



**MINUTES
OF MEETING
HELD ON
21 JUNE 2016
3.00PM**

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3.03pm.

1.2 OBITUARIES

Ms Enid Patterson

Mr Arthur Hatwell

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	Town Ward
G.B. Ralph	Deputy President	Rural South Ward
R.I. Trepp		Rural South Ward
B.N. Walsh		Town Ward
D.P. Hudson		Town Ward
A.J. Metcalf		Town Ward
W.E. Coote		Rural North Ward
T.A. Jones		Rural North Ward
A.J. Selvey	Chief Executive Officer	
S.F. Geerdink	Works Manager	
E.L. Richards		

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

S.L. King	Finance Manager
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2.4 GUESTS

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

Cr AJ Metcalf DEM Equestrian Facility Proposal (Agenda Item 10.1.2)

Impartiality – Treasurer/Board member of DEM

Cr DE Metcalf DEM Equestrian Facility Proposal (Agenda Item 10.1.2)

Impartiality - Board member of DEM

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2629) Moved: DP Hudson Seconded: TA Jones Carried: 8/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 17 MAY 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

WITH THE FOLLOWING AMENDMENTS;

- 2.1 RECORD OF ATTENDANCE, REPLACE GA MARTIN (ACTING CEO) WITH AJ SELVEY (CEO)
- PAGE 28, PREDICTED AND ACTUAL DATE IS 2016 NOT 2015
- 10.1.1 COUNCIL DECISION WAS CARRIED 7/0.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

- AROC Meeting Update
 - Presentation – Lighthouse Project which is a joint venture with Disability Commission & LGMA to improve employment outcomes for people with disabilities.
 - Recreation Plan – Regional plan for Recreation Strategy
 - AROC action plan contains many items of priority
- Dowerin Events Management Meeting Update
 - Portable Toilets Issue not being resolved
 - 30 exhibitors cannot be accommodated
 - Tractor for entrance is delayed
 - Tracmac to move to the top of the field day site so they can do demonstrations. If they stay at the bottom of the field they cannot move around.
 - Equestrian Facility

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 2014/15 ANNUAL REPORT

Date:	7 June 2016
Applicant:	
Location:	
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	1. Annual Report 2014 – 2015 2. Auditors Report by Ms Leanne K. Oliver 3. Minutes (Unconfirmed) of the Shire of Dowerin Audit Committee Meeting held on 15 June 2016

Summary

For Council to consider and if acceptable receive the Annual Report for the year ended 30 June 2015 for the Shire of Dowerin.

Background

Section 5.54 'Acceptance of Annual Reports' of the Local Government Act 1995 requires an Annual Report to be accepted by Council by 31 December in each year unless the Auditors Report is not available in time. The Local Government Act 1995 Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December then it must be presented within two (2) months of the Auditors Report becoming available.

Given the circumstances surrounding the finalisation of the financial statements for 2014/15 and the inability to secure an Auditor's Report before December 2015, the Shire was not able to achieve compliance with that timeframe.

Since the finalisation of the Forensic Audit in March 2016, the focus has been on reviewing all accounts to ensure accuracy of financial data. This review has been completed and the Annual Financial Report for the year ended 30 June 2015 was presented to the Shire of Dowerin's auditor for audit. The Audit was completed by the Shire Auditors and signed off on 10 June 2016.

It is a requirement for Council to receive the Annual Report within two months of the Auditors Report becoming available and as such the Annual Report is now presented for Council consideration and should it be acceptable to Council, officers seek a Council resolution to adopt the 2014/15 Annual Report.

Should the 2014/2015 Annual Report be received by Council, it is intended to hold the Annual Electors Meeting on 30 June 2016 at 7.30pm.

Comment

The Auditor's report shows that the Shire of Dowerin failed to meet the obligation to review all infrastructure assets to fair value by June 2015 and to include the Asset Renewal Funding ratio as required by the Local Government Financial Regulations 1996. Apart from these two matters, the

Auditor's report shows that the Shire's Financial Statements are compliant with the Local Government Act (1995) and the Local Government Financial Regulations (1996); were prepared in accordance with Australian Accounting Standards; and are a fair and true view of the Shire's financial position as of 30 June 2015. See attached Auditor's Report and accompanying letter.

In addition to the written report, the Auditor provided the Audit Committee a verbal report (in response to questions from the Audit Committee) that clarified the following:

Fraud:

- In the Auditor's view nothing in the audit sampling caused concern for the Auditors;
- As far as the Auditors could ascertain, everything was being presented to Council;
- The Auditors did not come across anything that indicated fraud.

Ratios:

- The Shire appears to be performing well according to most financial ratios;
- The Operating Surplus Ratio could be improved – but it is not overly concerning;
- In general the Ratios are trending in the right direction.

Revaluation:

- Revaluations that were due were not completed. The Shire could chose not to complete revaluations but that would put the Shire in breach of the Department of Local Government's requirements.
- Revaluation of Plant and Equipment is due by 30 June 2016.

Legacy issues:

- The Asset Register listed assets which the Shire had already disposed of. This report shows that the Asset Register has been brought up to date.

Consultation

The Audit Committee has reviewed and recommended the adoption of the Annual Financial Report at its meeting held on 15 June 2016 – see attached. Council is required to hold an Annual Electors Meeting within 56 days of acceptance of the Annual Report. Pending Council's adoption of the Annual Report, the Annual Electors Meeting has been scheduled to take place on 30 June 2016 at 7.30pm in the Town Hall.

The Annual Electors Meeting has been advertised as follows:

- Dowerin Despatch – 16th , 23rd & 30th June 2016 ; and
- Notices on Shire and Community Notice Boards, Facebook and the Shire of Dowerin website.

Financial Implications

- The cost of the Audit was met within current budget allocation for the Shire Auditors.
- The cost of production of the Annual Report was negligible and met with current resource allocations.

Policy Implications

Nil

Statutory Implications

It is a statutory requirement under the Local Government Act 1995 Section 5.53 for Local Governments to receive an Annual Report.

Strategic Implications

Aligns with the Strategic Community Plan Theme 4 – Local Government Leadership

Voting Requirements

Absolute majority

COUNCIL DECISION – ITEM 10.1.1

(2630) Moved: AJ Metcalf Seconded: TA Jones Carried: 8/0 Absolute Majority

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTION 5.54 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ACCEPT THAT THE MEETING BETWEEN THE AUDIT COMMITTEE AND THE AUDITOR AT THE AUDIT COMMITTEE MEETING HELD ON 15 JUNE 2016 SATISFIES LEGISLATIVE REQUIREMENTS;**
- 2. ACCEPT THE REPORT PROVIDED BY THE SHIRE AUDITOR MS LEANNE K. OLIVER OF BYFIELDS.**
- 3. RECEIVE THE SHIRE OF DOWERIN ANNUAL REPORT FOR THE 2014/2015 FINANCIAL YEAR; AND**
- 4. PROCEED WITH THE ANNUAL ELECTORS GENERAL MEETING ON THURSDAY 30 JUNE 2016 AT 7.30PM IN THE TOWN HALL.**

10.1.2 DOWERIN EVENTS MANAGEMENT EQUESTRIAN FACILITY PROPOSAL

Date:	6 June 2016
Applicant:	Dowerin Events Management Inc.
Location:	Portion of Lot 35 Memorial Avenue/Assessment No A662
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	
	4. Equestrian Facilities Request Letter from DEM
	5. Plan of proposed equestrian facility
	6. Landgate Site Map
	7. Letter to residents
	8. Letters from residents (Confidential)

Summary

This item presents a proposal from Dowerin Events Management Inc. in relation to the development of an equestrian facility for Council consideration.

Background

On 13 May 2016, Dowerin Events Management Inc. (DEM) wrote to the Shire seeking permission to establish an equestrian event facility at the site of the old tennis courts on Memorial Avenue.

The facility is proposed to be a permanent 65x25m horse arena along the southern side of the old tennis courts and a 15x15m arena along with 22 yards along the eastern side (see attached plan and site map). The main purpose of these facilities would be for use throughout the Dowerin Field Days with an option to also hire out the facilities throughout the year to instructors and different groups wanting to conduct clinics and small competitions.

The advice from DEM is that clinics are usually limited to around 10-15 horses/riders and a limited number of spectators. The proposed facility could host larger events with the maximum number of around 30 horses/riders.

In their application, DEM advised that equestrian events are not loud and participants are required to clean up after themselves (manure must be cleaned up at all venues). The only potential issue is dust, but this could be easily managed with a sprinkler system on hot and windy days. However, DEM has also noted that if these events became an issue for nearby residents they would limit the use of the facilities to Field Days only.

The preferred site is a portion of Lot 35 Memorial Avenue/Assessment No A662 (Crown Land Record Volume 58951 Folio 34). A check with Landgate had confirmed that the area is leased to the Shire of Dowerin on a 999 year lease for the purpose of "Recreation, Racecourse and Agricultural Show Grounds Activities" (lease number I1506098) with the area subject to a sub-lease to Dowerin Events Management Inc for a period of 21 years commencing 1 April 2005 and expiring on 31 March 2026 (sub-lease number J317424). The permitted use under the sub-lease is "Preparation for and holding of the Events".

Comment

Officers note that there are limited facilities for these types of events in the Wheatbelt; therefore this proposal could be a good opportunity to attract people to our community and add to the economic and social vibrancy of Dowerin and would add another dimension to event attraction for Dowerin. The proposal is consistent with the strategic direction of Council as outlined in the Strategic Community Plan which has a strong focus on growing tourism and partnering with key stakeholders to provide quality events.

Consultation

To ensure Council is fully briefed for their decision-making the Shire wrote to all residents in the immediate vicinity of the proposed facility to ensure they were informed of the proposal and seeking their views. Immediate residents were invited to make a submission in writing before the closing date for submissions is 10 June 2016. In the same letter, residents were advised that the matter would be put to the Council meeting on 21 June 2016. The CEO received one phone call from a resident who received the letter and was generally in favour of the proposal but was seeking further information. This resident was provided information and also advised to speak with Dowerin Events Management Inc. Two letters from residents were also received – both letters were in support of the proposal.

The site was the proposed site for a new Bush Fire Shed if the current grant application for a new shed is successful. However, the Shire has consulted with the Chief Bush Fire Control Officer and identified another site for the Bush Fire Shed should the grant be successful.

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Aligns with Strategic Community Plan:

- Objective 1.2.3 Continue to provide quality facilities to hold events; and
- Objective 2.3.3 Continue to work with key stakeholders to provide quality events.

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.2

(2631)

Moved: TA Jones

Seconded: DP Hudson

Carried: 7/1

THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO:

- 1. APPROVE THE ESTABLISHMENT OF AN EQUESTRIAN FACILITY BY DOWERIN EVENTS MANAGEMENT INC. ON THE AREA COMPRISING A PORTION OF LOT 35 MEMORIAL AVENUE/A662 FOR THE DURATION OF AND ON THE SAME CONDITIONS OF SUB-LEASE J317424 FOR THREE (3) YEARS;**
- 2. APPLY THE FOLLOWING REQUIREMENTS;**
 - a. ANY STRUCTURES ARE SUBJECT TO STANDARD BUILDING APPROVALS;**
 - b. THE FACILITY IS CLEANED IMMEDIATELY FOLLOWING EACH EVENT AND MAINTAINED TO A CLEAN AND HYGIENIC STANDARD;**
 - c. DUST MITIGATION SYSTEMS/PROCESSES ARE UTILISED;**
 - d. DOWERIN EVENTS MANAGEMENT INC. IS RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH ESTABLISHING, MAINTAINING AND OPERATING THE EQUESTRIAN FACILITY;**
 - e. DOWERIN EVENTS MANAGEMENT INC. WILL BE RESPONSIBLE FOR FULL REHABILITATION OF THE SITE SHOULD THEY CLOSE THE FACILITY AT ANY TIME IN THE FUTURE.**

10.1.3 DOWERIN COMMUNITY CHILDCARE INC. PROPOSAL

Date:	6 June 2016
Applicant:	Dowerin Community Childcare Inc. Committee
Location:	
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	
	9. Lil' Tigers – A review of operations May 2016. By the Dowerin Community Childcare Committee;
	10. Table of current and proposed costs ;
	11. Profit & Loss Financial year to 15-04-2016, for Dowerin Community Childcare Inc.

Summary

The Dowerin Community Childcare Committee has approached the Shire to discuss options for future support from the Shire to ensure the ongoing sustainability of the Child Care Centre known as Lil' Tigers Early Learning Centre (thereafter Lil' Tigers). This report provides background on this community-run facility and seeks a Council decision in terms of ongoing support and resource allocation to Lil' Tigers.

Background

In 2009 the Shire's Community Services Officer and former CEO met with a group of community members who expressed interest in working together to set up a child care facility within Dowerin. In October 2010, the Dowerin Community Childcare Committee (thereafter the Committee) was established, comprising of volunteers. 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 managed the fit out and set up of the 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 since February 20 families 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.

The Shire currently provides significant support for Lil Tigers and the Committee – this support is detailed below. Some of this support has evolved over time and not been formally considered by Council. This report aims to clarify the current arrangements for Council and seeks a Council decision for the form and level of ongoing support.

The report was initiated as the result of a recent meeting between the Committee and the CEO at which time the Committee advised that they are concerned that the current model, which places a significant workload on volunteer Community members, is not sustainable, particularly if Lil' Tigers continues to grow. The Committee advised that they would be seeking a formal agreement for ongoing support from the Shire. The attached document (attachment 1), prepared by the Committee provides a comprehensive review of the background, current status and future options for Lil' Tigers.

Comment

Councils are mandated to respond to the specific needs of their current communities within the Community's capacity and willingness to pay. Community needs are established through community surveys, meetings, interviews and public feedback and as a direct result of that input Council develop and articulate their strategic direction. The Dowerin Strategic Community lists "Continue to support the development of the Dowerin Community Child Care Facility" as a specific strategy. This is further articulated in the Shire of Dowerin Corporate Business Plan.

This strategic direction is currently enacted by provision of the following support by the Shire:

- Rent and rate free venue for Lil' Tigers;
- Providing the necessary skills and resources to assist with renovating the facility in order to suit National Standards for a long day care facility;
- Allowing payroll to be conducted through the Shire of Dowerin's existing payroll system ensuring that costs such as insurance and workers compensation are covered through the Shire of Dowerin;
- Providing advice in relation to Human Resource services such as employment awards/conditions/contracts;
- Meeting the costs of utilities (power, water and gas) to ease the burden on the fundraising efforts of the committee;
- Allowing the flexibility of existing shire administration staff to assist with staffing issues at Lil' Tigers when staff cover has been required;
- Providing full treasury functions, including banking and administration support: and
- Photocopying and printing.

The Committee has considered options for future sustainability with two options outlined in the attached report. Option 1 is the model preferred by the Committee. Option 1 includes the following:

The Dowerin Community Child Care Committee continues to manage the facility as a community based not for profit model sponsored by the Shire of Dowerin.

This option is designed to enable the existence and long term viability of the Dowerin Community Child Care Committee however the pressure, stress and legal ramifications on unpaid volunteers will be significantly reduced.

This model is not dis-similar to the operation of Lil' Tigers at present, however it would provide a much more formal approach to operations.

Specifics of the proposed model are outlined below:

- Dowerin Community Child Care Inc. would remain licensee of the facility enabling the Committee members to act as supervising officers should this be required;
- Dowerin Community Child Care Inc. would take back the role of Treasurer and would handle the finances of Lil' Tigers (NB: During one-on-one meetings between Councillors and the CEO, several Councillors requested greater transparency in financial management of the Dowerin Community Child Care Inc. This proposal would require annual audited statements from Dowerin Community Child Care Inc. which the Shire would review and formally present to Council).
- Dowerin Community Child Care Inc. would manage all fundraising and educational programming for the Centre;
- Dowerin Community Child Care Inc. would ensure appropriate insurance cover (e.g. public liability and contents insurance).

The Shire would provide the following to ease the financial and management burden on the Committee:

- 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 (power, water and gas);
- Photocopying and printing;
- Assume 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 the 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;
(NB: Currently, all Lil' Tigers employees are in fact, employees of the Shire of Dowerin however no formal arrangement has ever been put into place. This proposal formalises the current arrangement.)

Note: The cost of current and proposed services provided by the Shire can be found in the attachment 2.

Consultation

The CEO has met with the Committee to discuss their concerns and proposal.

Financial Implications

The cost of the current level of service support provided by the Shire to Dowerin Community Childcare Inc. costs the Shire approximately \$24558 per annum.

The estimated cost of the proposed level of service support from the Shire to Dowerin Community Childcare Inc. would cost the Shire approximately \$22908 per annum.

See attached document for a breakdown of these cost estimates.

There is slight decrease in Shire resources required to implement the proposed subsidy model; therefore the proposed model can be implemented without any impact on the operational budget.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Aligns with Strategic Community Plan:

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

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.3

(2632)

Moved: TA Jones

Seconded: WE Coote

Carried: 8/0

THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO:

- 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.**

10.1.4 TENDER SHORT TERM ACCOMMODATION PROJECT

Date: 17 June 2016
Applicant: Shire of Dowerin
Location:
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments:

12. Tender evaluation report (Confidential)

Summary

The item seeks Council consideration of the tender evaluation report for RFT 01/2016 Architectural Services Dowerin Short Term Accommodation Project and Council approval to award the tender to the preferred tenderer.

Background

The background to and justification for the Short Term Accommodation Project was articulated in the May Council agenda item and at the Council Meeting held on 17 May 2016, Council resolved to progress with the project.

Comment

In accordance with the Council resolution, a tender was prepared in consultation with the Short Term Accommodation Working Group.

The tender was advertised in the West Australian newspaper on Saturday 28 May 2016. Tenders closed on Monday 13 June 2016 at 12noon. 10 tenders were received by the closing time.

The tender assessment panel consisted of Sonia King, Finance Manager and Dowerin Events Management Board Member ; Steven Geerdink, Works Manager, Louise Hagboom, Community Development Officer ; and Linton Thomas, Building & Health Surveying Services contractor to the Shire.

Tenders were assessed against the following compliance requirements:

Compliance Criteria:

- A. Compliant with the Specification contained in the Request.
- B. Compliant with the Conditions of Tendering this Request.
- C. Compliant with Insurance requirements (Clause 4.2.9)
- D. Compliant with and completion of the Price Schedule.

Of the 10 tenders received 9 were compliant and therefore assessed against the following Qualitative Criteria (Scored):

- E. Demonstrated Understanding
- F. Relevant Experience Completing Similar Projects
- G. Project Methodology

H. Resources of the Organisation

Following the assessment, the tender panel selected a preferred tenderer. See attached confidential Tender Evaluation Report.

The Tender Panel's Tender Evaluation Report has been reviewed and endorsed by the CEO.

Consultation

The Short Term Accommodation Working Group was invited to review the draft tender documents to ensure the documents reflected the project objectives and Council's direction.

Financial Implications

The available budget for Professional Services component of the Short Term Accommodation Project is \$228,525.00 including GST.

The preferred tender price is within the available budget noting that the Professional Services component of the budget (\$228,525.00 including GST) will also be required for other professional services being:

- Structural & Civil Engineering Services ;
- Mechanical Services ;
- Electrical Services ; and
- Hydraulic Services.

Policy Implications

Council has an adopted Policy with respect to Procurement which stipulates purchasing thresholds with purchases over \$100,000 requiring a public tender process and for Council to select and approve the tenderer. The process is compliant with this policy requirement.

Statutory Implications

Section 3.57 of the Local Government Act 1995; Local Government (Functions & General) Regulations 1996 prescribe the manner in which tenders are to be assessed. The process has complied with this statutory requirement.

Strategic Implications

Aligns with Strategic Community Plan:

- Objective 2.3 - A growing tourism industry

Voting Requirements

Absolute majority

COUNCIL DECISION – ITEM 10.1.4

(2633) Moved: TA Jones Seconded: DP Hudson Carried: 7/1 Absolute Majority

THAT COUNCIL BY ABSOLUTE MAJORITY RESOLVES TO:

- 1. AWARD RFT 01/2016 ARCHITECTURAL SERVICES DOWERIN SHORT TERM ACCOMMODATION PROJECT TO MCG ARCHITECTS FOR THE TENDERED AMOUNT OF \$111650.00.**

10.2 FINANCE REPORT

10.2.1 FINANCE REPORT – MAY 2016

Date: 13 June 2016
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Sonia King
Attachments:

13. Monthly Statements May 2016

Summary

I present the financial statements for the period 1 July 2015 to 31 May 2016.

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 (Attachment 4). The statements have been prepared in AAS27 format in accordance with FMR Reg 35.

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 May 2016 is as detailed in the financial statements.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.1

(2634) Moved: DP Hudson

Seconded: RI Trepp

Carried: 8/0

THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 31 MAY 2016 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT BE RECEIVED.

LIST OF ACCOUNTS
03/05/2016 - 03/06/2016
MUNICIPAL FUND

ELECTRONIC PAYMENTS

EFT	Date	Name	Description	Amount	Contra
EFT3985	09/05/2016	AVON WASTE	Rubbish collection	-7052.40	7,052.40
EFT3986	09/05/2016	ADVANCED AUTOLOGIC PTY LTD	Grease	-401.00	
EFT3987	09/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	-358.00	358.00
EFT3988	09/05/2016	BOEKEMAN MACHINERY	Repairs to clutch assembly	-1730.96	
EFT3989	09/05/2016	Building & Health Surveying Services	EHO contract April 2016	-4272.05	
EFT3990	09/05/2016	CUTTING EDGES PTY LTD	Sharq blades and 20 wedges	-864.54	
EFT3991	09/05/2016	CORPORATE HEALTH PROFESSIONALS	12x workcover hearing tests	-924.00	924.00
EFT3992	09/05/2016	DOWERIN BAKERY AND NEWS	Council refreshments, ANZAC day breakfast supplies, Newspapers	-96.00	
EFT3993	09/05/2016	DOWERIN ENGINEERING WORKS	Handrail for DCC - Aged Friendly Grant	-6008.92	6,008.92
EFT3994	09/05/2016	DOWERIN COMMUNITY RESOURCE CENTRE	Advertising - ANZAC Day EOI, Banners in the Terrace, Skateboard Workshop, Amery Acres, 26-28 Stewart Street	-334.50	
EFT3995	09/05/2016	LANDGATE	Rural UV General Revaluation 2015/2016	-5426.85	
EFT3996	09/05/2016	DOWERIN & DISTRICTS FARM SHED	Insecticide, mower blades, forklift course	-696.65	
EFT3997	09/05/2016	DAIMLER TRUCKS PERTH	2x oil & fuel filters, 2x air filters	-727.28	
EFT3998	09/05/2016	DOWERIN GOURMET BUTCHERSHOP	BBQ sausages & bacon rashers - ANZAC Day Breakfast	-209.52	
EFT3999	09/05/2016	DOWERIN ROADHOUSE	March Meals on Wheels	-230.00	
EFT4000	09/05/2016	GOOMALLING FARM SHED	10 x 20kg cement bags	-121.50	
EFT4001	09/05/2016	JR & A HERSEY	Works Equipment - Gloves, earmuffs, magic trees, broom, spray, wire brush	-495.19	
EFT4002	09/05/2016	JASON SIGNMAKERS	15x Roads to Recovery signs	-2483.80	2,483.80
EFT4003	09/05/2016	LGIS RISK MANAGEMENT	Risk coordinator program 15/16	-3198.80	
EFT4004	09/05/2016	IXOM OPERATIONS PTY LTD	Chlorine service fee 01/04/16 - 30/04/16	-40.92	
EFT4005	09/05/2016	OFFICE OF THE NATIONAL RAIL SAFETY REGULATOR	Annual fees 21/12/15 - 30/06/16	-95.83	
EFT4006	09/05/2016	OFFICEMAX AUSTRALIA LIMITED	Coffee, toner, batteries, coloured dividers, paper clips, manila folders	-342.53	
EFT4007	09/05/2016	KEZIA METCALF	GRANT FUNDING - Pilates Course - K Metcalf	-1000.00	1,000.00
EFT4008	09/05/2016	PERFECT COMPUTER SOLUTIONS	IT assistance	-212.50	
EFT4009	09/05/2016	QUICK CORPORATE AUSTRALIA PTY LTD	HACC Printer and office stationery	-1045.39	
EFT4010	09/05/2016	5Rivers Plumbing & Gas	Fit tundish to stand pipe	-700.09	
EFT4011	09/05/2016	STARTRACK EXPRESS	Freight for clutch housing circlips, ipads and line marking paint	-243.86	
EFT4012	09/05/2016	WESTRAC EQUIPMENT	500 hour service 120m CAT Grader	-372.97	
EFT4013	09/05/2016	Western Australian Treasury Corporation	Loan 98 Repayment	-12770.96	12,770.96
EFT4014	18/05/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-7467.00	7,467.00

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 JUNE 2016

EFT4015	18/05/2016	BOEKEMAN MACHINERY	205L RX Super Oil	-2082.40	
EFT4016	18/05/2016	COOK'S TOURS	Annual advertising in Beautiful South publication	-880.00	
EFT4017	18/05/2016	DOWERIN IGA EXPRESS	Council refreshments, coffee, Anzac Day breakfast supplies	-368.82	
EFT4018	18/05/2016	DOWERIN ENGINEERING WORKS	New hydraulic motor for slasher	-1686.40	
EFT4019	18/05/2016	DOUG CRAIGE	Boiler inspection & accommodation	-1245.20	1,245.20
EFT4020	18/05/2016	DOWERIN TYRE AND EXHAUST	P06 x 1 tyre and supply and fit P005 x 4 drive tyres	-1959.00	
EFT4021	18/05/2016	DOWERIN & DISTRICTS FARM SHED	Mower blades, hand shears, glyphosate	-643.55	
EFT4022	18/05/2016	ELDERS LIMITED	Safety Boots	-158.00	
EFT4023	18/05/2016	FIRE & SAFETY	Compliance - Fire extinguisher service	-2205.40	
EFT4024	18/05/2016	ALL-WAYS FOODS	Bleach, Toilet duck, garbage bags, toilet paper, tissues, parablocks, gleem, hand towel, domestos, chux roll, wipes	-1279.57	
EFT4025	18/05/2016	Great Southern Fuel Supplies	15000L Diesel	-14958.90	
EFT4026	18/05/2016	JK WILLIAMS & CO	Cement, work lights, ball valve, reticulation supplies, battery pack, extension cord, taps, sundries	-1012.83	
EFT4027	18/05/2016	JOELECTRICS	Repair power issue at Football oval	-1086.37	
EFT4028	18/05/2016	MEX MAINTENANCE EXPERTS PTY LTD	Private training - 1 day - 2 people	-907.50	907.50
EFT4029	18/05/2016	PERFECT COMPUTER SOLUTIONS	Install XML Editor	-85.00	
EFT4030	18/05/2016	5Rivers Plumbing & Gas	HACC Office - Fix leaking toilet & hot tap in kitchen	-543.20	
EFT4031	18/05/2016	WA LOCAL GOVERNMENT ASSOCIATION	ROMANSII Staff Training - Geerdink	-880.00	
EFT4032	18/05/2016	MD & RC WINDSOR	Repaint archives door, adjust playground latch, repair water leak at 19 Cottrell, adjust badminton nets	-90.75	
EFT4033	18/05/2016	Western Australian Treasury Corporation	Principal and Interest - Loan 97	-39126.21	
EFT4034	18/05/2016	REBECCA WINDSOR	Gym Inductions x 1	-20.00	20.00
EFT4035	26/05/2016	AVON WASTE	Rubbish collection	-2350.80	2,350.80
EFT4036	26/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	-358.00	358.00
EFT4037	26/05/2016	BYFIELDS	Roads to Recovery Audit	-990.00	990.00
EFT4038	26/05/2016	Building & Health Surveying Services	EHO Contract May 2016	-4162.05	
EFT4039	26/05/2016	GEVERS GODDARD JONES PTY LTD	HACC Survey support subscription	-240.00	
EFT4040	26/05/2016	ALL-WAYS FOODS	Bin for ladies bathroom	-40.23	
EFT4041	26/05/2016	LINQAGE INTERNATIONAL	Project Management Expenses	-24406.80	24,406.80
EFT4042	26/05/2016	Jade Rackham Nature Direct	1x breathe easy, 1x 500ml enviro air concentrate	-132.91	
EFT4043	26/05/2016	NAUGHTY BUGS PEST CONTROL	Treatment of 2 trees - verge adjacent to 37 Stacy St	-66.00	
EFT4044	26/05/2016	PRESSFORM ENGINEERING PTY LTD	Hoops to support the locomotive cladding	-2944.82	2,944.82
EFT4045	26/05/2016	5Rivers Plumbing & Gas	18 O'Loughlen St - Fit and supply new hot water system	-2027.01	
EFT4046	26/05/2016	RICOH	2x printer cartridges (licensing computer)	-345.40	345.40
EFT4047	26/05/2016	ST JOHN AMBULANCE - DOWERIN	First Aid Kit Restock	-1431.24	- 1,431.24
EFT4048	26/05/2016	TRANSAIR	1x RFI Aerial	-132.50	
EFT4049	26/05/2016	WESTRAC EQUIPMENT	P006 Loader - Fuel line and exhaust manifold repair	-784.86	

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EFT4050	26/05/2016	REBECCA WINDSOR	Gym Inductions x 1	-20.00	20.00
EFT4051	01/06/2016	AMPAC DEBT RECOVERY (WA) PTY LTD	PAYMENTS FOR MONTH OF DECEMBER	-720.28	720.28
Total				-172296.01	70,942.64
CHEQUE PAYMENTS					
CHQ	Date	Name	Description	Amount	Contra
2050	16/05/2016	SHIRE OF DOWERIN	MDL Renewal - 1 year - Doug Maxwell	-41.80	
10167	09/05/2016	COURIER AUSTRALIA	Signs freight	-21.69	21.69
10168	09/05/2016	LGRCEU	Payroll deductions	-38.80	38.80
10169	09/05/2016	SYNERGY	Electricity usage	-1455.80	
10170	09/05/2016	TELSTRA	Telephone charges	-1984.39	
10171	09/05/2016	WATER CORPORATION	Water usage	-269.88	
10172	09/05/2016	F A & J L WINDSOR	Repairs to spray tank motor, repair to cement mixer	-112.50	
10173	09/05/2016	WESTNET PTY LTD	Internet charges	-253.84	
10174	18/05/2016	JOHN WILLIAM FOWLER	Rates refund for assessment A492 23 STACY STREET DOWERIN 6461	-351.65	
10175	18/05/2016	LESLIE JOHN HOWARD	Rates refund for assessment A656 LJ SA HOWARD PO Box 169	-330.49	
10176	18/05/2016	SYNERGY	Electricity Usage - Street Lighting	-2287.00	
10177	18/05/2016	TELSTRA	Telephone charges - Management Mobile Phones	-394.55	
10178	18/05/2016	WESTNET PTY LTD	Internet Charges	-198.84	
10179	26/05/2016	COURIER AUSTRALIA	Library freight	-28.35	
10180	26/05/2016	LGRCEU	Payroll deductions	-38.80	38.80
10181	26/05/2016	SYNERGY	Electricity Usage - Buildings, Properties, Ovals, Sewerage and Parks	-7645.00	
10182	26/05/2016	TELSTRA	Telephone usage - Organisation line charges, plan repayments, and calls	-1501.64	
10183	26/05/2016	WATER CORPORATION	Water usage	-120.49	
Total				-17075.51	99.29
SUPERANNUATION PAYMENTS					
Ref	Date	Name	Description	Amount	Contra
DD9131.1	04/05/2016	WA SUPER	Payroll deductions	-2891.88	
DD9131.2	04/05/2016	CHILDCARE SUPER	Superannuation contributions	-102.34	
DD9131.3	04/05/2016	CONCEPT ONE SUPER	Superannuation contributions	-21.21	
DD9131.4	04/05/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-17.60	
DD9131.5	04/05/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-79.25	
DD9131.6	04/05/2016	Australian Super	Superannuation contributions	-336.21	
DD9131.7	04/05/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-500.70	
DD9131.8	04/05/2016	AMP Life Limited	Superannuation contributions	-241.05	
DD9131.9	04/05/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-100.74	
DD9139.1	18/05/2016	WA SUPER	Payroll deductions	-2659.33	
DD9139.2	18/05/2016	CHILDCARE SUPER	Superannuation contributions	-101.27	

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DD9139.3	18/05/2016	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
DD9139.4	18/05/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-9.15	
DD9139.5	18/05/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-66.74	
DD9139.6	18/05/2016	Australian Super	Superannuation contributions	-336.21	
DD9139.7	18/05/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-475.25	
DD9139.8	18/05/2016	AMP Life Limited	Superannuation contributions	-241.05	
DD9139.9	18/05/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-100.74	
DD9149.1	01/06/2016	WA SUPER	Payroll deductions	-2917.16	
DD9149.2	01/06/2016	CHILDCARE SUPER	Superannuation contributions	-85.11	
DD9149.3	01/06/2016	CONCEPT ONE SUPER	Superannuation contributions	-16.74	
DD9149.4	01/06/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-18.30	
DD9149.5	01/06/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-78.85	
DD9149.6	01/06/2016	Australian Super	Superannuation contributions	-336.21	
DD9149.7	01/06/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-502.15	
DD9149.8	01/06/2016	AMP Life Limited	Superannuation contributions	-378.98	
DD9149.9	01/06/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-100.74	
DD9131.10	04/05/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-93.37	
DD9131.11	04/05/2016	CBUS	Superannuation contributions	-161.71	
DD9131.12	04/05/2016	PRIME SUPER	Superannuation contributions	-167.94	
DD9131.13	04/05/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-157.42	
DD9131.14	04/05/2016	HOSTPLUS	Superannuation contributions	-41.42	
DD9139.10	18/05/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-94.67	
DD9139.11	18/05/2016	CBUS	Superannuation contributions	-161.70	
DD9139.12	18/05/2016	PRIME SUPER	Superannuation contributions	-167.94	
DD9139.13	18/05/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-125.86	
DD9139.14	18/05/2016	HOSTPLUS	Superannuation contributions	-89.91	
DD9149.10	01/06/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-93.37	
DD9149.11	01/06/2016	CBUS	Superannuation contributions	-161.70	
DD9149.12	01/06/2016	PRIME SUPER	Superannuation contributions	-167.94	
DD9149.13	01/06/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-137.07	
DD9149.14	01/06/2016	HOSTPLUS	Superannuation contributions	-90.38	
Total				-14647.45	

PAYROLL PAYMENTS					
	Date	Name	Description	Amount	Contra
Pays0405	04/05/2016	Payroll Direct Debit of Net Pays	Payroll 04/05/2016	-43519.60	
Pays1805	18/05/2016	Payroll Direct Debit of Net Pays	Payroll 18/05/2016	-39283.98	
Total				-82803.58	
MUNICIPAL TOTALS					
				Amount	Contra
EFT TRANSACTIONS				-172296.01	70942.64
CHEQUES				-17075.51	99.29
SUPER PAYMENTS				-14647.45	0.00
PAYROLL PAYMENTS				-82803.58	0.00
TOTAL				-286822.55	71041.93
				-	
				215,780.62	

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

13.1 STAFF STRUCTURE – CONFIDENTIAL

14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5.05pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 19th July 2016.

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D.E. Metcalf

PRESIDENT

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Date