

ORDINARY COUNCIL MEETING

AGENDA

Tuesday

17 November 2015



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MINUTES
OF MEETING
HELD ON
20 OCTOBER 2015

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TABLE OF CONTENTS

TUESDAY 20 OCTOBER 2015

1.	OPENING, OBITUARIES, VISITOR.....	5
1.1	<i>OPENING</i>	<i>5</i>
1.2	<i>OBITUARIES.....</i>	<i>5</i>
2.	RECORD OF ATTENDANCE/APOLOGIES	5
2.1	<i>RECORD OF ATTENDANCE.....</i>	<i>5</i>
2.2	<i>LEAVE OF ABSENCE.....</i>	<i>5</i>
2.3	<i>APOLOGIES</i>	<i>5</i>
2.4	<i>GUESTS.....</i>	<i>5</i>
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
4.	DECLARATION OF ELECTED MEMBERS	5
4.1	<i>OATH OF ALLEGIANCE AND DECLARATION OF NEW ELECTED MEMBERS.....</i>	<i>5</i>
4.2	<i>ELECTION OF SHIRE PRESIDENT</i>	<i>5</i>
4.3	<i>ELECTION OF DEPUTY SHIRE PRESIDENT</i>	<i>6</i>
5.	PUBLIC QUESTION TIME	6
6.	APPLICATIONS FOR LEAVE OF ABSENCE	6
7.	CONFIRMATION OF MINUTES.....	6
8.	PETITIONS/DEPUTATIONS/PRESENTATIONS	6
9.	ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION.....	6
9.1	<i>PRESIDENT ANNOUNCEMENTS</i>	<i>6</i>
10.	REPORTS OF COMMITTEE AND OFFICERS.....	7
10.1	<i>CHIEF EXECUTIVE OFFICER STRATEGIC REPORT</i>	<i>7</i>
10.1.1	<i>CORPORATE PLAN UPDATE.....</i>	<i>7</i>
10.2	<i>OPERATIONS.....</i>	<i>21</i>
10.2.1	<i>DELEGATES TO COUNCIL COMMITTEES/ORGANISATIONS</i>	<i>21</i>
10.2.2	<i>AMERY ACRES LEASE.....</i>	<i>24</i>
10.2.3	<i>DOWERIN RECREATION STRATEGY 2015-2025.....</i>	<i>26</i>
10.2.4	<i>COMMEMORATIVE WALK OF AUSTRALIA DAY AWARD WINNERS.....</i>	<i>28</i>
10.3	<i>FINANCE REPORT</i>	<i>31</i>
10.3.1	<i>FINANCE STATEMENTS – SEPTEMBER 2015</i>	<i>31</i>
10.3.2	<i>ACCOUNTS FOR PAYMENT – 7 SEPTEMBER TO 12 OCTOBER 2015</i>	<i>47</i>
10.3.3	<i>FREEDOM OF INFORMATION POLICY & STATEMENT</i>	<i>53</i>
11.	NEW BUSINESS OF AN URGENT NATURE.....	62
11.1.1	<i>LATE ITEMS – APPROVAL TO CONSIDER</i>	<i>62</i>
11.1.2	<i>TMR CONSULTING SERVICES – DOWERIN SHORT TERM ACCOMMODATION</i>	<i>63</i>

12. ELECTED MEMBERS MOTIONS71
13. CONFIDENTIAL ITEMS.....71
14. CLOSURE OF MEETING71

1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3:01pm

1.2 OBITUARIES

Master Claude Alexander Morgan Collard

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
W.E. Coote		Rural North Ward
T.A. Jones		Rural North Ward
D.J. Alcock	Chief Executive Officer	
S.L. King	Finance Manager	
S.F. Geerdink	Works Manager	

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

A.J. Metcalf	Town Ward
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2.4 GUESTS

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DECLARATION OF ELECTED MEMBERS

4.1 OATH OF ALLEGIANCE AND DECLARATION OF NEW ELECTED MEMBERS

The newly elected Councillors WE Coote (Rural North Ward), BN Walsh (Town Ward) and RI Trepp (Rural South Ward) are to make the Oath of Allegiance as Elected members of the Shire of Dowerin.

4.2 ELECTION OF SHIRE PRESIDENT

CEO Dacre Alcock will declare all positions vacant and call for nominations for the position of

President of the Shire of Dowerin.

(2535) Moved: G.B. Ralph Seconded: D.P. Hudson

THAT CR DALE METCALF BE ELECTED PRESIDENT.

4.3 ELECTION OF DEPUTY SHIRE PRESIDENT

The President will call for nominations for the position of Deputy President of the Shire of Dowerin.

(2536) Moved: D.P. Hudson Seconded: W.E. Coote Carried 7/0

THAT CR GRAHAM RALPH BE ELECTED DEPUTY PRESIDENT.

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2537) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 7/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 15 SEPTEMBER 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

Travel to Dubai and Europe.

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

10.1.1 CORPORATE PLAN UPDATE

Date:	13 October 2015
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Dacre Alcock

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

(2538) Moved: G.B. Ralph Seconded: T.A. Jones Carried: 7/0

THAT COUNCIL RECEIVES THE SEPTEMBER 2015 CORPORATE PLAN STATUS REPORT.

**CORPORATE PLAN
2015 – 2019
STATUS REPORT**

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 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 Thursday 29 th October 2015
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> Property inspection and report – housing to a suitable standard 	
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 Thursday 29 th October 2015
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	Staff training every **		Works Manager	<ul style="list-style-type: none"> 3 staff fully trained in snake handling 	Only one qualified snake handler
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 	Presented to Council in June 2015.
Produce and implement plant replacement program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed plant replacement program p document 	Presented to Council in April 2015.
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas 	June 2014 - Audit completed 6 th June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget
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	CSO CDO	<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

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

		grant funding	FM		2015/16
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
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 for 2015/16 Financial Year – funding has been received.
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
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
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					
Adhere to the sports surfaces maintenance	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> • 	Sept 2015 - Cricket Pitch has been revamped with turf being relayed surrounding the pitch. Mowing of oval

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

program budget					will 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 	<p>February 2014 – Gym project completed. Open day held on Thursday 19th February@ 5pm.</p> <p>Lottery West Grant Acquittal completed in May 2015 – funding received.</p> <p>Sept 2015 – door software updated so more than 100 cards can be issued – now up to 500.</p>
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> Complete review and update Bike Plan 	Sept 2015 - Initial Bike Plan meeting has taken place
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.
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 DEM to provide 2 Leeuwin youth scholarships annually	January	\$3600	CDO Cr Jones Cr Quartermaine	<ul style="list-style-type: none"> 2 youth scholarships presented each year 	Damien Allsopp has been selected to go on the Leeuwin in 2015.
C.5 Increase and maintain a range of affordable housing for singles, families and seniors					
C.5.1 Develop a Housing & Accommodation Strategy					

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

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>
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>
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>
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><i>June 2014 – Property Income/Expense spreadsheet developed</i></p> <p><i>June 2014 – Property Maintenance spreadsheet developed</i></p> <p>FM - Stage 1 Commenced as part of Asset Management</p>
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 	<p><i>June 2015 –Budget Meeting 21/07/14</i></p> <p>Ongoing</p>
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 	<p><i>June 2014 – Works complete</i></p> <p><i>November 2014 –MOU presented to Council and adopted</i></p> <p><i>First MOU Meeting was held 3 February 2015.October 2014 – laying of lawn completed</i></p>
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 	<p>May 2014 - Complete</p>
Investigate further aged care housing options and	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term 	<p>In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

facilities.				accommodation strategy	obtained for works.
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>
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 	<i>Replant the planter boxes outside the post office with native plants Staff have been trained in water wise best practice</i>
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program					
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> Local residents have been given notice to clean up their residential yards by the end of October 2015.
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.

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

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 	July 2014 – Surveys updated and distributed amongst Dowerin’s youth population.
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 	Supported and promoted a vet service to town
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 	
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 	June 2014 – Draft Budget Meeting 2/07/14
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 	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
EB.2.2 Continue to work with key stakeholders to provide quality events					

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

Support DEM twith the Dowerin GWN Machinery Field Days	August each year		FM CDO	<ul style="list-style-type: none"> • A successful 50th Anniversary event - 	October 2014 – a DEM working group meeting was had to finalise the new entrance.
Establish an annual 4wd event in Dowerin	May – August 2014		CSO	<ul style="list-style-type: none"> • Enhancement of the 4wd track • Successful event 	<i>Ongoing</i>
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 	Master Plan has been completed Include in 2016/17 Budget.
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 	
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> • Wheatbelt Heritage Rail to be accredited for main line operation • 	Accreditation paper work completed and has been submitted – awaiting decision.
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 	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
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>

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

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 	
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 July 2015 – National Tree Garden</i>
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 	
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 	<i>Ongoing</i>
ENV 1.5 Continue oil recycling program					
Promote and educate oil recycling program to local	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of 	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been</i>

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

residents				current location	<i>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>

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
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 Currently being reviewed by staff Council to discuss in November 2015
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 	FM - Stage 1 Research and preparation commenced
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 	<i>December 2013 – FM including Staff Training Update to Council in Information Report</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		CDO	<ul style="list-style-type: none"> 2 newsletters per year 	December 2013 – Christmas Newsletter
Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> Ensure website is always up to date with latest news, events etc... 	<i>Ongoing</i>
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) 	<i>Ongoing</i>
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					

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

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 visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
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	<i>CEO and President attended August 2015 GECZ</i>
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 	<i>June 2015 – CEO & President attended June AROC meeting</i>
Continue to attend regional road group	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> Attendance at Regional Road Group Meetings 	<i>Cr Hudson to attend next meeting on 19th October 2015.</i>

10.2 OPERATIONS

10.2.1 DELEGATES TO COUNCIL COMMITTEES/ORGANISATIONS

Date:	12 October 2015
Applicant:	Dacre Alcock
Location:	N/A
File Ref:	ADM 0290
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

Report recommends Council review its representatives to committees.

Background

As the newly elected Councillors will be sworn on at the October Council it is an opportune time to review Council's committees and its representation on those committees.

The current list of Council committees and its representation is listed below.

Table 1

Committee/Organisation	Representative
Finance and Audit Committee	DE Metcalf, DP Hudson and TW Quartermaine
DEM/ Shire - Capital Works Committee	TW Quartermaine, WE Coote and GB Ralph
Avon Regional Organisation Councils (AROC)	DE Metcalf and (Proxy) GB Ralph
Dowerin Bush Fire Advisory Committee	WE Coote and (Proxy) LG Hagboom
Dowerin Events Management Board	DE Metcalf
Great Eastern Zone – WALGA	DE Metcalf and CEO
HACC Management Committee	TA Jones
Kellerberrin Sub-Regional Road Group	LG Hagboom and (Proxy) DP Hudson
Dowerin Local Emergency Management	DE Metcalf
Wheatbelt Workcamp Committee	CEO and CSO
Australia Day Honours Committee	SV Brookes, GB Ralph and CEO
Leeuwin Youth Scholarship Committee	TW Quartermaine, TA Jones and CDO
Goomalling Medical Centre Advisory Committee	DE Metcalf, DP Hudson and CEO
Short Term Accommodation Committee	

Comment

Council is represented on a diverse range of local government, community and regional committees. While Councils representation on the majority of these committees is beneficial to our community, continued representation needs to be assessed in terms of its benefit provided in line with Councils objectives.

The Wheatbelt Workcamp Committee is a committee that goes through a nomination process which occurs in February of each year. By nominating you are not guaranteed on being successful. If a Councillor wishes to nominate for that committee I will organise a nomination form to be submitted in February 2016.

With regards to AROC, Dowerin Local Emergency Management Committee and Dowerin Events

Management Board it is recommended that the President be a representative to each of those.

The relevance of the DEM Shire – Capital Works Committee is questionable and I have deleted this committee.

Within this context, it is recommended Council appoint representatives to the following committees as follows:

Committee/Organisation	Representative
Finance and Audit Committee	President DE Metcalf, DP Hudson, RI Trepp
Avon Regional Organisation Councils (AROC)	President DE Metcalf and (Proxy) GB Ralph
Dowerin Bush Fire Advisory Committee	WE Coote and (Proxy) AJ Metcalf
Dowerin Events Management Board	President DE Metcalf
Great Eastern Zone – WALGA	President DE Metcalf and CEO
HACC Management Committee	TA Jones
Kellerberrin Sub-Regional Road Group	DP Hudson and (Proxy) WE Coote
Dowerin Local Emergency Management	President DE Metcalf
Wheatbelt Work camp Committee	CEO and CSO
Australia Day Honours Committee	BN Walsh, GB Ralph and CEO
Leeuwin Youth Scholarship Committee	TA Jones, RI Trepp and CDO
Goomalling Medical Centre Advisory Committee	DP Hudson, RI Trepp, CEO and (Proxy) DE Metcalf
Short Term Accommodation Committee	TA Jones, WE Coote, BN Walsh, DP Hudson, CDO, CEO, FM

Consultation

Nil.

Financial Implications

Nil.

Policy Implications

Nil.

Statutory Implications

Local Government Act 1995 s. 5.98 (2)b & (3)

Local Government (Administration) Regulations 1996 – Clause 32

Strategic Implications

Nil

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.2.1

(2539) Moved: T.A. Jones Seconded: R.I. Trepp Carried: 7/0

THAT COUNCIL APPOINTS DELEGATES TO THE FOLLOWING COMMITTEES AND ORGANISATIONS:

Committee/Organisation	Representative
Finance and Audit Committee	President DE Metcalf, DP Hudson, RI Trepp
Avon Regional Organisation Councils (AROC)	President DE Metcalf and (Proxy) GB Ralph
Dowerin Bush Fire Advisory Committee	WE Coote and (Proxy) AJ Metcalf
Dowerin Events Management Board	President DE Metcalf
Great Eastern Zone – WALGA	President DE Metcalf and CEO
HACC Management Committee	TA Jones
Kellerberrin Sub-Regional Road Group	DP Hudson and (Proxy) WE Coote
Dowerin Local Emergency Management	President DE Metcalf
Wheatbelt Work camp Committee	CEO and CSO
Australia Day Honours Committee	BN Walsh, ** and CEO
Leeuwin Youth Scholarship Committee	TA Jones, RI Trepp and CDO
Goomalling Medical Centre Advisory Committee	DP Hudson, RI Trepp, CEO and (Proxy) DE Metcalf
Short Term Accommodation Committee	TA Jones, WE Coote, BN Walsh, DP Hudson, CDO, CEO, FM

10.2.2 AMERY ACRES LEASE

Date:	12 October 2015
Applicant:	n/a
Location:	Amery Reserve No. 49356 Avon Location 321
File Ref:	ADM 0243
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

Council is to consider calling expressions of interest for the cropping lease on Amery Acres Reserve.

Background

In the past Council has awarded the Amery Acres cropping lease to community groups.

At the February 2011 Council Meeting Council decided to lease Amery Acres to the Dowerin Recreation Steering Committee for five years until 31st March 2016. Funds raised were to be used on finalising the bin storage area, barbecue area, outside furniture and memorabilia/honour boards, with remaining funds to be placed in a capital replacement for the Dowerin Community Club.

Comment

With the current lease due to expire on the 31st March 2016, Council needs to decide to call expressions of interest for the Amery Acres cropping lease and for what period of time.

Expressions of Interest will be required to outline the following in their application:

- Purpose for which cropping proceeds will be utilised
- Copy of last audited annual financial statement and recent bank statement
- Proposed cropping program for the period of the lease.

Council will consider each proposal's overall strategic objective and as a guide will evaluate submissions against the following criteria;

- Funding objective
- Organisation contribution
- Community benefit

Financial Implications

Nil.

Public Consultation

Nil.

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

Nil.

Noting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.2.2

(2540) Moved: W.E. Coote Seconded: D.P. Hudson Carried: 7/0

THAT COUNCIL ADVERTISES THE LEASE OF AMERY ACRES FOR A PERIOD OF BETWEEN 1 TO 5 YEARS FROM THE 1ST APRIL 2016 WITH APPLICATIONS TO CLOSE ON 4TH DECEMBER 2015.

10.2.3 DOWERIN RECREATION STRATEGY 2015-2025

Date: 12th October 2015
Applicant: N/A
Location:
File Ref:
Disclosure of Interest: Nil
Author: Louise Hagboom

Summary

Report recommends Council seeks public submissions for the Dowerin Recreation Strategy 2015-2025.

Background

The Dowerin Recreation Strategy is a forward planning document that outlines council's strategic direction to sport and recreation facilities and services in Dowerin over the next 10 years. In 2008 the Dowerin Recreation Strategy was the catalyst for the Dowerin Community Club development.

Comment

This document has been re-written to include the comments and feedback from the September Council Meeting. The document has been sent to the Department of Sport and Recreation for their feedback also.

The results of the Dowerin Recreation Strategy 2015-2025 have been based on feedback from a community survey and a sporting club survey. All priorities have been ranked as either a low, medium or immediate priority.

This document has been drawn up in house at and is now ready for public comment to ensure that the strategies and recommendations in place are appropriate and ranked accordingly.

Please find attached the Recreation Strategy Document and results of the community and sporting club surveys.

Consultation

CEO

Community Feedback via survey

Club Surveys

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority.

COUNCIL DECISION – ITEM 10.2.3

(2541) Moved: G.S. Ralph Seconded: D.P. Hudson Carried: 7/0

THAT COUNCIL SEEKS PUBLIC SUBMISSIONS ON THE DOWERIN RECREATION STRATEGY 2015-2025.

10.2.4 COMMEMORATIVE WALK OF AUSTRALIA DAY AWARD WINNERS

Date: 9/10/2015

Applicant: N/A

Location: N/A

File Ref:

Disclosure of Interest: Nil

Author: Misty Richards

Summary

Council to consider allocating \$4,000 to create a commemorative walk within the new native garden, to recognise the winners of the Australia Day Active Citizenship Awards over the last 10 years.

Background

In recognition of the people who have been awarded the Australia Day Active Citizenship Awards, CSO would like to install plaques on posts with the details of the winners on them and creating a walk of fame through the newly completed native garden bed on the Eastern Side of Centenary Park.

Comment

Dowerin has been awarding the Premiers Australia Day Active Citizenship Awards to individuals and community groups for 10 years. In the past many community members have mentioned that they would like to see something created within town to recognise the winners – whether this is an honour board within the Shire Office or a commemorative walk with plaques etc.

CSO requests approval from Council to purchase and install 10 plaques and posts to install in the new garden on the eastern side of Centenary Park. Centenary Park is a central hub in Dowerin and the commemorative walk would be a linking walkway from the Park through to the Skate Park and would improve greenspace within Dowerin.

One additional post and pole will need to be purchased each year for the recipients of that year's award with a maximum of 25 years' worth of recipients on the walk of fame. Services would be sought from the Wheatbelt Workcamp to assist with the poles and installing the plaques on the posts to keep installation/labour costs to a minimum.

Please see attachment for images similar to what will be installed.

Consultation

Nil

Financial Implications

Allocate up to \$4,000 in order to create this commemorative walk in the park, to recognise the winners of the Australia Day Active Citizenship Awards over the last 10 years.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.2.4

Moved: Seconded: Carried:

THAT COUNCIL AGREES TO:

- 1. ENDORSE THE PROPOSAL TO DEVELOP AN AUSTRALIA DAY AWARDS WALK OF FAME IN THE NATIVE GARDEN ON THE EASTERN SIDE OF CENTENARY PARK.***
- 2. FINANCIALLY SUPPORT THE PROJECT OF APPROXIMATELY \$4,000.***

COUNCIL REQUEST:

- **FURTHER INVESTIGATION INTO A RANGE OF OPTIONS AND PRODUCTS AVAILABLE FOR USE;**
- **AND THAT STAFF CONSULTS WITH DOWERIN EVENTS MANAGEMENT TO INCORPORATE A BROADER RANGE OF COMMUNITY CONTRIBUTION AND ACKNOWLEDGEMENT AS PART OF THE 'WALK OF FAME' CONCEPT.**



Council adjourned at 4:10pm
Council resumed at 4:30pm
EHO entered Chambers at 4:30pm
EHO left Chambers at 4:36pm

10.3 FINANCE REPORT

10.3.1 FINANCE STATEMENTS – SEPTEMBER 2015

Date:	12 October 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	Monthly Statements

Summary

I present the financial statements for the period 1 July 2015 to 30 September 2015.

Background

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

The Local Government (Financial Management) Regulations Reg 34 & 35 sets out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval (Attachment 4). The statements have been prepared in AAS27 format in accordance with FMR Reg 35 and comprise of:

- Statement of Financial Activity

	30-Sep-15	30-Jun-15	30-Sep-14
Municipal Fund	\$1,344,958	\$906,642	\$1,043,917
Plant Reserve	\$150,291	\$150,291	\$250,893
LSL Reserve	\$155,425	\$155,425	\$130,806
Land & Buildings Reserve	\$19,966	\$19,966	\$19,285
Recreation Facility Reserve	\$173,751	\$173,751	\$167,826
Community Bus Reserve	\$39,213	\$39,213	\$33,714
Community Housing Res	\$44,473	\$44,473	\$35,356
Sewerage Reserve	\$851,521	\$851,521	\$768,244
Economic Develop Reserve	\$312,977	\$312,977	\$302,275
Tennis Court Replacement	\$12,215	\$12,215	\$6,000
Bowling Green Replacement	\$40,360	\$40,360	\$10,000
All Hours Gym Reserve	\$5,000	\$5,000	\$0
Consolidated Funds	\$3,150,150	\$2,711,834	\$2,768,316

Sundry Debtors at 30th September 2015

Current	\$15,812
30 days	\$2,596
60 days	\$24
90 days	\$24
Total	\$18,456

Reserve Funds

The total balance of funds held in the various Reserve Funds at 30 September 2015 is as detailed in the financial statements.

Consultation

Nil

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

(2542) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 7/0

THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT 1 BE RECEIVED.



SHIRE OF DOWERIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

TABLE OF CONTENTS

Statement of Financial Activity

Notes to and Forming Part of the Statement

- 3 Acquisition of Assets
- 4 Disposal of Assets
- 5 Information on Borrowings
- 6 Reserves
- 7 Net Current Assets
- 8 Rating Information
- 9 Trust Funds
- 10 Operating Statement
- 11 Balance Sheet
- 12 Financial Ratios

SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

NOTE	2015/16 Revised Budget \$	September 2015 Y-T-D Budget \$	September 2015 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %
Operating					
Revenues/Sources					
Governance	39,050	9,759	3,399	(6,360)	(65.17%) ▼
General Purpose Funding	758,721	174,132	169,044	(5,088)	(2.92%) ▼
Law, Order, Public Safety	26,000	6,495	178	(6,317)	(97.26%) ▼
Health	255,022	63,744	78,785	15,041	23.60% ▲
Education and Welfare	92,748	23,187	27,252	4,065	17.53%
Housing	136,077	34,014	32,890	(1,124)	(3.30%) ▼
Community Amenities	217,584	202,094	212,213	10,119	5.01%
Recreation and Culture	38,552	14,860	15,462	602	4.05%
Transport	1,233,174	387,030	570,064	183,034	47.29% ▲
Economic Services	7,200	1,122	2,275	1,153	102.76%
Other Property and Services	10,000	2,499	1,049	(1,450)	(58.02%) ▼
	<u>2,814,128</u>	<u>918,936</u>	<u>1,112,611</u>	<u>193,675</u>	<u>21.08%</u>
(Expenses)/(Applications)					
Governance	(366,666)	(100,264)	(132,554)	(32,290)	(32.20%) ▲
General Purpose Funding	(91,972)	(22,992)	(25,195)	(2,203)	(9.58%) ▼
Law, Order, Public Safety	(75,835)	(18,951)	(9,022)	9,929	52.39% ▼
Health	(313,334)	(78,303)	(100,813)	(22,510)	(28.75%) ▲
Education and Welfare	(114,785)	(28,686)	(32,593)	(3,907)	(13.62%) ▼
Housing	(168,559)	(42,105)	(42,508)	(403)	(0.96%) ▼
Community Amenities	(270,867)	(67,680)	(62,493)	5,187	7.66%
Recreation & Culture	(640,573)	(160,086)	(117,462)	42,624	26.63% ▼
Transport	(1,186,627)	(296,622)	(288,199)	8,423	2.84%
Economic Services	(175,755)	(43,926)	(57,214)	(13,288)	(30.25%) ▲
Other Property and Services	(4,246)	(1,023)	(17,418)	(16,395)	(1602.64%) ▲
	<u>(3,409,219)</u>	<u>(860,638)</u>	<u>(885,471)</u>	<u>(24,833)</u>	<u>2.89%</u>
Net Operating Result Excluding Rates	(595,091)	58,298	227,140	168,842	289.62%
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	(69,044)	(17,265)	0	17,265	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	14,663	3,666	0	(3,666)	100.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	0	0	0.00%
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(400,000)	(99,999)	(2,726)	97,273	97.27% ▼
Purchase of Vehicles & Plant	(467,209)	(116,799)	(465,709)	(348,910)	(298.73%) ▲
Purchase of Furniture & Equipment	(4,865)	(1,215)	(1)	1,214	99.92%
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(1,380,757)	(342,408)	(54,238)	288,170	84.16% ▼
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	0	0	(42)	(42)	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	70,974	0	(70,974)	(100.00%) ▼
Repayment of Debentures	(59,543)	(20,454)	0	20,454	100.00% ▼
Proceeds from New Debentures	0	0	0	0	0.00%
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	22,272	5,568	0	(5,568)	(100.00%) ▼
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(486,608)	(121,653)	0	121,653	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,643	848,643	804,607	(44,036)	5.19%
Net Current Assets Year to Date	<u>(1,423,377)</u>	<u>1,411,518</u>	<u>1,682,234</u>	<u>270,716</u>	<u>(19.18%)</u>
Amount Raised from Rates	(1,144,162)	(1,144,162)	(1,068,556)	75,606	(6.61%)

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

3. ACQUISITION OF ASSETS	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	September 2015 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance			
<i>Other Governance</i>			
Furn - Photocopier	4,865	4,865	1.00
Law, Order & Public Safety			
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0.00
Housing			
<i>Other Housing</i>			
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
Health			
<i>Other Health</i>			
Furn - Hacc Equipment	0	0	0.00
Community Amenities			
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	0.00
Recreation and Culture			
<i>Other Recreation & Sport</i>			
Tools - Mowers/Tools	0	0	0.00
Community Club	0	0	0.00
Land - New Sports Complex	0	0	0.00
<i>Other Culture</i>			
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	723,842	723,842	18,416.47
Roads - Signs	0	0	42.00
Roads - Unclassified	258,832	258,832	35,821.14
Roads - State 20/20	398,083	398,083	0.00
<i>Road Plant Purchases</i>			
Plant - Loader	319,300	319,300	314,400.00
Other Plant	110,909	110,909	110,909.09
Plant - Works Manager Vehicle	37,000	37,000	40,400.00
Tools - Compressor	0	0	0.00
Economic Services			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	400,000	400,000	2,725.61
Other Property & Services			
<i>Unclassified</i>			
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>522,715.31</u>
By Class			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	400,000	400,000	2,725.61
Vehicles & Plant	467,209	467,209	465,709.09
Furniture & Equipment	4,865	4,865	1.00
Tools & Equipment	0	0	0.00
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	1,380,757	1,380,757	54,237.61
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	0	0	42.00
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>522,715.31</u>

SHIRE OF DOWERIN
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	September 2015 Actual \$	2015/16 Budget \$	September 2015 Actual \$	2015/16 Budget \$	September 2015 Actual \$
120M Grader	60,222		133,900		73,678	
Mercedes Water Truck	159	-	5,000	-	4,841	-
Ford Territory D02	18,475	-	14,000	-	(4,475)	-
Residence at 58 Stacy Street	155,000		150,000		(5,000)	
	233,856	-	302,900	-	69,044	-

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	September 2015 Actual \$	2015/16 Budget \$	September 2015 Actual \$	2015/16 Budget \$	September 2015 Actual \$
Plant and Equipment	78,856		152,900		74,044	
Land and Buildings	155,000	-	150,000	-	(5,000)	-
		-		-	-	-
	233,856	0	302,900	0	69,044	0

Summary

Profit on Asset Disposals
 Loss on Asset Disposals

2015/16 Adopted Budget \$	September 2015 Actual \$
78,519	0.00
(9,475)	0.00
<u>69,044</u>	<u>0.00</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$
Recreation & Culture									
Loan 97 - Recreation Complex	472,175	0	0	59,543	0	412,632	472,175	19,065	0
Loan 98 - Dowerin Events M'ment	106,130	0	0	22,272	0	83,858	106,130	3,336	0
	472,175	0	0	59,543	0	412,632	472,175	19,065	0

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces mtce
2. Actual interest repayments include accrued interest adjustments where applicable.
3. Proposed new loan for Recreation Complex may be self funded from Reserve Funds.

(b) New Debentures - 2014/15

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Nil.									

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

	2015/16 Adopted Budget \$	September 2015 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
Opening Balance	155,425	155,425
Amount Set Aside / Transfer to Reserve	14,663	0
Amount Used / Transfer from Reserve	0	0
	<u>170,088</u>	<u>155,425</u>
(b) Plant Replacement & Reconditioning Reserve		
Opening Balance	150,291	150,291
Amount Set Aside / Transfer to Reserve	4,509	0
Amount Used / Transfer from Reserve	(62,000)	0
	<u>92,800</u>	<u>150,291</u>
(c) Land & Building Reserve		
Opening Balance	19,966	19,966
Amount Set Aside / Transfer to Reserve	39,226	0
Amount Used / Transfer from Reserve	0	0
	<u>59,192</u>	<u>19,966</u>
(e) Recreation Facilities Reserve		
Opening Balance	173,751	173,751
Amount Set Aside / Transfer to Reserve	35,213	0
Amount Used / Transfer from Reserve	0	0
	<u>208,964</u>	<u>173,751</u>
(f) Community Housing Project Reserve		
Opening Balance	44,473	44,473
Amount Set Aside / Transfer to Reserve	10,317	0
Amount Used / Transfer from Reserve	0	0
	<u>54,790</u>	<u>44,473</u>
(g) Community Bus Reserve		
Opening Balance	39,213	39,213
Amount Set Aside / Transfer to Reserve	5,176	0
Amount Used / Transfer from Reserve	0	0
	<u>44,389</u>	<u>39,213</u>
(h) Sewerage Asset Preservation Reserve		
Opening Balance	851,521	851,521
Amount Set Aside / Transfer to Reserve	95,188	0
Amount Used / Transfer from Reserve	0	0
	<u>946,709</u>	<u>851,521</u>
(i) Economic Development Reserve		
Opening Balance	312,977	312,977
Amount Set Aside / Transfer to Reserve	259,389	0
Amount Used / Transfer from Reserve	0	0
	<u>572,366</u>	<u>312,977</u>
(j) Tennis Court Replacement Reserve		
Opening Balance	12,215	12,215
Amount Set Aside / Transfer to Reserve	6,366	0
Amount Used / Transfer from Reserve	0	0
	<u>18,581</u>	<u>12,215</u>

(k) Bowling Green Replacement Reserve		
Opening Balance	40,360	40,360
Amount Set Aside / Transfer to Reserve	11,211	0
Amount Used / Transfer from Reserve		0
	<u>51,571</u>	<u>40,360</u>
(l) All Hours Gym Reserve		
Opening Balance	5,000	5,000
Amount Set Aside / Transfer to Reserve	5,350	0
Amount Used / Transfer from Reserve		0
	<u>10,350</u>	<u>5,000</u>
Total Cash Backed Reserves	<u>2,219,450</u>	<u>1,805,192</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Long Service Leave Reserve	14,663	0
Plant Replacement & Reconditioning Reserve	4,509	0
Land & Building Reserve	39,226	0
Recreation Facilities Reserve	35,213	0
Community Housing Project Reserve	10,317	0
Community Bus Reserve	5,176	0
Sewerage Asset Preservation Reserve	95,188	0
Economic Development Reserve	259,389	0
Tennis Court Replacement Reserve	6,366	0
Bowling Club Replacement Reserve	11,211	0
All Hours Gym Reserve	5,350	0
	<u>486,608</u>	<u>0</u>

Transfers from Reserves

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	(62,000)	0
Land & Building Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	0	0
Tennis Court Replacement Reserve	0	0
Bowling Green Replacement Reserve	0	0
All Hours Gym Reserve	0	0
	<u>(62,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>424,608</u>	<u>0</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Long Service Leave Reserve

- to be used to fund annual and long service leave requirements.

Plant Replacement & Reconditioning Reserve

- to be used to fund the purchase of future plant acquisitions and major repairs.

Land & Building Reserve

- for future purchase and development of Council land & building assets.

Office Equipment Reserve

- for future upgrade of central computer system and office equipment.

Recreation Facilities Reserve

- to be used for the proposed construction of multi purpose sports centre.

Community Housing Project Reserve

- to be used for contribution to joint venture aged units project and singles accommodation.

Community Bus Reserve

- to be used for part funding of the replacement of the community bus.

Sewerage Asset Preservation Reserve

- to be used to preserve sewerage assets

Economic Development Reserve

- to provide for future funding for development opportunities in the community.

Community Health Reserve

- temporarily closed.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

	2014/15 B/Fwd Per 2014/15 Budget \$	2014/15 B/Fwd Per Financial Report \$	September 2015 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	854,714	1,344,958
Cash - Restricted Unspent Grants	82,057	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	0	1,805,192
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	25,196	273,166
Sewerage Rates Outstanding	13,320	12,687	31,061
Rubbish Rates Outstanding	9,156	7,513	27,711
Sundry Debtors	9,524	35,577	18,456
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	22,272	22,272
Emergency Services levy	1,486	1,471	(22,133)
GST Receivable	0	46,205	86,327
Provision For Doubtful Debts	0	0	0
Inventories	12,672	20,805	9,777
	<u>3,362,064</u>	<u>1,026,440</u>	<u>3,596,787</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(77,982)	(28,545)
Excess Rates	(34,591)	(76,737)	(28,672)
Accrued Expenditure	0	0	0
Department Transport	0	0	0
GST Payable	(33,251)	(4,405)	(20,174)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	0	136
FBT Payable	0	0	0
Withholding Tax	0	0	(30)
Other Payables	(4,443)	(1,814)	(3,721)
Leave Provisions - Current	(175,250)	(216,320)	(216,320)
	<u>(741,411)</u>	<u>(377,258)</u>	<u>(297,326)</u>
NET CURRENT ASSET POSITION	2,620,653	649,182	3,299,461
Less: Cash - Reserves - Restricted	(1,872,648)	0	(1,805,192)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	155,425	155,425
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,643</u>	<u>804,607</u>	<u>1,682,234</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Budgeted Rate Revenue \$	2015/16 Budgeted Total Revenue \$	2014/15 Actual \$
Differential General Rate/General Rate						
GRV - Residential	9.8714	132	1,123,616	110,832	110,832	110,487
GRV - Commercial/Industrial	9.8714	18	316,540	31,247	31,247	33,747
GRV - Town Rural	9.8714	10	87,048	8,593	8,593	8,262
GRV - Other Towns	9.8714	1	2,130	210	210	202
UV - Rural Farmland	0.8897	245	101,196,000	900,341	900,341	860,277
Sub-Totals		406	102,725,334	1,051,223	1,051,223	1,012,975
Minimum Payment						
	Minimum \$					
GRV - Residential	660	50	236,988	33,000	33,000	29,610
GRV - Commercial/Industrial	660	15	55,169	9,900	9,900	9,450
GRV - Town Rural	660	17	42,102	11,220	11,220	10,710
GRV - Other Towns	120	18	5,529	2,160	2,160	2,160
UV - Rural Farmland	660	48	2,441,900	31,680	31,680	30,240
UV - Commercial/Industrial	660	4	400	2,640	2,640	2,520
UV - Town Rural	660	3	73,000	1,980	1,980	1,890
UV - Mining Tenement	120	3	5,690	360	360	600
Sub-Totals		158	2,860,778	92,940	92,940	87,180
Discounts (Note 12)					0	0
Total Amount Raised from General Rate					1,144,163	1,100,155
Specified Area Rates (Note 9)					0	0
Total Rates					1,144,163	1,100,155

All land except exempt land in the Shire of Dowerin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved in the remainder of the Shire.

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the revenue to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received other than rates and also bearing in mind the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the Government services/facilities.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	0	(480)	4,420
Key Deposits	610	0	0	610
Tidy Towns	2,818	0	0	2,818
HACC vehicle	2,025	0	0	2,025
HACC Fundraising	2,509	0	0	2,509
Building Deposits	10,000	0	0	10,000
AROC Funds	61,548	0	0	61,548
	<u>84,410</u>	<u>0</u>	<u>(480)</u>	<u>83,930</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

10. OPERATING STATEMENT

	September 2015 Actual \$	2015/16 Adopted Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	3,399	39,050	44,564
General Purpose Funding	1,313,207	1,902,892	3,254,927
Law, Order, Public Safety	178	26,000	29,364
Health	78,785	255,022	263,446
Education and Welfare	27,252	94,548	93,081
Housing	32,890	136,077	125,738
Community Amenities	212,213	217,584	259,096
Recreation and Culture	15,462	49,052	137,648
Transport	570,064	1,233,174	675,266
Economic Services	2,275	10,536	114,065
Other Property and Services	1,049	10,000	29,893
TOTAL OPERATING REVENUE	2,256,774	3,973,935	5,027,088
OPERATING EXPENSES			
Governance	132,554	336,666	409,296
General Purpose Funding	25,195	91,972	96,437
Law, Order, Public Safety	9,022	75,835	84,666
Health	100,813	313,334	338,732
Education and Welfare	32,593	128,270	118,633
Housing	42,508	168,559	170,030
Community Amenities	62,493	311,867	316,138
Recreation & Culture	117,462	630,187	744,342
Transport	288,199	1,186,627	1,503,505
Economic Services	57,214	179,091	335,915
Other Property and Services	17,418	4,246	8,223
TOTAL OPERATING EXPENSE	885,471	3,426,654	4,125,918
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>1,371,303</u>	<u>547,281</u>	<u>901,171</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

11. BALANCE SHEET

	September 2015 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,150,151	2,659,906
Trade and Other Receivables	436,861	150,921
Inventories	9,777	20,805
TOTAL CURRENT ASSETS	<u>3,596,789</u>	<u>2,831,632</u>
NON-CURRENT ASSETS		
Other Receivables	107,776	107,776
Inventories	0	0
Property, Plant and Equipment	9,601,397	9,129,462
Infrastructure	24,262,625	24,208,346
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>33,971,798</u>	<u>33,445,584</u>
TOTAL ASSETS	<u>37,568,587</u>	<u>36,277,216</u>
CURRENT LIABILITIES		
Trade and Other Payables	109,792	189,724
Long Term Borrowings	81,822	81,822
Provisions	216,320	216,320
TOTAL CURRENT LIABILITIES	<u>407,934</u>	<u>487,866</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	496,483	496,483
Provisions	23,224	23,224
TOTAL NON-CURRENT LIABILITIES	<u>519,707</u>	<u>519,707</u>
TOTAL LIABILITIES	<u>927,641</u>	<u>1,007,573</u>
NET ASSETS	<u>36,640,946</u>	<u>35,269,643</u>
EQUITY		
Trust Imbalance	0	0
Retained Surplus	30,596,839	29,225,536
Reserves - Cash Backed	1,805,192	1,805,192
Reserves - Asset Revaluation	4,238,915	4,238,915
TOTAL EQUITY	<u>36,640,946</u>	<u>35,269,643</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

12. FINANCIAL RATIOS

	2015 YTD	2015	2014	2013
Current Ratio	7.095	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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10.3.2 ACCOUNTS FOR PAYMENT – 7 SEPTEMBER TO 12 OCTOBER 2015

Date: 13 October 2015
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Sonia King – Finance Manager
Attachments: List of Accounts 7 September to 12 October 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

(2543) Moved: T.A. Jones Seconded: B.N. Walsh Carried: 7/0

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

LIST OF ACCOUNTS - 7 September to 12 October 2015

MUNICIPAL PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
EFT3564	09/09/2015	AVON WASTE	Rubbish contract	-2513	2513
EFT3565	09/09/2015	Abbott & Co Printers	Business Cards- Finance Manager	-189	
EFT3566	09/09/2015	BOEKEMAN MACHINERY	Repairs D014 (Roller) - Battery & fix air con belt D010 (Grader) - Replace window	-832	
EFT3567	09/09/2015	BOC LIMITED	Gas rental - oxygen	-129	
EFT3568	09/09/2015	DOWERIN IGA EXPRESS	Refreshments and Cleaning Supplies	-175	
EFT3569	09/09/2015	LANDGATE	Mining Tenements	-38	
EFT3570	09/09/2015	DOWERIN BULK TRANSPORT PTY LTD	Blue metal and metal dust carting	-4197	
EFT3571	09/09/2015	DOWERIN TYRE AND EXHAUST	Tyre supply & repairs Tyres & Safety checkpoint D009 Fit old tyre to D010 (grader) Battery for Chipper	-2639	
EFT3572	09/09/2015	DOWERIN ROADHOUSE	Fuel for Jet Wash trailer	-27	
EFT3573	09/09/2015	ELDERS LIMITED	PPE - WORK BOOTS	-328	
EFT3574	09/09/2015	EASTERN HILLS SAWS & MOWERS	Repairs to mower	-400	
EFT3575	09/09/2015	ENDEAVOUR COMMUNITY NEWSPAPER INC	Living in the Wheatbelt Forum Advertising	-28	
EFT3576	09/09/2015	JK WILLIAMS & CO	August Account PPE - Trousers Clothesline Coach Screws Pressure Pump 2x Sliding Door Lock Lawn Mower Reticulation Supplies Sundries	-2616	
EFT3577	09/09/2015	KEY SOURCE RAIL PTY LTD	Repairs & Parts for Track Guage	-432	
EFT3578	09/09/2015	MIDWAY MAINTENANCE	Repairs to basketball shed (inc Materials, Crane, Labour)	-6568	
EFT3579	09/09/2015	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	2 way for D010	-199	
EFT3580	09/09/2015	WESFARMERS KLEENHEAT GAS	Yearly gas rental - 43 Stacy Street	-34	
EFT3581	09/09/2015	WESTRAC EQUIPMENT	Parts for Loader	-466	
EFT3582	09/09/2015	REBECCA WINDSOR	Gym Inductions	-60	60
EFT3583	23/09/2015	AVON WASTE	Rubbish Collection 26/06/2015	-2307	2307
EFT3584	23/09/2015	Building & Health Surveying Services	EHO Contract	-4374	
EFT3585	23/09/2015	CUTTING EDGES PTY LTD	Grader blades and assembly	-896	
EFT3586	23/09/2015	DOWERIN COMMUNITY RESOURCE CENTRE	Advertising Charges Living in the Wheatbelt Forum Enrolling to Vote Sale of 58 Stacy St & Water Truck	-165	
EFT3587	23/09/2015	DOWERIN & DISTRICTS	Fertilizer & Seat washers for spray	-104	

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

		FARM SHED	unit		
EFT3588	23/09/2015	ELDERS LIMITED	Chemical - Glyphosate - Spraying verges	-926	
EFT3589	23/09/2015	ENERGY AND WATER OMBUDSMAN (WA) LIMITED	Annual Levy 2015/2016	-55	
EFT3590	23/09/2015	Force	Hire of Truck Mounted Knuckle Boom	-871	
EFT3591	23/09/2015	SHIRE OF GOOMALLING	Contribution to Medical Surgery	-13750	
EFT3592	23/09/2015	ALL-WAYS FOODS	Cleaning Supplies	-196	
EFT3593	23/09/2015	Gym Care	Gym Equipment - Treadmill	-3850	
EFT3594	23/09/2015	Emma Judith HARDY	Police Clearance Refund - TRELIS Training	-32	
EFT3595	23/09/2015	JR & A HERSEY	Hersey Account Bulk Glass Cleaner Bulk Insect Repellent Bulk Line Marker and Spray and Mark Bulk Air Fresheners Sundries	-1250	
EFT3596	23/09/2015	LAWN DOCTOR TURF FARM	Vertidrainning Football and Hockey Ovals	-3383	
EFT3597	23/09/2015	OUR COMMUNITY PTY LTD	Our Community Subscription	-330	
EFT3598	23/09/2015	SETON AUSTRALIA PTY LTD	Push/Pull Signs - DCC	-59	
EFT3599	23/09/2015	TOTAL HYGIENE SERVICES	Toilet Supplies	-127	
EFT3600	23/09/2015	WA LOCAL GOVERNMENT ASSOCIATION	Annual Domain Name Hosting Fee	-55	
EFT3601	23/09/2015	WESTRAC EQUIPMENT	New 12M Grader and Trade In	-200693	
EFT3602	30/09/2015	AVON WASTE	Rubbish Collection	-2343	2343
EFT3603	30/09/2015	COMMERCIAL HOTEL DOWERIN	Refreshments for Council	-50	
EFT3604	30/09/2015	ESTEEM PLUS	LIWF - Maggie Dent	-5590	5590
EFT3605	30/09/2015	GEVERS GODDARD JONES PTY LTD	Support Subscription	-400	
EFT3606	30/09/2015	ALL-WAYS FOODS	Bulk Cleaning Supplies	-169	
EFT3607	30/09/2015	KENNARDS HIRE PTY LTD	Hire of Lawn Coring Machine	-402	
EFT3608	30/09/2015	PUBLIC LIBRARIES WESTERN AUSTRALIA	PLWA Subscription	-108	
EFT3609	30/09/2015	5Rivers Plumbing & Gas	Plumbing repairs	-190	
EFT3610	30/09/2015	SONYA RALPH CATERING	LIWF Catering	-1100	
EFT3611	30/09/2015	DIANA SPENCER	Refund for LIWF	-40	40
EFT3612	30/09/2015	SHERIDANS FOR BADGES	Name Badges- Council	-427	
EFT3613	30/09/2015	REBECCA WINDSOR	Gym Inductions	-40	40
EFT3614	07/10/2015	ADVANCED AUTOLOGIC PTY LTD	Sundries - Truck wash, grease, aerosol	-385	
EFT3615	07/10/2015	B T EQUIPMENT	Repairs to loader D012 Air con condenser, lift cable, skid steer	-8223	
EFT3616	07/10/2015	CARDNO PTY LTD	Professional Services - Bike Plan	-6930	
EFT3617	07/10/2015	DOWERIN IGA EXPRESS	Refreshments	-159	
EFT3618	07/10/2015	DOWERIN BAKERY AND NEWS	September Account - Paper and refreshments	-64	
EFT3619	07/10/2015	LANDGATE	Mining Tenements	-38	
EFT3620	07/10/2015	JR & A HERSEY	Depot sundries	-112	
EFT3621	07/10/2015	KENNARDS HIRE PTY LTD	Hire of turf cutter - Cricket Pitch	-167	

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

EFT3622	07/10/2015	LENIP PTY LTD	50 x 20kg bags Asphalt	-1719	
EFT3623	07/10/2015	MIDWAY MAINTENANCE	Install Banner Pole (Labour & Materials)	-788	
EFT3624	07/10/2015	OFFICEMAX AUSTRALIA LIMITED	Stationery	-77	
EFT3625	07/10/2015	QUICK CORPORATE AUSTRALIA PTY LTD	Stationery - 2016 Diaries	-215	
EFT3626	07/10/2015	5Rivers Plumbing & Gas	Repair leaking toilet cistern Public Toilets	-344	
EFT3627	07/10/2015	RALPH THAXTER	Parts & Repairs to Generator	-52	
EFT3628	07/10/2015	WESFARMERS KLEENHEAT GAS	Yearly Gas Rental	-385	
EFT3629	07/10/2015	WILSONS SIGN SOLUTIONS	Honour board updates	-158	
EFT3630	07/10/2015	WESTRAC EQUIPMENT	Hydraulic Hose	-61	
EFT3631	07/10/2015	REBECCA WINDSOR	Gym Inductions	-40	40
EFT3632	07/10/2015	WURTH AUSTRALIA PTY LTD	Sundries Blade Windscreen Aerosol Fuses Cleaner	-691	
EFT3633	07/10/2015	ZACKS	Gym keycard stickers	-179	
EFT3634	07/10/2015	JK WILLIAMS & CO	September Account Hammer Drill Retic Fittings for National Tree Day Mobile Data Recharge Door for Archives Room Gym Software and new cards Sundries	-3359	
DDDOWO	30/09/2015	Department of Transport		-30160	
TOTAL \$				-320456	12933
MUNICIPAL CHEQUES					
2030	02/10/2015	SHIRE OF DOWERIN	Licensing course allowance - E.Hardy	-250	
2031	06/10/2015	SHIRE OF DOWERIN	Postage	-169	
2032	06/10/2015	SHIRE OF DOWERIN	Petty Cash	-194	
10025	09/09/2015	STARTRACK EXPRESS	Freight - loader parts	-29	
10026	09/09/2015	SYNERGY	Electricity AUG 15	-3827	
10027	09/09/2015	TELSTRA	Telephone charges	-782	
10028	23/09/2015	COURIER AUSTRALIA	Freight - Admin Stationery and Library	-46	
10029	23/09/2015	SYNERGY	Power Usage	-10559	
10030	23/09/2015	TELSTRA	Telephone charges	-1111	
10031	23/09/2015	WATER CORPORATION	Water Usage	-109	
10032	23/09/2015	WESTNET PTY LTD	Internet Service Charges	-747	
10033	24/09/2015	AUSTRALIAN TAX OFFICE	Payroll deductions	-4551	4551
10034	24/09/2015	SHIRE OF DOWERIN	Shire Office Petty Cash	-194	
10035	30/09/2015	CHILD SUPPORT AGENCY	Payroll deductions	-353	353
10036	30/09/2015	W E & J M COOTE	Materials & Repairs Museum Exhibition Hall Town Hall Stacy Street House	-8537	
10037	30/09/2015	LGRCEU	Payroll deductions	-39	
10038	30/09/2015	WORKWEAR GROUP PTY LTD	Uniform - E.Hardy	-387	
10039	30/09/2015	SYNERGY	Power Usage	-1594	

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

10040	30/09/2015	TELSTRA	Telephone Charges	-84	
10041	07/10/2015	RACHEL BUCK	Emergency Tower Power Usage	-173	
10042	07/10/2015	COURIER AUSTRALIA	Freight	-37	
10043	07/10/2015	STARTRACK EXPRESS	Freight for Filters	-56	
10044	07/10/2015	TELSTRA	Mobile telephone charges	-1616	
10045	07/10/2015	WATER CORPORATION	Water Usage	-38	
10046	07/10/2015	WESTNET PTY LTD	Internet charges	-194	
TOTAL \$				-35675	4904
SUPERANNUATION PAYMENTS					
DD8923.1	09/09/2015	WA SUPER	Payroll deductions	-3483	3483
DD8923.2	09/09/2015	CHILDCARE SUPER	Superannuation contributions	-99	99
DD8923.3	09/09/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-32	32
DD8923.4	09/09/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-58	58
DD8923.5	09/09/2015	Australian Super	Superannuation contributions	-642	642
DD8923.6	09/09/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-412	412
DD8923.7	09/09/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8923.8	09/09/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8923.9	09/09/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-126	126
DD8927.1	23/09/2015	WA SUPER	Payroll deductions	-2848	2848
DD8927.2	23/09/2015	CHILDCARE SUPER	Superannuation contributions	-78	78
DD8927.3	23/09/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-21	21
DD8927.4	23/09/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-64	64
DD8927.5	23/09/2015	Australian Super	Superannuation contributions	-180	180
DD8927.6	23/09/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-395	395
DD8927.7	23/09/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8927.8	23/09/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8927.9	23/09/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-125	125
DD8943.1	07/10/2015	WA SUPER	Payroll deductions	-2854	2854
DD8943.2	07/10/2015	CHILDCARE SUPER	Superannuation contributions	-108	108
DD8943.3	07/10/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-20	20
DD8943.4	07/10/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-81	81
DD8943.5	07/10/2015	Australian Super	Superannuation contributions	-180	180
DD8943.6	07/10/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-458	458
DD8943.7	07/10/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8943.8	07/10/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8943.9	07/10/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-113	113
DD8923.10	09/09/2015	CBUS	Superannuation contributions	-162	162
DD8923.11	09/09/2015	PRIME SUPER	Superannuation contributions	-176	176

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

DD8923.12	09/09/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-129	129
DD8923.13	09/09/2015	HOSTPLUS	Superannuation contributions	-61	61
DD8927.10	23/09/2015	CBUS	Superannuation contributions	-162	162
DD8927.11	23/09/2015	PRIME SUPER	Superannuation contributions	-168	168
DD8927.12	23/09/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-161	161
DD8927.13	23/09/2015	HOSTPLUS	Superannuation contributions	-60	60
DD8943.10	07/10/2015	CBUS	Superannuation contributions	-162	162
DD8943.11	07/10/2015	PRIME SUPER	Superannuation contributions	-168	168
DD8943.12	07/10/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-160	160
DD8943.13	07/10/2015	HOSTPLUS	Superannuation contributions	-30	30
TOTAL				-14918	14918
PAYROLL PAYMENTS					
Pays 09/09	09/09/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 09/09	-43955	
Pays 23/09	23/09/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 23/09	-37651	
Pays 07/10	07/10/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 07/10/2015	-38513	
TOTAL \$				-120120	

TRUST PAYMENTS		
NIL		
TOTAL \$		-0

MUNICIPAL TOTALS	
EFT TRANSACTIONS	\$320,456.00
SUPER PAYMENTS	\$14,918.00
CHEQUES	\$35,675.00
PAYROLL PAYMENTS	\$120,120.00
TOTAL	\$491,169.00

10.3.3 FREEDOM OF INFORMATION POLICY & STATEMENT

Date:	13 October 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King – Freedom of Information Coordinator
Attachment:	DRAFT Freedom of Information Policy & DRAFT Freedom of Information Statement

Background

Council's Policy Manual is an important document of Council as it provides direction to Staff, Management and Councillors. Many of the policies and statements are required by, or relate to, legislation and in most instances help manage Council's exposure to risk.

This report proposes endorsement of the Freedom of Information Policy and Statement and subsequent implementation with the Shire of Dowerin organisation.

Comment

Council's current Policy Manual does not include a Freedom of Information Policy or Statement. In accordance with the Section 96 of the *Freedom of Information Act, 1992* it is a requirement of Council to undertake an annual review of its Freedom of Information Statement. The next review of the statement will be due in October 2016.

Statutory Implications

As reflected in the Background Section above this review is undertaken in accordance the *Freedom of Information Act, 1992* – Section 96.

Planning and Policy Implications

The Freedom of Information Statement is classed as a Council Policy and is referred to by staff when dealing with any Freedom of Information application/items relevant to this legislation.

Shire of Dowerin Corporate Plan 2013-15

Shire of Dowerin Workforce Plan 2013-17

Risk Assessment

Should Council not endorse a Freedom of Information Statement and implement an annual review process, it would be in breach of the legislation.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.2

(2544) Moved: T.A. Jones Seconded: G.S. Ralph Carried: 7/0

THAT COUNCIL ADOPTS THE FREEDOM OF INFORMATION POLICY AND FREEDOM OF INFORMATION STATEMENT.



FREEDOM OF INFORMATION POLICY

Policy Owner:	Governance
Distribution:	All Employees
Person Responsible:	CEO
Date of Approval:	21 October 2015
File Reference:	FOI

Objective This Policy is designed to provide guidelines for staff regarding Freedom of Information Requests.

- To assist the public to obtain access to documents and records held by the Shire of Dowerin.
- To allow documents to be obtained promptly (and at the lowest reasonable cost) unless they are “exempt” within the provisions of the Act.

Policy Statement

The Shire of Dowerin will provide a general right of access to documents and records of the Shire in accordance with the provisions of the Freedom of Information Act 1992 and the guidelines of this Policy.

Guidelines

- The Shire of Dowerin Chief Executive Officer delegates the role of “FOI Coordinator” for the Shire to staff member(s) who are to be suitably trained with respect to FOI Coordinator responsibilities. The staff member(s) are hereby given delegated authority to perform that function within the requirements of the Act.
- The Shire of Dowerin Chief Executive Officer assume the role of “Decision Maker” and is hereby authorised to make decisions regarding access to information.
- The Chief Executive Officer is appointed to review an application should the applicant be dissatisfied with the results of their application.
- Procedures for determining access, exemptions, personal information, review, and the preparation of information statements shall be in accordance with the Freedom of Information Implementation Guidelines prepared by the Office of the Information Commissioner, Perth.



SHIRE OF DOWERIN
FREEDOM OF INFORMATION STATEMENT

INTRODUCTION

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local government, to prepare and publish annually, an Information Statement.

The Information Statement must set out –

- The Agency's Mission Statement
- Details of Legislation administered
- Details of the agency structure
- Details of decision making functions
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency
- The operation of FOI in the agency

This document has been prepared by the Shire of Dowerin to satisfy Part 5 of the Act and is correct as at October 2015. Copies of this document may be obtained from –

Freedom of Information Co-ordinator

Shire of Dowerin

PO Box 111

DOWERIN WA 6461

Or on the Shire of Dowerin website at www.dowerin.wa.gov.au

Enquiries may be made to that office on telephone 08 9631 1202 Monday to Friday 8:30am to 4:00pm or email finance@dowerin.wa.gov.au



COUNCIL INFORMATION STATEMENT

**Freedom of Information
THE COUNCIL INFORMATION STATEMENT
ACCESS TO COUNCIL DOCUMENTS
DOCUMENTS TO BE PROVIDED OUTSIDE OF FOI WHEREVER POSSIBLE**

The Shire of Dowerin is an open and accountable Local Government and wherever possible will make documents available for public inspection outside of the *Freedom of Information Act*. The general public can view a variety of Council publications at the Shire Offices at 13 Cottrell Street Dowerin or online at Council's website address which is www.dowerin.wa.gov.au

If members of the public wish to obtain **copies** of any documents, then a **charge may apply**.

Emailed copies of public documents will be provided free of charge.

FOI PROCEDURES AND ACCESS ARRANGEMENTS

FOI Operations

The Shire of Dowerin supports an open and accountable local government and will endeavour to make information available promptly and at the least possible cost. As previously stated whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to:

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the Shire Offices with any application fee payable.

Applications and enquiries should be addressed or delivered to:

Freedom Information Coordinator
Shire of Dowerin 13 Cottrell Street DOWERIN WA 6461

Acknowledgment of Applications

Applications will be acknowledged in writing and you will be notified of the decision as quickly as possible and no later than 45 days after the application is received.



Freedom of Information Charges

A scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary.

No fees or charges apply for personal information or amendment of personal information about yourself (e.g. your medical records; details of employment etc).

Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged, and there may be other charges imposed by the agency as follows:

- \$30 per hour of staff time or pro rata for part of an hour for dealing with an application. (Agencies cannot charge for locating the documents within the scope of your request.)
- \$30 per hour (or pro rata for part of an hour) for supervision by staff when access is given to view documents; or the time taken by staff to prepare a transcript from a tape or make photocopies.
- 30 cents per photocopy.
- Actual cost incurred by the agency for preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents.

Deposits

- Advance deposit may be required of the estimated charges 25%
- For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable may be waived in certain circumstances.

Access Arrangements

Access to documents can be granted by way of inspection, emailed electronic copy, a "hard" paper copy of a document, a copy of an audio or video tape, a computer disc, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Edited Copies of Documents

As a general rule Council will provide edited copies of documents where part of the document may be subject under the schedule of exemptions of the Freedom of Information Act for various reasons (eg, commercial considerations) or where there would be disclosure of personal or private information about an individual.

Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the officer who made the decision. This is the Manager, Corporate Services



- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision will be able to seek an **internal review** by the Chief Executive Officer. If you disagree with the result of the CEO's decision then you can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.

LEGISLATION ADMINISTERED

The Shire of Dowerin is established under the Local Government Act 1995, and has the responsibility for the administration of this Act within the municipality. Other major legislation which the Shire of Dowerin is wholly or partly responsible for administering is –

- Bush Fires Act
- Dog Act
- Litter Act
- Health Act
- Environmental Protection Act
- Town Planning & Development Act
- Dividing Fencings Act
- Off Road Vehicles Act
- Freedom of Information Act
- Occupational Health, Safety & Welfare Act
- Building Codes of Australia
- Library Board Act

Council is also responsible for statutory control and obligations within the following legislations –

- Health Act
- Main Roads Act
- Environment Protection Act
- Building Act
- Dog Act
- Caravan and Camping Act
- Litter Act
- Liquor Licensing Act
- Land Administration Act
- Town Planning Act
- Road Traffic Act



ORGANISATION STRUCTURE

Council is the policy making body of the Shire of Dowerin. To implement Council decisions, it is necessary to employ professional staff. Management of the staff is through senior officers. The Chief Executive Officer, who is employed by the Council and has delegated authority, manages the day to day running of the Shire and provides advice to Council and directs the activities of staff through the Managers/Coordinators.

FUNCTIONS

The elected members of Council act as one body, dealing with the business of the Dowerin local government area in accordance with relevant statutes, local laws and policies. As a body, Council meets on the third Tuesday of each month.

Meetings commence at 3.00 pm sharp and any member of the public is welcome to attend. Limited time is set aside for the public to ask questions of the Council. Questions are generally taken on notice as a reply may not be immediately forthcoming due to the need to either research the matter raised or to seek clarification of the matter from a third-party. Desirably, questions should be submitted in writing at least 3 days before the Council meeting is to take place in order that a response can (hopefully) be provided at the meeting.

Occasionally, Council may hold a special meeting outside of these times, especially where it is required to deal with an urgent matter of business. Notice of a Special Meeting of Council will be advertised in the beforehand. Again, any member of the public is welcome to attend a Special Meeting of Council and ask questions of the Council within the allotted public question time.

Where a person requests a matter to be dealt with by the Council, or is required to have a matter (such as a land development proposal or application) to be dealt with by the Council, such a request (or proposal or application) must be submitted in writing to the Chief Executive Officer (CEO) at least 30 days before the date of the Ordinary Meeting of Council (OCM) at which it is requested to be considered and determined. Inclusion of the matter in the meeting agenda will be subject to all relevant and pertinent information being provided by the person making the request (or by the proponent or applicant), all comments from relevant authorities and agencies who may be affected by the matter having been received, and either no public or stakeholder notification beforehand is required, or where required, such notification has been completed and the submission period has expired.

A request received less than 30 days before the next Ordinary Meeting of Council may be presented to Council for consideration and determination only at the discretion of the CEO and subject to the above criteria (where applicable).

DOCUMENTS HELD BY THE SHIRE OF DOWERIN

The following documents are available for public inspection at the Shire of Dowerin free of charge. Members of the public may purchase copies of these documents. The charges for these documents are set annually by the Council and the Fees and Charges manual may be inspected at



the Shire Offices during normal office hours. Some of the documents or related information is available online.

- Policy Manual
- Annual Budget
- Annual Report
- Standing Orders
- Strategic Plan
- Freedom of Information Statement
- Tender Register
- Code of Conduct
- Council Minutes & Agendas (unless classified as confidential)
- Electoral Rolls
- Rates and Charges
- Local Laws
- Various leaflets and brochures

The Shire of Dowerin holds a number of different types of documents for which a Freedom of Information request for information should be submitted. These include letters and general correspondence, internal reports, external reports to other agencies, plans, memorandums, drawings and videos.

Information is held in the Shire's filing system, which is managed by an electronic records management system.

Personal information is held in personnel files in the Shire's records system.

OPERATION OF FOI IN THE SHIRE OF DOWERIN

What is the Freedom of Information Act all about?

- It gives you the legally enforceable right to access records held by both State and Local Government agencies. You do not need to demonstrate any connection to or reason for seeking access to these records.
- It gives you the right to apply to have personal information we hold that you believe is inaccurate to be altered (at no cost).
- It obliges the Shire of Dowerin to make available certain information about the way it operates.

What are considered to be records?

The Act defines records as –

- Any paper based records eg. Memos, correspondence, maps, plans, photos etc.
- Any sound based records, eg. cds etc.
- Any image based records eg. Roll films, micrographics, video tapes, optical disks etc.



- Any digital based records eg. Computer tapes, floppy disks, cds etc.

Who do I contact to make enquiries?

You may ring the Shire of Dowerin Freedom of Information Co-ordinator on 08 9631 1202 between the hours of 8.30am to 4.00pm Monday to Friday if you have any queries. Alternatively, you can send an email to finance@dowerin.wa.gov.au

How do I lodge an application?

You must lodge your application in writing –

- give enough information so that the documents can be identified
- give an Australian address to which notices can be sent
- be lodged at the Shire of Dowerin with any application fee payable
- give enough information so that the documents can be identified

Lodgement of Applications

Applications may be lodged –

By Post, addressed to –

FOI Coordinator
Sonia King
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

Or in Person to –

Shire of Dowerin
13 Cottrell Street
DOWERIN WA 6461

11. NEW BUSINESS OF AN URGENT NATURE

11.1.1 LATE ITEMS – APPROVAL TO CONSIDER

Date: 20 October 2015
Applicant: N/A
Location: Nil
Author: Dacre Alcock

Summary:

Council is requested to consider a Late Agenda Item

Comment:

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time in particular where commercial activities within the district would be delayed by Council not considering the item.

Consultation:

Nil

Policy Implications:

Nil

Statutory Implications:

Shire of Dowerin – Standing Orders Local Law 2001

Section 3.9: Urgent Business Approved By the Presiding Person or by Decision of Members Present

1. In cases of urgency or other special circumstance, matters may, with the consent of the person presiding be raised without notice and decided by the meeting.
2. Any member may move that the urgent business proposed to be raised by the presiding person not be accepted and if carried by a majority of members present, the urgent business is not accepted.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COUNCIL DECISION – ITEM 11.1.1

(2545) Moved: T.A. Jones Seconded: D.P. Hudson Carried: 7/0

THAT THE LATE AGENDA ITEM IS TO CONSIDER CONTRACTING TMR CONSULTING SERVICES FOR THE DOWERIN SHORT TERM ACCOMMODATION PROJECT.

11.1.2 TMR CONSULTING SERVICES – DOWERIN SHORT TERM ACCOMMODATION

Date:	19 th October 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Louise Hagboom
Attachments:	TMR Consulting Services, Proposal for Services RAC Media Release: Monkey Mia Caravan Park Dowerin Short Term Accommodation Precinct Master Plan

Background

The Shire of Dowerin identified the immediate need for investment in short-term accommodation through the development of the Dowerin Community Strategic Plan and therefore the development of a short term accommodation precinct forms an integral part of the Dowerin Corporate Plan (section EB. 2 3 Develop further accommodation options in Dowerin) which was adopted by Council in November 2013.

Accommodation within the Shire is in critically short supply with a mere 28 beds available to let through the Dowerin Caratel and Dowerin Commercial Hotel. During the Field Days demand for the available accommodation far outstrips supply, necessitating private billeting arrangements, camping or sourcing accommodation outside of the town.

Shire Staff continue to search and secure grant funding that may be available to financially support the development of this project, however due to the general scope of the project and limited sources of funding available, Council should consider that the Short Term Accommodation Precinct presents a viable and attractive investment opportunity for large corporate companies (e.g. RAC)

Comment

CDO has approached TMR Consulting Services (Rebekah Burgess) to work in conjunction with the Shire of Dowerin in order to develop a professional and well planned business prospectus which, upon completion can be used to pitch the project to potential investors.

TMR Consulting Services will work with the Shire of Dowerin to prepare a business prospectus for the Dowerin Accommodation Precinct which highlights key statistical and financial information to present a holistic and compelling case for investment. The prospectus can be used as a visual aide and reference source to assist discussions with potential investors.

Consultation

Cnr Hudson

CEO

Rebekah Burgess (TMR Consulting Services)

Statutory Implications

Nil

Financial Implications

Council will be required to allocate out of budget expenditure of \$6910 (including GST) to contract

the services of TMR Consulting for the development of the Business Prospectus. Use the Economic Development Reserve to finance the expenditure.

Policy Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 11.1.2

(2546) Moved: T.A. Jones Seconded: B.N. Walsh Carried: 7/0

COUNCIL AGREES TO:

- 1. SEEK INVESTMENT OPPORTUNITIES TO FINANCIALLY SUPPORT THE DEVELOPMENT OF THE DOWERIN SHORT TERM ACCOMMODATION PRECINCT**
- 2. ALLOCATE \$6910 INC GST OF OUT OF BUDGET EXPENDITURE TO CONTRACT TMR CONSULTING SERVICES FOR THE DEVELOPMENT OF A BUSINESS PROSPECTUS.**



TMR Consulting Services

TMR Consulting Services
PO Box 5
MECKERING WA 6405
P: (08) 9625 1504
M: 0428 871 202

ABN 37 806 970 683

TMR CONSULTING SERVICES PROPOSAL FOR SERVICES

For the Shire of Dowerin

OVERVIEW

TMR Consulting Services is pleased to submit this proposal for services to support the Shire of Dowerin in preparing a business prospectus for the Dowerin Accommodation Precinct. TMR Consulting Services understands that the Dowerin Accommodation Precinct is a collaborative initiative of the Shire of Dowerin and Dowerin Events Management which aims to establish quality short-term accommodation adjacent to the site of the Dowerin Field Days.

The Objective

The objective of this project is to develop a compelling business prospectus for the Dowerin Accommodation Precinct, which will be used as an aide to attract private investment in the development of the facility. This private investment will complement funds already secured and/or those being sort through grants.

Context

The Shire of Dowerin has identified the immediate need for investment in short-term accommodation to support its aspirations for growth in the tourism sector and to enable the expansion of the hugely successful Dowerin Field Days.

Accommodation within the Shire is in critically short supply, with a mere 28 beds available to let through the Dowerin Caratal and Dowerin Commercial Hotel. During the Field Days demand for the available accommodation far outstrips supply, necessitating private billeting arrangements, camping or sourcing accommodation outside of the town.

The Shire of Dowerin believes that the Short Term Accommodation Precinct presents a viable and attractive investment opportunity and is seeking to develop a business prospectus, which can be used to pitch the project to potential investors.

PROPOSAL

TMR Consulting Services will work with the Shire of Dowerin to prepare a business prospectus for the Dowerin Accommodation Precinct which highlights key statistical and financial information to present a holistic and compelling case for investment. The prospectus can be used as a visual aide and reference source to assist discussions with potential investors. TMR Consulting Services can also conduct research to identify potential investors and assist in preparing additional support documentation (e.g. graphic presentations) if required, however these services are not included in this initial proposal.

Project Deliverables

Deliverable	Description
Business Prospectus	The Business Prospectus will present a concise overview of the project including its objectives, anticipated outcomes (including revenue potential) and the level of investment required.

Timeline for Execution

Key project dates are outlined below.

Description	Start Date	End Date	Duration
Draft Business Prospectus	TBA	TBA	
Final Business Prospectus	TBA	TBA	

Supplied Material

The following materials are to be supplied by the Shire of Dowerin for this project. For TMR Consulting Services to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent a best guess based on current proposed project dates:

Materials to be supplied by the Shire of Dowerin	Due Date
Business and Management Plan for the Dowerin Accommodation Precinct	TBA
Financials including development costs, secured funding and maintenance/operating cost projections.	TBA
Master Plans, architectural drawings and/or other visual representations of the Accommodation Precinct	TBA

PRICING

The following table details the pricing for delivery of the services outlined in this proposal.

Services Cost	Price
Development of Business Prospectus including attendance at up to two working party meetings – 50 hours at a rate of \$125 per hour	\$6,250
Graphic Design of Prospectus (Estimate only)	\$600
GST on Graphic Design	\$60
TOTAL Inc. GST	\$6,910

Disclaimer: The prices listed in the preceding table are an estimate for the services discussed. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. The graphic design of the prospectus will be outsourced. TMR Consulting Services is not registered for GST and so no GST will be charged for the services rendered by TMR Consulting Services.

QUALIFICATIONS

Rebekah Burges as the principal consultant of TMR Consulting Services, will be responsible for the delivery of the agreed services as outlined in this proposal. Rebekah has a diverse employment history having worked in the Western Australian resources industry for a number of years before transitioning to the not-for-profit sector and managing a small regional development organization.

Rebekah was employed with Rio Tinto at the Argyle Diamond Mine, from 2006 until 2010 and filled the roles of Organizational Effectiveness Advisor and HR Advisor in Programme Management and Logistics. Successes during her tenure with Rio Tinto included providing support in the development of an integrated talent and performance management system for the organizations global operations and the design and implementation of a 15 module leadership program.

In January 2010, Rebekah was offered and accepted the position of Executive Officer with Regional Development Australia (RDA) Wheatbelt Inc. In this position Rebekah was responsible for managing the day to day operations of the organization and ensuring adherence to the organisations' funding agreement with the Commonwealth Government. This included developing and maintaining a Strategic Regional Plan for the Wheatbelt and completing detailed Annual Business Plan's and various research and performance reports. Rebekah concluded her employment with RDA Wheatbelt in July 2015.

Rebekah served a three year term as a director on the board of Heartlands WA Inc. and has been an active member on a number of regional groups including the Wheatbelt Health MOU, Wheatbelt Workforce Development Alliance and the Wheatbelt Aged Care and Solutions oversight committee.

Rebekah's formal qualifications include a Bachelor of Arts with first class honours in psychology, a Master's Degree in Industrial and Organisational Psychology and a Certificate IV in Business Frontline Management.

CONCLUSION

TMR Consulting looks forward to working with the Shire of Dowerin and supporting your efforts to secure investment in the Dowerin Accommodation Precinct.

If you have questions on this proposal, feel free to contact me at your convenience by email at rebekah.burges@bigpond.com or by phone at 0428 871 202.

Thank you for your consideration

Rebekah Burges
Principal Consultant

Media Release



Friday 20 March 2015

RAC invests in tourism in WA's North West

RAC is pleased to announce an agreement has been signed with Aspen Parks Property Fund (Aspen) to acquire three of its tourism accommodation properties, the Monkey Mia Dolphin Resort in Shark Bay, Exmouth Cape Holiday Park and the Ningaloo Reef Resort in Coral Bay.

RAC Executive General Manager Brand and Tourism Tony Pickworth said this acquisition builds on the RAC's plan to provide its members with good quality holiday accommodation in key tourism destinations around Western Australia.

"The plan is to provide a range of consistent, reliable quality accommodation options for our members, helping to preserve the traditional WA holiday for current and future generations of West Australians," Mr Pickworth said.

"RAC is excited to invest in three iconic locations with the aim of boosting local tourism and encouraging more Western Australians to holiday at home."

The agreement for the RAC to acquire the properties is conditional upon a number of matters, including the transfer of a number of operational licences. These conditions are likely to take some months to complete. Until completion occurs, Aspen will continue to own and manage the parks as usual.

"As a mutual organisation, the RAC continues to evolve both its member benefits and services to meet the needs of more than 800,000 members across Western Australia," he said.

Media Contact: Kylie Bonkowski 0401 703 719

rac.com.au/media

52/15

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 6:05pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 17 November 2015.

.....

D.E. Metcalf

PRESIDENT

.....

Date



AGENDA

OF MEETING

HELD ON

17 NOVEMBER 2015

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TABLE OF CONTENTS

TUESDAY 17 NOVEMBER 2015

1. OPENING, OBITUARIES, VISITORS	75
1.1 OPENING	75
1.2 OBITUARIES	75
2. RECORD OF ATTENDANCE/APOLOGIES	75
2.1 RECORD OF ATTENDANCE	75
2.2 LEAVE OF ABSENCE	75
2.3 APOLOGIES	75
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	75
4. DECLARATION OF ELECTED MEMBERS	75
5. PUBLIC QUESTION TIME	75
6. APPLICATIONS FOR LEAVE OF ABSENCE	75
7. CONFIRMATION OF MINUTES	75
8. PETITIONS/DEPUTATIONS/PRESENTATIONS	76
9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION	76
9.1 PRESIDENT ANNOUNCEMENTS	76
10. REPORTS OF COMMITTEE AND OFFICERS	77
10.1 CHIEF EXECUTIVE OFFICER REPORT STRATEGIC	77
10.1.1 CORPORATE PLAN UPDATE	77
10.2 OPERATIONS	96
10.2.1 CEO HOUSING – 19 COTTRELL STREET	96
10.2.2 CEO RECRUITMENT	102
10.3 FINANCE REPORT	106
10.3.1 FINANCE REPORT – OCTOBER 2015	106
10.3.2 ACCOUNTS FOR PAYMENT – 13 OCTOBER TO 11 NOVEMBER 2015	108
10.3.3 CORPORATE CREDIT CARD POLICY	115
11. NEW BUSINESS OF AN URGENT NATURE	122
12. ELECTED MEMBERS MOTIONS	122
13. CONFIDENTIAL ITEMS	122
14. CLOSURE OF MEETING	122

1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

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

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 7.1

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

OFFICER RECOMMENDATION – ITEM 7.2

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.

OFFICER RECOMMENDATION – ITEM 7.3

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.

OFFICER RECOMMENDATION – ITEM 7.4

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 REPORT STRATEGIC

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

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL RECEIVES THE OCTOBER 2015 CORPORATE PLAN STATUS REPORT.

**COMMUNITY STRATEGIC PLAN
2013 – 2017
STATUS REPORT**

ORDINARY MEETING OF COUNCIL AGENDA – 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’Loughlen 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	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> Complete road audit inspection 	Planned for March 2016

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

annual road inspection					
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 funding	CSO CDO FM	<ul style="list-style-type: none"> Coordination of events within budget 	<i>Draft Version of 2015 events calendar and has been created and will be included in the Draft Budget 2015/16</i> 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

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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	Annually		HACC	<ul style="list-style-type: none"> Increase utilisation of HACC services 	3 HACC Brochures have been developed Quality

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

provided by Dowerin HACC			CEO	<ul style="list-style-type: none"> Annual report 	Improvement Plan has been finalised – March 2015.
C.3.3 Maintain High Quality Sporting Facilities					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> 	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 	<p>February 2014 – Gym project completed. Open day held on Thursday 19th February@ 5pm.</p> <p>Lottery West Grant Acquittal completed in May 2015 – funding received.</p> <p>Sept 2015 – door software updated so more than 100 cards can be issued – now up to 500.</p>
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> Complete review and update Bike Plan 	<p>Grant funding sought from Dept of Transport</p> <p>Grant application approved</p> <p>Engaged contractor to develop bike plan</p> <p>Sept 2015 - Initial Bike Plan meeting has taken place</p> <p>First progress report due - CDO</p>
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 	

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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 	<p>Ongoing monthly meetings with CSO, CDO and CRC Coordinator.</p> <p>Upcoming Christmas Markets – collaborative event</p>
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 DEM to provide 2 Leeuwin youth scholarships annually	January	\$3600	CDO Cr Jones Cr Quartermaine	<ul style="list-style-type: none"> 2 youth scholarships presented each year 	<p>Damien Allsopp has been selected to go on the Leeuwin in 2015.</p> <p>Leeuwin trip to be booked? – CDO/CSO?</p>
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>

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

					<p>Engaged Rebekah Burgess to produce Draft Business Prospectus for proposed STA Project</p> <p><i>Discussion Forum due December - CDO</i></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><i>June 2014 – Property Income/Expense spreadsheet developed</i></p> <p><i>June 2014 – Property Maintenance spreadsheet developed</i></p> <p>FM - Stage 1 Commenced as part of Asset Management</p> <p>ASSET MANAGEMENT PLAN OVERDUE</p>

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

					<p>Property Valuations completed Oct '15</p> <p>Fair Value to be applied to Council building infrastructure – working with auditors</p>
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 	<p><i>June 2015 –Budget Meeting 21/07/14</i></p> <p>Ongoing</p> <p>Recreation Strategy in progress – CDO</p> <p>Additional labour and supplies for improved maintenance of Football and Hockey fields - WM</p>
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 	<p><i>June 2014 – Works complete</i></p> <p><i>November 2014 –MOU presented to Council and adopted</i></p> <p><i>First MOU Meeting was held 3 February 2015.October 2014 – laying of lawn completed</i></p>
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 	<p>May 2014 – Complete</p> <p>2015 review outstanding? - EHO</p>
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 	<p>In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being obtained for works.</p> <p>CDO investigating alternative quotes and booking of</p>

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

					trades and contractors. <i>Timeline to be updated December '15</i>
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					
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					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
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 	July 2014 – Surveys updated and distributed amongst Dowerin's youth population.
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 	Supported and promoted a vet service to town
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 	

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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></p> <p>Advertising renewed in various Regional and State publications</p> <p>Update of Dowerin Brochure in progress - CSO</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</p> <p>Regular updates on Dowerin Shire website and Facebook page – CSO</p> <p><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.</p> <p>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</p> <p>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</p> <p>Include in 2016/17 Budget.</p>
EB.2.5 Continue developing the Wheatbelt Heritage Rail Project					
Continue to support the	2013/2014		CEO	<ul style="list-style-type: none"> Provide support via 	<p>Update to Council required December 2015 – CDO/Chris</p>

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

Project			WM FM CDO	telephone, email and in person	<i>Le Marshall</i>
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> Wheatbelt Heritage Rail to be accredited for main line operation 	Accreditation paper work completed and has been submitted – awaiting decision. Meeting organized for 13 November '15 with Rail Regulator
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 	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013 Update? – Chris Le Marshall
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 	Mid 2015 – Track to be completed at Minnivale Update? - Chris Le Marshall

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) Workcamp are assisting regularly with recycling.

ORDINARY MEETING OF COUNCIL AGENDA – 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 	<p>Census update provided September '15</p> <p>Proposed actions for future improvements? - CSO</p>
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 	<p><i>FEB 2015 – Adopted Draft MOU Waterwise Council</i></p> <p><i>July 2015 – National Tree Garden</i></p> <p>Implementation of Waterwise MOU? – WM/CSO?</p>
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 	<p><i>DCC usage of solar panels 2015 – CEO/DCC Committee</i></p>
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 	<p><i>Ongoing</i></p> <p>New DrumMuster portal system with monthly update requirements – FM/Admin</p>
ENV 1.5 Continue oil recycling program					
Promote and educate oil recycling program to local	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	<p><i>Relocate oil facility from Stewart Street to the Amery Refuse site September 2014 – waste oil facility has been</i></p>

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

residents					<i>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 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</i>

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

					December 2015
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 Draft Customer Service Charter due December '15 - FM
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 Registrations of interest for upcoming Councillor training – FM/Admin
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 Christmas Newsletter 2015 due early December – CEO/FM/CDO
Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> Ensure website is always up to date with latest news, events etc... 	<i>Ongoing</i>
LG. 1. 5 Provide opportunities for the community to have input into Council's decision making					

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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 – 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

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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 19 th October 2015.
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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

OFFICER RECOMMENDATION – ITEM 10.2.1

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.**

- 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.**

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 an 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 in 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

OFFICER RECOMMENDATION – ITEM 10.2.2

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 X, 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

OFFICER RECOMMENDATION – ITEM 10.3.1

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

OFFICER RECOMMENDATION – ITEM 10.3.2

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).

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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	-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	

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

EFT3653	23/10/15	GOOMALLING FARM SHED	Plants, Retic, Watering Can	-115.05	
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	

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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	
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	
DDDOWO		Department of Transport		-28304.85	28304.85
TOTAL				-365317.82	56712.86

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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	
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	-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	

ORDINARY MEETING OF COUNCIL AGENDA – 17 NOVEMBER 2015

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	
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

OFFICER RECOMMENDATION – ITEM 10.3.3

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

Reviewed	Next Review	Record No
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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

Reviewed

Next Review

Record No



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

Reviewed

Next Review

Record No

**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.

Reviewed

Next Review

Record No



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

Next Review

Record No

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING



INFORMATION

REPORT

17 NOVEMBER 2015

1. CHIEF EXECUTIVE OFFICER INFORMATION REPORT

Nil.

2. FINANCIAL MANAGER INFORMATION REPORT

Nil.

INFORMATION REPORT

3. WORKS MANAGER INFORMATION REPORT

3.1 WORKS IN PROGRESS

GRADING

Sharmon Rd	Bywater Rd	Moonijin East Rd
Clinic Rd	Ejanding West Rd	Jones Rd
Kalgunddering East Rd	Avery Rd	Booralaming West Rd

CONSTRUCTION

Lime and cement stabilizing sub base Koorda Rd
Gravel overlay Koorda Rd
Crushed rock and cement stabilizing base course Koorda rd
Bitumen planned for Tuesday 17th

AIRSTRIP

Fencing and Gates in place

3.2 COMPLETED WORKS

- Reconstruction Meckering Rd
- Reconstruction Dowerin-Kalannie Rd (Goddard)
- Twinkarri pruning (Koorda Rd, Cunderdin Rd, Maisey Rd)

3.3 FUTURE WORKS

- Re sealing Dowerin-Kalannie Rd
- Re sealing town streets
- 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	52854km	All O.K
FORD FALCON	D0	18/6/12	80619km	All O.K
FORD TERRITORY	D 002	7/8/09	130457km	All O.K
FORD TERRITORY	D.02	3/8/15	11489km	All O.K
FUSO TRUCK	D.003	25/11/14	26575km	All O.K
FUSO TRUCK	D.004	25/11/14	28801km	All O.K

INFORMATION REPORT

HINO 300	D.005	2/2/12	102357km	Air con requires regassing
CAT 938H LOADER	D.006	21/9/12	2550hr	Serviced G Olston
CAT 12M GRADER	D.007	26/11/10	5038hr	Serviced Westrac
FORD COURIER UTE	D.07	11/10/05	131811km	Requires attention to rear suspension
TOYOTA HILUX UTE	D.018	18/11/02	88321km	All O.K
HINO 500	D.009	2/2/12	114460km	All O.K
CAT 120M GRADER	D.010	28/8/15	218hr	All O.K
TOYOTA HILUX UTE	D.013	1/7/05	131454km	Requires 2 tyres
FORD RANGER UTE	D 008	31/8/09	118508km	All O.K
VE COMMODORE WAGON	D.00	31/3/11	68967km	All O.K
Mustang 2054 Skid steer	D.012	20/12/06	2915hr	All O.K
Case Maxxfarm50 tractor	D.030	28/3/2013	1109hr	All O.K
MULTI PAC VP 2400	D.014	3/9/03	5133hr	Service booked
DULEVO SWEEPER 120	D.023	8/6/2015	480hr	All O.K
LOW LOADER	D.06	1/7/72		Dolly has been re wired, trailer to be completed shortly
HINO 500 WATERCART	D 040	25/8/15	67301km	All O.K

4. ENVIRONMENTAL HEALTH OFFICER INFORMATION REPORT

4.1 WATER SAMPLING

As per schedule. The Dept. of Health is seeking an annual report which I am following up on as we've never had to in the past.

4.2 CENTRAL WHEATBELT REGION HEALTH & BUILDING GROUP SYMPOSIUM

I will be attending this Symposium at the Shire of Toodyay on Friday the 13th November.

The agenda is much varied and I will be able to give a verbal report at the Council meeting.

4.3 BUILDING

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

No building applications were received

Valuation:	\$364,000	Building/Planning App' Fees	\$795.00
		Financial Year to date	\$1301.00
Year to Date	\$414,500	Budget Estimate 2015-16	\$5,000

4.4 PRIVATE SWIMMING POOLS & SPA'S

The Building Commission has released a new fact sheet, Thinking of installing a swimming pool or spa?

This fact sheet provides general information about the building approvals process for a new swimming pool or spa and its safety barrier.

http://www.commerce.wa.gov.au/sites/default/files/atoms/files/installing_swimming_pool_spa_online.pdf

This fact sheet explains it much better than I could and if anyone is interested they can look up the link.

5. COMMUNITY DEVELOPMENT OFFICER INFORMATION REPORT

5.1 MEETINGS, SEMINARS, EVENTS & ACTIVITIES

DATE	PERSONNEL/EVENT	OUTCOMES
21 ST Oct	Lynley Arnott	Monthly Meeting
28 th Oct	Rebekah Burges (TMR Consulting Services) Accommodation Precinct Working Group	Initial meeting with Rebekah for the development of the Accommodation Precinct Business Prospectus
11 th Nov	Jenifer Collins – Regional Manager DSR	Meeting to discuss ActiveSmart
13 th Nov	National Rail Regulator	Meeting to discuss WHR Accreditation

5.2 MAJOR PROJECTS

Wheatbelt Heritage Rail

The Wheatbelt Heritage Rail project has been stagnant for many months due to complications with the projects application to the Office of Rail Safety (ORS) for approval of accreditation to operate on the main line. This is an integral part of the project, without accreditation we are unable to connect our track to the Brookfield Rail network and we would be unable to operate trains as part of a tourist network between Goomalling and Wyalkatchem.

Linqage International began the application for accreditation approximately 12mths ago and have been faced with a barrage of red tape from the state regulator. This has been extremely frustrating and worrying for the future of the project.

In recent weeks, the National Regulating body for the Office of Rail Safety has taken control of all the state bodies, which in simple terms, means that we are dealing with a new bunch of people now and safety standards are now consistent throughout the county.

CDO accompanied the Shire President, Councillors, Works Manager and Chris & Jane to the ORS in Perth last Friday in order to meet with the new National Regulator with very positive outcomes. Chris and Jane should be commended on a fantastic job presenting the case and the frustrations we have had along the way dealing with the State regulator. The outcome of the meeting was extremely positive with the National Regulator representations (Peter Cumming and David James) indicating that the application will be reassessed and will find a way of approving accreditation for the trains to operate in the Wheatbelt. Peter and James both made mention of how important this project must be to our community and that an outcome will be forthcoming prior to the 31st January 2016.

CDO has contacted the Department of Regional Development (DRD) in order to seek and extension to the funding of \$1,250,000 obtained through the Country Local Government Fund to assist with this project. These funds were initially to be acquitted by 31st October 2015, an extension has been granted until 30th April 2016.

Christmas Hobby Markets

We have had an excellent response thus far with regards to stall holders for the Dowerin Christmas Markets to be held on Jackson Street on Friday 18th December. Expressions of interest to hold a stall will close on Friday 13th November, thus far (9th Nov) we have received 24 requests to hold a stall.

The markets will take place from 4pm until 7pm and will provide everyone (particularly farmers who have been busy with harvest) an opportunity to do some last minute Christmas shopping as well as showcasing some of the wonderful businesses and creations that our local residents offer.

It is anticipated that this event will provide an alternative to late night shopping by way of creating a bustling and festive atmosphere, bringing the community together in the lead up to Christmas.

Accommodation Precinct

CDO has been working in conjunction with Rebekah Burges to develop the Business Prospectus for this project. Please refer to the Discussion Forum document regarding this project.

5.3 SPORT & RECREATION

ActiveSmart

CDO met with representatives from the Department of Sport & Recreation on Wednesday who presented the new ActiveSmart program which aims to tackle and prevent obesity and high rates of type 2 diabetes in the Wheatbelt.

The ActiveSmart program is fully funded by the State Government to support local governments to achieve long term, sustainable changes that create more active and livable communities. This program will be run by DSR with the support of the Shire of Dowerin (through the provision of sport & rec programs and contact details). The program aims to provide highly personalized information and support that motivates people to enjoy more active lifestyles in their local community.

In short, the input from the Shire of Dowerin and our resources is extremely minimal; DSR will provide a team to work with interested community members on behalf of the Shire of Dowerin. CDO will work with DSR to promote this initiative and provide them with suitable contacts and programs.

Dowerin Recreation Strategy 2015 – 2025

The draft Dowerin Recreation Strategy 2015-2025 was released for public comment as of 21st October 2015. The document and feedback from was distributed as part of a bulk community email, advertised in the local paper, on Facebook and on the Shire Website as well as hard copies being available at the CRC and Shire Administration Office. No public submissions have been received regarding this document. CDO will present this document to council for adoption at the December meeting of Council.

Bike Plan

The Bike Plan Community Survey has now been completed and Cardno are currently compiling the results. 42 community members responded to the survey which aimed to allow local residents to provide submissions on how best the Shire can improve our path network. The Dowerin Bike Plan will be completed in December and plans are for Cardno to present this document to Council in February 2016.

CDO has also completed the first progress report for the Bicycle Network Grants Scheme which is the grant funding which has been approved to fund the development of this document.

5.4 GRANTS

CDO has worked in conjunction with the Finance Manager in order to compile a grants register of outstanding grants/reports that have previously been overlooked or not completed.

Department of Transport – Bicycle Network Funding

CDO has completed the overdue progress report for this grant. The grant is due to be fully acquitted prior to February 2016.

Wheatbelt Development Commission – Aged Friendly Communities Grant

CDO has completed the overdue quarterly progress report for this project and has followed up with various suppliers to action the project items as outlined in the grant agreement (ramp to the Dowerin Gym, handrail to the DCC and electronic door at the Dowerin Post Office). This grant is due to be acquitted in March 2016.

6. COMMUNITY SERVICES OFFICER INFORMATION REPORT

6.1 MEETINGS, SEMINARS, EVENTS & ACTIVITIES

DATE	PERSONNEL/EVENT	OUTCOMES
16/10/15	CSO Jasmine Hedland – Lil tigers	Occupational Safety & Health Office Inspection Demonstration
21/10/2015	CSO Chris Gilmour – RRC from LGIS	Meeting to go through all OSH related things and get up to date.
2/11 to 11/11	CSO	Annual Leave

6.2 COMMUNITY ACTIVITIES

National Recycling Week – Upcycle Boutique

CSO will be running an event on Saturday 14th of November for National Recycling Week. It will be a market style event where people can sell their pre loved women’s and kids clothes and accessories. The theme will be ‘Women & Kids’ and the event will be held down the main street in the CRC activity room.

National Youth Week

CSO has applied for a National Youth Week grant to hold a Skateboard Workshop in Dowerin over Youth Week in April 2016. The maximum funding amount that can be received is \$1,000 and the workshop will cost approximately \$1,300. A youth event has not been held in Dowerin for a while, so it may be worthwhile holding the event anyway, inviting Goomalling and Wyalkatchem and splitting the costs.

Christmas Market Night

The Christmas markets have had a fantastic response so far from the community and stall holders. The markets will take place from 4pm until 7pm on Jackson Street. They will provide everyone an opportunity to do some last minute Christmas shopping and provide an alternative to late night shopping, bringing the community together in the lead up to Christmas.

CSO applied for funding from the Thank a Volunteer Day program for this event, which was successful. Street food will be provided and kids entertainment.

6.3 ONGOING PROJECTS

2016 Community Calendar

The 2016 Dowerin Calendar has arrived and looks amazing. Copies of the calendar are on sale now for \$25.

6.4 TOURISM

Redevelopment of Dowerin Tourism Brochure

CSO has just begun consultation with Raw Creative designs to develop a new Dowerin Tourism brochure. The existing one is tired and needs reinvigoration. Ryan from Raw Creative has worked in the tourism field for many years and that is where his passion lies. Initial ideas are that we need to sell 'experiences' and what Dowerin has to offer for visitors – rather than the traditional 'things to do and see' line of thought.

Wheatbelt Way Site Audit

CSO has to complete an annual audit of the Wheatbelt Way sites in Dowerin by the end of October. This audit is done to ensure that the sites are compliant, safe and ready for visitors over the heavy tourist season.

6.5 GRANTS

Successful

Thank a Volunteer Grant - \$1000

6.6 OCCUPATIONAL SAFETY AND HEALTH

OSH Representative Course

CSO will be attending a 5 day OSH Representatives course in Merredin from Nov 30th to Dec 4th. Courtney from Lil Tigers will also be attending.

Site Safety Register

CSO has begun the large task of completing the site safety register. This is a central place where information regarding asbestos locations, training requirements, plant equipment, dangerous goods register, evacuation drills etc...

Policy and procedure review schedule

All Occupational Safety & Health policies and procedures are required to be renewed every 4 years. The Shire of Dowerin's were all due for renewal in 2012 but it was not completed at this time. CSO has created a renewal schedule that will enable us to be compliant with this task by August 2016 by reviewing 10 procedures every month. All Office, Depot, HACC and Childcare staff will need to participate in this review process and results/comments will then go to the OSH Committee for approval and to be signed off on.

Testing and Tagging

It is an OSH requirement that all testing and tagging of electrical equipment completed every 12 months or when new equipment is purchased. This task was due in April (so is 6 months overdue).

Colin Smith (who is the only qualified tester and tagger on staff) is gradually completing this task when he has time at the Office, HACC office, Childcare and the Depot.

INFORMATION REPORT

MSDS Register update

It is an OSH requirement to hold MSDS (Material Safety Data Sheets) Registers for all hazardous material held in Shire locations. These materials are basically all chemicals, cleaning materials etc that are held on site that may be hazardous to people and require special handling or first aid requirements etc.

Currently these registers are severely out of date and it will be a time consuming task to create and update these registers for all locations within the (Depot, office, HACCC office, Childcare, Town hall, Recreation Centre, Gym, DCC etc).

7. HACC COORDINATOR INFORMATION REPORT

7.1 MEETINGS, SEMINARS, EVENTS & ACTIVITIES

DATE	PERSONNEL/EVENT	OUTCOMES
11 th November 2015	Fit for Life Aged Olympics & Information Day	Provide information to the community on what services are available in our region.
9 TH December 2015	HACC Christmas Party	Social event for clients & volunteers. To show appreciation to the volunteers that assist throughout the year.

7.2 GENERAL BUSINESS

Carol and I have had increased time out of the office due to client transports and lack of volunteers. An advert for volunteers is to be placed in the Despatch to run for a few weeks. I have approached a few of our old volunteers to see if they would like to assist again but as yet no luck.

Di Morgan is using one of the rooms at the building fortnightly for her counselling sessions. I am concerned about HACC client privacy as normally one of the people visiting Di sits in the HACC office to wait, if only one of us is in the office and we have to leave our desk area is not secured. I have discussed this with Di and reached an agreement. If any other person is here to see Di and she is busy they are to wait in the waiting room with that end accessible from outside. If a HACC staff member is on their own and have to leave the building the Dr room and Child Health doors are to be locked as well as the hallway door. Di will be provided with a key to open this at the beginning of the day. This will ensure the privacy of our HACC clients and also access to our desk areas. I have in the past offered Di the child health room to use then her clients don't have to come past us, Di declined this.

Allison Hesford (Shesabeauty) used the Child Health room on 2 consecutive days to provide a service; she has also contacted me to ask if she can possibly use the rooms again on November 22nd & 23rd. All her clients use the waiting room and no access is provided to the HACC office end. Allison would like to continue to use the room on a permanent basis as the need for her services is still required.

The Podiatrist is due to attend on the 2nd of November 12, 2015. We have had numerous requests from clients to book appointments, they have been advised we do not book on Jenni's behalf they need to contact her and provide the contact details. I did send an email to say 4 of our clients require appointments which have been requested by our Nurse and also Dr Nina. Jenni was unable to book these in as she was already full. Jenni's next visit is in February 2016.

Discussions have been had between a few people to arrange a date for the HACC Christmas Party. The date which has been decided is 9th November 2015. I have asked for Sonia Ralph to submit a menu with cost for approval. The invites will be sent during the next week or two to confirm numbers by the end of November. We will not be having the "bring a gift to the value of \$5" this year we will have two jars on a table with "Mens Cancer" & "Ladies Cancer" client who wish to can make a donation in either jar and the money collected will be forwarded on to whichever organisation.

INFORMATION REPORT

The HACC car is due to be cleaned on the inside professionally and also the outside (stain on the rear seat). Dacre had approved for this to be done by Turbo Signs. A quote was submitted for approval which was done by Dacre, I have included it in this report to be reviewed again and seek approval. I have contacted Justin Braddon to arrange a time suitable. Over a weekend would suit as then it's not going to interfere with transports which are generally Mon, Wed, Thurs and Fri. I can deliver the car to them on a Friday afternoon and collect Monday morning and return it to Dowerin at 8am or if finished a Sunday night when I provide the evening meal prep to a client.

I have also arranged for Petchell Mechanics to provide the service on the HACC car and replace the faulty part which stops the radio from turning off. Steven will contact me to arrange a day and time.

7.3 ADMINISTRATION

I have commenced inserting our paper copy of our Risk Management Plan to the electronic copy on the HACC computers.

Staff has commenced reading the OSH policy documents sent up by Misty.

I submitted the last MDS report incorrectly which I will resubmit when the notification is received to do so. One of our settings on SMS was recording a service under the wrong service type, unfortunately I can only redo the last quarter. I have commenced a review of our MDS file to ensure all our documents are up to date and correct in relation to stats. Only the stats for the MDS quarter are printed and placed in the file for review. The stats for non HACC funded services are printed out every 6 months or if Dacre required them.

7.4 CLIENTS

We are due to lose one client at the end of November. Services for another client increased due to decline in ability to complete tasks, we now provide 2 visits on each day on weekends. The morning visit is for approximately 1-1.5hr and the evening visit is 0.5-1.0hr. This client is due to have an ACAT assessment on the 20th November which I will be taking him to.

A client has requested that their GHM service be changed to a morning, unfortunately we are unable to do due to the roster being full.

7.5 STAFF

STAFF MEMBERS

Lisa Begley – Coordinator
Carol Braddon – Assistant Coordinator
Damien Allsopp – Support Worker (GHM)
Lorraine O'Neill – Support Worker (DA)

Carol has submitted a leave form for the 2nd November to 19th November 2015.

Mark Wilson has made contact again after he declined the GHM/Shire position and asked to be considered again. I accepted his application and informed Steven and Sonia. I provided him with paperwork for the HACC side of things which is only information. He will be able to commence work on the 30th November 2015.

Lorraine is still studying her Cert III in fitness.

Felicity Sewell has resigned from her position as HACC nurse, letter of resignation attached.

INFORMATION REPORT

7.6 VOLUNTEERS

We have had one application to be a volunteer, I have discussed this with Sonia and Steven. I have sent off the PC application and awaiting its return. Once received I will forward to the Shire for the Acting CEO's to approve or decline. Included is the request sent.

7.7 CENTRE BASED DAY CARE

Seniors Day is on the 11th November. We plan to play the normal games from Gentle Gym, have Wii Olympics (wii sport). Invites have been sent to all surrounding towns. Have had rsvp's from a few locals which is great.

Nathan from Unicare is coming with his products (mobility aids), Virginia from Wheatbelt RAS, Mark Ashton from Goomalling Pharmacy is coming to complete mini health checks. I am still chasing a few up.

7.8 MEALS ON WHEELS

One client receiving meals. Sylvia has not advised us of the rise in price as yet.

Attachments in Dropbox: Shire of Dowerin/Agenda/2015/November/HACC Attachments November 2015;

- ***Quote & menu for HACC Christmas party***
- ***Quote to clean the HACC car***
- ***Email sent to request a volunteer Police Clearance***
- ***Volunteer Police Clearance Register***
- ***Felicity Sewell letter of resignation.***

ITEM	ACTION REQUIRED	RESPONSE OF STATUS
2484 17/03/2015	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. PURSUANT TO SECTION 58 OF THE LAND ADMINISTRATION ACT 1997, RESOLVE TO INITIATE A PERMANENT ROAD CLOSURE ACTION FOR UCARTY ROAD, 2. PURSUANT TO SECTION 58 OF THE LAND ADMINISTRATION ACT 1997, NOTE THE SHIRE OF DOWERIN WILL INVITE SUBMISSIONS ON THE ROAD RESERVE CLOSURE REQUEST FOR A PERIOD OF NO LESS THAN 35 DAYS. 3. PURSUANT TO SECTION 58 OF THE LAND ADMINISTRATION ACT 1997, WILL RECONSIDER THE ROAD CLOSURE ACTION AFTER 35 DAYS HAS ELAPSED FROM THE PUBLICATION IN A NEWSPAPER CIRCULATING THE SHIRE OF DOWERIN OF NOTICE OF MOTION FOR THAT RESOLUTION, AND THE SHIRE HAS CONSIDERED ANY OBJECTIONS MADE TO IT WITHIN THAT PERIOD CONCERNING THE PROPOSALS SET OUT IN THAT NOTICE. 	ROAD CLOSURE PROCEDURE HAS COMMENCED FUTURE REPORT TO COUNCIL
2526 18/08/2015	<p>THAT COUNCIL;</p> <ol style="list-style-type: none"> 1. ACCEPTS THE OFFER FROM MAX AND ANNETTE BOASE FOR THE PURCHASE OF LOT 7 STACY STREET FOR THE SUM OF \$150,000; AND 2. AUTHORISES THE PRESIDENT AND CEO TO SIGN AND SEAL LEGAL DOCUMENTS RELATING TO THE SALE OF LOT 7 STACY STREET. 	APPLICANT HAS BEEN ADVISED OF COUNCIL'S DECISION. QUOTES ARE BEING SOUGHT FOR SURVEYOR. ACTING CEO WILL REVIEW STATUS AND REPORT AT LATER DATE.
2540 20/10/2015	THAT COUNCIL ADVERTISES THE LEASE OF AMERY ACRES FOR A PERIOD OF BETWEEN 1 TO 5 YEARS FROM THE 1 ST APRIL 2016 WITH APPLICATIONS TO CLOSE ON 4 TH DECEMBER 2015.	ADVERTISED IN THE LOCAL DESPATCH.
2541 20/10/2015	THAT COUNCIL SEEKS PUBLIC SUBMISSIONS ON THE DOWERIN RECREATION STRATEGY 2015-2025.	ADVERTISED IN THE LOCAL DESPATCH, EMAIL, SOCIAL MEDIA AND FRONT COUNTER. NO RESPONSE AS YET.
2544 20/10/2015	THAT COUNCIL ADOPTS THE FREEDOM OF INFORMATION POLICY AND FREEDOM OF INFORMATION STATEMENT.	PUBLISHED ON WEBSITE. COPIES AVAILABLE ON REQUEST.

2546 20/10/2015	COUNCIL AGREES TO: 1. SEEK INVESTMENT OPPORTUNITIES TO FINANCIALLY SUPPORT THE DEVELOPMENT OF THE DOWERIN SHORT TERM ACCOMMODATION PRECINCT 2. ALLOCATE \$6910 INC GST OF OUT OF BUDGET EXPENDITURE TO CONTRACT TMR CONSULTING SERVICES FOR THE DEVELOPMENT OF A BUSINESS PROSPECTUS.	DRAFT PROSPECTUS HAS BEEN RECEIVED. DISCUSSION FORUM PROPOSED FOR DECEMBER COUNCIL MEETING.
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