



MINUTES

OF MEETING

HELD ON

20 DECEMBER 2016

3.00PM

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3.00pm.

1.2 OBITUARIES

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	Town Ward
G.B. Ralph	Deputy President	Rural South Ward
R.I. Trepp		Rural South Ward
B.N. Walsh		Town Ward
D.P. Hudson		Town Ward
A.J. Metcalf		Town Ward
W.E. Coote		Rural North Ward
T.A. Jones		Rural North Ward
A.J. Selvey	Chief Executive Officer	
S.L. King	Finance Manager	
S.F. Geerdink	Works Manager	
E.L. Richard	Council Liaison/Recorder	
L. Hagboom	CDO spoke on her time with council over 8 years.	
A.H. Hajat	CDEC introduced himself to the council.	

L. Hagboom & A.H. Hajat left the chambers at 3.10pm.

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

2.4 GUESTS

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2716)

Moved: Cr DP Hudson

Seconded: Cr TA Jones

Carried: 8/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 15 NOVEMBER 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

- Recognition Service – Perth
- GECZ meeting
- Wheatbelt District Emergency Committee meeting
- AROC meeting
- Wheatbelt Business Network
- Auditor meeting with report and recommendations
- DEM meeting
- Work Camp visit
- School Presentation Night
- Street Festival

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 SALE AND PURCHASE AGREEMENT WITH AURIZON FOR AB DIESEL LOCOMOTIVE

Date:	11 th December 2016
Applicant:	Shire of Dowerin – Wheatbelt Heritage Rail
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Chris Le Marshall, Project Manager, Wheatbelt Heritage Rail & Andrea Selvey, CEO
Attachment:	<ol style="list-style-type: none"> 1. Sale and Purchase Agreement for AB Diesel Locomotive; 2. Review of risks 3. Letter from Rail Heritage WA

Summary

The Shire of Dowerin has been gifted an AB Class diesel electric locomotive by Aurizon (Australia Western Railroad Pty Ltd) as part of their sponsorship of Wheatbelt Heritage Rail. The means of transferring ownership of the locomotive to the Shire is a Sale and Purchase Agreement for the sum of \$1.

Background

The AB diesel locomotive is essential to the operation of Wheatbelt Heritage Rail. Brookfield Rail, the network operator, have indicated that due to limitations in their level crossing technology, initially, the

AB diesel locomotive will have to operate with the S class steam locomotive to ensure that the level crossings are activated. The requirement will change after the commencement of operations when successful level crossing activation trials are completed.

When our trains transit the Avon Valley rail corridor, the AB diesel is also critical to our operations as we must have a backup locomotive available in the consist of the train. Without that locomotive we will not be able to operate.

Financially, the locomotive is significantly cheaper to operate and less costly to maintain than our other forms of motive power. In terms of the ongoing sustainability of WHR operations, the AB diesel is a critical component.

Comment

All risks and other elements associated with the transfer of the AB Diesel locomotive have been addressed in the Rolling Stock Transition Arrangements Plan. These include:

- GEMCO are undertaking a mechanical and electrical inspection and service of the AB locomotive.
- The locomotive will then be certified as “fit for purpose” by GEMCO prior to its first use. GEMCO is a qualified locomotive examination organisation located adjacent to Aurizon.

- The assurance of “fitness for purpose” will then be forwarded to the ONRSR at least 28 days prior to use of the locomotive.
- Operationally, prior to every movement of the locomotive, a detailed daily inspection as per our rail safety accreditation documentation will be carried out by a qualified person.
- Aurizon have requested that ownership be transferred prior to shifting the locomotive to GEMCO which is scheduled to take place shortly. Accordingly, approval to sign the agreement is sought from Council as the next Committee meeting is not until February 2017.

Consultation

Extensive consultation has been undertaken with our Rolling Stock Engineer, Wheatbelt Heritage Rail Technical staff, Brookfield Rail, Aurizon, the ONRSR, GEMCO and Rail Heritage WA.

The Shire has consulted with LGIS in terms of exposure and risk.

Financial Implications

All costs associated with the service and certification of the AB Diesel (approximately \$20,000) are covered within the remaining capital budget of \$185,000 for the Wheatbelt Heritage Rail Project.

Potential operational expenses, with the exception of insurance, have been considered in the draft operational budget; however these costs are still under review by the Wheatbelt Heritage Advisory Committee.

Should the Shire determine for whatever reason it is unable to operate the locomotive, the agreement does allow the Shire to transfer ownership to Rail Heritage WA. Rail Heritage WA has confirmed it could be willing to assume responsibility for this item should that be a future decision of Council.

Policy Implications

Key policy implications are addressed in the policy section of the Shire’s Accreditation. They are:

- Rail Safety Policy
- Occupational Health and Safety Policy
- Environment Protection Policy
- Risk Management Policy
- Security Policy
- Alcohol and Other Drugs Policy
- Fatigue Management Policy

Statutory Implications

All statutory obligations have been met including those prescribed in the Rail Safety National Law (WA) Act 2015 and the Rail Safety National Law (WA) Regulations 2015.

Strategic Implications

Strategic Community Plan

Objective 2.3 – A growing tourism industry. Strategy 2.3.6 – Continue developing the Wheatbelt Heritage Rail Project.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.1.1

(2717) Moved: Cr BN Walsh Seconded: Cr DP Hudson Carried: 7/1

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT AUTHORISES THE CEO TO SIGN THE SALE AND PURCHASE AGREEMENT WITH AURIZON FOR THE AB DIESEL LOCOMOTIVE FOR THE SUM OF \$1.

10.1.2 WHR TERMS OF REFERENCE

Date:	13 December 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Adim Hajat, CEDC
Senior Officer:	Andrea Selvey, CEO
Attachment:	4. Wheatbelt Heritage Rail Committee Updated Terms of Reference December 2016 (Draft)

Summary

This item formally seeks consideration of an amendment to the Terms of Reference for the Wheatbelt Heritage Rail Advisory Committee which was endorsed by Council at the July 19th 2016 Meeting of Council.

Background

The Wheatbelt Heritage Rail Advisory Committee formed in September 2016 and currently comprises of community members and key stakeholders who oversee the ongoing development of the Wheatbelt Heritage Rail project. The terms of reference for this committee were adopted and endorsed by Council at the July 2016 meeting of Council.

Due to the natural progression of a committee of this nature, the Wheatbelt Heritage Rail Advisory Committee has evolved to ensure that all necessary parties are included and informed to ensure that the project progresses in a transparent, collaborative and succinct way.

Comment

At the meeting of the WHR Committee held on the 24th November 2016 representatives moved to seek Council's approval to amend the Terms of Reference of this committee as outlined below:

That the WHR committee will consist of:

- 2 councillors;
- 2 representatives from Rail Heritage WA;
- 2 community representatives (recruited via open EOI process); and
- 1 representative from AROC.

The following organisations are invited to participate in an ex-officio capacity as advisors to the committee.

- The Shire's insurers - LGIS;
- The Office of the National Rail Safety Regulator; and
- A member from Brookfield Rail.

The CEO, Community and Economic Development Coordinator and Project Manager will participate and advise the Committee in an ex-officio capacity.

Financial Implications

There are no direct financial implications arising from the Committee or from this agenda item. The Committee also has no delegated authority and therefore cannot approve expenditure.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Objective 2.3 – A growing tourism industry. Strategy 2.3.6 – Continue developing the Wheatbelt Heritage Rail Project.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.1.2

(2718) Moved: Cr TA Jones Seconded: Cr BN Walsh Carried: 8/0

THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO ACCEPT THE WHEATBELT HERITRAGE RAIL (WHR) ADVISORY COMMITTEE RECOMMENDATION THAT THE WHR COMMITTEE TERMS OF REFERENCE BE UPDATED TO REFLECT THE MEMBERSHIP AS FOLLOWS:

- **2 COUNCILLORS;**
- **2 REPRESENTATIVES FROM RAIL HERITAGE WA;**
- **2 COMMUNITY REPRESENTATIVES (RECRUITED VIA OPEN EOI PROCESS); AND**
- **1 REPRESENTATIVE FROM AROC.**

THE FOLLOWING ORGANISATIONS ARE INVITED TO PARTICIPATE IN AN EX-OFFICIO CAPACITY AS ADVISORS TO THE COMMITTEE.

- **THE SHIRE’S INSURERS - LGIS;**
- **THE OFFICE OF THE NATIONAL RAIL SAFETY REGULATORS; AND**
- **A MEMBER OF BROOKFIELD RAIL.**

THE CEO, COMMUNITY AND ECONOMIC DEVELOPMENT COORDINATOR AND PROJECT MANAGER WILL PARTICIPATE AND ADVISE THE COMMITTEE IN AN EX-OFFICIO CAPACITY.

10.1.3 WARD REVIEW 2016

Date:	10 December 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	5. Draft - Local Ward and Representation Review Final Report

Summary

This item seeks a Council resolution with regards to the review the Shire of Dowerin wards and representation as required by legislation.

Background

Under schedule 2.2 of the Local Government Act, Local Governments are required to undertake a review of their wards and representation at least every eight years and on 30 August, the Shire received a letter from the Department of Local Government and Communities advising that that the Local Government Advisory Board (the Board) had resolved to request that the Shire of Dowerin undertake this review and submit a report to the Board by 31 March 2017. Based on this information, at the Ordinary Meeting of Council on 18 October 2016, Council resolved to commence the process by endorsing a discussion paper for public information and advertising for public submissions. The attached discussion paper provides background and considerations of each option against the factors that must be taken into account by a Local Government as part of the review process as specified in Schedule 2.2 of the Act.

Comment

Further to the Council resolution, advertising commenced and as of Monday 5 December 2016 at 4pm when the public submission period closed, the Shire had received no public submissions. This agenda items formally brings this matter before Council and seeks a Council resolution regarding the Wards system and representation. Council resolution on their preferred option will be presented in a report to Local Government Advisory Board.

Given that this is entirely a decision of Council, this report provides all options for Council deliberation and does not provide an officer's recommendation.

Consultation

This process was informed by the Department of Local Government and Communities paper entitled "How to conduct a review of wards and representation for local governments with and without a ward system" (December 2014).

This matter was the subject of discussion at the Councillor Workshop on 20 September 2016.

- Public submissions were advertised as follows :
- Dowerin Despatch – 20 and 27 October and 24 November 2016;
- Shire of Dowerin Website and Facebook;
- Posters/flyers in window of Shire office and key businesses on Stewart Street;

10.1.4 WHR STRATEGY & BUSINESS PLAN

Date:	12 December 2016
Applicant:	
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	6. Wheatbelt Heritage Rail Strategy and Business Plan November 2016 7. WHR Budget Report November 2016

Summary

This item formally presents the updated Wheatbelt Heritage Rail Strategy and Business Plan November 2016 for Council to consider and seeks a Council resolution to progress Stage 1A of the project within current funding availability as per the recommendation of the Wheatbelt Heritage Rail Advisory Committee.

Background

On 1 February 2013, an agreement between the Department of Regional Development and the Shire of Dowerin was executed. This agreement allocated \$1.25million of Country Local Government Fund (CLGF) money towards the Wheatbelt Heritage Rail Project. The agreement included Project Outcomes, Project Timeframe, Main Activities and Milestones and the Project Budget. In July 2016 Council approved a variation to the project to focus on essential track infrastructure and refurbishment of rolling stock.

Comment

Since then changes to requirements for wheel rim width has resulted in additional cost impost for the project. Therefore, where the intention was to refurbish 8 carriages, it will be possible to refurbish and re-wheel two carriages, reducing the scale of the project to two operational carriages. This is shown within Stage 1A of the project which includes the following deliverables:

- securing critical regulatory approval and commercial agreements that enable rail operations;
- construction of extensive rail infrastructure to establish Minnivale as a base for rail operations;
- successful recommissioning of the AB diesel locomotive;
- re-tubing of the S class steam locomotive;
- successful recommissioning of 2 items of rolling stock to enable a limited capacity passenger service to be operated.
- effecting a siding connection by Brookfield Rail to the network at the Western end of Minnivale.
- successful delivery of the AB diesel locomotive to Minnivale;

Stage 1A of Wheatbelt Heritage Rail will be completed by mid-April 2017 and within remaining grant funding of approximately \$186,000.

While the Strategy and Business Plan contains future stages, including the operational stage, the Committee has not recommended that Council adopts these future stages; only that they are noted

and potentially progressed after the successful delivery of Stage 1A should funding become available.

Finalising Stage 1A would allow the Shire to acquit the now overdue CLGF grant. Inability to acquit the grant would damage the Shire's reputation with the Department and could impact our ability to attract future State Government funding and require the Shire to repay the \$1.25million grant in full.

Consultation

The Wheatbelt Heritage Rail Strategy and Business Plan November 2016 was presented to the meeting of the Wheatbelt Heritage Advisory Committee on 24 November 2016. The Committee recommendation was as follows:

THAT THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE CONSIDERS THE WHR DRAFT STRATEGY AND BUSINESS PLAN AND RECOMMENDS THAT IT BE PRESENTED TO COUNCIL FOR ENDORSEMENT AT THE DECEMBER MEETING OF COUNCIL SEEKING A COUNCIL RESOLUTION TO:

- 1. ENDORSE STAGE 1A WITHIN CURRENT BUDGET CONSTRAINTS; AND*
- 2. NOTE THAT FUTURE STAGES, INCLUDING THE OPERATIONAL STAGE, ARE SUBJECT TO ONGOING NEGOTIATIONS AND FUNDING AVAILABILITY.*

Moved: CR B COOTE

Seconded: P ROGERS

CARRIED

Financial Implications

\$186,000 remains of the CLGF grant funding. This item seeks only to progress Stage 1A of the project within that funding constraint.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Objective 2.3 – A growing tourism industry. Strategy 2.3.6 – Continue developing the Wheatbelt Heritage Rail Project.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.1.4

(2722)

Moved: Cr DP Hudson

Seconded: Cr WE Coote

Carried: 8/0

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

- 1. PROGRESS STAGE 1A OF THE WHEATBELT HERITAGE RAIL PROJECT WITHIN REMAINING CLGF FUNDING OF \$186,000; AND**
- 2. NOTES FUTURE STAGES ARE TO BE BROUGHT BACK TO COUNCIL FOR FURTHER CONSIDERATION SHOULD SUITABLE FUNDING OPPORTUNITIES ARISE.**

10.1.5 AUTHORISED OFFICER UNDER THE PUBLIC HEALTH ACT 2016

Date:	14 December 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	Nil

Summary

This item seeks a Council resolution to appoint Mr Linton Thomas as an authorised officer under the Public Health Act 2016.

Background

The new *Public Health Act 2016* was proclaimed in July 2016 and is to be implemented in 5 stages over a period of 3 – 5 years.

Stage 1 & 2 have been completed by the Dept. of Health and the Environmental Health Directorate (Department) is setting up stage 3 which will have impact on Local Governments. This will start on the 24th January 2017.

It involves confirming the appointment of the current Environmental Health Officer to be the designated person to administer the Public Health Act 2016, the Health (Miscellaneous Provisions) Act 1911, which is the old Health Act of 1911 and the Food Act 2008, in the Shire of Dowerin.

Comment

The *Health (Miscellaneous Provisions) Act 1911* and subsidiary legislation will continue to be the main enforcement tool for local government during stages 3 and 4.

In order to minimise the impact on local governments, Section 312 of the *Public Health Act 2016* includes a transitional provision. Under that section, persons who are currently appointed as EHOs will be deemed to be designated as authorised officers for the purpose of the *Public Health Act 2016*, the *Health Act 1911* and a range of other relevant Acts.

Consultation

Current Environmental Health Officer, Mr Linton Thomas; and
Environmental Health Directorate

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Public Health Act 2016

Health (Miscellaneous Provisions) Act 1911.

Strategic Implications

Strategic Community Plan

Objective 1.1 – Maintain a liveable and safe environment for all.

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 10.1.5

(2723)

Moved: Cr AJ Metcalf

Seconded: Cr BN Walsh

Carried: 8/0

THAT COUNCIL BY ABSOLUTE MAJORITY DELEGATES TO THE CHIEF EXECUTIVE OFFICER THE AUTHORITY TO DESIGNATE AUTHORISED OFFICERS IN ACCORDANCE WITH SECTION 21 OF THE PUBLIC HEALTH ACT 2016, THE HEALTH (MISCELLANEOUS PROVISIONS) ACT 1911 AND THE FOOD ACT 2008.

10.1.6 2015/16 ANNUAL REPORT

Date:	14 December 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	8. Annual Report 2015/16 (inclusive of the 2015/16 Financial Statements and the Auditors Management Report) 9. Additional agreed upon procedures letter from Byfields

Summary

For Council to consider and accept the Annual Report for the year ended 30 June 2016 for the Shire of Dowerin and set the date for the Annual Electors Meeting.

Background

Section 5.54 'Acceptance of Annual Reports' of the Local Government Act 1995 requires an Annual Report to be accepted by Council by 31 December in each year unless the Auditors Report is not available in time. The Local Government Act 1995 Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December then it must be presented within two (2) months of the Auditors Report becoming available. The Audit Report was forwarded to the Shire on 9 December 2016 and was considered by the Audit Committee at their meeting on 12 December 2016.

It is a requirement for Council to accept the Annual Report within two months of the Auditors Report becoming available and as such the Annual Report is now presented to Council for consideration. Officers seek a Council resolution to accept the 2015/16 Annual Report and set the date for the Annual Electors Meeting. It is a legislative requirement to hold the Annual Electors Meeting within 56 days of Council accepting the Annual Report.

Should the 2015/2016 Annual Report be accepted by Council, it is proposed to hold the Annual Electors Meeting on Tuesday 7 February 2017 at 6pm in the Town Hall – Lesser Hall.

Comment

The Audit report makes the following qualifications:

1. The Shire of Dowerin failed to meet the obligation under Regulation 17A of the Local Government (Financial Management Regulations) to review all infrastructure assets to fair value by June 2015 and at balance day a number of assets were disclosed at cost. The Auditor recommended the valuation is carried out by an external valuer and the Shire is currently seeking quotes for this work. The 2016/17 budget provides some funding for compliance matters such as this. The budget will be re-assessed if required as part of the budget review in March after quotes have been received.
2. The Audit Report also states that the Shire did not include the Asset Renewal Funding ratio as required by Reg 50(1) of the Local Government Financial Regulations 1996. The Shire will be progressing asset management and long term financial planning as a priority in the next 6 months to enable this ratio to be calculated as at 30 June 2017.

Apart from these two matters, the Audit Report states that the Shire's Financial Statements are compliant with the Local Government Act (1995) and the Local Government Financial Regulations (1996); were prepared in accordance with Australian Accounting Standards; and are a fair and true view of the Shire's financial position as of 30 June 2016.

The auditor noted other matters that are outlined in Auditor's Management Report. These matters are being reviewed and systems and processes are being implemented to address them.

Council also requested that the Auditor review three additional procedures being Delegation Limits, Segregation of Duties and Tracing Transactions. The Auditor found some improvement to processes could be made and has provided recommendations. See attachment 9. These recommendations are under review and processes are being implemented or will be implemented in the coming year. The implementation of the online purchasing module in the Shire's financial management system, Synergy, will address concerns with purchasing and segregation of duties. The Auditor recommends a number of month end processes and Council is advised that an 'end of month' checklist has been developed and implemented by the Finance Manager which will address issues noted by the Auditor.

Consultation

The Audit Committee has reviewed and recommended the adoption of the Annual Financial Report at its meeting held on 12 December 2016. Minutes from the Audit Committee records the questions asked of the Auditor. Responses to those questions are attached to the minutes.

Council is required to hold an Annual Electors Meeting within 56 days of acceptance of the Annual Report. Pending Council's adoption of the Annual Report, the Annual Electors Meeting is proposed to take place on Tuesday 7 February 2017 at 6.00pm in the Town Hall which would ensure it is within the 56 day period required.

The Annual Electors Meeting would be advertised as follows:

- Dowerin Despatch –2 February 2017 ; and
- Notices on Shire and Community Notice Boards, Facebook and the Shire of Dowerin website.

Financial Implications

- The cost of the Audit was met within current budget allocation for the Shire Auditors.
- The cost of production of the Annual Report was negligible and met with current resource allocations.

Policy Implications

Nil

Statutory Implications

It is a statutory requirement under the Local Government Act 1995 Section 5.53 for Local Governments to accept an Annual Report and under Section 5.27 to hold meeting of electors. This process and all timeframes comply with statutory requirements.

Strategic Implications

Aligns with the Strategic Community Plan Theme 4 – Local Government Leadership

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.1.6

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTION 5.54 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ACCEPT THAT THE MEETING BETWEEN THE AUDIT COMMITTEE AND THE AUDITOR AT THE AUDIT COMMITTEE MEETING HELD ON 12 DECEMBER 2016 SATISFIES LEGISLATIVE REQUIREMENTS;*
- 2. ACCEPT THE REPORT PROVIDED BY THE SHIRE AUDITOR MS LEANNE K. OLIVER OF BYFIELDS.*
- 3. ACCEPT THE SHIRE OF DOWERIN ANNUAL REPORT FOR THE 2015/2016 FINANCIAL YEAR;
AND*
- 4. SET THE DATE FOR THE ANNUAL ELECTORS GENERAL MEETING AS TUESDAY 7 FEBRUARY 2017 AT 6.00PM IN THE TOWN HALL – LESSER HALL AND AUTHORISE THE CEO TO GIVE PUBLIC NOTICE OF THE MEETING AND THE AVAILABILITY OF THE ANNUAL REPORT FROM 21 DECEMBER 2016.*

COUNCIL DECISION – ITEM 10.1.6

(2724) Moved: Cr DP Hudson Seconded: Cr RI Trepp Carried: 8/0

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTION 5.54 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 5. ACCEPT THAT THE MEETING BETWEEN THE AUDIT COMMITTEE AND THE AUDITOR AT THE AUDIT COMMITTEE MEETING HELD ON 12 DECEMBER 2016 SATISFIES LEGISLATIVE REQUIREMENTS;**
- 6. ACCEPT THE REPORT PROVIDED BY THE SHIRE AUDITOR MS LEANNE K. OLIVER OF BYFIELDS.**
- 7. ACCEPT THE SHIRE OF DOWERIN ANNUAL REPORT FOR THE 2015/2016 FINANCIAL YEAR;
AND**
- 8. SET THE DATE FOR THE ANNUAL ELECTORS GENERAL MEETING AS TUESDAY 7 FEBRUARY 2017 AT 7.00PM AT THE DOWERIN COMMUNITY CLUB AND AUTHORISE THE CEO TO GIVE PUBLIC NOTICE OF THE MEETING AND THE AVAILABILITY OF THE ANNUAL REPORT FROM 21 DECEMBER 2016.**

Reason for variation from the Officer's Recommendation

Council formed a view that the time change from 6.00pm to 7.00pm and the venue change from the Lesser Hall to the Dowerin Community Club as this would be more suitable to more electors to be able to attend.

10.1.7 LOCAL GOVERNMENT (AUDIT) REGULATION 1996, REGULATION 17 REVIEW

Date:	14 December 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	10. Local Government (Audit) Regulation 1996, Regulation 17 Review WITH FIVE APPENDICES AS FOLLOWS: -10.1 Risk Management Framework; -10.2 Dashboard; -10.3 Probity Compliance Audit Review -10.4 Financial Management Review (Reg 5) Progress update -10.5 Compliance Calendar.

Summary

This item presents the Audit Committee recommendation in relation to The Local Government (Audit) Regulation 1996, Regulation 17 Review to Council for consideration.

Background

The Local Government (Audit) Regulation 1996, Regulation 17 Review for the Shire of Dowerin has been developed to comply with Regulations that requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

The regulations require the review to be conducted at least every two years and for the CEO to report on the review to the Audit Committee. The regulations require the Audit Committee to report to Council on the results of the review and give a copy of the CEO's report to Council. Whilst these amendments to the Local Government (Audit) Regulations 1996 were gazetted and came into effect 9th February 2013 and required that the first review be completed and reported to Council by 31 December 2014, this report is the first review conducted under Regulation 17 for the Shire of Dowerin.

Comment

Over the past 12 months, the Shire of Dowerin has had a number of reviews conducted by external organisations on governance, policy and processes. This review collates the reviews of the past 12 months to provide a coherent report to Council on the three areas required under Regulation 17. The findings of these various audits and reviews and the implementation plans developed by staff to progress recommendations are presented in the attached report.

The primary tool used for the Review is the Risk Management Framework. This Framework aims to balance a documented, structured and systematic process with the current size and complexity of the Shire along with existing time, resource and workload pressures. It provides the policy and procedures along with Risk Assessment and Acceptance Criteria and Risk Profile Templates.

The Framework provides a tool to assess the Shire's operations under the following 15 themes:

1. Asset Sustainability Practices
2. Business & Community Disruption
3. Failure to Fulfil Compliance Requirements
4. Document Management Processes
5. Employment Practices
6. Engagement Practices
7. Environment Management
8. Errors, Omissions, Delays
9. External Theft & Fraud (Incl. Cyber Crime)
10. Management of Facilities / Venues / Events
11. IT & Communications Systems and Infrastructure
12. Misconduct
13. Project / Change Management
14. Safety And Security Practices
15. Supplier / Contract Management

Key staff are currently reviewing each theme for potential causes and controls and assessing the consequence and likelihood to provide a risk rating. The review also includes indicators that a risk is emerging and actions to mitigate or manage the risk. To date, 5 of the 15 themes have been reviewed and 31 prioritised actions to manage identified risks within those 5 themes have been developed. The Review has confirmed that there gaps and inadequacies in current risk management approach at the Shire and significant effort will be required to make the improvements required. The first step of raising awareness of the nature of risks in all areas of the Shire's operations has begun and the actions to make the necessary improvements are in the process of being developed and implemented.

Consultation

The Review has been conducted in-house by the CEO, Finance Manager, Assets and Works Manager, Coordinator Governance and Organisational Development and the Asset Management Officer. LGIS has provided assistance with the framework and in carrying out the Review.

The CEO has also consulted with the Department of Local Government and Communities and WALGA in preparing the attached report.

The Audit Committee considered the Review at their meeting on 12 December 2016 and their recommendation to Council provided below.

Financial Implications

There has been no direct financial implication in carrying out the review; however many of the actions required to manage the risks identified will require resourcing. Council approved \$50,000 in the 2016/17 budget for compliance and many of the actions arising from the review are been progressed within that budget allocation. Additional budget requirements will be presented for

Council consideration as part of the annual budget process.

Policy Implications

Nil

Statutory Implications

The Local Government (Audit) Regulation 1996, Regulation 17, requires the following:

- 1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —
 - (d) risk management; and
 - (e) internal control; and
 - (f) legislative compliance.*
- 2) *The review may relate to any or all of the matters referred to in sub regulation (1) (a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- 3) *The CEO is to report to the audit committee the results of that review.*

Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.7

(2725) Moved: Cr RI Trepp Seconded: Cr DP Hudson Carried: 8/0

THAT COUNCIL PURSUANT TO THE LOCAL GOVERNMENT (AUDIT) REGULATION 1996 REGULATION 17 ACCEPTS THE RECOMMENDATION OF THE AUDIT COMMITTEE AND RESOLVES TO RECEIVE THE LOCAL GOVERNMENT (AUDIT) REGULATION 1996, REGULATION 17 REVIEW AND ACKNOWLEDGES THAT RISK MANAGEMENT AND INTERNAL CONTROLS ARE BEING DEVELOPED AND THAT A LEGISLATIVE COMPLIANCE PROCESS IS IN PLACE AND NEEDS TO BE MONITORED FOR USE AND EFFECTIVENESS OVER THE NEXT TWELVE MONTHS.

10.1.8 AUDIT COMMITTEE REVISED TERMS OF REFERENCE

Date:	11 th December 2016
Applicant:	Shire of Dowerin – Wheatbelt Heritage Rail
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO and Sonia King, Finance Manager
Attachments:	11. Revised Terms of Reference for the Shire of Dowerin Audit Committee (Draft)

Summary

A revised Terms of Reference are presented for the Audit Committee's review and, if acceptable, officers seek a committee recommendation to Council that they adopt these as the Shire of Dowerin Audit Committee Terms of Reference.

Background

The Local Government Act 1995 (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions. It is important that Committees of Council have clear and comprehensive terms of reference, setting out the committee's roles and responsibilities and that matters such as the governing legislation, membership, primary roles and responsibilities of the committee and ancillary functions are also addressed.

The Audit Committee for the Shire of Dowerin was established early in 2016 and the Committee held its inaugural meeting on 23 February 2016 and has been operating under Council endorsed ToRs.

Comment

The CCC Public Hearing in Dowerin in July 2016 raised queries regarding the role of the CEO and staff in assisting the Audit Committee. The view of the CCC appeared to be that the CEO and staff should not attend Audit Committee meetings. To ensure the Shire of Dowerin is compliant with legislation, the CEO sought clarification from Jenni Law, Director, Local Government Regulation and Support Department of Local Government and Communities. The Audit Committee considered Ms Law's advice and recommends that Council adopt a revised Audit Committee Terms of Reference that clarifies the role of the CEO, Finance Manager and staff.

Consultation

The Shire has consulted with the Department of Local Government and Communities and with WALGA.

The revised Terms of Reference have been considered by the Audit Committee at their meeting on 12 December 2016 and are recommended to Council. Their recommendation is provided below.

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

The Local Government Act 1995 Section 7.1A requires that all local governments establish an audit committee.

Strategic Implications

Aligns with the Strategic Community Plan Theme 4 – Local Government Leadership

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 10.1.8

(2726) Moved: Cr TA Jones Seconded: Cr AJ Metcalf Carried: 8/0

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTION 7.1A OF THE LOCAL GOVERNMENT ACT NOTES THE RECOMMENDATION OF THE AUDIT COMMITTEE AND APPROVES THE AMENDED TERMS OF REFERENCE THAT DOES NOT NAME THE CEO, FINANCE MANAGER OR ANY OTHER STAFF MEMBER AS EX-OFFICIO MEMBERS OF THE COMMITTEE STATING INSTEAD THAT THE CEO AND FINANCE MANAGER WILL ATTEND IN AN ADVISORY CAPACITY TO THE COMMITTEE ONLY.

10.2 FINANCE REPORT

10.2.1 MONTHLY STATEMENTS – 30 NOVEMBER 2016

Date:	10 December 2016
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Sonia King – Finance Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	12. Monthly Financial Activity Statements – November 2016

Summary

I present the financial statements for the period 1 July 2016 to 30 November 2016.

Background

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

The Local Government (Financial Management) Regulations Reg 34 & 35 sets out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval. The statements have been prepared in AAS27 format in accordance with FMR Reg 35.

Comment

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

- Statement of Financial Activity – Statutory Reporting Program

This report provides details of the Shire's operating revenues and expenditures on a year to date basis, by Program and Nature or Type. The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position report (Note 3).

- Capital Acquisitions

This report provides year to date budget performance (by line item) in respect of the following capital expenditure activities

- Land and Buildings
- Infrastructure Assets – Roads

- Net Current Funding Position (Note 3)

This report provides details of the composition of the net current asset position on a year to date basis, and reconciles with the net current position as per the Statement of Financial Activity by Program (pg.3) and Statement of Financial Activity by Nature or Type (pg. 4).

- Cash Backed Reserves (Note 7)

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

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

Reserve Funds

The total balance of funds held in the various Reserve Funds at 30 November 2016 is as detailed in the financial statements at Note 7.

Consultation

Finance Committee

Financial Implications

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

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.1

(2727) Moved: Cr DP Hudson Seconded: Cr BN Walsh Carried: 8/0

THAT COUNCIL RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 NOVEMBER 2016, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

10.2.2 ACCOUNTS FOR PAYMENT – 5 NOVEMBER TO 4 DECEMBER 2016

Date: 10 December 2016
Applicant: Shire of Dowerin
Location: Dowerin
File Ref: ADM
Disclosure of Interest: Nil
Author: Emma Hardy – Finance Officer
Senior Officer: Sonia King – Finance Manager
Attachments: List of Accounts
Credit Card Summaries

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds are available to meet expenditure.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.2

(2728) Moved: Cr BN Walsh Seconded: Cr DP Hudson Carried: 8/0

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

**LIST OF ACCOUNTS
05/11/2016 - 04/12/2016
MUNICIPAL FUND**

DIRECT DEBIT PAYMENTS					
Direct Debit	Date	Name	Description	Amount	Contra
1	21/11/2016	PUMA ENERGY	Fuel Usage October	-1600.84	
2	21/11/2016	SHIRE OF DOWERIN - VISA CARD PAYMENTS	Works OHS - Rehydration sachets. D003 & D004 Mitsubishi Trucks - Outlet grease kit. Postage - Stamps & rates instalment notices (67). Members Expenses - Councillor iPad credit. Card Fee x3	-648.58	
TOTAL				-2249.42	
EFT PAYMENTS					
EFT	Date	Name	Description	Amount	Contra
EFT4405	09/11/2016	Wardon Trust	STA - Dingo hire for retaining wall installation	-764.50	-764.50
EFT4406	09/11/2016	AUST PERFORMING RIGHT ASSOC	Town Hall - Copyright fee 01/12/16 - 30/11/17	-70.47	
EFT4407	09/11/2016	AVON VALLEY GLASS	Street Trees - Replace glass aluminum sliding window at 6 Hayter St after damage from falling branch	-360.10	
EFT4408	09/11/2016	DOWERIN IGA EXPRESS	Depot - Coffee. Admin Office - Coffee & Milk. Members Receptions - Refreshments. Depot - Betadine. Town Hall - Toilet duck & deodorizers.	-194.60	
EFT4409	09/11/2016	DUN DIRECT PTY LTD	Fuel - 16560L Diesel	-17457.48	
EFT4410	09/11/2016	DOWERIN COMMUNITY RESOURCE CENTRE	Admin - 2x 2016 phone books	-10.00	
EFT4411	09/11/2016	DOWERIN & DISTRICTS FARM SHED	Pool - 8x gear drive sprinklers, 8x pop up sprinklers. HACC Gardening - 2x lawn mower blades.	-386.00	
EFT4412	09/11/2016	E FIRE & SAFETY	Shire Buildings and Machinery - 6 monthly fire extinguisher servicing	-2588.30	
EFT4413	09/11/2016	JOELECTRICS	Pool - Replace main switchboard. Pool - Supply & install 9 fluro lights. Town Hall - Supply & replace stage lights.	-3617.38	
EFT4414	09/11/2016	KAOS ELECTRICAL	36 Stacy St - Replace light fitting & fix electrical fault	-200.00	
EFT4415	09/11/2016	FULTON HOGAN INDUSTRIES PTY LTD	Town Maintenance - 31 x 15.8 kg bags of ez street	-1091.20	-1091.20
EFT4416	09/11/2016	R B MOTORS PTY LTD	D002 WHR Territory - 135,000km service	-441.90	-441.90
EFT4417	09/11/2016	SHERIDANS FOR BADGES	Admin - Name badge for Corinne Morrell	-50.27	
EFT4418	09/11/2016	SETON AUSTRALIA PTY LTD	Pool - Disabled parking sign	-64.46	
EFT4419	09/11/2016	WA LOCAL GOVERNMENT ASSOCIATION	Compliance/Regulations - Review of pool tender documentation	-1155.00	
EFT4420	09/11/2016	WESFARMERS KLEENHEAT GAS	2/13 & 3/13 Stacy St - Yearly gas cylinder rental. 19 Cottrell St - Yearly gas cylinder rental.	-205.30	
EFT4421	09/11/2016	MD & RC WINDSOR	36 Stacy St - Repairs to fence	-55.00	
EFT4422	09/11/2016	WEST COAST SHADE	Pool - Repairs & replace damaged shade sails	-6754.00	
EFT4423	09/11/2016	Western Australian Treasury Corporation	Loan 97 - Interest & Capital Repayment	-39126.21	
EFT4424	14/11/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-8700.00	
EFT4425	23/11/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-19376.00	
EFT4426	28/11/2016	CLAW ENVIRONMENTAL	Drum Muster - Drum Collection	-2284.15	
EFT4427	28/11/2016	CHAMPION MUSIC	Christmas Markets - Band The Frenzy	-1870.00	-1870.00
EFT4428	28/11/2016	DOWERIN DESPATCH	Advertising - WHR Advisory Committee, Twilight Xmas Markets, Coordinator Community & Economic Development, Million Stars Movie.	-124.50	
EFT4429	28/11/2016	DOWERIN ROADHOUSE	HACC - Meals on Wheels	-315.00	-315.00
EFT4430	28/11/2016	LINQAGE INTERNATIONAL	WHR - Project Management/Consulting H513	-13085.60	-13085.60
EFT4431	28/11/2016	MCG ARCHITECTS PTY LTD	STA - Contract Administration 10% Milestone, Variation to Administer Second Tender, Travel - Site Visit 10/11/16	-5940.00	-5940.00
EFT4432	28/11/2016	POTS & TANGLES	Area Promotion - Tammy Minson Contract Payment	-312.50	
EFT4433	28/11/2016	RURAL RANGER SERVICES	Ranger Services - Kennel Application Property Inspection & Fire Break Inspections	-465.00	
EFT4434	28/11/2016	ST JOHN AMBULANCE - DOWERIN	Rec Centre - 1x Medium Leisure Kit (First Aid)	-80.96	
EFT4435	28/11/2016	RALPH THAXTER	D024 Minnival Fire Truck - Service	-1088.28	
EFT4436	28/11/2016	MD & RC WINDSOR	3/13 Stacy St - Fit window latches. 16 Anderson St - Mount dryer on wall. 18 Anderson St - Repairs to front door lock.	-151.25	
EFT4437	28/11/2016	IT VISION USER GROUP	Subscriptions - 2016/17 IT Vision User Group Subscription	-715.00	
EFT4438	28/11/2016	REBECCA WINDSOR	Gym Inductions - Drewry	-20.00	
EFT4439	29/11/2016	P.W. JOHNSTON & ASSOC.	Compliance & Regulations - 2016 Plant and Equipment Asset Valuations	-935.00	
EFT4440	02/12/2016	AVON WASTE	RUBBISH COLLECTION - RECYCLING & WASTE	-4725.84	-4725.84
EFT4441	02/12/2016	CHILD SUPPORT AGENCY	Payroll deductions	-537.00	
EFT4442	02/12/2016	A Team Intelligent Print	ANIMAL CONTROL - 2X A5 DOG INFRINGEMENT NOTICE BOOKS	-671.00	
EFT4443	02/12/2016	BORAL CONSTRUCTION MATERIALS	ROADS - 600L EMULSION	-726.00	-726.00
EFT4444	02/12/2016	B T EQUIPMENT	D012 LOADER - 3250HR SERVICE & REPAIRS TO LIFT & TILT CABLES. D012 LOADER - HYDRAULIC PUMP REPAIR.	-2764.11	
EFT4445	02/12/2016	BLACKWELL PLUMBING	STA - LAY NEW SECTION OF WATER PIPE FOR OVAL STA ENTRY	-5798.10	-5798.10
EFT4446	02/12/2016	Building & Health Surveying Services	EHO - NOVEMBER CONTRACT	-4357.49	

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EFT4447	02/12/2016	CUTTING EDGES PTY LTD	D007 GRADER - FLAT SHARQ BLADERS	-970.20		
EFT4448	02/12/2016	DOWERIN ENGINEERING WORKS	GYM PATIO - PAINT POLES	-280.99		
EFT4449	02/12/2016	DOWERIN COMMUNITY RESOURCE CENTRE	ANIMAL CONTROL - RANGER SERVICES INFRINGEMENT NOTICE BUSINESS CARDS	-75.00		
EFT4450	02/12/2016	DOWERIN DESPATCH	ADVERTISING - MILLION STARS MOVIE, REVIEW OF SYSTEM REPRESENTATION. HR/RECRUITMENT - COORDINATOR COMMUNITY & ECONOMIC DEVELOPMENT	-135.00		
EFT4451	02/12/2016	DOWERIN TYRE AND EXHAUST	D003 MITSUBISHI TRUCK - 2 NEW SKID STEER TYRES. D004 MITSUBISHI TRUCK - 2 NEW SKID STEER TYRES. STA - NEW BATTERY FOR HIRED DINGO. REEL MOWER - 2x BELTS. D003 & D004 MITSUBISHI TRUCKS - WHEEL ALIGNMENTS. D02 TERRITORY - PUNCTURE REPAIR. RIDE ON MOWER - TYRE TUBE. AROC LIGHTING TOWER - 1x BATTERY. D008 FORD RANGER - PUNCTURE REPAIR.	-3145.00		
EFT4452	02/12/2016	DOWERIN ROADHOUSE	November Account - Council refreshments, Streetscape meeting refreshments	-100.00		
EFT4453	02/12/2016	EASTERN HILLS SAWS & MOWERS	P&G/HACC GARDENING - BRUSH CUTTER & HEADS, 2X MOWER BLADES	-760.00		
EFT4454	02/12/2016	FUEL DISTRIBUTORS OF WA PTY LTD	DIESEL - 16000L	-16704.00		
EFT4455	02/12/2016	FORPARK AUSTRALIA	DCC - Safety panels for play equipment	-638.00		
EFT4456	02/12/2016	ALL-WAYS FOODS	BULK CLEANING SUPPLIES - BLEACH, TOILET BRUSH, TOILET DUCK, GARBAGE BAGS, HAND SOAP, TOILET PAPER, GLOVES, GLEEM LOTION, FRESHMINT, HAND TOWEL, DOMESTOS, CASCADE, FLY SPRAY, CHUX, DUCK, CASCADE, SPRAY BOTTLES	-1831.82		
EFT4457	02/12/2016	JR & A HERSEY	DEPOT - WINDOW CLEANER, BEACON (3), SURVEY PEGS (50), LENSE WIPES	-532.95		
EFT4458	02/12/2016	IPWEA Limited	ASSET MGMT - INTERNATIONAL INFRASTRUCTURE MANAGEMENT MANUAL	-540.82		
EFT4459	02/12/2016	JK WILLIAMS & CO	STA - CONCRETE. WORKS CLOTHING - SAFETY SHIRTS, TROUSERS, SHORTS. FIELD DAYS ENTRANCE - RETIC SUPPLIES. AROC - 1x CARAVAN EXTENSION LEAD. VARIOUS OTHER SUNDRIES.	-2859.50		
EFT4460	02/12/2016	LGIS RISK MANAGEMENT	OHS - RISK COORDINATION PROGRAMME 1ST INSTALMENT. OHS - SDS STATIONS.	-4115.76		
EFT4461	02/12/2016	MORRIS PEST & WEED CONTROL PTY LTD	TERMITE INSPECTIONS - SHIRE BUILDINGS AND HOUSES	-4673.90		
EFT4462	02/12/2016	IXOM OPERATIONS PTY LTD	Swimming Pool - Chlorine service fee 01/11/16 - 30/11/16	-79.11		
EFT4463	02/12/2016	OFFICE OF THE NATIONAL RAIL SAFETY REGULATOR	WHR - NRSR ANNUAL FEES 2016/17	-134.30	-134.30	
EFT4464	02/12/2016	PERTH SCIENTIFIC PTY LTD	FIRE EXPENSES - REPAIRS TO KESTREL 3000 POCKET WEATHER METER	-90.20	-90.20	
EFT4465	02/12/2016	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - UPDATE SYNERGY USER PROFILES & TRANSFER DATA. IT SUPPORT - ACCESS TO ADMIN MAILBOX, CREATE GODC USER, CREATE TENDERS MAILBOX. IT SUPPORT - CHANGES TO DB SERVER, CHANGE RECEIPT PRINTER PORT, CSO PC NETWORK ISSUE, RECREATE MES PROFILE.	-1530.00		
EFT4466	02/12/2016	PURSLOWE TINETTI FUNERALS	HALL HIRE REFUND - HALL HIRE FEE ACCIDENTALLY CHARGED TWICE	-44.00	-44.00	
EFT4467	02/12/2016	QUICK CORPORATE AUSTRALIA PTY LTD	ADMIN STATIONERY - A4 LEVER ARCH FILES, CLIPS, DIVIDERS, DOCUMENT TRAY, NOTEBOOKS, PENCILS, HOLE PUNCH, TAPE DISPENSER	-140.17		
EFT4468	02/12/2016	SRivers Plumbing & Gas	12 COTTRELL ST - CLEAR BLOCKED DRAINS. 4 O'LOGHLEN ST - REPAIRS TO LEAKING TOILET.	-813.33		
EFT4469	02/12/2016	ROAD SIGNS AUSTRALIA	ROAD MAINTENANCE - 200 GUIDE POSTS	-2629.00	-2629.00	
EFT4470	02/12/2016	STARTRACK EXPRESS	ROAD MAINTENANCE - FREIGHT OF 200 GUIDE POLES	-361.06		
EFT4471	02/12/2016	RALPH THAXTER	DO7 COURIER UTE - 150,000KM SERVICE	-295.94		
EFT4472	02/12/2016	REBECCA WINDSOR	GYM INDUCTIONS - ZAMPOGNA	-20.00	-20.00	
EFT4473	02/12/2016	WURTH AUSTRALIA PTY LTD	LUBRICANTS - 2x OIL CANS	-18.66		
EFT4474	02/12/2016	MARK LIVALL	HOUSING BOND REFUND - REFUND FOR 3/13 STACY ST (PAID 24/11/2011)	-360.00	-360.00	
				TOTAL	-193513.66	-38035.64

CHEQUE PAYMENTS

CHQ	Date	Name	Description	Amount	Contra
2066	23/11/2016		CANCELLED - Synergy - Incorrect amount - reviewed by S.King		
2067	02/12/2016	SYNERGY	Electricity - Council buildings	-5855.45	
2068	24/11/2016	CORINNE MORRELL	Staff Training - Reimbursement for licensing course expenses	-589.11	-589.11
2069	24/11/2016	GAVIN RICKWOOD	Social Fund Wages - Payout	-300.00	-300.00
10246	10/11/2016	SYNERGY	Street Lighting - Electricity Charges	-2094.60	
10247	10/11/2016	GOOMALLING MEDICAL SURGERY	OHS - Medical check E Coulthard w/comp	-73.65	
10248	10/11/2016	TELSTRA	CEO/WM/FM/WORKS Mobiles - Telephone usage	-279.95	
10249	10/11/2016	WILLIAMS & WILLIAMS	Admin Stationery - 2000 plain envelopes, 2000 window envelopes	-304.70	
10250	02/12/2016	COURIER AUSTRALIA	SEWERAGE SYSTEM - WATER SAMPLES FREIGHT	-71.24	
10251	02/12/2016	ERIC COULTHARD	WORKS - REIMBURSEMENT OF MDL RENEWAL (1 YEAR - E.COULTHARD)	-41.80	
10252	02/12/2016	LGRCEU	Payroll deductions	-58.20	-58.20

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10253	02/12/2016	A.J. MARSH	Planning - Road widening Ucarty Sth Rd & Nambling Sth Rd	-7109.11	-3554.555	
10254	02/12/2016	CANCELLED - Gavin Rickwood - Small cheque already created - reviewed by S.King				
10255	02/12/2016	TELSTRA	Telephone Usage & Internet Charges - Admin/HACC/Depot/Pool Office Lines	-1939.44		
10256	02/12/2016	WATER CORPORATION	WATER USAGE - STANDPIPES	-80.09		
10257	02/12/2016	WESTERN POWER	STA - Commercial power connection Lot 195 Fraser St	-12556.00	-12556.00	
10258	02/12/2016	RHONDA AND NORM WASS	SEPTIC TANK INSPECTION FEE REFUND	-118.00	-118.00	
TOTAL				-31471.34	-17175.87	
SUPER PAYMENTS						
ClickSuper	Date	Name	Description	Amount	Contra	
DD9358.1	16/11/2016	WA SUPER	Payroll deductions	-2790.96		
DD9358.2	16/11/2016	CONCEPT ONE SUPER	Superannuation contributions	-20.09		
DD9358.3	16/11/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-25.26		
DD9358.4	16/11/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-76.82		
DD9358.5	16/11/2016	Australian Super	Superannuation contributions	-561.71		
DD9358.6	16/11/2016	AMP Life Limited	Superannuation contributions	-356.93		
DD9358.7	16/11/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-556.56		
DD9358.8	16/11/2016	ASGARD SUPER	Superannuation contributions	-90.77		
DD9358.9	16/11/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30		
DD9371.1	30/11/2016	WA SUPER	Payroll deductions	-2841.50		
DD9371.2	30/11/2016	CONCEPT ONE SUPER	Superannuation contributions	-20.09		
DD9371.3	30/11/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-19.32		
DD9371.4	30/11/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-74.91		
DD9371.5	30/11/2016	Australian Super	Superannuation contributions	-571.27		
DD9371.6	30/11/2016	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-117.65		
DD9371.7	30/11/2016	AMP Life Limited	Superannuation contributions	-356.93		
DD9371.8	30/11/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-501.97		
DD9371.9	30/11/2016	ASGARD SUPER	Superannuation contributions	-90.77		
DD9358.10	16/11/2016	CBUS	Superannuation contributions	-161.70		
DD9358.11	16/11/2016	PRIME SUPER	Superannuation contributions	-192.49		
DD9358.12	16/11/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-119.73		
DD9358.13	16/11/2016	HOSTPLUS	Superannuation contributions	-85.20		
DD9371.10	30/11/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30		
DD9371.11	30/11/2016	CBUS	Superannuation contributions	-161.71		
DD9371.12	30/11/2016	PRIME SUPER	Superannuation contributions	-192.49		
DD9371.13	30/11/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-114.14		
DD9371.14	30/11/2016	HOSTPLUS	Superannuation contributions	-80.96		
TOTAL				-10422.53		
PAYROLL PAYMENTS						
Payroll	Date	Name	Description	Amount	Contra	
	16/11/2016	Payroll Direct Debit of Net Pays	Payroll 16/11/2016	-43091.38		
	30/11/2016	Payroll Direct Debit of Net Pays	Payroll 30/11/2016	-43772.32		
TOTAL				-86863.70		
MUNICIPAL TOTALS						
				Amount	Contra	
DIRECT DEBITS				-2249.42		
EFT TRANSACTIONS				-193513.66	-38035.64	
CHEQUES				-31471.34	-17175.87	
SUPER PAYMENTS				-10422.53		
PAYROLL PAYMENTS				-86863.70		
TOTAL				-324520.65	-55211.51	



Statement for
NAB Business Visa
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
 Tel 13 10 12 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
 AEDT Saturday and Sunday
 Fax 1300 363 658
 Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

DOWERIN SHIRE
 PO BOX 111
 DOWERIN WA 6461



Statement Period 29 September 2016 to 28 October 2016
 Company Account No: 4557 0498 0002 7159
 Facility Limit: \$16,000

Your Account Summary



Balance from previous statement	\$1,976.45 DR
Payments and other credits	\$1,976.45 CR
Purchases, cash advances and other debits	\$621.58 DR
Interest and other charges	\$27.00 DR
Closing Balance	\$648.58 DR

YOUR DIRECT DEBIT PAYMENT OF \$648.58 WILL BE CHARGED TO ACCOUNT 000086608- 0000480807363 ON 03/11/2016 AS PER OUR AGREEMENT.

302/21/01/M03469/S01011/1/1020221

see reverse for transaction details

NAB VISA Card Reconciliation

October Statement

Cardholder Name:

Card Number:

Prepared By:

Account Summary	
Previous Balance	\$1,545.95
Payments and Credits	\$1,545.95
Purchases and Advances	\$180.00
Interest, Fees and Charges	\$9.00
Closing Balance	\$189.00

Date	Receipt	Order Number	GL Account	Details	GST	Amount
19.10.2016	Exp Dec	11370	102520.05	Members Expenses - Councillor iPad Credit	\$ -	\$ 180.00
			105020.09	Card Fee	\$ -	\$ 9.00
					Total	\$ - \$ 189.00

Employee Declaration

I verify that the above charges are a true and correct record in accordance with Council policy.

Cardholder Signature:

Date:

Checked By:

NAB VISA Card Reconciliation

October Statement

Cardholder Name:

Card Number:

Prepared By:

Account Summary	
Previous Balance	\$9.00
Payments and Credits	\$9.00
Purchases and Advances	\$354.26
Interest, Fees and Charges	\$9.00
Closing Balance	\$363.26

Date	Receipt	Order Number	GL Account	Details	GST	Amount
6.10.2016	Y	11095	P	Outlet grease kit	\$ 3.96	\$ 43.63
			P	Outlet grease kit	\$ 3.96	\$ 43.63
7.10.2016	Y	11371	105220.05	2x boxes stamps	\$ 18.18	\$ 200.00
			105220.05	Postage of rates instalment notices	\$ 6.09	\$ 67.00
			105020	Card Fee	\$ -	\$ 9.00
					Total	\$ 32.19 \$ 363.26

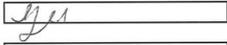
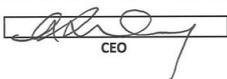
Employee Declaration

I verify that the above charges are a true and correct record in accordance with Council policy.

Cardholder Signature:

Date:

Checked By:

NAB VISA Card Reconciliation						
October Statement				Account Summary		
Cardholder Name:	Mr Steven Geerdink			Previous Balance	\$421.50	
Card Number:	XXXX XXXX XXXX 7475			Payments and Credits	\$421.50	
Prepared By:	Emma Hardy			Purchases and Advances	\$87.32	
				Interest, Fees and Charges	\$9.00	
				Closing Balance	\$96.32	
Date	Receipt	Order Number	GL Account	Details	GST	Amount
21.10.2016	Y	11453	104420.05	OHS - 2x Rehydration sachets	\$ 7.94	\$ 87.32
			105020.09	Card Fee	\$ -	\$ 9.00
Total					\$ 7.94	\$ 96.32
Employee Declaration						
I verify that the above charges are a true and correct record in accordance with Council policy.						
Cardholder Signature:						
Date:	<input type="text"/>					
Checked By:	 CEO			<input type="text"/> Finance Manager		

10.2.3 POLICY REVIEW - RECOGNITION OF SERVICE POLICY

Date:	14 December 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King – Finance Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	13. Proposed Recognition of Service Policy

Summary

The purpose of this item is for Council to consider the adoption of the Shire of Dowerin Recognition of Service Policy.

Background

Recognition is more than praise or reward. It is a way of inspiring motivation by endorsing high quality performance and professionalism through visible programs and ceremonies. Recognition supports self-esteem and helps employees, elected members and the community to understand which skills and behaviours are valuable to the organisation; and the role they play in contributing on a broader level to the aims and values of the Local Government sector.

The proposed Recognition of Service Policy endorses the belief that long serving and loyal employees and Elected Members deserve timely and effective recognition by their colleagues, peers and the community. This policy has been developed to honour Council employees and Elected Members for years of service, resignation and retirement.

Historically, the Shire of Dowerin Policy Manual has provided general direction in relation to Staff Cessation or Retirement, as well as Retiring Elected Members as detailed below, however this has not been updated since 1997.

STAFF CESSATION OR RETIREMENT (5/97)

Upon the cessation or retirement from Council by an employee the Council hereby authorises:

The President and Chief Executive Officer have discretionary power to select a suitable gift for presentation on behalf of Council to employees who have served greater than or equal to 3 years of completed service.

An amount of \$50.00 per year of completed service is to be used as a guide for the value of the gift and amounts in excess of \$500.00 to be approved by a (75%) special majority of Council.

The President and Chief Executive Officer sign a Certificate of Service for presentation on behalf of Council for employees attaining 10 years or more of service.

RETIRING ELECTED MEMBERS

That Council presents a Certificate of Service to all retiring Members of Council irrespective of length of service. That a Dinner Presentation be made to Councillors only after they have completed a minimum of 8 years in office, and an appropriate gift be purchased not to exceed \$500.

Comment

The proposed policy has been prepared following a suggestion made to Management by a current employee to consider reinstating formal recognition of length of service for Shire of Dowerin employees.

Upon review of past arrangements and the current number of long term employees and elected members, management consider the adoption of the Recognition of Service Policy to be a timely and fair acknowledgement of the value the Shire of Dowerin places on the recognition and retention of a committed workforce and Council.

This policy has been prepared to combine coverage of all aspects of recognition of service to the Shire of Dowerin as both a workplace and Council.

Consultation

Management Team

Shire Employees

Statutory Implications

Local Government Act 1995 s. 5.50

Local Government (Administration) Regulations 1996

Financial Implications

Unbudgeted expenses incurred due to outstanding employee and Councillor recognition awards.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.3

(2729)

Moved: Cr GB Ralph

Seconded: Cr TA Jones

Carried: 7/1

THAT COUNCIL ADOPT THE RECOGNITION OF SERVICE POLICY, AS ATTACHED, AND INCLUDE IN THE SHIRE OF DOWERIN POLICY MANUAL.

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	14 December 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	14. Minutes of the Finance Committee Meeting, 14 th November 2016 15. Minutes of the Wheatbelt Heritage Rail Meeting, 24 th November 2016 16. Minutes of the Audit Committee Meeting, 12 th December 2016

Summary

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

Background

The Shire has established the following Committees of Council:

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

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

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

Comment

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

Consultation

N/A

Financial Implications

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

Policy Implications

Nil

Statutory Implications

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

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

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

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.1

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

1. *RECEIVE THE MINUTES OF THE:*
 - a. *FINANCE COMMITTEE MEETING (UNCONFIRMED), 14TH NOVEMBER 2016*
 - b. *WHEATBELT HERITAGE RAIL COMMITTEE MEETING (UNCONFIRMED), 24TH NOVEMBER 2016; AND*
 - c. *AUDIT COMMITTEE MEETING (UNCONFIRMED), 12TH DECEMBER 2016.*

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

13.1.1 MOVE BEHIND CLOSED DOORS

COUNCIL DECISION – ITEM 13.1.1

(2731) Moved: Cr BN Walsh Seconded: Cr AJ Metcalf Carried: 8/0

THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTER, ITEM 13.1.2 – FINANCIAL RECOVERY OPTIONS.

13.1.2 FINANCIAL RECOVERY OPTIONS

OFFICER RECOMMENDATION – ITEM 13.1.2

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTION 6.8 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ALLOCATE \$8,000 IN THE BUDGET TO PURSUE LEGAL ACTION AGAINST BYFIELDS AND TO LODGE A MEANS ENQUIRY FOR COMPENSATION FROM THE FORMER CEO, NOTING THAT ANY POTENTIAL FURTHER EXPENDITURE MUST BE AUTHORISED BY COUNCIL.

COUNCIL DECISION – ITEM 13.1.2

(2732) Moved: Cr WE Coote Seconded: Cr AJ Metcalf Carried: 8/0

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTION 6.8 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ALLOCATE \$20,000 IN THE BUDGET TO PURSUE LEGAL ACTION AGAINST BYFIELDS AND TO LODGE A MEANS ENQUIRY FOR COMPENSATION FROM THE FORMER CEO, NOTING THAT ANY POTENTIAL FURTHER EXPENDITURE MUST BE AUTHORISED BY COUNCIL.

Reason for variation from the Officer's Recommendation

This reflects a late quote received by the CEO.

13.1.3 MOVE OUT FROM BEHIND CLOSED DOORS

COUNCIL DECISION – ITEM 13.1.3

(2733) Moved: Cr AJ Metcalf Seconded: Cr BN Walsh Carried: 8/0

THAT THE MEETING MOVE OUT FROM BEHIND CLOSED DOORS.

Cr Walsh expressed his thanks for those involved in the Christmas Street party.

Cr Hudson raised the need for a formal letter to the CCC, regarding the handling of the Driver Assessment Case, making the point that the matter had been picked up and reported to Department of Transport.

The Shire President acknowledged the dedication and effort of the CEO Andrea Selvey during a difficult year.

14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 4.36pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 28th February 2017.

.....

D.E. Metcalf

PRESIDENT

.....

Date