



MINUTES
OF MEETING
HELD ON
28 MARCH 2017
3.00PM

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 2.58pm.

1.2 OBITUARIES

Les Goode

Alec Christie

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	Town 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
A.J. Selvey	Chief Executive Officer	
Ina Edwardson	Finance Manager	
S.F. Geerdink	Works Manager	
E.L. Richard	Council Liaison/Recorder	

Public

Mr Bob Carr

2.2 LEAVE OF ABSENCE

T.A. Jones	Rural North Ward
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2.3 APOLOGIES

2.4 GUESTS

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2751)

Moved: Cr WE Coote

Seconded: Cr DP Hudson

Carried: 6/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 28 FEBRUARY 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

1st March - Meeting with Architects for STA

14th March – Councillor Training in Kellerberrin

15th March – Councillor Training in Kellerberrin

17th March – Audit Committee Meeting

18th March – Mocardy Reception Centre Opening – Wongan Hills

20th March - Finance Committee Meeting

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 RECOGNITION OF RETIRING COUNCILLOR

Date: 14 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO

Summary

Report recommends that Council considers recognition of the Former Deputy Shire President, Graham Ralph in accordance with Council Policy.

Background

At the Ordinary Meeting of Council on 20 December 2016, Council adopted a policy for the recognition of staff and elected members.

This policy allows for official recognition of the dedication, service and commitment of Elected Members to the community. The policy specifically states:

“Council shall present the following to council members who retire either voluntarily or through the election process.

- 4 years - a framed certificate with appropriate wording listing the elected member.
- 8 years - a plaque and gift for Councillors who have completed two consecutive (8) years' service based on a minimum of \$100 plus \$20 for each additional year of completed service.
- 12 years - a plaque and gift for Councillors who have completed two consecutive (12) years' service based on a minimum of \$200 plus \$20 for each additional year of completed service.
- 20 years - a plaque and gift for Councillors who have completed 20 years' service based on a minimum of \$500 plus \$20 for each additional year of completed service.”

The Policy states that presentation of certificates, plaques and gifts should occur at an Ordinary Meeting of Council as soon as practical following conclusion of an Elected Member's term and that the presentation should be recorded in the minutes of the meeting under the President's Presentations.

Comment

Graham Ralph served as a Councillor from October 2006 until December 2016 including 5 years as the Deputy Shire President. Therefore under the policy, Mr Ralph would be entitled to a plaque and gift to the value of \$140. The policy also stipulates that Council was to review each situation and determine the appropriate application of this policy.

Consultation

Nil

Financial Implications

Implementing the officer's recommendation which is based on the policy would cost approximately \$200.

Policy Implications

The officer's recommendation on this matter is consistent with Council Adopted Policy, Recognising Council Service Policy.

Risk Implications

Nil

Statutory Implications

Section 5.100A of the Local Government Act 1995 and REG 34AC of the Local Government (Administration) Regulations 1996 limit the conditions under which gifts can be given to Councillors and the value of gifts. The Shire of Dowerin Policy and the officer's recommendation in this matter are consistent with legislation.

Strategic Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECT. 5.100A OF THE LOCAL GOVERNMENT ACT RESOLVES TO RECOGNISE THE CONTRIBUTIONS OF RETIRED COUNCILLOR GRAHAM RALPH WITH A PLAQUE AND A GIFT IN ACCORDANCE WITH COUNCIL POLICY.

COUNCIL DECISION – ITEM 10.1.1

(2752) Moved: Cr BN Walsh

Seconded: Cr DP Hudson

Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECT. 5.100A OF THE LOCAL GOVERNMENT ACT RESOLVES TO RECOGNISE THE CONTRIBUTIONS OF RETIRED COUNCILLOR GRAHAM RALPH WITH A PLAQUE AND A GIFT IN ACCORDANCE WITH COUNCIL POLICY.

10.1.2 WATERING WA GRANT APPLICATION

Date: 14 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO

Summary

The Shire has an opportunity to apply for grant funding to make better use of Dowerin Town Dam Water via harvesting improvements. The intent is to replace the use of scheme water on the gardens in the civic precinct. This item seeks a Council resolution and funding to progress with the application.

Background

Watering WA Towns provides grants of up to \$2 million for community water supply improvements in dryland agricultural areas. The program focuses on community benefits and is open to local governments, community groups and businesses.

Comment

The Shire of Dowerin has long recognised that the use of scheme water to irrigate the civic precinct gardens is costly and wastes potable water. However, funds have not previously been available to develop the infrastructure required to utilise dam water to replace the use of scheme water.

The Watering WA grant program provides an excellent opportunity to attract significant funds to enable the use of dam water to irrigate the gardens around the office, town hall and park, i.e. the civic precinct. Applicants need to make a co-contribution of 30%; however this can be in-kind contributions. It is essential that the application is accompanied by accurate engineering designs and robust costing to demonstrate the project is viable and that the costs are accurate.

The Shire has obtained quotes from three suitably qualified engineers to develop the designs, cost the project and assist with the application as Phase One. The cost for Phase One will be a maximum of \$7,000. The Shire has also asked the engineers to quote on Phase Two being project management of the project should the Shire's application be successful. Project management costs can be recouped as part of the application.

At this stage, officers are seeking a Council resolution to progress with Phase One and to provide the necessary budget allocation for this first phase. Applications close at the end of April, therefore the final application will also be brought before Council to ensure Council approves the co-contribution required for inclusion in the 2017/18 budget.

It is worth noting that this is the last round of funding that is open only to Wheatbelt towns. Future rounds of funding will be open to applicants from across the state, making the process much more competitive.

NB: The Shire has sought confirmation from the Department of Water that the change in State Government has not impacted this funding stream.

Consultation

The Shire has met with representatives from the Department of Water. Further consultation with the Department of Water, other relevant agencies and community stakeholders would be undertaken in developing the application.

Financial Implications

To progress with Phase One (detailed designs, accurate QS costings and grant application) will cost a maximum of \$7,000. No provision exists in the 2016/17 budget for this work; therefore, should Council chose to authorise the CEO to proceed with the application, an additional \$7,000 will need to be included in the Mid-Year Budget Review.

Risk Implications

There is a risk we may not be successful in our application for funding after spending \$7,000 in developing the application. However, the cost of the designs and QS costing would not be wasted as having a 'shovel ready' project for future funding opportunities or for Council-funded projects is useful.

Policy Implications

Nil

Statutory Implications

Under Section 6.8 of the Local Government Act 1995 any expenditure from municipal fund not included in annual budget requires an authorisation by absolute majority in advance. This process complies with that requirement.

Strategic Implications

Community Strategic Plan:

Objective 3.1.3 Encourage the efficient use of natural resources

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.1.2

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECT. 6.8 OF THE LOCAL GOVERNMENT ACT RESOLVES:

- 1. TO MAKE AN ALLOCATION OF \$7,000 IN THE 2016/17 MUNICIPAL BUDGET TO PROGRESS WITH A WATERING WA GRANT APPLICATION; AND***
- 2. THAT THE CEO IS TO BRING THE FINAL DRAFT APPLICATION AND ALL COSTINGS BEFORE THE ORDINARY MEETING OF COUNCIL ON 26 APRIL 2017 FOR COUNCIL TO CONSIDER WHETHER OR NOT TO PROGRESS WITH THE APPLICATION.***

COUNCIL DECISION – ITEM 10.1.2

(2753) Moved: Cr AJ Metcalf

Seconded: Cr WE Coote

Carried: 6/0

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECT. 6.8 OF THE LOCAL GOVERNMENT ACT RESOLVES:

- 1. TO MAKE AN ALLOCATION OF \$7,000 IN THE 2016/17 MUNICIPAL BUDGET TO PROGRESS WITH A WATERING WA GRANT APPLICATION; AND**
- 2. THAT THE CEO IS TO BRING THE FINAL DRAFT APPLICATION AND ALL COSTINGS BEFORE THE ORDINARY MEETING OF COUNCIL ON 26 APRIL 2017 FOR COUNCIL TO CONSIDER WHETHER OR NOT TO PROGRESS WITH THE APPLICATION.**

10.1.3 PIONEERS PATHWAY

Date:	14 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Adim Hajat, CEDC
Senior Officer:	Andrea Selvey, CEO
Attachments:	1. Unconfirmed Minutes of the Pioneers Pathway Stakeholders Meeting 3rd March 2017 2. Draft Pioneers Pathway Action Plan (March 2017 – June 2017) 3. WAYFOUND Review Pioneers Pathway, December 2016

Summary

This report presents the Draft Pioneers Pathway Action Plan for Council consideration and support, including a financial commitment of \$3500 per annum.

Background

The Pioneers Pathway is a Self-Drive Trail that runs from Toodyay to Merredin, a distance of 226 kilometres. It was originally established in 1985. Signage was added along the route approximately 15 years ago in 2001. The trail passes through the following Shires:

- Toodyay
- Goomalling
- Dowerin
- Wyalkatchem
- Trayning
- Nungarin
- Merredin

Each Shire currently makes an annual financial contribution towards the upkeep and marketing of the trail. The amount of contribution varies but a minimum financial contribution of \$1,500 is expected. The Shire of Dowerin has paid the minimum amount since 2005. A committee consisting of representatives of each of the shires oversees the management and marketing of the trail with the current lead organisation being the Shire of Goomalling.

The physical infrastructure consists of a total of 34 signs that have three different designs.

All Visitor Centres promote the Pioneers Pathway and the Wheatbelt Way as a structured and interesting way to explore the region and visit points of interest. Both these trails have brochures.

The Pioneers Pathway is listed on several websites most of which have links to www.pioneerspathway.com.au.

The websites include:

- Australia's Golden Outback (www.australiasgoldenoutback.com)
- Visit Goomalling (www.visitgoomalling.com.au)
- Trails WA (www.trailswa.com.au)

- Wheatbelt Tourism (www.wheatbelttourism.com)
- Shire of Dowerin (www.dowerin.wa.gov.au)
- Australian Good Food & Travel Guide (www.agfg.com.au)
- Drive Australia (www.driveaustralia.com.au)

Comment

Over the past two years, little active marketing of the trail has taken place, which is reflected in the decline of the number of hits on the website.

Measuring the usage of a self-drive trail is extremely challenging given that visitors do not need to register or in any way advise that they are using the trail. Visitors can either plan in advance that they are going to use it, mainly by undertaking online research, or they find out about the trail through signage or by visiting one of the Visitor Centres or Community Resource Centres along the route.

A survey of six of the seven Visitor/Resource Centres was conducted by an independent organisation reported that it was rare for visitors to ask specifically about the Pioneers Pathway. Visitors were more interested in gaining a general understanding of what there is to do in the area. However, all Centres promoted the Pioneers Pathway and the Wheatbelt Way as a positive product and way to explore the region and visit points of interest.

A review of the Pioneers Pathway was conducted by WAYFOUND in 2016. The report, Pioneers Pathway Review, provided information for the Shires to decide whether to reinvest in this project or dissolve Pioneers Pathway.

In the report it was recommended that the current trail be reinvigorated to build tourism within the seven Shires and that the trail is developed so that it complements the Wheatbelt Way.

Investment required will include:

- Updating signs
- Development of a new booklet
- Updating of website that is the www.pioneerpathway.org.au
- Development of trail App
- An Executive Officer dedicated to one day a fortnight to co-ordinate social media & marketing

It is estimated that this investment (apart from the Executive Officer) would amount to \$65,000. Up to 50% of funding costs may be available through external funding e.g. the Wheatbelt Development Commission under the Community Chest Fund.

A Stakeholders Group, which consists of officers from the seven shires, met on the 3rd March to discuss these recommendations and determine the proposed investment cost of each Shire. The group's view is that continuing with Pioneer Pathways is reliant on all seven participating Councils committing to the annual financial contribution of \$3,500 (\$1,500 for product development and maintenance and \$2,000 for a part-time executive officer). Commitment from all seven shires was requested by the 31 March 2017.

Should one or more Councils choose to opt out of the initiative it would not be viable to continue

and therefore the Pioneers Pathway initiative would be discontinued and funds distributed in proportion to each Council's contributions.

Consultation

This matter was discussed at the Councillor's Workshop on 28 February 2017.

The Dowerin Community Resource Centre has also been consulted and has indicated that pursuing the recommendations from the independent consultants WAYFOUND Review would be beneficial as they believe the Pioneers Pathway is a good tourism product.

Financial Implications

Continuing with the Pioneers Pathway project would result in a total cost of \$3,500 per annum – being an increase of \$2,000 from the previous contribution of \$1,500 commencing from the 2017/18 financial year.

Risk Implications

The Shire has neither the financial and human resources to undertake the Pioneers Pathway initiative on its own.

The Pioneers Pathway complements other tourism initiatives such as Wheatbelt Way and Newtravel and allows visitors to fully appreciate this region.

If the Shire continues supporting this tourism initiative it would allow the Stakeholder Group (7 Shires) to engage an Executive Officer to ensure that the marketing and quantifying the statistics are captured which would be beneficial to the success and long term viability of the Pioneers Pathway.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan:

Objective 2.3 – A growing tourism industry

2.3.1 Market Dowerin and the region as a tourist destination

2.3.2 Continue to participate in regional tourism initiatives (e.g. Wheatbelt Way, Pioneers Pathway)

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.3

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

- 1. PROVIDE IN-PRINCIPLE SUPPORT FOR THE PIONEERS PATHWAY PROJECT;***
- 2. CONSIDER THE FINANCIAL CONTRIBUTION OF \$3,500 AS PART OF THE 2017/18 BUDGET.***

COUNCIL DECISION – ITEM 10.1.3

(2754) Moved: Cr DP Hudson

Seconded: Cr BN Walsh

Carried: 6/0

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

- 1. PROVIDE IN-PRINCIPLE SUPPORT FOR THE PIONEERS PATHWAY PROJECT;**
- 2. CONSIDER THE FINANCIAL CONTRIBUTION OF \$3,500 AS PART OF THE 2017/18 BUDGET.**

10.1.4 SHIRE OF DOWERIN DELEGATIONS REGISTER 2017

Date:	20 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	4. Shire of Dowerin Delegations Register – Adopted August 2015 5. Proposed Shire of Dowerin Delegations Register 2017

Summary

Under s. 5.46 of the *Local Government Act 1995* (the Act) the CEO is to maintain a register of delegations that must be reviewed by Council at least once every financial year.

Background

Under s. 5.42 of the *Local Government Act 1995*, a local government may delegate to the CEO the exercise of any of its powers or the discharge of its duties under the Act. This is subject to the limitations in s. 5.43, and Regulation. This section states –

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties –

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor;*
- (i) such other powers or duties as may be prescribed.*

The Shire of Dowerin's delegations register was last reviewed by Council in August 2015. A subsequent review of the delegations register was commenced by the Administration in October 2016. The current register was noted to be sub-standard which correlated with the findings of the report of the *Financial Management Review* (March 2016) by R.J. Back and the Department of Local Government and Communities' *Probity Compliance Audit* (July 2016). Both reviews recommended a comprehensive re-write of the delegations register.

In reviewing and rewriting the Delegations Register, the Shire of Dowerin sought assistance from the Western Australian Local Government Association.

Comment

The annual review process does not preclude the Council from granting new delegations to the CEO if and when required, nor for it to review existing delegations at any time during the course of the financial year.

The Shire of Dowerin's delegations register was last reviewed by Council in August 2015 and is now overdue for review. However, given that the delegations register that was in place was deemed to be wanting, the Delegations Register has undergone significant amendment both in format and content.

1. Format

The new format of the delegations contained in the Register seeks to reflect the legislative requirements of the Act. Each delegation specifies the head of power under which the delegation has been made and the legislative reference of the power that is delegated. The current Register referred mostly to the general power of delegation under s. 5.42 of the Act and only in limited circumstances to the legislative reference. The new format clearly states the function delegated and any conditions that Council wishes to place on the exercise of delegation. It notes whether the CEO has the power to sub-delegate under s. 5.44 of the Act to another employee. It also records whether the function or duty has been sub-delegated and to whom.

It should be noted that whether a function or duty has been sub-delegated is determined by the CEO unless the Council has made it a condition that the original delegation may not be sub-delegated.

2. Content

Each delegation has been considered on the basis of whether or not the delegation is necessary and if it will provide greater efficiency in service delivery for the Shire. A number of new delegations have been created that reflect legislative changes since the August 2015 review. Foremost has been the passage of the *Public Health Act 2016* and the enactment of part of that legislation. A delegation to the CEO under s. 21 of that Act to Appoint Officers has been included in the current list of delegations. New delegations for the *Cat Act 2011* and the *Dog Act 1976* have been included as has a general delegation pursuant to the *Bushfires Act 1954*.

3. Repeal

A number of existing delegations were deleted such as delegation 005 Conferences, Seminars and Training Courses as this was already a function of the CEO and could not be delegated. Under s. 5.45 of the Act, a delegation made under the Act will be effective for the period of time specified in the delegation or otherwise indefinitely. Any amendment or repeal of a delegation by a local government is to be by an absolute majority. Some existing delegations have been significantly amended whilst others have been deemed invalid; therefore ***it is appropriate to repeal the existing delegations as contained in the August 2015 Delegations Register and to adopt the new delegations as rewritten.***

4. Delegation to the CEO

It should be noted that a delegation made under the *Local Government Act 1995*, may only be made to the CEO. However, not all delegations are made under the *Local Government Act 1995*. Other Acts such as the *Dog Act 1976* and *Cat Act 2011* also allow for delegations to be made. In some instances such as the *Building Act 2011* delegations may be made to employees other than the CEO.

WALGA has assisted the Shire with the re-write of the delegations register and it is attached for Council consideration and should it be satisfactory for Council, the officer recommendation seeks resolution from Council to adopt the register as presented. See attachment 5 – Shire of Dowerin Delegations Register 2017.

Consultation

Department of Local Government and Communities

Western Australian Local Government Association

Financial Implications

Nil

Risk Implications

A properly constructed delegations register reduces risk as it ensure a clear understanding of authority to make decisions as approved by Council.

Policy Implications

Nil

Statutory Implications

Part 5 of the *Local Government Act 1995*.

Building Act 2011 – section 127.

Bush Fires Act 1954 – section 48.

Cat Act 2011 – section 44.

Dog Act 1976 – section 10AA.

Food Act 2008 – section 118.

Public Health Act 2016 – section 21.

Road Traffic (Events on Roads) Regulations 1991.

Section 5.46 of the *Local Government Act 1995* deals with the need for CEOs to maintain a register of delegations and the requirement to conduct annual reviews of delegations.

Strategic Implications

Community Strategic Plan:

Objective 4.1 An efficient and informative organisation

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.1.4

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTIONS 5.46, 5.45 AND 5.42 OF THE LOCAL GOVERNMENT ACT RESOLVES TO:

- 1. ENDORSE THE REVIEW OF ITS DELEGATIONS IN ACCORDANCE WITH SECTION 5.46 OF THE LOCAL GOVERNMENT ACT 1995;**
- 2. REPEAL THE DELEGATIONS OF AUTHORITY CONTAINED IN THE SHIRE OF DOWERIN DELEGATION REGISTER DATED AUGUST 2015 (AS DETAILED IN ATTACHMENT) IN ACCORDANCE WITH SECTION 5.45 OF THE LOCAL GOVERNMENT ACT 1995; AND**
- 3. DELEGATE AUTHORITY TO THE CEO (AS DETAILED IN ATTACHMENT 2) IN ACCORDANCE WITH SECTION 5.42 OF THE LOCAL GOVERNMENT ACT 1995 TO, ACKNOWLEDGING THE RELEVANT HEADS OF POWER IN ADDITION TO THE LOCAL GOVERNMENT ACT:**
 - ***Building Act 2011 – section 127***
 - ***Bush Fires Act 1954 – section 48***
 - ***Cat Act 2011 – section 44***
 - ***Dog Act 1976 – section 10AA***
 - ***Food Act 2008 – section 118***
 - ***Public Health Act 2016 – section 21***
 - ***Road Traffic (Events on Roads) Regulations 1991.***

COUNCIL DECISION – ITEM 10.1.4

(2755) Moved: Cr DP Hudson

Seconded: Cr AJ Metcalf

Carried: 6/0

THAT COUNCIL DEFER ITEM 10.1.4 – DELEGATIONS REGISTER TO THE APRIL MEETING OF COUNCIL.

REASON FOR VARIATION:

TO GET CLARIFICATION ON THE CROSS REFERENCING TO THE LOCAL GOVERNMENT ACT.

10.1.5 APPOINTMENT OF AN EXTERNAL AUDITOR

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 6. Shire of Dowerin Audit Committee Meeting Minutes 17 March 2017
(Unconfirmed)

Summary

This report seeks Council's consideration of the Audit Committee recommendation with regards to the provision of external audit services for the Shire of Dowerin for the 2016/17 and 2017/18 financial years and the appointment of the Shire Auditor for this period.

Background

At the Ordinary Meeting of Council on 28 February 2017, Council resolved to terminate the contract with the current Auditors and to seek proposals from suitably qualified auditors for the conduct of the 2016/17 and 2017/18 audits for Council to consider. The current Auditor was advised accordingly and a request for proposals via WALGA eQuotes to six Audit Firms on the WALGA preferred supplier list was issued on 7 March 2017.

The following responses were received by the closing date:

AMD Chartered Accountants;

Moore Stephens; and

Butler Settineri (Audit) Pty Ltd

Comment

The Audit Committee considered the proposals at the Audit Committee meeting on 17 March 2017 and considered the proposed fee and inclusions within the proposed fee, particularly the hours spent on-site; local government experience and proposed methodology. Based on their review, the Audit Committee recommends that Council accepts the proposal from AMD Chartered Accountants.

Consultation

Nil

Financial Implications

Should Council accept the Audit Committee's recommendation and accept the proposal from AMD Chartered Accountants for the conduct of the Audits for the 2016/17 and 2017/18 financial years, the cost over the two years will be \$32,000 noting however that additional requests of the auditor may incur additional costs. These would be brought to Council for consideration and budget allocation as and if they arise.

Policy Implications

Nil

Risk Implications

The external audit is one of the key areas of compliance and risk mitigation as it ensures Council is provided with independent and expert advice on the Shire's financial management.

Statutory Implications

Section 7.3 of the Local Government Act 1995 requires a local government to, from time to time whenever such an appointment is necessary or expedient, appoint a person, on the recommendation of the audit committee, to be its auditor. The local government may appoint one or more persons as its auditor however the local government's auditor is to be a person who is either a registered company auditor or an approved auditor. It is important to note that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person.

Section 7.6 of the Local Government Act 1995 states that the appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than five financial years.

The Act and Regulations also stipulate that the appointment of a person as an auditor is to be made by agreement in writing and is to include –

- i. the objectives of the audit;
- ii. the scope of the audit;
- iii. a plan for the audit;
- iv. details of the remuneration and expenses to be paid to the auditor; and
- v. the method to be used by the local government to communicate with, and supply information to, the auditor.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.1.5

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO PART 7 OF THE ACT AND THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 (THE REGULATIONS) RESOLVES TO:

- 1. ACCEPT THE RECOMMENDATION OF THE SHIRE OF DOWERIN AUDIT COMMITTEE THAT COUNCIL ACCEPTS THE PROPOSAL FROM AMD CHARTERED ACCOUNTANTS FOR THE CONDUCT OF THE 2016/17 AND 2017/18 AUDIT FOR THE SHIRE OF DOWERIN;***
- 2. ACCEPT THE FEE PROPOSAL FROM AMD CHARTERED ACCOUNTANTS AS FOLLOWS;***
 - i. 2016/17 - \$15,800 (Ex GST);***
 - ii. 2017/18 - \$16,200 (Ex GST)***
- 3. APPOINT MARIA CAVALLO, REGISTERED COMPANY AUDITOR NUMBER 308235 AS THE SHIRE OF DOWERIN AUDITOR AND SHOULD MARIA CAVALLO NOT BE AVAILABLE, APPOINT TIM PARTRIDGE, REGISTERED COMPANY AUDITOR NUMBER 225698 AS THE ALTERNATIVE AUDITOR; AND***

4. AUTHORISE THE CEO TO SIGN THE AUDIT AGREEMENT ON BEHALF OF COUNCIL.

COUNCIL DECISION – ITEM 10.1.5

(2756) Moved: Cr AJ Metcalf

Seconded: Cr RI Trepp

Carried: 6/0

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO PART 7 OF THE ACT AND THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 (THE REGULATIONS) RESOLVES TO:

- 1. ACCEPT THE RECOMMENDATION OF THE SHIRE OF DOWERIN AUDIT COMMITTEE THAT COUNCIL ACCEPTS THE PROPOSAL FROM AMD CHARTERED ACCOUNTANTS FOR THE CONDUCT OF THE 2016/17 AND 2017/18 AUDIT FOR THE SHIRE OF DOWERIN;**
- 2. ACCEPT THE FEE PROPOSAL FROM AMD CHARTERED ACCOUNTANTS AS FOLLOWS;**
 - i. 2016/17 - \$15,800 (Ex GST);**
 - ii. 2017/18 - \$16,200 (Ex GST)**
- 3. APPOINT MARIA CAVALLO, REGISTERED COMPANY AUDITOR NUMBER 308235 AS THE SHIRE OF DOWERIN AUDITOR AND SHOULD MARIA CAVALLO NOT BE AVAILABLE, APPOINT TIM PARTRIDGE, REGISTERED COMPANY AUDITOR NUMBER 225698 AS THE ALTERNATIVE AUDITOR; AND**
- 4. AUTHORISE THE CEO TO SIGN THE AUDIT AGREEMENT ON BEHALF OF COUNCIL.**

10.1.6 UPDATED CORPORATE CREDIT CARD POLICY

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 7. Shire of Dowerin Corporate Credit Card Policy

Summary

This item brings an updated Corporate Credit Card Policy before Council for Council review.

Background

Council adopted a Corporate Credit Card policy at the Ordinary Meeting of Council on 17 November 2015. The policy provides strict conditions on the use of Shire Credit Cards.

Comment

WALGA reviewed this policy and suggested that the procedural content be removed from the Policy.

Under the current policy, corporate credit card holders were able to use their corporate credit card for personal purchases in case of emergency and reimburse the Shire. This provision has been removed from the updated corporate credit card policy – see attachment 7.

Consultation

WALGA

Financial Implications

Nil

Policy Implications

Should Council endorse this updated Corporate Credit Card Policy, it will be included in the Shire of Dowerin Policy Manual to ensure appropriate use of corporate credit cards in accordance with Council direction.

Risk Implications

Credit Cards are considered a high risk area for organisations. A strong policy, that is communicated and understood, assists in mitigating that risk.

Statutory Implications

Local Government Act 1995 - Sect 2.7 states that the role of Council includes to “determine the local government’s policies”.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.6

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE UPDATED SHIRE OF DOWERIN CORPORATE CREDIT CARD POLICY.

COUNCIL DECISION – ITEM 10.1.6

(2757) Moved: Cr RI Trepp

Seconded: Cr DP Hudson

Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE UPDATED SHIRE OF DOWERIN CORPORATE CREDIT CARD POLICY.

10.1.7 RESIDENTIAL AND COMMERCIAL STANDARD CROSSING (CROSS OVER) POLICY

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 8. Shire of Dowerin Residential And Commercial Standard Crossing (Cross Over) Policy

Summary

This item brings a draft Residential And Commercial Standard Crossing (Cross Over) Policy before Council for Council review.

Background

For many years, it has been standard practice to assist private residential and commercial property owners to install cross overs on their properties. The Council 2016/17 adopted fees and charges includes a fee of \$1250 with a 50% Council subsidy where property owners seek Council to carry out the works as private works. However, no clear policy guidelines are in place to clarify the conditions, size, quality or number of cross overs that would attract a Council subsidy. This has the potential for inconsistency in provision of support for cross overs.

Comment

The objectives of this Policy are to ensure transparency, equity and consistency in the provision of 'standard crossing' (or cross over as they are usually called) on private residential and commercial properties in the Shire of Dowerin and sets out what constitutes a cross over from the paved portion of a road to a property boundary for use by vehicles.

Consultation

Finance Committee

Financial Implications

This policy will result in a cost of \$625 per application; however this is not a new item of expenditure as the practice has been in place for many years.

Policy Implications

Should Council endorse this Policy, it will be included in the Shire of Dowerin Policy Manual to ensure support for the installation of cross overs in accordance with Council direction.

Risk Implications

Lack of policy can result in Council being at risk of being inconsistent and being challenged by community members. This policy aims to mitigate that risk.

Statutory Implications

Local Government Act 1995 - Sect 2.7 states that the role of Council includes to "determine the local government's policies".

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.7

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE SHIRE OF DOWERIN RESIDENTIAL AND COMMERCIAL STANDARD CROSSING (CROSS OVER) POLICY.

COUNCIL DECISION – ITEM 10.1.7

(2758) Moved: Cr DP Hudson

Seconded: Cr RI Trepp

Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE SHIRE OF DOWERIN RESIDENTIAL AND COMMERCIAL STANDARD CROSSING (CROSS OVER) POLICY.

10.1.8 UPDATED PURCHASING POLICY

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 9. Shire of Dowerin Corporate Credit Card Policy

Summary

This item brings an updated Purchasing Policy before Council for Council review.

Background

The Local Government (Functions and General) Regulations 1996 sets out very strict parameters for the procurement of goods and services. For example, these Regulations set out the minimum number of oral and/or written quotations that must be obtained in accordance with regulation 11A of the Local Government (Functions and General) Regulations 1996. Council currently has a Purchasing Policy but it is good practice to regularly review policies to ensure they have not been impacted by changes to legislation and that they still reflect Council's position.

Comment

WALGA reviewed the current Purchasing Policy and suggested that the Policy required significant updates.

The major changes include:

- Purchasing thresholds have been increased, particularly the threshold for tendering which has increased from \$100,000 to \$150,000 in accordance with legislative changes;
- The policy makes reference to areas of exemption including reference to WALGA preferred suppliers;
- The policy set out the manner in which panels of pre-qualified suppliers can be established;
- Buy local, anti-avoidance and emergency purchases are covered;
- The importance of and requirements under OSH are highlighted.

Consultation

WALGA

Finance Committee

Financial Implications

Nil

Policy Implications

Should Council endorse this updated Purchasing Policy, it will replace the existing policy in the Shire of Dowerin Policy Manual to ensure purchasing is carried out in accordance with Council direction.

Risk Implications

Non-compliance with purchasing requirements stipulated in the Local Government (Functions and General) Regulations 1996 poses a risk for Councils. A clear purchasing policy that is supported by

established systems and procedures assist in mitigating the risk from non-compliance.

Statutory Implications

Local Government Act 1995 - Sect 2.7 states that the role of Council includes to “determine the local government’s policies”.

The Local Government (Functions and General) Regulations 1996.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.8

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE UPDATED SHIRE OF DOWERIN PURCHASING POLICY.

COUNCIL DECISION – ITEM 10.1.8

(2759) Moved: Cr RI Trepp

Seconded: Cr AJ Metcalf

Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE UPDATED SHIRE OF DOWERIN PURCHASING POLICY.

10.1.9 NEW FEE FOR POP UP SHOP

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Ina Edwardson – Acting Finance Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer

Background

Under Section 6.19 of the Local Government Act, Councils are required to give local public notice if it wishes to impose any new fees or changes after the budget has been adopted. This item brings a recommendation from the Finance Committee before Council to give local public notice of the introduction of a new fee for the Pop Up Shop membership.

Comment

At the Ordinary Meeting of Council on 28 February 2017, Council approved a new policy - Pop up Shop Country Collective Policy. This policy makes provision for a membership fee to be charged. The proposed membership fee is \$50.00 per annum. As this fee is being introduced after the adoption of the budget, it is necessary for Council to give local public notice as follows:

- (a) its intention to introduce the fee; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Statutory Implications

Section 6.19 of the Local Government Act 1995

Policy Implications

Pop up Shop Country Collective Policy

Financial Implications

The anticipated revenue from this membership fee is likely to be minimal and would assist in meeting costs of utilities; therefore is not likely to have any significant financial implications.

Risk Implications

Nil

Strategic Implications

Community Strategic Plan

Objective 1.7.1 – “Manage and revive old/empty buildings along the main street”

Voting Requirements

Absolute Majority

OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.9

THAT COUNCIL, BY ABSOLUTE MAJORITY PURSUANT TO SECTION 6.19 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO GIVE LOCAL PUBLIC NOTICE OF THE INTENTION TO INTRODUCE A \$50.00 FEE FOR ANNUAL MEMBERSHIP TO THE POP-UP SHOP WITH THE FEE TO COME INTO EFFECT FROM 21 APRIL 2017.

COUNCIL DECISION – ITEM 10.1.9

(2760) Moved: Cr WE Coote

Seconded: Cr DP Hudson

Carried: 6/0

THAT COUNCIL, BY ABSOLUTE MAJORITY PURSUANT TO SECTION 6.19 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO GIVE LOCAL PUBLIC NOTICE OF THE INTENTION TO INTRODUCE A \$50.00 FEE FOR ANNUAL MEMBERSHIP TO THE POP-UP SHOP WITH THE FEE TO COME INTO EFFECT FROM 21 APRIL 2017.

10.1.10 WHEATBELT HERITAGE INTERFACE CO-ORDINATION PLAN

Date: 15 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Adim Hajat, CEDC
Senior Officer: Andrea Selvey, CEO
Attachments: 10. Interface Co-ordination Plan

Summary

This report seeks Council approval for the Interface Co-ordination Plan (ICP) between the Shire of Dowerin and Rail Heritage WA (RHWA). The ICP clearly establishes and delineates the responsibilities of RHWA and the Shire operating as the Rail Transport Operator.

Background

The Interface Co-ordination Plan has been developed between RHWA and the Shire. The scope of works covered by the Plan includes the movement of the Rail Transport Operator rolling stock at RHWA's sidings.

The ICP describes the functional areas in each organisation which will be involved, the subject matter which has been considered, and the interfaces across which co-ordination has been established. The Plan will outline the controls in place for safe operation of a railway in accordance with the tasks undertaken, and will include, but not be limited to; shunting, stabling and certification.

The ICP provides determination as to which party agrees to accept responsibility for each identified item of subject matter, procedures for the exchange of safety information, and procedures for assessing and monitoring the compatibility of engineering and operational parameters.

The ICP also provides procedures for review of the Interface Co-ordination Plan.

Comment

At the meeting of the WHR Committee held on the 7 March 2017 the committee supported the ICP and recommended that it be forwarded to Council for approval.

Consultation

Wheatbelt Heritage Committee (including Ex-officio members such as the National Rail Safety Regulator, LGIS and Brookfield Rail).

Project Manager of Wheatbelt Heritage Rail

Rail Heritage WA

Financial Implications

This ICP will allow WHR to operate at the RHWA Bassendean siding. Costs of these operations are covered within the existing WHR budget as part of the capital phase of this project. Should future operations require funding; a fully costed proposal will be presented to Council.

Risk Implications

The parties will apply a risk management process consistent with ISO31000 Risk Management to identify, assess and manage, so far as is reasonably practicable, risks to safety in relation to the subject of this Plan. RHW and the Wheatbelt Heritage Rail shall review this Interface Co-ordination Plan at least every two years. Additional reviews may take place should any party consider the need for amendments arising from any changes in operation of the specified location.

Policy Implications

Key policy implications are addressed in the Interface Co-ordination Plan in Section 5.0. They are:

- Description of Operations
- Rail Safety Accreditation
- Risk Assessment
- Maintenance
- Communications
- Health and Fitness
- Alcohol and Other Drug Control
- Fatigue
- Management of Competency
- Emergency management
- Incident reporting and Management
- Incident Investigation
- Environment Management
- Contractors and Sub-contractors
- Change in Ownership
- Compliance and Auditing

These Policies are required for the operation of WHR and will be reviewed by the Office of the National Rail Safety Regulatory to ensure they are appropriate.

Statutory Implications

All statutory obligations have been met including those prescribed in:

- Rail Safety National Law (WA) Act 2015
- Rail Safety National Law (WA) Regulations 2015

Strategic Implications

Project determined as a priority in Shire of Dowerin Strategic Plan

Strategic Community Plan

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

Voting Requirements

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.10

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT AUTHORISES THE CEO TO SIGN THE INTERFACE CO-ORDINATION PLAN BETWEEN RAIL HERITAGE WA AND THE SHIRE OF DOWERIN FOR WHEATBELT HERITAGE RAIL.

COUNCIL DECISION – ITEM 10.1.10

(2761) Moved: Cr DP Hudson Seconded: Cr BN Walsh Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT AUTHORISES THE CEO TO SIGN THE INTERFACE CO-ORDINATION PLAN BETWEEN RAIL HERITAGE WA AND THE SHIRE OF DOWERIN FOR WHEATBELT HERITAGE RAIL.

10.1.11 OCCUPATIONAL SAFETY HEALTH AND ENVIRONMENTAL POLICY

Date: 22 February 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Misty Richards
Attachment: 11. Occupational Safety, Health & Environmental Policy – 1.1

Summary

This item seeks council endorsement of the Dowerin Occupational Safety, Health and Environmental Policy to comply with current legislative requirements. The Policy is recognition by the Council of its obligation and responsibilities in accordance with the OHS Act 1984 and OHS Regulations 1996.

Background

The Occupational Safety, Health & Environmental Policy (OSEH Policy) is a cornerstone of an effective Occupational Safety, Health & Environmental Management System and sets out overall OSEH objectives, principles and procedures the Shire of Dowerin will observe in relation to the management of occupational safety and health.

The previous OSEH Policy was adopted by Council in January 2008 and reviewed in 2012. The OSEH Policy is required to be reviewed and endorsed on an annual basis and it was recently identified in an OSEH Audit performed by LGIS in February 2017 that it is not current or legal.

Comment

This Policy was developed by LGIS to ensure Council's compliance with the requirements of the Occupational Safety and Health Act and Regulations. Having a clear policy will provide Councillors, the CEO, all staff and contractors with clear direction and understanding of the Shire of Dowerin's responsibilities in terms of implementing an effective Occupational Health and Safety Management System.

The OSEH Policy should be authorised by top management annually and having this policy it demonstrates a commitment to continually improving OSEH performance.

Consultation

LGIS Regional Risk Coordinator – Chris Gilmour

Safety Committee

Shire Employees

Financial Implications

Nil

Risk Implications

Nil

Policy Implications

Any previous OSEH policy would be replaced by this one.

Policy 1.1 Occupational Safety, Health & Environmental to be replaced

Statutory Implications

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Strategic Implications

Strategic Community Plan

Theme 1 - Community

Goal: A strong, healthy and safe community.

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

Theme 4 - Local Government Leadership

Goal: A vibrant and progressive community lead by an innovative Council.

Objective 4.2 – Strong leadership and Governance

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.11

THAT THE REVISED OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL POLICY 1.1 BE ADOPTED AND ENDORSED BY COUNCIL FOR 2017.

COUNCIL DECISION – ITEM 10.1.11

(2762) Moved: Cr AJ Metcalf

Seconded: Cr BN Walsh

Carried: 6/0

THAT THE REVISED OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL POLICY 1.1 BE ADOPTED AND ENDORSED BY COUNCIL FOR 2017.

10.2 FINANCE REPORT

10.2.1 FINANCE REPORT – FEBRUARY 2017

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Ina Edwardson – Acting Finance Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	12. Monthly Financial Activity Statements – February 2017 13. Loan 97 – Community Club payment schedule

Summary

The financial statements for the period 01 February 2017 to 28 February 2017 are presented for Council consideration.

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.

Comment

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

- Statements of Financial Activity

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

- Capital Acquisitions

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

- Land and Buildings
- Infrastructure Assets – Roads

- Net Current Funding Position (Note 3)

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

- Cash Backed Reserves (Note 7)

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

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

The Finance Committee reviewed the February Financial Statements at their meeting on 20 March 2017 and queried if Loan 97 – Community Club is amortized.

This has been investigated by the Finance and Corporate Services Manager who can advise that, yes Loan 97 – Community is amortized. (See attached 13, Loan 97 schedule.)

Reserve Funds

The total balance of funds held in the various Reserve Funds at 28 February 2017 is as detailed in the financial statements at Note 7.

Consultation

Shire of Dowerin Finance Committee

Financial Implications

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

Risk 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

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple Majority

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2017.

COUNCIL DECISION – ITEM 10.2.1

(2763) Moved: Cr DP Hudson

Seconded: Cr RI Trepp

Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2017.

10.2.2 ACCOUNTS FOR PAYMENT – 5 FEBRUARY 2017 TO 4 MARCH 2017

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Ina Edwardson – Acting Finance Manager
Attachments:	List of Accounts

Background

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

Comment

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

The list was reviewed by the Finance Committee at the meeting on 20 March 2017 and the following queries were raised by the Committee:

1. Has any progress been made on reducing the expenditure on the Fire Mobile SMS (Cheque 10378)?
Response: Several attempts have been made to contact our “Account Manager” at Telstra. To date no response has been received but staff will continue to pursue this.
2. Why were tyres not purchased locally (EFT4628)?
Response: The vehicle was in Wyalkatchem for a service and staff were advised by the mechanic that the tyres were in such a poor state that the vehicle could not be driven back to Dowerin until the tyres were changed. Staff have commenced working on a pre-start checklist for all Shire cars to ensure drivers are aware to check for such items before they commence driving.

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

All payments have been consistent with Council adopted budget provisions.

Risk Implications

Nil

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organization

Voting Requirements

Simple Majority

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 5 FEBRUARY 2017 TO 4 MARCH 2017.

COUNCIL DECISION – ITEM 10.2.2

(2764) Moved: Cr DP Hudson Seconded: Cr RI Trepp Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 5 FEBRUARY 2017 TO 4 MARCH 2017.

MINUTES OF ORDINARY MEETING OF COUNCIL – 28 MARCH 2017

LIST OF ACCOUNTS 05/02/2017 - 04/03/2017 MUNICIPAL FUND

DIRECT DEBIT PAYMENTS					
DD	Date	Name	Description	Amount	Contra
7	21/02/2017	SHIRE OF DOWERIN - VISA CARD PAYMENTS	WORKS CLOTHING - STEEL CAP BOOTS T.MANN, RATES - LANDGATE TITLE SEARCH. CARD FEES x3	-196.85	
8	21/02/2017	PUMA ENERGY	PUMA ACCOUNT - JANUARY FUEL USAGE	-1575.41	
TOTAL				-1772.26	
EFT PAYMENTS					
EFT	Date	Name	Description	Amount	Contra
EFT4588	15/02/2017	AVON WASTE	RUBBISH COLLECTION	-\$2,362.92	\$2,362.92
EFT4589	15/02/2017	CHILD SUPPORT AGENCY	Payroll deductions	-\$358.00	\$358.00
EFT4590	15/02/2017	Building & Health Surveying Services	EHO - JANUARY CONTRACT	-\$4,357.48	
EFT4591	15/02/2017	RACHEL BUCK	EMERGENCY TOWER - ELECTRICITY REIMBURSEMENT	-\$173.14	\$173.14
EFT4592	15/02/2017	DOWERIN IGA EXPRESS	GYM - DISINFECTANT. ADMIN OFFICE - MILK. COUNCIL - 24pk WATER. AUSTRALIA DAY BREAKFAST - SUPPLIES. DEPOT - MILK & TEA BAGS.	-\$292.61	
EFT4593	15/02/2017	DOWERIN BAKERY AND NEWS	AUS DAY BREAKFAST - 200 ROLLS. OFFICE EXPENSES - WM DIARIES, NEWSPAPERS.	-\$167.70	
EFT4594	15/02/2017	LANDGATE	RATES - LAND ENQUIRY	-\$123.50	
EFT4595	15/02/2017	D & D Transport	D006 LOADER - FREIGHT FROM WESTRAC PERTH TO DOWERIN	-\$852.50	
EFT4596	15/02/2017	DOWERIN TYRE AND EXHAUST	D014 ROLLER - 2x TYRES. TOWN CATCHMENT DAM - FAN BELT FOR PUMP. COMMUNITY BUS - 2x NEW TYRES	-\$2,819.00	
EFT4597	15/02/2017	DOWERIN & DISTRICTS FARM SHED	POOL - SPRINKLER & CAMLOCK. DEPOT - AIRLINE FITTINGS. CHILDCARE - SPRINKLER.	-\$194.70	
EFT4598	15/02/2017	DOWERIN GOURMET BUTCHERSHOP	AUS DAY BREAKFAST - 25kg BACON RASHERS	-\$337.50	
EFT4599	15/02/2017	DOWERIN ROADHOUSE	HACC - MEALS ON WHEELS	-\$264.00	\$264.00
EFT4600	15/02/2017	FAIRFAX MEDIA PUBLICATIONS PTY LTD	ADVERTISING - ANNUAL ELECTORS MEETING	-\$77.62	
EFT4601	15/02/2017	ALL-WAYS FOODS	CLEANING SUPPLIES	-\$744.01	
EFT4602	15/02/2017	Gym Care	GYM - EQUIPMENT SERVICING	-\$1,251.25	
EFT4603	15/02/2017	GREENBACK HOLDINGS PTY LTD	EXHIBITION HALL - INSTALL EXTERNAL LIGHT	-\$790.35	
EFT4604	15/02/2017	GOOMALLING SWIMMING CLUB	KIDSPORT - GOOMALLING SWIMMING CLUB	-\$80.00	\$80.00
EFT4605	15/02/2017	JR & A HERSEY	DOWERIN MECKERING RD - PAINT. DOWERIN KOORDA RD - PAINT. DEPOT - WIPER BLADES, RAGS. OHS - FLYSPRAY, INSECT REPELLENT. TOOLS - 2 SHOVELS	-\$589.56	
EFT4606	15/02/2017	JOELECTRICS	COUNTRY COLLECTIONS - RECONNECT POWERPOINTS. CENTENARY PARK - REPLACE METER BOX. PUBLIC CONVENIENCES - REPLACE LIGHTS.	-\$866.61	
EFT4607	15/02/2017	THE LIFTING COMPANY	TOOLS - CONCRETE LIFTING CLUTCHES	-\$330.00	
EFT4608	15/02/2017	MARKETFORCE	ADVERTISING - REVIEW OF LOCAL LAWS	-\$546.56	
EFT4609	15/02/2017	CORINNE MORRELL	RANGER SERVICES - FUEL REIMBURSEMENT, TRAVEL TO MINNIVALE	-\$33.85	
EFT4610	15/02/2017	NORTHAM & DISTRICT GLASS SERVICE	36 STACY ST - REPLACE GLASS IN WINDOW	-\$519.20	
EFT4611	15/02/2017	ONESTEEL DISTRIBUTION	CHILDCARE MAINTENANCE - WELDMESH	-\$80.79	
EFT4612	15/02/2017	IXOM OPERATIONS PTY LTD	POOL - CHLORINE SERVICE FEE 01/01/17 - 31/01/17	-\$84.57	
EFT4613	15/02/2017	PETCHELL MECHANICAL	HACC OMEGA - LOG BOOK SERVICE	-\$296.41	
EFT4614	15/02/2017	PESTEX CO	MINNIVALE FIRESHED - SPIDER SPRAYING	-\$154.00	
EFT4615	15/02/2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - MONTHLY FEE FOR MANAGEMENT OF DISASTER RECOVERY OPTIONS	-\$85.00	
EFT4616	15/02/2017	PHONOGRAPHIC PERFORMANCE CO AUST.	TOWN HALL - COPYRIGHT FEE	-\$86.44	
EFT4617	15/02/2017	COLIN SMITH	WORKS - MDL RENEWAL REIMBURSEMENT	-\$41.80	
EFT4618	15/02/2017	SOLUTION4BUILDING	STA - CONSTRUCTION PROGRESS CLAIM 2	-\$78,928.99	\$78,928.99
EFT4619	15/02/2017	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	MINNIVALE FIRE TRUCK - REPAIR ELECTRICAL FAULT. HINO TRUCK - REPAIR LIGHT FAULT.	-\$423.25	
EFT4620	15/02/2017	RALPH THAXTER	D008 RANGER - LOG BOOK SERVICE	-\$611.36	
EFT4621	15/02/2017	TWINKARRI PTY LTD	DOWERIN MECKERING RD, UBERIN RD, DOWERIN KOORDA RD - TREE PRUNING & MULCHING	-\$32,604.00	\$32,604.00
EFT4622	15/02/2017	TRUE PLUMBING AND GAS	4/18 MEMORIAL AVE - REPAIRS TO HWS. REC CENTRE - INSTALL WATER FOUNTAIN (TO BE REIMBURSED)	-\$3,502.68	
EFT4623	15/02/2017	WYALKATCHEMSAT	11D HILDA ST - REPAIRS TO TV SATELLITE DECODER UNIT	-\$420.00	\$1,632.68
EFT4624	15/02/2017	MD & RC WINDSOR	CHILDCARE MAINTENANCE - REPAIR TOILET DOOR. 16 ANDERSON ST - REPAIRS TO AIR CON VENT. 11C HILDA ST - REPAIR CARPORT. ADMIN OFFICE - REPAIRS TO CEILING	-\$586.03	
EFT4625	15/02/2017	WESTRAC EQUIPMENT	D006 LOADER - REPAIRS TO TRANSMISSION LEAK	-\$291.51	
EFT4626	15/02/2017	REBECCA WINDSOR	GYM INDUCTIONS - HARRIS, BATY, MATTHEWS, CHATFIELD, BEGLEY	-\$100.00	\$100.00
EFT4627	15/02/2017	PS & SL WOOD	COMMUNITY BUS - ANNUAL BUS INSPECTION	-\$154.00	
EFT4628	15/02/2017	WYALKATCHEM TYRE SERVICE	D00 OMEGA - 2 NEW TYRES	-\$350.00	
EFT4629	27/02/2017	AVON WASTE	RUBBISH COLLECTION	-\$2,362.92	\$2,362.92
EFT4630	27/02/2017	Building & Health Surveying Services	EHO - FEBRUARY CONTRACT	-\$4,357.48	
EFT4631	27/02/2017	CUTTING EDGES PTY LTD	D007 GRADER - 2 SETS OF SHARQ GRADER BLADES	-\$977.07	
EFT4632	27/02/2017	DOWERIN ENGINEERING WORKS	HACC BUILDING - FLASHING FOR CARPORT (OUTSTANDING INVOICE)	-\$53.62	
EFT4633	27/02/2017	FUEL DISTRIBUTORS OF WA PTY LTD	DIESEL - 14800L	-\$17,079.20	

MINUTES OF ORDINARY MEETING OF COUNCIL – 28 MARCH 2017

EFT4634	27/02/2017	JK WILLIAMS & CO	STAFF ACKNOWLEDGEMENTS GIFT VOUCHERS, GAS REFILL, COUNTRY COLLECTION RENOVATION SUNDRIES, VACUUM CLEANER, VARIOUS OTHER SUNDRIES	-\$1,212.10	
EFT4635	27/02/2017	MCG ARCHITECTS PTY LTD	STA - 30% MILESTONE (3/3) AND TRAVEL	-\$4,840.00	\$4,840.00
EFT4636	27/02/2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - ASSISTANCE WITH IT ERRORS	-\$850.00	
EFT4637	27/02/2017	RALPH THAXTER	D008 RANGER - REPAIRS TO BRAKES	-\$536.17	
EFT4638	27/02/2017	MD & RC WINDSOR	EXHIBITION HALL - RE-ATTACH ROOF SHEETS. 18 ANDERSON ST - REPAIRS TO GUTTERS. SHIRE OFFICE - REPAIRS TO ROOF.	-\$1,045.00	
EFT4639	27/02/2017	WESTRAC EQUIPMENT	D007 GRADER & D006 LOADER - LEFT HAND DOOR GLASS	-\$1,005.95	
EFT4640	27/02/2017	REBECCA WINDSOR	GYM INDUCTIONS - T.HATHAWAY	-\$20.00	\$20.00
EFT4641	02/03/2017	Emma Judith HARDY	STAFF TRAINING ALLOWANCES - REIMBURSEMENT FOR FOOD COSTS INCURRED DURING RATES TRAINING	-\$306.71	
EFT4642	02/03/2017	RHIAN HATHAWAY	STAFF TRAINING ALLOWANCES - REIMBURSEMENT FOR FOOD COSTS INCURRED DURING RATES TRAINING (RECEIPT ATTACHED)	-\$97.35	
TOTAL				-\$171,676.46	\$123,726.65
CHEQUE PAYMENTS					
CHQ	Date	Name	Description	Amount	Contra
10286	24/02/2017	SYNERGY	STREET LIGHTING - ELECTRICITY USAGE	-\$1,590.40	
10287	24/02/2017	WATER CORPORATION	SHIRE BUILDINGS & PROPERTIES - WATER USAGE	-\$14,930.23	
10288	01/03/2017	GOOMALLING MEDICAL SURGERY	OHS - C.STOYSICH WORKERS COMPENSATION MEDICAL CHECK	-\$150.10	\$150.10
10289	01/03/2017	Telstra Plant Damages	DAMAGED TELSTRA EQUIPMENT CLAIM - EJANDING WEST ROAD	-\$437.65	
Due to administrative error Cheques 10290 - 10372 remain unused. Wrong cheques selected for payment on 15/02/17. Cheques 10290- 10372 will be used in the next cheque run.					
10373	15/02/2017	DAMIEN ALLSOPP	WORKS - MDL RENEWAL REIMBURSEMENT	-\$41.80	
10374	15/02/2017	COURIER AUSTRALIA	WATER SAMPLES FREIGHT	-\$78.50	
10375	15/02/2017	SHIRE OF NORTHAM	AROC - MEMBERSHIP 2016/17	-\$5,000.00	
10376	15/02/2017	SYNERGY	PUBLIC TOILETS & STEWART ST RETIC - ELECTRICITY.	-\$3,742.80	
10377	15/02/2017	GOOMALLING MEDICAL SURGERY	OHS - C.STOYSICH WORKERS COMPENSATION MEDICAL CHECK	-\$137.10	\$137.10
10378	15/02/2017	TELSTRA	FIRE MOBILE - TELEPHONE USAGE	-\$1,210.71	\$1,210.71
10379	15/02/2017	WATER CORPORATION	SHIRE PROPERTIES/STANDPIPES - WATER USAGE	-\$2,099.10	
10380	15/02/2017	WAYNE MAURICE WEBBER	WORKS CLOTHING - REIMBURSEMENT FOR SAFETY BOOTS	-\$99.00	
10381	15/02/2017	WESTNET PTY LTD	COMMUNICATIONS - DNS RELAY FOR ADMIN	-\$169.90	
TOTAL				-\$29,687.29	\$1,497.91
SUPER PAYMENTS					
DD	Date	Name	Description	Amount	Contra
DD9457.1	08/02/2017	WA SUPER	Payroll deductions	-\$2,347.98	
DD9457.2	08/02/2017	CONCEPT ONE SUPER	Superannuation contributions	-\$20.09	
DD9457.3	08/02/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$29.72	
DD9457.4	08/02/2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$74.32	
DD9457.5	08/02/2017	Australian Super	Superannuation contributions	-\$663.27	
DD9457.6	08/02/2017	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-\$223.53	
DD9457.7	08/02/2017	AMP Life Limited	Superannuation contributions	-\$643.13	
DD9457.8	08/02/2017	MLC NOMINEES PTY LTD	Superannuation contributions	-\$512.10	
DD9457.9	08/02/2017	ASGARD SUPER	Superannuation contributions	-\$761.85	
DD9471.1	22/02/2017	WA SUPER	Payroll deductions	-\$3,169.44	
DD9471.2	22/02/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$18.57	
DD9471.3	22/02/2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$73.15	
DD9471.4	22/02/2017	Australian Super	Superannuation contributions	-\$564.64	
DD9471.5	22/02/2017	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-\$223.53	
DD9471.6	22/02/2017	MLC NOMINEES PTY LTD	Superannuation contributions	-\$502.07	
DD9471.7	22/02/2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$120.30	
DD9471.8	22/02/2017	CBUS	Superannuation contributions	-\$161.71	
DD9471.9	22/02/2017	PRIME SUPER	Superannuation contributions	-\$192.49	
DD9473.1	08/02/2017	WA SUPER	Superannuation contributions	-\$147.39	
DD9457.10	08/02/2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$120.30	
DD9457.11	08/02/2017	CBUS	Superannuation contributions	-\$161.70	
DD9457.12	08/02/2017	PRIME SUPER	Superannuation contributions	-\$332.65	
DD9457.13	08/02/2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$133.38	
DD9457.14	08/02/2017	H0STPLUS	Superannuation contributions	-\$78.14	
DD9471.10	22/02/2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$105.46	
DD9471.11	22/02/2017	H0STPLUS	Superannuation contributions	-\$77.67	
DD9471.12	22/02/2017	CHILDCARE SUPER	Superannuation contributions	-\$6.46	
DD9471.13	22/02/2017	CONCEPT ONE SUPER	Superannuation contributions	-\$20.09	
TOTAL				-\$11,485.13	
PAYROLL PAYMENTS					
PAYROLL	Date	Name	Description	Amount	Contra
	08/02/2017	Payroll Direct Debit of Net Pays	Payroll 08/02/2017	-\$50,827.81	
	22/02/2017	Payroll Direct Debit of Net Pays	Payroll 22/02/2017	-\$45,315.03	
	22/02/2017	Payroll Direct Debit of Net Pays	Payroll 22/02/2017	-\$1,198.48	
TOTAL				-\$97,341.32	
MUNICIPAL TOTALS					
				Amount	Contra
DIRECT DEBITS				-\$1,772.26	\$0.00
EFT TRANSACTIONS				-\$171,676.46	\$123,726.65

MINUTES OF ORDINARY MEETING OF COUNCIL – 28 MARCH 2017

	CHEQUES	-\$29,687.29	\$1,497.91
	SUPER PAYMENTS	-\$11,485.13	\$0.00
	PAYROLL PAYMENTS	-\$97,341.32	\$0.00
	TOTAL	-\$311,962.46	\$125,224.56

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	22 March 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	14. Minutes of WHR Committee Meeting, 7 March 2017 (Unconfirmed) 6. Minutes of Audit Committee Meeting, 17 March 2017 (Unconfirmed) 15. Minutes of Finance Committee Meeting, 20 March 2017 (Unconfirmed)

Summary

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

Background

The Shire has established the following Committees of Council:

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

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

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

Comment

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

Consultation

N/A

Financial Implications

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

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

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

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

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

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.1

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

1. RECEIVE THE MINUTES OF THE:

- a. WHEATBELT HERITAGE RAIL COMMITTEE MEETING (UNCONFIRMED), 7TH MARCH 2017;***
- b. AUDIT COMMITTEE MEETING (UNCONFIRMED), 17TH MARCH 2017; AND***
- c. FINANCE COMMITTEE MEETING (UNCONFIRMED), 20TH MARCH 2017.***

COUNCIL DECISION – ITEM 10.3.1

(2765) Moved: Cr DP Hudson Seconded: Cr WE Coote Carried: 6/0

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

- 1. RECEIVE THE MINUTES OF THE:**
 - a. WHEATBELT HERITAGE RAIL COMMITTEE MEETING (UNCONFIRMED), 7TH MARCH 2017;**
 - b. AUDIT COMMITTEE MEETING (UNCONFIRMED), 17TH MARCH 2017; AND**
 - c. FINANCE COMMITTEE MEETING (UNCONFIRMED), 20TH MARCH 2017.**

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. PUBLIC QUESTION TIME

Mr Bob Carr missed hearing the announcement for Public Question Time; therefore the Presiding member allowed Mr Carr the opportunity to ask public questions just prior to the conclusion of the meeting.

Mr Bob Carr asked regarding Council Comments, in the Dowerin Despatch referring to the Licencing fee increase with the Department of Transport which could result in a 1% rate increase. Could this costing not be covered by the renting out of an 'empty' unit that is for a contractor who is also provided with a car but this unit appears to be empty a lot of the time?

Response: That this unit is made available to contractors, consultants and temporary staff given the shortage of suitable available accommodation in Dowerin.

15. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 4.05pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Wednesday 26th April 2017.

.....

D.E. Metcalf

PRESIDENT

.....

Date

ORDINARY COUNCIL MEETING ATTACHMENTS

Tuesday
28 March 2017
3.00pm



ATTACHMENTS

- 10.1.3
 - 1. Pioneer Pathway Stakeholder Meeting Minutes
 - 2. Pioneers Pathway Action Plan
 - 3. WAYFOUND Review Pioneers Pathway
- 10.1.4
 - 4. Delegations Register Adopted August 2015
 - 5. Proposed Delegations Register 2017
- 10.1.5
 - 6. Shire of Dowerin Audit Committee Meeting Minutes 17.3.2017 (Unconfirmed)
- 10.1.6
 - 7. Corporate Credit Card Policy
- 10.1.7
 - 8. Residential And Commercial Standard Crossing (Crossover) Policy
- 10.1.8
 - 9. Corporate Credit Card Policy
- 10.1.10
 - 10. Interface Co-ordination Plan
- 10.1.11
 - 11. Occupational Safety, Health & Environmental Policy 1.1
- 10.2.1
 - 12. Monthly Financial Activity Statements – February 2017
 - 13. Loan 97 – Community Club Payment schedule
- 10.3.1
 - 1. WHR Committee Minutes 7 March 2017 - Unconfirmed
 - 2. Audit Committee Minutes 17 March 2017 - Unconfirmed
 - 3. Finance Committee Minutes 20 March 2017 - Unconfirmed



PIONEERS' PATHWAY

Stakeholder Meeting

Thursday 2 March 2017

Shire of Goomalling
Council Chambers
32 Quinlan Street
Goomalling WA 6460

Meeting Opened 10.10am

1. Attendees/Apologies

1.1. Attendees

Wally Knott
Graham Merrick
Rebecca McCall
Tegan Donovan
Tahnee Bird
Clem Kerp
Kim Holland
Bev Palmer
Audrey Bell
Madeline Ross

Shire of Trayning (presiding)
Shire of Trayning
Central Wheatbelt Visitor Centre (Merredin)
Dowerin CRC
Shire of Goomalling
Shire of Goomalling
Nungarin CRC
Shire of Nungarin
Shire of Toodyay
Shire of Toodyay

1.2. Apologies

Robyn McCarthy

Central Wheatbelt Visitor Centre (Merredin)

2. Minutes of meeting 20 October 2016

Moved Audrey Bell, seconded Bev Palmer that the minutes be confirmed an accurately recording of the proceeding of the meeting held 20 October 2016.

3. Financial Report

Moved Audrey Bell, seconded Rebecca McCall that the financial report we received and accepted.

4. Wayfound Pioneers Pathway Review

Clem Kerp “Goomalling Shire advised that Council is willing to commit \$1500 toward Pioneers Pathway plus additional \$2000 for an executive officer on the proviso all seven Council commit to invest in the initiative, Goomalling will accept staff liabilities such as annual leave, sick leave, long service leave, superannuation and insurances to alleviate added costs to the committee”

Graham Merrick “Trayning support Goomalling with additional \$2000 for executive officer, a noted that it was a generous gesture of the Shire of Goomalling to assist the six other Councils by accept staff liabilities”

Kim Holland (Nungarin) “A lot of work is required to research and build content before developing the website and booklet, is there a possibility to use trust funds to do research”? Merredin has offered to take on administrative role on a fee for service basis? How do people cope with the workload?

Tahnee Bird (Goomalling) “To clarify the recommendation from the Shire of Goomalling (and Wayfound) is to employ a new staff member for the sole purpose of executive officer for the Pioneers Pathway.”

Audrey Bell (Toodyay) “Share the history of the pathway to tourist, can that information be shared in the booklets, how far are they distributed?” Updated signage – more interpretative signage?

Wally Knott “400 brochures per month are distributed from Trayning”

Goomalling has nil brochures in stock

Merredin is the distribution centre for the Pioneers Pathway brochure

Bev Palmer (Nungarin) “website and Facebook should be a priority”

Committee discussed developing a three-year Strategic plan to assist Councils to make a decision.

Rebecca McCall (Merredin) “Shire of Merredin is supportive in principal but has requested a recommendation from the committee”

Tegan Donovan (Dowerin) “Shire of Dowerin supportive to the contribution increase in principal but will be presented to Council at their March meeting”

Graham Merrick recommended that “that Pioneers Pathway continue for a minimum of three years’ contingent to all seven participating Council committing to the annual financial contribution of \$3500.00.”

Recommendation to Councils

Moved by Audrey Bell, seconded Rebecca McCall that Pioneers Pathway continue for a minimum of three years’ contingent to all seven participating Council committing to the annual financial contribution of \$3500.00, \$1500 for Pathway Development and part payment for an executive officer. Such commitment is to be confirmed by the 31 March 2017.

In the case that one or more Councils doesn't agree with the recommendation and wants to opt out of the initiative that the committee disband and funds are to be distributed in proportion to the Council's contributions.

Clem left @ 10.50am

Wally Knott presented a verbal report outlining to commitment from community members since the Pioneers Pathway inception in 1983 and the loss and disappointment those people would feel at the disbandment of the pathway.

5. Eastern Wheatbelt Visitors Guide, Edition 4

Recommendation

Moved Bev Palmer, seconded Tegan Donovan that Pioneers Pathway purchase a 3 unit (half page) in the 4th Edition of the Eastern Wheatbelt Visitor's guide.

6. Strategic Plan to 30 June 2017

Objective

To provide a ribbon of economic development into the heart of regional Western Australia.

Committee Recommendation

Continue for a minimum of three years' contingent to all seven participating Council committing to the annual financial contribution of \$3,500 (\$1,500 for product development and maintenance and \$2,000 for a part-time executive officer). Such commitment is to be confirmed by the 31 March 2017.

In the case that one or more Councils does not agree with the recommendation and wants to opt out of the initiative that the committee disband and funds are to be distributed in proportion to the Council's contributions.

Graham Merrick Left 11.40am

Assessment of the Wayfound Review

The Pioneers Pathway committee have faith in the economic benefit for the region, having invested in the feasibility review by Wayfound.

The committee agrees with the Wayfound recommendation that investment is required to the product to see economic benefit to the region, however is aware of the budgetary restraints of local governments and the value of the investment. The committee have prioritised the following recommendations for investment:

Priority One

Employ and executive officer (1 day/week) to project manage the Pioneers Pathway initiative.

Priority Two

Research and collate information to create more comprehensive, relevant and attractive information for the target theme and market.

Priority Three

Develop a new Pioneers Pathway website to contain up to date and relevant content and to be managed by the executive officer.

Priority Four

Update signage to include interactive and interpretive information.

Priority Five

Update the Pioneer Pathway brochure.

The committee will drive the review of the Strategic Plan and development of a Marketing Strategy. The review of the strategic plan will take into consideration:

- continuity of Councils partnership and financial contribution
- access to external funding for re-development of the Pioneers Pathway
- viability of the product
- new technology

Upon review, the Strategic Plan will be presented to Councils for consideration, outlining strategies to develop and promote the Pioneers Pathway product, funding revenues, costing and timelines over a five year period.

Action Plan

	ACTION	COST (Ex. GST)	TIMEFRAME	STATUS
1	Contract an external consultant (Wayfound) to review the feasibility of the Pioneers Pathway (PP) product, its value to the region and recommendations to proceed	\$ 7,950.00	December 16	Complete
2	Obtain commitment from all seven participating Councils for annual financial support of the development and maintenance of the PP product for a minimum of three years	\$ 3,500.00	31 March 17	
3	Create a Memorandum of Understanding (MOU) between contributing Councils	\$ 400.00	April 17	
4	Create a position description for Executive Officer (EO) in readiness for recruitment and commencement July 1, 2017	\$ 900.00	May 17	
5	Review of Strategic Plan and development of Marketing Strategy considering review conducted by Wayfound	\$ 200.00	July–Sept 17	
6	Develop reporting framework for EO to collate statistics and present data to Councils	\$ 400.00	Sept 2017	

7. Next Meeting

Tuesday 11 April 2017, 10.30am in Dowerin (venue TBC)

8. Meeting Closure

Meeting closed 11.55am



PIONEERS' PATHWAY

Action Plan

March 2017 to June 2017

Objective

To provide a ribbon of economic development into the heart of regional Western Australia.

Committee Recommendation

Continue for a minimum of three years' contingent to all seven participating Council committing to the annual financial contribution of \$3,500 (\$1,500 for product development and maintenance and \$2,000 for a part-time executive officer). Such commitment is to be confirmed by the 31 March 2017.

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6	Develop reporting framework for EO to collate statistics and present data to Councils	\$ 400.00	Sept 2017	

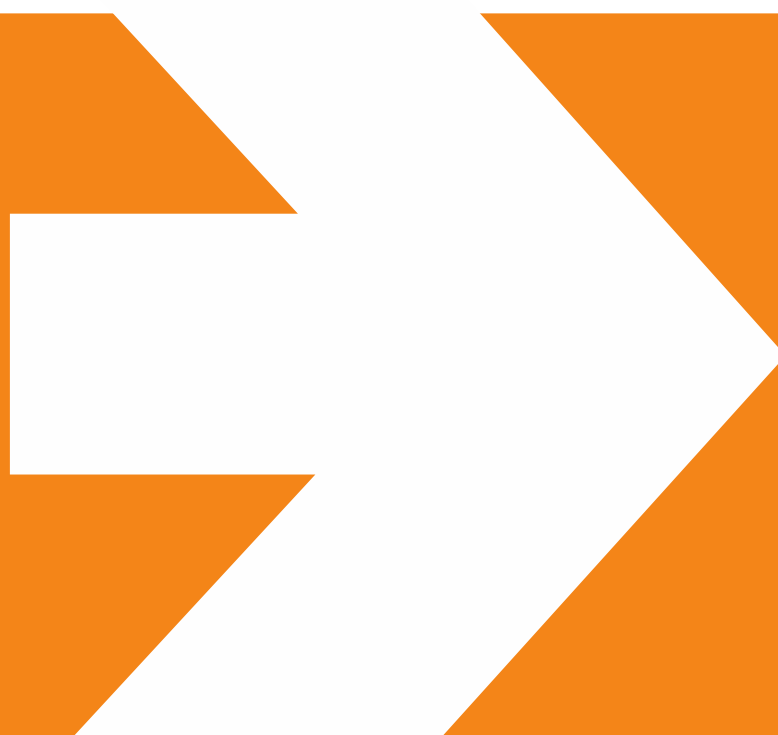
3-4 Council that manages the administration can recoup costs by invoicing Pioneers Pathway. Any work undertaken by the committee is in-kind

5-6 will be included in duties and responsibilities of the EO in conjunction with committees in-kind as required.



Review

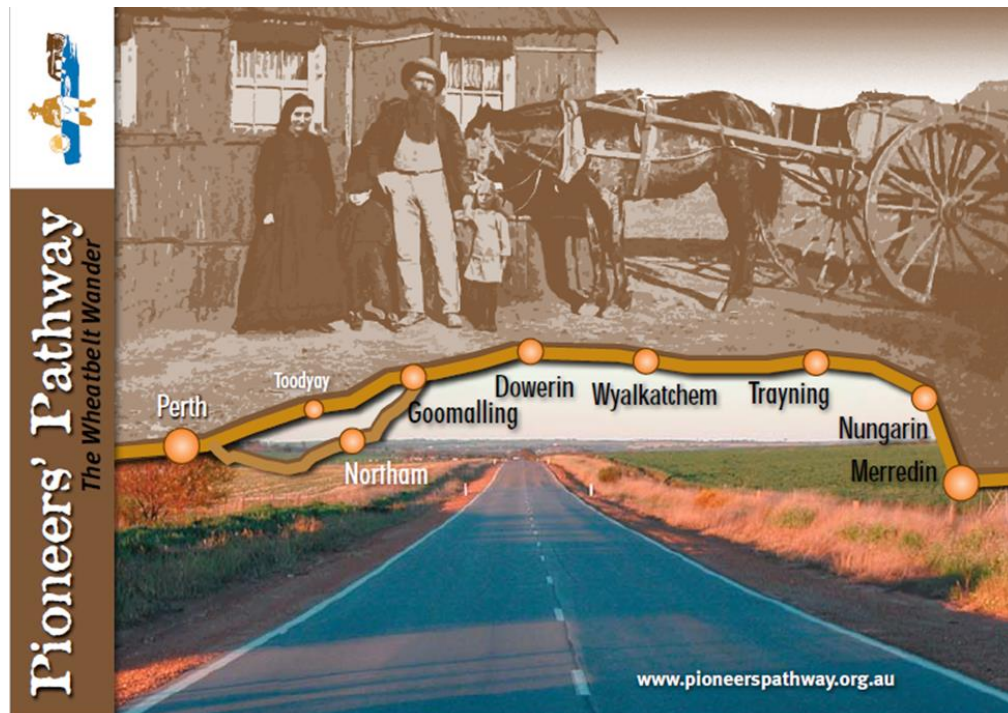
Pioneers Pathway



December 2016

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1. Executive Summary

Self-drive trails should act as a catalyst enticing the visitor to drive through a region and encouraging stops on the way. The trail should bring economic and social benefit to the rural area supporting businesses, infrastructure and employment. Unfortunately, in its current format, there is no evidence to suggest that the Pioneers Pathway achieves any of the above outcomes. The current infrastructure is in a bad state of repair, the promotional material does not reflect the pioneers theme, there is negligible interpretation of sites of interest and the marketing is poor.

A heritage trail, such as this, should lead visitors on an interpreted journey to the region's communities, natural attractions, history and heritage while offering them opportunities to stay and spend. The region has tourism experiences/attractions with potential and an identified market including the significant flow of tourists along the immediately adjacent Great Eastern Hwy.

Given improved marketing, upgraded infrastructure and a dedicated human resource the trail could build on the existing brand and attract, not only day trippers from Perth, but also visitors seeking overnight accommodation. Tourism WA estimates that there were 2,265,000 visitor nights in the Wheatbelt in the 14/15 financial year. Of these 18% or 407,700 were spent in a caravan park or commercial camping ground. If the trail were to attract a mere 0.5% of these visitors each with associated expenditure of \$94 per night per visitor this would result in a direct economic impact along the trail of \$191,619.

There are demonstrated benefits of drive tourism to rural and regional businesses and regional communities which rely on income from drive tourists (on stopovers), as they are often encouraged to buy local tourism products and services, and basic travel necessities like fuel, food and other supplies. Drive tourism benefits include:

- increased profits
- job growth
- opportunities for new business start-up
- increased demand for new products and services
- opportunities for business collaboration
- addressing skills shortages by tapping into the skills of temporary visitors.

This market is expected to experience significant growth due to Australia's ageing population and a corresponding increase in retirees who travel around Australia.

In order to have a positive impact on the local economy and to take advantage of the expected increase in self-drive tourists it is recommended that the current trail be invested in to build tourism within the seven shires and that it is developed so that it complements the Wheatbelt Way the other main trail in the northern Wheatbelt.

Investment required will include:

- Updating of signs
- Development of a new booklet
- Updating the website
- Development of a trail App
- Executive Officer one day a fortnight to co-ordinate social media & marketing

It is estimated that this investment (apart from the Executive Officer) would amount to approximately \$65,000.

2. Introduction

The Pioneers Pathway is a Self- Drive Trail that runs from Toodyay to Merredin, a distance of 226 kilometres which was originally established in 1985. Signage was added along the route approximately 15 years ago in 2001.

The trail passes through the following Shires:

- Toodyay
- Goomalling
- Dowerin
- Wyalkatchem
- Trayning
- Nungarin
- Merredin




Each of the Shires currently makes a financial contribution annually towards the upkeep and marketing of the trail. The amount of contribution varies but a minimum financial contribution of \$1,500 is expected. A committee consisting of representatives of each of the shires oversees the management and marketing of the trail with the current lead organisation being the Shire of Goomalling.

In developing this review the views of many of the stakeholders were gained and these ranged from full support for the trail and invest in developing it through to little enthusiasm for further investment.

3. Current Situation

3.1 Infrastructure

The physical infrastructure that has been installed consists of a total of 34 signs that have three different designs. The following table gives the number of signs in each Shire.

Shire	Route Markers	Information & Maps	Gateway signs
			
Toodyay	1	1	2
Goomalling	4	1	1
Dowerin	4	1	0
Wyalkatchem	3	1	0
Trayning	7	1	0
Nungarin	2	1	0
Merredin	3	0	1
	24	6	4

In general, the signs are in a poor condition, with the signs facing west showing signs of weathering and in some case shot gun holes. If the trail is to continue then at some point the existing signs will need to be replaced.

Route markers – These route markers generally appear at a town boundary at either side of a road junction. There are single and double sided route markers, the double sided ones have the name of the town that the driver is entering.

Gateway signs – These signs are located at either end of the route and when entering Goomalling from the Northam Road. They identify entry points, or gateways to the trail.

Map signs – These signs are mainly located at information bays in each of the communities that the route passes through. They give a map of the route and some basic information about the route.

3.2 Demand

Assessing the usage of a self-drive trail is extremely challenging given that visitors do not need to register or in any way advise that they are using the trail. Visitors can either plan in advance that they are going to use it, mainly by undertaking online research, or they find out about the trail through signage or by visiting one of the Visitor Centres or Community Resource Centres along the route.

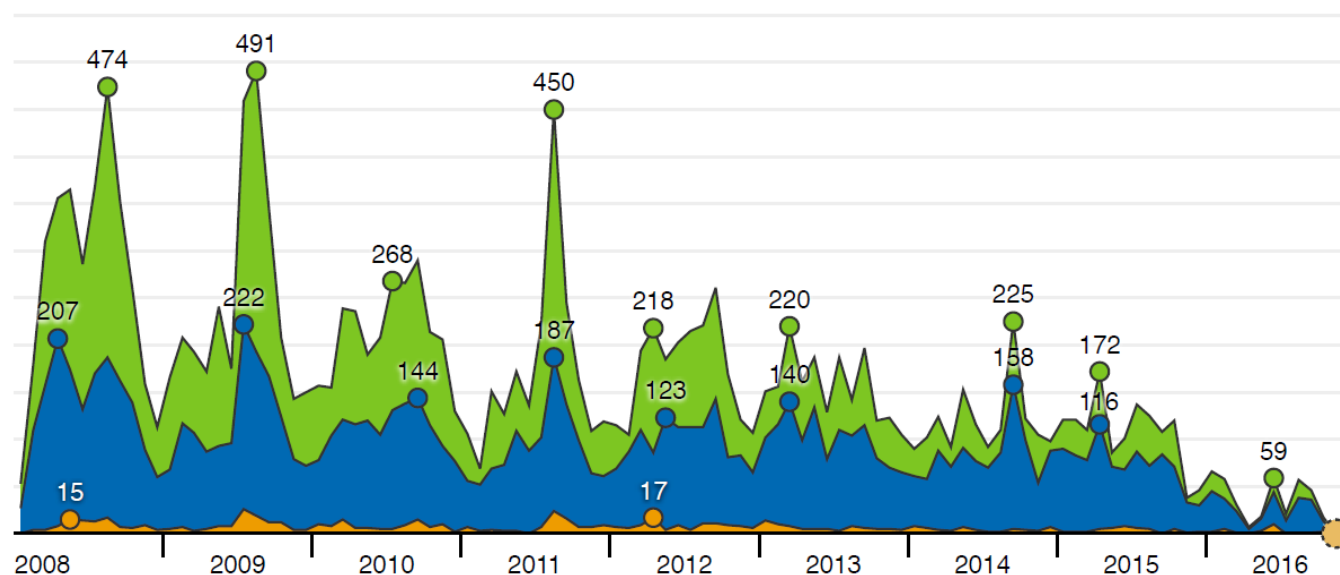
The following Visitor Centres or Community Resource Centres were visited as part of this project to gain their views on demand:

- Northam
- Wyalkatchem
- Toodyay
- Dowerin
- Nungarin
- Merredin

Visitor Centres reported that it was rare for visitors to ask specifically about the Pioneers Pathway, they were more interested in gaining a general understanding of what there is to do in the area. However, all Visitor Centres promoted the Pioneers Pathway and the Wheatbelt Way as good ways to explore the region and visit points of interest. Both these trails have brochures. However the Wheatbelt Way brochure contains more detailed and compelling information.

Interstate visitors tend to be more knowledgeable about the area and have a good idea about where they want to go. However there is limited interest in the Pioneers Pathway.

Wildflower season (August/September) is a peak time for visitors however there is little evidence that any of the wildflower visitors also use the Pioneers Pathway.



	Page Views	Unique Visits	First Time Visits	Returning Visits
Total	17,941	10,034	9,329	705
Monthly Average	168	94	88	7

The above graph shows the number of hits on the website (www.pioneerspathway.com.au) and as can be seen there has been a steady decline in all types of visits over the past eight years. It is assumed that this trend directly reflects the overall effort that has been put into marketing and promotion of the trail.

3.3 Support and Marketing

In the past two years, little active marketing of the trail has taken place, which is reflected in the decline of the number of hits on the website.

The Pioneers Pathway is listed on several websites most of which have links to www.pioneerspathway.com.au.

The websites include:

- Australia's Golden Outback (www.australiasgoldenoutback.com)
- Visit Goomalling (www.visitgoomalling.com.au)
- Trails WA (www.trailswa.com.au)
- Wheatbelt Tourism (www.wheatbelttourism.com)
- Shire of Dowerin (www.dowerin.wa.gov.au)
- Australian Good Food & Travel Guide (www.agfg.com.au)
- Drive Australia (www.driveaustralia.com.au)

When undertaking, a Google search it also shows www.pioneerspathway.org.au which is a site selling shoes (SHOE.AUS). This is confusing to potential visitors and is an issue that the Pioneers Pathway should attend to. We cannot be sure how SHOE.AUS has been able to use this domain name but they should not be entitled to it as they are not associated with the name and a commercial enterprise should not be using a domain ending .org.au as these are reserved for not-for-profit organisations.

Apart from the website the booklet is the other main promotional tool for the trail. The first issue with the booklet is that it has www.pioneerspathway.org.au on the front cover, back cover and in the document and again this links to the SHOE.AUS site.

In the booklet, two pages are devoted to each of the Shires that the trail passes through and while the trail theme is the Pioneers, this is not reflected in the content which describes each of the Shires and there is no continuity in the narrative. It does not present a pioneer's story as you go through the brochure. The last two pages list of facilities, amenities, attractions and events. The front cover has the tagline "the Wheatbelt Wander" which has little impact and does not reflect the fact that it is a self-drive trail. The 1300 phone number quoted in the booklet links to the Wheatbelt Visitor Centre in Merredin.

The booklet lists a five-day itinerary for driving the trail which includes one night in Goomalling, Wyalkatchem and Nungarin and two nights in Merredin.

In researching this project four different routes have been identified:

Route 1 appears on the front of the booklet and runs from Perth to Merredin however the line actually shows the route starting before Perth and continuing after Merredin.

Route 2 appears in the Australia's Golden Outback website and has the northern route then linking back to Perth via the Great Eastern Highway.

Route 3 appears on the Visit Goomalling website and has the normal northern route but with a southern loop from Goomalling to Perth via Northam.

Route 4 appears on the Wheatbelt Tourism website and has the trail starting in Perth and proceeding along the normal northern route to Merredin then has it coming back to Perth via Bruce Rock and York.

Australia's Golden Outback (AGO) is the Regional Tourism Organisation that covers the Wheatbelt and receives state government funding to market the region. A major strategy which is reflected in its annual planner and on its website, is to promote self-drive trails throughout the region. A total of 18 trails are listed in the annual planner including the Pioneers Pathway. Their research has shown that there is demand for self-drive trails in area such as the Wheatbelt particularly providing itineraries of two or three days.

Various other trails are promoted in the Wheatbelt including:

- Wheatbelt Way
- Golden Pipeline Heritage Trail
- Pathways to Wave Rock
- Granite Way
- Tin Horse Tourist Route

The Wheatbelt Way is a recent trail exploring the northern Wheatbelt and generally focusing on physical attributes such as granite outcrops. The trail was funded by a Royalties for Regions grant which not only paid for the infrastructure such as signage and picnic tables but also for the initial marketing. The trail is supported by all the Shires that constitute the North East Wheatbelt Regional Organisation of Councils and employs a part time executive officer.

The Golden Pipeline Heritage Trail follows the water pipeline from Mundaring to Kalgoorlie and is managed by the National Trust. It is extensively signposted along the Great Eastern Highway.

4. Future Options

There are four options for the future of the trail which present themselves and should be considered by the stakeholders. These options are listed in this section.

4.1 Remove Trail

If it is decided by the stakeholders that the trail is not giving any economic or social benefits, then the trail should be removed. There is a cost to this in that all signage would need to be removed. This could be done by each of the Shires removing the signs within their own boundaries. The website would also need to be taken down and distribution of the booklets stopped. The obvious benefit from this option is that each of the Shires would no longer have to make an annual financial contribution. The downside is that self-drive tourists would no longer consider Toodyay, Goomalling and Merredin as part of a trail however may continue to follow the Wheatbelt Way which links the other Shires.

4.2 Maintain the Status Quo

The second option is for the stakeholders to continue with the trail as it is with a financial contribution of \$1,500 to \$3,000 per annum for essential maintenance, website maintenance and possibly a new brochure. It is unlikely that this approach would result in additional visitors or economic benefit for the communities.

4.3 Invest in current Trail

The current trail, that is the one running from Toodyay to Merredin, with improved signage, better use of social media and effective marketing could become a catalyst for improved visitation and economic benefit to the local communities. However this would require financial investment and ongoing commitment to having a resource to undertake marketing and maximise social media impact.

4.4 Expand Trail

The final option is to expand the trail to make it a loop so that it returns to Perth either via the Great Eastern Highway or a route south of the Great Eastern Highway via Bruce Rock and Quairading. This option would require considerable investment and it is not clear if other Shires through which it passed would financially support it.

5. Recommendations

It is recommended that the current trail be invested in to build tourism within the seven Shires and that it is developed so that it complements the Wheatbelt Way, the other main trail in the northern Wheatbelt.

Investment required will include:

- Updating signs
- Development of new booklet
- Updating of website
- Development of trail App
- Executive Officer one day a fortnight to co-ordinate social media & marketing

It is estimated that this investment (apart from the Executive Officer) would amount to \$65,000. Up to 50% of funding costs may be available from the Wheatbelt Development Commission under the Community Chest Fund, assuming there will be another round of funding in 2017.

Signage – The signage is in poor condition and needs replacing, however it is not a case of just replacing the existing signage as some signs will need to be redesigned to provide more detailed information. It is also suggested that new interpretive signage be installed at new locations. The existing posts and footings appear to be in reasonable conditions and therefore would not need to be replaced. **Estimated cost \$10,000.**

Development of new booklet - the current booklet, which is one of the main tools for promoting the trail and which is distributed widely through the Visitor Centres, is badly designed and gives inaccurate information. The content should narrate a pioneer's story and entice the visitor to travel through the various communities. It also needs to provide accurate basic information such as the correct web address. **Estimated cost \$12,000.**

Updating of website - The current website needs to be updated and provide more information on the attractions along the trail not just a list with phone numbers. **Estimated cost \$15,000.**

The issue of the pioneerspathway.org.au domain should also be resolved as a matter of priority by the Shires, even without any other updates to the site.

Development of a trail App – Apps are a means of providing access to information about the trail experience. They are an alternative to traditional information sources (eg: trail booklets) for the growing segment of the market who want easy access to information via their mobile devices. Apps are used when information cannot be accessed via the web because of poor (or no) internet availability, such as the blackspots that occur along the Pioneers Pathway. The App would need to be downloaded prior to starting the trail. A trail App has many benefits including enabling collection of visitor stats and incorporation of visitor safety features. **Estimated cost \$25,000.**

Trail support - While the trail infrastructure and online presence are important it is equally important to have a person dedicated to maximising the trail profile. The duties should include updating social media including developing a Facebook page, liaison with Visitor Centres and Australia's Golden Outback regarding marketing opportunities and reporting to stakeholder's quarterly. Without a dedicated person, it will be extremely difficult to generate momentum within the existing stakeholder committee structure. While the person could be an employee of one of the local governments, it is suggested that the position be subcontracted to somebody with expertise in destination marketing. It would be expected that one day a fortnight would initially be sufficient to undertake the duties. **Estimated cost \$500 per fortnight.**

Measuring Success - One of the failings in the past has been that there has been no process put in place to determine whether the trail has been a success or not. It is suggested that two methods be adopted.

Data on visitors to the website, users of the App (when developed) and interactions with social media needs to be regularly reviewed against targets set. This will give valuable information about the types of information visitors are interested in. Improved use of social media will also provide opportunities for interactions with visitors, for visitors to share their experiences and increasingly promote the trail.

The Visitor Centres and Community Resource Centres are key distributors of information about the trail and a very brief survey should be developed that centre staff can ask visitors and keep a record of the answers. Information such as have they heard about the trail and if so how. This is information they already gather when speaking to visitors so would not be a significant burden to gather.

6. Signage Audit

Sign No	Location	Photograph	GPS	Single sided / Double sided
1	Toodyay Road junction with Northam – Toodyay Road at info bay		Lat 31 34" 10.6151 S Long 116 28' 47.7260E	Single
2	Bindi Bindi – Toodyay Road north of Toodyay entry		Lat 31 33" 0.3096 S Long 116 27" 45.8786 E	Single
3	Julimar Road near town boundary		Lat 31 32" 54.5309 S Long 116 27" 14.4282 E	Single
4	Goomalling – Toodyay Road East of Connor Bridge		Lat 31 33' 0.2865 S Long 116 29" 13.8561 E	Double

5	Eastbound Goomalling – Toodyay Road 50m east of junction with Bejoording Road	 A white rectangular sign with a yellow border. It features a yellow silhouette of a pioneer sitting on a log, with a blue river and a black horse-drawn wagon in the background. Below the illustration, the text "PIONEERS' PATHWAY" is written in black capital letters.	Lat 31 30" 13.9870 S Long 116 36' 4.5943 E	Single
6	900m south of Goomalling town boundary on Northam – Goomalling Road	 A white rectangular sign with a yellow border. It features a yellow silhouette of a pioneer sitting on a log, with a blue river and a black horse-drawn wagon in the background. Below the illustration, the text "GOOMALLING GATEWAY TO PIONEERS' PATHWAY" is written in black capital letters.	Lat 31 18' 3.2422" S Long 116 49' 32.1926 E	Single
7	Goomalling Info Bay, Railway Terrace	 A large, rectangular sign with a yellow border. It features a yellow silhouette of a pioneer sitting on a log, with a blue river and a black horse-drawn wagon in the background. Below the illustration, the text "Pioneers' Pathway" is written in black capital letters. The sign also includes a map of the area and some text.	Lat 31 25' 6.7548 S Long 116 47 29.2216 E	Single
8	Eastbound Railway Terrace 20m prior to junction with Main Street	 A white rectangular sign with a yellow border. It features a yellow silhouette of a pioneer sitting on a log, with a blue river and a black horse-drawn wagon in the background. Below the illustration, the text "PIONEERS' PATHWAY" is written in black capital letters. The sign also includes a black arrow pointing left.	Lat 31 17' 48.8896 S Long 116 49' 47.4725 E	Single
9	Westbound - Goomalling - Dowerin Road, town boundary	 A white rectangular sign with a yellow border. It features a yellow silhouette of a pioneer sitting on a log, with a blue river and a black horse-drawn wagon in the background. Below the illustration, the text "GOOMALLING" is written in black capital letters.	Lat 31 17, 6.4881 S Long 116 50, 7.4253 E	Single

10	Westbound - Goomalling - Dowerin Road 50m west of junction with Pithara Road.		Lat 31 16, 35.2954 S Long 116 50, 24.9153 E	Single
11	Eastbound - Goomalling - Dowerin Road 50m east of junction with Pithara Road.		Lat 31 16; 29.4632 S Long 116 50, 30.8214 E	Single
12	Goomalling – Wylkatchem Road eastbound near junction Cemetery Road Dowerin	 	Lat 31 12' 21.2061 S Long 117 0' 56.5033E	Double
13	Goomalling – Wylkatchem Road – Dowerin Info Bay		Lat 31 11' 48.2961 S Long 117 1' 47.1777 E	Single

14	Goomalling – Wyalkatchem Road westbound 100m east of junction with Jones Street	 	Lat 31 11' 31.7376 S Long 117 2' 48.8617 E	Double
15	Westbound 50m west of junction with Cunderdin – Minivale Road		Lat 31 10' 57.1087 Long 117 11' 22.3303	Single
16	Eastbound Goomalling Wyalkatchem Road western Wyalkatchem town boundary	 	Lat 31 10' 26.2075 S Long 117 22' 10.1581E	Double

17	Information Bay – Railway Terrace, Wyalkatchem		Lat 31 10' 26.0621 S Long 117 22' 10.2429 E	Single
18	Westbound – Nungarin – Wyalkatchem Road, Town Boundary		Lat 31 11' 18.8125 S Long 117 23' 18.3816 E	Single
19	Westbound – Nungarin – Wyalkatchem Road 1km east of town boundary		Lat 31 11' 19.0111 S Long 117 23' 18.5597 E	Double
20	Eastbound – Nungarin – Wyalkatchem Road, Yelbeni townsite boundary		Lat 31 10' 17.6032 S Long 117 39' 29.2985 E	Double



10.2.2 SHIRE OF DOWERIN – REVIEW OF DELEGATIONS REGISTER

Date: 12 August 2015
Applicant: CEO
Location: N/A
File Ref: ADM0243
Disclosure of Interest: Nil
Author: Dacre Alcock

Summary

That Council reviews and adopts the Delegation Register tabled as “Shire of Dowerin – Delegation Register – Reviewed by Council 18 August 2015” (Refer Attachment)

Background

The Local Government Act 1995 requires Councils to review the delegations to the Chief Executive Officer at least once annually. Council’s Delegation Register was last reviewed as a whole and adopted in October 2014.

Comment

Council may delegate the exercise of any of its powers or the discharge of any of its duties to the Chief Executive Officer other than;

- Any power or duty that requires a decision of an absolute majority,
- Accepting a tender which exceeds an amount determined by Council,
- Appointing an auditor
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by Council
- Any of the local government powers under section 5.98, 5.99 & 5.100
- Borrowing money on behalf of Council
- Hearing or determining an objection of a kind referred to in section 9.5
- Any power or duty that requires approval of the Minister of Governor, or
- Such powers or duties as may be prescribed

The Chief Executive Officer may delegate to any employees the exercise of any of the CEO’s powers or the discharge of any of the CEO duties other than the power of delegation. Such delegation, where implemented, has been detailed in the Delegation Register.

In reviewing the document, the only recommended change has been to Delegation 006 – has been changed to reflect that online payments can be carried out by the Chief Executive Officer

Financial Implications

Nil.

Statutory Implications

Local Government Act 1995

s5.42. Delegation of some powers and duties to CEO

(1) A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation

Consultation

Nil.

Policy Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.2.3

(2445) Moved: SV Brookes Seconded: TA Jones Carried: 7/0

THAT COUNCIL ADOPTS ITS DELEGATIONS MADE TO THE CHIEF EXECUTIVE OFFICER WITH THE CHANGES MADE TO THE DELEGATION REGISTER TABLED “SHIRE OF DOWERIN – DELEGATION REGISTER – REVIEWED 18 AUGUST 2015”.

Shire of Dowerin



DELEGATION

REGISTER

Reviewed by Council

18 August 2015

Shire of Dowerin DELEGATIONS

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Shire of Dowerin DELEGATIONS

POWERS OF DELEGATION – LOCAL GOVERNMENT ACT 1995

Delegation of some powers and duties to certain committees

- s. 5.16 (1) Absolute majority to delegate, cannot delegate power of delegation.
 (2) To be in writing and may be general or conditional.
 (3) Can be for a period of time or indefinite.
 (4) Doesn't prevent Council acting through another.
- s. 5.17 Limits on delegation to committees:
- s. 5.18 Register of Delegations to committees.

Delegation of some powers and duties to Chief Executive Officer

- s.5.42 (1) Absolute majority to delegate.
 (2) To be in writing and may be general or conditional.
- s.5.43 Limits on delegations to Chief Executive Officer.
- s. 5.44 Chief Executive Officer may delegate to others, but not the power of delegation.
- s. 5.45 (1) (i) Can be for a period of time or indefinite.
 (ii) Absolute majority required to amend or revoke.
 (2) Doesn't prevent Council or Chief Executive Officer acting through another.
- s. 5.46 (1)&(2) Register of Delegations to be kept and reviewed annually.
 (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise or the discharge of the duty.

Admin. Regulation 19

Where a power or duty has been delegated under the Act to the Chief Executive Officer or to any other local government employee, the person to whom the power or duty had been delegated is to keep a written record –

- How the person exercised the power or discharged the duty,
- When the person exercised the power or discharged the duty,
- The persons or classes of persons, other than council or committee members or employees or the local government, directly affected by the exercise of the power or the discharge of the duty

Shire of Dowerin DELEGATIONS

DELEGATIONS

DELEGATION NUMBER	-	001 Acting CEO
LEGISLATIVE POWER	-	Local Government Act (1995) Section 5.42
DELEGATION SUBJECT	-	Acting Chief Executive Officer
DELEGATE	-	Chief Executive Officer

That in the absence of the Chief Executive Officer, Mr Dacre Alcock through leave of greater than 2 days duration, the Works Manager, Mr Steven Geerdink or the Finance Manager, Ms Sonia Dwaal be delegated to undertake the position of Acting Chief Executive Officer.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	002 Industrial Relations
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Disputes, Arbitration and Industrial
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to provide the Fitz Gerald Strategies with consent to act on the Council's behalf in any matter regarding disputes with employees of Council.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	003 Legal Representation Cost Indemnification
LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Legal representation cost Indemnification
DELEGATE	-	Chief Executive Officer

That the Chief Executive Officer, Mr Dacre Alcock be delegated authority in accordance with section 5.42(1) of the Local Government Act (as amended) to, where there is a need for the provision of urgent legal services before an application can be considered by Council, authorise the Chief Executive Officer to engage such services with a suitable legal firm as selected by the Chief Executive Officer in consultation with the Shire President to the value of \$5,000 subject to the terms and conditions of Council's policy titled "Shire of Dowerin Policy on Legal Representation Costs Indemnification".

**Shire of Dowerin
DELEGATIONS**

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	004 Liquor – Sale from Council Property
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Liquor, Sale from Council Property
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	005 Conferences, Seminars & Training Courses
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Conferences, Seminars & Training Courses
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve the attendance by Council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	006 Payment of Creditors
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Creditors, Payment of
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to make payments from the Municipal Fund or the Trust Fund for the purpose of making emergency payments to creditors who maintain credit terms of less than 30 days e.g. payroll creditors, contractors or refunds. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

Shire of Dowerin DELEGATIONS

- a) The payee's name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list is to be recorded in the minutes of the meeting at which it is presented.

The Chief Executive Officer in exercising this delegation is to ensure that each cheque/payment is endorsed by the Chief Executive Officer and Finance Manager or Works Manager or the Chief Executive Office and one Councillor or the Finance Manager or Works Manager and one Councillor, what ever the case may be.

The Chief Executive Officer, Finance Manager, Works Manager and Rates Officer be authorised to access on-line banking facility and authorise electronic transfer of funds. The transaction report details for all payments by electronic funds transfer to be presented to Council for ratification.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	007 Rate Book
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Rate Book
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is hereby delegated the performance of the following functions of the Council.

1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995.
2. The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the Local Government Act 1995 (as amended).
3. The time allowed for the payment of the rate before it becomes in arrears 6.50(2) of the Local Government Act 1995.
4. The powers conferred in Section 6.40 of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the Local Government Act 1995.

Shire of Dowerin DELEGATIONS

6. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
7. Entering into an agreement in accordance with 6.49 of the Local Government Act 1995.
8. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	008 Street Appeals
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Street Appeals
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	009 Insurance Claims
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Insurance - Public Liability Claims
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to consider claims against Council for property damage that do not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council, in consultation with Council's insurers.

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

Reviewed at Council Meeting
18 August 2015

**Shire of Dowerin
DELEGATIONS**

DELEGATION NUMBER	-	010 Regulatory Signs
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Regulatory Signs ie Stop, Give-Way, Speed etc
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	011 Temporary Road Closures
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Road Closures, Temporary
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority (Executive Function s.3.18) to temporarily close a street or a portion of a street for a period not exceeding 28 days if he is of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	012 Disposal of Surplus Assets
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Disposal of Surplus Equipment, Materials, Tools etc.
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to sell, by calling for expressions of interest, holding a surplus goods sale at Council's Depot or by any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, or are outmoded, or are no longer serviceable. This delegation applies only to items with an estimated value less than \$5,000.

Reviewed at Council Meeting
18 August 2015

**Shire of Dowerin
DELEGATIONS**

DELEGATION NUMBER - 013 Demolition Licences

LEGISLATIVE POWER	-	Building Act 2011 Sections 21 and 22
DELEGATION SUBJECT	-	Demolition Licences
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve the issue of a demolition licence to take down a building or a part of a building and such licence may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Office, Mr Linton Thomas.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER - 014 Building Applications

LEGISLATIVE POWER	-	Building Act 2011, Sections 20 and 22
DELEGATION SUBJECT	-	Building, Applications
DELEGATE	-	Environmental Health and Building Officer

That, in accordance with the Building Act 2011, Council's Environmental Health/Building Officer, Mr Linton Thomas, is the delegated authority to approve all applications for building licences within the terms of Council policies where satisfied that the drawings and specifications conform to the local laws, regulations and town planning scheme requirements.

A summary of building licences issued is to be submitted to Council monthly.

Adopted at Council Meeting
18 August 2015

DELEGATION NUMBER - 015 Appoint Authorised Persons

LEGISLATION POWER	-	Building Act 2011, Section 96
DELEGATION SUBJECT	-	Appoint Authorised Persons
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated to appoint authorised persons for the purposes of the Building Act 2011.

Shire of Dowerin DELEGATIONS

The chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Officer, Mr Linton Thomas.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	016 Authority to Issue Building Orders
LEGISLATIVE POWER	-	Building Act 2011, Section 110
DELEGATION SUBJECT	-	Authority to Issue Building Orders
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is the delegated authority to;

- a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act 2011.
- b) Take specific action to prevent the contraventions of the Building Act 2011; and
- c) Finish and outward facing side of a wall; building which are considered as being unsafe or not fit for human habitation.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Officer, Mr Linton Thomas.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	017 Authority to Commence Prosecution
LEGISLATION POWER	-	Building Act 2011, section 139
DELEGATION SUBJECT	-	Authority to Commence Prosecution
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated to commence prosecution for breaches of the Building Act 2011.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Officer, Mr Linton Thomas.

Reviewed at Council Meeting
18 August 2015

**Shire of Dowerin
DELEGATIONS**

DELEGATION NUMBER	018 Authority to Grant, Modify or Refuse to Grant Occupancy Permits or Building Approval Certificates.
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LEGISLATIVE POWER	-	Building Act 2011, Section 50 and 58
DELEGATION SUBJECT	-	Occupancy Permits or Building Approval Certificates
DELEGATE	-	Chief Executive Officer

That the Chief Executive Officer, Mr Dacre Alcock be delegated the power to grant, modify or refuse to grant occupancy permits or building approval certificates.

The Chief Executive Officer, in exercising authority under the Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Manager, Environmental Health Services, Mr Linton Thomas.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	019 Deposit materials and excavate
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LEGISLATIVE POWER	-	Local Government Act 1995
DELEGATION SUBJECT	-	Licence to deposit materials and excavate adjacent to a Street
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated the authority to issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to the Local Government Act 1995. The Chief Executive Officer should first obtain confirmation from the Environmental Health and Building Officer, Mr Linton Thomas. and the Works Manager, Mr Steven Geerdink that the proposed activity will not create undue interference with the operation of the street, way or public place.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	020 Events on Roads
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LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Events on Roads
DELEGATE	-	Chief Executive Officer

Shire of Dowerin DELEGATIONS

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to determine application for the Temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulation 1991. The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	021 Enforcement and Legal Proceedings
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Enforcement and Legal Proceedings
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	022 Firebreak Order Variation
LEGISLATIVE POWER	-	Bush Fires Act
DELEGATION SUBJECT	-	Firebreak Order, Variation to
DELEGATE	-	Chief Executive Officer

That pursuant to the provisions of Council's Firebreak Order, the Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to take alternative action to abate fire hazards.

The Chief Executive Officer, in exercising this authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Chief Bush Fire Control Officer.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	023 Roadside Burning
LEGISLATIVE POWER	-	Bush Fires Act
DELEGATION SUBJECT	-	Burning of Roadsides
DELEGATE	-	Chief Executive Officer



DELEGATIONS REGISTER

POWERS OF DELEGATION – LOCAL GOVERNMENT ACT 1995

DELEGATION OF SOME POWERS AND DUTIES TO CERTAIN COMMITTEES

Local Government Act 1995 – Section 5.16

5.16. Delegation of some powers and duties to certain committees

- (1) *Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.
* Absolute majority required.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*
- (3) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
(a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
(b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.*
- (4) *Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.*

5.17. Limits on delegation of powers and duties to certain committees

(1) A local government can delegate —

- (a) to a committee comprising council members only, any of the council's powers or duties under this Act except —
(i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
(ii) any other power or duty that is prescribed; and*
- (b) to a committee comprising council members and employees, any of the local government's powers or duties that can be delegated to the CEO under Division 4; and*
- (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government's powers or duties that are necessary or convenient for the proper management of —
(i) the local government's property; or
(ii) an event in which the local government is involved.*

(2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

5.18. Register of delegations to committees

A local government is to keep a register of the delegations made under this Division and review the delegations at least once every financial year.

DELEGATION OF SOME POWERS AND DUTIES TO CHIEF EXECUTIVE OFFICER

Local Government Act 1995 – Section 5.42

(1) A local government may delegate to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in Section 5.43 and this power of delegation.*

** Absolute majority required.*

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

It is important to note that not all delegations in this Register are delegations made under the *Local Government Act 1995*. Although the *Local Government Act 1995* allows delegation only to the Chief Executive Officer, other Acts allow delegations to be made direct to other employees, eg Health Act, Dog Act. In some instances other Acts do not give the authority for the person delegated the power to sub-delegate. In these instances if the delegation is made to the CEO, the CEO could not sub-delegate. This Register attempts to ensure delegations are made to the employee whose task it is to enforce the Act concerned.

LIMITS ON DELEGATIONS TO CHIEF EXECUTIVE OFFICERS

Local Government Act 1995 – Section 5.43

A local government cannot delegate to a CEO any of the following powers or duties:-

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*

- (d) *acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) *any of the local government's powers under section 5.98, 5.99 or 5.100;*
- (f) *borrowing money on behalf of the local government;*
- (g) *hearing or determining an objection of a kind referred to in section 9.5;*
- (h) *any power or duty that requires the approval of the Minister or the Governor; or*
- (i) *such other powers or duties as may be prescribed.*

CHIEF EXECUTIVE OFFICER MAY DELEGATE POWERS AND DUTIES TO OTHER EMPLOYEES

Local Government Act 1995 – Section 5.44

- (1) *A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.*
- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

ACTING THROUGH ANOTHER PERSON

Local Government Act 1995 – Section 5.45 (2)

Nothing in this Division (Division 4 – Local Government Employees) is to be read as preventing –

- (a) *a local government from performing any of its functions by acting through a person other than the CEO; or*
- (b) *a CEO from performing any of his or her functions by acting through another person.*

The key difference between a delegation and "acting through" is that a delegate exercises the delegated decision making function in his or her own right. The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the "acting through" concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

The functions of a local government are spelt out in Section 3.1, "General Function" and Division 2 and Division 3 of Part 3 of the *Local Government Act 1995*.

The functions of the CEO are set out in Section 5.41 of the *Local Government Act 1995*. The CEO can act through another person by giving instructions to that person to undertake one or more of those functions.

Acting Through Example:

Function of the CEO - S5.41 (g) of the Local Government Act

CEO includes in the job description of the Deputy Chief Executive Officer that he or she shall:

“Review the performance of each employee under his/her supervision who is employed for a term of more than one year at least once in relation to every year of the employment”.

Records Management: Ensure that evidentiary documents that meet the requirements of Local Government (Administration) Regulations 1996 reg.19. Delegate to keep certain records (Act s5.46(3)), are retained in the record keeping system.

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PART 1 - ADMINISTRATION

1.1 Appointment of Authorised Persons	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995:</i> s. 9.10(1) Appointment of Authorised Persons and s. 3.24
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated the authority to appoint and authorise persons to exercise the powers and duties of an authorised person as set out in the Local Government Act 1995 – <ul style="list-style-type: none"> • Section 3.25 – Notices requiring certain things to be done by owner or occupier of land; • Section 3.31 – Power to enter property; • Sections 3.39 – 3.48 – Power to remove, impound and dispose; • Section 9.10 – Power to appoint authorised persons to perform particular functions; • Section 9.11 – Persons committing breach of Act to give name, address and date of birth; • Section 9.13 – Onus of proof in vehicle offences; • Section 9.16 – Issue infringement notices; • Section 9.24 – Commencing prosecutions. To appoint and authorise persons to exercise the powers and duties of an authorised person under the Shire's Local Laws. List the local laws.
Conditions:	Nil

Power of Sub-Delegation: *Local Government Act 1995:*
 s.5.44 CEO may delegate some powers and duties to other employees

CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	The CEO is to be satisfied that any person the subject of an authorisation appointment is appropriately trained and, where necessary, qualified.
Record Keeping:	
Version Control:	
1.	

1.2 Payments from Municipal, Reserve And Trust Funds	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995, s. 6.7(2) & 6.9(2) & (3) Local Government (Financial Management) Regulations 1996, r. 12(1)(a) & 13.</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Make payments from the Shire Municipal, Reserve and Trust Funds for purposes duly authorised by the <i>Local Government Act 1995</i> and for which provision has been made in the Council budget.
Conditions:	Payments must be made in accordance with Council's Purchasing Policy and Council approved budget for the financial year.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Make payments from the: <ul style="list-style-type: none"> • Municipal Fund by two (2) authorised signatories. • Trust Fund by two (2) authorised signatories. • Reserve Fund by two (2) authorised signatories
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Record Keeping:	
Version Control:	
1.	

1.3 Property and Services – Disposal	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	Local Government Act 1995 – s3.58 <i>Local Government (Functions and General) Regulations 1996</i> , r30 ‘Exemptions’
Delegation to:	Chief Executive Officer
Function:	Authority to dispose of property that is surplus to the requirements of the Local Government: (1) at public auction; (2) by public tender; or (3) by private treaty; in accordance with the provisions of Section 3.58 unless exempt under Regulation 30 of the <i>Local Government (Functions and General) Regulations 1996</i>
Conditions:	Any disposal is to be recorded and reported to Council in the Monthly Financial Statement. “Property” includes the whole or any part of the interest of a local government in property, but does not include money.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO’s Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	All disposals are reported to Council in the monthly statements of Accounts paid under delegation.
Version Control:	
1.	

1.4 Minor Contract Variation	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	Local Government Act 1995 – s9.49B
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Make, vary or discharge all written contracts and agreements.
Conditions:	New contracts/agreements and variations to existing contracts/agreements • Less than \$20,000 – no conditions. • \$20,000 - \$99,999.99 – written evaluation must be conducted of new or varied contracts prior to signing. • Over \$100,000 and over (\$250,000 for period supply contracts) – Council to approve new contracts or variations to existing contracts where the total contract value (including any varied amounts) exceeds \$150,000 (\$250,000 for period supply contracts). Any contract variation is to be recorded and reported to Council in the Monthly Financial Statement.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	Any contract variation is to be recorded and reported to Council in the Monthly Financial Statement.
Version Control:	
1.	

1.5 Inviting Tenders for Providing Goods and Services and Determining the Criteria for Assessing Tenders	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995</i> S. 3.57, s. 3.47 <i>Local Government (Functions and General) Regulations 1996:</i> Reg 11, 13, 14(2a) and (5), 18(2), (4), (4a), (5), (6) and (7), 20, 21, 23
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine: <ul style="list-style-type: none"> • to call tenders [F&G Reg 11]; • to call tenders for the disposal of impounded goods in accordance with section 3.58 [s.3.47]; • to invite tenders though not required to do so [F&G Reg 13]; • the criteria for accepted tenders [F&G Reg 14(2a)]; • to vary tender information after public notice of invitation to tender and before the close of tenders [F&G Reg.14(5)]; • seek clarification from tenderers in relation to information contained in their tender submission [F&G Reg.18(4a)]; • to evaluate tenders and decide which is the most advantageous [F&G Reg.18(4)]; • to accept or reject tenders [F&G Reg.18(2) and (4)]; • to decline any tender [F&G Reg.18(5)]; • to accept another tender where within 6-months of either accepting a tender a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G Reg.18 (6) and (7)]; • minor variations before entering into a contract [F&G Reg 20]; • when to seek Expressions of Interest and to invite Expressions of Interest to supply goods or services [F&G Reg 21]; • consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [Reg.23].
Conditions:	This delegation applies to the procurement of

	goods and services that have been considered by Council and included in the Shire's annual budget. The invitation will be in accordance with legislative requirements and subject to Council's Purchasing Policy.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	All purchases are reported to Council in the monthly statements of Accounts paid under delegation.
Version Control:	
1.	

1.6 Certain Things to be Done in Respect of Land	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995</i> s3.25(1)
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer be delegated authority to exercise the powers under section 3.25(1) of the <i>Local Government Act 1995</i> .
Conditions:	Nil.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

1.7 Additional powers when notice is given to the owner or occupier of land under s. 3.25	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995</i> s3.26(2)
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority is given to the CEO to do anything necessary to achieve the purpose for which a notice has been given.
Conditions:	Nil.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

1.8 Powers of Entry	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995</i> s. 3.34(1)
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated authority to exercise all of the powers and duties of the local government in respect to the powers of entry upon land as contained in Section 3.28 to 3.36 inclusive of the <i>Local Government Act 1995</i> .
Conditions:	Nil.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

1.9 Administer the Shire's Local Laws	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	List all the local laws
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to administer the Shire's local laws and to do all other things that are necessary or convenient to be done for, or in connection with, performing the functions of the Shire under the Shire's local laws.
Conditions:	Nil.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

1.10 Use of the Shire Logo	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	List all the local laws
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer has delegated authority to grant approvals to external organisations in regard to use of the Shire of Dowerin logo.
Conditions:	All use to have a positive reflection on the Shire.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

PART 2 - FINANCE

2.1 Rates	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995</i> s. 6.39(2), s. 6.49, s. 6.50(1) & (2), s. 6.56(1), s. 6.60(2), s. 6.60(4), s. 6.64, and s. 6.76(4), (5), (6).
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is hereby delegated authority to: <ol style="list-style-type: none"> 1. Amend the rate record as specified in s. 6.39(2). 2. Enter into an agreement with a person for the payment of rates or service charges in accordance with s. 6.49. 3. Determine the date on which rates or service charges become due and payable under s. 6.50(1) & (2). 4. Recover a rate or service, as well as the costs of proceedings, where it remains unpaid after it becomes due under s. 6.56(1). 5. Grant an extension of time for a person to make an objection to the rate record under s. 6.76(4). 6. Consider an objection to a rate record, either allowing or disallowing it, wholly or in part. In accordance with s. 6.76(5), and to serve notice of the decision and a statement of reasons for the decision upon the person lodging the objection in accordance with s. 6.76(6). 7. Give notice to a lessee of land in respect of which there is an unpaid rate or service charge to require the lessee to pay the rent to the local government in accordance with s. 6.60(2). 8. Recover the amount of the rate or service charge as a debt from the lessee if the rent is not paid in accordance with the notice (s. 6.60(4)) 9. Commence proceedings under s. 6.64 to recover rates owing to the Shire.
Conditions:	Nil.

Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

2.2 Investment of Surplus Funds	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995 – s. 6.14(1)</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated authority to invest funds held in the municipal fund or the trust fund of the local government that is not, for the time being, required by the local government for any other purpose, in accordance with Part III of the <i>Trustees Act 1962</i> .
Conditions:	All investments are to be reported to the Finance Committee and to Council.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Nil.
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

2.3 Donations	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995 – s6.7(2) Local Government (Financial Management) Regulations reg. 12(1)(A)</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated the authority to approve discretionary donations subject to the annual Budget to a maximum value of \$100 per application.
Conditions:	Subject to budgetary availability. The total of any cash donations made under this delegated authority in any one year shall not exceed the amount provided for that purpose in Council's Budget without formal Council approval.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Nil.
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

2.4 Write-Off of Money Owing	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Power / Duty Delegated:	<i>Local Government Act 1995 – s6.12(1)(b) & (c)</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is delegated the authority to waive or grant concessions in relation to any amount of money or write off any amount of money (except rates and service charges) that is owed to the Shire to a maximum of \$200.00.
Conditions:	This delegation does not apply to waiving or granting concessions on any amount of money owing in respect of rates and service charges. The maximum amount \$200 for any one debt.
Power of Sub-Delegation:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
CEO's Sub-Delegation to:	Nil.
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

PART 3 - ENGINEERING

3.1 Temporary Road Closure	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995 – section 5.42</i>
Power / Duty Delegated:	<i>Local Government Act 1995</i> Section 3.50 Closing certain thoroughfares to vehicles; Section 3.50A Partial closure of thoroughfares for repairs or maintenance; Section.3.51 Affected owners to be notified of certain proposals.
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority is granted to – <ul style="list-style-type: none"> • To close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of less than 4-weeks, after giving local public notice of the intention to do so (s. 3.50(1)). • To close a thoroughfare managed by the Shire (wholly or partially) to vehicles for a period of more than 4-weeks, after giving local public notice of the intention to do so and allowing submissions to be made and considered in accordance with s3.50(4) and (5) (s. 3.50(1a)). • To partially and temporarily close a thoroughfare for repairs or maintenance without giving local public notice if it is unlikely to have an adverse impact on users of the thoroughfare (s. 3.50A).
Conditions:	Nil.
Power of Sub-Delegation:	<i>Local Government Act 1995</i> Section 5.44 CEO may delegate some powers and duties to other employees.
CEO's Sub-Delegation to:	Assets and Works Manager

Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>		Nil.
Compliance Links:		
Record Keeping:		
Version Control:		
1.		

3.2 Temporary Closure of Thoroughfares Events	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Local Government Act 1995 – s.5.42</i>
Power / Duty Delegated:	<i>Local Government Act 1995 – s.3.50</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine applications for the temporary closure of roads for the purpose of conducting events in accordance with the <i>Road Traffic (Events on Roads) Regulations 1991</i> .
Conditions:	The Chief Executive Officer shall have regard to s.3.50 of the <i>Local Government Act 1995</i> .
Power of Sub-Delegation:	<i>Local Government Act 1995</i> <i>Section 5.44 CEO may delegate some powers and duties to other employees.</i>
CEO's Sub-Delegation to:	Assets and Works Manager
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

PART 4 – BUILDING, HEALTH AND ENVIRONMENT

4.1 Grant of Building Permit	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011:Section 127 Delegation: special permit authorities and local governments</i>
Power / Duty Delegated:	<i>Building Act 2011:</i> Section 20 Grant of Building Permit Section 27 (1) and (3) Impose Conditions on Permit
Delegation to:	Chief Executive Officer Building Surveyor
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to: <ul style="list-style-type: none"> • grant a building permit (s.20(1)). • refuse a building permit (s.20(2)). • impose, vary or revoke conditions on a building permit (s.27(1)and (3)).
Conditions:	Nil.
Power of Sub-Delegation:	<i>Building Act 2011:</i> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.2 Grant of Demolition Permit	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011:</i> <i>Section 127 Delegation: special permit authorities and local governments</i>
Power / Duty Delegated:	<i>Building Act 2011:</i> Section 21 Grant of Demolition Permit Section 27 (1) and (3) Impose Conditions on Permit
Delegation to:	Chief Executive Officer Building Surveyor
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to: <ul style="list-style-type: none"> • grant a demolition permit (s.21(1)). • refuse a demolition permit (s.21(2)). • impose, vary or revoke conditions on a demolition permit (s.27(1) and (3)).
Conditions:	Nil.
Power of Sub-Delegation:	<i>Building Act 2011:</i> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation</i>	

<i>also apply to the sub-delegations.</i>		
Compliance Links:		
Record Keeping:		
Version Control:		
1.		

4.3 Grant Occupancy Permit and Building Approval Certificate	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011:</i> <i>Section 127 Delegation: special permit authorities and local governments</i>
Power / Duty Delegated:	<i>Building Act 2011:</i> Section 58 Grant of Occupancy Permit, Building Approval Certificate Section 62(1) and (3) Conditions Imposed by Permit Authority Section 65(4) Extension of Period of Duration
Delegation to:	Chief Executive Officer Building Surveyor
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to: <ul style="list-style-type: none"> • grant or modify or refuse an occupancy permit or building approval certificate (s58). • impose, add, vary or revoke conditions on an occupancy permit or building approval certificate (s.62(1) and (3)). • extend the period in which an occupancy permit or modification, or building approval certificate has effect (s.65(4)).
Conditions:	Nil.
Power of Sub-Delegation:	<i>Building Act 2011:</i> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
CEO's Sub-Delegation to:	
Sub-Delegation Conditions:	

<i>Conditions on the original delegation also apply to the sub-delegations.</i>		
Compliance Links:		
Record Keeping:		
Version Control:		
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4.4 Appoint Authorised Persons	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011:</i> <i>Section 127 Delegation: special permit authorities and local governments</i>
Power / Duty Delegated:	<i>Building Act 2011:</i> Section 96(3)
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint authorised persons for the purposes of the <i>Building Act 2011</i> and <i>Building Regulations 2012</i> (s.96(3)).
Conditions:	Nil.
Power of Sub-Delegation:	<i>Building Act 2011:</i> Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.5 Building Orders	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Building Act 2011:</i> <i>Section 127 Delegation: special permit authorities and local governments</i>
Power / Duty Delegated:	Section 110(1), Section 111(1), Section 114, Section 117(1) and (2), Section 118(2) and (3), and section 133(1)
Delegation to:	Chief Executive Officer Building Surveyor
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to: <ul style="list-style-type: none"> • make Building Orders in relation to: <ul style="list-style-type: none"> a. building work; b. demolition Work; and/or c. an existing building or incidental structure whether completed before or after commencement day. • Give notice of a proposed building order and consider submissions received in response and determine actions (s.111(1)(c)) • Serve a building order (s. 114); • revoke a Building Order (s.117). • if there is non-compliance with a building order, cause an authorised person to: <ul style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease (s.118(2)). • take court action to recover as a debt, reasonable costs and

	<p>expenses incurred in doing anything in relation to the building order (s.118(3)).</p> <ul style="list-style-type: none"> • initiate a prosecution pursuant to section 133(1) for non-compliance with a Building Order made pursuant to section 110.
Conditions:	Nil.
Power of Sub-Delegation:	<p><i>Building Act 2011:</i></p> <p>Section 127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)</p>
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.6 Prohibition Orders	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Food Act 2008 - Section 118(2)(b)</i>
Power / Duty Delegated:	<i>Food Act 2008:</i> Section 65(1) Prohibition Order Section 66 Certificate of Clearance Section 67(4) Request for Re-Inspection
Delegation to:	CEO Principal Environmental Health Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Grants authority to: <ul style="list-style-type: none"> • Serve a Prohibition Order on the proprietor of a food business in accordance with s. 65; • Issue a Certificate of Clearance, where inspection demonstrates compliance with a Prohibition Order and any Improvement Notices (s. 66); • Give written notice to a proprietor of a food business on whom a Prohibition Order has been served of the decision not to give a certificate of clearance after an inspection under section 66 and section 67 of the <i>Food Act 2008</i> (s. 67(4))
Conditions:	Nil.
Power of Sub-Delegation:	Nil.
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	

Version Control:		
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4.7 Registration of Food Businesses	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Food Act 2008 - Section 118(2)(b)</i>
Power / Duty Delegated:	<i>Food Act 2008</i> Section.110(1) and (5) Registration of food business Section.112 Variation of conditions or cancellation of registration of food businesses.
Delegation to:	Chief Executive Officer Principal Environmental Health Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority is granted to grant, apply conditions, refuse or vary or cancel the registration of food business in accordance with section 110 and section 112 of the <i>Food Act 2008</i> .
Conditions:	Nil.
Power of Sub-Delegation:	Nil.
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.8 Appoint Authorised Officers	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Food Act 2008</i> – Section 118(2)(b)
Power / Duty Delegated:	<i>Food Act 2008</i> - Section 122(1) Appointment of authorised officers Section 126 – Infringement notices
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> (s. 122(1)). Appoint a person to be a designated officer for the purposes of the <i>Food Act 2008</i> (s. 126(13)).
Conditions:	Nil.
Power of Sub-Delegation:	Nil.
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.9 Prosecutions	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Food Act 2008 - s118(2)(b)</i>
Power / Duty Delegated:	<i>Food Act 2008 - Section.125 Institution of proceedings</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Grants authority to institute proceedings under s. 125 for an offence under the <i>Food Act 2008</i> .
Conditions:	Nil.
Power of Sub-Delegation:	Nil. The <i>Food Regulations 2009</i> do not provide for sub-delegation.
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	
Record Keeping:	
Version Control:	
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4.10 Appointment of Officers	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	Section 21 of the <i>Public Health Act 2016</i> .
Power / Duty Delegated:	<i>Public Health Act 2016</i> – Section 24
Delegation to:	Chief Executive Officer Environmental Health Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	To designate a person or class of persons as authorised officers for the purposes of the <i>Public Health Act 2016</i> ; and To designate a person or class of persons as authorised officers or approved officers for the purposes of Part 2 of the <i>Criminal Procedure Act 2004</i> .
Conditions:	Nil.
Power of Sub-Delegation:	Nil.
CEO's Sub-Delegation to:	Nil.
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.11 Cat Act 2011 - Registration	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Cat Act 2011 - Section 44</i>
Power / Duty Delegated:	<i>Cat Act 2011 – section 9 Registration; section 10 Cancellation of Registration section 13 Notice</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to: <ul style="list-style-type: none"> • Grant or refuse to grant the registration of a cat. • Renew or refuse to renew the registration of a cat. • Require an applicant to provide any document or information required to determine an application for registration. • Refuse to consider an application, where an applicant has not complied with a request for information. • Cancel the registration of a cat. • Give notice of decisions.
Conditions:	Nil.
Power of Sub-Delegation:	<i>Cat Act 2011 - s. 45</i>
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.12 Cat Act 2011 – Appointment of Authorised Persons	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Cat Act 2011 - Section 44</i>
Power / Duty Delegated:	<i>Cat Act 2011 – section 48</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority is granted to – <ul style="list-style-type: none"> • Appoint persons or classes of persons to be authorised for the purposes of performing particular functions under the Act; • Determine conditions on any authorisation; and • Cancel or vary an authorisation.
Conditions:	Nil.
Power of Sub-Delegation:	<i>Cat Act 2011 - s. 45</i>
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.13 Cat Act 2011 – Breeder Approval	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Cat Act 2011 - Section 44</i>
Power / Duty Delegated:	<i>Cat Act 2011 – section 37 Approval to breed cats; section 38 Cancellation of approval to breed cats; section 40 Notice to be given of certain decisions.</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority is given to – <ul style="list-style-type: none"> • Grant or refuse to grant an approval for the person to breed cats. • Renew or refuse to renew an approval for the person to breed cats. • Require an applicant to provide any document or information required to determine the application. • Refuse to consider an application, where the applicant has not complied with a request for information. • Cancel an approval to breed cats. • Give notice of decisions.
Conditions:	Nil.
Power of Sub-Delegation:	<i>Cat Act 2011 - s. 45</i>
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Version Control:	
1.	

4.14 Dog Act 1976	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Dog Act 1976 – section 10AA</i>
Power / Duty Delegated:	<i>Dog Act 1976</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	All powers and duties of the local government under the <i>Dog Act 1976</i> and subsidiary legislation.
Conditions:	Nil.
Power of Sub-Delegation:	<i>Dog Act 1976 – section 10AA(3).</i>
CEO's Sub-Delegation to:	
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Conditions on the original delegation also apply to the sub-delegations.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	

4.15 Bush Fires Act 1954	
Power / Duty Assigned in legislation to:	Local Government
Power of Delegation:	<i>Bush Fires Act 1954 – section 48</i>
Power / Duty Delegated:	<i>Bush Fires Act 1954</i>
Delegation to:	Chief Executive Officer
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to perform the functions of the local government under the <i>Bush Fires Act 1954</i> .
Conditions:	Authority excludes powers and duties that: 1. Are prescribed in the Act with a requirement for a resolution of the local government; or 2. Are prescribed by the Act for performance by designated offices.
Power of Sub-Delegation:	Nil.
CEO's Sub-Delegation to:	Nil.
Sub-Delegation Conditions: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Nil.
Compliance Links:	
Record Keeping:	
Version Control:	
1.	



Shire of Dowerin

Minutes of Audit Committee Meeting (Unconfirmed)

17 March 2017 at 3.00pm

Shire of Dowerin Council Chambers

COMMITTEE MEMBERS	REPRESENTING
Cr D.E. Metcalf	Shire of Dowerin
Cr A.J. Metcalf	Shire of Dowerin
Cr R.I Trepp	Shire of Dowerin
Mr Jason Whiteaker	External Advisor to the Audit Committee
OBSERVER	REPRESENTING
Andrea Selvey – CEO	Shire of Dowerin
Corinne Morrell – Governance Coordinator/Minutes	Shire of Dowerin

COMMITTEE TERMS OF REFERENCE *(adopted by Council on 20 December 2016)*

Objectives of the Audit Committee:

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs. Reports from the Audit Committee will assist Council in discharging its legislative responsibilities

The Audit Committee is to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, internal auditor, the CEO and Council.

Powers of the Audit Committee:

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.

The Audit Committee is a formally appointed committee of Council and is responsible to that body. The committee does not have executive powers or authority to implement actions and does not have any delegated financial responsibility.

Membership:

The Audit Committee will consist of four members, being three elected and one external person. Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required. All members shall have full voting rights.

Appointment of external persons shall be made by Council by way of an invitation to a suitably qualified and experienced Local Government CEO or Corporate Services Executive and be for a maximum of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives. Reimbursement of approved expenses will be paid to the external person who is a member of the committee.

The CEO and Finance Manager will attend meetings in an advisory role only as needed which will include being available at any time the Committee meets.

Secretarial support will be provided to the Committee by the Governance Coordinator or Officer.

Meetings:

The Audit Committee shall meet at least quarterly.

Reporting:

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Duties and Responsibilities:

The duties and responsibilities of the Audit Committee will be to:

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's auditor;
- c) Develop and recommend to Council a list of those matters to be audited and the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:

- the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
- determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- l) Review the level of resources allocated to internal audit and the scope of its authority;
- m) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) Review the local government's draft annual financial report, focusing on –
- accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- p) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) Review the annual Compliance Audit Return and report to Council the results of that review, and
- r) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the Council the results of those reviews.

MINUTES (Unconfirmed) OF THE AUDIT COMMITTEE MEETING HELD ON 17 MARCH 2017 at 3.00pm at the Shire of Dowerin Council Chambers, Cottrell Street, Dowerin

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1. DECLARATION OF OPENING

Chairperson, Cr D. Metcalf opened the meeting at 3:00pm.

2. ATTENDANCE

Cr D.E Metcalf - Chairperson

Cr R.I. Trepp

Cr A.J. Metcalf

Mr J. Whiteaker (Via Teleconference)

A. Selvey - Chief Executive Officer

C. Morrell – Governance Coordinator/Minutes

Megan Shirt joined the meeting at 3.05pm and left at 3.12pm

3. APOLOGIES

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. DECLARATION OF INTEREST

Nil

6. CONFIRMATION OF MINUTES

6.12 CONFIRMATION OF MINUTES – 17 FEBRUARY 2017

OFFICER'S RECOMMENDATION – ITEM 6.1

COMMITTEE RECOMMENDATION – ITEM 6.1

That the minutes of the meeting of the Shire of Dowerin Audit Committee held on 17 February 2017 be confirmed as a true and correct record of that meeting.

Moved: J Whiteaker

Seconded: Cr R Trepp Carried: 4/0

7. BUSINESS ARISING FROM THE MINUTES

7.2 BUSINESS ARISING FROM THE MINUTES

Query: Bank Reconciliation anomalies found as part of the Audit process be presented at the next meeting of Audit Committee.

The following points in relation this request were presented via written correspondence to the President dated 13 December from Leanne Oliver. A copy of the letter was tabled.

- a) Daily banking not being checked or reconciled to the banking/receipting report thus resulting in over or under banking.
- b) Dishonoured cheques were being missed.
- c) EFT's were being processed in Synergy but not being paid, resulting in duplicate payments in the system.
- d) Bpay payments were being duplicated and not picked up.
- e) Interest not being correctly allocated to the reserve.
- f) The manual (small) cheques not being correctly entered into Synergy.
- g) Errors due to transactions not being allocated to the correct posting period.
- h) Bank fees not being entered.
- i) Errors around the way the BAS payments were being processed.

Discussion: The Audit Committee was concerned that these issues were not raised by the Auditor until requested by the Audit Committee.

Update: The Synergy Soft Bank Reconciliation Module will go live on Monday 20 March. Training for the Finance Officers has been scheduled on Tuesday 21 March at which time Finance Officers will commence carrying out Bank Reconciliations on a daily basis with sign-off from the Finance Manager.

Query: Cr Trepp requested further information on ratios and notation in the Financial Statements.

Update: Under review.

Query: Asset Consumption Ratio – has increased significantly in last two years. CEO to investigate and review implications.

Update: To be reviewed as part of LTFP and Asset Management Planning.

Query: Other Payables (Pg. 46) –Leanne to provide break down of amounts.

Update: Following advice via written correspondence to the President dated 13 December from Leanne Oliver.

Other Creditors (Accrued Audit Fees)	10,500
Creditors - Social Club Funds	2,740
Creditors – BSL Payable	1,318
Creditors – Due to Trust	100
Creditors – BCTIF	1,996
GST Likely Over claim	124,841
Total	141,495

Further Query: How was the figure of \$124,841 for the GST Likely Over Claim arrived at? Is it a contingent or quantified liability?

Response: The CEO queried the Auditor Leanne Oliver by email. Ms Oliver did not respond however, Megan Shirt, who has been providing financial management support to the Shire responded as follows:

“The forensic audit identified the fraudulent activities GST components, where GST was claimed on fraudulent invoices, and also where fraudulent takings were charged to the GST account and then claimed in back from the ATO with the BAS. After the arrest, some of the transactions relating to 15-16 were corrected prior to the Bas being lodged. I believe it is a

quantified liability. This is the reason the BAS statements for the past few years require review.”

Action: The CEO to contact the ATO to advise them of the situation and seek their advice regarding finalising the matter of the ATO liability as soon as possible.

Recommendation: That the level of control for purchasing to be undertaken by Management at an internal procedural level.

Update: Synergy Purchasing Module being introduced in March will add to levels of control.

Recommendation: Cheque paperwork to be improved and cover sheet developed.

Update: Completed.

Recommendation: Purchase Orders – need to be signed properly, quotes and relevant document to be included, estimated amount. Co-member of staff to sign off on small amounts as well as large. Management to review through “spot checks” on regular basis.

Update: Synergy Purchasing Module will go live on 20 March and will address these issues.

Recommendation: Consider updating Council’s Purchasing Policy in relation to thresholds, quotation requirements and Tender threshold in accordance with updated Department legislation.

Update: Updated Purchasing Policy being presented in Draft to Finance Committee on 20 March.

Recommendation: Concern relating to the small cheque book (MUNI and TRUST) use and recommendation that the use of small cheques be phased out.

Update: No longer in use and will be sent to the bank to be destroyed.

OFFICER’S RECOMMENDATION – ITEM 7.2

Moved: Jason Whiteaker

Seconded: Cr A Metcalf

Carried: 4/0

COMMITTEE RECOMMENDATION – ITEM 7.2

THAT THE SHIRE OF DOWERIN AUDIT COMMITTEE NOTES THE UPDATES PROVIDED AND SEEKS FURTHER UPDATES AT THE NEXT MEETING OF THE AUDIT COMMITTEE.

8. PRESENTATIONS

Nil

9. REPORTS

9.1 PROPOSALS FOR THE CONDUCT OF THE 2016/17 AND 2017/18 AUDITS

Date:	13 March 2017
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	1. eQuotes Request for Proposals from Auditors for the 2016/17 and 2017/18 Audit 2. Template Scope of Works for an Audit from the Department of Local Government and Communities

Summary

This item brings proposals for the conduct of the audit for two financial years before the Audit Committee for consideration and a recommendation to Council.

Background

The Regulations, in part, state that an audit committee is to provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act with regards to the development of a process to be used to select and appoint a person to be an auditor.

The Department of Local Government and Communities guidelines state that the Audit Committee may provide guidance and assistance to the local government as to matters to be audited, the scope of audits, its functions under Part 6 of the Act and the carrying out of its functions relating to other audits and other matters related to financial management.

Comment

At the Audit Committee meeting on 17 February, the Audit Committee resolved to:

NOTE THE UPDATE PROVIDED BY THE CEO AND ACKNOWLEDGED THAT ONGOING DISCUSSIONS WOULD CONTINUE WITH THE AUDITOR REGARDING THE POTENTIAL TERMINATION OF THE CONTRACT WITH THE CURRENT AUDITOR (BYFIELDS) AND THAT THE CEO WOULD PROVIDE A REPORT TO THE FEBRUARY ORDINARY MEETING OF COUNCIL.

At the Ordinary Meeting of Council on 28 February 2017, Council resolved to terminate the contract with the current Auditors and to seek proposals from suitably qualified auditors for the conduct of the 2016/17 and 2017/18 Audits for Council to consider.

As per Council direction, the CEO advised the current Auditor, Leanne Oliver from Byfields Business Advisors, that the Shire was seeking to mutually agree to part ways. A request for proposals via WALGA eQuotes to six Audit Firms on the WALGA preferred supplier list was issued on 7 March 2017. The request for proposals is attached and closes at 5pm on 15 March 2017. As of 13 March 2017 (the date this agenda was distributed) no proposals had been received; however two suppliers have telephoned to say they would be preparing a proposal and would submit it prior to the closing date. All proposals received will be forwarded to the Audit Committee after 5pm on Wednesday 15 March, prior to the Audit Committee meeting on 17 March.

Consultation

Nil

Financial Implications

Based on actual costs for 2015/16, is anticipated the Audit will cost approximately \$20,000 per annum. Once proposals have been received and Council appoints an Auditor, the actual cost of the Interim Audit will be factored into the 2016/17 Mid-Year Budget Review and the Audit of the 2016/17 Annual Statements will be included in the 2017/18 budget.

Policy Implications

Nil

Statutory Implications

Part 7 of The Local Government Act 1995 and The Local Government (Audit) Regulations 1996 deal with the conduct of an Audit. This process is compliant with the Act and Regulations. The template Scope of Works for an Audit from the Department of Local Government and Communities is attached for Audit Committee reference and comparison with proposals.

Strategic Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 9.1

THAT THE AUDIT COMMITTEE CONSIDERS PROPOSALS FOR THE CONDUCT OF THE 2016/17 AND 2017/18 EXTERNAL AUDIT AND RECOMMENDS THE FOLLOWING TO COUNCIL:

THAT COUNCIL ACCEPTS THE PROPOSAL FROM AMD.

Moved: J Whiteaker

Seconded: Cr A Metcalf

Carried: 4/0

COMMITTEE RECOMMENDATION – ITEM 9.1

- 1. NOTES THE RECOMMENDATION OF THE SHIRE OF DOWERIN AUDIT COMMITTEE;***
- 2. ACCEPTS THE PROPOSAL FROM AMD CHARTERED ACCOUNTANTS FOR THE 2016/17 AND 2017/18 AUDIT FOR THE SHIRE OF DOWERIN;***
- 3. ACCEPTS THE FEE PROPOSAL FROM AMD CHARTERED ACCOUNTANTS AS FOLLOWS;***
 - a. 2016/17 - \$15,800 (Ex GST);***
 - b. 2017/18 - \$16,200 (Ex GST);***
- 4. APPOINTS MARIA CAVALLO, REGISTERED COMPANY AUDITOR NUMBER 308235 AS THE SHIRE OF DOWERIN AUDITOR AND SHOULD MARIA CAVALLO NOT BE AVAILABLE, APPOINT TIM PARTRIDGE, REGISTERED COMPANY AUDITOR NUMBER 225698 AS THE ALTERNATIVE AUDITOR.***

NOTE: Formal letter to Byfields has been sent regarding terminating their Contract

10. QUESTIONS FROM MEMBERS

11. URGENT BUSINESS

Legal action – Norton say we have a strong case. Do it informally. Could avoid further costs. Claim full amount less insurance plus costs. Byfields not responding to Andrea Selvey communications. Formal letters have been sent to terminate byfields. Actions taken have been okayed by Norton.

12. DATE OF NEXT MEETING

Date: TBA after interim audit

13. CLOSURE OF MEETING

The presiding member closed the meeting at 3.47 pm.

CORPORATE CREDIT CARD POLICY

Policy Type:	Council Policy – Finance
Policy Owner:	Finance Manager
Distribution:	All Employees, Elected Members, Public
Person Responsible:	CEO
Date of Approval:	28 March 2017
File Reference:	F:\Governance\Policy Manual

Objective	To regulate the use of Shire of Dowerin Corporate Credit Cards held by Council employees.
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Statutory Compliance/ Legislation	<p>The use of Corporate Credit Cards is not specifically mentioned in the <i>Local Government Act 1995</i>. However the impacts of the use and control of corporate credit cards are related to the following sections of the <i>Local Government Act 1995</i> -</p> <ol style="list-style-type: none"> 1. 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. 2. <i>Local Government (Financial Management) Regulations 1996</i> 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. <p><i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i></p>
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Policy Scope	This policy applies to all officers issued with a corporate credit card. It documents the responsibilities attached to the issue and acceptable use of these cards.
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Policy Statement	<p>General</p> <p>Credit Cards assist in achieving efficiencies in the purchasing and payment process as:</p> <ul style="list-style-type: none"> ➤ They reduce the steps required to process and pay for a purchase. ➤ Credit Cards are a more flexible payment tool in order to enhance daily purchasing processes and reduce administrative costs. <p>These advantages result in prompt payment of suppliers, reduction in paperwork, improved cash management and greater convenience.</p> <p>Authorised Use and Limits</p> <p>Shire of Dowerin Corporate Credit Cards are to be used only in pursuit of official Council business.</p> <p>Corporate Credit Cards may be issued to the Chief Executive Officer, Assets and Works Manager and Finance and Corporate Services Manager.</p> <p>Council must approve the use of a credit card to the Chief Executive Officer, Assets and Works Manager and Finance and Corporate Services Manager and any changes to their credit card limit.</p>
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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.

Financial Institution

The Shire's Corporate Credit Cards are to be issued by its financial institution.

Purchasing and use of corporate credit cards

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 the Shire of Dowerin Purchasing Policy. Personal expenditure is prohibited. Corporate Credit Cards are not be used for cash withdrawals.

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.

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

The Financial Provider of the credit card will supply the Shire with a statement of account each month. The statement will be provided by the Accounts Officer to the respective cardholder for certification and the supply of receipts and tax invoices in support of the transactions. All paperwork must be returned to Accounts Officer within 7 days of receiving the statement.

Once the cardholder has returned the statement, it must be signed by the Finance and Corporate Services Manager or in the case of the Finance and Corporate Services Manager, the CEO. The Shire President will be required to authorise and sign the Chief Executive Officer's statement.

A credit card transaction slip is not acceptable to support the claim.

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

Stolen or lost credit card

In the event that the cardholder loses or misplaces 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 and Corporate Services Manager or CEO.

Misuse of Corporate Credit Cards

Cards which show unreasonable, excessive or unauthorised expenditure will be reported to the Chief Executive Officer and will be subject to audit and may result in the withdrawal of the card from the officer.

Reward/Bonus Points

Where the corporate credit cards carry rewards or bonus points, under no circumstances are rewards or bonus points to be redeemed for an officer's private benefit. These rewards or points will be accumulated in the name of the Shire of Dowerin. The Chief Executive Officer will decide how these points are to be utilised.

Return of cards

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 the Finance and Corporate Services Manager or CEO two weeks before the date to arrange cancellation of use and to ensure all receipts and their account has been settled.

All surrendered Corporate Credit Cards must be returned to the Finance and Corporate Services Manager or CEO who will make arrangements for the destruction of the card.



**Work
Procedures**

See Shire of Dowerin Procedure Manual.

**Review
Trigger**

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 2 years from date of adoption.

**Policy
Adoption
and
Amendment
History**

Adopted at Council Meeting 17 November 2015

Amended – March 2017

Adopted at Council Meeting ...



RESIDENTIAL AND COMMERCIAL STANDARD CROSSING (CROSSOVER) POLICY

Policy Type:	Council Policy – Corporate
Policy Owner:	Assets & Works Manager
Distribution:	All Employees, Elected Members, Public
Person Responsible:	CEO
Date of Approval:	28 March 2017
File Reference:	F:\Governance\Policy Manual
Objective	<p>The objectives of this Policy are to ensure transparency, equity and consistency in the provision of 'standard crossing' (or cross over as they are usually called) on private residential and commercial properties in the Shire of Dowerin and sets out what constitutes a cross over from the paved portion of a road to a property boundary for use by vehicles.</p>
Statutory Compliance/ Legislation	<p>Regulation 15 of the Local Government (Uniform Local Provisions) Regulations 1996; and Clauses 2.4 and 2.5 of the Shire of Dowerin Activities on Thoroughfares Local Law relate to temporary crossovers, and removal of redundant crossovers.</p> <p><i>Local Government Act 1995</i> <i>Local Government (Uniform Local Provisions) Regulations 1996</i></p>
Policy Scope	<p>This policy applies to all officers involved in dealing with applications for cross over.</p>
Policy Statement	<p>Definition: A standard cross over comprises either:</p> <ol style="list-style-type: none">A minimum of 100 mm reinforced concrete over a compacted sub-base; orA minimum of 50 mm thick brick pavers; orAs approved by Council. <p>Residential and Commercial properties as defined under Local Scheme Zones in the Shire of Dowerin (Scheme 2) are subject to these policy conditions. This policy does not apply to Industrial Properties as defined under Local Scheme Zones in the Shire of Dowerin (Scheme 2). A cross over must be built from the paved portion of a road or kerb to the front boundary line and tied in or made contiguous with abutting structures (kerbs, footpaths and driveways). The minimum width of the standard cross over shall be 3.0 meters from residences, 4.0 meters for commercial. The Shire of Dowerin will contribute to one crossing per property only. Where the ratepayer elects to construct a crossover, the Shire's contribution shall not exceed 50% of the cost of the crossover as defined in this policy and as per Council adopted Fees and Charges Schedule of its annual budget. The square metres calculated shall be the length (from the road kerb to the property line) multiplied by the nominal width. The applicant must produce documents stating the full cost of the crossing.</p>



**Work
Procedures**

The CEO is responsible for implementing this policy and for bringing it to Council for review.

The Management Team is responsible for ensuring their direct reports are aware of, and comply with, this policy.

**Review
Trigger**

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 2 years from date of adoption.

**Policy
Adoption
and
Amendment
History**

Created March 2017

Adopted at Council Meeting ...

PURCHASING POLICY

Policy Type:	Council Policy – Finance
Policy Owner:	CEO
Distribution:	All Employees, Elected Members, Public
Person Responsible:	Finance Manager
Date of Approval:	28 March 2017
File Reference:	F:\Governance\Policy Manual

Objective	<p>The objectives of this Policy are to ensure that all purchasing activities:</p> <ul style="list-style-type: none"> • demonstrate that best value for money is attained for the Shire of Dowerin; • are compliant with relevant legislations, including the Act and Regulations; • are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire of Dowerin; • mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers; • ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and • are conducted in a consistent and efficient manner across the Shire of Dowerin and that ethical decision making is demonstrated.
Statutory Compliance/ Legislation	<p>The requirements that must be complied with by the Shire of Dowerin, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Dowerin.</p> <p>Purchasing that is \$150,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 5.5 of this Purchasing Policy.</p> <p>Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 5.6 of this Policy is not deemed to be suitable.</p>
Policy Scope	<p>This policy applies to all officers purchasing goods or services on behalf of the Shire/and or using Shire funds. It documents the responsibilities attached to the making purchases on behalf of the Shire.</p>
Policy Statement	<p>ETHICS & INTEGRITY/CODE OF CONDUCT</p> <ul style="list-style-type: none"> • All officers and employees of the Shire of Dowerin undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire of Dowerin must act in an honest and professional manner at all times which supports the standing of the Shire of Dowerin. <p>PURCHASING PRINCIPLES</p> <p>The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:</p> <ul style="list-style-type: none"> • full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money; • all purchasing practices shall comply with relevant legislation, regulations,

and requirements consistent with the Shire of Dowerin's policies and Code of Conduct;

- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Shire of Dowerin's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

VALUE FOR MONEY

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Dowerin. As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.
- financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire of Dowerin's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

AUTHORISED OFFICER LIMITS

The following Officers are authorised to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and

are within the officer's area of activity.

Position	Amount
Chief Executive Officer	Unlimited
Assets and Works Manager	\$50,000
Finance and Corporate Services Manager	\$50,000
Coordinator Community and Economic Development	\$1000
Coordinator Governance and Organisational Development	\$1000
Administration Staff	\$500
Parks and Gardens	\$500

PURCHASING VALUE DEFINITION

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire of Dowerin will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

PURCHASING FROM EXISTING CONTRACTS

Where the Shire of Dowerin has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Dowerin must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

PURCHASING THRESHOLDS

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire of Dowerin, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:

	<ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market.
Over \$5,000 and up to \$50,000	<p>Obtain at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.
Over \$50,000 and up to \$150,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Dowerin through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>
Over \$150,000	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, it is mandatory to conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire of Dowerin's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

TENDERING EXEMPTIONS

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire of Dowerin; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Local Government should compare the cost and benefits of both processes. The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

INVITING TENDERS UNDER THE TENDER THRESHOLD

Where considered appropriate and beneficial, the Shire of Dowerin may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire of Dowerin's tendering procedures must be followed in full.

SOLE SOURCE OF SUPPLY

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Dowerin is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Dowerin must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by either the Chief Executive Officer, Finance and Corporate Services Manager or Assets and Works Manager, prior to a contract being entered into. From time to time, the Shire of Dowerin may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

ANTI-AVOIDANCE

The Shire of Dowerin shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders

and to avoid the need to call a public Tender.

EMERGENCY PURCHASES

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Dowerin in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

RECORDS MANAGEMENT

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire of Dowerin's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of contract(s) with supplier(s) formed from the procurement process.

OCCUPATIONAL SAFETY AND HEALTH

An underlying principle of purchasing, hiring, leasing, or receiving donated goods, is to ensure that hazards are not introduced into the workplace without assessing the risk and implementing controls to mitigate the risk. Items that are purchased must be assessed for their safety and health risks and other factors such as cleaning, maintenance and training staff in their use. Consultation shall be undertaken with the relevant employee(s) when new plant/equipment/substances are being purchased for the first time and where there is the potential for significant detrimental impact on health and safety of any person. The consultation process shall be documented by file or diary notes and retained as a record. Prior to purchasing a new item, the authorised officer shall consider occupational safety and health issues as listed in the OSH Purchasing & Risk assessment of New Plant or Equipment Form (Found in the OSH Manual at 2.2.1). All new chemicals (including cleaning products) must include a Safety Data Sheet which will be provided to the Shire of Dowerin OSH Officer.

BUY LOCAL POLICY

As much as practicable, the Shire of Dowerin must:

-
- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
 - consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
 - ensure that procurement plans address local business capability and local content;
 - explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
 - avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
 - provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire of Dowerin, or substantially demonstrate a benefit or contribution to the local economy.

PANELS OF PRE-QUALIFIED SUPPLIERS

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire of Dowerin determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire of Dowerin has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

The Shire of Dowerin will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Should the Shire of Dowerin determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire of Dowerin.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire of Dowerin will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire of Dowerin must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire of Dowerin intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 11.4; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 11.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire of Dowerin is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire of Dowerin may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months.

In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire of Dowerin's electronic records system. A separate file is to be maintained for each quotation process made under

each Panel that captures all communications between the Shire of Dowerin and Panel members.

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.

For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire of Dowerin is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract. Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire of Dowerin.

Work Procedures

The CEO is responsible for implementing this policy and for bringing it to Council for review.

The Management Team is responsible for ensuring their direct reports are aware of, and comply with, this policy.

Review Trigger

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 2 years from date of adoption.

Policy Adoption and Amendment History

Created March 2017

Adopted at Council Meeting ...



Interface Co-ordination Plan

Version 4.0

Interface Co-ordination Plan

Rail Heritage WA Bassendean

Wheatbelt Heritage Rail



Interface Co-ordination Plan

Version 4.0

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Interface Co-ordination Plan

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1.0 Purpose

The purpose of this Interface Co-ordination Plan is to clearly establish and delineate the responsibilities of Rail Heritage WA (RHWA) Bassendean and the Rail Transport Operator, Wheatbelt Heritage Rail. A reference to Wheatbelt Heritage Rail in this agreement is in every instance a reference to the Shire of Dowerin.

2.0 Scope

This Interface Co-ordination Plan has been developed between RHWA and Wheatbelt Heritage Rail. The scope of works covered by this Plan includes the movement of the Rail Transport Operator rolling stock at RHWA's sidings in accordance with the map at Figure 1 on page 13 of this Plan.

The Plan describes the functional areas in each organisation which will be involved, the subject matter which has been considered, and the interfaces across which co-ordination has been established.

The Plan will outline the controls in place for safe operation of a railway in accordance with the tasks undertaken, and will include, but not be limited to; shunting, stabling and certification.

The parties will apply a risk management process consistent with ISO31000 Risk Management to identify, assess and manage, so far as is reasonably practicable, risks to safety in relation to the subject of this Plan.

The Plan provides determination as to which party agrees to accept responsibility for each identified item of subject matter, procedures for the exchange of safety information, and procedures for assessing and monitoring the compatibility of engineering and operational parameters.

The Plan also provides procedures for review of the Interface Co-ordination Plan.

3.0 Responsibilities

The track and infrastructure within the RHWA Bassendean Sidings are maintained in accordance with the ARHS WA Division Track Standard.

As the risks at the interfaces are often "shared", they need to be carefully managed to minimise the possibility of "gaps" in the coverage of appropriate risk control measures.

The following table outlines the division of responsibility between the Interface parties for the management of safety in relation to each of the identified Interface aspects.



Interface Co-ordination Plan

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ASPECT	RESPONSIBILITY	
	RHWA	Wheatbelt Heritage Rail
Accreditation	<ul style="list-style-type: none"> Manage the Private Siding as required to meet their responsibilities under the Rail Safety National Law (WA) Act 2015. 	<ul style="list-style-type: none"> Maintain their accreditation in meeting the regulatory requirements of: <ul style="list-style-type: none"> Risk management in accordance with Rail Safety legislative requirements. Competency management of WHR's Rail Safety Workers. Health assessment of WHR's Rail Safety Workers. Legislative Drug and Alcohol requirements.
Rolling Stock	<ul style="list-style-type: none"> Ensure proper use of rolling stock. Report to WHR any unserviceable WHR rolling stock and identify faulty WHR equipment. 	<ul style="list-style-type: none"> Manage and maintain rolling stock in accordance with established safe working standards for the railway.
Operational Systems	<ul style="list-style-type: none"> Assist WHR in reporting Notifiable Occurrences relative to the operations to the Regulator. Comply with ARHS WA Division emergency response and incident management protocols. 	<ul style="list-style-type: none"> Ensure that Rail Safety Workers who undergo medical, drug, and alcohol assessments in accordance with the required National Rail Safety legislation, receive confirmation that such assessments have been performed to the relevant prescribed standard. Ensure that Rail Safety Workers are competent in carrying out rail safety work. Develop and maintain plans for the management of emergencies and incidents, as required. Investigate Rail Safety incidents and report them to the relevant Regulator, as required.
Infrastructure Maintenance	<ul style="list-style-type: none"> Will appoint a maintainer who is recognised and has the capacity and competency to maintain RHWA rail infrastructure to the ARHS WA Division Track Standard within the boundaries of the RHWA Rail yard 	<ul style="list-style-type: none"> Accepts the ARHS WA Division Track Standard. Maintains rolling stock in a fit and proper condition to ensure no damage to the infrastructure.

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ASPECT	RESPONSIBILITY	
	RHWA	Wheatbelt Heritage Rail
	and inspect the infrastructure on a annual basis.	<ul style="list-style-type: none"> Reports any damage that occurs to infrastructure as a result of train operations.

4.0 Definitions

Word	Definition
RHWA	The trading name of the Australian Railway Historical Society (WA Division) Inc., owners of the Bassendean Railway Museum and the private sidings.
Wheatbelt Heritage Rail	The trading name of the Shire of Dowerin, the operator of Wheatbelt Heritage Rail.
Rolling Stock	Locomotives, passenger carriages and wagons
Act	Rail Safety National Law (WA) Act 2015
Hazard	A source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to environment or a combination of these.
Risk	The chance of something happening that will have an impact upon objectives. It is measured in terms of likelihood, consequence and frequency.
Rail Siding	A low-speed track section distinct from a running line or through route such as a main line or branch line or spur.
Competence	An individual's ability to consistently perform their tasks and meet or exceed the standard criteria for the tasks.
Notifiable Occurrence	Is an accident or incident occurring on railway premises related to railway operations for which the person is accredited, where notification to a State Regulator is a legislative requirement.
Plan	Interface Co-ordination Plan



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5.0 Plan

5.1 Description of Operations

Please see Attachment 2 – Operating Rules for Rolling Stock Movement for a summary of operations.

5.2 Rail Safety Accreditation

WHR has accreditation as a rolling stock operator under the provisions of the Rail Safety National Law (WA) Act 2015 and the Rail Safety National Law (WA) Regulations 2015 and is responsible for maintaining their accreditation under the terms of the Act.

5.3 Risk Assessment

A Risk Assessment has been completed together with the establishment of this Interface Co-ordination Plan. All planning, hazard identification and risk assessment have been carried out by competent personnel in accordance with the ARHS WA Division Risk Assessment for the Movement of Rolling Stock at Bassendean. The Risk Assessment is attached to this document as Attachment 1.

5.4 Maintenance

Maintenance of the Bassendean Sidings and associated rail infrastructure is the responsibility of RHWA and will be undertaken by competent personnel in accordance with the ARHS WA Division Track Standard.

RHWA will supply immediate advice to Wheatbelt Heritage Rail should any components of track or infrastructure be identified as defective so as to present a hazard to Rail Heritage WA personnel and / or contractors.

Wheatbelt Heritage Rail personnel will supply immediate advice to RHWA should their personnel or contractors identify any components of track or infrastructure as defective thus presenting a hazard to personnel or operations.

5.5 Communications

Routine

Routine communication concerning day-to-day operation of this Plan will occur between the parties referred to in the Communications – Contact List (See Appendix 2).

Management Review

Communication regarding amendments to this ICP or disputes over the operation of this ICP will occur between the parties referred to in the Communications – Contact List (See Appendix 2).



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5.6 Health and Fitness

Wheatbelt Heritage Rail will provide rail safety workers fit for purpose.

5.7 Alcohol and Other Drug Control

Wheatbelt Heritage Rail personnel are required to be in compliance with the WHR Drug and Alcohol Control Procedure WHR-PRO-009.

Wheatbelt Heritage Rail personnel working within the RHWA Bassendean Sidings are subject to post incident, on suspicion and random alcohol and other drug testing.

5.8 Fatigue

Wheatbelt Heritage Rail must have procedures in place to manage fatigue. All of the WHR drivers / shunters will comply with the WHR Fatigue Management Procedure WHR-PRO-008 when working on RHWA siding trackage.

5.9 Management of Competency

Wheatbelt Heritage Rail shall use personnel that are suitably trained and competent to perform their obligations under this Plan, as detailed in the Maintaining Rail Safety Worker Competence Procedure WHR-PRO-010.

Wheatbelt Heritage Rail shall keep records of the certificates of competency, licensing and training requirements of the personnel, as detailed in the Maintaining Rail Safety Worker Competence Procedure WHR-PRO-010.

5.10 Emergency Management

All Wheatbelt Heritage Rail personnel and / or contractors accessing the RHWA Bassendean Sidings must comply with RHWA's emergency procedures and the WHR Emergency Management Plan WHR-PLN-002 and follow the directions of the nominated WHR and RHWA personnel. In the event of any ambiguity between the two documents, the RHWA emergency procedures shall take precedence.

All on-site incidents and emergencies must be reported to the RHWA Bassendean Operations Manager.

Rail related incidents involving Wheatbelt Heritage Rail rolling stock and / or personnel must be reported to the RHWA Bassendean Operations Manager.

5.11 Incident Reporting and Management

WHR will report and manage all safety incidents in accordance with the WHR Occurrence Management Procedure WHR-PRO-014.



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Wheatbelt Heritage Rail assumes responsibility for advising the Rail Safety Regulator of any notifiable occurrences.

Where other regulatory agencies must be notified following an incident, the RHWA Operations Manager and Wheatbelt Heritage Rail Management will ensure that their reporting obligation is fulfilled.

Wheatbelt Heritage Rail will be responsible for reporting all rail safety incidents involving Wheatbelt Heritage Rail rolling stock within the RHWA Bassendean Sidings, to the RHWA Operations Manager.

RHWA has in place an Incident Reporting System and will record all safety related incidents within that system.

Where damage has occurred to Wheatbelt Heritage Rail owned or leased rolling stock, Wheatbelt Heritage Rail will inspect the damage or potential damage prior to disturbing the incident site and / or prior to returning the item of rolling stock back into general service.

RHWA's recognised maintainer will be responsible for the re-certification of track infrastructure following any derailment or collision that occurs within the Bassendean Sidings.

Wheatbelt Heritage Rail will be responsible for the re-certification of any operational rolling stock following any derailment or collision involving the said rolling stock.

5.12 Incident Investigation

WHR will investigate all safety incidents in accordance with the WHR Occurrence Reporting and Investigation Procedure WHR-PRO-015.

5.13 Environment Management

WHR will investigate all environmental incidents in accordance with the WHR Occurrence Reporting and Investigation Procedure WHR-PRO-015.

5.14 Contractors and Sub-contractors

All third parties shall operate under the scope of this Interface Co-ordination Plan. WHR shall give adequate prior notice to RHWA of any third parties that require access to RHWA premises and seek permission for those third parties to enter the property, such permission to not be unreasonably refused. Provision for access to the Plan by other parties shall be provided as required.

5.15 Change in Ownership

This Interface Co-ordination Plan is exclusive to RHWA and Wheatbelt Heritage Rail and cannot be transferred or assigned. If there is a change in ownership of Wheatbelt Heritage



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Rail or the Bassendean Sidings, a new Interface Co-ordination Plan is to be established by the then operator and rail siding owner / manager and the parties to this Interface Co-ordination Plan.

5.16 Compliance and Auditing

RHWA and Wheatbelt Heritage Rail will monitor and review compliance with this Interface Co-ordination Plan to ensure the agreement continues to provide effective control over rail safety at the Bassendean Sidings. Both parties will be responsible for reporting instances of non-compliance.

If considered necessary to ensure compliance of railway operations at the Bassendean Sidings as detailed in this Interface Co-ordination Plan, RHWA and Wheatbelt Heritage Rail will conduct site inspections and audits. Both organisations have the requisite auditing and inspection capability.

RHWA or Wheatbelt Heritage Rail may initiate auditing of this Interface Co-ordination Plan through consultation with the other party.

This agreement is to be made available to the Office of the National Rail Safety Regulator WA Branch for auditing as required. RHWA and Wheatbelt Heritage Rail shall supply additional information as may be required by the Office of the National Rail Safety Regulator for the purpose of meeting their respective obligations under the Act.

In general, RHWA and Wheatbelt Heritage Rail management systems are reviewed and updated under the following conditions:

- Annually
- Whenever there is a significant change to relevant legislation
- Whenever there is a significant change to the operations
- Whenever control measures are found to be ineffective either through:
 - Changes to the working environment
 - Changes to operating systems
 - Results of subsequent risk assessments
 - Audit findings
 - Following a significant accident / incident
 - Following an assessment of a related safety alert.

6.0 Plan Revisions and Control

RHWA and Wheatbelt Heritage Rail shall review this Interface Co-ordination Plan at least every two (2) years.

Additional reviews may take place should any party consider the need for amendments arising from changes in operation of the specified location. They must be appropriately documented within the Plan and consistent with the purpose of the Plan.



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7.0 Training & Induction of ICP

All personnel involved in the implementation and use of this ICP must be trained. WHR personnel who will be involved in the operation will be made aware of the details of this ICP during Shunter training.

8.0 Appendix List

1. List of ICPs superseded by this agreement
2. Communications Contact List

9.0 Attachment List

1. Risk Assessment
2. Operating Rules for Rolling Stock Movement

10.0 References

Applicable to all WHR personnel and only WHR personnel will be undertaking rail safety work at the Bassendean sidings.

Policies

Rail Safety	WHR-POL-001
Occupational Health and Safety	WHR-POL-002
Environmental Protection	WHR-POL-003
Risk Management	WHR-POL-004
Security	WHR-POL-005
Alcohol and Drug Control	WHR-POL-006
Fatigue Management	WHR-POL-007

Plans

Rail Safety Management System Plan (SMS)	WHR-PLN-001
Emergency Management Plan	WHR-PLN-002
Security Plan	WHR-PLN-003
Environmental and Cultural Heritage Plan	WHR-PLN-004

Procedures

Management, Governance Responsibilities and Authorities	WHR-PRO-001
Regulatory Compliance	WHR-PRO-002
Document Control	WHR-PRO-003
Rail Safety Audits	WHR-PRO-004
Management of Change	WHR-PRO-005
Risk Management	WHR-PRO-006
Health and Fitness	WHR-PRO-007
Fatigue Management	WHR-PRO-008
Drug and Alcohol Control	WHR-PRO-009
Maintaining RSW Competence	WHR-PRO-010
Procurement of Goods and Services / Contract Management	WHR-PRO-011
Reporting Non-Conformance	WHR-PRO-012



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Operations System Safety	WHR-PRO-013
Occurrence Management	WHR-PRO-014
Occurrence Reporting and Investigation	WHR-PRO-015
Safety Management System Review	WHR-PRO-016
Development and Maintenance of Safety Interface Agts.	WHR-PRO-017
AS4292.1-2006	
Rail Safety National Law (WA) Act 2015	
Rail Safety National Law (WA) Regulations 2015	
RISSB Rail Safety Investigations Code of Practice	
AS/NZS ISO 14001 Environmental management system	
ARHS WA Division Risk Assessment for the Movement of Rolling Stock	
ARHS WA Division Operating Rules for Rolling Stock Movement	
ARHS WA Division Track Standard	

11.0 Revision History

Version	Date	Description of Changes
1.0	3/11/2013	First issue
2.0	27/05/2014	Adjustments to reflect RHWA status
3.0	31/07/2014	Inclusion of Attachments 1 and 2
4.0	17/06/2016	Amendments agreed with RHWA

12.0 RHWA Review and Approval

Version	REVIEWER	Position	Date
1.0			
2.0			
3.0			

13.0 Wheatbelt Heritage Rail Review and Approval

Version	Organisation	APPROVER	Position	Date
1.0	Wheatbelt Heritage Rail	Chris Le Marshall	General Manager	3/11/2013
2.0	Wheatbelt Heritage Rail	Chris Le Marshall	General Manager	27/05/2014



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3.0	Wheatbelt Heritage Rail	Chris Le Marshall	General Manager	31/07/2014
4.0	Wheatbelt Heritage Rail	Chris Le Marshall	General Manager	17/06/2016

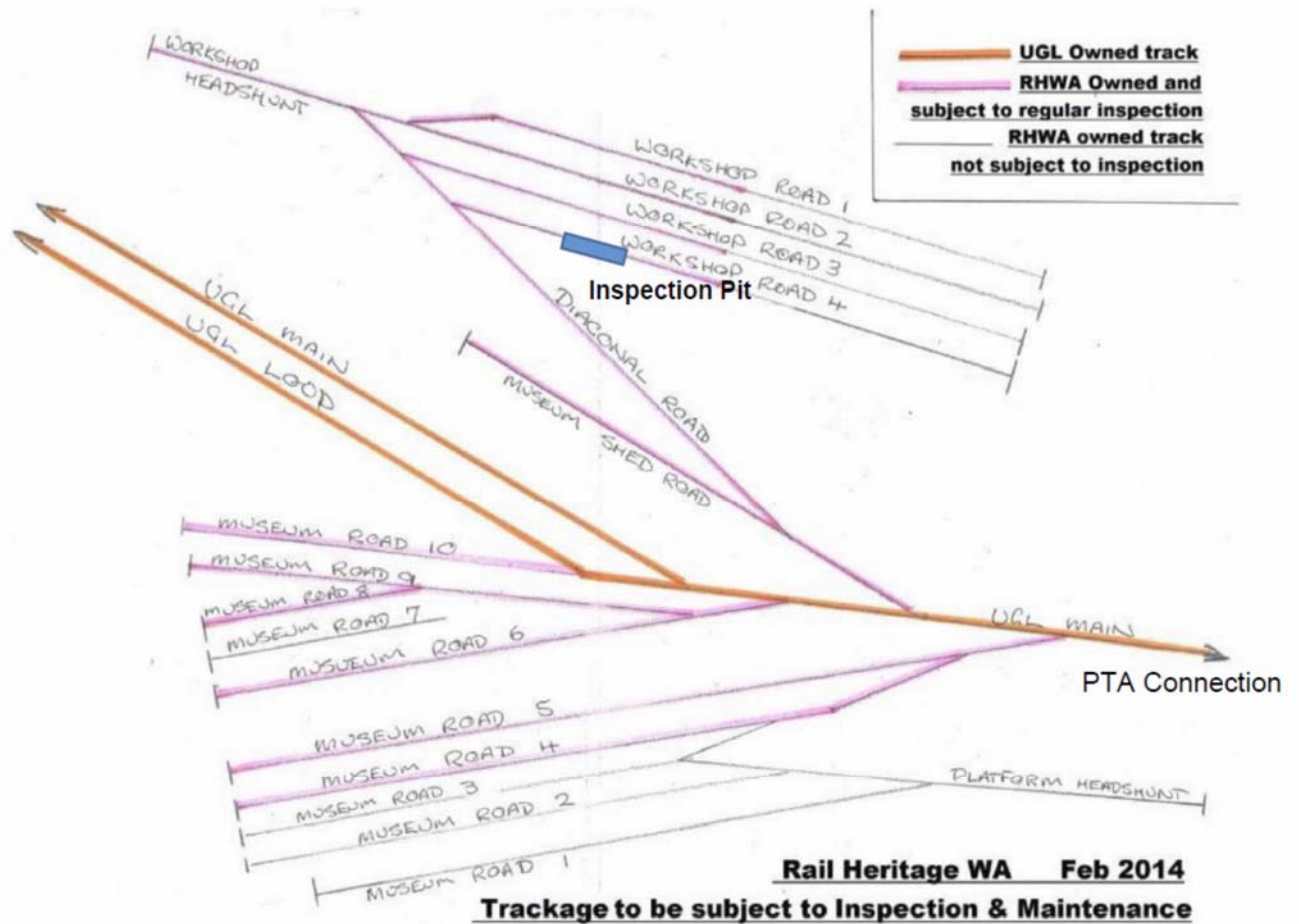
14.0 Variations to this Interface Co-ordination Plan

Variation	Rail Heritage WA APPROVER	WHR APPROVER

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Figure 1



WHR will operate on the UGL Main, the UGL Loop, the Museum Shed Road, the Diagonal Road, the Workshop Headshunt, and Workshop Roads 1 to 4, and Museum Roads 4, 5, 6, 7, 8, 9 and 10.



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EXECUTED as an Agreement

EXECUTED by the AUSTRALIAN
RAILWAY HISTORICAL SOCIETY
(WEST AUSTRALIAN DIVISION) INC.
by its duly authorised representative:

Ben Williams

President

A/ *Philippe Leg...*

Secretary

EXECUTED for and on behalf of the
SHIRE OF DOWERIN the Operator
of Wheatbelt Heritage Rail by its
duly authorised representative:

Shire President

Chief Executive Officer



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APPENDIX 1

List of Interface Co-ordination Plans Superseded by this Agreement

Date of Agreement	Description / Title of Agreement	Parties to Agreement

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APPENDIX 2 Communications – Contact List

Party	Address for Notices	Contacts for Meetings / Reports	Contacts for Emergencies, Occurrences, and Incidents	Contacts for Track Facility and Maintenance	Contacts for ICP Audit Contacts	Contacts for Daily Operations
RHWA	RHWA 136 Railway Parade BASSENDEAN WA 6054	Ian Studham Operations Manager 0409 908852 istudham@westnet.com.au	Ian Studham Operations Manager 0409 908852 istudham@westnet.com.au	Ian Studham Operations Manager 0409 908852 istudham@westnet.com.au	Ian Studham Operations Manager 0409 908852 istudham@westnet.com.au	Ian Studham Operations Manager 0409 908852 istudham@westnet.com.au
Wheatbelt Heritage Rail	Shire of Dowerin PO Box 111, DOWERIN WA 6461 Tel: 08 9631 1202 Fx: 08 9631 1193	Chris Le Marshall General Manager 0418 568199 linqage@iinet.net.au	Chris Le Marshall General Manager 0418 568199 linqage@iinet.net.au	Chris Le Marshall General Manager 0418 568199 linqage@iinet.net.au	Chris Le Marshall General Manager 0418 568199 linqage@iinet.net.au	Chris Le Marshall General Manager 0418 568199 linqage@iinet.net.au

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ATTACHMENT 1 Risk Assessment

[illegible]

REGISTER OF SHUNTING RISKS											
No	HAZARDS	RISKS	RISK RATING			EXISTING CONTROL MEASURES	RISK RATING with controls			ADDITIONAL CONTROL MEASURES	TO BE ACTIONED BY
			CONSEQUENCE	LIKELIHOOD	RISK LEVEL		CONSEQUENCE	LIKELIHOOD	RISK LEVEL		
<u>Collisions</u>											
1.1	Collision between 2 rail vehicles	Damage to rollingstock. Blockage of track. Derailment.	2	3	6	Training and proficiency of shunting personnel. Care and vigilance by shunting personnel. Toolbox meeting prior to and during shunting.	2	2	4		Head Shunter, Assistant Shunters
1.2	Collision between rail and non-rail vehicle	Damage to vehicles. Derailment. Injury. Blockage of track.	3	1	3	Training and proficiency of shunting personnel. Care and vigilance by shunting personnel. Specific procedures.	3	1	3	Lock external gates to deny road vehicle access	Head Shunter, Assistant Shunters
1.3	Impact between person and stationary item of rollingstock	Injury	2	3	6	Toolbox meetings, environmental familiarity, Care and vigilance of shunting staff	2	2	4		Head Shunter, Assistant Shunters

	HAZARDS	RISKS	CON'	LIKE'	RISK	EXISTING CONTROLS	CON'	LIKE'	RISK	ADDITIONAL CONTROLS	ACTIONED BY
1.4	Impact between person and moving rail vehicle	Injury or death	4	2	8	Training and proficiency of shunting personnel. Care and vigilance by shunting personnel.	4	1	4	Correct use of horn to announce movement and direction	Head Shunter, Assistant Shunters
<u>Human Factors</u>											
2.1	Excessive Speed	Loss of control, runaways, collisions, derailment, damage to rollingstock, injury	5	3	15	Training and proficiency of shunting personnel. Care and vigilance by shunting personnel. Depot speed enforced.	5	1	5	Peer supervision.	Drivers, Head Shunter. Society Council for enforcement and disciplinary measures..
2.2	Misunderstood communications	Unintended movements, derailment, injury, collision	4	3	12	Training and proficiency of shunting personnel. Use of correct shunting emergency stop procedures	4	2	8		Drivers, Shunters.
2.3	Loss of communication between shunter and driver	Uncontrolled movements, derailment, injury, collision	4	3	12	Training and proficiency of shunting personnel. Use of correct shunting and emergency stop procedures	4	2	8		Drivers, Shunters
2.4	Inattention	Collisions, injury, damage to rollingstock and infrastructure	3	3	9	Fatigue management. Application of alcohol and drugs policy. Ensure personnel are fit for work.	3	2	6	Peer supervision and vigilance.	Drivers, Shunters. Society Council for enforcement of policys.

	HAZARDS	RISKS	CON'	LIKE'	RISK	EXISTING CONTROLS	CON'	LIKE'	RISK	ADDITIONAL CONTROLS	ACTIONED BY
2.5	Use of inexperienced personnel	Collisions, injury, damage to rollingstock	4	3	12	Ensure use of 2 experienced and approved people for each shunt. Use of buddy system.	3	2	6	Toolbox and review meetings.	Society Council with regard staff training and approvals. Head Shunter
2.6	Unfamiliarity with yard layout and condition	Collisions, derailments, injury	4	3	12	Training and proficiency of shunting personnel. Site induction and refreshers. Toolbox meetings.	4	1	4		Head Shunter, Assistant Shunters
2.7	Health of shunting personnel	Injury, collision	4	3	12	Disclosure of medical conditions by approved shunting personnel. Periodic review of above. Peer supervision. Toolbox discussion.	4	2	8		Society Council with regard approval of staff
2.8	Persons riding on moving vehicles	Injury or death	4	3	12	No riding on vehicles unless person is in a suitably enclosed section of a given vehicle.	4	1	4		Head Shunter, Assistant Shunters
2.9	Awkward & Heavy Manual Handling	Sprains & Strains Back/Neck Injury Crush injuries Hernias	3	4	12	Use of correct PPE, care and vigilance. Toolbox meeting highlighting correct manual handling aspects.	3	2	6		Head Shunter, Assistant Shunters
2.10	Unauthorized access to shunting area	Injury, collision, financial loss	4	3	12	Lock access gates, vigilance by shunting staff. Cease Shunting when unauthorized persons are on site.	4	1	4	No shunting to occur when general public is on site.	Head Shunter, Assistant Shunters

	HAZARDS	RISKS	CON' LIKE'	RISK	EXISTING CONTROLS		LIKE'	RISK	ADDITIONAL CONTROLS	ACTIONED BY	
Movement of Rollingstock											
3.1	Uncontrolled rollingstock movement	Collision with vehicle, person or infrastructure. Personal injury. Derailment. Financial cost	5	2	10	Training and proficiency of shunting personnel. Use of correct rollingstock stabling procedures – handbrakes and sprags. Use of derailleurs and scotchblocks.	5	1	5	Adherence to specific procedures for shunting and stabling vehicles' particularly on a gradient.	Society Council with regard staff training, and approval. Head Shunter, Assistant Shunters
3.2	Moving a vehicle when a person is underneath	Injury or death	4	2	8	Disconnect motive power before going under vehicle. Ensure vehicle is secured against movement. Care and vigilance by personnel.	4	1	4	If vehicle is motive power – shut down and secure unit before going underneath.	Head Shunter, Assistant Shunters
3.3	Moving a vehicle that is unsafe to be moved	Damage to vehicle, derailment, damage to track and infrastructure	3	3	9	Check vehicles for defects or for “do not move” signage. Rectify vehicle fault sufficiently to allow safe and monitored movement.	3	2	6		Head Shunter, Assistant Shunters
3.4	Separation of couplers	Runaway rollingstock, collisions, injury's damage to rollingstock.	4	3	12	Ensure bridle is dropped over chopper on coupler. Care and vigilance. Ensure motive power is on the downgrade side of rollingstock. Use safety chains if provided between vehicles with varying coupler heights. Perform stretch test for alliance couplers.	4	1	4		Head Shunter, Assistant Shunters

	HAZARDS	RISKS	CON' 4	LIKE' 2	RISK 8	EXISTING CONTROLS	CON' 4	LIKE' 1	RISK 4	ADDITIONAL CONTROLS	ACTIONED BY
3.5	Poor mechanical condition of motive power	Brake failure, compromised operating capacity, runaways, collisions	4	2	8	Ongoing maintenance regime for shunting units. Daily pre-service inspection.	4	1	4		Society Locomotive Councillor and mechanical staff. Shunting unit drivers.
3.6	Unsecured components and/or load	Injury or death	4	2	8	Care and vigilance by shunting personnel. Vehicle inspection prior to movement. Loads properly secured	4	1	4		Head Shunter, Assistant Shunters
3.7	External infringement of loading gauge	Damage to rollingstock and other vehicles	3	3	9	Environmental controls. Correct rollingstock stabling procedures. Care and vigilance by shunting personnel.	3	2	6		Head Shunter, Assistant Shunters
<u>Track</u>											
4.1	Track condition	Derailments, Damage to track, potential financial costs	2	3	6	Inspection of track prior to shunt, improve track as necessary to fit for purpose state.	2	2	4	Identify substandard track through periodic inspections and upgrade track as per established track standards over time.	Society Councillor and members responsible for infrastructure. Drivers and shunters on the day.
4.2	Incorrect setting of points	Derailment, track damage, Financial consequences	3	3	9	Training and proficiency of shunting personnel. Use of correct shunting procedures. Care and vigilance by both shunters and drivers.	3	1	3		Head Shunter, Assistant Shunters

	HAZARDS	RISKS	CON' LIKE'	RISK	EXISTING CONTROLS	CON'	RISK	ADDITIONAL CONTROLS	ACTIONED BY		
4.3	Track Gradient	Runaways, collisions,	5	2	10	Training and proficiency of shunting personnel. Use of correct rollingstock shunting and stabling procedures – handbrakes, sprags and chocks. Use of derailleurs and scotchblocks.	5	1	5	Ensure motive power is on the downhill end of rollingstock being moved.	Society Council with regard training and approval. Drivers, Head Shunter, Assistant Shunters
<u>Environmental Factors</u>											
5.1	Adverse climatic conditions	Lightning strike, heat-stroke/dehydration, wet and slippery ground increasing slip hazards, decreased visibility	4	4	16	Suspend shunting movements until adverse conditons have abated.	1	1	1		Car and Wagon and/or locomotive Committees during movement planning, Head Shunter, Assistant Shunters
5.2	Wet rail	Reduced braking capacity, collision, injury to personnel	4	3	12	Speed control, cease shunting during excessive wet rail conditons. Allow extra braking distance. Consideration of load. Care and vigilance.	4	2	8		Drivers, Head Shunter, Assistant Shunters
5.3	Lack of clearance reducing visibility	Collisions, injury, damage to rollingstock	3	3	9	Use of relay system – more than 1 shunter on the ground, vigilance, extra low speed operation	3	1	3		Head Shunter, Assistant Shunters

	HAZARDS	RISKS	CON' LIKELIHOOD	RISK	EXISTING CONTROLS	CON' LIKELIHOOD	RISK	ADDITIONAL CONTROLS	ACTIONED BY		
5.4	Shunting at night or in poor visibility	Collisions, injury, damage to rollingstock	4	3	12	Avoid if at all possible. If unavoidable, adopt the use of illuminated shunting signals and procedures. Exercise extra vigilance and use more on-ground shunting staff. Use reflective PPE.	4	2	8		Car and Wagon/ Locomotive Committees during movement planning, Drivers, Head Shunter, Assistant Shunters
5.5	Shunting in a confined space	Collisions, injury, damage to rollingstock	3	3	9	Use of relay system – more than 1 shunter on the ground, vigilance, extra low speed operation, ensure area is clear of obstructions and has adequate visibility, do not place yourself in a position where you might become trapped	3	2	6	Toolbox meetings emphasizing personal awareness and specific areas of danger.	Head Shunter, Assistant Shunters
5.6	Noise Energy	Mental irritation, hearing damage, Distraction, Reduction of awareness of external factors resulting in collision	3	3	9	Use of correct PPE. Ensure use of correct visual communication. Perform modifications if possible to reduce machinery noise	3	2	6		All staff involved in rollingstock movement.

5.7	General Risks, Slips, Trips and Falls	Lacerations Bruises Collisions Sprains & Strains Back/Neck Injury Crush injuries Puncture Injuries Hernias Disabilities etc	2	3	6	PPE provided and used Care and vigilance Environmental awareness	2	2	4		All staff on site. Particularly Head Shunter, Assistant Shunters
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LEVEL OF CONSEQUENCE DECIDE THE LEVEL OF CONSEQUENCE USING THE BELOW LIST

LEVEL	DESCRIPTION	FINANCIAL IMPACT	HEALTH	REPUTATION	INTERRUPTION
1	Insignificant	Less than \$1,000	No injuries	Low profiles, no news item.	Less than an half a day
2	Minor	\$1,000 to \$10,000	First aid treatment	Low impact, low news profile	1 hour to 1 day
3	Moderate	\$10,000 to \$1000,000	Medical treatment	Moderate impact, moderate news profile	1 day to 1 week
4	Major	\$100,000 to 1 Million	Death or extensive injuries	Public embarrassment, high impact, high news profile, third party actions	1 week to 1 month
5	Catastrophic	More than 1 Million or more	Multiple deaths or several permanent disablements	Public embarrassment, high impact, high news profile, third party action.	More than 1 month.

LEVEL OF LIKELIHOOD DECIDE THE LEVEL OF LIKELIHOOD USING THE BELOW LIST

LEVEL	DESCRIPTOR	OPERATIONAL FREQUENCY	DESCRIPTION
5	Almost Certain	More than once per year	Expected to occur in most circumstances
4	Likely	At least once per year	Will probably occur in most circumstances
3	Possible	At least once in 3 years	Should occur at some time
2	Unlikely	At least once in 10 years	Could occur at some time
1	Rare	Less than once in 15 years	May only occur in exceptional circumstances

LEVEL OF RISK USING LEVELS OF CONSEQUENCE AND LIKELIHOOD FROM ABOVE, DETERMINE LEVEL OF RISK

CONSEQUENCE LIKELIHOOD		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
		1	2	3	4	5
Almost Certain	5	5	10	15	20	25
Likely	4	4	8	12	16	20
Moderate	3	3	6	9	12	15
Unlikely	2	2	4	6	8	10
Rare	1	1	2	3	4	5

Risk Acceptance Criteria

LEVEL OF RISK	DESCRIPTOR	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
1-4	LOW	ACCEPTABLE	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Approved Drivers and Shunting Staff on duty for movement of rollingstock
5-9	MODERATE	MONITOR	Risk acceptable with adequate controls, managed by routine procedures and subject to regular monitoring	Approved Drivers and Shunters on duty for rollingstock movement
10-16	HIGH	URGENT ATTENTION REQUIRED	Risk acceptable with excellent controls, managed by senior management / executive and subject to continuous monitoring	Society Council through relevant portfolio's and sub-committees, in conjunction with approved operating personnel.
17-25	EXTREME	UNACCEPTABLE	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	Society President and Council.

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ATTACHMENT 2 Operating Rules for Rolling Stock Movement

Wheatbelt Heritage Rail

**OPERATING RULES FOR ROLLINGSTOCK
MOVEMENT ON RHWA PRIVATE SIDINGS**

BASSENDEAN RAILWAY MUSEUM

**SOUTHWEST RAIL AND HERITAGE
CENTRE, BOYANUP**

WHEATBELT HERITAGE RAIL
OPERATING RULES FOR THE MOVEMENT OF ROLLINGSTOCK
ON RHWA PRIVATE SIDINGS

INTRODUCTION

The purpose of this manual is to give Wheatbelt Heritage Rail (WHR) Operational Staff who may be involved in rollingstock movements on the RHWA Private Sidings, guidance and instructions so that such rollingstock movements will be carried out safely.

RULE 1:

THE SAFETY OF THE PUBLIC AND WHR STAFF SHALL BE THE FIRST AND MOST IMPORTANT DUTY OF EVERY WHR STAFF MEMBER

RULE 2:

The following terms are used in these rules and their interpretations are:-

(A)"STAFF" means paid and volunteer staff of WHR.

(B)"SIDING" means a piece of trackage used for storage of rollingstock.

(C)"UNITED GROUP LIMITED SIDING" means a siding owned by United Group Limited within the property boundaries of the Bassendean Railway Museum.

(D) "PRIVATE SIDING" means a siding that is registered as belonging to the Society.

(E)"ROLLINGSTOCK" means any locomotives, or carriages, or wagons.

(F) "SHUNTING" means using a shunting unit to couple to and move rollingstock along sidings within the Bassendean Railway Museum or the Southwest Rail and Heritage Centre (Boyanup), or on Society private sidings within the Boyanup station yard.

(G) "LOOSE SHUNTING" means allowing an item of rollingstock to move without being coupled to a shunting unit or any other means of mechanical propulsion.

(H)"DRIVER" means a person for the time being in charge of a working shunting unit or any other self propelled rail/road vehicle.

(I)"DRIVERS ASSISTANT" means a member responsible for assisting the Driver, and only if the shunting unit in use is capable of carrying 2 crew safely.

(J)"SHUNTER" means a person for the time being in charge of the movement of rollingstock within the Museum or Southwest Rail and Heritage Centre.

(K)"SHUNTER'S ASSISTANT" means a suitably qualified staff member on the ground assisting with shunting operations under the charge of the shunter.

RULE 3

The use of, or being under the influence of, alcohol or mind altering substances while supervising or operating machinery or rollingstock is strictly prohibited. WHR personnel involved in shunting activities on United Group Limited sidings are subject to random testing under the UGL alcohol and drug testing policy.

RULE 4

No item of rollingstock is to be moved at the Society's Bassendean or Boyanup site while members of the general public are present at that site.

RULE 5

Loose shunting of any vehicle within the Museum is not allowed.

RULE 6

WHR personnel must never move an item of rollingstock nor couple to standing vehicles on which a RED indicator (lamp disc or flag) is displayed. **[RED signal to be attached to coupling or lamp bracket(s)]**

RULE 7 A

Accidents or track defects must be immediately reported to WHR Management who will forward the information to the relevant Rail Safety Authorities, to UGL if it involves their sidings, or arrange for track defects to be repaired.

RULE 7 B

All WHR personnel who notice any defect with a shunting movement should alert the crew by proper signal.

RULE 8

All shunting movements must move at a speed that will enable the movement to be stopped short of any obstruction safely, and never greater than 5km/h

RULE 9

Shunting of rollingstock will not occur when a motor vehicle of any kind is moving nearby. Vehicular access to areas near or next to sidings is to be restricted during shunting activities.

RULE 10

Shunting of rollingstock at night is not permitted except in exceptional circumstances, and if conducted will be carried out with extreme caution and with extra shunting assistants providing added vigilance.

RULE 11

A person, other than a WHR staff member signed on for duty at the time, must not move any points unless under direct instruction from the senior shunter on duty.

RULE 12

A WHR staff member must, before working under, or on, a vehicle, take the necessary steps to prevent the vehicle from being moved while work is being performed by placing a red indicator at the appropriate ends of the vehicle. Where a red indicator is exhibited for the protection of WHR staff working under or about the vehicle:

- (a) only the person who placed the indicator is authorised to remove the indicator.
- (b) before removing the indicator the person so authorised must make certain that *every* WHR staff member working under the protection of the signal is clear.
- (c) while the indicator is exhibited a WHR staff member must not move the vehicles so protected nor shunt other vehicles against them.

RULE 13

No-one but an authorised Driver, Driver's Assistant or Shunter is permitted to ride on a shunting unit or other item of rollingstock unless specifically authorised by the driver, and in a safe manner.

RULE 14

All WHR personnel engaged in shunting activities will wear appropriate protective clothing including steel capped footwear and hi-visibility vests. Broad brimmed hats are recommended for protection from sunburn.

RULE 15

WHR personnel must pass any required examination applicable to a particular duty before they may perform that duty. This rule applies to all WHR personnel who may be involved in driving and shunting operations.

Rule 16

A WHR staff member must assist in implementing the rules and immediately report to WHR management any infringement thereof which may come under his notice. .

Rule 17

A WHR staff member who does not understand their duties, or is in doubt as to their duties, must immediately report to the Shunter on duty during rollingstock movements for instructions.

RULE 18

A WHR staff member must:-

- (i) exercise particular care and attention in the performance of any duty, that of its nature exposes them or any other WHR staff member to a risk of personnel injury.
- (ii) in so far as it may be within their power, prevent any other WHR staff member from recklessly or needlessly exposing themselves or others to danger.

- (iii) take every practicable step to eliminate anything liable to cause an accident.
- (iv) observe all instructions on safety measures and procedures
- (v) where the occasion requires, use protective devices and equipment.
- (vi) while on duty wear such clothing, headgear and enclosed footwear so as to minimize injury, including safety boots and hi-visibility vests.

RULE 19

A WHR staff member who has cause to complain of, or make a report against, any other staff member regarding the movement of rollingstock, as defined in this document must make such complaint in writing within seven days of the cause of complaint and forward same to WHR management.

RULE 20

HAND AND SOUND SIGNALS

The following SHUNTING HAND SIGNALS are permitted and must be used to give the indication shown on the table below:-

SIGNAL BY DAY	SIGNAL BY LIGHT	INDICATION
Both arms raised above the head	Red Light held steadily	Danger - STOP
One arm held straight out from the body	Green light held steadily	Caution - Proceed slowly
Arm waved outwardly across the body	White light waved slowly up and down	Move towards the person giving the signal
Arm waved inwardly across the body or in a circular motion	White light waved slowly from side to side across the body	Move away from the person giving the signal
Arm waved outwardly across the body. Other arm in caution position	Green light waved slowly up and down	Move slowly towards the person giving the signal
Arm waved inwardly across the body or in a circular motion. Other arm in caution position	Green light waved slowly from side to side	Move slowly away from the person giving the signal
Both arms raised above the head to form an arch	Green light moved slowly from side to side by wrist movement only	To couple. Alternatively to bunch up the slack between couplings to uncouple.

RULE 21

- (1) The following **locomotive whistles**, and no other, must be used by Drivers:-
- (a) **one short** denoting : Moving off or setting back in a westerly direction. At Bassendean, this means towards UGL's factory. At Boyanup, this means towards the river end of the property.
 - (b) **two shorts** denoting : Moving off or setting back in an easterly direction.
 - (c) **three shorts** denoting : Danger - Stop.
 - (d) **continued whistling** indicates assistance required.

The Sounding Of The Whistle Unnecessarily Is To Be Avoided.

- (2) The following **sound signals**, by means of hand-held whistles, may be used in signalling to drivers engaged in shunting operations:-
- (a) **One whistle** - denotes Move off or set back in a westerly direction.
 - (b) **Two whistles** - denotes Move off or set back in an easterly direction.
 - (c) **Three whistles** - denotes DANGER - STOP.

DUTIES OF WHR PERSONNEL INVOLVED IN SHUNTING OPERATIONS

RULE 22

A Driver must:-

- (i) be appointed and approved by WHR management to operate a particular shunting unit.
- (ii) before moving a shunting unit, whatever the circumstances, sound the whistle (horn) to give notice of their intention to move.
- (iii) keep a good lookout at all times while the shunting unit is in motion and must be continually on the alert to observe the condition of the line and to act immediately on signals of any kind.
- (iv) carefully observe all hand and whistle signals so that he is able to bring the shunting unit and any attached rollingstock to a stand.
- (v) not move the shunting unit and any attached rollingstock, other than light engine movements until hand signalled to do so by the Shunter.
- (vi) not enter upon, set back from, or cross any running lines with the shunting unit and any attached rollingstock until permitted to do so by the Shunter.
- (vii) carefully approach all static items of rolling stock and be prepared to stop when signalled to do so by the Shunter. Once stopped, the shunting unit and any attached rollingstock shall not be moved until duly authorised by the Shunter.
- (viii) see that the Shunter is present before moving a shunting unit and any attached rollingstock to shunt.
- (ix) where a light engine movement is to take place must satisfy himself that all points are set in the proper position and others on site are aware of the movement.
- (x) during any shunting movement must only work to the signals displayed by the Shunter.
- (xi) is responsible for the safe and efficient operation of the allocated shunting unit.
- (xii) **observe any, or all, regulations set down by WHR management.**

RULE 23

A DRIVER'S ASSISTANT (FIREMAN) must:-

- (i) be appointed and approved by WHR management to assist the Driver on the allocated shunting unit.
- (ii) promptly obey any instructions given by the Driver.
- (iii) keep a good lookout at all times while the shunting unit is in motion, and be continually on the alert to observe the condition of the line and to act immediately on signals of any kind that may indicate danger.
- (iv) carefully observe all hand and whistle signals.
- (v) where the shunter disappears from sight act as if a *STOP* signal had been exhibited.
- (vi) **observe any, or all, regulations set down by WHR management.**

RULE 24

A SHUNTER must:-

- (i) be appointed and approved by WHR management to perform the duties of the position and is responsible for the overall safety of the shunting operation.
- (ii) ensure that all vehicles are clear of all points that may require to be removed.
- (iii) ensure that all vehicles detached are properly secured to prevent movement, fouling other lines or being blown along lines by the use of handbrakes and/or sprags.
- (iv) on completion of shunting operations:
 - (a) ensure all vehicles are left clear of other lines and within catch points, derailleurs or scotch blocks.
 - (b) return all points to normal position and lock them if so required.
 - (c) scotch blocks are placed across the rails and locked.
 - (d) a vehicle is not left on any running line.
- (v) all points are in their correct position and properly closed for any movement about to be made over them before giving the signal to the Driver to move.
- (vi) ascertain the position of other vehicles in a siding and signal the Driver accordingly.
- (viii) where the view of the line is obstructed by any building or other cause, the Shunter must proceed on foot and satisfy himself that the line is clear.
- (ix) except where otherwise provided for in these rules, a person signalling must face the shunting unit and must give every signal from such a position and in such a way that there can be no misunderstanding as to the purpose of the hand signal by the Driver; and where, during shunting operations conditions of working do not permit a person to face the Driver, continuously, while giving the signal, that person must satisfy himself that the signal can be readily seen by the Driver.
- (x) ensure the handbrakes of vehicles, where fitted, are tested and are in working order before movement of that vehicle takes place.
- (xi) skidding of wheels is **forbidden** and must be avoided.
- (xii) if conducting a shunt movement within the confines of the public area of the Museum, ensure that no members of the general public are present.
- (xiii) remain vigilant to his surroundings and alert to possible environmental hazards.
- (xiv) **observe any, or all, regulations set down by WHR management.**

RULE 25

A SHUNTERS ASSISTANT must:

- (i) follow the instructions of the Shunter
- (ii) relay instructions, hand/light/flag signals between the shunter & shunting unit crews accurately and promptly.
- (iii) assist the Shunter to carry out his duties, in consultation with the Shunter.
- (iv) be aware of the Shunters and Drivers duties.
- (v) remain vigilant to his surroundings and alert to possible environmental hazards.

GENERAL INSTRUCTIONS.

LIMITATIONS.

All rollingstock movements are to be operated during daylight at speeds conducive to **safety** under whatever conditions exist during the operation but in any case speeds shall not exceed 5 km/hr.

All shunting units are to be operated with due regard to **safety**, care of the vehicles, and economy, with due regard to any requirements which may be found in individual operating manuals, Commonwealth and State legislation, and any other requirements which may be imposed from time to time.

IT IS VITAL THAT FULL COMMUNICATION BE MAINTAINED AT ALL TIMES BETWEEN THE SHUNTER AND DRIVER

This may be achieved visually by proper hand, flag or light signals, and/or whistles (horns) and relayed by the Shunter's Assistant/Driver's Assistant, or by two way radio communication.

The number of properly qualified personnel required for rollingstock movements is at the discretion of the Shunter, who will give due regard to the safety of the operation and the ability to maintain full communication between personnel throughout the operation. In any case, the minimum number of crew required for any rollingstock movement shall be two, consisting of:

- Shunter, who is responsible for the **safety** of the overall operation.
- Driver, who is responsible for the **safe** operation of the shunting unit.

Shunting unit-only movements (light engine) may take place with only the Driver present if no shunter is available. However these are to be operated with great care and at low speed, with the Driver keeping a vigilant lookout.

The Shunter shall take steps to prevent runaways. he must ensure that vehicles are coupled correctly and, if appropriate, that safety chains are used (**See Rule 5**). Stationary vehicles should have their handbrakes applied, where fitted, and be spragged or otherwise restrained. Extra care shall be taken to thoroughly secure rollingstock stabled on an incline. To prevent the possibility of any runaway proceeding beyond the Museum limits, all sidings should be protected by scotch blocks or de-rails, to be opened by the shunter only if access to each siding is required. The onus is on the Shunter to ensure the scotch blocks and de-rails are closed and locked once access to each siding is no longer required.

Normal Position of Points.

Points must be maintained in the normal position so that no vehicle can obstruct the passage of another vehicle.

Points - Cleaning of.

Points must be thoroughly cleaned and kept free from sand and grit.
Accumulated matter is to be removed by hand tools, by pressurized air or by pressurized water spray only.

Hand Points - Care in Operation.

Under no **circumstances** must hand points be run through as in many cases this is the cause of derailments due to points being incorrectly set.

Hand Points - Indication of Setting.

Cheese knobs are painted white on one side and coloured black on the reverse side.

When approached in a facing direction, the:

- (1) white indicates the line is set to the right hand direction.
- (2) black indicates the line is set to the left hand direction.

DRAWGEAR - Identification of.

A brief description of the various types of drawgear in use on the rollingstock is given hereunder:-

(a) N.C.D.A. Buffer Couplers.

- (i) coupling head is square in proportion and has a flat surface. The coupling pin toggle has a reduced end on one side.
- (ii) when fitted to coaching stock is fitted with a device for close coupling of buffers to eliminate slack between couplers.

(b) Jones drawgear.

This type is recognised by the circular shaped face of the buffer head. Has a screwed extension on the buffer shank.

(c) Short Yoke Drawgear.

An improvement on the original Jones and can have either a circular face or a square shape buffer face. This type has a short yoke fitted with a buffer key and securing bolt.

(d) Long Yoke Drawgear.

Buffer face is of square proportions with the four corners slightly rounded and the yoke is of the long type fitted with rubber spring pads.

(e) Mills Buffer Head.

This type is mainly fitted to AZ, AYC and AYD stock. The top of the buffer head is rounded whilst the bottom portion is square. These couplers have a screw adjusting device for tight coupling.

(f) Standard gauge stock is fitted with automatic knuckle couplers which have a release lever which is accessed at the diagonally opposite corners of each vehicle.

Shunting staff are reminded to take care when adjusting couplers in order to avoid injury to hands and fingers, and to take care when lifting and carrying chopper hooks, links and transition couplings to avoid muscle and back strains.

TRAINING

WHR management shall ensure that all staff and volunteers shall have equal opportunity to train and qualify for any position involving rollingstock movements at the RHWA private sidings

WHR management will appoint suitably qualified, willing, staff and volunteers to act as trainers and examiners for these courses.

The date, time and place, of training courses will be promulgated in the WHR newsletter.

WHR management will maintain a register of staff and volunteers who are qualified, with their qualification and its expiry date. Such staff and volunteers will be notified prior to the expiry of their qualifications. Qualified staff and volunteers shall sit for a practical test during the training days once every twelve months in order to stay current and be revalidated.

1.1 OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENTAL POLICY



The Shire of Dowerin seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.

Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Dowerin. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Dowerin are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

At the Shire of Dowerin, we vigorously monitor our environmental impact and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.

We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.

Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to, compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

Andrea Selvey
Chief Executive Officer

Misty Richards
Occupational Safety & Health Representative

Dale Metcalf
Shire President

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 28 February 2017

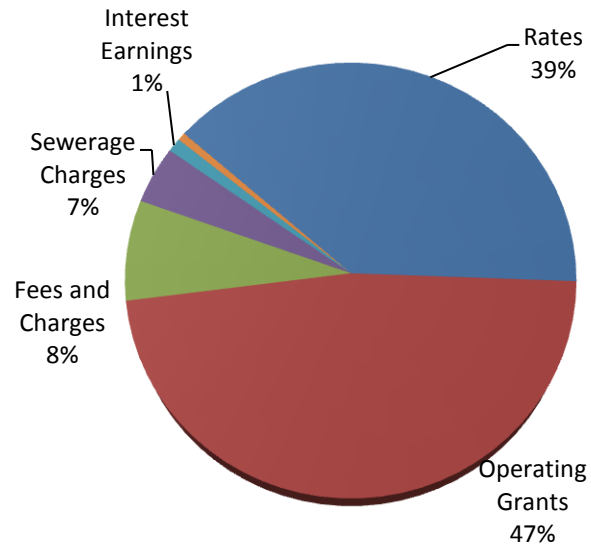
**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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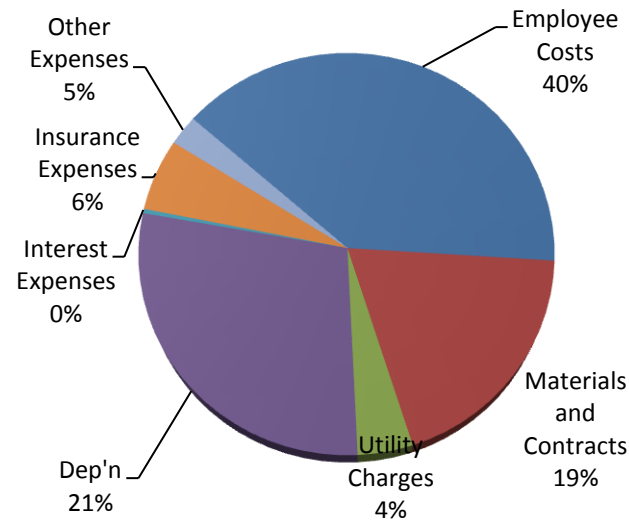
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SHIRE OF DOWERIN
Information Summary
For the Period Ended 28 February 2017

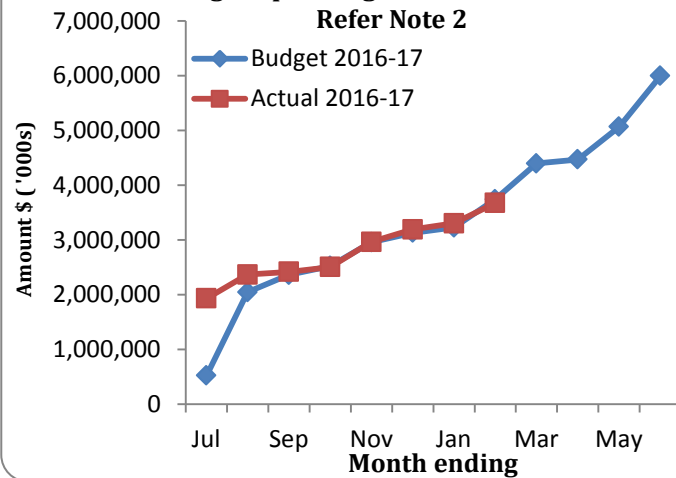
Operating Revenue



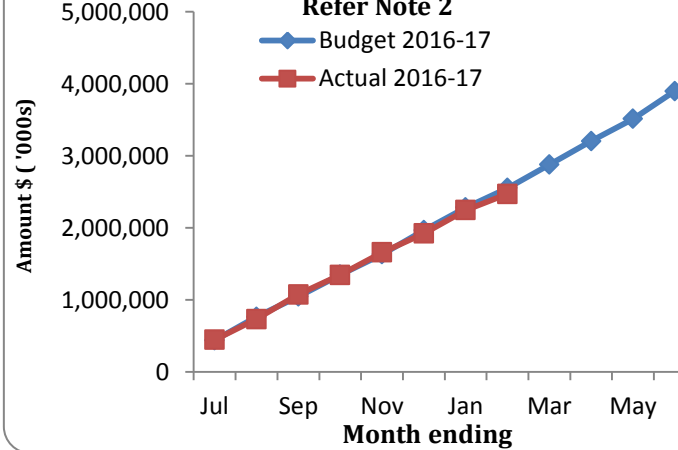
Operating Expenditure



Budget Operating Revenues -v- Actual
Refer Note 2



Budget Operating Expenses -v- YTD Actual
Refer Note 2



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 28 February 2017

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	(b)-(a)	(b)-	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	164,259	164,259	164,259	(16,508)	(180,767)	(110%)	☹
Revenue from operating activities								
Governance		8,525	8,525	5,680	6,893	1,213	21%	
General Purpose Funding - Rates	8	1,211,651	1,211,651	1,211,651	1,211,846	195	0%	
General Purpose Funding - Other		1,358,900	1,358,900	1,024,392	1,046,998	22,606	2%	
Law, Order and Public Safety		24,150	24,150	18,120	13,931	(4,189)	(23%)	
Health		259,000	259,000	222,940	211,975	(10,965)	(5%)	
Education and Welfare		129,894	129,894	86,592	65,401	(21,191)	(24%)	☹
Housing		128,256	136,368	90,904	101,392	10,488	12%	😊
Community Amenities		228,327	228,327	223,103	225,236	2,133	1%	
Recreation and Culture		80,700	80,700	57,284	54,980	(2,304)	(4%)	
Transport		146,100	146,100	136,728	135,448	(1,280)	(1%)	
Economic Services		12,176	12,176	9,604	12,320	2,716	28%	
Other Property and Services		10,501	10,501	6,992	5,706	(1,286)	(18%)	
		3,598,180	3,606,292	3,093,990	3,092,126			
Expenditure from operating activities								
Governance		(505,037)	(505,037)	(331,615)	(338,985)	(7,370)	(2%)	
General Purpose Funding		(134,898)	(134,898)	(80,592)	(70,181)	10,411	13%	😊
Law, Order and Public Safety		(81,231)	(81,231)	(50,581)	(46,801)	3,780	7%	
Health		(310,563)	(310,563)	(215,646)	(216,025)	(379)	(0%)	
Education and Welfare		(170,271)	(170,271)	(111,136)	(80,520)	30,616	28%	😊
Housing		(175,349)	(175,349)	(118,720)	(142,902)	(24,182)	(20%)	☹
Community Amenities		(310,220)	(310,220)	(199,862)	(177,619)	22,243	11%	😊
Recreation and Culture		(721,034)	(721,034)	(482,286)	(499,798)	(17,511)	(4%)	
Transport		(1,283,028)	(1,283,028)	(852,000)	(761,594)	90,406	11%	😊
Economic Services		(211,508)	(211,508)	(148,861)	(165,301)	(16,441)	(11%)	☹
Other Property and Services		(10,967)	(10,967)	38,136	30,140	(7,996)	21%	
		(3,914,106)	(3,914,106)	(2,553,163)	(2,469,585)			
Operating activities excluded from budget								
Add back Depreciation		1,112,647	1,112,647	737,827	705,128	(32,699)	(4%)	
Movement in Leave Reserve		0	0	0	750	750		
Amount attributable to operating activities		796,721	804,833	1,278,654	1,328,418			
Investing Activities								
Non-operating Grants, Subsidies and Contributions		2,074,000	2,074,000	649,000	582,736	(66,264)	(10%)	☹
Land and Buildings	11	(2,473,038)	(2,473,038)	(1,676,924)	(392,496)	1,284,428	(77%)	
Infrastructure Assets - Roads	11	(1,123,913)	(1,123,913)	(749,264)	(249,650)	499,614	(67%)	
Amount attributable to investing activities		(1,522,951)	(1,522,951)	(1,777,188)	(59,409)			
Financing Activities								
Proceeds from New Debentures		785,250	785,250	785,250	785,250	0	0%	
Self-Supporting Loan Principal		23,002	23,002	11,408	11,408	0	0%	
Transfer from Reserves	7	300,000	300,000	0	0	0		
Repayment of Debentures	9	(113,357)	(113,357)	(42,096)	(42,096)	0	0%	
Transfer to Reserves	7	(432,922)	(432,922)	(13,630)	(13,630)	0	0%	
Amount attributable to financing activities		561,973	561,973	740,932	740,932			
Closing Funding Surplus(Deficit)	3	1	8,113	406,657	1,993,433			



More Revenue OR Less Expenditure



Less Revenue OR More Expenditure

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 28 February 2017

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	164,259	164,259	164,259	(16,508)	(180,767)	(110%)	☹️
Revenue from operating activities								
Rates	8	1,211,651	1,211,651	1,211,651	1,211,846	195	0%	
Operating Grants, Subsidies and Contributions		1,871,634	1,871,634	1,487,144	1,465,818	(21,326)	(1%)	
Fees and Charges		286,061	294,173	220,112	230,929	10,817	5%	
Sewerage Charges		132,227	132,227	132,227	132,831	604	0%	
Interest Earnings		61,500	61,500	19,464	32,121	12,657	65%	😊
Other Revenue		35,107	35,107	23,392	18,581	(4,811)	(21%)	
Profit on Disposal of Assets		0	0	0	0			
		3,598,180	3,606,292	3,093,990	3,092,126			
Expenditure from operating activities								
Employee Costs		(1,493,710)	(1,493,710)	(1,008,413)	(978,017)	30,396	3%	
Materials and Contracts		(881,179)	(881,179)	(514,893)	(471,705)	43,189	8%	😊
Utility Charges		(147,160)	(147,160)	(97,914)	(102,596)	(4,682)	(5%)	
Depreciation on Non-Current Assets		(1,112,647)	(1,112,647)	(737,827)	(705,128)	32,699	4%	
Interest Expenses		(44,659)	(44,659)	(22,851)	(8,472)	14,379	63%	😊
Insurance Expenses		(146,402)	(146,402)	(127,604)	(143,421)	(15,817)	(12%)	☹️
Other Expenditure		(88,350)	(88,350)	(43,661)	(60,248)	(16,587)	(38%)	☹️
Loss on Disposal of Assets		0	0	0	0	0		
		(3,914,106)	(3,914,106)	(2,553,163)	(2,469,585)			
Operating activities excluded from budget								
Add back Depreciation		1,112,647	1,112,647	737,827	705,128	(32,699)	(4%)	
Movement in Leave Reserve		0	0	0	750	750		
Amount attributable to operating activities		796,721	804,833	1,278,654	1,328,418			
Investing activities								
Grants, Subsidies and Contributions		2,074,000	2,074,000	649,000	582,736	(66,264)	(10%)	☹️
Land and Buildings	11	(2,473,038)	(2,473,038)	(1,676,924)	(392,496)	1,284,428	77%	😊
Infrastructure Assets - Roads	11	(1,123,913)	(1,123,913)	(749,264)	(249,650)	499,614	67%	😊
Amount attributable to investing activities		(1,522,951)	(1,522,951)	(1,777,188)	(59,409)			
Financing Activities								
Proceeds from New Debentures		785,250	785,250	785,250	785,250	0	0%	
Self-Supporting Loan Principal		23,002	23,002	11,408	11,408	0	0%	
Transfer from Reserves	7	300,000	300,000	0	0	0		
Repayment of Debentures	9	(113,357)	(113,357)	(42,096)	(42,096)	0	0%	
Transfer to Reserves	7	(432,922)	(432,922)	(13,630)	(13,630)	0	0%	
Amount attributable to financing activities		561,973	561,973	740,932	740,932			
Closing Funding Surplus (Deficit)	3	1	8,113	406,657	1,993,433	1,586,776	390%	😊

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

😊 More Revenue OR Less Expenditure
☹️ Less Revenue OR More Expenditure

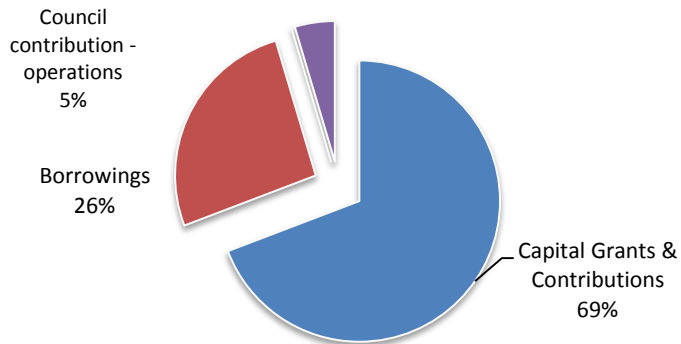
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF DOWERIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 28 February 2017

Capital Acquisitions

	Note	Amended Annual Budget	YTD Actual Total
		\$	\$
Land and Buildings	11	2,473,038	392,496
Infrastructure Assets - Roads	11	1,123,913	249,650
Capital Expenditure Totals		3,596,951	642,145
Capital acquisitions funded by:			
Capital Grants and Contributions		2,074,000	582,736
Borrowings	9	785,250	785,250
Other (Disposals & C/Fwd)		0	0
Council contribution - Cash Backed Reserves	7	300,000	0
Council contribution - operations		137,701	(725,841)
Capital Funding Total		3,596,951	642,145

Budgeted Capital Acquisitions Funding



SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 1: Significant Accounting Policies

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

GENERAL PURPOSE FUNDING

LAW, ORDER, PUBLIC SAFETY

HEALTH

EDUCATION AND WELFARE

HOUSING

COMMUNITY AMENITIES

RECREATION AND CULTURE

TRANSPORT

ECONOMIC SERVICES

OTHER PROPERTY AND SERVICES

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2016/17 year is \$5,000 or 5% whichever is the greater.

😊 **More Revenue OR Less Expenditure**

☹ **Less Revenue OR More Expenditure**

Reporting Program	Var. \$	Var. %	Var .	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	1,213	21%			Within Variance Threshold
General Purpose Funding - Rates	195	0%			Within Variance Threshold
General Purpose Funding - Other	22,606	2%			Within Variance Threshold
Law, Order and Public Safety	(4,189)	(23%)			Within Variance Threshold
Health	(10,965)	(5%)			Within Variance Threshold
Education and Welfare	(21,191)	(24%)	☹	Permanent	Dowerin Community Childcare wages reimbursements are \$21k lower than YTD budget. Staff will review the costing's and reimbursements along with the budget review. Lower income in this area is offset by less expenditure.
Housing	10,488	12%	😊	Permanent	Overall Other Housing rent income higher by \$11 than YTD Budget due to an increase in rented housing.
Community Amenities	2,133	1%			Within Variance Threshold
Recreation and Culture	(2,304)	(4%)			Within Variance Threshold
Transport	(1,280)	(1%)			Within Variance Threshold
Economic Services	2,716	28%			Within Variance Threshold
Other Property and Services	(1,286)	(18%)			Within Variance Threshold
Operating Expense	\$	%			
Governance	(7,370)	(2%)			Within Variance Threshold
General Purpose Funding	10,411	13%	😊	Timing	Admin allocation is \$13K lower than YTD Budget.
Law, Order and Public Safety	3,780	7%			Within Variance Threshold
Health	(379)	(0%)			Within Variance Threshold
Education and Welfare	30,616	28%	😊	Permanent	Dowerin Community Childcare wages are approx. \$26K lower than YTD budget. Lower expenditure in this area, is offset by lower income.
Housing	(24,182)	(20%)	☹	Timing	Overall Other Housing expenses are higher by \$13k than YTB. Staff will review the costs associated with these accounts for the budget review. Depreciation is also \$12K higher than YTD Budget. Staff will review depreciation rates applied to assets, in accordance with the recent revaluations.
Community Amenities	22,243	11%	😊	Timing	Refuse and Sewerage costs are \$17K lower than YTD budget. This will be monitored by staff and costs reviewed with the budget review.
Recreation and Culture	(17,511)	(4%)		Permanent	Swimming Pools Costs are over YTD Budget by \$44K, this is mainly due to urgent repairs required on the shade sails, lighting and \$12K has been spent replacing the chlorinator and Gas detection system" as required by the Safety Audit done in 2012. These repairs will be funded from the Swimming Pool Reserve (Grant funds) and recognised as part of the Budget Review.
Transport	90,406	11%	😊	Timing	Road Maintenance is \$75K lower than YTD budget and Dot licencing overhead is under YTD budget by \$24K. These are being reviewed with the budget review.
Economic Services	(16,441)	(11%)	☹	Permanent	Field Day works are \$11K higher than budget, and interest on Loans is Lower than YTD budget, as 2 repayments were budgeted to be made during the year and only 1 will be required.
Other Property and Services	(7,996)	21%			Within Variance Threshold
Operating activities excluded from budget					
Add back Depreciation	(32,699)	(0)			Within Variance Threshold
Movement in Leave Reserve	750				Within Variance Threshold
Capital Revenues					
Grants, Subsidies and Contributions	(66,264)	-10%	☹	Timing	Regional Road Group Grants are Lower than YTD budget, this is a timing issue as grants will be received in the next few months.
Capital Expenses					
Land and Buildings	1,284,428	(77%)			Within Variance Threshold
Infrastructure - Roads	499,614	(67%)			Within Variance Threshold
Financing					
Proceeds from New Debentures	0	0			Within Variance Threshold
Self-Supporting Loan Principal	0	0			Within Variance Threshold
Transfer from Reserves	0				Within Variance Threshold
Opening Funding Surplus(Deficit)	(180,767)	(110%)	☹	Timing	The audited Closing amount as at 30 June 2016, is \$180K less than budgeted. This is mainly due to reserves not being transferred on 15/16. Staff will include this with the budget review in March.

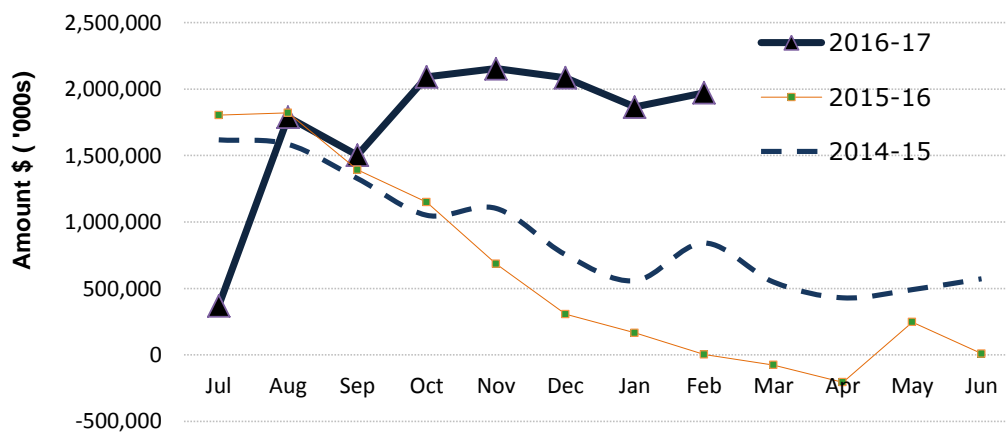
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2016	28 Feb 2017
		\$	\$
Current Assets			
Cash Unrestricted	4	168,165	1,961,557
Cash Restricted	4	1,852,913	1,866,543
Receivables - Rates		36,631	177,539
Receivables - Other		150,562	63,833
Interest / ATO Receivable/Trust		21,749	10,298
Inventories		5,503	29,893
		2,235,523	4,109,663
Less: Current Liabilities			
Payables		(308,190)	(170,918)
Current Borrowings		(85,005)	(42,909)
Provisions		(169,706)	(169,706)
		(562,901)	(383,533)
Net Current Assets		1,672,622	3,726,131
Less: Cash Reserves	7	(1,852,913)	(1,866,543)
Plus: Current Borrowings included in Budget		62,003	31,315
Plus : Liabilities funded by Cash Backed Reserves		101,780	102,530
Net Current Funding Position		(16,508)	1,993,433

Note 3 - Liquidity Over the Year



Current Ratio equals \$1:\$7.33
This means that for every \$1.00 of liability Council has \$7.63
of Cash available to cover current debt
The reason for this is the receipt of Grant Funding yet to be spent

\$ **7.83**

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	332,702			332,702	NAB	0.00%	At Call
Cash Maximiser	1,591,640			1,591,640	NAB	2.05%	At Call
Trust Bank Account			47,672	47,672	NAB	1.00%	At Call
Cash On Hand	600			600	N/A	Nil	On Hand
				0			
(b) Term Deposits				0			
Reserves Term Deposit 1		967,499		967,499	NAB	2.65%	30-Jun-17
Reserve Bank Account - Bendigo		899,044		899,044	Bendigo	2.75%	13-Dec-17
Municipal Term Deposit	69,389			69,389	NAB	2.65%	25-Jun-17
	1,994,331	1,866,543	47,672	3,908,546			

Comments/Notes - Investments

The above balances are the funds held in bank accounts and on hand as at reporting date.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 5: Budget Amendments

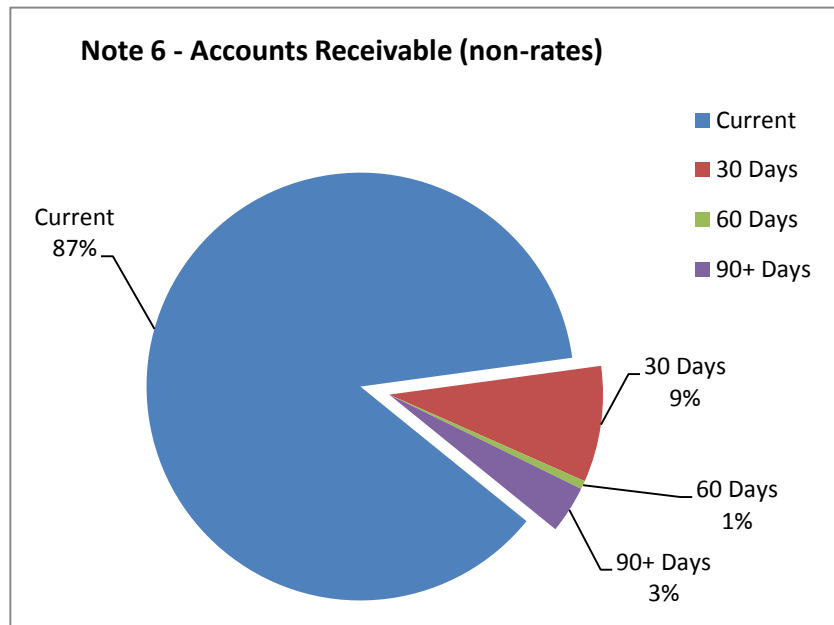
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$ 1
	Permanent Changes						
125330	Other Housing - Rents	20.09.16-2691	Operating Revenue		8,112		8,113
				0	8,112	0	

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 6: Receivables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	9,325	942	67	383	10,717
Balance per Trial Balance					
Sundry Debtors					10,717
Total Receivables General Outstanding					10,717



Comments/Notes - Receivables General

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	101,780	2,884	750	50,000	0	0	0	154,664	102,530
Plant Reserve	92,264	2,614	681	132,621	0	0	0	227,499	92,946
Sewerage Asset Preservation Reserve	951,502	26,960	7,224	77,869	0	0	0	1,056,331	958,726
Land & Building Reserve	20,494	581	150	71,932	0	0	0	93,007	20,644
Swimming Pool Reserve	32,000	907	245	32,000	0	0	0	64,907	32,245
Recreation Facilities Reserve	178,345	5,053	1,349	0	0	0	0	183,398	179,694
Community Housing Project Reserve	45,649	1,293	273	0	0	0	0	46,942	45,922
Comunity Bus Reserve	40,250	1,140	273	0	0	0	0	41,390	40,523
Economic Development Reserve	315,534	8,940	2,126	0	0	(300,000)	0	24,474	317,660
All Hours Gym Reserve	5,132	145	41	0	0	0	0	5,277	5,173
Bowling Green Replacement Reserve	50,681	1,344	382	10,000	0	0	0	62,025	51,063
Tennis Court Replacement Reserve	19,282	639	136	6,000	0	0	0	25,921	19,418
	1,852,913	52,500	13,630	380,422	0	(300,000)	0	1,985,835	1,866,543

Reserve funds are fully cash-backed in a term Deposit and Bank Account - Refer Note 4

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 8: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	10.2662	131	1,116,024	114,573	0	0	114,610	114,573	0	0	114,573
GRV - Commercial/Indust	10.2662	18	316,540	32,497	0	0	32,497	32,497	0	0	32,497
GRV - Town Rural	10.2662	10	87,048	8,937	0	0	8,937	8,937	0	0	8,937
GRV - Other Towns	10.2662	1	2,130	219	0	0	219	219	0	0	219
UV - Rural Farmland	0.8920	239	104,841,500	935,186	0	0	935,186	935,186	0	0	935,186
Sub-Totals		399	106,363,242	1,091,411	0	0	1,091,448	1,091,412	0	0	1,091,412
Minimum Payment	Minimum										
	\$						0				
GRV -Residential	686.00	51	236,988	34,986	0	0	34,986	34,986	0	0	34,986
GRV - Commercial/Industrial	686.00	15	55,169	10,290	0	0	10,290	10,290	0	0	10,290
GRV - Town Rural	686.00	17	65,500	11,662	0	0	11,662	11,662	0	0	11,662
GRV - Other Towns	200.00	18	5,529	3,600	0	0	3,600	3,600	0	0	3,600
UV - Rural Farmland	686.00	50	2,569,800	34,300	0	0	34,300	34,300	0	0	34,300
UV - Commercial/Industrial	686.00	4	400	2,744	0	0	2,744	2,744	0	0	2,744
UV - Town Rural	686.00	3	65,500	2,058	0	0	2,058	2,058	0	0	2,058
UV - Mining Tenement	200.00	3	5,867	600	0	0	600	600	0	0	600
Sub-Totals		161	3,004,753	100,240	0	0	100,240	100,240	0	0	100,240
		560	109,367,995	1,191,651	0	0	1,191,688	1,191,652	0	0	1,191,652
Concession							0				0
Amount from General Rates							1,191,688	1,191,652			1,191,652
Ex-Gratia Rates							20158	20,000			20,000
Specified Area Rates							0	0			0
Totals							1,211,846	1,211,652			1,211,652

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 9 : Information on Borrowings
(a) Debenture Repayments

Particulars	01 Jul 2016	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97 - Community Club	412,632		30,688	62,003	381,944	350,629	7,467	16,605
Economic Services								
Loan 99 - Short Term Accommodation Project		785,250	0	28,352	785,250	756,898	0	25,448
Self Supporting Loans								
Loan 98 - Dowerin Events	83,858		11,408	23,002	72,450		1,004	2,606
	496,490	785,250	42,096	113,357	1,239,644	1,107,527	8,472	44,659

(b) New Debentures

Particulars	Amount		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Balance	
	Borrowed Budget	Used Budget						Amount	Unspent \$
Short Term Accommodation Project	785,250		WATC	Debenture	20	290,748	3.27%	785,250	0

(c) Unspent Debentures

The Shire has no unspent debentures.

(d) Overdraft

Council has an overdraft facility of \$60,000 with NAB.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 10: Trust Fund

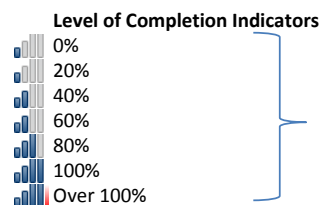
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2016	Amount Received	Amount Paid	Closing Balance 28 Feb 2017
	\$	\$	\$	\$
Housing Bonds	3,866	0	(438)	3,428
Key Deposits	610	0	(520)	90
Tidy Towns	2,818	401	0	3,219
HACC Vehicle	2,025	0	(1,334)	691
Building Deposits	10,000	0	0	10,000
AROC Funds	95,657	1,800	(97,457)	0
HACC Fundraising	2,509	6	0	2,515
Recreation Steering Committee	23,359	28,315	(28,315)	23,359
Centenary Park	2,111	0	0	2,111
Nomination Deposits	320	160	0	480
Yellow Ribbon	247	0	0	247
	143,522	30,682	(128,064)	46,140

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2017

Note 11: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<div><div></div><div>Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.</div></div>								
Buildings								
Housing								
<div></div> BUILDING - 19 COTTRELL ST	2584			11,215	11,000	11,000	215	
							0	
Housing Total		0	0	11,215	11,000	11,000	215	
Economic Services								
<div></div> WHEATBELT HERITAGE RAIL PROJECT	7144			38,158	188,338	125,560	(87,402)	
<div></div> SHORT TERM ACCOMMODATION	7145			343,123	2,273,700	1,540,364	(1,197,241)	
Economic Services Total		0	0	381,281	2,462,038	1,665,924	(1,284,643)	
<div></div> Buildings Total		0	0	392,496	2,473,038	1,676,924	(1,284,428)	
Roads								
Transport								
<div></div> ROADS - ROADS TO RECOVERY	4184			206,947	600,449	400,296	(193,349)	
<div></div> ROADS - UNCLASSIFIED	4604			21,680	82,880	55,248	(33,568)	
<div></div> ROADS - STATE 20/20	4884			19,410	440,584	293,720	(274,310)	
<div></div> ROADS - SIGNS	4194			1,613	0	0	1,613	
Transport Total		0	0	249,650	1,123,913	749,264	(499,614)	
<div></div> Roads Total		0	0	249,650	1,123,913	749,264	(499,614)	
Capital Expenditure Total		0	0	642,145	3,596,951	2,426,188	(1,784,043)	



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Loan 97 - Community Club

Amortised								
Opening Fund Value	Amount	Interest Repayment	Principal Deposit	Fixed Component	Total Amount	Closing Fund Value	Date Payable	
637000.00	39126.21	13026.65	26099.56	177.90	39304.11	610900.44	10/12/2012	
610900.44	39126.21	12492.91	26633.30	177.90	39304.11	584267.14	10/06/2013	
584267.14	39126.21	11948.26	27177.95	177.90	39304.11	557089.19	10/12/2013	
557089.19	39126.21	11392.47	27733.74	177.90	39304.11	529355.45	10/06/2014	
529355.45	39126.21	10825.32	28300.89	177.90	39304.11	501054.56	10/12/2014	
501054.56	39126.21	10246.57	28879.64	177.90	39304.11	472174.92	10/06/2015	
472174.92	39126.21	9655.98	29470.23	177.90	39304.11	442704.69	10/12/2015	
442704.69	39126.21	9053.31	30072.90	177.90	39304.11	412631.79	10/06/2016	
412631.79	39126.21	8438.32	30687.89	177.90	39304.11	381943.90	10/12/2016	
381943.90	39126.21	7810.75	31315.46	177.90	39304.11	350628.44	10/06/2017	
350628.44	39126.21	7170.35	31955.86	177.90	39304.11	318672.58	10/12/2017	
318672.58	39126.21	6516.85	32609.36	177.90	39304.11	286063.22	10/06/2018	
286063.22	39126.21	5849.99	33276.22	177.90	39304.11	252787.00	10/12/2018	
252787.00	39126.21	5169.49	33956.72	177.90	39304.11	218830.28	10/06/2019	
218830.28	39126.21	4475.08	34651.13	177.90	39304.11	184179.15	10/12/2019	
184179.15	39126.21	3766.46	35359.75	177.90	39304.11	148819.40	10/06/2020	
148819.40	39126.21	3043.36	36082.85	177.90	39304.11	112736.55	10/12/2020	
112736.55	39126.21	2305.46	36820.75	177.90	39304.11	75915.80	10/06/2021	
75915.80	39126.21	1552.48	37573.73	177.90	39304.11	38342.07	10/12/2021	
38342.07	39126.17	784.10	38342.07	177.90	39304.07	0.00	10/06/2022	



Shire of Dowerin

Wheatbelt Heritage Rail Advisory Committee

Minutes

Date: Tuesday 7th February 2017

Time: 3pm (WST)

Venue: Shire of Dowerin – Council Chambers

COMMITTEE MEMBERS	REPRESENTING
Cr B Coote	Shire of Dowerin
Cr B Walsh	Shire of Dowerin
Phillippa Rogers	Rail Heritage WA
Ian Studham	Rail Heritage WA
Diane Hatwell	Community Representative
Len Holberton	Community Representative
Clem Kerp	AROC
EX-OFFICIO	REPRESENTING
Andrea Selvey – CEO	Shire of Dowerin
Adim Hajat - CEDC	Shire of Dowerin
Chris LeMarshall – Project Manager	Linqage International
Jane Besley – Project Manager	Linqage International
Sandra Clohessy	LGIS
Melusha Robson	LGIS
Paul McBride	LGIS
Ian Proudfoot	LGIS
Peter Cumming	ONRSR
Colin Miller	ONRSR
Paul Butler	ONRSR
Michael Lysaght	Brookfield Rail
Hannah Jenkins	Brookfield Rail
Kristen Culverhouse	Brookfield Rail
OBSERVERS	REPRESENTING
Ian McCabe - CEO	Shire of Wyalkatchem

MINUTES FOR THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE MEETING HELD ON TUESDAY 7TH FEBRUARY 2017

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1. DECLARATION OF OPENING

Due to no Councillors being present at the meeting the committee agreed that Andrea Selvey would chair the meeting.

AS declared the meeting open at 3.10pm.

2. ATTENDANCE

Phillippa Rogers	Rail Heritage WA
Ian Studham	Rail Heritage WA
Diane Hatwell	Community Representative
Len Holberton	Community Representative
Andrea Selvey – CEO	Shire of Dowerin
Adim Hajat - CEDC	Shire of Dowerin
Chris LeMarshall – Project Manager	Linqage International
Jane Besley – Project Manager	Linqage International
Sandra Clohessy	LGIS
Peter Cumming	ONRSR
Colin Miller	ONRSR
Paul Butler	ONRSR
Hannah Jenkins	Brookfield Rail
Kristen Culverhouse	Brookfield Rail

3. APOLOGIES

COMMITTEE MEMBERS	REPRESENTING
Cr B Coote	Shire of Dowerin
Cr B Walsh	Shire of Dowerin
Clem Kerp	AROC
Ex-officio	
Melusha Robson	LGIS
Paul McBride	LGIS
Ian Proudfoot	LGIS
Michael Lysaght	Brookfield Rail
Observers	
Ian McCabe - CEO	Shire of Wyalkatchem

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

5. DECLARATION OF INTEREST

Nil.

6. CONFIRMATION OF MINUTES

THE MINUTES OF THE MEETING OF THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE HELD ON THURSDAY 24TH NOVEMBER 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

MOVED: PHILLIPA ROGERS

SECONDED: LEN HOLBERTON

Carried

7. PRESENTATIONS

Nil

8. GENERAL BUSINESS

8.1 ITEMS OF DISCUSSIONS EMAIL SENT BY CEO OF DOWERIN

Attachments:

The email sent by the CEO to the committee dated on the 23rd December 2016 was tabled for discussion.

(1) Insurance meeting had been held between the Project Managers and LGIS. A way ahead on the insurance will become clearer by the end of the week following a meeting with Brookfield Rail. The insurance for the storage of the rolling stock. \$200,000,000 public liability needs to be reduced to half. Discussed contractual liability.

(2) The AB diesel is in Forrestfield with GEMCO undertaking a service which will include issuing a Fit for Purpose certificate. The certificate will be part of a package of documentation that will be prepared for submission by the Council CEO to the ONRSR.

(3) Contractors will be onsite at Minnivale later this month. A Fit for Purpose certificate will be sought following completion of the contractor works.

(4) Aurizon has 18 Axles and 3 Bogies. Ian Studham WHR Honorary Project Manager Carriages stated that they are on the books but they have not yet been located. They have asked Forrestfield and Avon but also suggested they could be in Geraldton. CLeM will talk to Aurizon's Graham Lucas and ask if they could assist in locating the equipment.

(5, 6, 7) Axle box scope of works includes: a review by the Rolling Stock Engineer and a WHR Change Management Process needs to be progressed. It involves analysis of the changes associated with the engineering modifications. It is a risk based approach which will include formal engineering sign off. Draft documentation will be developed prior to formal submission by the Council CEO to the ONRSR.

(8) The draft Application for Exemption or Variation of Exemption is being developed and when informally agreed by the relevant parties, it will be formally submitted by the Council CEO to the ONRSR.

OFFICER'S RECOMMENDATION – ITEM 8.1

That the above updates be received by the Committee.

8.2 NATIONAL OFFICE OF RAIL SAFETY UPDATE

Comment

ONRSR Update – No update

8.3 LGIS UPDATE

Comment

No update

8.4 BROOKFIELD RAIL UPDATE

Comment

No update

9. QUESTIONS FROM MEMBERS

Project Manager - CLeM – The focus was for delivery in April after Anzac day.

Brookfield Rail - Hannah Jenkins – With a target date in April, Brookfield Rail needs an operational plan for the launch. CLeM to brief Brookfield Rail following a meeting with the technical volunteers at the weekend on 11 February 2017. CLeM advised that Rolling Stock registration will be progressed as the items become available following re-wheeling.

CLeM advised that the Project Managers were meeting with Lee Niland of CBH on Friday 10 February to secure the necessary undertakings so that the track connection can be progressed. CLeM advised the letter from CBH would go to the PTA and be copied to Brookfield Rail and the Shire.

Ian Studham WHR Honorary Project Manager Carriages stated in his opinion that an April deadline will be difficult. CLeM stated that it was premature until the planned meeting with the technical volunteers on 11 February at Bassendean. It was agreed that where possible works will be contracted out. The limitation on rolling stock movement at Bassendean had significantly impacted the project, ~~following a ban on movement imposed by the ONRSR.~~

CLeM asked that the purchase orders for work at Bassendean and Minnivale be progressed by the Shire.

The CEO advised that there needs to be several actions following from the meeting to achieve a realistic delivery schedule.

The CEO also advised that the Council at its last meeting agreed to Stage 1 A of the Plan. The spending and acquittal of the grant funding needs to be completed. Any further funding for the next stage will be considered by Council. The planning of the event in April needs to be substantial and something of value. Discussions need to take place with the community representative, Diane

Hatwell, to achieve clarity. Notices and invitations to politicians and officials need to be formalised. A confirmed date is required by the next meeting.

Community Representative Len Holberton – enquired about the specific date of the turnout insertion.

Brookfield Rail - Hannah Jenkins restated the requirement for Brookfield Rail to receive a letter from CBH prior to slewing of the track.

10. URGENT BUSINESS

Nil

11. DATE OF NEXT MEETING

Date: 7th March 2017 in Northam the preferred venue for committee members. The Shire will book the venue and advise.

Items for next meeting: TBA

12. CLOSURE OF MEETING

The Chair closed the meeting at 3:40pm.



Shire of Dowerin

MINUTES

Finance Committee Meeting

20 March 2017 at 3:00pm

Committee Members

**Cr D.E. Metcalf
Cr D.P. Hudson
Cr R.I Trepp**

Observers

**Andrea Selvey – CEO
Ina Edwardson – Acting Finance Manager**

SHIRE OF DOWERIN

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 20 MARCH 2017

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10.	CLOSURE OF MEETING	15

1. DECLARATION OF OPENING

The presiding member declared the Shire of Dowerin Finance Committee meeting open at 3.00PM.

2. ATTENDANCE

Cr D. Metcalf
Cr D. Hudson
Cr R. Trepp
A. Selvey – Chief Executive Officer
I. Edwardson - Finance Manager

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF MINUTES

4.1 FINANCE COMMITTEE MEETING MINUTES – 22 February 2017

OFFICER RECOMMENDATION – ITEM 4.1

THAT COUNCIL RECEIVES THE MINUTES OF THE XXXX FINANCE COMMITTEE MEETING AS A TRUE AND CORRECT RECORD.

COMMITTEE RECOMMENDATION – ITEM 4.1

Moved: Cr D. Metcalf Seconded: Cr D. Hudson Carried: 3/0

THAT COUNCIL RECEIVES THE MINUTES OF THE 22 FEBRUARY 2017 FINANCE COMMITTEE MEETING AS A TRUE AND CORRECT RECORD.

5. PRESENTATIONS

Cr D. Metcalf and Cr R. Trepp noted their interest in attending Audit Committee training being coordinated by the Shire of Victoria Plains.

6. FINANCE REPORT

6.1 FINANCIAL ACTIVITY STATEMENTS – FEBRUARY 2017

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Ina Edwardson – Acting Finance Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	1. Monthly Financial Activity Statements – February 2017

Summary

I present the financial statements for the period 01 February 2017 to 28 February 2017.

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.

Comment

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

- Statements of Financial Activity

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

- Capital Acquisitions

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

- Land and Buildings
- Infrastructure Assets – Roads

- Net Current Funding Position (Note 3)

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

- Cash Backed Reserves (Note 7)

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

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

Reserve Funds

The total balance of funds held in the various Reserve Funds at 28 February 2017 is as detailed in the financial statements at Note 7.

Consultation

Finance Committee

Financial Implications

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

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 6.1

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2017, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

COMMITTEE RECOMMENDATION – ITEM 6.1

Moved: Cr D. Hudson

Seconded: Cr R. Trepp

Carried: 3/0

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2017, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

ACTIONS: THE FINANCE COMMITTEE ASKED IF LOAN 97 WAS AMORTISED. THE QUESTION WAS TAKEN ON NOTICE AND A RESPONSE WILL BE PROVIDED IN THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS WHEN THEY ARE PRESENTED AT THE ORDINARY MEETING OF COUNCIL ON 28 MARCH 2017.

6.2 ACCOUNTS FOR PAYMENT – 5 FEBRUARY 2017 TO 4 MARCH 2017

Date: 15 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref: ADM
Disclosure of Interest: Nil
Author: Emma Hardy – Finance Officer
Senior Officer: Ina Edwardson – Acting Finance Manager
Attachments: 2. List of Accounts

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

All payments have been consistent with Council adopted budget provisions.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organization Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 6.2

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 5 FEBRUARY 2017 TO 4 MARCH 2017.

COMMITTEE RECOMMENDATION – ITEM 6.2

Moved: Cr R. Trepp

Seconded: Cr D. Hudson

Carried: 3/0

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 5 FEBRUARY 2017 TO 4 MARCH 2017.

ACTIONS: THE FINANCE COMMITTEE ASKED FOR AN UPDATE ON OBTAINING A MORE COST EFFECTIVE FIRE MOBILE PLAN AND THE REASON TYRES WERE NOT PURCHASED LOCALLY (EFT-4628) AND TO PROVIDE A RESPONSE IN THE REPORT ON CREDITOR PAYMENTS WHEN THEY ARE PRESENTED TO THE ORDINARY MEETING OF COUNCIL ON 28 MARCH 2017.

6.3 NEW FEE FOR POP UP SHOP

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Ina Edwardson – Acting Finance Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	Nil

Background

Under Section 6.19 of the Local Government Act, Councils are required to give local public notice if it wishes to impose any new fees or changes after the budget has been adopted. This item seeks a recommendation from the Finance Committee to Council to give local public notice of the introduction of a new fee.

Comment

At the Ordinary Meeting of Council on 28 February 2017, Council approved a new policy - Pop up Shop Country Collective Policy. This policy makes provision for a membership fee to be charged. The proposed membership fee is \$50.00 per annum. As this fee is being introduced after the adoption of the budget, it is necessary for Council to give local public notice as follows:

- (a) its intention to introduce the fee; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Statutory Implications

Section 6.19 of the Local Government Act 1995

Policy Implications

Pop up Shop Country Collective Policy

Financial Implications

The anticipated revenue from this membership fee is likely to be minimal and would assist in meeting costs of utilities; therefore is not likely to have any significant financial implications.

Strategic Implications

Community Strategic Plan

Objective 1.7.1 – “Manage and revive old/empty buildings along the main street”

Voting Requirements

Absolute Majority will be required at the Council meeting.

OFFICER RECOMMENDATION – ITEM 6.3

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL, BY ABSOLUTE MAJORITY PURSUANT TO SECTION 6.19 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO GIVE LOCAL PUBLIC NOTICE OF THE INTENTION TO INTRODUCE A \$50.00 FEE FOR ANNUAL MEMBERSHIP TO THE POP-UP SHOP WITH THE FEE TO COME INTO EFFECT FROM 21 APRIL 2017.

COMMITTEE RECOMMENDATION – ITEM 6.3

Moved: Cr D Metcalf

Seconded: Cr D. Hudson

Carried: 3/0

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL, BY ABSOLUTE MAJORITY PURSUANT TO SECTION 6.19 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO GIVE LOCAL PUBLIC NOTICE OF THE INTENTION TO INTRODUCE A \$50.00 FEE FOR ANNUAL MEMBERSHIP TO THE POP-UP SHOP WITH THE FEE TO COME INTO EFFECT FROM 21 APRIL 2017.

6.4 MID YEAR BUDGET REVIEW

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Megan Shirt (Consultant) and Ina Edwardson – Acting Finance Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	To be tabled at the meeting.

Summary

To provide the Finance Committee with an update on the Draft Budget Review which will be presented at the Council workshop on 28 March 2017 in preparation for adoption by Council in April 2017.

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:

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 2016/17 Budget and incorporating the audited deficit for the 2015/16 financial year of \$16,508. The following items are suggested to be included in the review;

- Changed opening position: The audited Closing amount as at 30 June 2016 is \$180K less than budgeted. This is mainly due to reserves not being transferred as approved by Council in the 15/16 Mid Year Budget Review (April 2016).
- Financial Assistance Grants: The Shire has been advised it will receive \$63,000 more than the amount budgeted
- Pursuit of legal action as per Council resolution on 20 December 2016 - additional expenditure of \$20,000
- Extraordinary Election as per Council resolution at the Special Meeting on 17 January 2017 – additional expenditure of \$10,000
- Bush Fire Shed – Income of \$241,000 (Grant funding) and expenditure of \$266,000 – additional net expenditure of \$25,000
- DAFWA Cactus Eradication Project - \$20,000 income - \$20,000 expenditure – no net change to budget but requires a budget.
- Recruitment – changes to staff have resulted in some unbudgeted additional expenditure for recruitment and payout of leave entitlements, including Long Service Leave. Therefore the Salaries budgets will need to be reviewed.
- Additional Income of \$8112 for rent. Already included in the amended budget but will need to also be included in MYBR.
- Add \$500 for Community Breakfasts
- Refuse Street Bins – increase expenditure budget by \$4,000 due to actual costs exceeding current budget allocation. Assets and Works Manager to investigate. Note that the increase in this area will result in reallocation of wages expenditure and will not result in an increase in expenditure in the overall budget.
- Add a new account \$10,000 expenditure for the Streetscape Committee – Main Street works. This was to be included in the original budget as discussed at the Budget workshops but was overlooked.

Comment

The budget review will be 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 \$5,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review.

OFFICER RECOMMEDATION – ITEM 6.4

THAT THE FINANCE COMMITTEE REVIEW THE DRAFT BUDGET REVIEW DOCUMENTATION AS PRESENTED.

Moved: Cr D. Hudson

Seconded: Cr R. Trepp

Carried: 3/0

COMMITTEE RECOMMEDATION – ITEM 6.4

THAT THE FINANCE COMMITTEE REVIEW THE DRAFT BUDGET REVIEW DOCUMENTATION AS PRESENTED.

6.5 DRAFT POLICIES

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	
Senior Officer:	Andrea Selvey – Chief Executive Officer AND Ina Edwardson – Acting Finance Manager
Attachments:	3. Purchasing Policy – updated to reflect changes to legislation and based on WALGA Model Policy. 4. Cross Over Policy 5. Corporate Credit Card Policy

Background

Policies are an essential component Council’s governance framework and guides Council, Management and residents in the context of Council’s decision making. The Policies and Management Practices in this Manual are designed to provide:

- Consistency and equity in decision making;
- Promptness in responding to customer needs; and
- Operational efficiency.

Policies arise generally in response to discretionary legislated powers; and/or Non-legislated functions/activities of Council; e.g. provision of Community Services, and mainly relate powers under the Local Government Act 1995.

Council Policy provides for “the rationale and guiding principles of what can be done”, and Management Practice explains “how” Management will implement or carry out that Policy. It is important to note that Policies are not legislatively binding and when good reasons prevail and are documented, can be set aside. Reports to Council must detail relevant Policies as this provides guidance to Councillors in their deliberations on the matter in hand and information for residents.

While the Shire of Dowerin had a few policies, many areas of operation lacked policy guidelines to guide staff activities. This has led to some inconsistency of decision-making and actions that can, and have, been challenged by the community. It is also noted that WALGA has advised that existing policies could / should be improved.

Comment

The attached policies are presented in draft for Community consideration and, if satisfactory, recommendation to Council.

1. Draft Purchasing Policy – updated to reflect changes to legislation and based on WALGA Model Policy.
2. Draft Cross Over Policy
3. Draft Corporate Credit Card Policy – updated to reflect suggestions from WALGA

Statutory Implications

The Local Government Act 1995 - Section 2.7 stipulates that the role of Council includes determination of the Local Government’s policies.

In addition, each policy has its own statutory or legislative implications and these are articulated in each policy as follows:

Purchasing Policy: Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Cross Over Policy: Local Government Act 1995 and Local Government (Uniform Local Provisions) Regulations 1996.

Corporate Credit Card Policy: Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Policy Implications

Should Council adopt these policies, they will be included in the Shire of Dowerin Policy Manual and serve as a guide to future Council decisions and staff actions.

Financial Implications

Nil

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple Majority

OFFICER RECOMMEDATION – ITEM 6.5

THAT THE FINANCE COMMITTEE RECOMMENDED THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT APPROVE THE FOLLOWING POLICIES IN DRAFT FOR COUNCIL CONSIDERATION:

- 1. PURCHASING POLICY MODEL POLICY.***
- 2. CROSS OVER POLICY***
- 3. CORPORATE CREDIT CARD POLICY***

OFFICER RECOMMEDATION – ITEM 6.5

Moved: Cr D. Hudson

Seconded: Cr D. Metcalf

Carried: 3/0

THAT THE FINANCE COMMITTEE RECOMMENDED THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT APPROVE THE FOLLOWING POLICIES IN DRAFT FOR COUNCIL CONSIDERATION:

- 1. PURCHASING POLICY MODEL POLICY.***
- 2. CROSS OVER POLICY***
- 3. CORPORATE CREDIT CARD POLICY***

7. QUESTIONS FROM MEMBERS

Nil

8. URGENT BUSINESS

The CEO provided the Finance Committee with an update on the recruitment for a Finance and Corporate Services Manager.

9. DATE OF NEXT MEETING

Date: Tuesday 18 April 2017

Items for next meeting: Statutory Monthly Financial Statement Reports for the period ending March 2017; and the List of Accounts Paid Under Delegation.

10. CLOSURE OF MEETING

The presiding member closed the meeting at 5.00PM.