area and will facilitate the development application process.

8. Council will demand a high standard of design and aesthetics in all forms of tourist development.

19. Council will consider the welfare of the whole community when supporting tourism development and the provision of facilities.

10. When considering tourism developments, Council will consider the social, cultural, economic and environmental impact of the proposal within the area.

11. Council will ensure that where sensitive environmental historic or cultural areas exist, these areas will be adequately protected in relation to development or usage.

12. Council will support the provision of facilities sufficient to cater for destination and day trip visitors to appropriate areas within its boundaries.

13. Council will assist in seeking financial involvement from other sources wherever possible in the provision of tourist facilities.

14. Council will encourage the landscaping of residential and commercial centres within Council's area.

15. Council will, where practicable support the establishment of National Parks, enhancement of specific natural features, conservation areas of outstanding beauty, and recognise items of heritage significance.

Officer Comment -

FVMP are requesting a budget allocation of $45,000 for the 2012/13 budget, an increase of $15,000 over last year. Included in the submission is reference to establishing an accredited Visitors Centre with a part time paid co-ordinator within the next 2-3 years.

The submission includes a future budget estimate for part time Visitor Centre operations at a cost of $24,000, with income from souvenir sales of $6,000 requiring funding for the co-ordinator of $12,000. The funding of the coordinator is an allocation from the Shire of Dardanup annual budget. This will need to be considered in a future budget submission. FVMP are placing Council on notice that their medium term objective is to have an accredited Visitor Centre.

Council is referred to the achievements that the FVMP has highlighted and the objectives for 2012/13.

Under objective number 5, staff have been discussing with members of FVMP the idea of creating a DVD of the Shire, highlighting the natural features and some of the businesses within the Shire. The DVD can be used to send to people that enquire about investing in the shire or considering employment within the region.

Preliminary advice is that the cost of the production is upwards of $17,000 plus the cost of aerial vision (estimate $10,000).. It is considered the DVD will have two fold benefits, one for the promotion of the Shire and the other for businesses that are able to be involved.

Council may also be aware of the recent television commercials that have been produced by FVMP in association with a number of businesses. This is a great achievement that is planned to continue.

Whilst the membership of the FVMP seems to be constant at 50 members, it is hoped that the added benefits that will come from television campaign will encourage more membership in the future.

Marketing of the Shire and the businesses that are involved with FVMP is gaining momentum; the work of the volunteer members of the organisation is commended as there is a lot of work involved behind the scenes in addition to the Marketing Officer's time to achieve their goals.

It would be difficult for the Shire to achieve the outcomes gained by the FVMP if the role the organisation plays were managed internally by the Shire.

As outlined in the achievements to date the web site has indicated a significant increase of 260% in visitors, equating to 5,800 visits per month and the Visitor Centre boasts and increase in visits of 165% from 2010 to 2011, to 2,800 visits for the year.

Given the current strategic plan and Council's Policy A 2.25, it is recommended that the 2012/13 budget allocation to at minimum be retained at the 2011/12 level of $30,000, and that Council consider the requested increase to $45,000 as an

incentive for FVMP to increase the visitor numbers and business growth within the Shire.

On the matter of the promotional DVD, it is recommended that the project be considered for review in 2013/14, given that Council has at the 26th April 2012 meeting already approved $4,000 increase in the public relations budget and that FVMP are seeking an additional $15,000 for their 2012/13 promotions.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Approve an allocation of $45,000 in the 2012/13 Annual Budget for Ferguson Valley Marketing and Promotions Inc. in response to their funding submission.

2. Not approve the production of a promotional DVD for 2012/13, and that the project be referred for review to the 2013/14 budget.

Discussion:

Cr. L D Harris referred to the funding process at the South West Development Commission - they had a funding plan of 5 years. After the 5 years, funding then dropped off. They also had to have a business plan so that they could eventually be self-sustaining. I support this project and what's happening, but somewhere we need to draw a line in the sand. We need to direct them to be self-sufficient in the next two years.

Chief Executive Officer, Mark Chester advised that the group are getting some traction now. There is nothing wrong with advising that Council will stop funding after 2014.

Cr. J E Gardiner advised that the FVMP are not affiliated with the tourism commission so that they can get grants. They haven't highlighted tourism. It will be difficult for them to be self-supportive and pay an executive officer as they do now without Council's support.

Cr. M T Bennett advised that the FVMP group based themselves on the model of the Collie River Valley Group [CRVG]. The only difference is the CRVG received several blocks of land from the State Government. They sold the blocks and made substantial amount of money. FVMP is based on the same principal, the promotion of the whole shire using the brand of the Ferguson Valley. Considering that this is our main arm of promoting the shire, we are getting away with a good deal at $45,000.

Cr. P Robinson asked what other Council's contribute toward tourism?

Chief Executive Officer, Mr Mark Chester advised that the Shires of Collie and Harvey contribute to visitor centre staff wages. FVMP is set up for tourism, businesses and enterprises.

Cr. J Lee referred to the second part of the resolution. I would like to see more transparency there. I have arranged for a lot of promotion in the past. That figure of $27,000 is very high. It cannot be right whether we support the resolution or not.

Chief Executive Officer, Mr Mark Chester suggested that the high cost was associated with the use of the plane and equipment for the photography. I take on board what you are saying. I see it as a good promotional tool to send off to businesses and prospective employees.

Note: Director Development Services, Mr Robert Quinn left the room [5.14pm].

Cr. B G Day referred to Cr. L D Harris comments with regard to the group eventually being self-funded. FVMP should look for funding outside the shire. It should at least be in their major objectives. They need to try to receive funds from other sources so that this Council is not continuing to pour money into the one group. If it came down to a DVD being produced. I would prefer the Council pay for the DVD and the FVMP use it. If we allow funds to the FVMP committee and then they spend it on whatever they like, it takes it out of Council ownership. How do we encourage the FVMP to go out and earn money elsewhere. They have no incentive to become self-sufficient.

Cr. J E Gardiner the option is that they become a Chamber of Commerce and then the shire would pay $150K.

Cr. B G Day noted that the Shire would not have to do this unless they agreed to. Cr. B G Day reiterated that the FVMP should look at somehow being self-funded. They should at least have it as an objective.

Cr. J E Gardiner if we don't have the FVMP Council would end up having to look at putting on more staff to look after tourism.

Cr. L D Harris stated that FVMP do need to look forward to sustainability. We would encourage the group to look for additional funding. I don't think Council will ever walk away from funding.

Cr. B G Day stated that he would like to see a suggestion from Council, that they put some wording in their objective that they will be trying their hardest to raise money besides the majority of it coming from Council.

Chief Executive Officer, Mr Mark Chester advised that this could be added to the resolution that Council require the FVMP to explore as an objective other avenues of revenue to fill their objectives rather than rely on the shire for the majority funding.

Cr. M T Bennett moved the officer recommended resolution with the addition of Part 3 - The FVMP being requested to have an objective to explore other avenues of revenue.

Note: Director Development Services Mr Robert Quinn returned to the room [5.20pm].

Cr. C N Boyce pointed out that the Bull and Barrel festival has raised the profile of Dardanup, although I do not believe that is a FVMP event. Over the years the FVMP have put in requests. There was $60K request in previous years. I would like to make the point that this size of donation is a percent of our rates. In terms of tourism and other things we spend money on. The land on Pile Road is a consideration and we have been talking about the new Gnomesville carpark, that money will be picked up by Council and not FVMP. I think FVMP do a good job. I am however a bit concerned. If this doesn't get up I foreshadow the following motion:

FORESHADOWED MOTION BY CR C N BOYCE - That Council look at a $45K contribution as a consideration in the budget rather than a straight allocation.

FORESHADOWED MOTION BY CR B A MURFIT – That Council Approve an allocation of $30,000 in the 2012/13 Annual Budget for Ferguson Valley Marketing and Promotions Inc. in response to their funding submission.

Cr. J Lee noted that in a lot of instances there are bodies that allocate a fixed amount every year, you go over and above that, you need to source locally. When you have local businesses invest in a marketing campaign, they take more interest. Perhaps it is more logical to have a set $30K. I support that foreshadowed motion of 30K.

The Shire President put the resolution with the addition of Part 3.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

150/12 MOVED - Cr. M T Bennett SECONDED - Cr. P Robinson

THAT Council:

1. **Approve an allocation of $45,000 in the 2012/13 Annual Budget for Ferguson Valley Marketing and Promotions Inc. in response to their funding submission.**

2. **Not approve the production of a promotional DVD for 2012/13, and that the project be referred for review to the 2013/14 budget.**

3 Require the FVMP to explore as an objective other avenues of revenue to fill their objectives rather than rely on the shire for the majority funding.

CARRIED
4/4
Carried on the Casting Vote of the President

11.1.4 *Title: Western Australian Local Government Association – 2012 Convention*

Reporting Department:	*Executive*
Reporting Officer:	*Mr Mark L Chester – Chief Executive Officer*
Legislation:	*Local Government Act 1995*
File Number:	*GR02 0003*

Background -

Every year the WA Local Government Association (WALGA) holds a state convention to bring all local governments together to participate in sessions of general interest and professional development on specific issues is provided as an option.

This year's theme is "New Opportunities – New Ground". A copy of the formal advice and the program is attached (Appendix ORD: 11.1.4).

Held at the Perth Convention Centre the convention commences on Wednesday the 1st of August and concludes on Friday the 3rd of August.

The Annual General Meeting of WALGA is scheduled to be held on Wednesday the 1st of August, commencing at 1:30pm.

Member Councils are invited to submit motions for inclusion on the AGM agenda for consideration. Motions must be submitted to the Chief Executive Officer of WALGA by Monday the 4th June 2012.

Legal Implications - None.

Strategic Plan - None.

Environment - None.

Precedents

Each Council is to send 2 representatives as voting delegates to the Annual General Meeting. The Shire of Dardanup has in previously years endorsed 2 delegates for the AGM, that also attend the convention. Other elected members are authorised by Council to attend as a result of this report. The Chief Executive Officer attends the convention.

In 2011 (11/5/2011) Council resolved as follows:

THAT Council:

1. *Nominate Councillor Cr. M T Bennett and Councillor Cr. J E Gardiner as Council's voting delegates to the 2011 WA Local Government Association Annual General Meeting.*

2. *Authorise one Councillor being Cr. N J Anderson to attend the convention and annual general meeting as an observer. Other Councillors can attend with Council paying the registration fee only.*

3. *Require elected members to inform the Chief Executive Officer of any proposed agenda items for the WALGA AGM by Wednesday the 25th May 2011 to allow adequate time for research and a draft of the proposal to be considered by Council on the 8th of June.*

4. *Request delegates to provide a briefing to other Councillors on their return from the Convention.*

Budget Implications

Council allocates $10,000 in the annual budget for elected member attendance at the convention and training expenses (04 1 1006).

The costs associated with the 2012 Convention are as follows:-

Accommodation	$ 250.00	per night
Convention registration	$1,250.00	full delegate
	$ 750.00	Thursday only - includes Sundowner
	$ 670.00	Friday
Gala Dinner	$ 190.00	per person
Sundowner	$ 50.00	partners & guests
Convention breakfast	$ 80.00	
ALGA breakfast	$ 55.00	

Based on 2011 attendance the costs will be:

Accommodation 3 nights @ $250.00 x 3 delegates	$3,000.00
Convention registration $1,250 x 3 delegates	$3,750.00
Convention dinners (including partners)	$1,140.00
Total	$7,890.00

The Chief Executive Officer cost for attendance will be $2,500.00 as catered for in the Administration budget.

Budget – Whole of Life Cost - None

Council Policy Compliance - None

Officer Comment -

Councillors Gardiner and Bennett were Council's delegates for the 2011 Annual General Meeting, both attended the convention with Councillor Anderson attending the AGM as an observer and the convention. Other Councillors were authorized to attend the convention with Council paying the registration fees only.

Elected members are encouraged to attend the Convention to develop networks and share ideas. Attendance at the AGM as an observer is also recommended to develop an understanding of the role WALGA plays on the Shires behalf and to hear how policy and direction of the sector is developed.

The Premier the Hon. Colin Barnett MLA and the leader of the Opposition the Hon. Mark McGowan MLA will address the AGM (Wednesday 1st August). Of interest is a session at 4pm on Thursday the 2nd of August on the Metropolitan Review Panel Report (the report is due to be presented to the Minister in June).

For motions to be submitted to WALGA by the due date (4th June 2012) they will need to be presented to Council on the 24th of May for Council endorsement. For that deadline to be achieved the Chief Executive Officer will require ideas for motions by the 14th of May to enable sufficient time for research and drafting of the item for the Council agenda.

Once the WALGA AGM agenda is prepared in June the Association will refer the agenda to member Councils so that each Council can direct their delegates on how they are to vote at the AGM. Staff will prepare a report on the agenda for referral to a meeting prior to the AGM on the 1st of August.

A list of the WA Local Government Association Professional Development Opportunities available during the convention are outlined in the (Appendix ORD: 11.1.4).

Note the recommendation as below can be changed if Council chooses to add more delegates as observers.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Nominate Councillor _____ and Councillor _____ as Council's voting delegates to the 2012 WA Local Government Association Annual General Meeting.

2. Authorise Councillor _____ and Councillor _____ to attend the convention and annual general meeting as observers.

3. Require elected members to inform the Chief Executive Officer of any proposed agenda items for the WALGA AGM by Wednesday the 14th May 2012 to allow adequate time for research and a draft of the proposal to be considered by Council on the 24th of May.

Note: Shire President dealt with the resolution parts separately.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

151/12 MOVED - Cr. L D Harris SECONDED - Cr. M T Bennett

THAT Council nominate Cr. J E Gardiner and Cr. J Lee as Council's voting delegates to the 2012 WA Local Government Association Annual General Meeting.

CARRIED
8/0

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

152/12 MOVED - Cr. M T Bennett SECONDED - Cr. J Lee

THAT Council authorise Cr. C N Boyce to attend the convention and annual general meeting as an observer.

CARRIED
8/0

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

153/12 MOVED - Cr. B G Day SECONDED - Cr. M T Bennett

THAT Council require elected members to inform the Chief Executive Officer of any proposed agenda items for the WALGA AGM by Wednesday the 14th May 2012 to allow adequate time for research and a draft of the proposal to be considered by Council on the 24th of May.

CARRIED
8/0

11.2 DIRECTOR ENGINEERING SERVICES REPORT

None.

11.3 ENGINEERING SERVICES REPORTS

None.

11.4 DIRECTOR DEVELOPMENT SERVICES REPORT

None.

11.5 PLANNING OFFICER REPORT

None.

11.6 DEVELOPMENT SERVICES REPORTS

None.

11.7 DIRECTOR CORPORATE SERVICES REPORT

None.

11.8 SCHEDULE OF PAID ACCOUNTS

11.8.1 *Title: Schedule of Paid Accounts as at 10th May 2012*

Directorate:	*Corporate Services Directorate*
Reporting Officer:	*Mrs Teresa Morley – Accounts Payable Officer*
Legislation:	*Local Government Act 1995 (Financial Regulations)*
File Number:	*None.*

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

154/12 MOVED - Cr. M T Bennett SECONDED - Cr. C N Boyce

THAT Council receive the Schedule of Paid Accounts report as follows:

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT1819	20/04/2012	Alyce Townsend	Umpire 17.04.12	MUNI	48.00
EFT1820	20/04/2012	Australian Taxation Office	BAS Return - Quarter End March 2012	MUNI	12,099.00
EFT1821	20/04/2012	Basketball South West Incorporated	Reimbursement Of Slammers Membership Paid To ERC 07.04.12	MUNI	145.00
EFT1822	20/04/2012	Ben Jordan	Reimbursement of scissor lift hire paid via credit card 15/3/12	MUNI	540.32
EFT1823	20/04/2012	Bryce Thompson	Umpire 18.04.12	MUNI	92.50
EFT1824	20/04/2012	Building Commission	Building Commission - March 2012 Reconciliation	MUNI	1,728.00
EFT1825	20/04/2012	Caitlin Sieradzki	Umpire 18.04.12	MUNI	55.50
EFT1826	20/04/2012	Christine Worsfold	Umpire 17.04.12	MUNI	48.00
EFT1827	20/04/2012	Cohen Thompson	Umpire 18.04.12	MUNI	32.00
EFT1828	20/04/2012	Craig Depilato	Umpire 18.04.12	MUNI	55.50
EFT1829	20/04/2012	Denning Boxing Gym	Reimbursement From ERC - 05.04.12 & 11.04.12	MUNI	120.00
EFT1830	20/04/2012	Donna Bastow	Umpire 18.04.12	MUNI	111.00
EFT1831	20/04/2012	Kaitlin O'Dea	Umpire 17.04.12	MUNI	64.00
EFT1832	20/04/2012	Kelly Howard	Umpire 17.04.12	MUNI	32.00
EFT1833	20/04/2012	Koori Kids Pty Limited	Grant - NAIDOC Week 2012	MUNI	450.00
EFT1834	20/04/2012	Michael Gliddon	Umpire 18.04.12	MUNI	92.50
EFT1835	20/04/2012	Neil Nicholson	Reimbursement for prescription sun glasses for Neil Nicholson	MUNI	100.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT1836	20/04/2012	Robert Dempster	Umpire 18.04.12	MUNI	129.50
EFT1837	20/04/2012	Therese Price	Umpire 17.04.12	MUNI	64.00
EFT1838	20/04/2012	Western Australian Treasury Corporation	Loan 63 Recreation Centre Extension (Current Liability)	MUNI	11,267.29
EFT1839	20/04/2012	Whitney Baker	Umpire 18.04.12	MUNI	48.00
EFT1840	27/04/2012	APH Contractors	Wellington Mill rd. - APH gravel	MUNI	66,945.41
EFT1841	27/04/2012	Alinta	Electricity - ERC 01/03/2012 - 29/03/2012	MUNI	3,443.51
EFT1842	27/04/2012	All Aussie Truck and Bobcat Services	Truck and bobcat hire	MUNI	1,540.00
EFT1843	27/04/2012	Aqua Pure	Rental of two Aqua Pure water coolers - 12 months	MUNI	1,372.00
EFT1844	27/04/2012	Ausdens Joinery & Glass	Jarrah posts	MUNI	2,574.00
EFT1845	27/04/2012	BOC Limited	Hire of oxygen bottle for first aid - Eaton Recreation Centre	MUNI	12.41
EFT1846	27/04/2012	Big W (Division of Woolworths Limited)	Citizenship Gifts 23/04/12	MUNI	23.88
EFT1847	27/04/2012	Boyanup Botanical	Plants	MUNI	2,243.61
EFT1848	27/04/2012	Bullivants Pty Limited - Sling Rig.	Reflective tape and rags	MUNI	128.52
EFT1849	27/04/2012	Bunbury Auto One	7 pin socket	MUNI	58.85
EFT1850	27/04/2012	Bunbury City Glass	Repair window and tinting	MUNI	207.10
EFT1851	27/04/2012	Bunbury Electrical Service	Lights repairs	MUNI	1,457.50
EFT1852	27/04/2012	Bunbury Ezy Bins	3m Compaction Bin Service - March 2012	MUNI	242.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT1853	27/04/2012	Bunbury Machinery	Lazer bolts	MUNI	415.42
EFT1854	27/04/2012	Bunbury Mower Service	Honda oil	MUNI	311.50
EFT1855	27/04/2012	Bunbury PCYC	Minor Grants: Funds 20 children to partake in a festival circus	MUNI	1,000.00
EFT1856	27/04/2012	Bunbury Retravision	Sunbeam food processor	MUNI	238.00
EFT1857	27/04/2012	Bunnings Group Limited	Parks furniture items	MUNI	77.52
EFT1858	27/04/2012	Buswest	Bus hire for 18 Jan 2012 Apple Park	MUNI	1,166.00
EFT1859	27/04/2012	Carbone Brothers Pty Limited	Eaton Oval - Hire of semi tipper and loader	MUNI	87,606.50
EFT1860	27/04/2012	Centrecare Corporate	4 x Counselling Consultations - Client ID 67451	MUNI	660.00
EFT1861	27/04/2012	Cleanaway - Mandurah	Domestic kerbside waste collection service March 2012	MUNI	31,725.24
EFT1862	27/04/2012	Courier Australia	Courier charges	MUNI	50.30
EFT1863	27/04/2012	Creating Communities Australia Pty Ltd	Contract to carry out feasibility studies on Eaton Oval & ERC	MUNI	10,725.00
EFT1864	27/04/2012	Cross Security Services	Security alarm monitoring service - Eaton Recreation Centre	MUNI	120.00
EFT1865	27/04/2012	Dynamic Print	Monthly Shire Newsletter Brochures	MUNI	672.00
EFT1866	27/04/2012	Earth 2 Ocean Communications	Repair two way radio . Supply CB radio	MUNI	755.95
EFT1867	27/04/2012	Eaton Home Hardware & Garden	Paint, paintbrush, metal screws Tek Screws	MUNI	266.80
EFT1868	27/04/2012	Ellenby Tree Farm Pty Limited	Trees	MUNI	1,785.37
EFT1869	27/04/2012	Ergolink	Lumbar roll for CEO	MUNI	41.15

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT1870	27/04/2012	Forkwest	Eaton Oval - Hire of extension forks to unload and erect fence.	MUNI	110.00
EFT1871	27/04/2012	Foxtel Cable Television Pty Limited	Eaton Rec Centre 13/03/2012 - 12/05/2012 Foxtel monthly fee	MUNI	146.00
EFT1872	27/04/2012	Fulton Hogan Industries Pty Limited	Town - Premix and catmul for road patching	MUNI	590.96
EFT1873	27/04/2012	G & R P Brookes Plumbing	Stand pipe repairs	MUNI	473.00
EFT1874	27/04/2012	GCS Hire Pty Limited	Wellington Mill Rd - Hire of Traffic Lights	MUNI	1,515.89
EFT1875	27/04/2012	Greenway Enterprises	Staples to hold Geocell matting in place.	MUNI	62.50
EFT1876	27/04/2012	Harvey Norman	REFRIGERATOR FOR WELLINGTON MILL FIRE SHED	MUNI	600.00
EFT1877	27/04/2012	Hynes Contracting	Boardwalk / Pathway - upgrade limestone pathway	MUNI	12,385.00
EFT1878	27/04/2012	IGA Distribution (WA) Pty Limited	Items for Cafe	MUNI	2,235.82
EFT1879	27/04/2012	Jim Davies & Associates Pty Limited	Specifications for a new bore.	MUNI	660.00
EFT1880	27/04/2012	Kings Tree Care	Tree removal - emergency- dangerous tree	MUNI	1,760.00
EFT1881	27/04/2012	Landgate	DOLA - on line property searching (27 x Land Enquiry - March 2012)	MUNI	120.00
EFT1882	27/04/2012	Les Mills Australia	Les Mills monthly licence fees April 2012	MUNI	818.80
EFT1883	27/04/2012	MJB Industries Pty Limited	Drainage pipes and sump	MUNI	1,231.58
EFT1884	27/04/2012	Malatesta Road Paving & Hotmix	Road Maintenance - Rural	MUNI	350.00
EFT1885	27/04/2012	PFD Food Services Pty Limited	Café stock items	MUNI	657.35
EFT1886	27/04/2012	PFI Cleaning Supplies	Cleaning products - Jan	MUNI	451.99

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT1887	27/04/2012	Pacific Brands	2011/2012 Staff Uniform	MUNI	622.02
EFT1888	27/04/2012	PPC of Australia	License for additional fitness classes with music	MUNI	452.25
EFT1889	27/04/2012	Pritchard Bookbinders	Binding of Council minutes	MUNI	62.70
EFT1890	27/04/2012	Pro-Line Kerbing	Urban Renewals - Kerbing work	MUNI	21,901.00
EFT1891	27/04/2012	Protector Alsafe	2 PAIRS CLEAR LENS GOGGLES	MUNI	58.30
EFT1892	27/04/2012	Protector Fire Services Pty Limited	Fire Service Equipment - Waterloo	MUNI	5,225.61
EFT1893	27/04/2012	Radio West Broadcasters Pty Limited	Radio Campaign Apr Radio west and Hot FM	MUNI	2,970.00
EFT1894	27/04/2012	Ricoh Finance	Photocopier lease MPC 3001	MUNI	212.30
EFT1895	27/04/2012	Rural Press Regional Media WA	Monthly Council news page in Bunbury Mail 14.03.12	MUNI	861.77
EFT1896	27/04/2012	Schweppes Australia Pty Limited	Drink order	MUNI	3,576.21
EFT1897	27/04/2012	Shire of Capel	Recycling Contract Extension Legal Opinion (Shared Cost)	MUNI	438.90
EFT1898	27/04/2012	Shire of Dardanup	Employee Deductions	MUNI	152.00
EFT1899	27/04/2012	Shire of Dardanup	Employee Payroll Deduction	MUNI	1,000.00
EFT1900	27/04/2012	Shop A Docket Pty Limited	Docket advertising - Campaign Period 125	MUNI	557.60
EFT1901	27/04/2012	Signs Plus	Magnetic Badge Councillor Peter Robinson	MUNI	62.00
EFT1902	27/04/2012	South West Rubber Stamps	Rubber stamps - Building	MUNI	170.65
EFT1903	27/04/2012	Southern Lock & Security	Lock and 2 keys for BSW office (to be reimbursed by BSW)	MUNI	33.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT1904	27/04/2012	Southwest Earthworks and Kerbing	Urban Sealing-Reinstatement crossovers Cudliss St/Watson St/Eagle Cr	MUNI	1,452.00
EFT1905	27/04/2012	Spotlight Pty Limited	Craft supplies	MUNI	182.59
EFT1906	27/04/2012	Steann Pty Limited	Green Waste Collection April 16 - 20 139 Tonnes	MUNI	19,185.76
EFT1907	27/04/2012	Sussex Turf Control	Mowing of Eaton Foreshore once every 2 weeks	MUNI	7,242.00
EFT1908	27/04/2012	Terry O'Connor & Company	Wellington Mill Rd - reconnect meter box after pole relocation	MUNI	612.00
EFT1909	27/04/2012	The Churches Commission on Education	Contribution toward Chaplaincy Program	MUNI	3,000.00
EFT1910	27/04/2012	Thinkwater Bunbury	Irrigation parts	MUNI	232.75
EFT1911	27/04/2012	Thompson Surveying Consultants	Survey - Gnomesville car park	MUNI	550.00
EFT1912	27/04/2012	Total Green Recycling	Processing Electronic Waste February/March 2012	MUNI	4,476.13
EFT1913	27/04/2012	Transpacific Waste Management Pty Ltd	Waste disposal 12/04/2012 - 18/04/2012	MUNI	9,646.57
EFT1914	27/04/2012	Tyrepower Bunbury	Supply and fit 2 tyres	MUNI	1,076.00
EFT1915	27/04/2012	Vogue Furniture	Whiteboard for Breakaway Youth Centre	MUNI	242.00
EFT1916	27/04/2012	WALGA	Employment advertisement - manager assets	MUNI	3,148.42
EFT1917	27/04/2012	Western Australian Planning Commission	Scheme map amendment 183	MUNI	104.50
EFT1918	27/04/2012	WheelieCleanBins.com.au Pty Limited	Cleaning of street and reserve bins.	MUNI	243.00
EFT1919	27/04/2012	Woolworths Limited	Online Order for Cafe	MUNI	265.00
EFT1920	27/04/2012	Work Clobber	Hi-Vis shirts	MUNI	224.08

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
42782	20/04/2012	Fines Enforcement Registry	FER Registration	MUNI	301.00
42783	20/04/2012	M & G Poletti	Crossover Rebate - Lot 1514 Torrens Loop, Millbridge (A10121)	MUNI	191.00
42784	20/04/2012	McLeods Barristers & Solicitors	Bush Fires Act - cost recovery - 11 Foster Street, Eaton	MUNI	851.07
42785	20/04/2012	Petty cash; - PLEASE PAY CASH	Eaton Rec Centre Petty Cash	MUNI	175.35
42786	20/04/2012	Synergy	Electricity - Waterloo BFB 18.01.12 to 15.03.12	MUNI	42.45
42787	20/04/2012	Telstra	Telephone 735 0566 400 - Issued 06.04.12	MUNI	754.90
42788	20/04/2012	Water Corporation	Water Usage Charge - Eaton Recreation Centre 06.12.11 to 02.04.12	MUNI	1,371.35
42789	20/04/2012	WestNet Pty Limited	Monthly charge for ADSL business - 6 service 01.05.12 to 01.06.12	MUNI	219.94
42790	27/04/2012	Asgard Elements Super Fund	Superannuation contributions	MUNI	253.20
42791	27/04/2012	Australian Super	Superannuation contributions	MUNI	116.98
42792	27/04/2012	BT Super for Life	Superannuation contributions	MUNI	183.46
42793	27/04/2012	Child Support Agency	Employee payroll deduction	MUNI	361.50
42794	27/04/2012	Clark Rubber	FOR SHOT CLOCK BOXES	MUNI	37.35
42795	27/04/2012	Commonwealth Bank Superannuation	Superannuation contributions	MUNI	150.75
42796	27/04/2012	Construction & Building Industry Super	Superannuation contributions	MUNI	486.66
42797	27/04/2012	Eaton Fair Florist	Anzac Wreath - River Valley Ceremony	MUNI	50.00
42798	27/04/2012	Flexible Lifetime Superannuation Fund	Superannuation contributions	MUNI	158.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
42799	27/04/2012	Health Insurance Fund of WA (HIF)	Payroll deductions	MUNI	191.95
42800	27/04/2012	ING Master Fund	Superannuation contributions	MUNI	164.62
42801	27/04/2012	John Gardiner	Reimburse John Gardiner WALGA State Council Fees 2012	MUNI	1,200.00
42802	27/04/2012	REST Superannuation	Superannuation contributions	MUNI	252.07
42803	27/04/2012	Shire of Dardanup	Payroll deductions	MUNI	847.31
42804	27/04/2012	Shire of Dardanup;	Employee Recoups - Gym Membership	MUNI	250.00
42806	27/04/2012	Sunsuper Pty Ltd	Superannuation contributions	MUNI	59.22
42807	27/04/2012	Super Directions Personal Super Plan	Superannuation contributions	MUNI	161.48
42808	27/04/2012	Synergy	Electricity - West Dardanup BFB - Garvey Road, DARDANUP	MUNI	108.75
42809	27/04/2012	Telstra	Fax stream internet access Eaton office for March 2012	MUNI	215.34
42810	27/04/2012	Telstra Super Pty Limited	Superannuation contributions	MUNI	164.62
42811	27/04/2012	Vincent-Rowe Family Super Fund	Superannuation contributions	MUNI	142.52
42812	27/04/2012	WA Local Government Superannuation Plan	Superannuation contributions	MUNI	25,317.76
300287	20/04/2012	Shire of Dardanup	Transfer from Reserve - Unspecified Area Rate	RES	71,000.00
301153	20/04/2012	Dale Alcock Homes South West	Refund Kerb Deposit	TRUST	1,240.00
301154	20/04/2012	G J Gardner Homes	Refund Kerb Deposit	TRUST	800.00
301155	20/04/2012	Gemmill Homes Group	Refund Kerb Deposit	TRUST	1,470.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
301156	20/04/2012	Ital Development	Refund Kerb Deposit	TRUST	800.00
301157	20/04/2012	South West Cycle Club	Refund Dardanup Hall Hire Bond	TRUST	1,000.00
301158	20/04/2012	Tangent Nominees Pty Limited	Refund Kerb Deposit	TRUST	800.00
301159	20/04/2012	WA Country Builders Pty Limited	Refund Kerb Deposit	TRUST	728.00
301160	20/04/2012	Woolworths BMC Xmas Club	Refund Event Bond	TRUST	1,200.00
				TOTAL	**473,414.35**

REPORT TOTALS

MUNI	
42782 - 42812	34,780.70
EFT	
1819 - 1920	359,595.65
RESERVE	
300287	71,000.00
TRUST	
301153 - 301160	8,038.00
TOTAL	**473,414.35**

CERTIFICATE OF Chief Executive Officer

This Schedule of Accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown are due for payment.

MR MARK L CHESTER
Chief Executive Officer

CARRIED
8/0

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

155/12 MOVED - Cr. M T Bennett SECONDED - Cr. C N Boyce

THAT Council deal with:

- **Application for Use of Shire Vehicle above 26th Parallel;**

as Business of an Urgent Nature.

CARRIED
8/0

DECLARATION OF INTEREST
Cr. L D Harris declared an Impartiality Interest as the officer is related to his daughter in law. Cr. L D Harris left the room [5.47pm].

13.1 *Title: Application for Use of Shire Vehicle – Above 26th Parallel*

Reporting Department: *Executive*
Reporting Officer: *Mr Mark L Chester – Chief Executive Officer*
Legislation: *Local Government Act 1995*
File Number: *HR05 0109*

Background -

Mr Tim Batt, Manager Environment and Emergency has requested Council consider approving the use of his assigned vehicle to travel on a holiday to Exmouth, above the 26th parallel.

Council Policy EXEC14 (formerly A2.12) requires an employee to obtain the Council's approval prior to taking their assigned vehicle outside of the state or above the 26th Parallel.

Legal Implications - The vehicle is covered by the Shire insurance policy.

Strategic Plan - None.

Environment - None.

Precedents

Council recently approved an employee's request to take a Shire vehicle interstate.

Budget Implications - Fuel costs will be the officer's responsibility.

Budget – Whole of Life Cost - None

Council Policy Compliance

Council Policy EXEC14 Private Motor Vehicle Use – Directors & Managers requires the officer to obtain Council approval prior to taking a Shire vehicle out of the state or above the 26th parallel.

Officer Comment -

The request is supported by the Chief Executive Officer as Council has approved a request recently for an officer to take their Shire vehicle to the eastern states.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

156/12 MOVED - Cr. C N Boyce SECONDED - Cr. P Robinson

THAT Council approve the request from Tim Batt - Manager Environment and Emergency to take his Shire vehicle on annual leave to Exmouth.

CARRIED
7/0

Note: Cr. L D Harris returned to the room [5.48pm].

14 PUBLIC QUESTION TIME

None.

15 MATTERS BEHIND CLOSED DOORS

None.

16 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Thursday 24th May 2012, commencing at 4.30pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 5.48pm.