



AGENDA

OF MEETING

HELD ON

15 AUGUST 2017

3.00PM

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TABLE OF CONTENTS

TUESDAY 15 AUGUST 2017

1. OPENING, OBITUARIES, VISITORS	5
1.1 OPENING	5
1.2 OBITUARIES	5
2. RECORD OF ATTENDANCE/APOLOGIES	5
2.1 RECORD OF ATTENDANCE	5
2.2 LEAVE OF ABSENCE	5
2.3 APOLOGIES	5
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
4. DECLARATION OF ELECTED MEMBERS	5
5. PUBLIC QUESTION TIME	5
6. APPLICATIONS FOR LEAVE OF ABSENCE	5
7. CONFIRMATION OF MINUTES	5
8. PETITIONS/DEPUTATIONS/PRESENTATIONS	6
9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION	6
9.1 PRESIDENT ANNOUNCEMENTS	6
10. REPORTS OF COMMITTEE AND OFFICERS	7
10.1 OPERATIONS	7
10.1.1 ADOPTION OF THE 2017/2018 BUDGET	7
10.1.2 WASTE MANAGEMENT AROC JOINT TENDER	12
10.1.3 WHEATBELT HERITAGE RAIL REPORT AND FUTURE DIRECTION	14
10.1.4 DRAFT SHIRE OF DOWERIN EMPLOYEE HEALTH AND WELL-BEING POLICY	16
10.1.5 DRAFT RELATED PARTY DISCLOSURES POLICY	18
10.1.6 PIONEERS PATHWAY	20
10.1.7 DRAFT CUSTOMER SERVICE CHARTER	22
10.2 FINANCE REPORT	24
10.2.1 FINANCIAL STATEMENTS – DEFERRED TO SEPTEMBER MEETING OF COUNCIL	24
10.2.2 ACCOUNTS FOR PAYMENT – 1 JULY 2017 TO 28 JULY 2017	26
10.3 MINUTES TO BE RECEIVED	27
11. NEW BUSINESS OF AN URGENT NATURE	27

12. ELECTED MEMBERS MOTIONS27
13. CONFIDENTIAL ITEMS.....27
14. CLOSURE OF MEETING27

1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

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

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 7.1

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 25 JULY 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

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 ADOPTION OF THE 2017/2018 BUDGET

Date:	9 August 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Authors of this agenda item and recommendations have a financial interest as salaries and other payments to the authors are incorporated in the budget.
Author:	A. Selvey, Chief Executive Officer; I. Edwardson, Manager Finance and Corporate Services; M. Shirt, Local Government Finance Consultant/Advisor.
Attachments:	1. 2017/2018 Draft Statutory Budget 2. 2017/2018 Schedule of Fees and Charges;

Summary

This item seeks Council's consideration of the 2017/2018 Municipal Fund Budget, including the striking of the rates, for the Shire of Dowerin and puts forward the officer's recommendation to Council to adopt the budget as presented.

Background

The draft 2017/18 budget, as attached, has been based on progressing priorities in Council's strategic documents such as the Strategic Community Plan, Corporate Business Plan and Plant Replacement Plan.

Council has given consideration to the detail within the draft budget as presented at a series of workshops, including a one-day workshop on the 2017/18 Roads Program.

Comment

The proposed budget has been prepared to include an aggregate rates increase of 3%; noting that individual properties will experience different rates increases as a result of revaluations.

Fees and charges were increased by 4% in most program areas as per the Schedule of Fees and Charges adopted by Council as a draft at the Ordinary Meeting of Council on 23 May 2017 for the purpose of giving public notice.

Employee numbers have remained at 2016/17 levels. Employment costs have been increased by 2% to allow for incremental increases and potential increased to Award rates of pay.

Major purchases of plant as per the Plant Replacement Plan adopted by Council at the Ordinary Meeting of Council on 27 June 2017 will include purchase of a Grader and a new printer/copier.

The 2017/18 budget includes a capital works program of \$3,223,664 comprised of the following:

1. A road program totaling \$1,213,927, the cost of which is partially offset by Federal and State road funding;
2. Finalising the Short Term Accommodation Project in accordance with the National Stronger Region Grant funding requirements;
3. Completing the new Fire Services Building in accordance with Department of Fire and Emergency Services grant funding of \$241,000;
4. Re-roofing the Shire office building and installing solar panels at a maximum cost of \$70,000;
5. A storm water capture and utilisation project at a cost of \$250,000 subject to grant funding of \$170,000;
6. Purchase of a new vehicle for HACC and renewal of the HACC building and equipment as per GROWTH funding of \$58,247;
7. Renewal of swimming pool infrastructure at a cost of \$100,000, the cost of which is partially funded from the balance of the swimming pool reserve of approx. \$32,000.

No new loans or debentures are proposed.

The budget will include transfers from reserves of \$195,844 and transfers to reserves of \$312,673 (plus interest of approx. \$39,000) resulting in a projected net increase of approx. \$156,000 in the reserve balance at the end of the 2017/18 financial year; noting that the following changes to the reserve accounts:

1. Community Bus Reserve will be closed and the balance of \$40,523 (plus interest) transferred to the Plant Replacement Reserve;
2. All Hours Gym Reserve will be closed and the balance of \$1673 (plus interest) transferred to the Recreation Reserve;
3. The Swimming Pool Reserve will be closed and the balance of \$32456 (plus interest) utilised in capital works/renewal of the swimming pool in 2017/18.

(See Note 9 of the attached Budget document for details of all reserve movements and balances.)

Financial Implications

Detailed implications of this item are contained within the attached draft budget document.

Risk Implications

The budget is one of the most strategic and important decision made by Council. Council workshops have discussed the risk that could arise from rates increases that are unpalatable or unaffordable while at the same time ensuring sufficient funding for operational requirements, new and renewal capital works and adequate reserves for future use.

Consultation

Several budget workshops have been held with Council over the course of June and July, including a detailed road program inspection.

Policy Implications

Nil

Statutory Implications

Section 6.2 of the *Local Government Act 1995* stipulates that each Local Government is to prepare an annual budget between the period from 1 June in a financial year to 31 August in the next financial year. This section of the Act also prescribes the form and manner for the budget.

Strategic Implications

The budget has been based on progressing projects and services identified in the Strategic Community Plan and Corporate Business Plan.

Voting Requirements

Absolute Majority is required is required for sections of the recommendation.

OFFICER RECOMMENDATION – ITEM 10.1.1.

PART A – MUNICIPAL FUND BUDGET FOR 2017/2018

That Council, by Absolute Majority, Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, resolves to adopt the Municipal Fund Budget as contained in ATTACHMENT 1 of this agenda for the Shire of Dowerin for the 2017/2018 financial year which includes the following:

1. Statement of Comprehensive Income by Nature and Type on page 2 showing a net result for the 2017/18 financial year of \$1,084,932;
2. Statement of Comprehensive Income by Program on page 3 showing a net result for that year of \$1,084,932;
3. Statement of Cash Flows on page 5;
4. Rate Setting Statement on page 6 showing an amount required to be raised from the rates of \$1,226,770;
5. Notes to and Forming Part of the Budget on pages 7 to 30;
6. Transfers to/from Reserve Accounts as detailed in page 26.

PART B – GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

1. That Council, by **Absolute Majority**, pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* For The purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

1.1 General Rates

1.	Residential (GRV)	9.2300 cents in the dollar
2.	Commercial / Industrial (GRV)	9.2300 cents in the dollar
3.	Town Rural (GRV)	9.2300 cents in the dollar
4.	Other Towns (GRV)	9.2300 cents in the dollar
5.	Rural Farmland (UV)	0.7910cents in the dollar

1.2 Minimum Payments

6.	Residential (GRV)	\$706
7.	Commercial / Industrial (GRV)	\$706
8.	Town Rural (GRV)	\$706

9.	Other Towns (GRV)	\$206
10.	Rural Farmland (UV)	\$706
11.	Commercial / Industrial (UV)	\$706
12.	Town Rural (UV)	\$706
13.	Mining (UV)	\$206

2. Council, by **Absolute Majority**, Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for the payment in full by instalments:

Full payment and first instalment due date	29 Sept 2017
2 nd half instalment due date	30 March 2018
2 nd quarterly instalment due date	29 November 2017
3 rd quarterly instalment due date	29 January 2018
4 th quarterly instalment due date	30 March 2018

3. Council, by **Absolute Majority**, pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$4 for each instalment after the initial instalment is paid.
4. Council, by **Absolute Majority**, pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Council, by **Absolute Majority**, pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

PART C – GENERAL FEES AND CHARGES FOR 2017/2018

Council, by **Absolute Majority**, pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the Fees and Charges inclusive of the draft 2017/2018 budget included as ATTACHMENT 2 of this agenda.

PART D – OTHER STATUTORY FEES FOR 2017/2018

1. Council, by **Simple Majority**, pursuant to Section 53 of the *Cemeteries Act 1986* adopts the Fees and Charges for the Shire of Dowerin Cemetery included in the draft 2017/2018 budget included as ATTACHMENT 2 of this agenda.

2. Council, by **Simple Majority**, pursuant to Section Regulation 53(2) of the *Building Regulation 2012* adopts a swimming pool inspection fee of \$33.00 inclusive of GST.
3. Council, by **Simple Majority**, pursuant to Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, adopts the following charges for the removal and deposit of domestic and commercial waste:
 1. Residential Premises (including recycling)
 - 240ltr bin per weekly collection \$325pa
 - 240ltr bin per weekly collection – Extra Refuse Service \$156pa

PART E – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2017/2018

1. Council, by **Absolute Majority**, pursuant to Section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, adopts the following fees and allowances for payment of elected members:

Council Meetings – Councillors	\$ 195	per meeting
Council Meetings – President	\$ 260	per meeting
Council Committee Meetings	\$ 73	per meeting
Allowance – President	\$3120	Per Annum
Allowance – Deputy President	\$ 780	Per Annum

PART F – MATERIAL VARIANCE REPORTING FOR 2017/2018

1. Council, by **Simple Majority**, pursuant to regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and AASB 1031 Materiality, resolves that the level to be used in statements of financial activity in 2017/2018 for reporting material variances shall be 5% or \$5,000, whichever is greater.

Not all decisions associated with budget adoption require an ABSOLUTE Majority. The adoption of a budget should not be by a single resolution; rather the budget adoption should be broken-down into various like components as shown above and be adopted by several separate motions.

Council may consider adopting some of the above items as a separate report and prior to the formal adoption of the budget. Such items may be:

1. Adoption of the Fees and Charges (Part D and E)
2. Adoption of Councillor Fees (Part F)
3. Adoption of material variance for reporting (Part G)

10.1.2 WASTE MANAGEMENT AROC JOINT TENDER

Date: 8 August 2017
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Steve Geerdink, Manager Assets and Works
Attachment: Nil

Summary

This report provides details regarding a potential joint tender for waste/recycle contract and recommends Council participates in a joint tender with member AROC Councils for its waste/recycle pick up service.

Background

The AROC member Councils have set up a waste management group with representatives from each Shire to look at ways of improving and making waste and waste management more cost effective and efficient.

Comment

On 3 July 2017 the AROC waste committee met to discuss options for collaboration with waste management. Waste management contracts were discussed with several of the Shires coming to near the end of their contracts. Discussion on this matter highlighted that Avon Waste has the current contracts for all AROC councils. The view was put forward that a joint tender be put in for waste management by AROC, with each Shire forwarding the relevant information as to what would be required for waste collection and management needs.

As each Shire has different needs and different quantities of service required there is no sure outcome as to cost saving being achieved until tender is received. The possibility of lower cost may come about as a larger target may entice new contractors which would hopefully lead to a more competitive market.

However as lower costs cannot be guaranteed the waste management group recommend that individual councils will have the option to opt out and undertake an individual tender if prices are not acceptable in the joint tender.

Financial Implications

As the current contract ends June 30 2018 Council would need to make allocations in the 2018-19 budget for a new contract. The intent is to ensure the best possible financial outcome from a joint tender.

Risk Implications

There are no risks involved in investigating a joint tender as per the officer's recommendation as Council will retain the option to progress with a sole contract if that is the preferred direction of Council when tenders are received.

Consultation

Chief Executive Officer

Members AROC Waste Management Group

Policy Implications

Purchasing Policy

Statutory Implications

The Local Government (Functions and General) Regulations 1996 - Reg. 11 stipulates the requirements for calling tenders. This process has been compliant with these statutory requirements.

Strategic Implications

Aligns with Shire of Dowerin Community Strategic Plan – Theme 3 – Caring for the Environment 3.1.2 “Promote waste minimization and sustainable waste disposal”.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECT 3.1 OF THE LOCAL GOVERNMENT ACT RESOLVES TO A ENTER INTO A JOINT TENDER WITH MEMBER AROC COUNCILS FOR WASTE MANAGEMENT SERVICES WHILST RETAINING THE OPTION TO UNDERTAKE ITS OWN TENDER FOR WASTE MANAGEMENT SERVICES IF JOINT TENDER IS UNEXCEPTABLE.

10.1.3 WHEATBELT HERITAGE RAIL REPORT AND FUTURE DIRECTION

Date:	8 August 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer;
Attachments:	3. Wheatbelt Heritage Rail Workshop Report

Summary

This item presents a report from a workshop of key stakeholders to discuss options for the future of the Wheatbelt Heritage Rail (WHR) project. The recommendation is that the report is received and that Council resolves to develop a static display at Minnivale for WHR, with an option for a third party to assume responsibility for operating the WHR at any time in the future.

Background

Following the finalisation of Phase One of the Wheatbelt Heritage Rail (WHR) project, the Shire needed to determine the future of the project and how best to leverage from the investment made to-date. A workshop of key stakeholder and expert advisors was held to discuss options for the future of WHR, including capital and operational costs of each option along with the benefits and risks associated with each. The aim of the workshop was to find an option / options that were supported and could be recommended to Council. The attached report provides further detail regarding the background of the project, the funding allocations and the current status.

Comment

The report alludes to the fact that the project did not deliver the promised/anticipated outcome being a passenger heritage rail operating on a monthly basis in the Dowerin area. The reasons offered by the project team include the impact of the cost of rewheeling all rolling stock to comply with new wheel rim requirements and the cost for insurance. The workshop determined that, in the short term, a static display at Minnivale was the only viable option that did not require much capital and operation outlay and still provided a benefit. In the longer term, Rail Heritage WA was very keen to see an operating passenger rail service; however all participants recognised that this would require significant capital and operational outlay and that the Shire, nor any other agency, had the financial capacity to progress an operating passenger service at the moment.

Financial Implications

The financial implications are detailed in the report. The summary view is that for an operating passenger rail service, capital outlay would be in the vicinity of \$600,000 and operating costs would be between at least \$60,000 but likely to be much more.

Risk Implications

The officer's recommendation (and preferred option from the workshop) carries the least risk. A very preliminary risk analysis of other options suggests a high level of risk including risk of changes to the operating environment that has significant cost implications (such as the rewheeling example). There is also significant risk with predicted revenue stream. The anticipated passenger numbers

cannot be guaranteed and therefore could impact on net operational costs. However, there is still some risk associated with the officer's recommendation. These include:

1. The reputational risk that could arise from stakeholders and community members expecting a passenger service. Further grant funding applications may be viewed more critically.
2. The risk of inviting people into the Wheatbin which is located close to an operating rail line. These risks will be reviewed in detail and mitigation strategies put in place.

Consultation

All key stakeholder agencies were represented at the workshop. These agencies are listed in the report.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Objective 2.3 / Strategy 2.3.5 Continue developing the Wheatbelt Heritage Rail Project.

While this project is listed as a strategic priority, the officer's recommendation also takes into consideration the need to manage Council's finances effectively and efficiently.

Voting Requirements

Simple Majority required.

OFFICER RECOMMENDATION – ITEM 10.1.3

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

- 1. RECEIVE THE REPORT FROM THE WHEATBELT HERITAGE RAIL STAKEHOLDER WORKSHOP;***
- 2. PROGRESS WITH OPTION ONE – STATIC DISPLAY AT MINNIVALE WITHIN CURRENT BUDGET ALLOCATIONS FOR AREA PROMOTION;***
- 3. CONTINUE TO WORK WITH RAIL HERITAGE WA AND OTHER STAKEHOLDERS TO IDENTIFY A SUITABLE THIRD PARTY TO ASSUME RESPONSIBILITY FOR PROGRESSING THE PROJECT.***

10.1.4 DRAFT SHIRE OF DOWERIN EMPLOYEE HEALTH AND WELL-BEING POLICY

Date: 8 August 2017

Applicant: Shire of Dowerin

Location: N/A

File Ref:

Disclosure of Interest: The author of this report and recommendation would stand to benefit from the draft policy by virtue of being an employee of Council.

Author: Andrea Selvey, CEO

Attachments: 4. Draft Employee Health and Well-being Policy

Summary

This item brings a draft Employee Health and Well-being Policy before Council for Council consideration and, if satisfactory, adoption.

Background

The Shire aims to be an employer of choice and as such needs to find innovative and creative ways in which to recognise and support employees while being cognisant of the Shire's limited capacity to offer large financial incentives that can compete with the private sector and other larger Councils.

Comment

This policy aims to create a workplace culture that supports and encourages the health and well-being of our employees and demonstrates to employees that they are valued and important. The Shire will work in partnership with our insurer, LGIS to implement this initiatives outlined in this policy.

Consultation

This matter was the subject of a Councillor workshop on 25 July 2017. All staff have been provided with a draft copy of the policy for their review and input. There has been strong support from staff for the policy.

Financial Implications

There are unlikely to be significant financial impacts. Many of the initiatives outlined in the policy can be sourced at no cost the Shire from our insurers – LGIS. There may be a small reduction in revenue for the pool and gym if employees take advantage of that element of the policy provision.

Risk Implications

This policy clearly demonstrates that employee health and well-being is important to Council and that Council is willing to invest in providing opportunities for positive outcomes for staff in this important area.

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

Absolute majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.4

- 1. THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE EMPLOYEE HEALTH AND WELL-BEING POLICY AS PRESENTED.**

10.1.5 DRAFT RELATED PARTY DISCLOSURES POLICY

Date:	8 August 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer;
Attachments:	5. Draft Related Party Disclosure Policy

Summary

This report brings a draft policy on Related Party Disclosures before Council and the officer's recommendation is that Council adopts the Policy.

Background

At the Ordinary Meeting of Council on 25 July Council resolved to note the requirement for Related Party Disclosures and approved the Draft Disclosure Forms. At same time, Council resolved to develop a policy in relation to this matter, specifically to determine a level of materiality. This item brings a draft policy forward to the Finance Committee for consideration before formally presenting the draft policy to Council.

Comment

The draft policy has been recommended by the Shire's External Auditor. It aims to define the parameters for Related Party Transactions and the level of disclosure required to achieve compliance. The policy recommends that all transactions involving Related Parties should be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions. The policy further states that it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

The Finance Committee discussed this Policy at their meeting on Friday 11 August. The discussion involved a representative from the Shire's External Audit firm. However, the timing of this agenda and the Finance Committee has precluded any commentary from that meeting being included in this agenda item. Finance Committee members will be able to provide verbal updates at the Ordinary Meeting of Council if required.

Financial Implications

There are no direct financial implications; however the indirect cost of implementing this policy has yet to be analysed but is anticipated to be significant.

Risk Implications

This policy aims to minimize the risk of noncompliance from not fully understanding the requirements of AASB 124. Noncompliance would result in a qualified audit

Consultation

This policy has been discussed by the Finance Committee and the Audit Committee Councillor who is not on the Finance Committee. The Shire's Audit firm representative has been consulted and was included in the discussions with the Finance Committee.

Policy Implications

Should Council adopt this policy, it will be added to the Shire of Dowerin Policy Manual.

Statutory Implications

Related Party Disclosure is required under Accounting Standard AASB 124.

Strategic Implications

Community Strategic Plan:

Objective 4.1 An efficient and informative organisation.

Voting Requirements

Simple Majority required.

OFFICER RECOMMENDATION – ITEM 10.1.5

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO AUSTRALIAN ACCOUNTING STANDARD AASB 124 RESOLVES TO ADOPT THE RELATED PARTY DISCLOSURE POLICY AS PRESENTED.

10.1.6 PIONEERS PATHWAY

Date: 9 August 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 6. Pioneers' Pathway Memorandum of Understanding (MoU)

Summary

This report seeks a Council resolution for the Shire of Dowerin to become a signatory to the Pioneers' Pathway MoU.

Background

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

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

Each Shire currently makes an annual financial contribution towards the upkeep and marketing of the trail which in 2017/18 has been increased in the Draft Budget to \$3,500 (as per a Council resolution in March 2017 to consider this amount as part of the budget process). A committee consisting of representatives of each of the Shires oversees the management and marketing of the trail with the current lead organisation being the Shire of Goomalling. Other potential parties to the MoU are the Shires listed above.

Comment

This MoU aims to articulate the nature of the collaboration and set some guidelines for the roles and responsibilities of the Shires contributing to the Pioneers' Pathway. A summary of role for the Shire of Dowerin as a partner organisation would be to:

- Ensure day to day management of our element of the project as it relates to our Shire;
- Keep and provide information, photographs and statistics for use by the Pioneers' Pathway consortium;
- Manage the assets of the Pioneers' Pathway that are within our Shire, including adding them to our Asset Management Plans;
- Maintaining an annual financial commitment of \$3,500. The MoU also states that future financial contributions may be required – but would be considered by each Local

Government at the time of the request and would be subject to each Council's decision making and budget process.

These are further detailed in Section 5.3 of the attached MoU.

Consultation

All contributing Shires have been consulted in developing this MoU.

Financial Implications

An annual contribution of \$3,500 would be required under this MoU; however as per clause 5.3.5 any further request for funding would be subject to consideration by Council as part of each Council's decision-making process.

Risk Implications

There are no risks associated with signing this MoU. However, not becoming a signatory poses a risk of not having a say in the strategic development and management of the Pioneers' Pathway.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan:

Objective 2.3 – A growing tourism industry

2.3.1 Market Dowerin and the region as a tourist destination

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.6

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RESOLVES TO BECOME A SIGNATORY TO THE PIONEERS' PATHWAY MoU AS PRESENTED.

10.1.7 DRAFT CUSTOMER SERVICE CHARTER

Date:	8 August 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer;
Attachments:	7. Draft Customer Service Charter

Summary

This report formally presents the Draft Customer Service Charter to Council. The officer's recommendation is that the Customer Service Charter is endorsed as presented.

Background

In June 2017, all office staff, HACC representatives and a representative from the outside / depot crew participated in a one-day workshop to develop a purpose statement and set of values to clarify the role of the Shire in the Community and to articulate the expectations of behavior in terms of the corporate values. The work of the group was then refined into a document that represents a commitment to our customers in the form of a Customer Service Charter.

Comment

While the purpose statement and values appear to be simple words that would take little time to develop, the process was involved and engaged all team members in considering the important role they play in the organisation, the way in which they felt the team could operate most effectively and how they believe they should treat each other (as internal customers) and our external customers. Given that staff were involved in developing this document it has the potential to become a powerful tool for the team members to hold each other accountable for their behavior in the work environment. It is also a strong statement for our Community to better understand and appreciate the commitment of the Shire of Dowerin employees to high quality customer service.

Financial Implications

There are no direct financial implications arising from the recommendation to adopt the Customer Service Charter.

Risk Implications

There is a real risk that this document could become just another formal paper that has no relevance to our actions and behaviors. Therefore, it will be the responsibility of the CEO, Managers and all staff to role model the behaviours articulated in this document, provide positive feedback when these behaviours are displayed and to hold each other to account when they are not. This will require ongoing training and support.

Consultation

All staff either participated in developing, or were provided with a draft copy of, this document. It was also presented as a draft at the 25 July Councillor workshop.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan:

Objective 4.1 An efficient and informative organisation.

Voting Requirements

Simple Majority required.

OFFICER RECOMMENDATION – ITEM 10.1.7

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ENDORSE THE SHIRE OF DOWERIN CUSTOMER SERVICE CHARTER AS PRESENTED.

10.2 FINANCE REPORT

10.2.1 FINANCIAL STATEMENTS – DEFERRED TO SEPTEMBER MEETING OF COUNCIL

Date:	10 August 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	Nil

Summary

This report provides Council with an update on the status of the Financial Statements for the period ending 31 July 2017.

Background

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

The Local Government (Financial Management) Regulations Reg 34 require that a local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month, with details as prescribed. The statements are to be presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates.

Comment

The financial statements for the period ending 31 July 2017 have not been finalised and are not presented for the following reasons:

- Council has yet to adopt a budget for 2017/18 therefore figures for Budget could only be reported as draft;
- The priority for the finance team has been to process end of financial year requirements; and
- The Finance Committee meeting has been brought forward and is very early in the month.

Based on the above, the Chief Executive Officer, on the advice of the Manager Finance and Corporate Services and the external Finance Consultant to the Shire, took the view that trying to present the financial statements under these circumstances could result in errors in the reports. The decision to defer the financial statements until the September Ordinary Meeting of Council remains compliant with the Financial Management Regulations.

Financial Implications

There are no financial implications from deferring the financial reports.

Risk Implications

Putting the financial reports to Council under these circumstances poses a risk that they could be either incomplete or inaccurate.

Consultation

Finance and Corporate Services Manager

External Financial Consultant

Policy Implications

Nil

Statutory Implications

Council is required to adopt monthly finance statements to comply with Reg 34(1) of the Local Government (Financial Management) Regulations 1996. However, FMR r. 34(4) allows for the Statements to be presented to Council at an Ordinary Meeting of Council within 2 months after the end of the month to which the statements relate.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.2 1

THAT COUNCIL, NOTES THE DEFERRAL OF THE PRESENTATION OF THE FINANCIAL STATEMENTS FOR THE PERIOD ENDING 31 JULY 2017 UNTIL THE SEPTEMBER ORDINARY MEETING OF COUNCIL.

10.2.2 ACCOUNTS FOR PAYMENT – 1 JULY 2017 TO 28 JULY 2017

Date:	4 August 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Ina Edwardson – Finance Manager
Attachments:	8. List of Accounts 9. 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.

Comment

The list as presented has been reviewed by Chief Executive Officer, Finance and Corporate Services and Manager Assets and Works.

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 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 expended are in accordance with Council's adopted budget for the 2016/17 financial year.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

A Simple Majority will be required at the Ordinary Meeting of Council.

OFFICER RECOMMENDATION – ITEM 10.2.2

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 01 JULY 2017 TO 28 JULY 2017.

10.3 MINUTES TO BE RECEIVED

Nil.

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING