



MINUTES

OF MEETING

HELD ON

17 NOVEMBER 2015

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 2:59pm.

1.2 OBITUARIES

Mr Clarence Charles Anderson

Mr Vivian Clarke

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
G.K. Martin	Chief Executive Officer (Acting)	
S.L. King	Finance Manager	
S.F. Geerdink	Works Manager	

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

Nil

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2556) Moved: Cr D.P. Hudson Seconded: Cr R.I. Trepp Carried: 8/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 20 OCTOBER 2015 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COUNCIL DECISION – ITEM 7.2

(2557) Moved: Cr B.N. Walsh Seconded: Cr A.J. Metcalf Carried: 8/0

THAT THE MINUTES OF THE SPECIAL MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 28 OCTOBER 2015 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COUNCIL DECISION – ITEM 7.3

(2558) Moved: Cr D.P. Hudson Seconded: Cr T.A. Jones Carried: 8/0

THAT THE MINUTES OF THE SPECIAL MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 2 NOVEMBER 2015 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COUNCIL DECISION – ITEM 7.4

(2559) Moved: Cr D.P. Hudson Seconded: Cr T.A. Jones Carried: 8/0

THAT THE MINUTES OF THE SPECIAL MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 10 NOVEMBER 2015 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

10.1.1 CORPORATE PLAN UPDATE

Date:	11 November 2015
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Gary Martin

Summary

A Status Report providing update on activities relating to Councils' Corporate Plan.

Background

Council adopted its Corporate Plan 2013-2017 at its November 2013 Council meeting. Within the Plan, Council included an enabling Strategy which in addition to setting out a range of implementation actions includes a reporting requirement in support of the Plan.

During forum sessions held during the March and April 2015 Council meetings the corporate plan and was adopted at the May 2015 Council Meeting

Comment

A Status Report has been prepared and included after this report which details the strategies, actions, estimated costs, funding sources, timeframes, officers responsible and key performance indicators. The final column details the progress to date on each strategy with those highlighted completed since the last status report.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Policy development to be determined.

Statutory Implications

Nil

Strategic Implications

Implementation and monitoring of Councils Corporate Plan, which includes elements of Council's Community Strategic Plan.

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.1

(2560) Moved: Cr T.A. Jones Seconded: Cr D.P. Hudson Carried: 8/0

THAT COUNCIL RECEIVES THE NOVEMBER 2015 CORPORATE PLAN STATUS REPORT.

**CORPORATE PLAN
2015 – 2019
STATUS REPORT**

MINUTES OF ORDINARY MEETING OF COUNCIL – 17 NOVEMBER 2015

THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
C 1 Maintain a liveable and safe environment for all					
C.1.1 Support and retain police services					
Continue to support a strong relationship with local officers based on a good rapport and regular communication	LEMC Meeting Quarterly	-	CEO, STAFF	<ul style="list-style-type: none"> Minutes of LEMC Meeting 	LEMC meeting was held in May 2015. Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting TBA
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Officer	<ul style="list-style-type: none"> Property inspection and report – housing to a suitable standard 	Electrical Certificates provided for 26 O’Loghlen Street
C.1.2 Promote and encourage participation in voluntary based emergency services					
Partner with local emergency services	LEMC Meeting Quarterly & On request		CEO		Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting TBA
C.1.3 Continue to support the Animal Ranger Service					
Residents have access to the services of a ranger	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> Advertise ranger services locally to residents 	Contracting Ranger services with numerous dog and cat issues – ongoing
Snake handling services	Regular staff training		Works Manager	<ul style="list-style-type: none"> 3 staff fully trained in snake handling 	Only one qualified snake handler Training being organized by WM
C.1.4 Continue to produce a high quality extensive road network					
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> Complete road audit inspection 	Planned for March 2016
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed road program document 	<i>Presented to Council in June 2015.</i> Updates to road costs - WM
Produce and implement plant replacement program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed plant replacement program document 	<i>Presented to Council in April 2015.</i> Replacement Grader purchased
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas 	<i>June 2014 - Audit completed 6th June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget</i>
C.2 Pride & Participation in our community					
C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days					
Community Events Program	Reviewed annually	\$8860 + external grant	CSO CDO FM	<ul style="list-style-type: none"> Coordination of events within budget 	Draft Version of 2015 events calendar and has been created and will be included in the Draft Budget 2015/16

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		funding			Living in the Wheatbelt Forum held September '15
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> • Increase in successful funding • Increase in grants advertised in local media 	Continue to inform community and clubs of grants as we become aware of them Grant register update required
C.2.2 Continue to provide support for local clubs and organisations					
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> • 	Facilitate the Kidsport program on behalf of DSR 2015/16 Financial Year – funding has been received. Information provided to Summer Season sports re. Kidsport – Admin
C.2.3 Continue to provide quality facilities to hold events					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	<ul style="list-style-type: none"> • Develop a detailed program of maintenance for all shire owned facilities 	Stage 1 commenced as part of Asset Management ASSET MANAGEMENT PLAN OVERDUE
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> • Annual review of bookings/usage of facilities 	
C.3 Improved Community Health and Well-being					
C.3.1 Expand the provision of medical services in Dowerin					
Continue to advertise and promote the Medical services available to Dowerin residents	Monthly or when required		CDO	<ul style="list-style-type: none"> • Adverts in local media, on website, Facebook etc... • Increase in utilisation of service 	Goomalling Medical Practice mail out sent out in June 2015 Cr Hudson, Cr Metcalf and CEO attended the Goomalling Medical Practice meeting 29/6/15 Next meeting Tuesday 27 th October New Council delegates and CEO attended October meeting. Advertising required for ongoing services provided by Goomalling Medical Centre – CDO/CSO?
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> • Conduct a survey/initiate comments box to gain feedback from community • Report findings to GP Network 	
C.3.2 Continue to support the Home and Community Care Service					
Promote and Review services/facilities provided by Dowerin HACC	Annually		HACC CEO	<ul style="list-style-type: none"> • Increase utilisation of HACC services • Annual report 	3 HACC Brochures have been developed Quality Improvement Plan has been finalised – March 2015.
C.3.3 Maintain High Quality Sporting Facilities					

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Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		•	Sept 2015 - Cricket Pitch has been revamped with turf being relayed surrounding the pitch. Mowing of oval will be conducted weekly over summer months.
C.3.4 Investigate Options available for alternative sporting and recreational pursuits					
Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> Develop a new plan for the Dowerin Gym prior to budgeting process 2014 Forward plan/budget to FM 	February 2014 – Gym project completed. Open day held on Thursday 19 th February@ 5pm. Lottery West Grant Acquittal completed in May 2015 – funding received. Sept 2015 – door software updated so more than 100 cards can be issued – now up to 500.
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> Complete review and update Bike Plan 	Grant funding sought from Dept of Transport Grant application approved Engaged contractor to develop bike plan Sept 2015 - Initial Bike Plan meeting has taken place First progress report due - CDO
C.4 Maintain and increase training and education opportunities					
C.4.1 Continue to support and promote Dowerin District High School					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the school Develop plan of events/activities that the Shire can assist with 	
C.4.2 Support & Promote the Community Resource Centre					
Meet with the Dowerin CRC	Quarterly		FM CDO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the CRC Develop plan of events/activities that the Shire can assist with 	Ongoing monthly meetings with CSO, CDO and CRC Coordinator. Upcoming Christmas Markets – collaborative event
C.4.3 Support and encourage local apprenticeships & traineeships					
Support and actively promote those local businesses providing traineeships/apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> At least 4 stories per year in local media Increased interest in other businesses in apprentice/traineeships 	
Work in conjunction with	January	\$3600	CDO	<ul style="list-style-type: none"> 2 youth scholarships 	Damien Allsopp has been selected to go on the Leeuwin

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DEM to provide 2 Leeuwin youth scholarships annually			Cr Jones Cr Trepp	presented each year	in 2015. Leeuwin trip to be booked? – CDO/CSO?
C.5 Increase and maintain a range of affordable housing for singles, families and seniors					
C.5.1 Develop a Housing & Accommodation Strategy					
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"> Distribution of surveys Analysis of survey 	<p>Feedback from Community Strategic Plan has indicated a need for accommodation park</p> <p>Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way</p> <p>NSRF Grant was submitted in July 2015</p> <p>Report to Council October 2015</p> <p>Engaged Rebekah Burgess to produce Draft Business Prospectus for proposed STA Project</p> <p>Discussion Forum due December - CDO</p>
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"> Completed map of vacant lots 	<p>April 2014 – Completed – see discussion forum Destination Dowerin</p> <p>Proposed STA site selected and incorporate into initial planning and concept designs.</p>
Create detailed Housing and Accommodation Strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> Completed report Adoption of report by council Implementation of strategy 	<p>Master Plan has been developed and approved by the Short Term Accommodation Steering Committee</p> <p>Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition</p> <p>New Council delegates for STA Committee selected October '15</p> <p>STA Committee Meeting held October '15 with Rebekah Burgess</p>
C.5.2 Develop a property maintenance calendar/program					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer Property Officer	<ul style="list-style-type: none"> Completed program Implementation of program 	<p>June 2014 – Property Income/Expense spreadsheet developed</p> <p>June 2014 – Property Maintenance spreadsheet developed</p> <p>FM - Stage 1 Commenced as part of Asset Management</p> <p>ASSET MANAGEMENT PLAN OVERDUE</p>

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						Property Valuations completed Oct '15 Fair Value to be applied to Council building infrastructure – working with auditors
C.6 Maintain the provision of High Quality Infrastructure						
C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club						
Maintain Dowerin's Recreation Facilities	Annually	\$16,000	FM	<ul style="list-style-type: none"> Annual increase of % in funds 	<i>June 2015 – Budget Meeting 21/07/14</i> Ongoing Recreation Strategy in progress – CDO Additional labour and supplies for improved maintenance of Football and Hockey fields - WM	
C.6.2 Continue to support the development of the Dowerin Community Child Care facility						
Assist with the maintenance and management of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> Completion of works Smooth running of the facility 	<i>June 2014 – Works complete</i> <i>November 2014 – MOU presented to Council and adopted</i> <i>First MOU Meeting was held 3 February 2015. October 2014 – laying of lawn completed</i>	
C.6.4 Develop seniors facilities and be recognised as an aged friendly community						
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> Annual review 	May 2014 – Complete 2015 review outstanding? - EHO	
Investigate further aged care housing options and facilities.	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term accommodation strategy 	In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being obtained for works. CDO investigating alternative quotes and booking of trades and contractors. Timeline to be updated December '15	
C.7 Retain and improve on our attractive town and streetscape						
C.7.1 Manage and revive community spaces and business district areas						
Research and develop a standard 'Streetscape Policy;	2014		CEO CDO	<ul style="list-style-type: none"> Development, adoption and implementation of policy 	<i>June 2014 – Council forum to be conducted in near future (month to be advised)</i> Outstanding – postponed for 16/17	
Beautification of public spaces	2014		WM P&G	<ul style="list-style-type: none"> Deeper understanding of water wise principals Increase in implantation of water wise principals in community areas 	Replant the planter boxes outside the post office with native plants Staff have been trained in water wise best practice Centenary Park native garden upgrade completed 2015	
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program						

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Program of clean ups and busy bees	February 2014		CSO	<ul style="list-style-type: none"> Develop new name and focus of former Tidy Towns Committee Successful appointment of new committee 	<i>Clean up Australia Day held 7th March 2015.</i>
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards 	Very basic guidelines have been laid out. Will promote in either autumn or spring.

THEME TWO: LOCAL ECONOMY & BUSINESS

<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
EB.1 A diverse and growing economic base that will provide local employment					
EB.1.1 Increase availability of light industrial land					
Review & adopt Avon Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> Respond to draft plan – re: changes Adoption of plan WDC 	
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> Increase number of industrial lots available 	
EB.1.2 Investigate alternative economic development opportunities					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> Review & update of report 	<i>July 2014 – Surveys updated and distributed amongst Dowerin's youth population.</i>
EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services					
Review 'gaps in services' and advertise opportunities in regional media and on the Dowerin website	Review annually		CDO	<ul style="list-style-type: none"> Increased awareness of services needed in Dowerin Website update Despatch articles 	<i>Supported and promoted a vet service to town</i>
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> Meeting with CEO of Wyalkatchem, Koorda & Goomalling regarding shared services 	

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EB.2 A Growing Tourism Industry					
EB.2.1 Market Dowerin and region as a tourist destination					
Continue to advertise in tourism publications	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> Updated publications Variety of publications Accommodation providers to complete Visitor Statistics Form 	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i> Advertising renewed in various Regional and State publications <i>Update of Dowerin Brochure in progress - CSO</i></p>
Investigate additional free advertising avenues and expand and increase Social Media Marketing	Reviewed annually		CSO	<ul style="list-style-type: none"> Increased exposure to a wide variety of people/regions Accommodation statistics 	<p>Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing Regular updates on Dowerin Shire website and Facebook page – CSO <i>Effectiveness of social media to be reviewed?</i></p>
EB.2.2 Continue to work with key stakeholders to provide quality events					
Support DEM with the Dowerin GWN Machinery Field Days	August each year		FM CDO	<ul style="list-style-type: none"> A successful 50th Anniversary event - 	<p>October 2014 – a DEM working group meeting to finalise the new entrance. Meeting overdue – FM & CDO</p>
Establish an annual 4wd event in Dowerin	May – August 2014		CSO	<ul style="list-style-type: none"> Enhancement of the 4wd track Successful event 	<p>Ongoing Update required - CSO</p>
EB.2.3 Develop further accommodation options within Dowerin					
Develop concept plans of the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> Plan of a short term accommodation facility 	<p>Master Plan has been completed Include in 2016/17 Budget.</p>
EB.2.5 Continue developing the Wheatbelt Heritage Rail Project					
Continue to support the Project	2013/2014		CEO WM FM CDO	<ul style="list-style-type: none"> Provide support via telephone, email and in person 	<p>Update to Council required December 2015 – CDO/Chris Le Marshall</p>
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> Wheatbelt Heritage Rail to be accredited for main line operation 	<p>Accreditation paper work completed and has been submitted – awaiting decision. Meeting organized for 13 November '15 with Rail Regulator</p>
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> Assist and ensure rolling stock arrives in Dowerin safely 	<p>Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013 Update? – Chris Le Marshall</p>

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Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> The successful delivery of rail construction material on site 	<i>Mid 2015 – Track to be completed at Minnivale</i> Update? - Chris Le Marshall
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THEME THREE: CARING FOR OUR ENVIRONMENT					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt					
ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 rd May (tentatively) Workcamp are assisting regularly with recycling.
ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre	Monthly		CSO	<ul style="list-style-type: none"> The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed 	Census update provided September '15 Proposed actions for future improvements? - CSO
ENV 1.3 Encourage efficient use of natural resources					
Water wise gardens	Review half yearly		CEO WM	<ul style="list-style-type: none"> Parks & Gardens adopt more water wise principles in parks and gardens 	<i>FEB 2015 – Adopted Draft MOU Waterwise Council</i> <i>July 2015 – National Tree Garden</i> Implementation of Waterwise MOU? – WM/CSO?
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> Develop an energy saving action plan Ensure all lights are turned off at Shire office/depot after use Council adopt energy saving action plan Implement energy saving action plan 	<i>DCC usage of solar panels 2015 – CEO/DCC Committee</i>

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ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group					
Promote and support drum muster program	Monthly		FM	<ul style="list-style-type: none"> Send monthly text messages to distribution list Update online agSafe portal monthly 	<i>Ongoing</i> New DrumMuster portal system with monthly update requirements – FM/Admin
ENV 1.5 Continue oil recycling program					
Promote and educate oil recycling program to local residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Manage NRM programs and initiatives					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> Ensure that Council's nature reserves are maintained. 	
ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<ul style="list-style-type: none"> Promotion at least 2 weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> Advertise locally Successful planning and implementation of control program 	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>
THEME THREE: CARING FOR OUR ENVIRONMENT					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt					
ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 rd May (tentatively) <i>Workcamp are assisting regularly with recycling.</i>

MINUTES OF ORDINARY MEETING OF COUNCIL – 17 NOVEMBER 2015

ENV 1.2 Promote waste minimization and sustainable waste disposal						
Increase the recyclable waste going through the Dowerin Recycling Centre	Monthly		CSO	<ul style="list-style-type: none"> The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed 	Census update provided September '15 Proposed actions for future improvements? - CSO	
ENV 1.3 Encourage efficient use of natural resources						
Water wise gardens	Review half yearly		CEO WM	<ul style="list-style-type: none"> Parks & Gardens adopt more water wise principles in parks and gardens 	FEB 2015 – Adopted Draft MOU Waterwise Council July 2015 – National Tree Garden Implementation of Waterwise MOU? – WM/CSO?	
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> Develop an energy saving action plan Ensure all lights are turned off at Shire office/depot after use Council adopt energy saving action plan Implement energy saving action plan 	DCC usage of solar panels 2015 – CEO/DCC Committee	
ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group						
Promote and support drum muster program	Monthly		FM	<ul style="list-style-type: none"> Send monthly text messages to distribution list Update online agSafe portal monthly 	Ongoing New DrumMuster portal system with monthly update requirements – FM/Admin	
ENV 1.5 Continue oil recycling program						
Promote and educate oil recycling program to local residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	Relocate oil facility from Stewart Street to the Amery Refuse site September 2014 – waste oil facility has been relocated to the Amery refuse site.	
ENV: 2. Protect and conserve our natural environment						
ENV 2.1 Manage NRM programs and initiatives						
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> Ensure that Council's nature reserves are maintained. 		
ENV 2.2 Work to manage native and feral flora and fauna						
Promote and conduct	Spring & Autumn		WM	<ul style="list-style-type: none"> Promotion at least 2 		

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Annual Fox Shoot and Baiting Program	annually		CSO	<ul style="list-style-type: none"> weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> Advertise locally Successful planning and implementation of control program 	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>

THEME FOUR: LOCAL GOVERNMENT LEADERSHIP

<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
LG. 1 Maintain and further develop an efficient and informative organisation					
LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs					
Workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> Adoption of workforce plan Annual review of workforce plan 	Aug 2014 – Complete <i>Staff currently updating data and Council to discuss in December 2015</i>
LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> Development of plan & policy 	Stage 1 Research and preparation commenced - FM <i>Draft Customer Service Charter due December '15 - FM</i>
LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities					
Provide training opportunities and PD opportunities	Review Monthly		CEO	<ul style="list-style-type: none"> Create councillor training section in CEO info report Create staff training section in FM info report 	December 2013 – FM including Staff Training Update to Council in Information Report <i>Registrations of interest for upcoming Councillor training – FM/Admin</i>
LG. 1. 4 Ensure information is communicated to the public regularly and effectively					
Provide weekly Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> Weekly Council Comments segment in local paper 	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> Regular status updates of events, activities or reminders on facebook 	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CEO CDO	<ul style="list-style-type: none"> 2 newsletters per year 	December 2013 – Christmas Newsletter December 2014 – Christmas Newsletter <i>Christmas Newsletter 2015 due early December – CEO/FM/CDO</i>

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Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> Ensure website is always up to date with latest news, events etc... 	Ongoing
LG. 1. 5 Provide opportunities for the community to have input into Council's decision making					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services) 	Ongoing
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
LG. 2 Strong leadership and governance					
LG. 2.1 Review Strategic Community Plan					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	<i>Plan was reviewed during forum sessions at the March and April 2015 Council Meetings – and was adopted at the May 2015 Council Meeting</i> REVIEW OUTSTANDING – CEO/CDO/FM
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	Review process and plan to be prepared and implemented by 2016 – CEO/CDO/FM
LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums					
Participate in regional groups/organisations	Reviewed annually	Annual Subs	CEO STAFF	Involvement in WDC, GECZ, WALGA. LGMA WA	CEO and President attended August 2015 GECZ New Council delegates October 2015
LG. 2.3 Collaborate with other surrounding shires to strengthen the region					
Continue to participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> Attendance at AROC meetings 	June 2015 – CEO & President attended June AROC meeting CEO Acting to be briefed on meeting attendance and requirements etc – President/CEO
Continue to attend regional road group	Quarterly		CEO WM Cr Hudson	<ul style="list-style-type: none"> Attendance at Regional Road Group Meetings 	Cr Hudson to attend next meeting on 19th October 2015.

10.2 OPERATIONS

10.2.1 CEO HOUSING – 19 COTTRELL STREET

Date: 11 November 2015
Applicant: Shire of Dowerin
Location: 19 Cottrell Street Dowerin
File Ref:
Disclosure of Interest: Nil
Author: CEO (Acting) Gary Martin

Summary

The Shire CEO Mr Dacre Alcock resigned his position with the Shire on 28 October 2015.

The Council has allowed the family to remain in the Shire house until the 17 November 2015.

This report recommends options and actions should the house not be vacated by the specified date.

Background

Mr Alcock was employed by the Shire as its CEO in 2008. Part of the contract of employment involved the Shire house at 19 Cottrell Street being allocated to Mr Alcock for accommodation purposes.

On the 28 October 2015 Mr Alcock resigned his position as CEO and took effect immediately. At that time Mr Alcock was the subject of a CCC investigation, and this is ongoing. He has since been charged with 139 charges of stealing, allegedly from Shire funds.

In recognition that Mr Alcock's family, including his children resided at the property, the Council has allowed the family to continue to reside in the house until the 17 November 2015 on compassionate grounds.

The house is Shire property and will be required for a new replacement CEO when recruited. It is likely that the house will require some maintenance before a new CEO occupies the house.

In view of the circumstances surrounding Mr Alcock's resignation and the charges that have been laid it is necessary for the Council to consider its position and actions should the house not be vacated on the specified date.

The situation is complicated by the fact that the Shire never entered into a residential tenancy agreement with Mr Alcock. If an agreement was in place, should he decide not to vacate the premises by the specified date, or shortly after, the Shire could take action under the provisions of *the Residential Tenancy Act* and serve notice on him to vacate the property. That would require a formal notice and a period of 60 days to enforce the eviction. That process may also have required Court action.

A further complication is that Mr Alcock is no longer a Shire employee and is not paying any rental for the property. While that situation may have been appropriate given the relatively short period to the 17 November, any extended period such as that arising from any further 60 days extension is another matter, and allowing him to remain rent free is likely to be unacceptable to the community.

However, the legal basis for charging a commercial rent at this stage may be difficult, particularly as

there is no current agreement or rental set, and in any case the rent cannot be deducted from his payroll.

A further consideration is that currently all utilities such as power, water and telephone are in the name of the Shire. Depending upon what occurs by the deadline of 17 November, the option exists for the Shire to arrange for all services to be disconnected. That action may have pitfalls. A further option is to have the account details changed to Mr Alcock. That option has less potential for problems but is also subject to his cooperation.

My enquiries with a Real Estate firm and the District Court indicates that the Shire would need to seek its own legal advice on the process. Subsequently, after consulting WALGA, I have spoken with Mr Neil Douglas at McLeod Solicitors and he is expected to provide the Shire with preliminary advice on this matter, including the return of any other Shire property held by Mr Alcock.

Comment

The Council has acted compassionately in the circumstances due to the family situation and that is likely to be acceptable to the community. However allowing a further period of 60 days rent free in the circumstances that exist may not be acceptable.

In accordance with s5.41(d) of the *Local Government act 1995*, it is the CEO that has control and management of the Shire's buildings. As such I have an obligation to manage this issue and regain control of the Shire property, however Council's guidance and support is requested due to the sensitivities involved.

This report recommends the following options for the Council's consideration and direction to the CEO.

1. That no action be taken until the expiry of the deadline of 17 November 2015.
2. Should the house not be voluntarily vacated by that time, and the tenant not provide a written commitment to vacate in a further reasonable short period acceptable to the Shire and including the payment of a bond, a commercial rent and all utility charges prorata from the date of resignation, that the CEO immediately commence action to serve formal 60 days notice and to arrange for the services (power and phone) to be cut off/changed into the tenants name.
3. The CEO be directed to immediately commence action to serve notice to vacate within 60 days and to arrange for the power and telephone accounts to be cutoff and/or changed to the tenants name.

It should be noted that the advice requested from McLeods may raise other issues or options that negate or change the above.

Consultation

Advice was sought from WALGA which provided an Employee Relation Alert which had been previously circulated to all local governments in October 2014. (Attached)

The advice includes legal advice obtained by WALGA and that under the *Residential Tenancies Act 1989 (WA)* the Shire would be required to give 60 days notice to terminate a periodic tenancy for « any reason ». The advice also included that local governments should ensure the residential tenancy agreements are entered into in the prescribed form.

In this case it appears that there is no such tenancy agreement in place and that the house was provided by the Shire subject to the employment contract and the terms and conditions of employment. Such an arrangement would normally not be a problem where the CEO/tenant resigns and departs in good faith.

It is appropriate that the Shire seeks advice on that issue.

Financial Implications

In the overall scheme of things the financial impact is not significant. The rent free status was factored into the Shire's budget and there is no major effect on revenue. However, the situation has now changed considerably with Mr Alcock no longer being an employee and the circumstances associated with his resignation. Similarly, the Shire is currently responsible for any utility costs such as power, water and telephone and has no control over the amount of consumption and cost.

The condition of the house is not known nor the state of cleanliness when vacated.

Policy Implications

In the absence of any tenancy agreements for other Shire houses it may be prudent for the Council to consider a policy requiring such agreements. Normally that would be a management issue for the CEO, but a policy would make it clear that the agreements are necessary.

Statutory Implications

There are no particular statutory implications under the *Local Government Act 1995* apart from the duties of the CEO to manage Shire property and responsibility for the revenue and expenses associated with that. Depending upon the views of the Council and the legal advice obtained, it may be necessary to cut off or change the utilities after the deadline of 17 November, and impose a commercial rental. Collection of any such charges may be problematic.

The Residential Tenancy Act 1987 (WA) or the legal advice obtained will govern the statutory process for evicting Mr Alcock should that be necessary.

Strategic Implications

The house will be required for a new CEO, and it will need to be vacant to allow any maintenance or upgrades to be undertaken.

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.2.1

(2561) Moved: Cr R.I. Trepp

Seconded: Cr B.N. Walsh

Carried: 7/1

THAT THE COUNCIL CONSIDER THE OPTIONS ABOVE AND DIRECT THE CEO TO: (ONE OR MORE OF THE OPTIONS)

- 1. THAT NO ACTION BE TAKEN UNTIL THE EXPIRY OF THE DEADLINE OF 17 NOVEMBER 2015 AND THAT THE CEO THEN ACT IN ACCORDANCE WITH LEGAL ADVICE RECEIVED.**

From: Employee Relations

Sent: Friday, 3 October 2014 3:28 PM

Subject: Employee Relations ALERT 43/2014 - End of Employment and Local Government Housing - Application of the Residential Tenancies Act



End of Employment and Local Government Housing – Application of the Residential Tenancies Act

It is common in the Local Government sector for employees to be provided with housing under their employment contracts or under Local Government organisational policy.

Typically, Local Governments enter into “periodic tenancy” agreements with their employees. Legally, this means that a tenancy agreement has been entered into without any fixed termination date. Another type of tenancy is “fixed term tenancy”.

In some cases, when the employment relationship ends, Local Governments will seek to have the employee leave the residence within short timeframes (eg 2 weeks), in accordance with clauses in the employment contract or Local Government organisational policy.

WALGA Employee Relations sought legal advice to provide clarity on this issue for the sector. The legal advice we have received highlights the following:

- In cases where a Local Government requires an employee to vacate a residence because the employment has ended, it will usually mean that the Local Government will terminate a periodic tenancy agreement for “any reason”. Local Governments are required to give 60 days’ notice to terminate a periodic tenancy for “any reason”.
- A residential tenancy agreement must be in the form prescribed by the *Residential Tenancies Act 1987 (WA)*. The prescribed form is contained in *Schedule 4 of the Residential Tenancies Regulations 1989 (WA)*.
- A Local Government could amend the prescribed form of tenancy agreement to include a provision that the tenancy agreement will terminate sooner than the legislative notice of 60 days. However, any such term, if challenged by the tenant, will likely be found to be contrary to the *Residential Tenancies Act 1987 (WA)* and therefore void.

Lessons for Local Governments

1. Where a periodic tenancy comes to an end because the employment has terminated, a Local Government will usually be required to give 60 days' notice before it can require the employee to vacate a Local Government residence.
2. Local Governments should ensure that residential tenancy agreements are entered into in the prescribed form.

If you wish to discuss this advice in more depth, please contact a member of the WALGA Employee Relations team at employeerelations@walga.asn.au

Regards,

Scott Roffey | Employee Relations Service Manager | BA (Legal Studies) Bachelor of Laws | WALGA

(p) (08) 9213 2014 | (mob) 0407 423 585 | (f) (08) 9213 2077 | (e) sroffey@walga.asn.au



www.walga.asn.au www.walgaemployeerelations.asn.au

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10.2.2 CEO RECRUITMENT

Date: 16 November 2015

Applicant: Shire of Dowerin

Location:

File Ref:

Disclosure of Interest: Financial as the recruitment process has implications for the period of my engagement.

Author: Gary Martin CEO (Acting)

Summary

This report recommends the Council engage WALGA Recruitment Services to manage the recruitment process for a new CEO and that this proceeds as early as possible.

Background

The Shire CEO Mr Alcock resigned his position on the 29 October 2015 effective immediately and did not provide the three months' notice as required by clause 14.2 of his employment contract. The Council has since engaged as Acting CEO for the period until a new permanent CEO can commence work.

The circumstances associated with the departure of the previous CEO involve serious negative implications for the Council and the Shire, including but not limited to the immediate loss of corporate knowledge held by the previous CEO. There has been no handover briefing or knowledge transfer process whatsoever and this means that there will be a delay with many Shire operational issues while the Acting CEO can research and become informed of the day to day operational requirements and the Council's priorities.

However, the role of the Acting CEO is only temporary, and the objective needs to be for the recruitment of a suitably qualified and experienced CEO ASAP as the Shire is already faced with the situation of having three CEO's during a one year period, plus the fact that the knowledge I obtain will be also be largely lost (albeit there should be a proper handover and briefing). Simply, although it is necessary to have an Acting CEO in place, the sooner the Shire has a new permanent CEO the better for the Shire moving forward.

In view of this contact was made with the WALGA Recruitment Service for a proposal for the Council to consider at the November Council meeting. WALGA has made the valid point that a recruitment process commenced now is subject to problems associated with the Christmas/New Year public holiday period and that January is a bad month with many people on leave.

If the Council decides to proceed now as a matter of urgency the application package would need to be finalized by Monday 23 November 2015 for it to be advertised on Saturday 28 November 2015. This would allow applications to close on Wednesday 16th December. The other alternative is to delay advertising until the New Year.

The problem with that approach is that at least one month has been lost. The recruitment process can take up to two months or more and then it is likely that the successful applicant may need to give up to three months' notice. Currently the Acting CEO is only engaged until 31 March 2016.

Lydia Highfield from WALGA Recruitment Services has indicated her availability to meet with Council on Monday 23 November and assist with finalizing the package if we are to proceed in November.

Comment

In normal circumstances it would be recommended that the Shire seek quotes from two or three recruitment services however in view of the tight timeframe and the fact that purchasing through WALGA is exempt, contact was made direct to it for a quote and proposal for the Council's consideration at its November 2015 meeting.

A copy of that proposal and a copy of the Department of Local Government's Guideline No.10 – Recruiting a CEO were circulated to the Council on Friday 13 November to give as much time as possible to consider the information. Copy Attached.

It is noted that harvest operations are under way and that this impedes the availability of some Councillors to attend special meetings. It is proposed that the Council consider forming a small CEO Recruitment Committee with authorisation to manage the process on the Council's behalf. The key decisions of selecting the applicants for interview and the interview process could involve the full Council, which will need to be involved in the final appointment.

Consultation

The Shire President was consulted about the CEO REcruitment process but no further discussions have taken place following the receipt of the information.

Financial Implications

It is considered that the fee structure outlined by WALGA is very reasonable and likely to be equal or less than another service provider. The advertising costs are also reasonable and would be incurred regardless.

Apart from the fees and charges outlined, there will be other associated costs for the recruitment process including interview and relocation costs.

As the Shire has not budgetted for any of these expenses it will be necessary for the Council to authorise the expenditure by an absolute majority decision. This report recommends that a budget allowance of \$30,000 be made, although it is hoped that will be not all be required.

Policy Implications

There is no known Shire policy involved apart from any employee related policies.

Statutory Implications

The Shire is bound to comply with:

5.36. Local government employees

(1) A local government is to employ —

(a) a person to be the CEO of the local government; and

(2) A person is not to be employed in the position of CEO unless the council —

(a) believes that the person is suitably qualified for the position; and

(b) is satisfied* with the provisions of the proposed

employment contract.

* Absolute majority required.

(4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

5.39. Contracts for CEO and senior employees

(1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.

(1a) Despite subsection (1) —

(a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and

(b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.

(2) A contract under this section —

(a) in the case of an acting or temporary position, cannot be for a term exceeding one year;

(b) in every other case, cannot be for a term exceeding 5 years.

(3) A contract under this section is of no effect unless —

(a) the expiry date is specified in the contract; and

(b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and

(c) any other matter that has been prescribed as a matter to be included in the contract has been included.

(4) A contract under this section is to be renewable and subject to subsection (5), may be varied.

(5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any

provision of this section.

(6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.

(7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.

(8) A local government is to ensure that subsection (7) is complied with entering into, or renewing, a contract of employment with a CEO.

Strategic Implications

The position of CEO is critical for the strategic and operational requirements of the Shire.

Voting Requirements

Absolute majority

COUNCIL DECISION – ITEM 10.2.2

(2562) Moved: Cr A.J. Metcalf

Seconded: Cr D.P. Hudson

Carried: 8/0

THAT THE COUNCIL:

- 1. APPOINT LYDIA HIGHFIELD OF WALGA RECRUITMENT SERVICE AS ITS EMPLOYMENT AGENT RESPONSIBLE FOR THE RECRUITMENT, SELECTION AND APPOINTMENT OF ITS NEW CEO IN ACCORDANCE WITH THE PROPOSAL OUTLINED IN THE EXECUTIVE RECRUITMENT PROPOSAL.**
- 2. APPOINT THE SHIRE PRESIDENT AND COUNCILLORS R.I. TREPP AND A.J. METCALF, AND THE ACTING CEO AS ITS CEO RECRUITMENT COMMITTEE AUTHORISED TO MANAGE THE RECRUITMENT PROCESS ON BEHALF OF THE COUNCIL ON THE CONDITION THAT THE COUNCIL IS RESPONSIBLE FOR THE FINAL SELECTION OF APPLICANTS AND THE FINAL APPOINTMENT OF THE CEO.**
- 3. ALLOCATE A PROVISIONAL SUM OF \$30,000 FOR THE COST OF THE CEO RECRUITMENT PROCESS.**
- 4. MEET WITH LYDIA HIGHFIELD ON MONDAY 23 NOVEMBER 2015 TO FINALISE THE RECRUITMENT PROCESS AND PROPOSED CONTRACT.**

10.3 FINANCE REPORT

10.3.1 FINANCE REPORT – OCTOBER 2015

Date:	11 November 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Nil

Summary

Following the recent resignation of ex-CEO Dacre Alcock and the alleged mismanagement of Shire funds, the financial statements for the period 1 July 2015 to 31 October 2015 will be deferred for presentation to Council at the December Ordinary Meeting of Council.

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(1) require that a local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for the month as prescribed.

FMR r. 34(4) allows for the Statement to be presented to council at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates and recorded in the minutes of the meeting.

Sundry Debtors at 31 October 2015

Current	\$26,478	DEM reimbursement for loan & Childcare Pay
30 days	\$819	
60 days	\$8	
90 days	\$0	
Total	<u>\$27,305</u>	

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 October 2015 and will be detailed in the financial statements presented at the December Ordinary Meeting of Council.

Consultation

Chief Executive Officer (Acting)

Financial Implications

Nil

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 10.3.1

(2563) Moved: Cr A.J. Metcalf Seconded: Cr D.P. Hudson Carried: 8/0

THAT PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, BE DEFERRED TO THE DECEMBER MEETING OF COUNCIL IN ACCORDANCE WITH FMR r 34(4).

10.3.2 ACCOUNTS FOR PAYMENT – 13 OCTOBER TO 11 NOVEMBER 2015

Date:	13 November 2015
Applicant:	N/A
Location:	N/A
File Ref:	Creditor File – October 2015
Disclosure of Interest:	Nil
Author:	Sonia King – Finance Manager
Attachments:	List of Accounts 13 October to 11 November 2015

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.2

(2564) Moved: Cr T.A. Jones Seconded: Cr R.I. Trepp Carried: 8/0

THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE OCTOBER 2015 MEETING OF THE COUNCIL, AS PER ATTACHMENT, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

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LIST OF ACCOUNTS - 13 October to 11 November 2015					
MUNICIPAL FUND					
MUNICIPAL PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
EFT3635	14/10/15	AVON WASTE	Rubbish Collection	-2343.04	2343.04
EFT3636	14/10/15	BOEKEMAN MACHINERY	Radiator Hose for Hilux Ute Truck Services Roller Fuel Issue Grader Door Replacement	-3634.58	
EFT3637	14/10/15	DOWERIN ENGINEERING WORKS	Ramp for Gym	-1844.06	1844.06
EFT3638	14/10/15	DOWERIN COMMUNITY RESOURCE CENTRE	Advertising Charges - Council elections, restricted burning, community events, HACC position	-196.50	
EFT3639	14/10/15	DOWERIN TYRE AND EXHAUST	Battery AROC Lighting tower	-346.00	346.00
EFT3640	14/10/15	DOWERIN & DISTRICTS FARM SHED	September Account	-73.70	
EFT3641	14/10/15	DOWERIN ROADHOUSE	August & September Meals on Wheels	-388.00	
EFT3642	14/10/15	IXOM OPERATIONS PTY LTD	Chlorine Service Fee - 01.09.2015 - 30.09.2015	-81.84	
EFT3643	14/10/15	RADIOWEST BROADCASTERS PTY LTD	Advertising for LIWF	-480.00	480.00
EFT3644	14/10/15	R B MOTORS PTY LTD	Service to D0 - Ford Falcon Sedan	-1078.00	
EFT3645	14/10/15	TRANSAIR	Antenna for D010 - Grader	-96.20	
EFT3646	14/10/15	REBECCA WINDSOR	Gym Inductions x4	-80.00	80.00
EFT3647	23/10/15	BUILDERS INDUSTRY TRAINING FUND	BCITF 2014/15	-612.56	
EFT3648	23/10/15	BLACKWELL PLUMBING	Installation Backflow Devices on Standpipes	-6875.50	
EFT3649	23/10/15	BUILDING COMMISSION	Building & Services Levy 2014/15	-558.90	
EFT3650	23/10/15	BUGA BOB	Insect Spraying (Bugs, Spiders, Ants @ Pool) of Shire properties.	-3726.00	
EFT3651	23/10/15	DYNAMIC GIFT INTERNATIONAL PTY LTD	Lanyards for gym cards	-272.80	
EFT3652	23/10/15	ALL-WAYS FOODS	Cleaning Supplies (HACC, Shire Buildings, Admin Office) - toilet paper dispenser, soap dispenser, garbage bags, toilet cleaner, toilet paper, tissues, gloves, bleach, cleaning products, plastic cups	-897.29	
EFT3653	23/10/15	GOOMALLING FARM SHED	Plants, Retic, Watering Can	-115.05	

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EFT3654	23/10/15	HOLBERTON EARTHMOVING	Mobilisation Roller Costs	-1640.00	
EFT3655	23/10/15	JOELECTRICS	Install Powerpoints - HACC Building, Independent Living, 13 Maisey Street. Electrical Fault - Stewart St Shop (Bookshop 53)	-2363.11	
EFT3656	23/10/15	C KAY - RURAL CINEMA	Hire of Million Stars movie equipment	-1172.00	
EFT3657	23/10/15	W A DIVISON INC LOCAL GOVERNMENT MANAGERS AUSTRALIA	Scholarship Contribution	-100.00	
EFT3658	23/10/15	MICROCOM PTY LTD	Metrocount and Battery Pack	-4183.30	
EFT3659	23/10/15	LGIS LIABILITY	LGIS Liability Insurance	-10167.33	
EFT3660	23/10/15	LGIS PROPERTY	LGIS Property Cover	-28977.86	
EFT3661	23/10/15	LGIS WORKCARE	LGIS Workers Compensation Cover	-22805.82	
EFT3662	23/10/15	QUAIRADING EARTHMOVING	Hired Plant - Work to Hindmarsh Back, Booralaming West, Old Koorda	-10142.00	
EFT3663	23/10/15	RURAL PRESS REGIONAL MEDIA (WA)	Advertising for LIWF	-250.00	
EFT3664	23/10/15	IT VISION	Amendments to cat and dog renewal forms	-353.10	
EFT3665	23/10/15	REBECCA WINDSOR	Gym Inductions	-20.00	20.00
EFT3666	29/10/15	ARROW BRONZE	Niche Wall Plaque - Metcalf	-430.48	430.48
EFT3667	29/10/15	AVON WASTE	Rubbish Collection	-2343.04	2343.04
EFT3668	29/10/15	Building & Health Surveying Services	EHO Contract	-4272.05	
EFT3669	29/10/15	RA Clark	Tube expanders - S" class"	-1050.25	1050.25
EFT3670	29/10/15	GRIFFIN VALUATION ADVISORY	Land and Buildings Re-valuation - 70%	-14050.19	
EFT3671	29/10/15	KAOS ELECTRICAL	Electrical repairs and globe supply for AROC lighting tower	-622.00	622.00
EFT3672	29/10/15	LGIS INSURANCE BROKING	Motor Vehicle Insurance	-1061.13	
EFT3673	29/10/15	WESTERN STABILISERS	Wet mixing, cement stabilisation and mobilisation	-21465.73	
EFT3674	29/10/15	Western Australian Treasury Corporation	Loan 98 Repayment - Capital and Interest	-12770.96	12770.96
EFT3675	5/11/15	AUST PERFORMING RIGHT ASSOC	Copyright Fee	-69.56	
EFT3676	5/11/15	AVON WASTE	Rubbish Collection	-2350.80	2350.80
EFT3677	5/11/15	APEX CLUB DOWERIN-GOOMALLING	Drum Muster Collection - September 2015	-668.75	

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EFT3678	5/11/15	BITUTEK PTY LTD	Sealing bitumen Meckering Rd, Dowerin-Kalannie Rd	-43496.20	
EFT3679	5/11/15	Cheri Gardiner & Associates Pty Ltd	Glenn Mitchell payment for LIWF	-2035.00	2035.00
EFT3680	5/11/15	CDA AIR CONDITIONING & REFRIGERATION	Air conditioning parts and repairs - Unit A/11 Hilda Street, 18 O'Loghlen Street, 26 O'Loghlen Street	-854.49	
EFT3681	5/11/15	CONTRACT AQUATIC SERVICES	Pool contract management fee	-14801.83	
EFT3682	5/11/15	DOWERIN BAKERY AND NEWS	October Account - Refreshments, Newspaper, Stationery	-86.75	
EFT3683	5/11/15	DOWERIN BULK TRANSPORT PTY LTD	Carting 400T crushed rock for Dowerin-Koorda road	-16707.90	
EFT3684	5/11/15	DOWERIN GOURMET BUTCHERSHOP	Sausages (100) for pool opening	-102.30	
EFT3685	5/11/15	DOWERIN ROADHOUSE	HACC October meals on wheels	-220.00	220.00
EFT3686	5/11/15	ALL-WAYS FOODS	Cleaning Supplies for Pool	-186.74	
EFT3687	5/11/15	IXOM OPERATIONS PTY LTD	Chlorine Service Fee - 01.10.2015 - 31.10.2015	-43.65	
EFT3688	5/11/15	ONSITE RENTAL GROUP	Hire of smooth drum roller	-6063.76	
EFT3689	5/11/15	QUICK CORPORATE AUSTRALIA PTY LTD	Diaries 2016	-55.85	
EFT3690	5/11/15	5Rivers Plumbing & Gas	Repair water pipe at pool	-630.34	
EFT3691	5/11/15	SIGMA CHEMICALS	8x 20L Drums Hydrochloric Acid	-251.72	
EFT3692	5/11/15	SURGICAL HOUSE	Guaze swabs, zetuvit, aquacel, allevyn, pack basic dressing, biatin	-534.33	534.33
EFT3693	5/11/15	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	Fix electrical problem with the loader	-751.78	
EFT3694	5/11/15	RALPH THAXTER	Parts and repairs to Minnivale Fire Truck	-938.05	938.05
EFT3695	5/11/15	WESTERN STABILISERS	Lime/Cement stabilize sub-base - Dowerin - Koorda Road	-75303.80	
EFT3696	5/11/15	WCS CONCRETE	Supply and install culverts Dowerin - Koorda Road	-6919.00	
DDOWO		Department of Transport		-28304.85	28304.85
TOTAL				-365317.82	56712.86
MUNICIPAL CHEQUES					
100	10/11/15	DOWERIN HACC	HACC Petty Cash	-262.10	262.10
2033	10/11/15	PUMA ENERGY	October Account	-1520.32	
2034	10/11/15	SHIRE OF DOWERIN	Admin Petty Cash	-185.80	
10047	14/10/15	SYNERGY	September Electricity Usage	-3082.95	
10048	14/10/15	WATER CORPORATION	September Water Usage	-552.68	

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10049	14/10/15	SHIRE OF WONGAN-BALLIDU	Advertising for LIWF	-48.00	48.00
10050	23/10/15	CHILD SUPPORT AGENCY	Payroll deductions	-352.64	
10051	23/10/15	COURIER AUSTRALIA	Freight for signs	-47.01	
10052	23/10/15	BANDICOOT EXPRESS	LIWF Advertising Full Page	-55.00	55.00
10053	23/10/15	SHIRE OF DOWERIN	Vehicle Registration – Water Truck	-282.75	
10054	23/10/15	JASON SIGNMAKERS	Signs, Traffic Cones	-566.50	
10055	23/10/15	LGRCEU	Payroll deductions	-38.80	
10056	23/10/15	PUMA ENERGY	Puma Account Sep 15	-1741.94	
10057	23/10/15	SYNERGY	September Electricity Usage	-234.43	
10058	23/10/15	WATER CORPORATION	Water Usage and Service Charges	-6695.62	
10059	23/10/15	WESTNET PTY LTD	Internet Charges	-170.61	
10060	29/10/15	COURIER AUSTRALIA	Nursing Supplies Freight	-11.89	11.89
10061	29/10/15	TELSTRA	October Telephone Charges	-1212.70	
10062	29/10/15	F A & J L WINDSOR	Repairs to lawn mower and hedge trimmer	-95.00	
10063	10/11/15	COURIER AUSTRALIA	Freight - Nursing supplies, state library	-37.10	
10064	10/11/15	TELSTRA	October Mobile Charges	-370.55	
10065	10/11/15	WESTERN POWER	Connect power for pump to Field Days dam	-1500.00	
TOTAL				-19064.39	376.99
SUPERANNUATION PAYMENTS					
DD8955.1	21/10/15	WA SUPER	Payroll deductions	-3167.08	
DD8955.2	21/10/15	CHILDCARE SUPER	Superannuation contributions	-108.27	
DD8955.3	21/10/15	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-9.85	
DD8955.4	21/10/15	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-77.05	
DD8955.5	21/10/15	Australian Super	Superannuation contributions	-179.76	
DD8955.6	21/10/15	MLC NOMINEES PTY LTD	Superannuation contributions	-426.71	
DD8955.7	21/10/15	AMP Life Limited	Superannuation contributions	-214.27	
DD8955.8	21/10/15	The S W Flavel Superannuation Fund	Superannuation contributions	-80.59	
DD8955.9	21/10/15	NAB SUPERANNUATION FUND A	Superannuation contributions	-93.37	
DD8964.1	4/11/15	WA SUPER	Payroll deductions	-2612.91	
DD8964.2	4/11/15	CHILDCARE SUPER	Superannuation contributions	-116.35	

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DD8964.3	4/11/15	AUSTRALIAN CATHOLIC & SUPERANNUATION RETIREMENT FUND	Superannuation contributions	-39.42	
DD8964.4	4/11/15	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-76.52	
DD8964.5	4/11/15	Australian Super	Superannuation contributions	-179.76	
DD8964.6	4/11/15	MLC NOMINEES PTY LTD	Superannuation contributions	-487.78	
DD8964.7	4/11/15	AMP Life Limited	Superannuation contributions	-321.41	
DD8964.8	4/11/15	The S W Flavel Superannuation Fund	Superannuation contributions	-100.74	
DD8964.9	4/11/15	NAB SUPERANNUATION FUND A	Superannuation contributions	-141.36	
DD8955.10	21/10/15	CBUS	Superannuation contributions	-161.71	
DD8955.11	21/10/15	PRIME SUPER	Superannuation contributions	-167.94	
DD8955.12	21/10/15	HEALTH EMPLOYEES SUPER	Superannuation contributions	-127.68	
DD8955.13	21/10/15	HOSTPLUS	Superannuation contributions	-84.26	
DD8964.10	4/11/15	CBUS	Superannuation contributions	-161.71	
DD8964.11	4/11/15	PRIME SUPER	Superannuation contributions	-167.94	
DD8964.12	4/11/15	HEALTH EMPLOYEES SUPER	Superannuation contributions	-139.83	
DD8964.13	4/11/15	HOSTPLUS	Superannuation contributions	-64.49	
TOTAL				-9508.76	0.00
PAYROLL PAYMENTS					
Pays 21/10	21/10/15	Payroll Direct Debit Of Net Pays	Payroll 21/10/2015	-41380.73	
Pays 04/11	4/11/15	Payroll Direct Debit Of Net Pays	Payroll 04/11/2015	-42469.26	
TOTAL				-83849.99	0.00

TRUST PAYMENTS	
NIL	
TOTAL \$	
	-0
MUNICIPAL TOTALS	
EFT TRANSACTIONS	\$365,318
SUPER PAYMENTS	\$9,509
CHEQUES	\$19,064
PAYROLL PAYMENTS	\$83,850
CREDIT CARD PAYMENTS	\$7,949
TOTAL	
	\$485,690

10.3.3 CORPORATE CREDIT CARD POLICY

Date:	13 November 2015
Applicant:	N/A
Location:	N/A
File Ref:	Policy Manual
Disclosure of Interest:	Sonia King - cardholder
Author:	Sonia King – Finance Manager
Attachments:	DRAFT Corporate Credit Card Policy

Summary

Council officers are continuously reviewing corporate policies to ensure that we have relevant policy in place for good governance and financial controls. Council policies are also assessed by the Department of Local Government and Communities as part of their Compliance Review. Currently, the Shire of Dowerin does not have an adopted Credit Card Policy.

This proposed policy sets out Shire of the Dowerin Council's requirements for the use of corporate credit cards and outlines the policy and procedures in relation to the responsibility of the cardholder and Council's internal controls and reconciliation procedures.

Background

In the normal course of business it will be appropriate for certain staff to be issued with a corporate credit card. When used appropriately, credit cards provide benefits to Council in the form of streamlined purchasing process and better utilization of resources. The use of credit cards does however involve a level of risk for potential misuse and fraud. This policy establishes procedures and guidelines in order to protect Council funds and to maintain public confidence in Council's operations.

Consultation

The Finance Manager has consulted with Chief Executive Officer (Acting) in regards to legislative requirements and to ensure that the policy processes are achievable.

The Department of Local Government and Communities provide operational guidelines in relation to the use of corporate credit cards (Number 11 – September 2006). These guidelines have been reviewed and referred to in the development of this policy.

Financial Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Updated Corporate Plan – internal controls and corporate governance review

Policy Implications

Revised and updated Council Policy Manual.

Inclusion in outstanding Financial Review System

Council's Purchasing Policy

Risk Management

Adoption of the policy and ensuring that Management, Staff and Councillors are aware of and follow this policy will assist in reducing Council's exposure to risk and misappropriation of Council funds.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.3

(2565) Moved: Cr G.B. Ralph

Seconded: Cr A.J. Metcalf

Carried: 8/0

THAT COUNCIL ADOPTS THE CORPORATE CREDIT CARD POLICY.



CORPORATE CREDIT CARD POLICY & PROCEDURE

Policy Owner:	CEO
Distribution:	Management
Person Responsible:	Finance Manager
Date of Approval:	17 November 2015
File Reference:	ADM

Objective To regulate the use of Shire of Dowerin Council Credit Cards held by Council employees.

The CEO and staff issued with a Corporate Credit Card in accordance with this policy are in a position of trust in regard to the use of public funds. Improper use of that trust may render the card holder liable to disciplinary/legal action/criminal proceedings. It is the card holder's responsibility to ensure the card is only used for approved purchases and that this can be clearly demonstrated.

Legislation The use of Corporate Credit Cards is not specifically mentioned in the Local Government Act 1995. However the impacts of the use and control of corporate credit cards are related to the following sections of the Local Government Act 1995;

1. Section 2.7(2)(a) and (b) requires the council to oversee the allocation of the local government's finances and resources and determine the local government policies.
2. Section 6.5(a) requires the CEO to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government.

Local Government (Financial Management) Regulation 11(1) (a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

Policy	Statement
	<p>Shire of Dowerin Council Credit Cards are to be used only in pursuit of official Council business. The Chief Executive Officer, Works Manager and Finance Manager will be given access to a Council Credit Card.</p> <p>Credit Cards assist in achieving efficiencies in the purchasing and payment process as:</p> <ul style="list-style-type: none"> • The steps required to process a purchase and the associated payment can

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be reduced.

- Credit Cards are a more flexible payment tool.

These advantages result in prompt payment of suppliers, reduction in paperwork, reduced administrative costs, improved cash management and greater convenience.

General

1. Agreement must be signed by the cardholder and the Shire setting out the cardholder's responsibilities and legal obligations when using the Corporate Credit Card and a copy to be kept on the officer's personnel file;
2. Register kept of all current cardholders including, card number, expiry date of the credit card, credit limit and details of goods and services the cardholder has authority to purchase;
3. All new and existing cardholders are provided with a copy of the policy relating to the use of credit cards on an annual basis;
4. In the event that a cardholder ceases employment, takes an extended period of leave, or they move to a position which does not require the use of a Corporate Credit Card, the cardholder must notify Finance Manager two weeks before termination date, to arrange cancellation and to ensure all receipts and their account has been settled;
5. In the event that the cardholder loses or misplace their credit card they will need to report this to the issuing financial institution by telephone. Written notification must also be forwarded to the Finance Manager;
6. Cardholders cannot transfer the Corporate Credit Card account to other users. An account number will only be assigned to one cardholder;
7. Under no circumstances is the reward scheme to be used on Council Corporate Credit Cards; and
8. All surrendered Corporate Credit Cards must be returned to Finance Manager who will make arrangements for the destruction of the card.

Cardholders breaching Corporate Credit Card Policy

1. Any officer that believes a cardholder is entering into transactions that seem to be unauthorised, excessive, and unreasonable will be reported to the Chief Executive Officer. Any breach by a cardholder will require an investigation into activities and if necessary action taken by the Chief Executive Officer, resulting in withdrawal of the card or termination of employment.
2. Cardholders that do not follow any component of the Policy, at the discretion of the Chief Executive Officer, may have their Corporate Credit Card cancelled.

Purchasing

1. Corporate Credit Cards are only be used for purchasing goods and services on behalf of the Shire which is authorised in the current budget. Cardholders must follow Shire of Dowerin Purchasing Policy;
2. Personal expenditure is prohibited;
3. Corporate Credit Card are not be used for cash withdrawals;
4. Maximum credit limits are be based on the cardholder's need; and

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5. Where the purchase has been made via facsimile, telephone, or over the internet an invoice or receipt is required in all circumstances and must contain details of the purchase.

6. For Fringe Benefits Tax purposes, any expenditure for entertainment must include the number of people who were in attendance and the full names of any Shire staff.

Payments

1. All paperwork must for credit card purchases must be returned to Accounts Officer within 7 days of expenditure;

2. There will be a monthly account statement that will be provided to the respective cardholder to certify statement and they will also be required to check all invoices/receipts for transactions. All paperwork must be returned to Accounts Officer within 7 days of receiving statement;

2. Once the cardholder has returned the statement, it must be signed by Finance Manager. The Shire President will be required to authorise and sign the Chief Executive Officer's statement;

3. All invoices/receipts must include the suppliers ABN, amount and whether GST applies, and a brief description of goods and services purchased.

Financial Institution

The Shire's Corporate Credit Cards are to be issued by the financial institution that municipal transactions are made (referred to as transaction account). The National Australia Bank (NAB) are the issuing financial institution.

Authorised Use and Limits

1. Corporate Credit Cards may be issued to the Chief Executive Officer and any authorised officers that would benefit from using this payment method;

2. Council must approve the use of a credit card to the Chief Executive Officer and any changes to their credit card limit;

3. The Chief Executive Officer may approve the use and any changes to credit card limits for any authorised officers;

4. The Local Government Act 1995 does not allow for the issue of Corporate Credit Cards to elected members. There are no provisions within the Act which allow an elected member to incur a debt, as would be the case with a credit card.

Delegated Authority

TBA

Other Relevant Policies and Documents

Local Government Act 1995

Other relevant legislation

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Roles & Responsibilities

Chief Executive Officer

Council approve the following conditions for the Chief Executive Officer;

1. That a Corporate Credit Card be issued;
2. The card limit is \$5,000 and may only be used for official Shire of Dowerin transactions;
3. The Shire President must approve the monthly statements for the Chief Executive Officer;
4. All other terms and conditions set out in this policy and other relevant policies must apply.

Finance Manager Responsibilities

The Finance Manager must;

1. Arrange the issues and cancellations of Corporate Credit Cards when requested by the Chief Executive Officer;
2. Maintain a register of all cardholders;
3. Provide cardholders with the Policy, and where required any changes to the policy and their responsibilities and obligations as cardholders;
4. Process payments of Corporate Credit Cards. This includes ensuring all receipts and tax invoices have been attached and the relevant authorising officers have signed off on the statements;
5. Arrange for all cardholders to sign the Corporate Credit Cardholder Agreement (refer to Appendix A) on receipt of the issue of the new card and ensure the signed agreement is placed in the Corporate Credit Card Register in Council's Records Management System.
6. The Finance Manager is to review six monthly the operation of the credit card payment process and report to the CEO as to the level of compliance of the cardholders to the conditions of use and the credit card provider's level of performance.

Cardholders Responsibilities and Obligations

Cardholder's must;

1. All holders of Corporate Credit Cards must refer to and follow the guidelines for use that are provided by the financial institution at the time of the card issue;
2. Keep their card in a safe place and under no circumstances permit another person to use their card to make a purchase or use the card for cash advances;
3. Make payments that are within their card limit, budget, and authority to do so;
4. Only make purchases over the internet on secure sites after the approval by the Chief Executive Officer or relevant Manager and must be accompanied by a signed purchase order and purchase print out;
5. Report immediately any lost or stolen credit card to the financial institution issuing the card and to Council's Finance Manager;
6. Adhere to policy and procedures in relation to Corporate Credit Policy and Council Purchasing Policy;
7. Ensure all receipts and tax invoices are kept and submitted to Accounts Officer with credit card statements, within seven (7) days of receipt;
8. Costing accounts must be against each item of the credit card statements.

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Appendix A - AUTHORITY FOR ISSUE OF CORPORATE CREDIT CARD

Name of Cardholder:	
Position:	
From:	Chief Executive Officer
Date:	

CORPORATE CARD USER AGREEMENT

As the Chief Executive Officer, I have authorised the issue of a Shire of Dowerin Corporate Credit Card in line with your official duties as a Shire officer. The following conditions apply;

1. You have been authorised a card limit of \$_____.
2. All transactions are within the allocated budget provisions of the _____(respective business unit) you have authority to purchase under.
3. The card is issued in your name, however it is a corporate credit card and all transactions must be official transactions on behalf of the Shire of Dowerin. Under no circumstances must the card be used for private purposes. When a transaction has a small component of private expenditure in nature, the Finance Manager must be notified in writing as soon as possible and the entire transaction must be refunded.
4. At any time, the Chief Executive Officer can call an inquiry into the use of the card, and any findings of transactions that are unauthorised, excessive or unreasonable will result in disciplinary action.
5. The card must be kept in a safe place.
6. Under no circumstances can cash can be withdrawn from the card.
7. All tax invoices and receipts must be kept to validate transactions. Note, a credit card statement or EFTPOS receipt is not acceptable (GST cannot be claimed as it does not meet GST requirements to claim a refund). Cardholders must ensure tax invoices and receipts contain the following;
 - i) Suppliers Name.
 - ii) Suppliers ABN.
 - iii) Brief description of goods and services supplied.
 - iv) Identifies transactions where GST applies.
 - v) If the transaction relates to entertainment, the cardholder must document how many people they entertained, and the names of Shire officers that attended (for Fringe Benefit Tax purposes)
8. Cardholders must mark next to all transactions the costing accounts and ensure all tax invoices and receipts are attached to the monthly statement. The cardholder must certify that the transactions on the statement are correct and has seven (7) working days, from receipt of statement, to return to Finance Services.
9. Only supervisors can sign off on credit card statements, and in the case of the Chief Executive Officer, this must be signed off by the Shire President.
10. If the card is lost or stolen, you must immediately contact NAB Commercial Cards Customer Service. The Finance Manager must also be notified in writing to arrange replacement card.
11. If your employment is terminated, you card and all tax invoices and receipts must be submitted to the Finance Manager, two (2) weeks before employment is ceased to ensure account is settled.
12. If you agree to abide by the terms above and all other conditions set out in Council Policy – Corporate Credit Cards please sign and return this statement to the Executive Manager Finance Services.

Signature

Date

Reviewed

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11. NEW BUSINESS OF AN URGENT NATURE

11.1 BUILDING APPLICATION – PHIL PICKERING

Date: 17th November 2015
Applicant: Administration
Location:
File Ref 4 Council Services
Disclosure of Interest Nil
Signature: _____
Author: Linton Thomas
Chief Executive Officer _____

Summary:

An application from J. P. Pickering of Lot 40 O’Loughlen Street, Dowerin bus port of 3.8m high adjoin his house.

Background:

The Town Planning Scheme allows ancillary structures on residential land to have walls to 3.0m in height; otherwise approval has to be granted by Council.

Comment:

This is not dissimilar to the Marshall’s house a couple of doors away in O’Loughlen Street, where planning approval was granted for his caravan port. It is suggested that the wall of this proposed construction be of colorbond material so as to reduce the glare of zinalume protracting onto the neighbour.

Consultation:

Dowerin Town Planning Scheme No.3

Financial Implications:

Nil

Policy Implications:

Nil

Statutory Implications:

Building Act 2011

Town Planning

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

