



**MINUTES  
OF MEETING  
HELD ON  
26 APRIL 2017  
3.00PM**

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

## TABLE OF CONTENTS

### WEDNESDAY 26 APRIL 2017

<b>1. OPENING, OBITUARIES, VISITOR</b> .....	<b>5</b>
<b>1.1 OPENING</b> .....	<b>5</b>
<b>1.2 OBITUARIES</b> .....	<b>5</b>
<b>2. RECORD OF ATTENDANCE/APOLOGIES</b> .....	<b>5</b>
<b>2.1 RECORD OF ATTENDANCE</b> .....	<b>5</b>
<b>2.2 LEAVE OF ABSENCE</b> .....	<b>5</b>
<b>2.3 APOLOGIES</b> .....	<b>5</b>
<b>2.4 GUESTS</b> .....	<b>5</b>
<b>3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE</b> .....	<b>5</b>
<b>4. DECLARATION OF ELECTED MEMBERS</b> .....	<b>5</b>
<b>5. PUBLIC QUESTION TIME</b> .....	<b>5</b>
<b>6. APPLICATIONS FOR LEAVE OF ABSENCE</b> .....	<b>5</b>
<b>7. CONFIRMATION OF MINUTES</b> .....	<b>6</b>
<b>8. PETITIONS/DEPUTATIONS/PRESENTATIONS</b> .....	<b>6</b>
<b>9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION</b> .....	<b>6</b>
<b>9.1 PRESIDENT ANNOUNCEMENTS</b> .....	<b>6</b>
<b>10. REPORTS OF COMMITTEE AND OFFICERS</b> .....	<b>7</b>
<b>10.1 OPERATIONS</b> .....	<b>7</b>
10.1.1 WATERING WA GRANT APPLICAITON .....	7
10.1.2 DELEGATIONS REGISTER .....	11
10.1.3 MID YEAR BUDGET REVIEW.....	15
10.1.4 AROC MOU.....	18
10.1.5 CHILDCARE CO-CONTRIBUTION SUPPORT REQUEST FOR BUSINESS PLAN.....	20
10.1.6 DOWERIN DISTRICT MUSEUM MOU.....	24
10.1.7 MUSEUM LAND PURCHASE .....	26
10.1.8 FINANCE MANAGEMENT REVIEW AND PROBITY COMPLIANCE AUDIT – IMPLEMENTATION PLAN UPDATE 28	
10.1.9 CODE OF CONDUCT.....	30
10.1.10 USE OF COUNCIL EQUIPMENT BY EMPLOYEES POLICY .....	32
10.1.11 SAFETY BONUS SCHEME POLICY .....	34
10.1.12 ROAD NETWORK SUPPLIES IN EXCHANGE FOR WORK POLICY .....	36
10.1.13 AUTHORISATION TO WRITE OFF INCORRECT RATE INTEREST DEBT POLICY.....	38
10.1.14 WHR SIDING LICENCE AND TRACK ACCESS AGREEMENT.....	40
10.1.15 DEVELOPMENT APPLICATION FOR A CIVIC BUILDING (VOLUNTEER FIRE BRIGADE SHED) – RESERVE 10614 MEMORIAL AVENUE, DOWERIN .....	43

<b>10.2</b>	<b>FINANCE REPORT.....</b>	<b>48</b>
10.2.1	FINANCE REPORT – APRIL 2017 .....	48
10.2.2	ACCOUNTS FOR PAYMENT – 5 MARCH 2017 TO 4 APRIL 2017 .....	50
<b>10.3</b>	<b>MINUTES TO BE RECEIVED.....</b>	<b>57</b>
10.3.1	MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED .....	57
<b>11.</b>	<b>NEW BUSINESS OF AN URGENT NATURE.....</b>	<b>59</b>
<b>12.</b>	<b>ELECTED MEMBERS MOTIONS .....</b>	<b>59</b>
<b>13.</b>	<b>CONFIDENTIAL ITEMS.....</b>	<b>59</b>
<b>14.</b>	<b>CLOSURE OF MEETING .....</b>	<b>59</b>

**1. OPENING, OBITUARIES, VISITOR**

**1.1 OPENING**

President Metcalf opened the meeting at 3.05pm

**1.2 OBITUARIES**

John Van Emmerloot

**2. RECORD OF ATTENDANCE/APOLOGIES**

**2.1 RECORD OF ATTENDANCE**

D.E. Metcalf	President	Town Ward
R.I. Trepp		Rural South Ward
D.P. Hudson		Town Ward
A.J. Metcalf		Town Ward
W.E. Coote		Rural North Ward
L.G. Hagboom		Rural South Ward
A.J. Selvey	Chief Executive Officer	
S.F. Geerdink	Asset & Works Manager	
C.A. Morrell	Governance & Organisational Development Coordinator (Minutes)	

**2.2 LEAVE OF ABSENCE**

**2.3 APOLOGIES**

T.A. Jones	
B.N. Walsh	
I. Edwardson	Finance and Corporate Services Manager

**2.4 GUESTS**

James McGovern, Manager Governance, WALGA

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4. DECLARATION OF ELECTED MEMBERS**

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

CR W.E. Coote Moved: Cr L.G. Hagboom      Seconded: Cr A.J. Metcalf      Carried 6/0

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – ITEM 7.1

(2766) Moved: Cr D.P. Hudson

Seconded: Cr W.E. Coote

Carried: 6/0

***THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 28 MARCH 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

- 30.03.2017 Inspirational Speaker in Dowerin
- 3.04.2017 AROC Meeting
- 5.04.2017 Short Term Accommodation – Workshop with Landscape Architect
- 5.04.2017 Motorplex Phone Call
- 6.04.2017 Workshop with Market Creations for Short Term Accommodation Marketing Strategy
- 8.04.2017 Seminar at Wongan Hills
- 10.04.2017 Dowerin GWN Field Day AGM & Committee meeting
- 14.04.2017 Bitone Caravan Club
- 18.04.2017 Finance Committee Meeting
- 25.04.2017 ANZAC Day Commemorative Service and Breakfast

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 OPERATIONS

#### 10.1.1 WATERING WA GRANT APPLICATION

Date: 23 April 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 and for the new Short Term Accommodation (STA) precinct. The Officer Recommendation is 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. At the Ordinary Meeting of Council on 28 March 2017, Council resolved to allocate \$7,000 to develop the designs and costings required for a Watering WA Grant. This item presents an update on the costs, particularly the co-contribution required from the Shire so Council can consider whether or not to progress with the application.

#### 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. Water costs for the Civic Precinct since 2013 are as follows:

DATE OF ISSUE	PARTICULAR	CURRENT RDG	PREV RDG	UNITS USED	TOTAL
7/08/2013	Water Use	4982	4372	610	1174.85
11/10/2013	Water Use	5046	4982	64	125.76
10/12/2013	Water Use	6180	5046	1134	2228.31
11/02/2014	Water Use	8112	6180	1932	3796.38
11/04/2014	Water Use	11941	8112	3829	7523.99
					1493.40
6/06/2014	Water Use	12701	11941	760	
				<b>TOTAL 13/15</b>	<b>\$16432.69</b>

6/08/2014	Water Use	12716	12701	15	29.48
08/10/2014	Water Use	13704	12716	988	2033.01
12/12/2014	Water Use	15489	13704	1785	3673.53
12/02/2015	Water Use	17932	15489	2443	5027.69
13/04/2015	Water Use	20051	17932	2119	4360.90
10/06/2015	Water Use	21379	20051	1328	2733.02
				<b>TOTAL</b>	
				<b>14/15</b>	<b>\$17857.63</b>
11/08/2015	Water Use	21738	21379	359	738.82
13/10/2015	Water Use	22512	21738	774	1671.07
7/12/2015	Water Use	24289	22512	1777	3836.54
10/02/2016	Water Use	26482	24289	2193	4742.48
6/04/2016	Water Use	29486	26482	3004	6485.64
9/06/2016	Water Use	29497	29486	11	23.75
				<b>TOTAL</b>	
				<b>15/16</b>	<b>\$17498.30</b>
10/08/2016	Water Use	29507	29497	10	21.59
05/12 2016	Water Use	31290	29535	1755	3959.28

As shown above, costs over the summer watering period can be significant.

The Watering WA grant program provides an excellent opportunity to attract the funds required to enable the use of dam water to irrigate the gardens around the office, town hall and park, i.e. the civic precinct. This grant also provides an opportunity to utilise dam water for the STA precinct gardens.

Rod Munns of R Munns Engineering Consulting Services has developed the detailed designs and costed them. The proposed design would deliver increased catchment and improved effectiveness of water storage of the dam at the Field Days site by gathering storm water from Metcalf Street and Maisey Street; a water pipeline to run the dam water storage in a 200KL tank at the civic precinct for irrigating the gardens. It is also proposed to add 2 x 250 kL tanks and a new reticulation pump for the oval and hockey pitch watering – which will simplify the whole watering operating system. These tanks will be located just north of the Tennis Courts and behind the Ram Pavilion (subject to DEM approval. We will consult with DEM prior to the Council meeting). Another smaller booster pump will be located at the tanks and a smaller diameter water pipeline to the STA with a booster pump that will automatically come on, on demand. This will simplify the management of both irrigation systems.

The estimated total project cost is \$250,000 which allows for contingencies. Applicants need to make a co-contribution of 30% which can be in-kind. Therefore the Shire co-contribution will be a maximum of \$80,000 via some earthworks (trenching, culvert installations etc.).

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.

#### Consultation

The Shire has met with representatives from the Department of Water and discussed the proposal with Dowerin Events Management.

#### Financial Implications

Should Council resolve to progress with the project, the Shire contribution is anticipated to be a maximum of \$80,000. Much of this would be in-kind using existing staff to do some of the earthworks.

The remaining \$170,000 to deliver the project is proposed to be funded via the grant.

Pending Council's decision the total project revenue and expenditure would be factored into the 2017/18 budget.

It should be noted that current average water costs per annum for the Civic Precinct is approximately \$17,000. Given the huge fluctuation in usage between summer and winter, it is clear that most of the usage (and hence costs) are incurred when the gardens are being irrigated.

And while costs for the STA precinct gardens are not yet known and that waterwise principles are being used in the landscape design, this new facility will add to our current water use costs.

Therefore the financial implications include consideration of savings that will be realised over the coming years. These estimates suggest that with a \$80,000 co-contribution, potential additional fuel and materials costs of \$10,000 plus the \$7,000 for the designs and preliminary work, the return on investment is 18%.

#### Risk Implications

There is a risk we may not be successful in our application however, having a shovel ready project for other possible funding opportunities is valuable.

The risk that the project exceeds projected costings has been considered and is unlikely given that Mr Munns has investigated costs, added 10% for contingency and is confident the project can be delivered within the projected budget.

Finally, when Council considers the 2017/18, Council may determine that the co-contribution required from Council for this grant cannot be met within the 2017/17 budget. Should this be the case, Council may choose to advise the Department of Water that they wish to withdraw this application.

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

Community Strategic Plan:

Objective 3.1.3 Encourage the efficient use of natural resources

Voting Requirements

Simple majority

---

**OFFICER RECOMMENDATION – ITEM 10.1.1**

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

- 1. PROGRESS WITH THE WATERING WA GRANT APPLICATION; AND***
- 2. CONSIDER THE REQUIRED CO-CONTRIBUTION OF \$80,000 AS PART OF THE 2017/18 BUDGET PROCESS.***

---

**COUNCIL DECISION – ITEM 10.1.1**

(2767) Moved: Cr D.P. Hudson

Seconded: Cr R.I. Trepp

Carried: 6/0

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

- 1. PROGRESS WITH THE WATERING WA GRANT APPLICATION; AND***
- 2. CONSIDER THE REQUIRED CO-CONTRIBUTION OF \$80,000 AS PART OF THE 2017/18 BUDGET PROCESS.***

### 10.1.2 DELEGATIONS REGISTER

Date:	20 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	1. Shire of Dowerin Delegations Register – Adopted August 2015 2. 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 *Financial Management Review Report* (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 10.1.2**

**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 10.1.2**

(2768) Moved: Cr A.J. Metcalf

Seconded: Cr D.P. Hudson

Carried: 6/0

**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.*

### 10.1.3 MID YEAR BUDGET REVIEW

Date:	20 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Megan Shirt (Consultant) and Ina Edwardson – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	3. Budget Review Report April 2017

#### Summary

This report presents the recommended budget amendments identified during a Mid-Year review process for Council consideration. The Officer's Recommendation seeks Council approval of the Budget Review Report.

#### 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.

#### Comment

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

#### 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 the major items 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 original 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 budgets.

- 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.
- Reserve Transfers – Transfers of \$253,601 from the Leave and Plant reserves were approved by Council in April 2016 (2015/2016) to ensure the closing balance as at 30 June 2016 was not in deficit. This is the main reason the Shire produced a deficit of \$180,766 less than budgeted. In this budget review, the transfers of \$253,601 that should have occurred in 15-16 have been included which positively impacts the shires funding position. With the addition of these funds, further funds have been made available to transfer funds back to reserve, as indicated on Note 5 of the Budget Review report.

A list of all proposed amendments is provided on Note 6 of the attached Budget review Report.

#### Consultation

The Shire's Management Team has worked collaboratively on this review and consulted with Megan Shirt, Finance Consultant.

The Finance Committee has considered the Budget Review Report at their meeting on 18 April and recommended that Council approves the Report.

#### Financial Implications

This review proposes an end of year surplus of \$4,500 with transfers of \$529, 469 into reserves.

#### Risk Implications

The review must be completed and lodged with the Department of Local Government and Communities by the end of April or the Shire will be non-compliant with the requirements under the Financial Management Regulations.

#### Policy Implications

Nil

#### 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

Community Strategic Plan

Objective 4.2 Strong Leadership and Governance

Voting Requirements

Absolute majority

---

**OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.3**

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO REGULATION 33A OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 APPROVES THE BUDGET REVIEW AS ATTACHED AND PROVIDE A COPY OF THE DETERMINATION TO THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES WITHIN 30 DAYS.***

---

**COUNCIL DECISION – ITEM 10.1.3**

(2769) Moved: Cr D.P. Hudson

Seconded: Cr W.E. Coote

Carried: 6/0

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO REGULATION 33A OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 APPROVES THE BUDGET REVIEW AS ATTACHED AND PROVIDE A COPY OF THE DETERMINATION TO THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES WITHIN 30 DAYS.***

#### 10.1.4 AROC MOU

Date:	17 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	4. Avon Regional Organisation of Councils MoU

#### Summary

This item formally brings the updated Avon Regional Organisation of Councils (AROC) MoU before Council for consideration and the Officer's Recommendation seeks Council endorsement for the Shire President and CEO to sign the MoU on behalf of Council.

#### Background

AROC is a regional body that operates under the auspices of member Councils. The mission of AROC is to "Work cooperatively for the benefit of the region and well-being of the community". AROC membership has evolved over time and the current membership consists of the Shire's of Chittering, Dowerin Goomalling, Northam, Toodyay, Victoria Plans. The Shire of York has recently joined AROC which has triggered a review of the MoU.

#### Comment

The updated MoU reflects the inclusion of the Shire of York as a member. While there has been no other change to the content of the MOU, the associated Action Plan has been amended to include the following:

- Under Human Resource Management – Build relationship with Central TAFE;
- Under Information Technology – Regional support;
- Under Economic Development – Strategic Road Projects;
- Under Environmental Health Services - Joint Mosquito Project (3 years).

In addition a project to audit the Regional Sporting Infrastructure has commenced.

#### Consultation

The updated MoU has been considered by all member Councils at the April meeting of AROC. The Shire President, as the Shire of Dowerin representative on AROC, was present at the meeting when the updated MoU was discussed and endorsed by AROC.

#### Financial Implications

AROC membership for each member Council is \$5000 (ex GST) per annum. This amount has been included in the 2016/17 budget and therefore signing the MoU would not impact the Shire's finances. This funding is used to fund collaborative projects as authorised by AROC members. Any project emerging as a result of this MoU that may have a resource implication for the Shire of Dowerin will be brought before Council for specific consideration.

#### Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Objective: 4.2 - Strong Leadership and Governance

4.2.4 - Collaborate with other surrounding shires to strengthen the region

Voting Requirements

Simple majority

---

**OFFICER RECOMMENDATION – ITEM 10.1.4**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ENDORSE THE UPDATED AVON REGIONAL ORGANISATION OF COUNCILS (AROC) MoU AND AUTHORISE THE SHIRE PRESIDENT AND CEO TO SIGN THE MoU ON BEHALF OF THE SHIRE OF DOWERIN.***

---

**COUNCIL DECISION – ITEM 10.1.4**

(2770) Moved: Cr A.J. Metcalf

Seconded: Cr D.P. Hudson

Carried: 6/0

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ENDORSE THE UPDATED AVON REGIONAL ORGANISATION OF COUNCILS (AROC) MoU AND AUTHORISE THE SHIRE PRESIDENT AND CEO TO SIGN THE MoU ON BEHALF OF THE SHIRE OF DOWERIN.***

#### 10.1.5 CHILDCARE CO-CONTRIBUTION SUPPORT REQUEST FOR BUSINESS PLAN

Date:	17 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	5. Letter from Dowerin Community Childcare Inc.

#### Summary

This item brings a request from the Dowerin Community Childcare Inc. Committee for a Council co-contribution of \$1500 to assist the Committee with developing a business plan.

#### Background

The Dowerin Community Childcare Committee (the Committee) a volunteer based organisation was established in 2010. Over a five year period the Committee fundraised in excess of \$30,000 and with the support of the Shire, work camp, various industry professionals and local volunteers commenced operation of a childcare facility and service, Lil' Tigers Early Learning Centre, on Cottrell Street.

Lil' Tigers Early Learning Centre opened the doors on 26th March 2014 and has become an important service to young families, employers and businesses in Dowerin since its inception. This service currently provides employment for five qualified members of staff and is licensed to take up to 17 children per day of operation (Wednesday – Friday). Numbers of children utilising the service fluctuate week by week however on average 20 children attend the service each week of operation over the course of the three days of operation.

Lil' Tigers operates under a voluntary incorporated committee (Dowerin Community Childcare Inc.) who are responsible for everything in terms of the employment of staff, invoicing, adhering to licensing standards and continuing fundraising efforts. The Committee employs a Centre Coordinator who oversees general operation of the facility including basic administration, staff ratios, policy development/implementation and reporting to the committee.

In June 2016, in recognition of the value of a functioning Childcare centre in Dowerin, Council resolved to formalise its support of Lil' Tigers by resolving as follows:

1. *NOTE THE STRATEGIC COMMUNITY VALUE OF AND SOCIAL AND ECONOMIC OUTCOMES FROM QUALITY CHILDCARE SERVICES AS ARTICULATED IN THE STRATEGIC COMMUNITY PLAN;*
2. *AUTHORISE THE CEO TO NEGOTIATE A FORMAL AGREEMENT BETWEEN THE SHIRE OF DOWERIN AND DOWERIN COMMUNITY CHILDCARE INC. BASED ON THE FOLLOWING PRINCIPLES:*
  - *DOWERIN COMMUNITY CHILDCARE INC. ARE TO:*
    - *REMAIN LICENSEE OF THE FACILITY ENABLING THE COMMITTEE MEMBERS TO ACT AS SUPERVISING OFFICERS WHENEVER REQUIRED;*
    - *ASSUME THE ROLE OF TREASURER FOR DOWERIN COMMUNITY CHILDCARE INC. AND HANDLE ALL FINANCES ASSOCIATED WITH LIL' TIGERS;*

- *MANAGE ALL FUNDRAISING AND EDUCATIONAL PROGRAMMING FOR THE CENTRE;*
- *PROVIDE THE SHIRE WITH ANNUAL AUDITED FINANCIAL STATEMENTS;*
- *COMMIT TO AN ANNUAL FUNDRAISING AND GRANT FUNDING TARGET, TO BE NEGOTIATED WITH DOWERIN COMMUNITY CHILDCARE INC. BY THE CEO;*
- *UPDATE THE DOWERIN COMMUNITY CHILDCARE INC. OPERATIONAL BUSINESS PLAN AND REVIEW IT ON AN ANNUAL BASIS AND PROVIDE AN UPDATED COPY TO THE SHIRE ANNUALLY.*
- *THE SHIRE TO PROVIDE THE FOLLOWING:*
  - *RENT AND RATE FREE VENUE FOR LIL' TIGERS;*
  - *INSURANCE AND MAINTENANCE OF THE BUILDING AND GROUNDS IN ACCORDANCE WITH THE SHIRE'S STANDARD LEASE AGREEMENTS;*
  - *MEET THE COSTS OF UTILITIES (WATER, POWER AND GAS) CAPPED AT;*
    - *WATER \$640 PER ANNUM*
    - *POWER \$940 PER ANNUM*
    - *GAS \$120 PER ANNUM;*
  - *PHOTOCOPYING AND PRINTING;*
- *RESPONSIBILITY FOR ALL HUMAN RESOURCE (HR) MANAGEMENT FOR STAFF OF LIL' TIGERS INCLUDING INTERPRETATION OF AWARDS CONDITIONS AND ENTITLEMENTS, GRIEVANCE MANAGEMENT, PERFORMANCE MANAGEMENT AND PROCESSING OF PAYROLL WHERE THE DOWERIN COMMUNITY CHILDCARE INC. COMMITS TO REIMBURSING THE SHIRE FOR THE FOLLOWING COSTS:*
  - *WAGES AND LEAVE PAYMENTS, EG PERSONAL, ANNUAL AND LONG SERVICE LEAVE, PUBLIC HOLIDAYS;*
  - *OVERTIME AND OTHER PENALTY RATES;*
  - *SHIFT LOADINGS; AND*
  - *OTHER CASH ALLOWANCES.*
- *COORDINATION OF TRAINING ON A COST RECOVERY BASIS WHERE DOWERIN COMMUNITY CHILDCARE INC. COMMITS TO MEETING THE COSTS OF MANDATORY TRAINING FOR LIL' TIGERS STAFF;*
- *STAFFING ON-COSTS SUCH AS WORKERS COMPENSATION INSURANCE AND PAYROLL TAX;*
- 3. *CONSIDER APPROPRIATE BUDGET PROVISIONS AS PART OF THE 2016/17 OPERATIONAL BUDGET;*
- 4. *REVIEW THE AGREEMENT ON AN ANNUAL BASIS.*

Comment

Representatives from the Committee met with the CEO and CEDC advise that the building currently used to house Lil' Tigers is in urgent need of upgrades as current facilities are sub-standard and will

not allow the childcare business to grow and expand. There are opportunities for capital funding that could be accessed by the Committee; however at the moment the Committee does not have a business plan which would be required to support any application. The lack of a business plan also results in some ambiguity for the future priorities for the Committee. Therefore, before any decisions about the future of the business and/or facility can be made, it is essential that the Committee has a well-thought out and articulated business plan. It will cost \$7,000 develop a business plan for Dowerin Community Childcare Inc. based on quotes received by the Committee.

The Committee has also submitted a funding application to Dowerin Events Management for the total of \$4,000 to fund majority of the Business Plan Project. The Dowerin Community Childcare Inc. has also committed \$1,500 as a co-contribution. The Committee is seeking a co-contribution of \$1,500 from Council for this project that will be essential for the Dowerin Community Childcare Inc. to ensure their ongoing financial sustainability.

#### Consultation

The Chair and a representative of Dowerin Community Childcare Inc. have met with the CEO and CEDC to discuss this project.

#### Financial Implications

Should Council support this request as per the Officer's recommendation, a co-contribution of \$1,500 will need to be included in the 2017/18 budget.

#### Risk Implications

An investment of \$1,500 from Council will assist Dowerin Community Childcare Inc. to understand the risks to their business and allow the Committee to manage any risks. Without a business plan, it is unlikely the Committee will be able to attract external funding for works that are essential for Lil' Tigers to provide an improved service or to be sustainable into the future.

The risk to Council and this community is that the childcare centre could cease to exist, creating a gap in a vital community service for Dowerin.

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

Strategic Community Plan:

Objective 1.6.4 - Continue to support the development of the Dowerin Community Child Care

#### Voting Requirements

Simple majority

**OFFICER RECOMMENDATION – ITEM 10.1.5**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RESOLVES TO CONSIDER SUPPORTING THE DOWERIN COMMUNITY CHILDCARE INC. TO DEVELOP A BUSINESS PLAN AND CONSIDER THE CONTRIBUTION OF \$1,500 FOR THIS PROJECT IN THE 2017/18 BUDGET.***

**COUNCIL DECISION – ITEM 10.1.5**

(2771) Moved: Cr D.P. Hudson                      Seconded: Cr A.J. Metcalf                      Carried: 6/0

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RESOLVES TO CONSIDER SUPPORTING THE DOWERIN COMMUNITY CHILDCARE INC. TO DEVELOP A BUSINESS PLAN AND CONSIDER THE CONTRIBUTION OF \$1,500 FOR THIS PROJECT IN THE 2017/18 BUDGET.***

### 10.1.6 DOWERIN DISTRICT MUSEUM MOU

Date:	18 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Adim Hajat; CEDC
Senior Officer:	Andrea Selvey, CEO
Attachment:	6. Draft Memorandum of Understanding (MoU) between the Shire of Dowerin and the Dowerin District Museum Committee

#### Summary

The Memorandum of Understanding clarifies the intent of the Shire of Dowerin and the Dowerin District Museum Committee in relation to the ongoing good governance and management of the Dowerin District Museum. The MOU articulates the roles and responsibilities

#### Background

The Dowerin District Museum is an unincorporated entity established in 1974. The Museum is managed by the Dowerin District Museum Committee (the Committee) consisting of a group of persons appointed to facilitate the day to day running and preservation of the collection at the Dowerin District Museum.

The museum is a non-profit, permanent institution which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment, specifically in connection with the Dowerin district for the purposes of education, study and enjoyment as defined by the International Committee of Museums - ICOM.

The Museum is located at 16 Cottrell Street and is usually open one day per month. The Shire currently provides these premises to the Museum at a peppercorn rental for the purposes of running the Dowerin District Museum and provides further support via building maintenance, building insurance and utilities.

#### Comment

The Shire and the Museum Committee representatives have discussed formalising the arrangement between the Shire and Museum and have developed an MOU which is presented in draft for Council consideration. The MoU outlines the roles and responsibilities of both parties, being the Shire of Dowerin and the Dowerin District Museum Committee. Under the proposed MoU, the key responsibilities of the Shire will be to provide the building inclusive of insurance, utilities and maintenance; insurance for the contents. The Museum Committee will be responsible for managing the collection and opening for visitors. The roles and responsibilities of both parties are fully detailed in the attached draft MoU for Council's consideration.

The MoU will guide activities that aim to make the Dowerin District Museum a sustainable, community driven Museum that appeals to and is accessible to all residents and visitors. It will ensure that Dowerin is told accurately as possible and that valuable local heritage is not lost for future generations.

The MOU would be valid for three years at which time it would be reviewed and may be extended by the mutual agreement of both parties. The MoU provides a single point of liaison between the Shire and the Committee, being the Community Development and Economic Coordinator.



Consultation

The Shire has consulted with representatives of the Dowerin Districts Museum Committee in preparing the MoU. The Committee is supportive of the proposed MoU.

Financial Implications

The Shire currently contributes to the Museum via use of a fully maintained building and insurance. The approx. annual cost, including the rental value of the premises, rates, insurance and utilities is approximately \$8,000 per annum. The MoU proposes a similar level of support, with the addition of including Museum volunteers under the Shire's Personal Accident insurance for volunteers. This additional support would not attract any additional cost. Therefore, the MoU will not have new or additional financial impact.

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Aligns with the Strategic Community Plan:

- *Objective 2.3: A Growing Tourism Industry – Communities unique identity, history and sense of place is promoted and supported.*

Voting Requirements

Simple majority

---

**OFFICER RECOMMENDATION – ITEM 10.1.6**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RESOLVES TO SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRE OF DOWERIN AND THE DOWERIN DISTRICT MUSEUM AND REVIEW THE MEMORANDUM OF UNDERSTANDING IN APRIL 2020.***

---

**COUNCIL DECISION – ITEM 10.1.6**

(2772) Moved: Cr D.P. Hudson

Seconded: Cr R.I Trepp

Carried: 6/0

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RESOLVES TO SIGN THE MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRE OF DOWERIN AND THE DOWERIN DISTRICT MUSEUM AND REVIEW THE MEMORANDUM OF UNDERSTANDING IN APRIL 2020.***

### 10.1.7 MUSEUM LAND PURCHASE

Date:	18 April 2017
Applicant:	Dowerin District Museum Committee
Location:	23 Hewitt Street, Minnivale
File Ref:	
Disclosure of Interest:	Nil
Author:	Adim Hajat, CEDC
Attachments:	7. Communication from Mr Keith Lethbridge

#### Summary

The Dowerin District Museum Committee seeks the support of the Shire of Dowerin to purchase the Minnivale Bakery for the purpose of maintaining the heritage of the area.

#### Background

The Dowerin District Museum Committee (DDMC) recognises the importance to maintain the heritage that surrounds the bakery at Minnivale. The land and bakery is currently owned privately by Mr Keith Lethbridge. The bakery building is no longer available and remaining features are the ovens that still stand, but only just.

The DDMC wrote to the owner 12 months ago in seeking a price for the land. The owner advised that it would be sold for \$15,000.

#### Comment

The Dowerin Strategic Community Plan lists “Communities unique identity, history and sense of place is promoted and supported”.

The Shire and the Museum committee have worked very closely to address many issues that pertain in purchasing this land for the purposes of maintaining the heritage of Dowerin.

The Museum committee visualizes that Minnivale compliments a Heritage Precinct. At present the Minnivale shop has been restored and used as a home, the Minnivale church, the Wheatbelt Heritage Rail Project Minnivale site is nearing completion and with the Minnivale Bakery being maintained it provides another attraction to explore the Minnivale community.

As an unincorporated body, the Dowerin District Museum Committee is unable to own property; therefore the Museum Committee is seeking Council support for the Shire to purchase the property on behalf of the Museum.

#### Consultation

- Dowerin District Museum Committee
- Mr Keith Lethbridge

#### Financial Implications

The Dowerin District Museum Committee will forward the funds to purchase the land at a total of \$15,000 to the Shire. The Shire’s contribution will be in the form of paying the conveyance which is approximately \$110 for land purchase. It should be noted that the current rates revenue from this property is approximately \$271 per annum. Should Council purchase this property on behalf of the Museum, the Shire will become responsible for payment of these rates.

The cost of maintenance of the land in regards to firebreaks and upkeep will be at the responsibility of the Museum Committee.

#### Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Aligns with the Strategic Community Plan:

- *Objective 2.3: A Growing Tourism Industry – Communities unique identity, history and sense of place is promoted and supported.*

Voting Requirements

Absolute majority

---

**OFFICER RECOMMENDATION – ITEM 10.1.7**

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

- 1. PURCHASE 23 HEWITT STREET MINNIVALE ON BEHALF OF THE DOWERIN DISTRICT MUSEUM;**
- 2. PROVIDE ONGOING FINANCIAL SUPPORT VIA PAYMENT OF RATES FOR THE PROPERTY; AND**
- 3. ABSORB THE COST OF CONVEYANCE FOR THE PURCHASE OF THE PROPERTY FOR THE DOWERIN DISTRICT MUSEUM.**

---

**COUNCIL DECISION – ITEM 10.1.7**

(2773)

Moved: Cr D.P. Hudson

Seconded: Cr R.I. Trepp

Carried: 6/0

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

- 1. PURCHASE 23 HEWITT STREET MINNIVALE ON BEHALF OF THE DOWERIN DISTRICT MUSEUM;**
- 2. PROVIDE ONGOING FINANCIAL SUPPORT VIA PAYMENT OF RATES FOR THE PROPERTY; AND**
- 3. ABSORB THE COST OF CONVEYANCE FOR THE PURCHASE OF THE PROPERTY FOR THE DOWERIN DISTRICT MUSEUM.**

10.1.8 FINANCE MANAGEMENT REVIEW AND PROBITY COMPLIANCE AUDIT –  
IMPLEMENTATION PLAN UPDATE

Date:	17 April 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	8. Financial Management Review and Probity Compliance Audit Report Implementation Plan Update

Summary

An update on actions arising from the Financial Management Review and Probity Compliance Audit is presented for Council review and consideration.

Background

At the October 2016 Ordinary Meeting of Council, it was resolved by Council:

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

- 1. RECEIVE THE PROBITY COMPLIANCE AUDIT REPORT IMPLEMENTATION PLAN;*
- 2. DIRECT THE CEO TO PROVIDE AN UPDATE ON PROGRESS AT THE ORDINARY MEETING OF COUNCIL IN APRIL 2017.*

In accordance with that resolution, the following and attached provides Council with an update on actions to implement the recommendations from the Probity Compliance Audit. One action was to combine the Financial Management Review actions with the Probity Compliance Audit actions, therefore this item deals with both matters.

Comment

29 of the actions have been either completed, 21 are in progress, 3 are ongoing and 5 have yet to be started. The most significant actions to have been achieved since the last update to Council in October 2016 include the following:

1. Implementation of the automated purchasing module on Synergysoft;
2. Bank Reconciliations module has been progressed and implementation is planned for early May;
3. The Code of Conduct has been reviewed and updated using WALGA's model for Council consideration at the April Council meeting;
4. The draft delegations register finalised and presented to Council;
5. Several policies have been developed and presented to Council;
6. Staff have undertaken a significant amount of training in financial management;
7. The Audit Regulation 17 for Risk Management was completed in December;
8. The Procurement Policy has been updated;
9. The Gift Register has been established;
10. A timetable for compliance has been developed (Compliance Calendar);

11. Councillors have completed several training modules and as modules are made available, these are offered to Councillors.

Consultation

Key staff have been consulted in preparing this agenda item.

Financial Implications

Whilst most of the recommendations do not have a direct financial cost, they are labour intensive to establish and require staff time in ongoing management. Council included \$50,000 for improved compliance and a new Governance position in the 2016/17 budget and staff aim to ensure actions can be progressed within that resource allocation.

Policy Implications

Nil

Statutory Implications

All actions are progressing compliance with the Local Government Act 1995 and associated regulations.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

---

**OFFICER RECOMMENDATION – ITEM 10.1.8**

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

- 1. RECEIVE THE UPDATE ON ACTIONS FROM THE FINANCIAL MANAGEMENT REVIEW AND PROBITY COMPLIANCE AUDIT REPORT IMPLEMENTATION PLAN;***
- 2. DIRECT THE CEO TO PROVIDE A FURTHER UPDATE ON PROGRESS AT THE ORDINARY MEETING OF COUNCIL IN JULY 2017.***

---

**COUNCIL DECISION – ITEM 10.1.8**

(2774) Moved: Cr A.J. Metcalf

Seconded: Cr R.I. Trepp

Carried: 6/0

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

- 1. RECEIVE THE UPDATE ON ACTIONS FROM THE FINANCIAL MANAGEMENT REVIEW AND PROBITY COMPLIANCE AUDIT REPORT IMPLEMENTATION PLAN;***
- 2. DIRECT THE CEO TO PROVIDE A FURTHER UPDATE ON PROGRESS AT THE ORDINARY MEETING OF COUNCIL IN JULY 2017.***

### 10.1.9 CODE OF CONDUCT

Date:	17 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	9. DRAFT Shire of Dowerin Code of Conduct

#### Summary

This item brings an updated Code of Conduct to Council as a draft policy for consideration. The officer's recommendation is to adopt the updated Code of Conduct for the Shire of Dowerin.

#### Background

Local Government Act 1995 - Sect 5.103 stipulates that every local government is to prepare or adopt a Code of Conduct to be observed by council members, committee members and employees. The Shire of Dowerin's Code of Conduct is out-dated and does not reflect recent changes to the legislative environment, for example in relation to gifts. The Probity Compliance Audit conducted by the Department of Local Government and Communities (DLGC) in July 2016 required that the Shire review the Code of Conduct. This item brings the updated Code of Conduct before Council for consideration.

#### Comment

The updated draft Code of Conduct makes a clear and defined link between the role and responsibilities of Council Members, Committee Members and Employees and the Local Government Act and associated Regulations. And while the intent remains not dissimilar to the original Code of Conduct, the legislative requirements are made more explicit. Specific changes are as follows:

1. The preamble, Statutory Environment, Rules of Conduct and Roles Council Members and Employees are now included to provide context.
2. Gifts – section 2.4 has been included to be consistent with new legislative requirements.
3. Under Clause 3 – Personal Benefit, new statements that provide greater depth to the matters relating to Use of Confidential Information and Intellectual Property and Improper or Undue Influence have been added.

The following clauses retain the same intent but have been reworded for clarity:

1. Clause 1.5 Relationships between Council Members and Employees;
2. Clause 2.3 Disclosure of Interest
3. Clause 4.6 Corporate Obligations

#### Statutory Implications

The Local Government Act 1995 – Section 5.103 stipulates that every local government is to prepare or adopt a Code of Conduct to be observed by council members, committee members and employees.

#### Policy Implications

Should Council adopt this updated Code of Conduct, it will be included in the Shire of Dowerin Policy

Manual and serve as a guide for future Council and staff actions and behavior.

Financial Implications

Nil

Risk Implications

A clear and explicit Code of Conduct provides clarity for Elected Members, Committee Members and Employees in relation to expected behaviours and conduct. It reduces the risk of behavior that is not consistent with statutory requirements and community standards.

Strategic Implications

Strategic Community Plan

Objective 4.2 – Strong Leadership and Governance

Voting Requirements

Simple Majority

---

**OFFICER RECOMMENDATION – ITEM 10.1.9**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 5.103 RESOLVES TO:***

- 1. ADOPT THE UPDATED SHIRE OF DOWERIN CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND EMPLOYEES FOR INCLUSION IN THE SHIRE OF DOWERIN POLICY MANUAL; AND***
- 2. REVIEW THE CODE OF CONDUCT ONCE EVERY TWO YEARS UNLESS LEGISLATIVE CHANGES REQUIRE MORE FREQUENT REVIEWS.***

---

**COUNCIL DECISION – ITEM 10.1.9**

(2775) Moved: Cr W.E. Coote

Seconded: Cr R.I Trepp

Carried: 6/0

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 5.103 RESOLVES TO:***

- 1. ADOPT THE UPDATED SHIRE OF DOWERIN CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND EMPLOYEES FOR INCLUSION IN THE SHIRE OF DOWERIN POLICY MANUAL WITH THE FOLLOWING AMENDMENT TO CLAUSE 2.1C:  
“COUNCIL MEMBERS, COMMITTEE MEMBERS AND EMPLOYEES WILL LODGE WRITEN NOTICE WITH THE CEO WITHIN ONE MONTH OF ENTERING A LAND TRANSACTION WITHIN THE LOCAL GOVERNMENT DISTRICT OF OR WHICH MAY OTHERWISE BE IN CONFLICT WITH THE COUNCILS FUNCTIONS (OTHER THAN PURCHASING THE PRINCIPAL PLACE OF RESIDENCE) BETWEEN THE PERIOD OF ANNUAL RETURNS;” AND***
- 2. REVIEW THE CODE OF CONDUCT ONCE EVERY TWO YEARS UNLESS LEGISLATIVE CHANGES REQUIRE MORE FREQUENT REVIEWS.***

**10.1.10 USE OF COUNCIL EQUIPMENT BY EMPLOYEES POLICY**

Date:	17 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	10. Draft Use of Council Equipment by Employees Policy

Summary

This item recommends that Council considers a policy that guides the use of Council equipment by employees be added to the Policy Manual.

Background

Policies are an essential component Council’s governance framework and provide:

- Consistency and transparency 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”. It is important to note that policies are not legislatively binding and when good reasons prevail and are documented, Council can override their own policies. Reports to Council must reference relevant policies as this provides guidance to Councillors in their deliberations on the matter in hand and information for residents.

Comment

The attached Use of Council Equipment by Employees draft Policy is presented in draft for Council consideration. The Shire has offered this benefit to staff for many years and is something that is valued by staff. However, it is in direct contradiction to the current and proposed Code of Conduct. Unless this benefit is offered as part of an employment contract, it is breach of the Code of Conduct. Via the proposed policy Council can offer use of equipment, within strict parameters, as a formal benefit of employment. This ensures staff can legitimately use equipment without breaching legislation.

Consultation

The Manager Assets and Works and Manager Finance and Corporate Services have been consulted.

The Finance Committee considered the draft policy at their meeting on 18 April and recommended that Council adopts the policy.

Financial Implications

The policy has been developed to ensure costs that may be incurred are the responsibility of the individual using the equipment, not the Shire. Therefore there should be minimal, if any, financial



impact.

Risk Implications

There are several risks to be considered. Without a policy in place, staff who borrow equipment and supervisors who authorise this activity can be challenged by the community and found to be in breach of the Code of Conduct and of the Local Government Act. This policy manages that risk.

The Risks associated with employees using equipment, such as the risk of injury, loss or damage to the equipment, have been dealt with in the proposed policy.

Policy Implications

Should Council adopt this policy, it will be included in the Shire of Dowerin Policy Manual and serve as a guide for future Council decisions and staff actions.

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:

Use of Council equipment by employees – Local Government Act 1995 Code of Conduct

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple Majority

---

**OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.10**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT ADOPTS THE "USE OF COUNCIL EQUIPMENT BY EMPLOYEES" POLICY.***

---

**COUNCIL DECISION – ITEM 10.1.10**

(2776) Moved: Cr R.I. Trepp

Seconded: Cr A.J. Metcalf

Carried: 6/0

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT ADOPTS THE "USE OF COUNCIL EQUIPMENT BY EMPLOYEES" POLICY.***

**10.1.11 SAFETY BONUS SCHEME POLICY**

Date:	17 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	11. Draft Safety Bonus Scheme Policy

Summary

This item recommends that Council considers a Safety Bonus Scheme policy to be added to the Policy Manual.

Background

Policies are an essential component Council’s governance framework and provide:

- Consistency and transparency 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”. It is important to note that policies are not legislatively binding and when good reasons prevail and are documented, Council can override their own policies. Reports to Council must reference relevant policies as this provides guidance to Councillors in their deliberations on the matter in hand and information for residents.

Comment

The attached Safety bonus scheme Policy is presented in draft for Council consideration. It is offered as part of a suite of initiatives that aims to improve safety and compliance with the requirement to complete OSH documents. Other initiatives in this suite are updated Position Descriptions that include OSH requirements, training and support for staff, inclusion in the annual performance review process, an OSH Committee and policies and procedures.

The Shire of Cunderdin offer a similar bonus scheme and have reported it has improved safety and compliance with OSH requirements.

Consultation

This draft policy has been considered and the concept approved by the Shire of Dowerin OSH Committee. The outside work crew have been consulted and asked to bring any ideas or concerns to the attention of the CEO, either directly or via their supervisor or Manager (both of whom are on the OSH Committee).

The Finance Committee considered the draft policy at their meeting on 18 April and recommended

that Council adopts the policy.

Financial Implications

This policy would result in a maximum of \$600 per annum bonus for each outside staff member (currently 14 staff would qualify). The total annual financial impact would be \$8400. Should Council resolve to approve this policy in principle, it would be presented for Council as part of the budget process and come into effect from 1 July 2017.

Risk Implications

There is a risk that OSH matters may not be reported. The Policy addresses this risk by stating that any employee found to be in breach of the Incident Reporting Requirements specified in the policy, in order to receive payment of this Safety Bonus, will be subject to disciplinary action.

Policy Implications

Should Council adopt these policies, they will be included in the Shire of Dowerin Policy Manual and serve as a guide for future Council decisions and staff actions.

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:

Safety bonus scheme policy - Occupational Safety and Health Act 1984

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple Majority

---

**OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.11**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO PROVIDE IN-PRINCIPLE SUPPORT FOR THE "SAFETY BONUS SCHEME" POLICY AND CONSIDER AN ALLOCATION TO IMPLEMENT THIS POLICY IN THE 2017/18 BUDGET.***

---

**COUNCIL DECISION – ITEM 10.1.11**

(2777) Moved: Cr D.P. Hudson

Seconded: Cr R.I. Trepp

Carried: 5/1

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO PROVIDE IN-PRINCIPLE SUPPORT FOR THE "SAFETY BONUS SCHEME" POLICY AND CONSIDER AN ALLOCATION TO IMPLEMENT THIS POLICY IN THE 2017/18 BUDGET.***

**10.1.12 ROAD NETWORK SUPPLIES IN EXCHANGE FOR WORK POLICY**

Date:	17 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	12. Draft Road Network Supplies from Landowners in Exchange for Work Policy

Summary

This item recommends that Council considers a Policy to ensure appropriate governance and control are in place for the exchange of work for Road network supplies from landowners.

Background

Policies are an essential component Council's governance framework and provide:

- Consistency and transparency 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". It is important to note that policies are not legislatively binding and when good reasons prevail and are documented, Council can override their own policies. Reports to Council must reference relevant policies as this provides guidance to Councillors in their deliberations on the matter in hand and information for residents.

Comment

The attached draft Policy is presented in draft for Council consideration. The current arrangements whereby landowners provide materials (i.e. gravel and sand) in exchange for minor works on their property have been in place for many years at the Shire and offer a 'win-win' for the Shire and for local landowners. However, there have been two occasions over the past 12 months where a landowner has contracted the Shire because they are not satisfied with the verbal agreement or believe they are at a disadvantage. As there is no clear policy or process, this can lead to different understandings of the arrangement. Furthermore, the current arrangements are not officially sanctioned by Council and therefore exposes staff to criticism or even worse, accusations of misconduct. This policy aims to bring consistency, transparency and protection for staff entering into such arrangements.

Consultation

The Assets and Works Manager has reviewed this policy.

The Finance Committee considered the draft policy at their meeting on 18 April and recommended that Council adopts the policy.

Financial Implications

This principles outlined in this policy are currently in place and factored into the budget; therefore there should be no change to the budget and have no financial implications.

Risk Implications

Arrangements of this nature without a sound policy and process in place to ensure transparency, equity and consistency can (and has) led to disputes with landowners. A lack of policy also exposes staff to criticism or possibly accusations of misconduct.

Policy Implications

Should Council adopt this policy they will be included in the Shire of Dowerin Policy Manual and serve as a guide for future Council decisions and staff actions relating to this matter.

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:

Draft Road network suppliers from landowners in exchange for work Policy - Sections 3.21 and 3.22 of the Local Government Act 1995.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple Majority

---

**OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.12**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT ADOPTS THE SHIRE OF DOWERN "ROAD NETWORK SUPPLIES FROM LANDOWNERS IN EXCHANGE FOR WORK" POLICY.***

---

**COUNCIL DECISION – ITEM 10.1.12**

(2778) Moved: Cr D.P. Husdon

Seconded: Cr A.J. Metcalf

Carried: 6/0

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT ADOPTS THE SHIRE OF DOWERN "ROAD NETWORK SUPPLIES FROM LANDOWNERS IN EXCHANGE FOR WORK" POLICY.***

**10.1.13 AUTHORISATION TO WRITE OFF INCORRECT RATE INTEREST DEBT POLICY**

Date: 17 April 2017  
Applicant: Shire of Dowerin  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Andrea Selvey, CEO

Summary

This item seeks Committee recommendation to Council authorise the Chief Executive Officer to write-off certain rates interest debts that are considered uncollectable.

Background

The Shire requires that all Rate Payers must elect their payment terms as follows;

- Pay in Full
- Instalment Plan x four instalments, or
- Payment Plan (complete plan with the Shire)

If none of the above options are acknowledged by the Rate Payer accounts will automatically accrue late interest at the rate of 11.00% per annum and is charged to the individual accounts monthly.

The rates of the Shire that remain outstanding will continue to accrue interest at the rate of 11.00% p.a. until the Ratepayer has paid the arrears in full.

Comment

In the 2016/17 financial year, administrative errors that have occurred that have resulted in interest being charged incorrectly. The Shire is rectifying these errors and as part of this process is seeking Council approval to write off debts from interest accrued incorrectly, noting that six accounts have been identified which range in value from \$1.69 to \$114.00.

Consultation

The Shire has consulted with ratepayers impacted. The Finance Committee considered this matter at their meeting on 18 April and recommended that Council approves this authorization.

Financial Implications

Making correction to incorrect raising of interest is an administrative correction and does not have a financial impact on the adopted budget as these amounts were not budgeted for.

Risk Implications

Incorrect processing of rates poses a significant reputational and financial risk to Council. Therefore, the Shire has engaged the services of IT Vision (our financial management software provider) to carry out a full health check on our rates system to ensure errors of this nature do not occur in future.

Policy Implications

Nil.

Statutory Implications

The Local Government Act 1995 section 6.12 allows a Council to write off any amount of money which is owed to the local government.

Strategic Implications

Nil

Voting Requirements

Absolute Majority

---

**OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.13**

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 6.12 OF THE LOCAL GOVERNMENT ACT RESOLVES THAT THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO WRITE OFF DEBTS RAISED AS A RESULT OF INCORRECT INTEREST ALLOCATIONS IN 2016/17.***

---

**COUNCIL DECISION – ITEM 10.1.13**

(2779) Moved: Cr D.P. Hudson

Seconded: Cr R.I. Trepp

Carried: 6/0

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 6.12 OF THE LOCAL GOVERNMENT ACT RESOLVES THAT THE CHIEF EXECUTIVE OFFICER BE AUTHORISED TO WRITE OFF DEBTS RAISED AS A RESULT OF INCORRECT INTEREST ALLOCATIONS IN 2016/17.***

**10.1.14 WHR SIDING LICENCE AND TRACK ACCESS AGREEMENT**

Date:	18 <sup>th</sup> April 2017
Applicant:	Shire of Dowerin – Wheatbelt Heritage Rail
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Chris Le Marshall, Project Manager, Wheatbelt Heritage Rail & Andrea Selvey, CEO
Attachment:	13. Siding Connection Agreement 14. Track Access Agreement

Summary

The item seeks Council’s ratification of two documents, being the Siding Connection Agreement and Track Access Agreement to allow the Wheatbelt Heritage Rail project to progress according to the 30<sup>th</sup> April deadline. The Officer’s Recommendation is that Council ratifies the signing of both documents.

Background

The Shire of Dowerin is progressing the Wheatbelt Heritage Rail Project with the aim of completing Phase 1A by 30<sup>th</sup> April 2017, the day of the opening at Minnivale. The Shire will then be in a position to fully acquit the Country Local Government Fund (Royalties for Regions program) grant to Council through the Department of Regional Development.

To finalise Phase 1A:

- the recently completed facility at Minnivale must be connected to the Brookfield Rail network; and
- Council’s AB diesel electric locomotive must travel from Forrestfield to Minnivale over the Brookfield Rail network.

To achieve those two objectives, a Siding Connection Agreement and a “one off” movement Track Access Agreement between Brookfield Rail and the Shire of Dowerin are required.

To meet the required schedule for acquittal of the grant by the end of April 2017, the two Agreements needed to be progressed in a timely manner.

The WHR Committee of Council has recommended approval of the Agreements and their timely execution. The CEO and the Shire President have signed the Agreements in order to meet the completion deadline and to comply with the requirement for submission of the documents to the Office of the National Rail Safety Regulator prior to any movement of the Shire’s AB locomotive and prior to use of the facility at Minnivale.

Comment

The Siding Connection Agreement and the “one off” movement Track Access Agreement will enable Brookfield Rail to undertake works to connect the facility at Minnivale to the Brookfield Rail Network and will enable the AB diesel electric locomotive to be moved from Forrestfield in Perth to Minnivale under Wheatbelt Heritage Rail’s Accreditation. Both elements are essential to acquit the Country Local Government Fund grant.



The facility at Minnivale has been completed with the requisite “fit for purpose” documentation having been accepted by the Office of the National Rail Safety Regulator. The “fit for purpose” documentation for the Shire’s AB diesel electric locomotive has also been accepted by the Office of the National Rail Safety Regulator.

#### Consultation

Extensive consultation has been undertaken with a Rolling Stock Engineer, Track Engineer, Brookfield Rail, Aurizon, the Office of the National Rail Safety Regulator, GEMCORAIL and Rail Heritage WA. The WHR Committee has endorsed both documents.

#### Financial Implications

All costs associated with the connection to the Brookfield Rail Network and the movement of the AB diesel electric locomotive are covered within the capital budget for the project.

#### Risk Implications

All risks and other elements associated with transfer of the AB diesel electric locomotive and use of the facility at Minnivale have been addressed in the Rolling Stock Transition Arrangements Plan and the Track Infrastructure Transition Arrangements Plan and have been assessed by the Office of the National Rail Safety Regulator. Both Plans have been subject to stringent review and approved by the Office of the National Rail Safety Regulator. The plans include the following:

- GEMCORAIL have undertaken a comprehensive mechanical and electrical inspection and service of the AB diesel electric locomotive.
- The locomotive has been certified as “fit for purpose” by GEMCORAIL and the documentation has been accepted by the Office of the National Rail Safety Regulator.
- Operationally, prior to every movement of the locomotive, a detailed daily inspection as per our Rail Safety Accreditation documentation is carried out by a qualified person.
- An independent engineer has undertaken a comprehensive onsite inspection of the Minnivale facility and the track at the facility has been certified as “fit for purpose”. The Office of the National Rail Safety Regulator has accepted that the Minnivale facility is “fit for purpose”.
- Insurance issues associated with the Minnivale facility and the “one off” movement Track Access Agreement have been resolved to the satisfaction of Council, Brookfield Rail and LGIS.

#### Policy Implications

Nil

#### Statutory Implications

All statutory obligations have been met including those prescribed in the Rail Safety National Law (WA) Act 2015 and the Rail Safety National Law (WA) Regulations 2015.

#### Strategic Implications

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 RECOMMENDATION – ITEM 10.1.14**

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RATIFY THE SIGNING OF THE SIDING CONNECTION AGREEMENT AND THE “ONE OFF” MOVEMENT TRACK ACCESS AGREEMENT.***

---

**COUNCIL DECISION – ITEM 10.1.14**

(2780) Moved: Cr W.E. Coote                      Seconded: Cr D.P. Hudson                      Carried: 6/0

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RATIFY THE SIGNING OF THE SIDING CONNECTION AGREEMENT AND THE “ONE OFF” MOVEMENT TRACK ACCESS AGREEMENT.***

**10.1.15 DEVELOPMENT APPLICATION FOR A CIVIC BUILDING (VOLUNTEER FIRE BRIGADE SHED) – RESERVE 10614 MEMORIAL AVENUE, DOWERIN**

Date:	17 April 2017
Applicant:	Shire of Dowerin
Location:	Portion of Lot 35, Memorial Avenue, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	15. Location Map 16. Site Plan 17. Floor & Electrical Plan 18. Elevations & Sections

Summary

Council is requested to consider an application for development approval for a civic building to be used by the Dowerin Volunteer Fire Brigade on Reserve 10614 Memorial Avenue, Dowerin.

This application is being referred to Council for determination as the current delegated authority register does not permit officers to make a determination in regard to development applications on land zoned 'Reserve'. The Officer's recommendation is to approve the development application.

Background

Reserve 10614 Memorial Avenue, Dowerin is 28.3838ha in area and contains existing civic buildings including the Dowerin District High School, Swimming Pool, Recreation Centre and ancillary buildings. The proposed fire shed is to be located on a vacant south-west portion of the reserve with frontage to Memorial Avenue directly adjacent to Dowerin District High School (Refer to Attachment 15).

The applicant, being the Shire of Dowerin has proposed the construction of a fire shed containing a meeting room and bathroom amenities to be a headquarters for the local volunteer fire brigade.

The building has an internal floor area of approximately 168m<sup>2</sup> and has a maximum ridge height of 6.4m which is the clearance height required to enable drive through access for the fire trucks that will be parked inside. The natural ground level is relatively flat and minimal earthworks required to establish a level building pad (Refer Attachment 16, 17 & 18).

The external walls and roof will be clad in colorbond with the main vehicle ingress and egress via a handstand apron driveway connecting to Memorial Avenue. The volunteer's private vehicles will access the site via the existing entry point to the site located to the east of the proposed building. There is ample vacant land to accommodate private vehicle parking in close proximity to the proposed building.

Comment

The need to encourage and promote fire brigade services is identified in the Shire of Dowerin Strategic Community Plan (Objective 2.3/Strategy 1.1.2) and the Corporate Business Plan (C1.2). The proposed fire shed on Reserve 10614 Memorial Avenue, Dowerin will assist in the volunteer fire brigade and the valuable service they provide for the community.

The proposed building is located in an existing established precinct of civic and community buildings where shared car parking facilities are available. It should be noted that there is the potential for noise impacts upon residential properties located nearby resulting from emergency sirens and alarms. However these noise impacts are expected to occur infrequently and for brief periods only.

The proposal is compatible with the existing use of the reserve which has been designated for civic land uses. The proposal is consistent with the objectives of the Shire's Local Planning Scheme No.2 and Local Planning Strategy.

Therefore, it is recommended that Council approve the application for a civic building (volunteer fire brigade shed) on Reserve 10614 Memorial Avenue, Dowerin.

#### Consultation

The Volunteer Bush Fire Brigade via the CBFCO, Deputy CBFCO and Assets and Works Manager have been involved in all discussions regarding the design proposed Fire Shed to ensure it meets operational requirements. The Dowerin District High School has been consulted as adjoining neighbours and are happy with the proposed location for the proposed Shed.

Dowerin Events Management have provided their support for the shed to be located on this site as it will provide a presence during the Field Days event. St John Ambulance Chair and Deputy Chair have been consulted to ensure avenues for collaboration and resource sharing should funding for a new St John Ambulance Shed be secured sometime in the future.

#### Financial Implications

The Shire has received a grant of \$241,120 and the cost of this project will cost \$266,000; therefore requiring a co-contribution of \$25,000 from Council. This co-contribution was considered and approved by Council at the Ordinary Meeting of Council on 28 February 2017. Therefore, the additional funding has been included in the Mid-Year Budget Review.

#### Risk Implications

Nil

#### Policy Implications

Nil

#### Statutory Implications

##### *LOCAL PLANNING SCHEME NO. 2*

Reserve 10614 Memorial Avenue, Dowerin is designated as a Reserve with an existing 'Civic' use under Local Planning Scheme No.2 (the Scheme). The proposed use is best described in Schedule 1 Part 6 c.38 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as a 'Civic Use' which is defined as follows:

***Civic use means premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes.***

#### LPS No. 2: Clause 3.4 – 'Use and Development of Local Reserves'

3.4.1 A person must not —

(a) use a Local Reserve; or

(b) commence or carry out development on a Local Reserve, without first having obtained planning approval under Part 9 of the Scheme.

It should be noted that Part 9 of the Scheme has now been superseded by the Planning and Development (Local Planning Scheme) Regulations 2015 (LPS Regs) and in particular, Part 7 – ‘Requirement for development approval’ of the ‘Deemed Provisions’.

3.4.2 In determining an application for planning approval the local government is to have due regard to—

- (a) the matters set out in Part 10 (clause 10.2 in particular);
- (b) the ultimate purpose intended for the Local Reserve; and
- (c) the Use Classes permitted in the Zoning Table. 3.4.3 In the case of land reserved for the purposes of a public authority, the local government is to consult with that authority before determining an application for planning approval.

It should be noted that Part 10 of the Scheme has been superseded by the *Planning and Development Regulations (Local Planning Schemes) 2015* and in particular, Clause 67 – ‘Matters to be considered by Local Government’. As outlined in Clause 67 the following matters are required to be taken into consideration when making a determination in regard to this application:

- *(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- *(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- *(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- *(n) the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;*
- *(s) the adequacy of —(i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, maneuvering and parking of vehicles;*
- *(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- *(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- *(zb) any other planning consideration the local government considers appropriate.*

#### Strategic Implications

Shire of Dowerin Local Planning Strategy 2013

The Shire of Dowerin Local Planning Strategy (the Strategy) identifies the need to consolidate services within existing Dowerin townsite. The proposed fire shed is located within the existing townsite and is consistent with the objectives of the Strategy which includes the following:

*Dowerin town will continue to provide modern and efficient services and amenities to challenge any larger urban centre.*

#### Voting Requirements

Simple Majority.

#### Officer Recommendation

**OFFICER RECOMMENDATION – ITEM 10.1.15**

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO LOCAL PLANNING SCHEME NO. 2 RESOLVES TO APPROVE THE DEVELOPMENT APPLICATION FOR A CIVIC BUILDING (VOLUNTEER FIRE BRIGADE SHED) ON RESERVE 10614 MEMORIAL AVENUE, DOWERIN, SUBJECT TO THE FOLLOWING CONDITIONS:**

**GENERAL CONDITIONS**

- 1. THE DEVELOPMENT HEREBY PERMITTED MUST SUBSTANTIALLY COMMENCE WITHIN TWO YEARS FROM THE DATE OF THIS DETERMINATION NOTICE;**
- 2. THE DEVELOPMENT HEREBY PERMITTED TAKING PLACE IN ACCORDANCE WITH THE APPROVED PLANS DATED 26 APRIL 2017;**
- 3. THE STORMWATER SHALL BE DISCHARGED IN A MANNER SO THAT THERE IS NO DISCHARGE ONTO THE ADJOINING PROPERTIES TO THE SATISFACTION OF THE LOCAL GOVERNMENT;**
- 4. OUTDOOR LIGHTING IS TO BE DESIGNED, BAFFLED AND LOCATED TO PREVENT ANY INCREASE IN LIGHT SPILL ONTO THE ADJOINING PROPERTIES.**

**CONDITIONS TO BE MET PRIOR TO OCCUPATION**

- 5. PRIOR TO THE OCCUPATION OF THE DEVELOPMENT, VEHICLE CROSSOVER(S) SHALL BE CONSTRUCTED TO THE SPECIFICATION AND SATISFACTION OF THE LOCAL GOVERNMENT;**
- 6. PRIOR TO OCCUPATION, THE DEVELOPMENT HEREBY PERMITTED SHALL BE CONNECTED TO AN APPROVED EFFLUENT DISPOSAL SYSTEM;**

**CONDITIONS REQUIRING ONGOING COMPLIANCE**

- 7. THE ON-SITE DRAINAGE SYSTEM SHALL BE MAINTAINED ON AN ONGOING BASIS TO THE SATISFACTION OF THE LOCAL GOVERNMENT.**

**ADVICE NOTES:**

- NOTE 1:** If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.
- NOTE 2:** Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- NOTE 3:** If an applicant is aggrieved by this determination there is a right of appeal under the *Planning and Development Act 2005*. An appeal must be lodged with the State Administrative Tribunal within 28 days of the determination.
- NOTE 4:** A Building Permit being obtained prior to the commencement of any building works and an Occupancy Permit is to be obtained prior to the use of the building.

**COUNCIL DECISION – ITEM 10.1.15**

(2781) Moved: Cr D.P. Hudson

Seconded: Cr L.G. Hagboom

Carried: 6/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO LOCAL PLANNING SCHEME NO. 2 RESOLVES TO APPROVE THE DEVELOPMENT APPLICATION FOR A CIVIC BUILDING (VOLUNTEER FIRE BRIGADE SHED) ON RESERVE 10614 MEMORIAL AVENUE, DOWERIN, SUBJECT TO THE FOLLOWING CONDITIONS:**

**GENERAL CONDITIONS**

- 1. THE DEVELOPMENT HEREBY PERMITTED MUST SUBSTANTIALLY COMMENCE WITHIN TWO YEARS FROM THE DATE OF THIS DETERMINATION NOTICE;**
- 2. THE DEVELOPMENT HEREBY PERMITTED TAKING PLACE IN ACCORDANCE WITH THE APPROVED PLANS DATED 26 APRIL 2017;**
- 3. THE STORMWATER SHALL BE DISCHARGED IN A MANNER SO THAT THERE IS NO DISCHARGE ONTO THE ADJOINING PROPERTIES TO THE SATISFACTION OF THE LOCAL GOVERNMENT;**
- 4. OUTDOOR LIGHTING IS TO BE DESIGNED, BAFFLED AND LOCATED TO PREVENT ANY INCREASE IN LIGHT SPILL ONTO THE ADJOINING PROPERTIES.**

**CONDITIONS TO BE MET PRIOR TO OCCUPATION**

- 5. PRIOR TO THE OCCUPATION OF THE DEVELOPMENT, VEHICLE CROSSOVER(S) SHALL BE CONSTRUCTED TO THE SPECIFICATION AND SATISFACTION OF THE LOCAL GOVERNMENT;**
- 6. PRIOR TO OCCUPATION, THE DEVELOPMENT HEREBY PERMITTED SHALL BE CONNECTED TO AN APPROVED EFFLUENT DISPOSAL SYSTEM;**

**CONDITIONS REQUIRING ONGOING COMPLIANCE**

- 7. THE ON-SITE DRAINAGE SYSTEM SHALL BE MAINTAINED ON AN ONGOING BASIS TO THE SATISFACTION OF THE LOCAL GOVERNMENT.**

**ADVICE NOTES:**

- NOTE 1:** If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.
- NOTE 2:** Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.
- NOTE 3:** If an applicant is aggrieved by this determination there is a right of appeal under the *Planning and Development Act 2005*. An appeal must be lodged with the State Administrative Tribunal within 28 days of the determination.
- NOTE 4:** A Building Permit being obtained prior to the commencement of any building works and an Occupancy Permit is to be obtained prior to the use of the building.

## 10.2 FINANCE REPORT

### 10.2.1 FINANCE REPORT – APRIL 2017

Date:	12 APRIL 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Ina Edwardson – Finance and Corporate Services Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	19. Monthly Financial Activity Statements – March 2017

#### Summary

The financial statements for the period 01 March 2017 to 31 March 2017 are presented for Council review.

#### 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. The statements have been prepared in AAS27 format in accordance with FMR Reg 35.

#### 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:

- Statement of Financial Activity – Statutory Reporting Program

This report provides 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 31 March 2017 is as detailed in the financial statements at Note 7.

Consultation

The Finance Committee considered the Monthly Financial Activity Statements March 2017 at their meeting on 18 April 2017. The Finance Committee noted that the Graph on page 5 does not align with figures. This will be investigated.

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

Nil

Voting Requirements

Simple Majority

---

**OFFICER AND COMMITTEE 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 31 MARCH 2017.***

---

**COUNCIL DECISION – ITEM 10.2.1**

(2782) Moved: Cr R.I. Trepp                      Seconded: Cr D.P. Hudson                      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 31 MARCH 2017.***

### 10.2.2 ACCOUNTS FOR PAYMENT – 5 MARCH 2017 TO 4 APRIL 2017

Date:	12 APRIL 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Ina Edwardson – Finance and Corporate Services 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 is now presented to Council.

#### 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.

#### Consultation

The Finance Committee considered this list of payment at their meeting on 18 April 2017 and noted that several payments required the contras to be included. This will be amended.

#### 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 AND COMMITTEE RECOMMEDATION – ITEM 10.2.2**

***THAT COUNCIL, BY SIMPLE MAJORITY PURSUANT TO REG 12 & 13 OF 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 MARCH 2017 TO 4 APRIL 2017.***

**COUNCIL DECISION – ITEM 10.2.2**

(2783) Moved: Cr D.P. Hudson      Seconded: Cr R.I. Trepp      Carried: 6/0

***THAT COUNCIL, BY SIMPLE MAJORITY PURSUANT TO REG 12 & 13 OF 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 MARCH 2017 TO 4 APRIL 2017.***

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

DIRECT DEBIT PAYMENTS					
DD	Date	Name	Description	Amount	Contra
9	21-03-2017	PUMA ENERGY	MARCH FUEL USAGE	-1915.86	
<b>TOTAL</b>				<b>-\$1,915.86</b>	
EFT PAYMENTS					
EFT	Date	Name	Description	Amount	Contra
EFT4643	08-03-2017	AUSQ TRAINING	STAFF TRAINING - TRAFFIC MANAGEMENT REFRESHER COURSE (GROUP BOOKING)	-1000.00	
EFT4644	08-03-2017	AVON WASTE	RUBBISH COLLECTION	-2362.92	2362.92
EFT4645	08-03-2017	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES - DEBT RECOVERY EXPENSES	-11476.46	11476.46
EFT4646	08-03-2017	ADVANCED AUTOLOGIC PTY LTD	LUBRICANTS - GREASE & SUPER SOAK	-398.00	
EFT4647	08-03-2017	CHILD SUPPORT AGENCY	Payroll deductions	-358.00	358.00
EFT4648	08-03-2017	BOYNES SPRINGS	WHR - 8 COMPRESSION SPRINGS	-391.60	391.60
EFT4649	08-03-2017	COMMERCIAL HOTEL DOWERIN	WHR - ACCOMODATION & MEALS	-434.00	434.00
EFT4650	08-03-2017	CONTRACT AQUATIC SERVICES	POOL - FEB & MARCH MANAGEMENT FEE (AS PER CONTRACT)	-24640.00	
EFT4651	08-03-2017	CHUBB INSURANCE AUSTRALIA	INSURANCE - EXCESS FOR CLAIM 28509 - LEGAL REPRESENTATION OF COUNCILLORS & STAFF IN CCC PUBLIC HEARING	-5000.00	
EFT4652	08-03-2017	DOWERIN ENGINEERING WORKS	POOL GRANT - MAKE & INSTALL RAILING FOR POOL WITH ACCESS GATE	-2618.11	2618.11
EFT4653	08-03-2017	DOWERIN COMMUNITY RESOURCE CENTRE	LIBRARY - QUARTERLY CONTRACT FEE 1/1/17 - 31/3/17	-1250.00	
EFT4654	08-03-2017	DRACO AIR	HACC BUILDING MAINTENANCE - REPAIRS TO AIR CONDITIONING UNIT	-2342.77	
EFT4655	08-03-2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL - QUARTER 3 CONTRIBUTION	-12162.30	12162.30
EFT4656	08-03-2017	SHIRE OF GOOMALLING	AREA PROMOTION - CONTRIBUTION TO PIONEER PATHWAY 2016/17	-1650.00	
EFT4657	08-03-2017	HOLBERTON EARTHMOVING	WHR - HIRE OF LOADER	-968.00	968.00
EFT4658	08-03-2017	JASON SIGNMAKERS	ROAD/TRAFFIC SIGNS - VARIOUS (36)	-2550.57	
EFT4659	08-03-2017	KENNARDS HIRE PTY LTD	DOWERIN KOORDA RD - EXCAVATOR HIRE (1 WEEK). TRAFFIC LIGHT HIRE	-2100.00	
EFT4660	08-03-2017	STATE LIBRARY OF W A	LIBRARY - FREIGHT	-301.22	
EFT4661	08-03-2017	Local Government Appointments	ADMIN/OTHER COSTS - TEMP RATES OFFICER (MISSED PAYMENT FROM AUGUST)	-1309.28	
EFT4662	08-03-2017	IXOM OPERATIONS PTY LTD	POOL - CHLORINE SERVICE FEE 01/02/17 - 28/01/17	-76.38	
EFT4663	08-03-2017	WORKWEAR GROUP PTY LTD	UNIFORMS - BRADDON & BEGLEY	-552.16	
EFT4664	08-03-2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - MONTHLY FEE FOR DAILY MONITORING & MANAGEMENT OF DISASTER RECOVERY OPTIONS.	-85.00	
EFT4665	08-03-2017	PARKSTON INDUSTRIAL PARK PTY LTD	WHR - MINNIVALE RAIL YARD TURNOUTS	-4400.00	4400.00
EFT4666	08-03-2017	SUNNY INDUSTRIAL BRUSHWARE	D023 STREET SWEEPER - REFURBISH SIDE BROOM 20cm BRISTLE LENGTH	-180.40	
EFT4667	08-03-2017	TUDOR HOUSE	COMMUNITY EVENTS - PVC BANNER	-144.50	

MINUTES OF ORDINARY MEETING OF COUNCIL – 26 APRIL 2017

EFT4668	08-03-2017	TRUE PLUMBING AND GAS	PUBLIC TOILETS - PUBLIC MALE TOILETS BLOCKED	-460.90	
EFT4669	08-03-2017	WESFARMERS KLEENHEAT GAS	HACC - YEARLY GAS RENTAL FEE	-75.90	
EFT4670	08-03-2017	WESTRAC EQUIPMENT	D007 GRADER - REPAIRS TO OPERATORS SEAT	-1702.99	
EFT4671	08-03-2017	REBECCA WINDSOR	GYM INDUCTIONS - K.HATHAWAY	-20.00	20.00
EFT4673	23-03-2017	ARROW BRONZE	WALL PLAQUES - UNDERWOOD	-445.44	445.44
EFT4674	23-03-2017	AUSQ TRAINING	STAFF TRAINING - TRAFFIC MANAGEMENT REFRESHER COURSE	-1299.00	
EFT4675	23-03-2017	AVON WASTE	RUBBISH COLLECTION - WASTE & RECYCLING	-2362.92	2362.92
EFT4676	23-03-2017	ALISON BEGLEY	UNIFORMS - REIMBURSEMENT FOR UNIFORM COSTS	-329.54	
EFT4677	23-03-2017	COUNTRY COPIERS	PRINTER - SERVICE/METER READING	-3324.38	
EFT4678	23-03-2017	DOWERIN IGA EXPRESS	ADMIN OFFICE - MILK, TEABAGS. DEPOT - COFFEE. COUNCIL REFRESHMENTS.	-130.01	
EFT4679	23-03-2017	DOWERIN ENGINEERING WORKS	DOWERIN KOORDA RD - RIO BAR FOR CULVERTS	-20.68	
EFT4680	23-03-2017	DOWERIN DESPATCH	ADVERTISING - ANNUAL ELECTORS MEETING, REVIEW OF LOCAL LAWS, NOTICE OF PUBLIC HEARING, EXTRAORDINARY ELECTION	-226.50	
EFT4681	23-03-2017	DOWERIN TYRE AND EXHAUST	D003 MITSUBISHI TRUCK - PUNCTURE REPAIR. D031 TRAILER - PUNCTURE REPAIR. OD TERRITORY - 2x TYRES. D012 LOADER - PUNCTURE REPAIR.	-540.00	
EFT4682	23-03-2017	DOWERIN & DISTRICTS FARM SHED	POOL - CAMERAS IN USE SIGN, CAMLOCK & BUSH. WORKS CLOTHING - SAFETY BOOTS.	-187.35	
EFT4683	23-03-2017	DOWERIN ROADHOUSE	HACC - MEALS ON WHEELS	-312.00	312.00
EFT4684	23-03-2017	EASTERN HILLS SAWS & MOWERS	OVALS - MOWER BLADES	-66.00	
EFT4685	23-03-2017	ALEX EADES	WHR - 3 UHF RADIOS	-525.00	525.00
EFT4686	23-03-2017	GBS RAILROAD AND MINING SERVICES	WHR - REFURBISHMENT/EXCHANGE OF FUEL INJECTORS	-792.00	792.00
EFT4687	23-03-2017	JR & A HERSEY	OHS - EAR PLUGS	-53.35	
EFT4688	23-03-2017	HILTI	WHR - BOLTS & CHEMIBOND	-290.26	290.26
EFT4689	23-03-2017	JK WILLIAMS & CO	HACC GARDENING - MOWER, HACC OFFICE - VACUUM CLEANER, ADMIN OFFICE - FRIDGE. HACC OFFICE - FRIDGE. WHR - TRACK HARDWARE. VARIOUS OTHER SUNDRIES	-3749.63	
EFT4690	23-03-2017	JOELECTRICS	4 O'LOGHLEN ST - AIR CON REPAIRS	-792.02	
EFT4691	23-03-2017	KENNARDS HIRE PTY LTD	DOWERIN KOORDA RD - TRAFFIC LIGHT HIRE x2 05/03/2017 - 08/03/2017	-990.00	
EFT4692	23-03-2017	KEY SOURCE RAIL PTY LTD	WHR - 67044BA & 67045BA RAIL FORMS	-418.00	418.00
EFT4693	23-03-2017	LINQAGE INTERNATIONAL	WHR - EXPENSES INCURRED FOR BASSENDEAN WORKS	-1391.16	1391.16
EFT4694	23-03-2017	MEX MAINTENANCE EXPERTS PTY LTD	WHR - WORK CONTROL PACKAGE	-880.00	880.00
EFT4695	23-03-2017	MCG ARCHITECTS PTY LTD	STA - CONTRACT ADMINISTRATION & SITE VISIT	-4840.00	4840.00
EFT4696	23-03-2017	TAMMY MANN	WORKS - MDL RENEWAL	-41.80	
EFT4697	23-03-2017	PRESSFORM ENGINEERING PTY LTD	WHR- 4x FISH PLATES	-220.00	220.00
EFT4698	23-03-2017	WORKWEAR GROUP PTY LTD	UNIFORMS - BEGLEY	-64.90	
EFT4699	23-03-2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - SET UP FM PROFILE FOR INA. REPAIRS TO SCANNING FUNCTION. SET UP TWO USERS FOR CITY OF NEDLANDS. MEET WITH CITY OF NEDLANDS TO DISCUSS CONSULTANCY IDEAS	-637.50	
EFT4700	23-03-2017	PARKSTON INDUSTRIAL PARK PTY LTD	WHR - CONCRETE PIT WORKS AT BASSENDEAN RAIL CENTRE	-4400.00	4400.00

MINUTES OF ORDINARY MEETING OF COUNCIL – 26 APRIL 2017

EFT4701	23-03-2017	QUICK CORPORATE AUSTRALIA PTY LTD	HACC STATIONERY - BISCUITS & TONER (8). ADMIN - COFFEE, BISCUITS, MANILA FOLDERS, KEYBOARD, MOUSE, PAPER, PENS, PROTECTOR SHEETS, CLIPS.	-1795.12	
EFT4702	23-03-2017	GAVIN RICKWOOD	WORKS- MDL RENEWAL	-41.80	
EFT4703	23-03-2017	SAFE AVON VALLEY	ANIMAL CONTROL - CATS IMPOUNDED (4)	-240.00	
EFT4704	23-03-2017	TMR Consulting Services	REGULATIONS/COMPLIANCE - ASSISTANCE WITH STRATEGIC COMMUNITY PLAN	-4375.00	
EFT4705	23-03-2017	TERPKOS ENGINEERING	STA - CONTRACT ADMINISTRATION & SITE VISIT 23/02/2017	-2772.00	2772.00
EFT4706	23-03-2017	TEST & TAG	STAFF TRAINING - TEST & TAG COURSE FOR MISTY RICHARDS	-495.00	
EFT4707	23-03-2017	IT VISION	STAFF TRAINING - RATES & PROPERTY ESSENTIALS, INTERIM RATING & SUBDIVISIONS, PENSIONERS & SENIORS (R.HATHAWAY & E.HARDY)	-4200.90	
EFT4708	23-03-2017	MD & RC WINDSOR	SHIRE OFFICE MAINTENANCE - CHANGE DOOR LOCKS	-55.00	
EFT4709	23-03-2017	Western Australian Treasury Corporation	LOAN 99 STA - LOAN REPAYMENT	-26585.24	
EFT4710	23-03-2017	REBECCA WINDSOR	GYM INDUCTIONS - G.STUBNA. WRIGHT.	-40.00	40.00
EFT4711	28-03-2017	SOLUTION4BUILDING	STA - PROGRESS CLAIM	-104694.15	104694.15
EFT4712	20-03-2017	AUSTRALIAN TAX OFFICE	Payment of February Bas 2017	-10548.00	
EFT4713	30-03-2017	AVON WASTE	RUBBISH COLLECTION	-2362.92	2362.92
EFT4714	30-03-2017	CHILD SUPPORT AGENCY	Payroll deductions	-358.00	358.00
EFT4715	30-03-2017	Building & Health Surveying Services	EHO - MARCH CONTRACT PAYMENT	-4357.48	
EFT4716	30-03-2017	COMMERCIAL HOTEL DOWERIN	WHR - 1 NIGHTS ACCOMODATION & MEALS FOR 2 PEOPLE (STEVE COXALL & BARRY DONKIN)	-150.00	150.00
EFT4717	30-03-2017	LANDGATE	REGS/COMPLIANCE - EXTRACTION END PROVISION AERIAL IMAGERY	-536.80	
EFT4718	30-03-2017	D & D Transport	MACHINERY CARTAGE OF ROLLER FROM SHERRIN'S KELMSCOTT TO BOORALAMMING WEST ROAD	-1221.00	
EFT4719	30-03-2017	JASON SIGNMAKERS	SIGNS - 18 RURAL ROAD NUMBER SIGNS FOR JONES ST	-366.30	
EFT4720	30-03-2017	KENNARDS HIRE PTY LTD	DOWERIN KOORDA RD - HIRE OF TRAFFIC LIGHTS 09/03 - 10/03	-770.00	
EFT4721	30-03-2017	LINQAGE INTERNATIONAL	UNDERTAKE TRACK INSPECTION BY BOB VANSELOW TRAVEL AND ACCOMMODATION EXPENSES	-2748.62	2748.62
EFT4722	30-03-2017	MANHEIM	WHR - 10x 5X BOGIES	-5000.00	5000.00
EFT4723	30-03-2017	NAVSDRON PTY LTD	REGS/COMPLIANCE - FINANCIAL ASSISTANCE NOV-JAN	-6425.54	
EFT4724	30-03-2017	RURAL RANGER SERVICES	ANIMAL CONTROL - IMPOUND STRAY CATS	-711.85	
EFT4725	30-03-2017	ANDREA SELVEY	CEO TRANSITION - REIMBURSEMENT FOR 50% OF MOVING COSTS (2/2) AS PER CONTRACT (CLAUSE 5.9)	-1675.00	
EFT4726	30-03-2017	Sherrin Rentals	DOWERIN KOORDA RD - HIRE OF 15T ROLLER	-1521.85	
EFT4727	30-03-2017	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	D012 LOADER, D005 HINO TRUCK, D014 ROLLER - ELECTRICAL & AIR CON REPAIRS	-355.45	
EFT4728	30-03-2017	WA LOCAL GOVERNMENT ASSOCIATION	MEMBERS TRAINING - FINANCIAL REPORTS & BUDGET A.METCALF	-265.00	
EFT4729	30-03-2017	MD & RC WINDSOR	3/13 STACY ST - REPAIRS TO FLYWIRE & TOWEL RAIL	-110.00	
EFT4730	30-03-2017	REBECCA WINDSOR	GYM INDUCTIONS - HEILERS	-20.00	20.00
EFT4731	30-03-2017	YORK SWIMMING CLUB	KIDSPORT - YORK SWIMMING CLUB	-400.00	400.00
<b>TOTAL</b>				-	
				\$295,538.92	\$170,613.86

MINUTES OF ORDINARY MEETING OF COUNCIL – 26 APRIL 2017

<b>EFT PAYMENTS</b>					
<b>CHQ</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
10290	08-03-2017	AUSTRALIA POST	POSTAGE - POST BOX RENEWAL	-31.00	
10291	08-03-2017	COURIER AUSTRALIA	FREIGHT - WATER SAMPLES	-10.68	
10292	08-03-2017	STEVEN GEERDINK	WORKS - MDL RENEWAL REIMBURSEMENT	-41.80	
10293	08-03-2017	LGRCEU	Payroll deductions	-38.80	38.80
10294	08-03-2017	SHIRE OF NORTHAM	WHR - MEETING ROOM HIRE 07/03/2017	-30.00	30.00
10295	08-03-2017	SYNERGY	DCC - ELECTRICITY USAGE	-1341.05	
10296	08-03-2017	TELSTRA	ADMIN/HACC/DEPOT/POOL LINES - TELEPHONE USAGE	-1815.98	
10297	23-03-2017	COURIER AUSTRALIA	LIBRARY - FREIGHT	-40.58	
10298	23-03-2017	COMMISSIONER OF POLICE	WORKS - FIRE ARM LICENSE	-122.00	
10299	23-03-2017	LGRCEU	Payroll deductions	-38.80	
10300	23-03-2017	SYNERGY	COUNCIL BUILDINGS & PROPERTIES - ELECTRICITY USAGE	-11693.85	
10301	23-03-2017	TELSTRA	TELEPHONE USAGE - CEO/FM/WM/WORKS MOBILES	-279.94	
10302	23-03-2017	WATER CORPORATION	SHIRE PROPERTIES/BUILDINGS - WATER USAGE	-229.28	
10303	23-03-2017	WESTNET PTY LTD	INTERNET USAGE - HACC & DEPOT	-109.90	
10304	30-03-2017	COURIER AUSTRALIA	FREIGHT	-54.08	
10305	30-03-2017	SYNERGY	DCC - ELECTRICITY USAGE	-1478.65	
10306	30-03-2017	TELSTRA	ADMIN OFFICE/HACC/POOL/DEPOT - TELEPHONE USAGE	-1561.82	
<b>TOTAL</b>				-\$18,918.21	\$68.80
<b>SUPER PAYMENTS</b>					
<b>DD</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
DD9497.1	08-03-2017	WA SUPER	Payroll deductions	-3287.36	
DD9497.2	08-03-2017	AUSTRALIAN CATHOLIC & SUPERANNUATION RETIREMENT FUND	Superannuation contributions	-25.26	
DD9497.3	08-03-2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-93.05	
DD9497.4	08-03-2017	Australian Super	Superannuation contributions	-564.65	
DD9497.5	08-03-2017	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-223.53	
DD9497.6	08-03-2017	MLC NOMINEES PTY LTD	Superannuation contributions	-542.39	
DD9497.7	08-03-2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30	
DD9497.8	08-03-2017	CBUS	Superannuation contributions	-161.71	
DD9497.9	08-03-2017	PRIME SUPER	Superannuation contributions	-192.49	
DD9506.1	22-03-2017	WA SUPER	Payroll deductions	-3350.37	
DD9506.2	22-03-2017	AUSTRALIAN CATHOLIC & SUPERANNUATION RETIREMENT FUND	Superannuation contributions	-10.40	
DD9506.3	22-03-2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-76.66	
DD9506.4	22-03-2017	Australian Super	Superannuation contributions	-564.64	
DD9506.5	22-03-2017	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-223.53	

MINUTES OF ORDINARY MEETING OF COUNCIL – 26 APRIL 2017

DD9506.6	22-03-2017	MLC NOMINEES PTY LTD	Superannuation contributions	-505.10	
DD9506.7	22-03-2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30	
DD9506.8	22-03-2017	CBUS	Superannuation contributions	-161.70	
DD9506.9	22-03-2017	PRIME SUPER	Superannuation contributions	-192.49	
DD9497.10	08-03-2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-116.01	
DD9497.11	08-03-2017	HOSTPLUS	Superannuation contributions	-65.43	
DD9497.12	08-03-2017	CHILDCARE SUPER	Superannuation contributions	-11.85	
DD9497.13	08-03-2017	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
DD9506.10	22-03-2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-109.80	
DD9506.11	22-03-2017	HOSTPLUS	Superannuation contributions	-62.14	
DD9506.12	22-03-2017	CHILDCARE SUPER	Superannuation contributions	-43.09	
DD9506.13	22-03-2017	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
<b>TOTAL</b>				<b>-\$10,864.43</b>	
<b>PAYROLL PAYMENTS</b>					
<b>PAYS</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
PAYS0803	08-03-2017	Payroll Direct Debit of Net Pays		48653.23	
PAYS2203	22-03-2017	Payroll Direct Debit of Net Pays		47180.10	
PAYS2303	23-03-2017	Payroll Direct Debit of Net Pays		170.48	
<b>TOTAL</b>				<b>\$96,003.81</b>	
<b>MUNICIPAL TOTALS</b>					
				<b>Amount</b>	<b>Contra</b>
DIRECT DEBITS				-\$1,915.86	
EFT TRANSACTIONS				-	
				\$295,538.92	\$167,465.24
CHEQUES				-\$18,918.21	\$68.80
SUPER PAYMENTS				-\$10,864.43	
PAYROLL PAYMENTS				\$96,003.81	
<b>TOTAL</b>				<b>-</b>	<b>\$167,534.04</b>
				<b>\$231,233.61</b>	



## 10.3 MINUTES TO BE RECEIVED

### 10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	18 April 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	20. Wheatbelt Heritage Rail Committee Meeting (Unconfirmed), 4 <sup>th</sup> April 2017 21. Bush Fire Advisory Committee Meeting (Unconfirmed), 5 <sup>th</sup> April 2017 22. Finance Committee Meeting (Unconfirmed), 18 <sup>th</sup> April 2017

#### 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 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), 4<sup>TH</sup> APRIL 2017;***
  - b. BUSH FIRE ADVISORY COMMITTEE MEETING (UNCONFIRMED), 5<sup>TH</sup> APRIL 2017;***  
***AND***
  - c. FINANCE COMMITTEE MEETING (UNCONFIRMED), 18<sup>TH</sup> APRIL 2017.***

**COUNCIL DECISION – ITEM 10.3.1**

(2784) Moved: Cr D.P. Hudson                      Seconded: Cr W.E. 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), 4<sup>TH</sup> APRIL 2017;**
  - b. BUSH FIRE ADVISORY COMMITTEE MEETING (UNCONFIRMED), 5<sup>TH</sup> APRIL 2017;  
AND**
  - c. FINANCE COMMITTEE MEETING (UNCONFIRMED), 18<sup>TH</sup> APRIL 2017.**

- 11. NEW BUSINESS OF AN URGENT NATURE**
- 12. ELECTED MEMBERS MOTIONS**
- 13. CONFIDENTIAL ITEMS**
- 14. CLOSURE OF MEETING**

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 4.30pm

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

.....

**D.E. Metcalf**

**PRESIDENT**

.....

**Date**