



# INFORMATION

# REPORT

## 15 MARCH 2016

### 1. CHIEF EXECUTIVE OFFICER INFORMATION REPORT

#### 2.1 SHIRE TELEPHONE SYSTEM

The Shire's Telephone system has been replaced. Due to the urgency and to avoid the need for a capital outlay, the new equipment has been provided on a 24 month repayment arrangement of approximately \$340/month that will be billed with the normal Telstra account.

An adjustment of some \$450 was necessary towards the cost of a wireless conference unit rather than a unit attached by a cord. The wireless unit should be able to be used anywhere within the Office.

I also requested a technical report for insurance purposes.

#### 2.2 FORENSIC AUDIT AND FINANCIAL MANAGEMENT REVIEW

The Forensic Audit and the Financial Management Review reports have not yet been received (Tuesday 8 March 2016) and it proposed that these be presented to a Special Council meeting to be held Monday 14 March 2016 so that the new CEO can be in attendance.

If possible, arrangements will also be made to seek professional media support for the Shire President to deal with the expected media scrutiny following court on Monday 14.

It is noteworthy that in my professional view the potential monetary loss incurred by the Shire, which is likely to be significant, will be manageable and from which the Shire will recover. The far greater damage to the Shire is the aftermath of years of neglect, poor management and administration. The impacts of that are expected to take months, if not years to rectify.

#### 2.3 NEW CEO HANDOVER

Briefing notes were provided to the new CEO who is expected to commence on Monday 14 March 2016. As previously reported the current Acting CEO will attend the AROC Meeting on Monday 14 March 2016 and the Council meeting on Tuesday 15 March.

#### 2.4 ANNUAL AUDIT

Ms Meagan Shirt (one of the Forensic Auditors) has carried out the mammoth task of doing all of the bank reconciliations for 2014/2015, which identified a large number of transactions that needed to be undertaken to regularize the Shire's ledgers as a precursor to the completion of the annual financial report for audit.

It will then be necessary for the same exercise to be undertaken for the 2015/2016 financial year.

As previously mentioned to the Council the current status of the Shire's financial records is unsatisfactory and unreliable until such time as all the reconciliations are carried out and the adjustments made.

### 2.5 HERITAGE RAIL PROJECT

A meeting was held on Friday 26 February 2016 with the Rail Regulator and other interested parties including Brookfield Rail and the Shire's Consultant Chris Le Marshall. An inspection was also carried out of the Minnivale CBH site and the rail stock.

Now that the appropriate accreditation has been received it is necessary to complete a series of tasks and requirements with the objective of finalizing the project around the Dowerin Field Day.

One important aspect that will be necessary is the appointment of a Council Committee to oversee the on-going operation of the rail project once it is operating. It is envisaged the committee will consist of elected members and key external people associated with the operations aspect. The committee will have no delegated power and report directly to the Council with particular emphasis on Operations and Safety. It is also envisaged that the Shire will need to enter into an appropriate agreement with the operators.

### 2.6 GENERAL SHIRE OPERATIONS

There has been an increased amount of "normal" Shire operational business in recent weeks that has created some demand and difficulty in attending to the major issues and preparing the ground for the new CEO.

It is now necessary to try and concentrate on what can be achieved in the remaining three days as CEO and also facilitate the changeover with Andrea. At this late stage of my engagement it is a case of recognizing that I have endeavored to keep the Shire administration moving forward and dealing with the major issues, but unable to fix all that requires fixing.

That situation provides me with no job satisfaction whatsoever, but I am confident that the Shire is no worse off than when I started and will be in good hands for the future.

I thank the President, Council, Steve, Sonia and other employees for the hospitality, friendship and support provided to me.

**2. FINANCIAL MANAGER INFORMATION REPORT**

**2.1 INVESTMENTS – AS AT**

**2.2**

## INFORMATION REPORT

### 3. WORKS MANAGER INFORMATION REPORT

#### 3.1 WORKS IN PROGRESS

##### GRADING

Rabbit Proof Fence Rd                      Booralaming west Rd                      Fifty Four Gate West Rd  
Wongan-Old Koorda Rd                      Railway Rd                      Haywood West Rd  
Jones Rd                      Clinic Rd

##### CONSTRUCTION

Reconstruction Redding Rd  
T junction Koombekine Rd and Uberin Rd  
Gravel Sheeting Ejanding West Rd  
Gravel patching Booralaming West Rd

##### TOWN

Weed spraying blocks and footpaths  
Gravel patching laneways

##### WHR

Assist work camp

#### 3.2 COMPLETED WORKS

- Wet mixing and sealing Redding Rd
- Wet mixing and sealing T junction Koombekine North Rd

#### 3.3 FUTURE WORKS

- Complete 2015-16 road program

#### 3.4 PLANT REPORT

VEHICLE NAME	PLANT NO.	Purchase Date	HRS/KMS	COMMENTS
FORD TERRITORY	0.D	30/7/13	63657km	2 new tyres fitted
FORD FALCON	D0	18/6/12	86121km	All O.K
FORD TERRITORY	D 002	7/8/09	130706km	All O.K
FORD TERRITORY	D.02	3/8/15	24212km	All O.K

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FUSO TRUCK	D.003	25/11/14	35632km	Cer clips on thrust bearing fork replaced
FUSO TRUCK	D.004	25/11/14	38447km	All O.K
HINO 300	D.005	2/2/12	109550km	All O.K
CAT 938H LOADER	D.006	21/9/12	2750hr	All O.K
CAT 12M GRADER	D.007	26/11/10	5310hr	All O.K
FORD COURIER UTE	D.07	11/10/05	138343km	Requires attention to rear suspension
TOYOTA HILUX UTE	D.018	18/11/02	88899km	All O.K
HINO 500	D.009	2/2/12	121820km	All O.K
CAT 120M GRADER	D.010	28/8/15	505hr	Service due
TOYOTA HILUX UTE	D.013	1/7/05	136069km	All O.K
FORD RANGER UTE	D 008	31/8/09	127372km	All O.K
VE COMMODORE WAGON	D.00	31/3/11	71965km	All O.K
Mustang 2054 Skid steer	D.012	20/12/06	2990hr	All O.K
Case Maxxfarm50 tractor	D.030	28/3/2013	1219hr	All O.K
MULTI PAC VP 2400	D.014	3/9/03	5195hr	All O.K
DULEVO SWEEPER 120	D.023	8/6/2015	510hr	All O.K
LOW LOADER	D.06	1/7/72		All O.K
HINO WATERCART 500	D 040	25/8/15	70234km	All O.K

### 4. ENVIRONMENTAL HEALTH OFFICER INFORMATION REPORT

#### 4.1 WATER SAMPLING

As per schedule. All samples within parameters.

#### 4.2 HEALTH DEPT. ADVICE

The Dept of Health has become aware of increasing interest in online-based web platforms which intend to utilise 'home cooks' to prepare food for sale.

Given that such apps/online platforms are in the developmental stages, they have elected to inform such ventures of the relevant WA food safety-related legislation and requirements.

On a separate matter but along the same lines, a number of EHO have reported that a commercial caterer is on-selling food to another caterer and obviously that person is not treating food in the correct manner and has been factored in 2 food poisoning outbreaks in recent weeks.

This company, from comments that have been relayed over the email, is that they operate all over Perth and some country areas.

All Council EHO's have been provided with the name of the company, however, they could trade under a new name and escape scrutiny until they are caught out again.

#### 4.3 ERA – POST AUDIT IMPLEMENTATION PLAN (PAIP)

There was considerable confusion in regard to submitting the PAIP to the Economic Regulation Authority by a set due date for some of the specific findings identified in the Waste Water Services audit (sewerage scheme) conducted in February 2015.

As Council may be aware, that I have been a participant with other Councils I serve in seeking from the Minister for Water, the Hon. Mia Davies, an exemption from licensing which would all but eliminate the tri-annual audits which are becoming very costly for no benefit to Council and its ratepayers.

Correspondence that I received from The Hon. Mia Davies in late early December said that Councils did not have to address their PAIP's until she had made a decision on the licensing issue.

In mid-February the ERA contacted Council's saying we had to address the issues noted in their PAIP's within 10 days which really put the pressure on.

I have completed and lodged with the ERA, the changes identified in your PAIP which were due at the end of last year, to which they have acknowledged.

Further issues will have to be responded to in May, June and August 2016 unless we get the Water Licensing Exemption from the Minister.

It has been 12 months that this campaign for exemption of licensing has been in action and we haven't had any firm indication from the Minister as to which way the pendulum is moving.

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### 4.4 HEALTH & BUILDING – WHEATBELT REGIONAL SYMPOSIUM

This meeting is usually twice per year where EHO's and Building Surveyors hear from relevant speakers and are able to discuss and network with their peers. This meeting will be held on the 11<sup>th</sup> March in Merredin.

Speakers are:

Allan Shiell Audit Manager Building Commission – advising the continuation of auditing of Building Surveyors and what they've found as non-compliant.

Chantal Wilson Pollution Response Department of Environment Regulation (DER) Ming Poi Pitts - Principal Consultant (BCWA), Stephen Kent – Project Manager (BCWA), Moshe Gilovitz - Director, Licensing (BCWA) Dept of Commerce – implementation of a single data set for monthly compliance reporting .

Anne Foyer Northam Public Health Unit —Mosquito borne diseases RRV.BFV and Zika, Food borne disease issues – Salmonella increase? Raw eggs and how OzFoodNet works, Needle and syringe program wastage and disposal issues and an update of the Zika Virus resurgence.

Geoff Kennedy Senior Inspector (Plant) Plant Safety Team WorkSafe WA – Pertinent WorkSafe hazards LGs should be aware about and amusement rides.

### 4.5 FOOD PREMISE INSPECTIONS

The following food premises that were inspected last month were;

Dowerin Gourmet Butcher - Great to see substantial improvement by way of renovations and standard of finish being done by the proprietor.

Dowerin Hotel - Minor repairs identified in last inspection have been completed.

Dowerin Bakery - Still awaiting the installation of a grease trap before they can use their deep fryer and hotplate.

Dowerin Roadhouse - Acceptable

Dowerin Xpress S/Market. Acceptable

### 4.6 DOWERIN FIELD DAYS FOOD VENDORS

Enquiries are starting to come in regarding the vending of food and I am endeavoring to maintain my stance against outdoor open cooking of food because of flies and dust contamination and the danger of fires and likely accidents.

They can cook and serve food in designated areas such as the big food marquee or from an approved food van. All vendors have to be registered food businesses under the requirements of the Food Act 2008 and be approved by the Field Days catering committee.



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### 4.7 BUILDING ACTIVITY

**REFERENCE:** BP= Building Permit. TPA= Town Planning Application. R = Record

**21247 BP** D. Hatwell of Lot 68 (24) O'Lughlen Street Dowerin for a gabled patio.

(Builder Sermac Contracting)

<b>Valuation:</b>	<b>\$7,040</b>	<b>Building/Planning App' Fees</b>	<b>\$95.00</b>
		<b>Financial Year to date</b>	<b>\$1,860</b>
<b>Year to Date</b>	<b>\$425,540</b>	<b>Budget Estimate 2015-16</b>	<b>\$5,000</b>

### 4.8 CONSTRUCTION IN BUSHFIRE PRONE AREAS

The Building Commission is holding information sessions for builders and building surveyors involved in construction in bushfire prone areas within of Western Australia.

The session will cover:

- the documentation required for building approvals;
- applicable building standards in relation to bushfire construction; and
- typical construction details in accordance with AS3959 the Australian Standard for
- construction of buildings in bushfire-prone areas.

I will be attending the session in Bunbury on the 10<sup>th</sup> March. The introduction of these requirements is the 4<sup>th</sup> April 2016.

5. COMMUNITY DEVELOPMENT OFFICER INFORMATION REPORT

5.1 MEETINGS, SEMINARS, EVENTS & ACTIVITIES

DATE	PERSONNEL/EVENT	OUTCOMES
26 <sup>th</sup> Feb	Peter Cumming – WA State Rail Regulator Ross Williamson – WA State Rail Regulator Hannah & David – Brookfield Rail Lingage International – Chris & Jane CEO, WN, CDO Cnr Metcalf (Pres) Cnr Coote	Onsite visit to Minnivale
2 <sup>nd</sup> March	Emma Kelly – DDHS Natalie O’Neil – DDHS Kate Petchell – Dowerin Playgroup Jasmine Pickering – Lil’Tigers Early Learning Centre	Initial meeting to discuss the opportunity to develop an Early Years Network in Dowerin
10 <sup>th</sup> March	Lynley Arnott, Mel Stone & Tegan Donovan – Dowerin Community Resource Centre	Monthly Meeting

5.2 MAJOR PROJECTS

**Accommodation Precinct**

The Accommodation Precinct project remains in limbo however I have completed an application for \$300,000 grant funding from the Wheatbelt Regional Grants Scheme to assist with the development of this project, please refer to agenda item \*\*.

The Accommodation Precinct Project is pivotal to a number of projects/events in Dowerin including the Wheatbelt Heritage Rail project and the future expansion of the Dowerin Field Days through Dowerin Events Management as well as being listed as a high priority for the community during the development of the Dowerin Strategic Plan. I believe it is imperative to explore every possible opportunity to ensure that this project goes ahead. We will be required to liaise with the Department of Infrastructure and Regional Development in April in order to develop a funding agreement for the \$900,000 approved as part of the National Stronger Regions Fund. We will need a good idea of our position with regard to this project prior to this.

The Dowerin Accommodation Precinct Business Prospectus has now been printed. With only 50 copies printed I do not want to hand these documents out to the general populations and feel there is a need to develop a plan in terms of who potential investors are and how we go about approaching them.

Further to this, it is important to consider the local businesses that feel they may be impacted as part of this Accommodation Precinct development. Drawing from experience from the development of the Dowerin Community Club I believe it is important for Shire/council representatives to ease unrest and to approach the Roadhouse and Dowerin Commercial Hotel specifically in order to alleviate any fears/issues surrounding this project.

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### **Wheatbelt Heritage Rail**

Shire Representatives and Chris & Jane met with representatives from the WA State Office of the National Regulator and representatives from Brookfield Rail on Friday 26<sup>th</sup> February.

The meeting was intended to be an information session for all parties following the approval of accreditation for the Wheatbelt Heritage Rail project in December. All representatives were taken out to the Minnivale site before a briefing back at the Shire chambers.

The meeting seemed to be a resounding success with the regulator being extremely forthcoming and helpful in terms of what needs to be done prior to the first train run as part of this project. Chris and Jane are currently working on the development of a timeline of works/services required to ensure that the train starts running prior to Field Days 2016.

### **Early Years Network**

I met with representatives from the School, Playgroup and Day Care earlier this month in order to discuss the opportunity to develop an Early Years Network in Dowerin. Early Years Networks (EYNs) are groups of parents, professionals and community members committed to improving outcomes for children aged zero to eight. There are currently more than 45 EYNs operating in local communities across Western Australia. The benefit of having an EYN in Dowerin would be to bring together all children's services and try to develop a combined approach to provide information, assist and support parents and help children with their transition to Kindergarten as it has been highlighted that children at Kindergarten are generally (state wide) not demonstrating the skills required to start schooling.

I plan to work closely with this group of representatives in order to ensure that a group of this nature is established.

### **Dishing Up Dowerin Event**

An outcome of our monthly meetings with the CRC has seen the need to provide detailed information to new residents to town, although the welcome pack does provide a wealth of information we seem to be having issues getting the pack out to new residents and sometimes it's just nice to put a face to a name. Therefore, we are planning the Dishing up Dowerin event at the Dowerin Community Club on Friday 11<sup>th</sup> March from 4pm. This plans to be a very casual expo whereby clubs, services and community groups are invited to have a table filled with information about their chosen organisation. Utilising Shire information such as settlement details etc... we will send personal invites out to residents who have moved to Dowerin over the past 12 – 18 months.

### **Aged Friendly Communities Grant**

An application was submitted to the Wheatbelt Development Commission (WDC) last year for funding to assist with implementing outcomes of the Aged Friendly Communities Audit. The former CEO submitted the application which included funds for the installation of an electronic door at the post office, a hand rail at the DCC and a large ramp to be erected at the gym (former tennis courts). However, upon acknowledgement of this grant, office staff in consultation with contractors Dowerin Engineering Works believe that a ramp structure at the gym isn't the most appropriate way to expend these funds and any ramp at this area would be required to be a huge, highly costly structure due to the gradient of the land. Therefore, a request has been made and approved by WDC for a variation of this project, instead a ramp will be constructed at the pool enabling prams and wheelchairs easier access down to the spectator area at the Dowerin Memorial Swimming Pool.

5.3 GRANTS

**Grants Applied for:**

**Wheatbelt Regional Grants Scheme:**

\$300,000 towards the development of the Dowerin Accommodation Precinct.

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### 6. COMMUNITY SERVICES OFFICER INFORMATION REPORT

#### 6.1 MEETINGS, SEMINARS, EVENTS & ACTIVITIES

DATE	PERSONNEL/EVENT	OUTCOMES
09/03/16	Museum Committee CSO	Quarterly Museum Meeting
11/03/16	Dishing Up Dowerin	Community Event
12/03/16	Clean Up Australia Day	Community Event

#### 6.2 COMMUNITY ACTIVITIES

##### **'Bring Back the Skate' – National Youth Week Event**

We have been successful in \$1000 funding from the Department of Local Government & Communities as a part of the National Youth Week grants program. This money will go towards a Skateboarding workshop to be held on Saturday 9<sup>th</sup> April 2016 (Youth Week). CSO will contact the school and work with them and the students to raise interest in the skate park again.

##### **Clean Up Australia Day**

The annual Clean Up Australia/Dowerin Day was held on 12<sup>th</sup> March.

##### **ANZAC Day 2016**

Tenders for the ANZAC Day breakfast have gone out. No tenders have been received as yet. If we do not receive any interested parties, the Shire Staff and Councillors will be called on to cook the breakfast as we have done in previous years. If not, CSO will work with the successful group and the combined churches to make this another successful event.

##### **Dishing Up Dowerin**

It appears that many new people to town are apprehensive to go out and meet new people and are unsure of what services and groups/clubs we have in town. To combat this we will be holding the Dishing Up Dowerin Event at the Dowerin Community Club on Friday 11<sup>th</sup> March from 4pm, aimed predominantly at new residents to town. We have personally invited new residents to town and asked clubs, services and community groups to have a table filled with information about their group where people can find out what they do and how to join. It will also double up as a volunteer drive for many clubs/groups.

#### 6.3 ONGOING PROJECTS

##### **Museum**

CSO is helping the Museum with many smaller projects at the moment. Di Hatwell (president) is applying to have the Minnivale Bakery Heritage Listed. We are also improving the OSH status of the Museum and will continue to work on the online Cemetery concept. Continue to liaise regarding the replacement of boundary fence.

### 6.4 GRANTS

#### **Successful**

National Youth Week Grant - \$1000

### 6.5 OCCUPATIONAL SAFETY AND HEALTH

#### **Skin Screening, Audio Checks and Flu Vaccinations**

All of the above will be provided by the Shire to its employees by mid-April. LGIS Member Funding will be used to fund these services.

#### **3 Steps to Safety Assessment 2016**

Dowerin will be amongst 3 Shires that are up for an OSH Audit this year run by LGIS. This means that we need to ensure we are compliant or working towards solutions for our OSH requirements.

#### **First Aid Kit Restocks**

All First aid kits are being restocked in March. Carla Proud from the local St John Sub Centre is kindly offering her time to complete this big task for us.

#### **Additional Public buildings to be added to OSH Inspection list**

We will be adding in the Museum and all other Shire public buildings (Town Hall, Gym etc) to the OSH inspection list. It may be that these buildings are only checked once every 3-6 months rather than every 1-2 months.

**7. HACC COORDINATOR INFORMATION REPORT**

**7.1 MEETINGS, SEMINARS, EVENTS & ACTIVITIES**

DATE	PERSONNEL/EVENT	OUTCOMES
11/3/16	Welcome to Dowerin-DCC	Informing new community members and current HACC clients on services available and how to access assistance.
6/4/16	Coordinators meeting-Bridgley Centre Northam (Carol & Lisa attending)	Education for coordinators on completing Part D of support plan. Advocare to explain Elder Abuse and other items. Commonwealth Respite Care Link coordinator to explain accessing short term funding.

**7.2 GENERAL BUSINESS**

Clients are still being reviewed by the Regional Assessment Service. There has been a slight delay in receiving referrals at the moment. The majority of the clients have now all had a review by RAS and are now entered onto the WAAFI.

We have commenced providing a service not used in the past by HACC in Dowerin. We are providing In Home Respite for a client, if this is to be a permanent arrangement we may need to review the funding agreement for the future.

There are also some changes which are now being highlighted from the new system due to fees. Fees are based on income, pensioner (pension card) or self-funded, all clients prior to 2011 were charged the same fee. With RAS completing assessments the self-funded pensioners are being assessed as required to pay unit cost per hour per service. In saying this we have a few long term self-funded clients who pay the same as clients with pension cards and now we are getting new clients who are self-funded and are required to pay the unit cost. I think there should be a set hourly rate for the self-funded as the unit cost is too high so some of these clients. I will follow up on this with the new CEO when she commences.

The printer which was purchased at the beginning of 2015 for us has had one of its rollers fall apart, Emma Richards is in the process of sourcing us a new one. It is being replaced under warranty.

I received an enquiry from a local lady regarding work, I have given her a Position Description and application pack to complete as it would be good to have a relief staff member for Lorraine. Currently if Lorraine requires leave or is sick Carol or I provide assistance. This lady is also interested in Volunteer work.

I have spoken with a few of the HACC committee members and are hoping to have our annual AGM in April. This will also double as our Community Consultation. We plan to invite some professionals to attend eg. Advocare, CCRC, NRCP, Unicare.

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### 7.3 ADMINISTRATION

I am the process of updating some of our documents to take to the DCC for the Welcome to Dowerin event. Carol, Lorraine and I will all be there to answer any questions and to hand out information sheets. Mark Ashton from Goomalling Pharmacy will also be attending on our table to provide information on the service he will be providing from our rooms. Mark would like to visit Dowerin fortnightly to provide a service to community members. His service will include a Wellness check, BP and BGL check, INR check and medications reviews.

Claire from Goomalling hospital has been in contact with me to discuss training for staff through Community West. We plan to meet in next week or two to put together a training request list to submit.

### 7.4 CLIENTS

Feedback received from clients is that they are all impressed by the new gardener Mark, he does a fantastic job.

We received a referral for 1 new client this month. This person will require 3 services, DA, GHM and transport. This person is already receiving assistance.

### 7.5 STAFF

#### STAFF MEMBERS

Lisa Begley – Coordinator

Carol Braddon – Assistant Coordinator

Mark Wilson – Support Worker (GHM)

Lorraine O’Neill – Exercise Coordinator & Support Worker (DA)

### 7.6 VOLUNTEERS

One of our volunteers has assisted with transporting clients to Goomalling 2-3 times per week. We have needed to borrow Sonia’s car a few times for Goomalling trips as HACC car has been in Perth.

Discussions were had with last CEO on replacing the Holden Omega as numerous clients have difficulties getting in and out of the back seat. We had discussed the people movers as they have a large door opening and the seats do swivel and slide on runners. If we can show the need with our transport stats we may be able to access recurrent funding.

### 7.7 CENTRE BASED DAY CARE

Lorraine is still providing a fantastic morning of exercise for clients and community members. Each session has ½ hour of Tai Chi the ½ hour of games. We are planning an open day or two in April to try to get a few more members.

### 7.8 MEALS ON WHEELS

1 client receiving meals weekdays.