



**MINUTES
OF MEETING
HELD ON
23 MAY 2017
3.00PM**

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3.00pm

1.2 OBITUARIES

Barry (Spike) Morrell

Wallace Kelly Jones

Beryl Westphal

Val Avery

Alison Silver

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	Town Ward
W.E. Coote	Deputy President	Rural North Ward
T.A. Jones		Rural North Ward
R.I. Trepp		Rural South Ward
L.G. Hagboom		Rural South Ward
B.N. Walsh		Town Ward
D.P. Hudson		Town Ward
A.J. Metcalf		Town Ward
A.J. Selvey	Chief Executive Officer	
I.P. Edwardson	Finance Manager	
S.F. Geerdink	Works Manager	
E.L. Richard	Council Liaison/Recorder	

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

2.4 GUESTS

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

Question from Ben Woods, Unit 17 Villa Marie, 173 Lesmurdie Road, Lesmurdie. Submitted in writing prior to the meeting.

Question: *Could the Dowerin Shire Council give deep consideration in placing the Minnivale Church*

onto the Heritage Listings for the District?

Response: *The CEO is currently investigating the development of a Local Government Inventory (also known as a ‘Municipal’ Inventory). A local government inventory is essentially a survey of heritage places in the local district, and is used as the basis of informed local conservation strategies. The purposes of an inventory can be summarised as:*

- *to provide a cultural and historic record of the local district;*
- *to determine local government conservation policies; and*
- *to provide information about local heritage that may be required under a local planning scheme for that district.*

6. APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL DECISION – ITEM 6.1

(2785) Moved: Cr AJ Metcalf Seconded: Cr DP Hudson Carried: 7/0

THAT COUNCIL APPROVE LEAVE OF ABSENCE FOR CR DE METCALF FOR THE JUNE 2017 ORDINARY MEETING OF COUNCIL.

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2786) Moved: Cr WE Coote Seconded: Cr LG Hagboom Carried: 8/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 26 APRIL 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

CRC Art Presentation

DEM Board meeting - cancelled

WBN meeting

LEMC meeting

STA meeting with the landscaping group

Finance meeting

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 SHIRE OF DOWERIN EMPLOYEE HOUSING POLICY

Date:	13 May 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	1. Draft Employee Housing Policy

Summary

This item brings a draft Employee Housing Policy before Council for Council consideration and, if satisfactory, adoption.

Background

The Shire provides housing or housing allowances to staff as an incentive to attract and retain staff as it's often difficult to find suitable rental accommodation on the private rental market. Currently 9 staff are tenants in Shire owned houses (including Swimming Pool Manager); all other permanent staff are paid an allowance (pro-rata) in lieu of housing. The allowance is paid to encourage staff to purchase or rent privately in Dowerin.

Comment

A lack of policy direction has resulted in some inconsistencies and inequity in the way housing is allocated. This policy aims to address that shortcoming by providing clear guidelines to ensure transparency in the way housing is allocated. The policy recommends that the three senior officers (CEO, Finance and Corporate Services Manager and Assets and Works Manager) are provided housing as part of their salary package and recommends other staff are offered housing at full market rental and are then paid the same allowance as staff in private accommodation. Other matters such as utilities use and payment are clarified in the policy.

Should Council adopt this policy, some staff will experience an increase in the cost of their housing. Where there is a financial impact on staff, it is suggested that the policy should take effect from 1 January 2018, to allow staff time to consider their options or make any necessary arrangements to suit their circumstances.

Consultation

This matter was the subject of a Councillor workshop on 15 March 2017 and subject to further discussion at the Councillor workshop on 26 April 2017.

Financial Implications

There is likely to be some minor increases in revenue from rental properties. These updated fees will be included in the draft 2017/18 schedule of fees and charges which will be brought before Council for consideration as part of the 2017/18 budget process.

Risk Implications

A policy that clearly articulates the intent and priorities of Council reduces the risk of inequitable or unjustifiable decisions and improves transparency. The risk that the policy will have some financial impact on staff has been considered and addressed by providing 7 months' notice of the policy.

Policy Implications

Should Council support the officer's recommendation and adopt the policy, it will be added to the Policy Manual and guide future decisions regarding the provision of staff housing /allowances.

Statutory Implications

This policy is presented to Council under Section 2.7 of the *Local Government Act 1995* which stipulates includes that the role of Council is to determine policies.

Strategic Implications

Community Strategic Plan:

Objective 4.1 An efficient and informative organisation

Voting Requirements

Simple majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE EMPLOYEE HOUSING POLICY AND COMMENCE IMPLEMENTATION OF THE POLICY AS FROM 1 JANUARY 2018 TO ALLOW STAFF AN OPPORTUNITY TO MAKE NECESSARY ARRANGEMENTS SUITED TO THEIR CIRCUMSTANCES.

COUNCIL DECISION – ITEM 10.1.1

(2787)

Moved: Cr RI Trepp

Seconded: Cr BN Walsh

Carried: 8/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE EMPLOYEE HOUSING POLICY AND COMMENCE IMPLEMENTATION OF THE POLICY AS FROM 1 JANUARY 2018 TO ALLOW STAFF AN OPPORTUNITY TO MAKE NECESSARY ARRANGEMENTS SUITED TO THEIR CIRCUMSTANCES.

10.1.2 SHIRE OF DOWERIN RISK MANAGEMENT POLICY

Date:	13 May 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	2. Draft Risk Management Policy

Summary

This item brings a draft Risk Management Policy before Council. The officer's recommendation is that Council adopts the policy.

Background

Local Government (Audit) Regulations 1996 - Reg 17 requires that the CEO to review the risk management of the organisation and to report on its effectiveness to the Audit Committee. This review was undertaken and reported to the Audit Committee and subsequently to Council in December 2016. One element of the review was to develop a Risk Management Policy as a foundation for the way risk is identified and managed. This report brings that draft policy before Council.

Comment

The policy has been aligned with AS/NZS ISO 31000:2009 Risk management in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public. The policy aims to ensure that risk management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

Every employee, Councillor, volunteer and contractor within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be encouraged to participate in the process.

Consultation

The Shire has received advice and support from LGIS in developing this Policy. The CEO brought this policy in draft before Council as part of the Risk Management Framework for the *(Audit) Regulation 1996* Regulation 17 Review; however the policy was not formally adopted at that time.

Financial Implications

There are no direct financial implications. Any items that may arise from this policy would be brought before Council for consideration as part of Council's budget process.

Risk Implications

This policy determines the risk appetite and tolerance levels for the Shire and establishes a formal process for assessing risk.

Policy Implications

Should Council support the officer's recommendation and adopt the policy, it will be added to the Policy Manual and underpin the Shire's approach to risk management.

Statutory Implications

This policy is presented to Council under Regulation 17 of the *Local Government (Audit) Regulations 1996*.

Strategic Implications

Community Strategic Plan:

Objective 4.1 An efficient and informative organisation

Voting Requirements

Simple majority.

OFFICER RECOMMENDATION – ITEM 10.1.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 17 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 RESOLVES TO ADOPT THE RISK MANAGEMENT POLICY.

COUNCIL DECISION – ITEM 10.1.2

(2788) Moved: Cr TA Jones Seconded: Cr DP Hudson Carried: 8/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 17 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 RESOLVES TO ADOPT THE RISK MANAGEMENT POLICY.

10.1.3 HOME AND COMMUNITY CARE COMMITTEE

Date:	13 May 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	3. Minutes of the HACC Committee Meeting 3 May 2017

Summary

This item formally presents a recommendation from the Home and Community Care (HACC) Committee which seeks a Council resolution that the Committee be disbanded.

Background

At the Ordinary Meeting of Council on 12 October 2015, Council resolved to reinstate the HACC Committee and appointed Cr Jones as the Council delegate to that Committee. As a result of internal changes and priorities, the Committee had not met for approximately 18 months.

Comment

A meeting of the Committee was convened on 3 May 2017 which was attended by all but one member. The future of the HACC Committee was discussed and a recommendation to disband the Committee as formal Committee of Council was supported unanimously. The group supported a suggestion to form a new advisory group to take the place of the Committee. It is proposed that the new group would not be a Committee of Council and therefore it would have an informal structure that would allow more practical volunteer support and advice for the HACC team.

Financial Implications

Nil

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

This Committee was not established under Section 5.8 of the *Local Government Act 1995*; therefore this matter is presented under Section 3.18 of the *Local Government Act 1995*.

Strategic Implications

Nil

Voting Requirements

Simple majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.3

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ACCEPT THE RECOMMENDATION OF THE HOME AND COMMUNITY CARE COMMITTEE THAT THE COMMITTEE BE DISBANDED EFFECTIVE IMMEDIATELY; AND**
- 2. ACKNOWLEDGES THE POSITIVE CONTRIBUTIONS OF FORMER AND CURRENT MEMBERS AND THANKS THEM FOR THEIR EFFORTS.**

COUNCIL DECISION – ITEM 10.1.3

(2789)

Moved: Cr TA Jones

Seconded: Cr BN Walsh

Carried: 8/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ACCEPT THE RECOMMENDATION OF THE HOME AND COMMUNITY CARE COMMITTEE THAT THE COMMITTEE BE DISBANDED EFFECTIVE IMMEDIATELY; AND**
- 2. ACKNOWLEDGES THE POSITIVE CONTRIBUTIONS OF FORMER AND CURRENT MEMBERS AND THANKS THEM FOR THEIR EFFORTS.**

10.1.4 SHIRE OF DOWERIN 2017 ORDINARY ELECTIONS APPOINTMENT OF ELECTORAL COMMISSIONER AND POSTAL BALLOT

Date: 13 May 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: Nil

Summary

This item seeks a resolution from Council regarding the conduct of the 2017 Ordinary Elections. The officer's recommendation is to declare that the WA Electoral Commissioner (WAEC) be responsible for the conduct of the election and that the method of conducting the election will be as a postal vote.

Background

Local government ordinary elections are held on the third Saturday in October every two years. The last local government ordinary elections were held on 17 October 2015. Councillors are elected for a term of four years in Western Australia. Candidates are elected using the first-past-the-post voting system with half the Council retiring every two years.

Comment

The WAEC is responsible for conducting all local government postal elections in Western Australia and can also conduct voting in person elections on request under the Local Government Act 1995. By making the WAEC responsible for these elections, the local governments concerned ensure that elections are conducted independently and with impartiality.

Postal elections for local government were first trialled by four local governments in 1995 and are now used as by the majority of local governments in Western Australia. Postal votes are generally more convenient for many electors and typically result in a higher rate of voter participation than in person ballots. The recent postal elections for the vacancy in the South Rural Ward attracted approximately 50% voter turnout.

The Shire sought and received a quote from the WAEC to conduct the 2017 election. Based on 4 vacancies, 550 eligible electors and a 50% response rate, the WAEC quoted a price of \$12,000 (GST inc.) to conduct the election.

The Shire has until the end of July to finalise an agreement with the WAEC. However, a decision of Council is being sought now so that costs can be factored into the budget if Council elects to utilise the WAEC.

Should Council elect not to appoint the WAEC, the vote would have to be conducted as an in-person vote and would add significantly to the administrative workload for staff. Given that elections are very highly regulated, administratively complex and time-consuming; the process would divert Shire staffing resources from other high priority tasks, including the development and review of the Integrated Planning and Reporting documents, overseeing the operation of the new STA precinct, the Local Laws review and finalising the recommendations in the Financial Management Review and Probity Audit.

Consultation

Nil

Financial Implications

Engaging the WAEC is anticipated to cost \$12,000 (GST inc.) as per quote received 20 April 2017, however costs may vary depending on the voter response and cost of producing materials – noting that the WAEC is required by legislation to charge full cost recovery.

Should Council support the officer's recommendation, expenditure of \$13,000 will be included in the 2017/18 budget to allow for any additional expenses associated with higher than predicted voter turnout and costs not included in the quote (e.g. non-statutory advertising).

Risk Implications

Given their expertise and established processes, engaging the WAEC would remove any risk related to the conduct of a sensitive, highly regulated public democratic process. Conducting the process in-house carries the risk that the process could be perceived as influenced and not independent.

Policy Implications

Nil. The Council will have an option in future to adopt a policy position that all future elections will be through the WAEC if the 2017 election proves efficient and effective.

Statutory Implications

Section 4 of the *Local Government Act 1995* provides the statutory framework for the conduct of elections.

Strategic Implications

Community Strategic Plan:

Objective 4.1 An efficient and informative organisation

Voting Requirements

Absolute majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.4

- 1. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT ACT 1995 - SECT 4.20(4) OF THE LOCAL GOVERNMENT ACT DECLARES THAT THE ELECTORAL COMMISSIONER IS TO BE RESPONSIBLE FOR THE CONDUCT OF THE 2017 ORDINARY ELECTIONS TOGETHER WITH ANY OTHER ELECTIONS OR POLLS WHICH MAY BE REQUIRED;**
- 2. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 4.61(2) OF THE LOCAL GOVERNMENT ACT 1995 DECIDES THAT THE METHOD OF CONDUCTING THE ELECTION WILL BE AS A POSTAL ELECTION; AND**
- 3. AUTHORISE THAT \$13,000 BE ALLOCATED IN THE 2017/18 DRAFT BUDGET TO BE CONSIDERED AS PART OF THE 2017/18 BUDGET PROCESS.**

COUNCIL DECISION – ITEM 10.1.4

(2790) Moved: Cr BN Walsh Seconded: Cr DP Hudson Lost: 1/7

1. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT ACT 1995 - SECT 4.20(4) OF THE LOCAL GOVERNMENT ACT DECLARES THAT THE ELECTORAL COMMISSIONER IS TO BE RESPONSIBLE FOR THE CONDUCT OF THE 2017 ORDINARY ELECTIONS TOGETHER WITH ANY OTHER ELECTIONS OR POLLS WHICH MAY BE REQUIRED;
2. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 4.61(2) OF THE LOCAL GOVERNMENT ACT 1995 DECIDES THAT THE METHOD OF CONDUCTING THE ELECTION WILL BE AS A POSTAL ELECTION; AND
3. AUTHORISE THAT \$13,000 BE ALLOCATED IN THE 2017/18 DRAFT BUDGET TO BE CONSIDERED AS PART OF THE 2017/18 BUDGET PROCESS.

(2791) Moved: Cr DP Hudson Seconded: Cr WE Coote Carried: 8/0

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT ACT 1995 - SECT 4.4 OF THE LOCAL GOVERNMENT ACT DECLARES THAT THE 2017 ORDINARY ELECTION BE CONDUCTED IN-HOUSE.

Reason for variation:

Council thought that the cost for the WAEC to conduct the election was prohibitive.

10.1.5 SHIRE OF DOWERIN RESIDENTIAL PROPERTY REPORT

Date:	13 May 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	4. Residential Property Report

Summary

This item formally presents the 2017 Residential Property Report to Council. The officer's recommendation is that Council receives the report and uses it as a guide for future residential property decisions.

Background

Councillors have had preliminary and informal discussions regarding the size, age and return on investment of the Shire's residential properties portfolio. To better inform their discussions and future decisions regarding retention or disposal of property, Councillors requested that the CEO prepare a report listing all properties with key information about each property. This report is in response to that request and has been prepared in-house.

Comment

The Shire of Dowerin currently owns 26 residential properties, being 22 houses and 4 vacant blocks within the Shire townsite. All houses are currently tenanted and as of May 2017, 12 people have registered for housing – i.e. put their names on a waiting list for housing.

In 2015, the Shire was required under legislation to carry out valuations on each property. This information has been included in the report. In addition, Shire staff sought the assistance of a local real estate agent in arriving at current market valuations for each property; however it should be noted that these valuations are desktop only and therefore can only be considered approximate estimates.

Councillors will be aware that the Shire has only just begun looking at asset management in a systematic manner and at this stage asset management plans are not available for any of the residential properties. Therefore, it cannot be determined what costs/major maintenance issues and costs are likely in the future. As asset management plans for each property are developed, Shire staff will be able to recommend expenditure required for maintaining each property which will improve long term financial planning and better inform Council decisions.

Consultation

This matter was the subject of a Councillor workshop on 15 March 2017 and subject of further discussion at the Councillor workshop on 26 April 2017.

Financial Implications

This report is not seeking a financial commitment from Council. However, the report recommends a series of actions as follows:

1. 2 Jones Street: Obtain formal valuation; conduct Landgate search to confirm if the block has been surveyed.

2. 16 Anderson Street: Invest in minor refurbishment for future sale. Obtain formal valuation.
3. 18 Anderson Street: Invest in minor refurbishment for future sale. Obtain formal valuation.
4. 12 Cottrell Street: Progress sale as per Council resolution June 17, 2008.
5. 13 Maisey Street: Obtain formal valuation. Invest in minor refurbishment for future sale.
6. Stacy Street Units: Investigate titles status.
7. 43 Stacy Street: Investigate cost of subdivision into 6-7 large blocks. Bring a report on subdivision and all associated costs back to Council for further consideration in May 2018.
8. 58 Stacy Street: Commence process for scheme amendment to re-zone the entire block to residential.

These actions have not yet been costed. Costs will be estimated and included in the 2017/18 budget for Council consideration.

The financial information provided in the report does not include annual depreciation for each property as these figures are currently under review. The total 2016/17 annual depreciation budget for staff housing is \$40,000.

Risk Implications

This report brings together the list of residential properties in one place allowing Council to better understand its residential property portfolio, the strategic implications of retaining or disposing of property in a broader context and make decisions based on that understanding. It aims to reduce the risk of ad-hoc decisions regarding residential properties.

Policy Implications

Nil.

Statutory Implications

Simply receiving this report can be done under the General Function provision being Section 3.1 of the *Local Government Act 1995*. However, any future specific decisions relating to expenditure or disposal of property would need a separate decision of Council.

Strategic Implications

Community Strategic Plan:

Objective 4.1 An efficient and informative organisation

Voting Requirements

Simple majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.5

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO RECEIVE THE RESIDENTIAL PROPERTY PORTFOLIO REPORT, MAY 2017 AND CONSIDER THE REPORT IN FUTURE PROPERTY DECISIONS.

COUNCIL DECISION – ITEM 10.1.5

(2792)

Moved: Cr WE Coote

Seconded: Cr DP Hudson

Carried: 8/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO RECEIVE THE RESIDENTIAL PROPERTY PORTFOLIO REPORT, MAY 2017 AND CONSIDER THE REPORT IN FUTURE PROPERTY DECISIONS.

10.1.6 DRAFT 2017/2018 SCHEDULE OF FEES AND CHARGES

Date: 13 May 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Ina Edwardson, Manager Finance and Corporate Services
Senior Officer: Andrea Selvey, CEO
Attachments: 5. Draft 2017/18 Schedule of Fees and Charges

Summary

This item seeks a Council resolution to adopt the 2017/18 Schedule of Fees and Charges in draft for the purpose of advertising.

Background

A local government may impose and recover a fee or charge for goods or services it provides. The proposed Fees and Charges have been collated and compiled in consultation with staff responsible for providing the relevant services to the community and ensuring appropriate levels of income/cost recovery are generated for the Shire. Fees and charges for previous year have been included for Council's reference, to highlight the changes considered for next financial year.

Comment

Overall, Fees and Charges in most program areas have increased by approximately 4% with some adjustments made to accommodate inflation, current costs. New fees added include those associated with the Short Stay Accommodation precinct, Level 2 HACC Clients and a half-season pass for the Swimming Pool.

The officer's recommendation is that the Elected Member Meeting Fees are increased slightly as per other fees and charges. Officers recognise that Councillors are reluctant to increase their fees; however the officer's recommendation is based on the recognition that Dowerin Shire Councillors are paid at the lowest end of the scale as approved by the Salaries and Allowances Tribunal and as a result of recently increased demands on Councillors' time for improved governance and to meet training requirements. It should also be noted that Elected Members Meeting Fees have not increased since July 2014.

The officer's recommendation also includes a slight (approx. 4%) increase on rents paid by staff. However, as per the officer's recommendation in a previous agenda item, these rental fees will be reviewed and market rental fees applied as from 1 January 2018. A formal amendment to the fees and charges schedule will be brought before Council later this year.

Consultation

Staff responsible for service delivery have been consulted. A community member's suggestion for Swimming Pool half season pass has been incorporated.

The officer's recommendation for this item is that Council approves the Draft 2017/18 Schedule of Fees and Charges for the purposes of giving notice. Having draft fees and charges will assist particularly with advertising and taking bookings for the STA units and caravan sites.

The draft schedule will also inform the development of the annual budget.

Financial Implications

The fees and charges set by Council are budgeted to provide approximately \$290,000 in revenue for

the Shire in 2017/18. This is a significant revenue stream and adds to the Shire's capacity to fund services and facilities.

Risk Implications

There is a risk that fees, if set too high, can be a barrier for residents; therefore it is recommended that fees are increased by small amounts each year to keep pace with rising costs and avoid having to impose large increases in the future.

Policy Implications

Nil

Statutory Implications

Many fees charged by Local Government are fixed by legislation. These include fees under the Dog Act, Bush Fires Act and Building Permit Application Fees. Each relevant piece of legislation is quoted in the schedule for Council reference.

The Local Government Act 1995, Sections 6.16, 6.17 and 6.19 stipulate the requirements for imposing fees and charges.

Strategic Implications

Nil

Voting Requirements

Simple majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.6

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTIONS 6.16 AND 6.17 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ADOPT THE 2017/2018 SCHEDULE OF FEES AND CHARGES AS A DRAFT FOR THE PURPOSE OF GIVING NOTICE; AND***
- 2. CONSIDER THE FINAL ADOPTION OF FEES AND CHARGES AS PART OF THE 2017/2018 ANNUAL BUDGET.***

COUNCIL DECISION – ITEM 10.1.6

(2793) Moved: Cr AJ Metcalf Seconded: Cr BN Walsh Carried: 8/0

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTIONS 6.16 AND 6.17 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ADOPT THE 2017/2018 SCHEDULE OF FEES AND CHARGES AS A DRAFT FOR THE PURPOSE OF GIVING NOTICE; AND***
- 2. CONSIDER THE FINAL ADOPTION OF FEES AND CHARGES AS PART OF THE 2017/2018 ANNUAL BUDGET.***

10.2 FINANCE REPORT

10.2.1 FINANCIAL ACTIVITY STATEMENTS – APRIL 2017

Date:	12 MAY 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
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:	6. Monthly Financial Activity Statements – April 2017

Summary

The financial statements for the period 01 April 2017 to 30 April 2017 are presented for the Finance Committee 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 34 & 35 set 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:

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further 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 note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis, and reconciles with the closing funding position as per the Statement of Financial Activity.

- Note 4 – Cash and Investments

This note provides Council with the details of the actual amounts in the Shires bank accounts and/or Investment accounts as at reporting date.

- Note 5 – Budget Amendments

This note provides council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - Cash Backed Reserves

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

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

This note shows the Shires current debt position and lists all borrowings.

- Note 10 – Grants and Contributions received

This note lists all grants funds Budgeted and received during the year.

- Note 11 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

Consultation

Finance Committee

Financial Implications

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

Policy Implications

Nil

Statutory Implications

Council is required to adopt monthly finance reports to comply with Reg 34(1) of the Local Government (Financial Management) Regulations 1996.

Strategic Implications

Nil

Voting Requirements

Simple Majority

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.1

THAT COUNCIL RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30th APRIL 2017, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

COUNCIL DECISION – ITEM 10.2.1

(2794) Moved: Cr RI Trepp Seconded: Cr BN Walsh Carried: 8/0

THAT COUNCIL RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30th APRIL 2017, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

10.2.2 ACCOUNTS FOR PAYMENT – 5 APRIL 2017 TO 4 MAY 2017

Date:	12 MAY 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Ina Edwardson – Finance and Corporate Manager
Attachments:	7. List of Accounts 8. Credit Card Summaries

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.

Comment

The list as presented has been reviewed by Chief Executive Officer and Finance Committee.

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds are available to meet expenditure. 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 RECOMMEDATION – ITEM 10.2.2

THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 5 APRIL 2017 TO 4 MAY 2017.

COUNCIL DECISION – ITEM 10.2.2

(2795)

Moved: Cr DP Hudson

Seconded: Cr RI Trepp

Carried: 8/0

THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 5 APRIL 2017 TO 4 MAY 2017.

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	18 May 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	9. Local Emergency Management Committee Meeting (Unconfirmed), 5 th May 2017 10. Finance Committee Meeting (Unconfirmed), 15 th May 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. LEMC MEETING (UNCONFIRMED), 5TH MAY 2017,***
 - b. FINANCE COMMITTEE MEETING (UNCONFIRMED), 15TH MAY 2017.***

COUNCIL DECISION – ITEM 10.3.1

(2796)

Moved: Cr TA Jones

Seconded: Cr BN Walsh

Carried: 8/0

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. LEMC MEETING (UNCONFIRMED), 5TH MAY 2017,***
 - b. FINANCE COMMITTEE MEETING (UNCONFIRMED), 15TH MAY 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 3.58pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 27th June 2017.

.....

D.E. Metcalf

PRESIDENT

.....

Date