



**MINUTES
OF MEETING
HELD ON
19 APRIL 2016
3.00PM**

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10. REPORTS OF COMMITTEE AND OFFICERS

10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

10.1.1 CORPORATE PLAN UPDATE

Date:	13 April 2016
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Andrea Selvey

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

(2611) Moved: TA Jones Seconded: DP Hudson Carried: 8/0

THAT COUNCIL RECEIVES THE APRIL 2016 CORPORATE PLAN STATUS REPORT.

**CORPORATE PLAN
2013 – 2017
STATUS REPORT**

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 APRIL 2016

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

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		funding			
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 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 conducted weekly over summer months.

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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					
Research need for	April 2014		CDO	<ul style="list-style-type: none"> Distribution of surveys 	Feedback from Community Strategic Plan has indicated a

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accommodation for rental/purchase/size/type including short term accommodation				<ul style="list-style-type: none"> Analysis of survey 	need for accommodation park Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way NSRF Grant was submitted in July 2015
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 	April 2014 – Completed – see discussion forum Destination Dowerin
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 	Master Plan has been developed and approved by the Short Term Accommodation Steering Committee Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition
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 	<i>June 2014 – Property Income/Expense spreadsheet developed</i> <i>June 2014 – Property Maintenance spreadsheet developed</i> FM - Stage 1 Commenced as part of Asset Management
C.6 Maintain the provision of High Quality Infrastructure					
C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club					
Maintain Dowerin's Recreation Facilities	Annually	\$16,000	FM	<ul style="list-style-type: none"> Annual increase of % in funds 	<i>June 2015 –Budget Meeting 21/07/14</i> Ongoing
C.6.2 Continue to support the development of the Dowerin Community Child Care facility					
Assist with the maintenance and management of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> Completion of works Smooth running of the facility 	<i>June 2014 – Works complete</i> <i>November 2014 –MOU presented to Council and adopted</i> First MOU Meeting was held 3 February 2015.October 2014 – laying of lawn completed
C.6.4 Develop seniors facilities and be recognised as an aged friendly community					
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> Annual review 	May 2014 - Complete
Investigate further aged care housing options and facilities.	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term accommodation 	In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being obtained for works.

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strategy					
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. Local residents have been given notice to clean up their residential yards by the end of October 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 	<i>Very basic guidelines have been laid out. Will promote in either autumn or spring.</i>

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'	2014		CDO CEO	<ul style="list-style-type: none"> Review & update of report 	<i>July 2014 – Surveys updated and distributed amongst Dowerin's youth population.</i>

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report			COUNCIL		
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 	<i>June 2014 – Draft Budget Meeting 2/07/14</i>
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					
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	<ul style="list-style-type: none"> Provide support via telephone, email and in person 	

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			CDO		
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>

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.
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	February 2014		CEO	<ul style="list-style-type: none"> Develop an energy 	

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Action Plan including solar energy usage on community buildings				<ul style="list-style-type: none"> 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 residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Manage NRM programs and initiatives					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> Ensure that Council's nature reserves are maintained. 	
ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<ul style="list-style-type: none"> Promotion at least 2 weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> Advertise locally Successful planning and implementation of control program 	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>
THEME 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					

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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					
LG. 2.1 Review Strategic Community Plan					

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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 	Cr Hudson to attend next meeting on 19th October 2015.

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.
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					

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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 residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	<i>Relocate oil facility from Stewart Street to the Amery Refuse site September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Manage NRM programs and initiatives					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> Ensure that Council's nature reserves are maintained. 	
ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<ul style="list-style-type: none"> Promotion at least 2 weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> Advertise locally Successful planning and implementation of control program 	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>

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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	Monthly		CEO FM WM		

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works etc... via survey's and the public comments register			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 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 ROADSIDE ADVERTISING SIGNAGE

Date:	12 April 2016
Applicant:	Bendigo Bank
Location:	N/A
File Ref:	ADM 0138
Disclosure of Interest:	Nil
Author:	Steve Geerdink

Summary

This report seeks Council direction on the installation of roadside advertising signage.

Background

In March Bendigo Bank delivered 2 large roadside advertising signs and requested to have them erected.

Comment

Installation of advertising signage from the Bendigo bank was requested in late March 2016. The request was to have one sign erected on the Dowerin-Kalannie road on the outskirts of town, and the other was to be erected on the Goomalling-Merredin Road approximately 1km east of Jones Street.

The authority to display signage on the Dowerin-Kalannie Road rests with the Shire and the Goomalling-Merredin Road is controlled by Mainroads.

Mainroads have given Shire of Dowerin delegated authority to assess applications for display of signage on the Goomalling-Merredin Road, however in this case the Bendigo Bank application has been lodged with Mainroads due to the size of the signs being larger than signs regularly installed, being 2.4m x 1.2m. The cost to erect these signs by council staff using council machinery and materials is estimated to be in the area of \$500.00 per sign.

It is proposed that as Bendigo Bank is a new business in town, providing a valuable service to the area, as well as offering financial input to different areas within the community, that the Shire of Dowerin agree to erect these signs at Council's expense.

Financial Implications

Budget impact - cost could be absorbed through our Rural Road Maintenance budget.

Consultation

CEO

FM

Policy Implications

There is currently no policy in place.

Statutory Implications

Mainroads delegation of authority to Shire of Dowerin for Goomalling-Merredin Road.

Strategic Implications

Community Strategic Plan

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.1

(2612)

Moved: BN Walsh

Seconded: DP Hudson

Carried: 8/0

THAT COUNCIL RESOLVES TO;

- 1. INSTALL THE BENDIGO BANK ADVERTISING SIGNAGE AT NO COST TO BENDIGO BANK; AND**
- 2. DIRECT THE CEO TO DEVELOP A DRAFT SIGNAGE POLICY FOR CONSIDERATION BY COUNCIL BY DECEMBER 2016.**

10.2.2 FINANCIAL MANAGEMENT REVIEW

Date:	10 April 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	1. Local Government (Financial Management) Regulations 5(2) Review; 2. Financial Review Action Plan

Summary

The aim of this report is to provide Council with an opportunity to formally consider and receive the Shire of Dowerin Local Government (Financial Management) Regulations 5(2) Review (the Review) dated 10 March 2016; and consider and adopt the Action Plan to address the recommendations made in the Review. See Attachment One for the Review.

Background

As the result of the fraudulent activities of the former CEO discovered by Council in October 2015, Council determined it was essential to review Financial Management processes and systems to obtain an independent and professional view as to the appropriateness and effectiveness of the financial management systems and procedures operating at the Shire of Dowerin. This initiative of Council is consistent with a requirement under the Local Government (Financial Management) Regulations 5(2). The Shire engaged R J Back and Associates to carry out this work and in March 2016 Mr Back finalized the Review. This Council meeting provides an opportunity for the findings of the review to be formally considered by Council and made available to the ratepayers and residents of Dowerin.

Comment

The Review included a list of 51 recommendations for improvements that should be made to the current systems employed by the Shire. This list of recommendations provided a starting point for developing an Action Plan to address shortcomings in process, policy and governance – see Attachment Two. As can be seen from the attached Action Plan, staff have already commenced with implementation of some recommendations.

The following actions have been completed:

1. Processing all payments via the creditors system;
2. Developing and implementing a process for reports to be signed by authorising staff;
3. Cheque and dollar sequencing included in list presented to Council; and
4. Certification of list of payments presented to Council – certification by preparer and supervisor;

The following actions are currently underway:

1. Staff training program;
2. Elected Members training Program;
3. Development of a PAM (Plan, Acquire, Manage) for all ICT;

4. Cash receipting systems;
5. Fortnightly audit of payroll and review of on-cost processes;

The Shire is working with the Western Australian Local Government Association (WALGA) and the Local Government Insurance Scheme Providers (LGIS) to assist with implementing some recommendations at no direct cash cost to Council. These include:

1. Elected Member Training. WALGA will provide training at a cost of \$50 per person per module - the usual cost is approx. \$495 per person per module. For eight Elected Members over four modules the saving to Council is approx. \$14,000. Noting also that WALGA will come to Dowerin to deliver the training further reducing cost of travel and accommodation.
2. LGIS via their legal team are reviewing documents for the Council at no cost and via their Business Continuity team are considering working with Shire staff to review all accounting processes and procedures.

Other recommendations have a resource implication which will be presented for Council consideration as part of the Mid-Year Budget Review or the 2016/17 budget.

Consultation

The CEO, Finance Manager and Works Manager have worked collaboratively on developing this Action Plan and have consulted with the Department of Local Government and Communities, WALGA and LGIS to ensure the Action Plan is robust and delivering on the required priorities.

Financial Implications

An additional \$15,000 has been included in the Mid-Year Budget Review to address governance and compliance issues raised in the Review. Any further resource implications will be presented to Council for Council consideration and deliberation as part of the 2016/17 budget process.

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 5(2).

Strategic Implications

Proper Financial Management is one of the most strategic responsibilities of a Council. The Review and the actions arising from the Review establishes a strategic direction to ensure this responsibility is managed appropriately.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.2

(2613)

Moved: RI Trepp

Seconded: AJ Metcalf

Carried: 8/0

THAT COUNCIL RESOLVES TO:

- 1. RECEIVE THE SHIRE OF DOWERIN LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 5(2) REVIEW REPORT DATED 10 MARCH 2016 PREPARED BY RJ BACK AND THE FINANCIAL MANAGEMENT REVIEW ACTION PLAN;**
- 2. DIRECT THE CEO TO REPORT TO COUNCIL ON PROGRESS OF THE FINANCIAL MANAGEMENT REVIEW ACTION PLAN AT THE ORDINARY MEETING OF COUNCIL AT QUARTERLY INTERVALS.**

Thank RJ Back & Associates for their work.

10.2.3 GREAT EASTERN COUNTRY ZONE DELEGATES

Date:	10 April 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	Nil

Summary

This report seeks a formal resolution of Council to select a second Shire of Dowerin delegate to the Great Eastern Country Zone (GECZ).

Background

As a part of WALGA the GECZ, like all WALGA Zones, operates within the construct of the WALGA Constitution. The Great Eastern Country Zone (GRCZ) works via a Constitution with Standing Orders as does WALGA.

Clause 3 of the GECZ Constitution outlines the objects of the Zone, stating as shown below:

The objects of the Zone shall be:

- a) to provide a united voice for Local Governments in the Great Eastern Country Zone;
- b) to work collectively to enhance the sustainable social, environmental and economic development of the Great Eastern Country Zone at strategic and project levels;
- c) to promote the profile of Local Government within the region encompassed within the Great Eastern Country Zone;
- d) to speak on behalf of Local Governments in the Great Eastern Country Zone;
- e) to elect, nominate and appoint Committees and representatives of the Zone to other organisations,
- f) to enter into agreements, formal or informal, with organisations having similar aims and objectives,
- g) to represent the views of Local Governments within the Great Eastern Country Zone at the State Council of the Association;
- h) to do all and any such other things as in the opinion of the Zone may conveniently be carried on by the Zone or which promote or assist or are incidental or conducive to the attainment of these objects or any of them, or anything considered beneficial to the Zone; and
- i) to use the property and income of the Zone solely for the promotion of the objects or purposes of the Zone. No part of the property or income of the Zone may be paid or otherwise distributed, directly or indirectly, to members of the Zone, except in good faith in the promotion of those objects or purposes.

16 Councils make up the GECZ, including the:

- Shire of Bruce Rock;
- Shire of Cunderdin;
- Shire of Dowerin;
- Shire of Kellerberrin;
- Shire of Kondinin;
- Shire of Koorda;
- Shire of Merredin;
- Shire of Mt Marshall;
- Shire of Mukinbudin;
- Shire of Narembeen;
- Shire of Nungarin;
- Shire of Tammin;
- Shire of Trayning;
- Shire of Westonia;
- Shire of Wyalkatchem; and
- Shire of York.

The Zone has an Executive Committee which has delegated authority for the payment of invoices received and other matters as resolved when and where required.

The meeting program for 2016 was set at the November 2015 GECZ meeting. The 2016 meeting program is shown below.

- Thursday 25 February 2016 (Kellerberrin);
- Thursday 28 April 2016 (Merredin);
- Thursday 30 June 2016 (Kellerberrin);
- Thursday 1 September 2016 (Merredin); and
- Thursday 1 December 2016 (Kellerberrin).

Meetings are only held in 2 locations as Member Councils decided this was the best way to get maximum participation from delegates as it was recognised that travelling was a major reason why some Councils were not travelling to some of the more distant locations.

Comment

Representation on GECZ and attendance at GECZ meetings provides an important avenue for the Shire of Dowerin to ensure WALGA remains representative of Member Councils. The structure also enables WALGA to work efficiently and effectively in meeting the goals of sector-wide policy making on behalf of local government and strategic planning on behalf of Local Government. The Shire President currently represents the Shire of Dowerin on the GECZ as per the Council resolution at the Ordinary Meeting of Council on 20 October 2015. The same resolution nominated the CEO as the second delegate.

Advice from the Zone Administrator is that it is possible for Council to appoint the CEO as one of its delegates. However, this is not the preferred option as a Councillor would be a more appropriate person to have voting rights. In most cases, the CEO is appointed as a deputy delegate and can attend meetings as an ex-officio representative, however the final decision on representation

remains with each Member Council.

In addition it is noted that formally nominated delegates have voting rights but any Councillor is encouraged to attend any GECZ meeting as an observer.

Consultation

The CEO has consulted with the Shire President, the Shire's current GECZ representative.

Financial Implications

The only direct cost in nominating delegates to GECZ is in the travel to GECZ meetings in Kellerberrin and Merredin for five meetings per annum. This cost does not factor in the cost of Elected Members' time.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

An object of the GECZ is to work collectively to enhance the sustainable social, environmental and economic development of the Great Eastern Country Zone at strategic and project levels.

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 10.2.3

(2614)

Moved: GB Ralph

Seconded: TA Jones

Carried: 8/0

THAT COUNCIL RESOLVES TO:

- 1. NOMINATE COUNCILLOR ROBERT TREPP AS THE SECOND SHIRE OF DOWERIN GREAT EASTERN COUNTRY ZONE DELEGATE; AND**
- 2. NOMINATE THE CEO AS THE SHIRE OF DOWERIN DEPUTY DELEGATE.**

3:35pm - CDO Louise Hagboom entered Chambers.

10.2.4 SHORT TERM ACCOMMODATION PROJECT

Date:	10 April 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	<ol style="list-style-type: none">3. Indicative WATC loan schedules;4. Revised/Phased Concept Plan for Short Term Accommodation5. Cost estimates6. Outcomes/Outputs spreadsheet7. Documents supporting assumptions on demand.

Summary

This report seeks a formal resolution of Council to determine the direction and financial commitment of Council for the Short Term Accommodation Project. In seeking a resolution and to assist Council decision-making, this report provides Council with updated information on the progress of grants, financial modelling and options available to Council.

Background

The Short Term Accommodation Project has been identified as a high priority project for the economic and social development of Dowerin as articulated in the Shire of Dowerin Strategic Community Plan (Objective 2.3/Strategy 2.3.5) and in the Corporate Business Plan (EB2.3).

In February 2014 a small working group comprising of Councillors and Shire Officers met in order to discuss and progress the concept of an Accommodation Precinct development in Dowerin. This working group worked in conjunction with MCG Architects and Dowerin Events Management to research the accommodation options that would be optimal for the development of this precinct and formed a Master Plan design of the potential site. The accommodation options comprise of high quality units (a mixture of studio, 1 bedroom and 2 bedroom), caravan and camping sites as well as a 24 bed group accommodation bunkhouse with the aim of achieving an overall 4* rating. The purpose of obtaining such a high level of quality accommodation is to ensure that Dowerin will be offering a range and type of accommodation options that are currently in high demand yet low availability in the Wheatbelt. It is anticipated that this will ensure an increased level of utilisation and therefore an enhanced level of economic return for Dowerin and its local business sector.

On 7 December 2015 the Shire was advised it had been successful in its application for \$900,000 from Round Two of the National Stronger Regions Fund (NSRF) from the Commonwealth Department of Infrastructure and Regional Development (DIRD). The NSRF application that was submitted by the Shire committed the Shire of Dowerin to a cash contribution of \$2,671,450 plus an in-kind contribution of \$610,550. The Shire's cash contribution was to be funded from Reserves, Municipal funds and borrowing from WA Treasury Corp (WATC). In addition, to the Shire's direct contribution of \$3,282,000, the application included a cash contribution of \$400,000 from Dowerin Events Management. The application was submitted by the former CEO without a Council resolution

supporting this level of financial commitment.

At the Ordinary Meeting of Council on the 15 March 2016, Council resolved to apply for funding of \$300,000 from the Wheatbelt Development Commission Regional Grants Scheme to assist with funding this project.

Comment

The CEO has obtained indicative payment schedules from WATC for repayments on loans to better understand the financial impact of borrowings as per the commitment made in the NSRF application. Indicative schedules show that repayments on a \$2,500,000 loan would be approximately \$290,798 per annum over a 10 year period or \$174,862 per annum over a 20 year period; repayments on a \$900,000 loan would be approximately \$105,000 per annum over a 10 year period or \$64,000 over a 20 year period. In addition to the loan repayments there would be an additional 0.70% required for the Government Guarantee Fee. For comparative purposes, the CEO also asked for schedules for a loan of \$250,000. See Attachment Three for the indicative WATC schedules.

Given the significant financial impact repayments of a \$2.6million loan on the Shire's operational budget and that Council did not have an opportunity to fully consider and formally resolve to this financial commitment, the CEO, Finance Manager and Community Development Officer have been in negotiations with officers at the DIRD regarding the potential of phasing the project and using the DIRD funding for Phase One. DIRD officers have indicated that it may be possible to renegotiate the funding agreement on this basis. To provide the CEO with clear direction to continue with the negotiations with DIRD, this report seeks direction from Council in regard to Council's willingness to progress with the project and the upper limit of funding Council is willing to contribute. See below for financial implications.

Officers consider the following options are available for Council consideration.

1. Continue with the project as per the current NSRF application. This option is not supported by Officers given the significant financial implications – ie. Approx \$175,000 per annum in repayments on borrowing of \$2.5million over 20 years.
2. Discontinue with the project and advise DIRD that the Shire is no longer progressing with the project. This option is also not supported by Officers given the importance of this project to the community and the reputational risk to the Council in seeking future NSRF.
3. Progress with a phased approach to this project and renegotiate a NSRF agreement with DIRD based on delivering the first phase of the project. This is the officer's preferred option as outlined below.

To inform Council decision-making with regards to the option of phasing the project, architects have been asked to provide the Shire with a concept plan for phase one. See Attachment Four. The phase one concept is based on the following:

- Development of half the site being the northern half of the site. The northern half of the site is preferred because the proposed location of the facilities amenities block allows for future expansion of the precinct to the north of the proposed site.
- Provision of all infrastructure/services (power, water, sewer, telecomms) to the northern half of the site ensuring ease of future connections to services when the southern half of the site is developed at some future time;

- Site preparation;
- 11 x powered caravan/camping sites (2 camp sites equal to one caravan site);
- Ablution block to cater for complete development of the precinct (approximately 40 Caravan/camp sites);
- 4 x studio apartments;
- 3 x one bedroom apartments; and
- Landscaping, roads, paving, etc.

The first phase has been costed at \$2,285,250 (ex GST) inclusive of 10% professional fees, 15% locality allowance and 10% contingency. See Attachment Five for breakdown of cost estimates.

An analysis of outcomes and outputs of a phased approach to this project has been developed to ensure the project is still delivering on commitments made in the NSRF application to demonstrate to DIRD that the project is still worthy of NSRF funding. This information is also attached for Council to assist Council decision-making on the direction of this project. See Attachment Six.

Consultation

The CEO, FM and CDO have consulted with the Executive Officer of Regional Development Wheatbelt and with officers of the Department of Infrastructure and Regional Development about the potential to phase the project and complete phase one as outlined above in the first phase without jeopardising the NSRF. Officers were receptive to further discussions and are awaiting a Council decision regarding capital contribution.

In developing the NSRF application, the Shire sought and received a strong letter of support from the CRC and the Shire of Goomalling. Dowerin Events Management also conducted a survey of their stakeholders and received emails as further support. This collective material is attached for Council's information. See Attachment Seven. All information demonstrates clear demand and support for an increase in the availability and standard of accommodation in Dowerin, thus justifying the Officer's operational revenue assumptions outlined below and recommendation to progress with the project.

This item was also discussed with Councillors at the Council workshop on 12 April 2016.

Financial Implications

Should Council resolve to accept the Officer's recommendation to progress with the project on a phased basis with the cost of the first phase estimated at \$2,285,250 (ex GST), the following outlines the financial implications in terms of up front capital costs and an estimate of ongoing operational costs based on an operational model whereby the Shire manages the facility:

Capital costs \$2,285,250:

Funding source	\$ - Recommended Proposal
Shire of Dowerin Economic Development Reserve	\$300,000
Dowerin Events Management	\$400,000
National Stronger Regions Fund (NSRF)	\$685,575
Shire of Dowerin Borrowings	\$899,675
TOTAL EX GST	\$2,285,250

Estimated operational costs and revenue per annum:

Per annum costs	\$
Repayment on borrowings over 20 years	\$64,000
Operations and Maintenance* (cleaning, mowing, utilities etc)	\$36,225
Depreciation**	\$41,550
TOTAL OPERATIONAL COSTS	\$141,775
Revenue	
Fees from rent of apartments and caravan/camping sites***	\$156,600
TOTAL REVENUE	\$156,600
TOTAL NET OPERATIONAL COST (COST LESS REVENUE)	\$ 14,825

NB : Some operational costs such as bookings, general gardening and maintenance can be met within current staffing levels.

* based on figures provided by the Shire of Goomalling for power & water and estimated wages for gardening and cleaning.

** based on infrastructure depreciation rate of 2.5% for construction cost of project.

*** based on a conservative estimate of 50% occupancy for 9 months of the year at the following rates:

- \$130 per night for 1 bedroom unit x 3 units = \$ 390 per night
- \$110 per night for studio unit x 4 units = \$ 440 per night
- \$30 per night for a powered site x 11 sites = \$ 330 per night
- **TOTAL PER NIGHT** = **\$1160 per night**
- 50% occupancy = \$ 580 per night

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

- Shire of Dowerin Strategic Community Plan June 2013 (Objective 2.3/Strategy 2.3.5); and
- Shire of Dowerin Corporate Business Plan (EB2.3).

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 10.2.4

(2615)

Moved: TA Jones

Seconded: DP Hudson

Carried: 7/1

THAT COUNCIL RESOLVES TO:

- 1. SUPPORT A PHASED APPROACH TO PROGRESSING THE DOWERIN SHORT TERM ACCOMMODATION PROJECT;**
- 2. AUTHORISE THE CEO TO NEGOTIATE A NSRF AGREEMENT WITH THE DEPARTMENT OF INFRASTRUCTURE AND REGIONAL DEVELOPMENT THAT PLACES AN UPPER LIMIT TO COUNCIL'S CAPITAL CONTRIBUTION AS FOLLOWS:**
 - a. \$300,000 DIRECT CASH FROM ECONOMIC DEVELOPMENT FUND RESERVE**
 - b. \$900,000 BORROWINGS;**
- 3. AUTHORISE THE CEO TO INITIATE DISCUSSIONS WITH DOWERIN EVENTS MANAGEMENT AND OTHER POTENTIAL CONTRIBUTORS WITH AN AIM OF SECURING ADDITIONAL CAPITAL FUNDING THEREFORE REDUCING COUNCIL BORROWINGS;**
- 4. PENDING A SUCCESSFUL OUTCOME OF THE NEGOTIATIONS WITH THE DEPARTMENT OF INFRASTRUCTURE AND REGIONAL DEVELOPMENT AUTHORISE TRANSFER OF RESERVE FUNDS FROM THE ECONOMIC DEVELOPMENT FUND RESERVE TO THE MUNICIPAL FUND TO ENABLE THE SHORT TERM ACCOMMODATION PROJECT TO COMMENCE;**
- 5. CONSIDER BORROWING FUNDS AS PART OF THE 2016/17 BUDGET PROCESS.**

3:50 pm – CDO Louise Hagboom left Chambers.

10.3 FINANCE REPORT**10.3.1 FINANCE REPORT – MARCH 2016**

Date:	10 April 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Nil

Summary

Due to the recent completion of the forensic audit of Council finances, the financial statements for the period 1 July 2015 to 31 March 2016 will be deferred for presentation to Council at the May 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.

Balance of Funds

Financial balances as at 31 March 2016:

SOURCE	31-Mar-2016	30-Jun-2015	31-Mar-2015
Municipal Fund	\$236,569	\$906,642	\$566,761
Reserve Fund	\$104	\$104	\$104
Trust Fund	-	-	-
Plant Reserve	\$150,291	\$150,291	\$255,359
LSL Reserve	\$155,425	\$155,425	\$133,134
Land & Buildings Reserve	\$19,966	\$19,966	\$19,628
Recreation Facility Reserve	\$173,751	\$173,751	\$170,813
Community Bus Reserve	\$39,213	\$39,213	\$34,314
Community Housing Res	\$44,473	\$44,473	\$35,985
Sewerage Reserve	\$851,521	\$851,521	\$782,302
Economic Development Reserve	\$312,977	\$312,977	\$307,685
Tennis Replacement	\$12,215	\$12,215	\$6,110
Bowling Green Replacement	\$40,360	\$40,360	\$10,183

All Hours Gym Reserve	\$5,000	\$5,000	\$0
Consolidated Funds	\$2,041,865	\$2,711,938	\$2,322,378
FUNDS ON INVESTMENT			
	MATURITY	RATE	AMOUNT
AROC	2404	30/06/2016	2.85%
Reserves – Term Deposit	9745	30/06/2016	2.85%
Reserves – Term Deposit	2182	30/06/2016	2.85%
			\$1,898,076

Sundry Debtors at 31 March 2016:

Current	\$5,828
30 days	\$3993
60 days	\$36
90 days	200
Total	\$10,057

Financial Implications

Council has received the finalised forensic audit. The resulting amendments to financials are currently being completed and it is anticipated that the monthly financial reports will be prepared for the May Ordinary Meeting of Council.

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

(2616) Moved: TA Jones Seconded: WE Coote Carried: 8/0

THAT PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 31 MARCH 2016 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, BE DEFERRED TO THE MAY MEETING OF COUNCIL IN ACCORDANCE WITH FMR r 34(4).

10.3.2 ACCOUNTS FOR PAYMENT – 4 MARCH TO 4 APRIL 2016

Date:	10 April 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	List of Accounts 4 March 2016 – 4 April 2016 VISA Credit Card Statement – February 2016

Background

The attached schedules of cheques drawn and electronic payments that have been raised 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

(2617) Moved: DP Hudson Seconded: WE Coote Carried: 8/0

THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE MARCH 2016 MEETING OF THE COUNCIL, AS PER ATTACHMENT ‘LIST OF ACCOUNTS 4 MARCH 2016 – 4 APRIL 2016’, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

LIST OF ACCOUNTS
4 March 2016 – 4 April 2016
MUNICIPAL FUND

ELECTRONIC PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
125	17/03/2016	PUMA ENERGY	Fuel account February	-\$1,470	
126	17/03/2016	SHIRE OF DOWERIN – FEB VISA CARD PAYMENTS	Baling twine for recycling compactor, High risk license renewal, Phone repairs (WM), Card fees	-\$408	
EFT3910	16/03/2016	AVON WASTE	Rubbish collection	-\$2,350	\$2351
EFT3911	16/03/2016	BOEKEMAN MACHINERY	Install engine mount	-\$1,360	
EFT3912	16/03/2016	CARR'S MECHANICAL REPAIRS PTY LTD	Inspect plant trailer for licensing	-\$93	
EFT3913	16/03/2016	DOWERIN IGA EXPRESS	Soap for DCC change rooms, Council refreshments, Coffee for depot	-\$121	
EFT3914	16/03/2016	DOWERIN ENGINEERING WORKS	Plates, angle plates, drill holes, flat bar - WHR	-\$1,997	\$1394
EFT3915	16/03/2016	DOWERIN TYRE AND EXHAUST	2x truck batteries, puncture repairs	-\$1,300	
EFT3916	16/03/2016	DOWERIN & DISTRICTS FARM SHED	Hose clamps, bush	-\$44	
EFT3917	16/03/2016	DOWERIN GOURMET BUTCHERSHOP	Sausages for pool (to be reimbursed by pool manager)	-\$81	\$81
EFT3918	16/03/2016	ELDERS LIMITED	Woolpacks	-\$223	
EFT3919	16/03/2016	ALL-WAYS FOODS	Bleach, toilet duck, toilet paper, jumbo parablocks, gleem, chux, cascade, mop heads & handles, spray bottles	-\$711	
EFT3920	16/03/2016	Great Southern Fuel Supplies	16000L Diesel	-\$15,397	
EFT3921	16/03/2016	JK WILLIAMS & CO	Cordless phones, gas bottles, solenoids & retic supplies, lawnmower blades, strapping crimper, supplies for 19 Cottrell St	-\$1,038	
EFT3922	16/03/2016	JOELECTRICS	Install air conditioning motor - 53 Stacy Street	-\$581	
EFT3923	16/03/2016	MIDWAY MAINTENANCE	Parts & repairs for swinging doors & tubing for bbq cover - DCC	-\$359	
EFT3924	16/03/2016	DE METCALF	Reimbursement for 19 Cottrell St expenses	-\$72	
EFT3925	16/03/2016	OLEARY'S MATERIAL HANDLING SERVICES PTY LTD	Tape for recycling compactor	-\$853	
EFT3926	16/03/2016	5Rivers Plumbing & Gas	Repairs to shower head & hot water tap - Pool	-\$553	
EFT3927	16/03/2016	STARTRACK EXPRESS	Freight - hydraulic fittings & oil	-\$148	
EFT3928	16/03/2016	SPORTSPOWER NORTHAM	Reimbursement for club flags	-\$1,668	
EFT3929	16/03/2016	WESTERN STABILISERS	Cement stabilisation - Redding Road	-\$31,667	\$31667
EFT3930	16/03/2016	WESTRAC EQUIPMENT	3x 20L hydraulic oil	-\$345	
EFT3932	16/03/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-\$12,739	
EFT3933	23/03/2016	HILLS TRACKS AND BLINDS	AUTOMATIC AWNING BLINDS – 19 Cottrell St	-\$2,200	
EFT3934	23/03/2016	CONPLANT	ROLLER FILTER REPLACEMENT	-\$2,355	\$2355
EFT3935	23/03/2016	SPORTS TURF ASSOCIATION (WA) INC.	CORPORATE MEMBERSHIP 1516	-\$275	
EFT3936	30/03/2016	AVON WASTE	Rubbish collection	-\$2,351	\$2351
EFT3937	30/03/2016	BORAL CONSTRUCTION MATERIALS	1 drum emulsion	-\$1,188	\$1188
EFT3938	30/03/2016	Building & Health Surveying Services	EHO contract March	-\$4,272	
EFT3939	30/03/2016	BITUTEK PTY LTD	14mm seal - Redding & Koombekine Nth Roads	-\$36,713	\$36713
EFT3940	30/03/2016	COMMERCIAL HOTEL DOWERIN	Council refreshments	-\$65	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 APRIL 2016

EFT3941	30/03/2016	COUNTRY COPIERS	Photocopier service	-\$2,638	
EFT3942	30/03/2016	EARTH PLUS PTY LTD	Hire of smooth drum roller	-\$4,483	\$4483
EFT3943	30/03/2016	ALL-WAYS FOODS	Quilton tissues	-\$26	
EFT3944	30/03/2016	GREAT EASTERN COUNTRY ZONE WALGA	Wheatbelt Conference 2016 attendance - CEO	-\$455	
EFT3945	30/03/2016	JR & A HERSEY	Safety glasses and equipment	-\$799	
EFT3946	30/03/2016	MIDWAY MAINTENANCE	Carpet cleaning – 19 Cottrell St	-\$231	
EFT3947	30/03/2016	DE METCALF	Reimbursement for resetting the locks on sliding doors at 19 Cottrell St	-\$44	
EFT3948	30/03/2016	NETREGISTRY	Renewal of dowerin.wa.gov.au domain for 2 years (17/5/16 - 17/5/18) per Victor at PCS	-\$48	
EFT3949	30/03/2016	PERFECT COMPUTER SOLUTIONS	Assist with internet issues & CDO computer	-\$255	
EFT3950	30/03/2016	5Rivers Plumbing & Gas	Replace water pipe AROC Van 2	-\$1,626	\$1626
EFT3951	30/03/2016	SHERIDANS FOR BADGES	Name badges - Andrea, Rhian, Mark, Desk block for Andrea	-\$179	
EFT3952	30/03/2016	SHIRE OF VICTORIA PLAINS	Fitting of tyre on lighting tower	-\$95	\$95
TOTAL				-\$135,877	\$79,978

CHEQUE PAYMENTS

Chq/EFT	Date	Name	Description	Amount	Contra
2046	29/03/2016	SHIRE OF DOWERIN	Petty cash - Refreshments & Postage	-\$187	
2048	01/04/2016	AUSTRALIA POST	200 stamps	-\$200	
10141	17/03/2016	CHILD SUPPORT AGENCY	Payroll deductions	-\$358	
10142	17/03/2016	AUSTRALIAN TAX OFFICE	Penalty - lodgement for August 2015	-\$1,440	
10143	17/03/2016	SHIRE OF DOWERIN	Firearms license	-\$122	
10144	17/03/2016	LGRCEU	Payroll deductions	-\$39	
10145	17/03/2016	SYNERGY	Electricity Usage	-\$2,454	
10146	17/03/2016	Australian Skateboarding Community Initiative	Deposit on skateboarding workshop for National Youth Week	-\$630	\$630
10147	17/03/2016	TELSTRA	February Mobile Usage	-\$494	
10148	17/03/2016	TONY TAIT PAINT & DECOR	Painting CEO house - kitchen, passage, living room, lounge & master bedroom	-\$1,600	
10149	17/03/2016	WEST AUSTRALIAN PLANNING COMMISSION	Planning applications, surveys and liasing	-\$3,045	
10150	30/03/2016	COURIER AUSTRALIA	Water samples freight	-\$20	
10151	30/03/2016	DOWERIN HOMES INCORPORATED	Reimbursement for acting CEO power usage	-\$185	
10152	30/03/2016	GAVIN RICKWOOD	MDL Renewal - 1 year	-\$42	
10153	30/03/2016	SYNERGY	Electricity usage	-\$9,646	
10154	30/03/2016	TELSTRA	Telephone charges	-\$1,506	
10155	30/03/2016	WATER CORPORATION	Water usage	-\$42	
10156	30/03/2016	WESTNET PTY LTD	Internet charges	-\$229	
TOTAL				-\$22,237	\$630

SUPERANNUATION PAYMENTS

	Date	Name	Description	Amount	Contra
DD9080.1	09/03/2016	WA SUPER	Payroll deductions	-\$2,812	
DD9080.2	09/03/2016	CHILDCARE SUPER	Superannuation contributions	-\$94	
DD9080.3	09/03/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$26	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 APRIL 2016

DD9080.4	09/03/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-	\$83
DD9080.5	09/03/2016	Australian Super	Superannuation contributions	-	\$336
DD9080.6	09/03/2016	AMP Life Limited	Superannuation contributions	-	\$254
DD9080.7	09/03/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-	\$493
DD9080.8	09/03/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-	\$101
DD9080.9	09/03/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-	\$93
DD9089.1	23/03/2016	WA SUPER	Payroll deductions	-	\$3,489
DD9089.2	23/03/2016	CHILDCARE SUPER	Superannuation contributions	-	\$97
DD9089.3	23/03/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-	\$10
DD9089.4	23/03/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-	\$81
DD9089.5	23/03/2016	Australian Super	Superannuation contributions	-	\$338
DD9089.6	23/03/2016	AMP Life Limited	Superannuation contributions	-	\$254
DD9089.7	23/03/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-	\$493
DD9089.8	23/03/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-	\$101
DD9089.9	23/03/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-	\$121
DD9080.10	09/03/2016	CBUS	Superannuation contributions	-	\$162
DD9080.11	09/03/2016	PRIME SUPER	Superannuation contributions	-	\$168
DD9080.12	09/03/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-	\$132
DD9080.13	09/03/2016	HOSTPLUS	Superannuation contributions	-	\$60
DD9089.10	23/03/2016	CBUS	Superannuation contributions	-	\$162
DD9089.11	23/03/2016	PRIME SUPER	Superannuation contributions	-	\$168
DD9089.12	23/03/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-	\$127
DD9089.13	23/03/2016	HOSTPLUS	Superannuation contributions	-	\$89
TOTAL					-\$10,345
PAYROLL PAYMENTS					
	Date	Name	Description	Amount	Contra
	09/03/2016	Payroll Direct Debit of Net Pays	Payroll 09/03/2016	-	\$40,569
	23/03/2016	Payroll Direct Debit of Net Pays	Payroll 23/03/2016	-	\$45,607
TOTAL					-\$86,176
MUNICIPAL TOTALS					
EFT TRANSACTIONS					
				-	\$135,877
					\$79,978

	CHEQUES	
		-\$22,237 \$630
	SUPER PAYMENTS	
		-\$10,345 0
	PAYROLL PAYMENTS	
		-\$86,176 0
	TOTAL	-\$254,635 \$80,608



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

DOWERIN SHIRE
 PO BOX 111
 DOWERIN WA 6461

ENTERED

RECEIVED
 08 MAR 2016

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

Your Account Summary

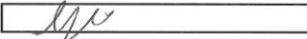
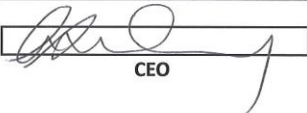





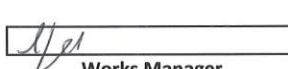
Balance from previous statement	\$18.00 DR
Payments and other credits	\$18.00 CR
Purchases, cash advances and other debits	\$390.18 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$408.18 DR

YOUR DIRECT DEBIT PAYMENT OF \$408.18 WILL BE CHARGED TO ACCOUNT 000086608- 0000480807363 ON 07/03/2016 AS PER OUR AGREEMENT.

060/21/01/M/S007410/014819

see reverse for transaction details

NAB VISA Card Reconciliation				
February Statement			Account Summary	
Cardholder Name:	Mr Steven Francis Geerdink		Previous Balance	\$9.00
Card Number:	4557 0455 3657 7475		Payments and Credits	\$9.00
Prepared By:	Emma Hardy		Purchases and Advances	\$390.18
			Interest, Fees and Charges	\$9.00
			Closing Balance	\$399.18
Date	Amount A\$	Details	GL Account	Receipt
10.02.2016	\$169.18	Powerpak Packaging - Baling twine for compactor	2692.001.595	YES
16.02.2016	\$71.00	Department of Commerce - High risk license renewal	104420.05	YES
22.02.2016	\$150.00	J and K Energy House - Phone repairs WM	104720.05	YES
	\$9.00	Card Fee	105020.05	N/A
Total	\$399.18 -\$9.00			
Employee Declaration				
I verify that the above charges are a true and correct record in accordance with Council policy.				
Cardholder Signature:				
Date:	19-3-16			
Checked By:		CEO		Finance Manager

NAB VISA Card Reconciliation				
February Statement			Account Summary	
Cardholder Name:	Mrs Sonia Louise King		Previous Balance	\$ 9.00
Card Number:	4557 0455 3670 8849		Payments and Credits	\$ 9.00
Prepared By:	Emma Hardy		Purchases and Advances	\$ -
			Interest, Fees and Charges	\$ 9.00
			Closing Balance	\$ 9.00
Date	Amount A\$	Details	GL Account	Receipt
	\$ 9.00	Card Fee	105020	NA
Total	\$ 9.00			
Employee Declaration				
I verify that the above charges are a true and correct record in accordance with Council policy.				
Cardholder Signature:				
Date:	15-3-16			
Checked By:		CEO		Works Manager

3:58 pm – Council adjourned
 4:25 pm – Council resumed

10.3.3 MID-YEAR BUDGET REVIEW 2015/16

Date:	10 April 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Megan Shirt and Sonia King
Attachments:	8. Budget Review 9. Budget Review Operating Accounts 10. Budget Review Capital Expenditure Accounts

Summary

To consider and adopt the Budget Review as presented for the period 1 July 2015 to 31 March 2016.

Background

The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Statutory Requirements

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government’s financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review. *Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Strategic Implications

Leadership and Governance

Improve capability and capacity – Ensure Financial sustainability

Budget Implications

In reviewing the 2015/16 Budget and incorporating the amendments and the unaudited predicted surplus for the 2014/15 financial year of \$650,569, the changes made to the various accounts has resulted in a revised estimated closing balance of \$0 as at 30 June 2016.

A copy of the 2015/16 Budget Review report and associated attachments include details of the individual amendments and a commentary.

Officer's Comment

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 5% and a \$10,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

The budget has been reviewed to continue to deliver on other strategies adopted by the Council and maintain a high level of service across all programs.

COUNCIL DECISION – ITEM 10.3.3

(2618) Moved: DP Hudson Seconded: AJ Metcalf Carried: 8/0

THAT COUNCIL;

- 1. RECEIVE THE BUDGET REVIEW CONDUCTED FOR THE NINE (9) MONTHS ENDED 31 MARCH 2016;**
- 2. AUTHORISE THE CHIEF EXECUTIVE OFFICER TO AMEND THE 2015/16 BUDGET IN ACCORDANCE WITH THE ATTACHED REPORT TITLED 'BUDGET REVIEW AS AT 31 MARCH 2016 - BUDGET AMENDMENT RECOMMENDATIONS' AND DATED 12 APRIL 2016.**
- 3. THAT THE CHIEF EXECUTIVE OFFICER PROVIDES A COPY TO THE DEPARTMENT OF LOCAL GOVERNMENT WITHIN 30 DAYS.**

11. NEW BUSINESS OF AN URGENT NATURE

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 5:18 pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 17th May 2016.

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D.E. Metcalf

PRESIDENT

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Date