



AGENDA

OF MEETING

HELD ON

28 FEBRUARY 2017

3.00PM

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TUESDAY 28 FEBRUARY 2017

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

Gwendoline Joy Sutherland (Cottrell)

Mr Graham Maisey

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

| | | |
|---------------|-------------------------|------------------|
| D.E. Metcalf | President | Town Ward |
| R.I. Trepp | | Rural South Ward |
| D.P. Hudson | | Town Ward |
| A.J. Metcalf | | Town Ward |
| B.N. Walsh | | Town Ward |
| W.E. Coote | | Rural North Ward |
| T.A. Jones | | Rural North Ward |
| A.J. Selvey | Chief Executive Officer | |
| Ina Edwardson | Acting 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

RECOMMENDATION – ITEM 7.1

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 20 DECEMBER 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

RECOMMENDATION – ITEM 7.2

THAT THE MINUTES OF THE SPECIAL MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 17 JANUARY 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 COMPLIANCE AUDIT RETURN

| | |
|-------------------------|--|
| Date: | 12 February 2017 |
| Applicant: | The Shire of Dowerin |
| Location: | N/A |
| File Ref: | |
| Disclosure of Interest: | Nil |
| Author: | Andrea Selvey, CEO |
| Attachment: | 1. Compliance Audit Return 2016 (Certified Copy) |

Summary

The Compliance Audit Return (CAR) is a statutory requirement. The Return for the 2016 calendar year is required to be completed and submitted to the Council prior to being submitted to the Department by the deadline of 31 March 2017.

Background

The CAR is a process for local governments to self-audit their compliance. The template/questionnaire is developed by the Department of Local Government and Communities. The audit covers the following areas:

- Commercial Enterprises
- Delegations of Power / Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services

Comment

In 2016 the Shire of Dowerin 2015 CAR was completed by the then Acting CEO, Mr Gary Martin. As a local government consultant, part of Mr Martin's normal service provision is to conduct independent CAR reviews on behalf of various local governments and therefore Mr Martin was able to bring his 20 years' experience with such reviews to the Shire of Dowerin's CAR. IN 2016 Mr Martin reported that "Without doubt the standard of compliance found in this review was most likely to be the worst, or one of the worst, I have experienced."

Mr Martin proceeded to state that the 2015 CAR found considerable non-compliance and many key registers and records non-existent, poorly maintained and generally incomplete or unsatisfactory. It is apparent that the ex CEO paid scant attention to the various statutory requirements and as a result exposed the Shire and individuals to severe penalties.

It is noteworthy that previous CARs lodged by the Shire were also inaccurate and demonstrate that the review exercise was treated with disdain and items ticked as compliant with complete disregard to accuracy.

Given the poor standard of compliance reported in 2016, it was timely that Mr Martin was once again Acting CEO in January 2017 and was able to complete a significant proportion of the CAR as part of his Acting role.

Whilst there have been improvements in compliance, it is necessary to report to Council that there are areas of compliance that still require addressing. These include:

1. The agreement between the Shire and Auditor did not include the objectives of the audit or method to be used for communication;
2. The annual return for one staff member was not completed correctly;
3. Disclosures of interest, the extent of participation and how these are recorded in the minutes need review;
4. Delegations require finalising urgently.

It should be noted that WALGA has been reviewing the Shire's draft delegations register over the past two months and have stated they would have their revisions to us within the next week or two. The other compliance issues have been noted and will be addressed.

These shortcomings have also been identified in the Regulation 5 Financial Management Review conducted by RJ Back in March 2016 and Compliance Probity Review conducted by the Department of Local Government and Communities in July 2016 and the Shire already has a list of actions arising from these reviews which are gradually addressing these matters. Progress of actions from these two reviews are reported regularly to the Audit Committee and to Council.

The CAR was presented at the Audit Committee meeting on 17 February and the Committee recommended that Council adopt the CAR as presented. The CAR is therefore attached for Councillor's perusal, comment and adoption. It is necessary for the Shire President and the Chief Executive Officer to sign off the return as a certified copy before 31 March 2017.

Consultation

Mr Gary Martin, former Acting CEO, Shire of Dowerin

Shire staff

The Shire of Dowerin Audit Committee

Financial Implications

There are no direct financial implications arising from the review itself, however compliance does require significant resourcing. This has been considered by Council in the 2016/17 budget with a \$50,000 budget for compliance.

Policy Implications

Nil

Statutory Implications

The completion of the CAR is required under Local Government (Audit) Regulations 1996 and requires the CAR to be submitted to the Council for ratification before it is submitted to the Department of Local Government and Communities.

Strategic Implications

Nil

Voting Requirements

Simple majority

OFFICER AND AUDIT COMMITTEE RECOMMENDATION – ITEM 10.1.1

THAT THE AUDIT COMMITTEE RESOLVES TO RECOMMEND THAT COUNCIL BY SIMPLE MAJORITY, PURSUANT TO LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996:

- 1. ADOPTS THE SHIRE OF DOWERIN 2016 COMPLIANCE AUDIT RETURN AND AUTHORISES THE CEO TO LODGE THE RETURN WITH THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES; AND***
- 2. NOTES THE AREAS OF CONCERN AND INSTRUCTS THE CEO TO PROGRESS IMPROVEMENTS TO COMPLIANCE WITHIN CURRENT BUDGET/RESOURCE ALLOCATIONS.***

10.1.2 ANNUAL ELECTORS MEETING

Date: 14 February 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 2. Minutes of the Annual Meeting of Electors held on 7 February 2017

Summary

Report recommends Council considers the decisions made at the Annual Electors Meeting held on 7 February 2017.

Background

Council held its general meeting of electors (Annual Meeting of Electors) on Tuesday 7 February 2017. 24 people attended the meeting. The minutes from that meeting have been included as an attachment. See Attachment 2.

In accordance with the section 5.33 (1) of Local Government Act, any decisions made at an electors meetings are to be considered at the next ordinary council meeting. If that is not practicable, they should be considered at the first ordinary council meeting after that meeting or at a special meeting called for that purpose.

Comment

At the Annual Electors Meeting held on Tuesday 7 February 2017 the Shire of Dowerin 2015/16 Annual Report which included Financial Statements for 2015/16, the Auditor's Report, the President's Report and the CEO's Report, was accepted as presented.

Consultation

As required by legislation the meeting minutes (unconfirmed) have been made available to the public via the Shire's website prior to being presented to Council.

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

The LOCAL GOVERNMENT ACT 1995 - SECT 5.32 and 5.33 detail the manner in which minutes and decisions of Annual Electors Meetings are to be treated. This process is consistent with statutory requirements.

Strategic Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.2

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECT. 5.33 OF THE LOCAL GOVERNMENT ACT RESOLVES TO RECEIVE THE MINUTES OF THE ANNUAL MEETING OF ELECTORS HELD ON TUESDAY 7 FEBRUARY 2017.

10.1.3 DEPUTY SHIRE PRESIDENT ELECTION

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

Summary

This item presents nominations for the position of Deputy Shire President for Council consideration.

Background

By letter dated 29 December 2016 (but received on the 22 December 2016), addressed to the Shire President, Cr Graham Ralph, Deputy Shire President, tendered his resignation as a Dowerin Shire Councillor with immediate effect on the 29 December 2016. The vacancy on Council is being addressed via the extraordinary election on 7 April 2017; however this still leaves the matter of a Deputy Shire President position to be considered by Council.

Comment

The Local Government Act (Schedule 2.3) prescribes that Council is to elect a Councillor (other than the Mayor or President) to fill the office. The Local Government Act stipulates that the Shire President conducts the election; however the DLGC recommends that this function be delegated to the CEO and that one other officer observes the process and count. The Shire President has delegated this function to CEO and the Coordinator Governance and Organisational Development will be the observer.

Nominations for the office are to be given to the person conducting the election (in this case the CEO) in writing before the meeting or during the meeting before the close of nominations.

If a Councillor is nominated by another Councillor the nominee must confirm verbally or in writing that he or she is willing to be nominated for the office.

The Council members are to vote on the matter by secret ballot as if they were electors voting at an election with votes counted in a similar manner to an election. Ballot papers will be kept as a confidential formal Shire record.

No nominations were received prior to this agenda item being finalized. The CEO will receive nominations from Councillors whom may wish to nominate at the meeting.

The minutes will record the process and all final nominations.

Consultation

The CEO has discussed this matter with the Shire President and consulted with the DLGC on the process.

Local public notice, as defined by section 1.7 of the Act, must be given of the election of all council office holders. The Minister for Local Government will need to be advised.

Financial Implications

The Deputy Shire President has an annual allowance of \$750. This amount was allocated by Council in the 2016/17 Budget.

Policy Implications

Nil

Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SCHEDULE 2.3 Clause 7 (2)(b) states that the election of a Deputy Shire President should be considered by Council at the first meeting after the vacancy occurs.

Strategic Implications

Nil

Voting Requirements

N/A

OFFICER RECOMMENDATION – ITEM 10.1.3

N/A

10.1.4 RECOVERY COORDINATOR APPOINTMENT

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

Summary

This item presents a recommendation arising from the LEMC Meeting to appoint the CEO as the Shire Recovery Coordinator for Council consideration.

Background

Under the requirements of the EMERGENCY MANAGEMENT ACT 2005 - SECT 41 each local government must have Emergency management arrangements in place. The arrangements are required to include a recovery plan and the nomination of a local recovery coordinator. The Shire of Dowerin's arrangements are in place however, the position of Recovery Coordinator has not been filled for several years.

Comment

The Recovery Coordinator should have an understanding of the recovery arrangements and preferably have undertaken some recovery training. The District EM Advisor advises that recovery coordination is a large task and more suited to a group effort, so the more elected members and staff that are aware of recovery issues the better and that ensuring key staff are aware of EM issues and attend the LEMC when available is also very helpful. It should be noted that the Assets and Works Manager and Governance Coordinator regularly attend the LEMC meetings and have a good understanding of the recovery arrangements.

Consultation

This matter was discussed at the LEMC meeting on 3 February and given that a large part of the role of the Recovery Coordinator is to delegate duties and authorize deployment of resources, it was felt that the CEO was best suited to fill the role.

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

EMERGENCY MANAGEMENT ACT 2005 - SECT 41

Strategic Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.4

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO EMERGENCY MANAGEMENT ACT 2005 - SECT 41 RESOLVES TO APPOINT THE CEO AS THE SHIRE OF DOWERIN RECOVERY COORDINATOR.

10.1.5 DOG KENNEL APPLICATION

| | |
|-------------------------|---|
| Date: | 21 February 2017 |
| Applicant: | Shire of Dowerin |
| Location: | 454 Sanders Road, Dowerin |
| File Ref: | |
| Disclosure of Interest: | Nil |
| Author: | C. Morrell, GODC |
| Senior Officer: | A. Selvey, CEO |
| Attachments: | 3. Shire of Dowerin Dogs Local Law (Schedule 2) 4. Jenny Nolan Border Collie Working Dog Breeder Business Case |

Summary

This item brings an application for a kennel licence before Council and seeks a Council resolution to approve the application.

Background

Ms Jenny Nolan would like to apply for a Kennel Licence. She has been operating as a Working Dog Breeder for the last ten years; however under the Shire of Dowerin Dogs Local Law 2008, Ms Nolan is unable to continue to operate her kennel unless she has a Kennel Licence.

The Shire of Dowerin Dogs Local Law (Schedule 2) stipulates the conditions under which a kennel licence can be provided. Ms Nolan's kennel does not comply with any of those conditions (see attached for Schedule 2); therefore the CEO is unable to provide a licence under operational delegation. However, Clause 4.8 Conditions of Approval (2) of this Local Law states that all requirements in Schedule 2 may be varied by Local Government.

Comment

At the moment Ms Nolan has 40 dogs on her property and had applied for a Kennel Licence with no change to her existing infrastructure. Ms Nolan has obtained letters from neighbours and other stakeholders supporting her existing arrangements. The Shire Contract Ranger has inspected the property and was satisfied with the condition and health of all the dogs and the general state and cleanliness of the property. However, the Ranger also felt that Council needed to be aware of the following risks:

1. If Ms Nolan was incapacitated in any way, the dogs could be at risk. Ms Nolan has addressed this by advising that she has external assistance as needed.
2. Regular inspections should be undertaken to ensure the state of cleanliness and the health and wellbeing of the dogs is maintained. This will be addressed via regular visits to Ms Nolan's property by Shire representatives.

Consultation

Shire Contract Ranger

Neighbours – see attached letters

Veterinarian

This matter was discussed at the Councillor workshop on 20 December 2016.

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

The Dogs Local Law 2008 stipulates the conditions under which Kennel Licences can be approved.

Strategic Implications

Strategic Community Plan

Theme 2 – Local Economy and Business

2.1.2 – Investigate alternative economic development and land use opportunities.

Voting Requirements

Simply Majority

OFFICER RECOMMENDATION – ITEM 10.1.5

***THAT COUNCIL BY SIMPLE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT ACT 1995,
RESOLVES TO APPROVE THE APPLICATION FOR A KENNEL LICENCE BY MS JENNY NOLAN.***

10.1.6 ASSET MANAGEMENT POLICY

| | |
|-------------------------|----------------------------|
| Date: | 21 February 2016 |
| Applicant: | The Shire of Dowerin |
| Location: | N/A |
| File Ref: | |
| Disclosure of Interest: | Nil |
| Author: | Steve Geerdink |
| Attachment: | 5. Asset Management Policy |

Summary

This report recommends Council adopt Shire of Dowerin's Asset Management Policy – see Attachment 5.

Background

At the December Councillor workshop a draft Shire of Dowerin Asset Management Policy was tabled for discussion and review.

Comment

As Council continues to improve its compliance, policies are an area that was lacking previously. Staff continue to review policies and update to current relevance. Asset Management is an integral part of Council's operation, a policy has been developed outlining roles and responsibilities, objectives and asset classifications which gives guidance as to what is required for maintaining and continually assessing Council's assets.

Financial Implications

Adopting this policy will have no immediate financial implication; however future allocations may be included in annual budgets for the maintenance, improvement and replacements of Assets; however any allocation would be considered as part of Council's annual budget processes and would be subject final endorsement by Council.

Consultation

Chief Executive Officer

Asset Management Officer

Ben Symmons, Director, Asset Infrastructure Management (DLGC funded AM Mentor)

Policy Implications

Should Council adopt this (draft) Shire of Dowerin Asset Management Policy, the Policy would provide direction and guidance for future asset management such as major maintenance, purchases and planning.

Statutory Implications

Covers statutory requirements of the Integrated Planning and Reporting Framework.

Strategic Implications

Aligns with Shire of Dowerin Community Strategic Plan – Theme I – Community/Objective 1.6
“Maintain the provision of high quality and accessible infrastructure”.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.6

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECT 3.1 OF THE LOCAL GOVERNMENT ACT
ADOPT SHIRE OF DOWERIN ASSET MANAGEMENT POLICY ALIGNING TO DOWERIN COMMUNITY
STRATEGIC PLAN SECTION COMMUNITY KPI 1.6.***

10.1.7 RFT 01/2017 TENDER FOR 2 BAY SHED FOR BUSH FIRE SERVICES

Date: 23 February 2017
 Applicant: The Shire of Dowerin
 Location: Portion of Lot 35 Memorial Avenue, Dowerin
 File Ref:
 Disclosure of Interest: Nil
 Author: Andrea Selvey, CEO
 Attachment: 6. Tender Evaluation Report (Confidential)

Summary

This item presents the tenders and tender evaluation report for the supply and construction of a 2-Bay Shed for Bush Fire Services and seeks a resolution from Council to award a contract to the preferred tenderer.

Background

Following advice in August 2016 that the Shire's application for funding for a new Fire Services Building was successful and that the Shire would receive \$241,120 for a 2 Appliance Bay Facility & Amenities, Council resolved to call for tenders for this project at the Ordinary Meeting of Council on 20 September 2016. Following this decision by Council, the tender was advertised in the West Australian on Saturday 24 September 2016 and 3 compliant tenders were received.

At the Ordinary Meeting of Council on 15 November 2016, Council resolved to reject all tenders and readvertise as the tenders received did not offer value for money for the Shire.

It was subsequently discovered that the new Fire Truck that will be arriving in 2017 would be too large for the specifications advertised and the specifications were modified to accommodate the larger truck.

The revised tender was advertised on 4 February 2017 in the West Australian. This item brings the tenders and tender evaluation report before Council and seeks Council approval to award the contract for the supply and construction of a Bush Fire Services Building and allocation of an additional \$24,144 to complete the project.

Comment

Five compliant tenders were received. The compliant tenders were evaluated by the tender assessment panel consisting of the Assets & Works Manager, Chief Bush Fire Control Officer, CEO and Governance Officer against the following criteria.

| | |
|--|------------------------------------|
| A. Price Tenderers must address the following information in an attachment and label it " Price " | Weighting 50% |
| B. Relevant Experience Tenderers must address the following information in an | Weighting 20% |

| | |
|--|--|
| attachment and label it “ Relevant Experience ” | |
| <p>C. Timeliness of Delivery</p> <p>Tenderers must address the following information in an attachment and label it “Timeliness of Delivery”</p> <p>Tenderers shall provide a program of works in sufficient detail for the Principal to properly assess the offer. The project program of works submitted shall form part of the contract agreement.</p> <p>The Contractor undertakes to perform the work in accordance with the approved Project (Timeline) Schedule and relevant Quality Control requirements.</p> | <p>Weighting</p> <p>10%</p> |
| <p>D. Safety & Risk Management</p> <p>Tenderers must prepare a OSH Management Documentation covering the following criteria.</p> | <p>Weighting</p> <p>10%</p> |
| <p>E. Tenderer’s Resources</p> <p>Tenderers must address the following information in an attachment and label it “Tenderer’s Resources”:</p> <p>(As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “Tenderer’s Resources”).</p> | <p>Weighting</p> <p>10 %</p> |

The tender assessment panel’s report is attached – see Attachment 6.

Consultation

The CEO and Assets & Works Manager have consulted with the Chief Bush Fire Control Officer and the DFES Area Officer for the Upper Wheatbelt.

Financial Implications

The Shire has received a grant of \$241,120. The recommended tender is slightly over the grant funding amount and the Shire’s contribution to this project is as follows:

1. Provision of suitable land which has no financial implication ;
2. Site works and engineering certification of the building pad which is estimated to cost \$6,500;
3. Connection to utilities (electricity, water and sewer) \$10,000.

Therefore, an additional \$24,144 will be required to progress this project with the recommended tenderer. Alternatively, Council may choose to reduce the scope of the project and retendering; however given the timeframes for acquitting the funding, this option is not recommended.

Policy Implications

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

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

Strategic Community Plan – Theme 1 – Community

Objective 1.1 Maintain a liveable and safe environment for all

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.1.7

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTIONS 3.57 AND 6.8 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. AWARD TENDER 01/2017 SUPPLY AND CONSTRUCTION OF A 2 BAY SHED FOR BUSH FIRE SERVICES TO WBS GROUP;***
- 2. RECORD THE TENDER AMOUNT IN THE MINUTES; AND***
- 3. ALLOCATE AN ADDITIONAL \$24,144 FOR THIS PROJECT AS PART OF THE MID YEAR BUDGET REVIEW.***

10.1.8 POP UP SHOP POLICY

Date: 19 February 2017
Applicant: The Shire of Dowerin
Location: 26-28 Stewart Street, Lot 380 & 381 on Diag 300902
File Ref:
Disclosure of Interest: Nil
Author: Adim Hajat – CDO
Attachments: 7. Draft Policy – Pop up Shop Country Collective

Summary

For Council to consider the draft policy for the property 26-28 Stewart Street to be established as a Pop Up Shop for local entrepreneurs, micro and home based businesses as well as community groups to sell their goods and services.

Background

The Council had recently approved the Pop Up Shop at the meeting of Council in August. The Shire sought the support from the Wheatbelt Business Network (WBN) to undertake the Governance scope of works. The scope has included items such as membership booking sheets, membership form, rules of use, licenses, agreements, insurances, trading hours etc.

The WBN was established in 2010 it is a proactive business association representing businesses across a broad range of industries. They provide support to businesses provide advice on issues as well as supporting significant economic development projects in the community. For the past year they have held a number of Business After Hours in the Shire and have a growing membership based.

The project to transform this shop has been completed with the assistance of Wheatbelt Work Camp (WWC) undertaking the refurbishment. The WWC have provided invaluable support by way of labour and expert advice throughout this project.

Comment

Vacant and derelict buildings in the town's main street do little to instil confidence in the community or present Dowerin as a thriving rural community. Occupied buildings send a message that Dowerin is economically viable for business investment and businesses attract other businesses and traffic to the town site.

Following the response made through the Tender process in March/April 2016, it was clear that the types of businesses put forward for Tender would not necessarily be the high quality business ventures that may suitably activate the Main Street of Dowerin.

Pop-up shops are a phenomenon which has brought life and creativity to rundown parts of towns and cities across the world. Pop-up shops can sell just about anything from clothing, to books, to homemade jams, garden ornaments and cards. Many of them feature handcrafted goods that the owners made themselves adding a point of difference to standard gift shops throughout the region.

A Pop up shop in Dowerin will be designed to encourage innovation, local Wheatbelt and metropolitan entrepreneurs to come to Dowerin and add to the activation of Stewart Street. This

concept will also support home based and micro businesses that do not have enough volume or capacity to run their own, individual premise.

The membership structure will be developed for the Pop Up Shop to encourage communication, commitment and to recoup a small proportion of overhead costs.

This concept would provide a business venture which will be a point of difference to other towns/businesses in the district. The pop up shop concept will allow the Shire to have a certain degree of control in regards to what businesses utilise the space, ensuring that quality of products is paramount.

Risks have been considered and assessed. Strategies to manage identified risks have been developed. These are as follows:

| Risk | Management Strategy | Rating |
|--|---|---------------|
| The Shire building is damaged/ not looked after by occupants | Pre and post occupancy inspections will be carried out. The Shire of Dowerin insurance will cover the building. | Low |
| Occupants lose their contents | Occupants of the building will be required to have their own insurance or sign an insurance disclaimer. The Shire of Dowerin's insurance will cover the building and its use. Consultation has occurred with LGIS regarding this. | Moderate |
| Fire Risk | No naked flames allowed in all Shire Buildings. Smoking prohibited. | Moderate |

It is the intention to advertise the space with the support of the Wheatbelt Business Network.

Consultation

Local 'micro business' owners

Main street businesses by the Wheatbelt Business Network

LGIS

Department of Commerce

This concept was also discussed with Councillors at the Councillor workshop on 20 December 2016.

Financial Implications

There is minimal financial impact. The Shire currently pays for the utilities services at a bare minimal cost (approx. \$700 per annum). Revenue will be generated by the collection of the membership fee which is proposed to be \$50.00 per annum per business.

Asset Management Implications

Nil

Policy Implications

Should Council endorse the Officers Recommendation, the policy will become adopted Council Policy to be included in the Shire of Dowerin Policy Manual and guide the management of the Pop up shop.

Statutory Implications

Local Government Act 1995- Section 3.58 Disposing of Property

Commercial Tenancy (Retail Shops) Agreement Act

Strategic Implications

Community

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

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.8

THAT COUNCIL, PURSUANT TO SECTION 3.58 OF THE LOCAL GOVERNMENT ACT 1995, BY SIMPLE MAJORITY RESOLVES TO:

- 1. APPROVE THE DRAFT POLICY POP UP SHOP COUNTRY COLLECTIVE FOR THE POP UP SHOP LOCATED AT 26-28 STEWART ST DOWERIN; AND***
- 2. AUTHORISE THE CEO TO ENTER INTO AGREEMENTS WITH BUSINESSES, ORGANISATIONS AND INDIVIDUALS SEEKING TO USE THE SPACE IN ACCORDANCE THE POLICY GUIDELINES.***

10.1.9 COORDINATED CACTUS CAMPAIGN – MEMORANDUM OF UNDERSTANDING

| | |
|-------------------------|--|
| Date: | 6 th February 2017 |
| Applicant: | N/A |
| Location: | N/A |
| File Ref: | |
| Disclosure of Interest: | Nil |
| Author: | A. Hajat, Community and Economic Development Coordinator |
| Senior Officer: | A. Selvey, CEO |
| Attachments: | 8. Memorandum of Understanding between the Department of Agriculture and Food and the Shire of Dowerin |

Background

The Department of Agriculture and Food (DAFWA) called for Expressions of Interest (Eoi) in July 2016 to all Local Governments to campaign against the spread of Cactus in the region.

The Shire had been trialling the eradication of several cactus species in the Ejanding site and had been monitoring the progress. DAFWA staff had also visited several sites with our Shire staff and had seen the potential for the invasive species of cactus to pose a serious threat if not controlled.

The Shire submitted a formal Eoi in December 2016 with the input and support from DAFWA staff.

The Shire of Dowerin received notification on the 17th January 2017 of the success of our Eoi of the Coordinated Cactus Campaign, a program funded and implemented by the Department of Agriculture and Food. A Memorandum of Understanding has been received and it outlines the roles and responsibilities of both parties. In the application the Shire committed to an in kind contribution of \$9,528. The Shire's in kind contribution has been outlined as being made up of staff management of the project and vehicle costs traveling to and from the proposed sites. DAFWA support towards this project is proposed to be a total of \$20,000. This project funding (\$20,000) would be used to purchase chemicals, spraying and injection equipment, sensor monitoring cameras, fund project administration like the production of posters, flyers, presentations and preparation of reports, engage a qualified spraying contractor to use Daconate and the setup costs of the rearing of the biological control agents.

Comment

Shire Staff have already established an excellent working rapport with DAFWA developing this Eoi and is in a position to work with other neighboring Local Governments and share these findings and treatment controls in a Cactus Task Force committee.

The Coordinated Cactus Campaign aims to assist Local Government around the state to undertake eradication and monitoring of invasive cactus species. Under the proposed MoU the Shire of Dowerin would undertake the following:

- Trial different chemicals to eradicate the cactus;
- Trial rates and techniques, including stem injection as well as surface spraying and top dressing on juvenile wheel cactus;
- Rear a biological control agent (cochineal scale insects *Dactylopius*) for Velvet pear, under the supervision and direction of DAFWA;
- Community consultation. -ie: School Project – Community Engagement.

There are a number of cactus infestations occurring within the Dowerin town site and private landholdings. Many residents are unaware of the impact of these cacti as they are slow spreading. This school project aims to engage and raise awareness of this weed in their Shire, helping the children to understand the problem and to bring the issue to their families' attention. The Shire plans to involve the children in mapping the distribution of cactus within the Shire and town site.

While it would have preferable to seek Council approval prior to submitting the EoI, timeframes were tight and did not permit a report to Council prior to the EoI being lodged. However, given the limited co-contribution required from the Shire and that the co-contribution could be via staff time and use of a Shire vehicle (accommodated within the current budget and not require an additional budget allocation) the EoI was submitted. This item now brings the matter before Council, noting that Council can still choose to withdraw from the MoU.

Statutory Implications

Nil

Consultation

Chief Executive Officer

Manager of Works

Kate Detchon – Department of Agriculture and Food (Wongan Hills)

Wheatbelt NRM

Dowerin District High School

Financial Implications

The funding had not been factored into this year's budget. Therefore the financial implication is as follows:

- \$20,000 financial contribution from the Department of Agriculture and Food (unbudgeted income); to be included in the Mid-Year Budget Review.
- \$9,528 in-kind contribution from the Shire of Dowerin

Note: Total expenditure of \$29,528 to be spent over the next two financial years (16/17 and 17/18) the project will commence in March 2017 and the last report submitted to DAFWA will be in June 2018.

Should Council approve this project, the income of \$20,000 and corresponding expenditure will be included as part of the Mid-Year Budget Review.

Should Council choose not to approve this project, the Shire will withdraw from the project.

Policy Implications

Project determined as a priority in Shire of Dowerin Strategic Plan

Theme 3: Caring for Our Environment

Objective 3.2: Protect and Conserve our Natural Environment

3.2.2: Work to manage native and feral flora and fauna

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 10.1.9

THAT COUNCIL AGREES TO:

- 1. SUPPORT THE EOI SUBMITTED TO THE DEPARTMENT OF AGRICULTURE AND FOOD;***
- 2. AUTHORISE THE CEO TO SIGN THE MOU WITH THE DEPARTMENT OF AGRICULTURE AND FOOD;***
- 3. SUPPORT THE SHIRE IN KIND CONTRIBUTION OF \$9,528 TO ASSIST WITH THE COORDINATED CACTUS CAMPAIGN.***
- 4. INCLUDE THE INCOME AND EXPENDITURE OF \$20,000 IN THE MID YEAR BUDGET REVIEW.***

10.2 FINANCE REPORT

10.2.1 FINANCE REPORT – DECEMBER 2016 AND JANUARY 2017

| | |
|-------------------------|--|
| Date: | 16 February 2017 |
| Applicant: | Shire of Dowerin |
| Location: | N/A |
| File Ref: | ADM |
| Disclosure of Interest: | Nil |
| Author: | Ina Edwardson – Finance Manager (Acting) |
| Reviewer: | Megan Shirt – LG Consultant |
| Senior Officer: | Andrea Selvey – Chief Executive Officer |
| Attachments: | 9. Monthly Financial Activity Statements – December 2016 10. Monthly Financial Activity Statements – January 2017 |

Summary

The Local Government Financial Management Regulations, Clause 34(1) requires that a monthly financial report be presented to Council. A Local Government is to prepare each month a statement of financial activity that clearly shows a comparison of the budget estimates with the actual revenue and expenditure figures for the year to date. The statements for the period 01 December 2016 to 31 December 2016 and 01 January 2017 to 31 January 2017 are presented for review by the Finance Committee.

Background

Regulations require a local government to prepare a monthly statement of financial activity, reporting on the revenue and expenditure as set out in the Annual Budget.

A statement of financial activity and accompanying documents are required to be presented to Council within 2 months after the end of the month to which the statement relates.

In addition to this and in accordance with Regulation 34 (5) of the Local Government (Financial Management) Regulations 1996 each year Council is required to adopt a percentage or value to be used in the reporting of material variances. For the 2016/17 financial year, the amount is \$5,000 or 5% whichever is the greater.

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. Two sets of reports are presented as no Committee or Council meetings were held in January.

- Statement of Financial Activity – Statutory Reporting by Program and Nature of Type

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

- Explanation of Material Variances (Note 2)

This report provides explanations to Income and expenditure items where the variance in Year to Date Budget vs Year to date actual are beyond the adopted percentage of \$5,000 or 5% whichever is the greater.

- Net Current Funding Position (Note 3)

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

- Cash Backed Reserves (Note 7)

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

- Details of Capital Acquisitions (Note 12)

This report provides year to date budget performance (by line item) in respect of all capital expenditure activities being;

- Land and Buildings
- Infrastructure Assets – Roads

Additional reports and/or charts are also provided in the other notes to further supplement the information comprised within the statutory financial reports.

The following questions were raised by the Finance Committee at their meeting on 22 February 2017. See below for responses.

Actions Arising

1. *Refer Note 7; Community Bus Reserve - Formula error now corrected*
2. *Refer Note 11; Housing Bonds – Bond refund \$360.00 paid 1/12/2016 to tenant M Livall having vacated Shire property. Bond deposits for new tenancy's forwarded to Department of Commerce – Bond Administrator as of 1/12/2016 Balance of \$3,506.00 requires further investigation back to 2010/2011 when bond monies first retained by the Shire.*
3. *Refer Note 11; Recreation Steering Committee – Cr D Hudson to provide the Shire with an Invoice to complete the transfer of \$23,359.00 to DCC*
4. *Refer Note 12; STA loan first payment – will resolve for next meeting*

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.2.1

- 1. THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL REPORTS FOR THE PERIODS ENDING:**
 - a. 31 DECEMBER 2016;**
 - b. 31 JANUARY 2017.**
- 2. THAT THE COMMITTEE RECOMMENDS TO COUNCIL THAT COUNCIL, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS, ADOPTS THE FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2016 AND THE FINANCIAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2017.**

10.2.2 ACCOUNTS FOR PAYMENT – 5 DECEMBER 2016 TO 4 FEBRUARY 2017

| | |
|-------------------------|--|
| Date: | 16 February 2017 |
| Applicant: | Shire of Dowerin |
| Location: | N/A |
| File Ref: | ADM |
| Disclosure of Interest: | Nil |
| Author: | Emma Hardy – Finance Officer |
| Senior Officer: | Ina Edwardson – Finance Manager (Acting) |
| Attachments: | List of Accounts |
| | 11. Credit Card Summaries - |
| | 11.1 Visa Nov 2016 (29/10 – 28/11) |
| | 11.2 Visa Dec 2016 (29/11 – 28/12) |
| | 11.3 Visa Jan 2017 (29/12 – 27/01) |

Background

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

Comment

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

The following questions were raised by the Finance Committee at their meeting on 22 February 2017. See below for responses.

Actions Arising

1. *Contract on photocopier expired now owned by the Shire.*
2. *Cheque 10266 for \$13,193.40 contra completed*
3. *Dowerin Community Club (Debtor D18) invoiced \$550.00 per month*
4. *Cost of Audit 2015/2016 – \$20,964.00*
5. *EFT4543 – Vernice Pty Inv 5161 (17/11 to 1/12/16:Hire of D7 Dozer + Mobilization of machinery)*

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

All payments have been consistent with Council adopted budget provisions.

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER AND COMMITTEE RECOMMEDATION – ITEM 10.2.2

THAT THE FINANCE COMMITTEE RECOMMENDS THAT COUNCIL CONFIRM THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE ORDINARY MEETING OF COUNCIL IN DECEMBER, AS ATTACHED, IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

LIST OF ACCOUNTS
05/12/2016 - 04/02/2017
MUNICIPAL FUND

| DIRECT DEBIT PAYMENTS | | | | | |
|-----------------------|------------|--|--|-----------------|----------|
| Direct Debit | Date | Name | Description | Amount | Contra |
| 3 | 23-12-2016 | SHIRE OF DOWERIN - VISA CARD PAYMENTS | OSH - ALL PURPOSE TEST TAGS. GYM - 2x GYM BALLS. STAFF TRAINING - PARKING TICKET. STAFF TRAINING - PARKING TICKET. HACC - BUSINESS POLICE CLEARANCE. STAFF TRAINING - C.MORRELL LICENSING ACCOMODATION. CARD FEES x3 | -1535.06 | |
| 4 | 23-12-2016 | PUMA ENERGY | DECEMBER FUEL USAGE | -1361.05 | |
| 5 | 03-01-2017 | NAB BUSINESS VISA | STAFF TRAINING - PARKING. STAFF TRAINING - ACCOMODATION FOR EHARDY & RHATHAWAY RATES TRAINING. POSTAGE - XMAS CARDS & STAMPS. CARD FEE x3 | -3785.90 | |
| 6 | 23-01-2017 | PUMA ENERGY | DECEMBER FUEL USAGE | -1343.10 | |
| TOTAL | | | | -8025.11 | 0 |
| EFT PAYMENTS | | | | | |
| EFT | Date | Name | Description | Amount | Contra |
| DIRECT TRF | 08-12-2016 | SHIRE OF NORTHAM | Transfer AROC funds to Shire of Northam | -96251.63 | |
| EFT4475 | 08-12-2016 | RACHEL BUCK | Emergency Tower - Electricity Reimbursement | -182.13 | |
| EFT4476 | 08-12-2016 | DALWALLINU CONCRETE | Dowerin Meckering Rd - (18) 300mm x 1.2m pipes, (2) 375mm x 1.2m pipes, (10) 300mm headwalls, (1) 375mm headwall | -13415.60 | 13415.60 |
| EFT4477 | 22-12-2016 | ARROW BRONZE | CEMETERY- NICHE WALL PLAQUE PATERSON | -205.64 | |
| EFT4478 | 22-12-2016 | CANCELLED - CHILD SUPPORT AGENCY - CNO BATCH 9411 | | | |
| EFT4479 | 22-12-2016 | CANCELLED - AUSTRALIAN TAX OFFICE - CNO BATCH 9412 | | | |
| EFT4480 | 22-12-2016 | ALL OVER WALLS & CEILINGS | FIELD DAYS OFFICE - REPLACE WATER DAMAGED CEILING PANELS. | -1045.00 | |
| EFT4481 | 22-12-2016 | BOEKEMAN MACHINERY | D014 ROLLER - SERVICE & REPAIRS TO AIR CONDITIONER. D009 HINO - 2x NEW BATTERIES. 20L HYDRAULIC OIL. | -1275.22 | |
| EFT4482 | 22-12-2016 | BUNNINGS GROUP LIMITED | CIVIC CENTRE GARDENS - SOLENOID. CHILDCARE - SPRINKLERS. POOL - LAWN SEED. | -199.99 | |
| EFT4483 | 22-12-2016 | BITUTEK PTY LTD | Cunderdin Minnivale Rd - 2 coat bitumen seal | -26254.80 | 26254.80 |
| EFT4484 | 22-12-2016 | ALISON BEGLEY | STAFF TRAINING - 50% REIMBURSEMENT FOR ACCOMODATION FOR TRAINING ON 7th DECEMBER | -135.00 | |
| EFT4485 | 22-12-2016 | COUNTRY COPIERS | PRINT - PRINTER SERVICE/METER READING | -3310.31 | |
| EFT4486 | 22-12-2016 | CUTTING EDGES PTY LTD | D010 GRADER - 20 GRADER BLADES | -1936.00 | |
| EFT4487 | 22-12-2016 | CONTRACT AQUATIC SERVICES | POOL - NOVEMBER & DECEMBER MANAGEMENT FEE (AS PER CONTRACT) | -24200.00 | |
| EFT4488 | 22-12-2016 | CLEANSWEEP (WA) PTY LTD | DUDLEY ST/ GRIFFITHS ST/ O'LOGHLEN ST/ PLACE ST- STREET SWEEPER | -2008.05 | |
| EFT4489 | 22-12-2016 | DOWERIN IGA EXPRESS | COUNCIL - REFRESHMENTS. DEPOT - COFFEE. ADMIN OFFICE - MILK. | -132.76 | |
| EFT4490 | 22-12-2016 | DOWERIN BAKERY AND NEWS | COUNCIL - REFRESHMENTS. ADMIN - NEWSPAPER. | -26.70 | |
| EFT4491 | 22-12-2016 | DOWERIN ENGINEERING WORKS | POOL - GRATE COVERS FOR WALK WAYS. D014 ROLLER - MAKE UP AIR PLUG. D012 LOADER - HYDRAULIC FITTINGS. | -1239.50 | |
| EFT4492 | 22-12-2016 | DOWERIN COMMUNITY RESOURCE CENTRE | LIBRARY - QUARTERLY CONTRACT FEE 01/10/16 - 31/12/16 | -1250.00 | |
| EFT4493 | 22-12-2016 | LANDGATE | RATES - MINING TENEMENTS | -37.90 | |
| EFT4494 | 22-12-2016 | DOWERIN TYRE AND EXHAUST | D032 FUEL TRAILER - 2x NEW TYRES. D004 MITSUBISHI TRUCK - V BELT. D012 - PUNCTURE REPAIR. D014 ROLLER - 2x TYRE TUBES | -786.00 | |
| EFT4495 | 22-12-2016 | DOWERIN & DISTRICTS FARM SHED | DEPOT - CHICKEN MANURE. OHS - SAFETY BOOTS. FOOTBALL/HOCKEY OVALS - INSECTICIDE. 11B HILDA ST - 3x KEYS CUT. COUNTRY COLLECTIONS - 2x KEYS CUT. | -432.80 | |
| EFT4496 | 22-12-2016 | ELDERS LIMITED | WORKS CLOTHING - 3x WORK BOOTS | -325.33 | |
| EFT4497 | 22-12-2016 | DEPARTMENT OF FIRE AND EMERGENCY SERVICES | ESL - QUARTER 2 CONTRIBUTION | -12098.40 | 12098.40 |
| EFT4498 | 22-12-2016 | ALL-WAYS FOODS | CLEANING SUPPLIES - WATERLILY DEODORISER & TOILET DUCK | -141.08 | |
| EFT4499 | 22-12-2016 | JK WILLIAMS & CO | NOVEMBER ACCOUNT - DRILL, PLASTERBOARD, AIR CONDITIONING SERVICING, WORKS CLOTHING, BATTERIES, PRESSURE CLEANER, SKIRTING, COUNTRY COLLECTIONS RENO SUPPLIES, RETIC SUPPLIES, VARIOUS OTHER SUNDRIES | -4182.84 | |
| EFT4500 | 22-12-2016 | JOELECTRICS | HALL - POWERPOINT REPAIRS | -96.60 | |
| EFT4501 | 22-12-2016 | JASON SIGNMAKERS | SIGNS - STEWART ST CLOSED, TRAFFIC DETOUR, SIDE ROAD CLOSED, DETOUR AHEAD, ARROW SYMBOLS, WEIGHT BAGS FOR SIGN LEGS | -1084.60 | |
| EFT4502 | 22-12-2016 | KENNARDS HIRE PTY LTD | COUNTRY COLLECTIONS - HIRE FLOOR SANDER, SAND PAPER, BAR SCREWS DAMAGE FEE | -385.30 | |
| EFT4503 | 22-12-2016 | MCG ARCHITECTS PTY LTD | STA - TRAVEL & MEETING WITH BUILDER | -1650.00 | 1650.00 |
| EFT4504 | 22-12-2016 | CANCELLED - MOORE STEPHENS - CNO BATCH 9463 | | | |
| EFT4505 | 22-12-2016 | NAVSDRON PTY LTD | REGULATIONS/COMPLIANCE - ASSISTANCE WITH 15/16 FINANCIAL STATEMENTS | -15658.60 | |
| EFT4506 | 22-12-2016 | OFFICEMAX AUSTRALIA LIMITED | OFFICE MAINTENANCE - JELLY BEAN CLEANER (15L) | -110.68 | |
| EFT4507 | 22-12-2016 | WORKWEAR GROUP PTY LTD | UNIFORMS - ADMIN STAFF | -2321.38 | 320.40 |

ORDINARY MEETING OF COUNCIL AGENDA – 28 FEBRUARY 2017

| | | | | | |
|----------|------------|---|---|-----------|----------|
| EFT4508 | 22-12-2016 | PERFECT COMPUTER SOLUTIONS | IT SUPPORT - SET UP AMO USER, ACCESS FOR CDO TO CSO MAILBOX. ASSIST WITH SYNERGY ERROR | -170.00 | |
| EFT4509 | 22-12-2016 | QUICK CORPORATE AUSTRALIA PTY LTD | STATIONERY ADMIN - A4 LEVER ARCH FILES, TEASPOONS, DIARY, DOCUMENT TRAYS, FILE DIVIDERS. POOL - LARGE CLOCK. | -189.52 | |
| EFT4510 | 22-12-2016 | Quality Press | FIRE BRIGADE - VEHICLE IDENTIFICATION STICKERS | -63.25 | 63.25 |
| EFT4511 | 22-12-2016 | SUNNY INDUSTRIAL BRUSHWARE | D023 STREET SWEEPER - REFURBISH BROOMS | -180.40 | |
| EFT4512 | 22-12-2016 | STABILISED PAVEMENTS AUSTRALIA | CUNDERDIN MINNIVALE RD - LIME STABILISER SUB BASE & ROLLER HIRE | -39695.41 | 39695.40 |
| EFT4513 | 22-12-2016 | TRUE PLUMBING AND GAS | 18 O'LOGHLEN ST - INSPECTION AND REPAIRS TO SHOWER | -660.00 | |
| EFT4514 | 22-12-2016 | TROPHY SPECIALISTS | OTHER EXPENSES - 8 GLASS PLAQUES PLUS ARTWORK | -473.80 | |
| EFT4515 | 22-12-2016 | VERIS | STA - CONTOUR & FEATURE SURVEY | -1705.00 | 1705.00 |
| EFT4516 | 22-12-2016 | WA LOCAL GOVERNMENT ASSOCIATION | STAFF TRAINING - EHARDY RATES CLERICAL & DEBT COLLECTION. | -1111.00 | |
| EFT4517 | 22-12-2016 | WESFARMERS KLEENHEAT GAS | REC CENTRE - LPG & YEARLY GAS FACILITY FEES | -724.53 | |
| EFT4518 | 22-12-2016 | MD & RC WINDSOR | 118 HILDA ST - REPAIR SECURITY DOOR | -68.13 | |
| EFT4519 | 22-12-2016 | WESTRAC EQUIPMENT | D006 LOADER - REPAIR OIL LEAK AND 3050hr SERVICE | -1616.54 | |
| EFT4520 | 22-12-2016 | REBECCA WINDSOR | GYM INDUCTIONS - WRAY | -20.00 | 20.00 |
| EFT4521 | 22-12-2016 | | CANCELLED - MOORE STEPHENS - CNO BATCH 9429 | | |
| EFT4522 | 05-01-2017 | AVON WASTE | RUBBISH COLLECTION | -2362.92 | 2362.92 |
| EFT4523 | 05-01-2016 | | CANCELLED - AUSTRALIAN TAX OFFICE - CNO BATCH 9418 | | |
| EFT4524 | 05-01-2016 | | CANCELLED - CHILD SUPPORT AGENCY - CNO BATCH 9417 | | |
| EFT4525 | 05-01-2017 | BIN BOMB PTY LTD | CLEANING SUPPLIES - BIN BOMB DEODORANT PELLETS 10kg | -190.25 | |
| EFT4526 | 05-01-2017 | BYFIELDS | AUDIT FEES - PROFESSIONAL FEES FOR 2015/16 | -18460.20 | |
| EFT4527 | 05-01-2017 | COMMERCIAL HOTEL DOWERIN | XMAS FESTIVAL - ACCOMODATION AND DRINKS FOR THE BAND | -306.00 | |
| EFT4528 | 05-01-2017 | DOWERIN IGA EXPRESS | DECEMBER ACCOUNT - MILK, AIR FRESHENERS, COUNCIL MEETING REFRESHMENTS, TABLE DECORATIONS FOR CHRISTMAS DINNER | -157.52 | |
| EFT4529 | 05-01-2017 | DOWERIN BAKERY AND NEWS | DECEMBER ACCOUNT - CHRISTMAS CARDS, COUNCIL REFRESHMENTS, 10yr SERVICE VOUCHER TAMMY MANN, NEWSPAPERS | -215.78 | |
| EFT4530 | 05-01-2017 | DOWERIN ENGINEERING WORKS | D012 LOADER - FIT WHEEL TO JOCKEY WHEEL MOUNT, D010 GRADER - CUT HITCH OFF. 2x CRANE LIFTS. | -176.09 | |
| EFT4531 | 05-01-2017 | DOWERIN DESPATCH | ADVERTISING - MICROCHIPPING, WARD REVIEWS, BUSH FIRE MESSAGING, CHRISTMAS OPENING HOURS, AUDIT COMMITTEE, FINANCE COMMITTEE, TWILIGHT CHRISTMAS MARKETS | -273.00 | |
| EFT4532 | 05-01-2017 | DOWERIN COMMUNITY CLUB | RECEPTIONS - REFRESHMENTS FOR SHIRE CHRISTMAS DINNER | -910.70 | |
| EFT4533 | 05-01-2017 | MORRIS PEST & WEED CONTROL PTY LTD | TOWN HALL - INSECT SPRAYING | -82.50 | |
| EFT4534 | 05-01-2017 | IXOM OPERATIONS PTY LTD | POOL - CHLORINE SERVICE FEE 01/12/16 - 31/12/16 | -84.57 | |
| EFT4535 | 05-01-2017 | PERFECT COMPUTER SOLUTIONS | IT SUPPORT - CEO COMPUTER SCREEN, FM DESKTOP PC | -1595.00 | |
| EFT4536 | 05-01-2017 | POTS & TANGLES | AREA PROMOTION - TAMMY MINSON CONTRACT PAYMENT 25/11, 2/12, 9/12, 16/12, REIMBURSEMENT FOR DINNER BUDGET FOR BAND | -855.00 | |
| EFT4537 | 05-01-2017 | SONYA RALPH CATERING | MEMBERS RECEPTIONS - SHIRE CHRISTMAS DINNER CATERING | -2010.00 | |
| EFT4538 | 05-01-2017 | STABILISED PAVEMENTS AUSTRALIA | CUNDERDIN MINNIVALE RD - CEMENT STABILISE BASE & 1 DAY ROLLER HIRE | -26164.88 | 26164.88 |
| EFT4539 | 05-01-2017 | SOLUTION4BUILDING | STA - CONSTRUCTION PROGRESS CLAIM 1 | -39749.51 | 39749.51 |
| EFT4540 | 05-01-2017 | TERPKOS ENGINEERING | STA - COMPACTION TESTING & CERTIFICATES | -1760.00 | 1760.00 |
| EFT4541 | 05-01-2017 | TRUE PLUMBING AND GAS | DCC - REPAIR & MOVE WATER FOUNTAIN | -1733.97 | 1733.97 |
| EFT4542 | 05-01-2017 | JANICE UGLE | CHRISTMAS FESTIVAL - DONATION FOR DANCE PRESENTATION | -200.00 | |
| EFT4543 | 05-01-2017 | VERNICE PTY LTD | HINDMARSH BACK RD - PUSH UP GRAVEL | -9471.00 | |
| EFT4544 | 05-01-2017 | MD & RC WINDSOR | OFFICE MAINTENANCE - REPAIRS TO ROOF LEAK | -27.50 | |
| EFT4545 | 05-01-2017 | WESTRAC EQUIPMENT | D007 GRADER - REPAIRS TO TRANSMISSION | -2824.65 | |
| EFT4546 | 05-01-2017 | Western Australian Treasury Corporation | LOANS 97, 98, 99 - GUARANTEE FEE | -3033.32 | |
| EFT4547 | 05-01-2017 | REBECCA WINDSOR | GYM INDUCTIONS - MINSON | -20.00 | 20.00 |
| EFT4548 | 05-01-2017 | WURTH AUSTRALIA PTY LTD | DEPOT - PLASTER, DISPENSER, HAND CLEANER. PLANT - WINDSCREEN CLEANER. LUBRICANTS - OIL CAN. | -257.77 | |
| EFT 4549 | 12-01-2017 | | CANCELLED - CHILD SUPPORT AGENCY - CNO BATCH 9424 | | |
| EFT4550 | 12-01-2017 | AUSTRALIAN TAX OFFICE | Payroll deductions | -22422.00 | |
| EFT4551 | 16-01-2017 | AUSTRALIAN TAX OFFICE | Payroll deductions | -30813.00 | |
| EFT4552 | 17-01-2017 | ALISON BEGLEY | REPROCESS EFT 4484 DUE TO THE PAYMENT BEING RETURNED TO SHIRE MUNI BANK ACCOUNT ON 22/12/2016 AS A RESULT OF INCORRECT BSB SUPPLIED. | -135.00 | |
| EFT4553 | 19-01-2017 | AVON WASTE | RUBBISH COLLECTION | -4725.84 | 4725.84 |
| EFT4554 | 19-01-2017 | CHILD SUPPORT AGENCY | Payroll deductions | -358.00 | 358.00 |
| EFT4555 | 19-01-2017 | Building & Health Surveying Services | EHO - DECEMBER CONTRACT | -4357.48 | |
| EFT4556 | 19-01-2017 | CONTRACT AQUATIC SERVICES | POOL - JANUARY MANAGEMENT FEE (AS PER CONTRACT) | -12100.00 | |
| EFT4557 | 19-01-2017 | METROMATICS PTY LTD | WHR - LOAD CELL | -3785.65 | 3785.65 |
| EFT4558 | 19-01-2017 | PERFECT COMPUTER SOLUTIONS | IT SUPPORT - MONTHLY FEE FOR MANAGEMENT OF DISASTER RECOVERY OPTIONS | -85.00 | |
| EFT4559 | 19-01-2017 | RURAL RANGER SERVICES | RANGER SERVICES - 22/11/2016, 30/11/2016, 22/12/2016 | -366.65 | |

ORDINARY MEETING OF COUNCIL AGENDA – 28 FEBRUARY 2017

| | | | | | |
|------------------------|-------------|-----------------------------------|--|-------------------|------------------|
| EFT4560 | 19-01-2017 | WESFARMERS KLEENHEAT GAS | TOWN HALL, 12 COTTRELL ST, 16 & 18 ANDERSON ST, 4 O'LOGHLEN ST - 13 STEWART ST, SPORTS PAVILLION, 36 STACY ST, 13 MAISEY ST - YEARLY GAS FACILITY FEES | -658.35 | |
| EFT4561 | 19-01-2017 | WEBARENA | ADMIN - WEBSITE SERVICE 04/01/2017 - 03/01/2018 | -528.00 | |
| EFT4562 | 19-01-2017 | REBECCA WINDSOR | GYM INDUCTIONS - DREGHORN, PARKIN, COLLARD & COLLARD | -120.00 | 120.00 |
| EFT4563 | 19-01-2017 | DOWERIN COMMUNITY CLUB | DCC REIMBURSEMENT - DCC GRAIN MONEY WAS INCORRECTLY DEPOSITED INTO THE SHIRES MUNICIPAL ACCOUNT ON 23/11/2016. | -16893.24 | 16893.24 |
| EFT4564 | 19-01-2017 | DOWERIN COMMUNITY CLUB | DCC REIMBURSEMENT - DCC GRAIN MONEY WAS INCORRECTLY DEPOSITED INTO THE SHIRES TRUST FUND ACCOUNT ON 30/12/2016. | -28314.81 | 28314.81 |
| EFT4565 | 23-01-2017 | BOEKEMAN MACHINERY | COMMUNITY BUS - 65000km SERVICE. D009 HINO - SERVICE. | -1780.57 | |
| EFT4566 | 23-01-2017 | BOC LIMITED | ANNUAL SERVICE CHARGE FOR OXYGEN & ACETYLENE | -41.98 | |
| EFT4567 | 23-01-2017 | DOWERIN ENGINEERING WORKS | WHR - MAKE UP RAIL CLIPS FOR PIT TROUGH (OUTSTANDING INVOICE) | -6827.60 | 6827.60 |
| EFT4568 | 23-01-2017 | D & D Transport | LOADER D006 - FREIGHT FROM DOWERIN TO WESTRAC IN PERTH | -874.50 | |
| EFT4569 | 23-01-2017 | DOWERIN TYRE AND EXHAUST | D009 HINO - 2x TYRES. TOOLS - JUMP STARTER. D02 TERRITORY - 4x TYRES. MITSUBISHI TRUCKS - PUNCTURE REPAIRS. D012 LOADER - TYRE & RIM. COMMUNITY BUS - 2x S/HAND TYRES. D007 GRADER - TYRE REPAIRS. DEPOT - BATTERY FOR PRESSURE CLEANER. D0 FALCON - 4x TYRES. | -3093.60 | |
| EFT4570 | 23-01-2017 | DOWERIN & DISTRICTS FARM SHED | HACC GARDENING - GARDEN SHEARS. POOL - SPRINKLER. 40'LOGHLEN ST - CUT KEYS. POOL - SPRINKLERS. | -71.90 | |
| EFT4571 | 23-01-2017 | DOWERIN GOURMET BUTCHERSHOP | HACC XMAS LUNCH - COLD MEAT, SALAD & DESSERT. COUNCIL MEETING - SAVOURY PLATTER. | -585.00 | |
| EFT4572 | 23-01-2017 | DOWERIN ROADHOUSE | HACC - Meals on Wheels | -290.00 | 290.00 |
| EFT4573 | 23-01-2017 | ALL-WAYS FOODS | CLEANING SUPPLIES - HAND TOWEL, CHUX ROLL, PLASTIC CUPS | -197.83 | |
| EFT4574 | 23-01-2017 | JR & A HERSEY | D009 HINO & D014 ROLLER - REPLACEMENT MIRRORS | -214.50 | |
| EFT4575 | 23-01-2017 | JK WILLIAMS & CO | COUNTRY COLLECTIONS - RENOVATION MATERIALS. PARKS/GARDENS -RETIC SUPPLIES.OFFICE EXPENSES - DIGITAL CAMERA. TOWN MAINTENANCE - XMAS LIGHTS/DECORATIONS. MOWERS/CHAINSAWS - 2 STROKE OIL. VARIOUS OTHER SUNDRIES. | -2674.36 | |
| EFT4576 | 23-01-2017 | TRACY A JONES | COUNCIL MEETING FEES - 6 MEETINGS @ \$185/MEETING | -1110.00 | |
| EFT4577 | 23-01-2017 | JOELECTRICS | HALL - REPLACE PILOT LIGHT ON FOOD WARMER & REPLACE KNOB ON THERMOSTAT FOOD WARMER. 16 ANDERSON ST - INSTALL EXHAUST FAN. ARCHIVE ROOM - LABEL SWITCH BOARD. 43 STACY ST - INSTALL EXHAUST FAN. | -522.44 | |
| EFT4578 | 23-01-2017 | KENNARDS HIRE PTY LTD | CEMETERY - HIRE OF 1.8T EXCAVATOR | -300.00 | |
| EFT4579 | 23-01-2017 | AJ METCALF | COUNCIL MEETING FEES - 7 @ \$185/MEETING | -1295.00 | |
| EFT4580 | 23-01-2017 | DE METCALF | COUNCIL MEETING FEES - 7 MEETINGS @ \$250/MEETING, 2 MEETINGS @ \$70/MEETING, & PRESIDENTS ALLOWANCE | -3390.00 | |
| EFT4581 | 23-01-2017 | MCG ARCHITECTS PTY LTD | STA - 20% MILESTONE (PAYMENT 2/2) & TRAVEL 20/12/16 | -4840.00 | 4840.00 |
| EFT4582 | 23-01-2017 | QUICK CORPORATE AUSTRALIA PTY LTD | HACC - TONER CARTRIDGES & COFFEE. ADMIN - STATIONERY, COFFEE | -831.05 | |
| EFT4583 | 23-01-2017 | R B MOTORS PTY LTD | D02 TERRITORY - 60000km SERVICE | -432.25 | |
| EFT4584 | 23-01-2017 | G RALPH | COUNCIL MEETING FEES - 7 MEETINGS @ \$185/MEETING, & DEPUTY PRESIDENT ALLOWANCE | -1670.00 | |
| EFT4585 | 23-01-2017 | B WALSH | COUNCILLOR MEETING FEES - 8 MEETINGS @ \$185/MEETING | -1480.00 | |
| EFT4586 | 23-01-2017 | MD & RC WINDSOR | CHILDCARE MAINTENANCE - 2x AIR CON VENTS & INSTALLATION. ARCHIVE ROOM - REPAIRS TO DOOR. HACC BUILDING - FIT DOOR TRIMS | -190.30 | |
| EFT4587 | 23-01-2017 | WHEATBELT SIGNS | XMAS FESTIVAL - BANNER. COUNTRY COLLECTIONS - FASCIA PAINT & POP UP SHOP LOGO | -2117.50 | |
| TOTAL | | | | -532472.95 | 226051.67 |
| CHEQUE PAYMENTS | | | | | |
| CHQ | Date | Name | Description | Amount | Contra |
| 2070 | 08-12-2016 | BENDIGO BANK | PRESIDENTS DISCRETIONARY BUDGET - DONATION TOWARDS ZAK BOHLINGS FUNERAL EXPENSES. | -250.00 | |
| 2071 | 15-12-2016 | SHIRE OF DOWERIN | SOCIAL FUND WAGES PAYOUT - DAMIEN ALLSOPP, STEVEN GEERDINK, TAMMY MANN, COLIN SMITH, DOUGLAS MAXWELL, ERIC COULTHARD, GLENN OLSTON, CHRISTOPHER STOYSICH, MICHAEL KING, DALE STONE. | -3000.00 | 3000.00 |

ORDINARY MEETING OF COUNCIL AGENDA – 28 FEBRUARY 2017

| | | | | | |
|----------------|------------|--|--|-----------|----------|
| 2072 | 23-12-2016 | SHIRE OF DOWERIN | 12 MONTH FLEET LICENSING RENEWALS - COMMUNITY BUS, D1444 FIRE TRUCK, D144 FIRETRUCK, D07 FORD COURIER, D040 HINO WATER TANKER, D030 CASE MOWER TRACTOR, D024 FIRETRUCK, D02 FORD TERRITORY, D018 TOYOTA, D013 HILUX, D009 HINO, D008 HINO, D005 HINO, D004 MITSUBISHI TRUCK, D003 MITSUBISHI TRUCK, D002 TERRITORY, D00 HOLDEN OMEGA, D0 FALCON, D0 TERRITORY, HACC TRAILER D8206, MAINTENANCE TRAILER D8147, LOW LOADER D06, STREET SWEEPER D043, POST HOLE TRAILER D041, FUEL TRAILER D038, P&G TRAILER D037, CHIPPER D036, DOLLY D034, FUEL TRAILER D032, PLANT TRAILER D031. TRAILER D029, TRAILER D025, STREET SWEEPER D023, RECYCLING TRAILER D021, ROLLER D014, LOADER D012, GRADER D010, GRADER D007, LOADER D006, AROC VANS | -6962.15 | |
| 2073 | 24-01-2017 | HACC PETTY CASH | HACC PETTY CASH - POSTAGE, MILK, VOLUNTEERS TRANSPORT | -177.00 | |
| 10259 | 01-12-2016 | BOND ADMINISTRATOR | LODGE OF SECURITY BOND FOR 1/13 STACY ST. | -640.00 | 640.00 |
| 10260 | 15-12-2016 | WA SUPER | MISSED SUPER PAYMENTS - ERIC COULTHARD 26/08/2016. CHRISTOPHER STOYSICH 07/10/2016. GARY MARTIN 27/11/2016. | -940.20 | |
| 10261 | 19-01-2017 | LGRCEU | Payroll deductions | -38.80 | 38.80 |
| 10262 | 22-12-2016 | SHIRE OF NORTHAM | WHR - MEETING ROOM HIRE 24/11/16 | -45.00 | 45.00 |
| 10263 | 22-12-2016 | SYNERGY | STREET LIGHTING - ELECTRICITY USAGE | -2164.45 | |
| 10264 | 22-12-2016 | TELSTRA | CEO/FM/WM/WORKS MOBILE PHONES - TELEPHONE USAGE | -358.32 | |
| 10265 | 22-12-2016 | WATER CORPORATION | SHIRE BUILDINGS/PROPERTIES - WATER USAGE | -13193.72 | |
| 10266 | 22-12-2016 | WESTWATER ENTERPRISES | POOL - COMBO CHLORSHEILD 4 (ELECTRIC SHUT DOWN CONTROLLER WITH LEAK DETECTION CAPABILITY, SHUT DOWN MOTOR, MOTOR MOUNTING BRACKET), LEAK DETECTOR, SIREN & STROBE | -13193.40 | |
| | | | | | 13193.40 |
| 10267 | 05-01-2017 | COURIER AUSTRALIA | FREIGHT - WATER SAMPLES, LIBRARY | -48.38 | |
| 10268 | 05-01-2017 | EDITH COWAN UNIVERSITY | AREA PROMOTION - TRAVEL FOR IPREP STUDENTS | -439.51 | |
| 10269 | 05-01-2017 | LM & WJ McNEE | DOWERIN KOORDA RD - GRAVEL 1500sqm | -1650.00 | |
| 10270 | 05-01-2017 | PERTH RADIOLOGICAL CLINIC | OHS - CT SCAN E COULTHARD WORKERS COMPENSATION | -354.00 | |
| 10271 | 05-01-2017 | SYNERGY | DCC - ELECTRICITY | -1177.90 | 1177.90 |
| 10272 | 05-01-2017 | GOOMALLING MEDICAL SURGERY | OHS - MEDICAL CHECK E COULTHARD WORKERS COMPENSATION | -73.65 | |
| 10273 | 05-01-2017 | TELSTRA | FIRE MOBILE - SMS USAGE | -3749.36 | 3749.36 |
| 10274 | 19-01-2017 | MOORE STEPHENS | STAFF TRAINING - FINANCE ESSENTIALS WORKSHOP SONIA KING | -1564.20 | |
| 10275 | 19-01-2017 | SYNERGY | COUNCIL BUILDINGS - ELECTRICITY | -9077.95 | |
| 10276 | 19-01-2017 | WATER CORPORATION | COUNCIL BUILDINGS - WATER USAGE | -60.10 | |
| 10277 | 24-01-2017 | COURIER AUSTRALIA | LIBRARY - FREIGHT | -41.69 | |
| 10278 | 24-01-2017 | W E COOTE | COUNCILLOR MEETING FEES - 8 MEETINGS @ \$185/MEETING | -1480.00 | |
| 10279 | 24-01-2017 | DARREL PETER HUDSON | COUNCIL MEETING FEES - 8 MEETINGS @ \$185/MEETING, 4 MEETINGS @ \$185/MEETING | -1760.00 | |
| 10280 | 24-01-2017 | GOOMALLING MEDICAL SURGERY | HR/RECRUITMENT - MEDICAL FOR SAMANTHA JONES | -165.00 | |
| 10281 | 24-01-2017 | RI TREPP | COUNCILLOR MEETING FEES - 8 MEETINGS @ \$185/MEETING, 5 MEETINGS @ \$70/MEETING | -1830.00 | |
| 10282 | 24-01-2017 | WATER CORPORATION | STANDPIPE - WATER USAGE | -72.02 | |
| 10283 | 25-01-2017 | LGRCEU | PAYROLL DEDUCTIONS | -38.80 | 38.80 |
| 10284 | 25-01-2017 | SYNERGY | DCC - ELECTRICITY | -1496.80 | 1496.80 |
| 10285 | 25-01-2017 | TELSTRA | TELEPHONE USAGE - ADMIN LANDLINE | -1594.01 | |
| TOTAL | | | | -67636.41 | 21844.46 |
| SUPER PAYMENTS | | | | | |
| ClickSuper | Date | Name | Description | Amount | Contra |
| DD9394.1 | 14-12-2016 | WA SUPER | Payroll deductions | -2825.00 | |
| DD9394.2 | 14-12-2016 | CHILDCARE SUPER | Superannuation contributions | -12.93 | |
| DD9394.3 | 14-12-2016 | CONCEPT ONE SUPER | Superannuation contributions | -20.09 | |
| DD9394.4 | 14-12-2016 | AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND | Superannuation contributions | -26.00 | |
| DD9394.5 | 14-12-2016 | FIDUCIAN PORTFOLIO SERVICES LIMITED | Superannuation contributions | -66.13 | |
| DD9394.6 | 14-12-2016 | Australian Super | Superannuation contributions | -564.65 | |
| DD9394.7 | 14-12-2016 | PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED | Superannuation contributions | -223.53 | |
| DD9394.8 | 14-12-2016 | MLC NOMINEES PTY LTD | Superannuation contributions | -499.88 | |
| DD9394.9 | 14-12-2016 | AMP Life Limited | Superannuation contributions | -356.93 | |
| DD9408.1 | 28-12-2016 | WA SUPER | Payroll deductions | -2869.56 | |
| DD9408.2 | 28-12-2016 | CONCEPT ONE SUPER | Superannuation contributions | -20.09 | |
| DD9408.3 | 28-12-2016 | AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND | Superannuation contributions | -14.86 | |
| DD9408.4 | 28-12-2016 | FIDUCIAN PORTFOLIO SERVICES LIMITED | Superannuation contributions | -79.59 | |
| DD9408.5 | 28-12-2016 | Australian Super | Superannuation contributions | -564.64 | |
| DD9408.6 | 28-12-2016 | PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED | Superannuation contributions | -155.88 | |
| DD9408.7 | 28-12-2016 | AMP Life Limited | Superannuation contributions | -356.93 | |
| DD9408.8 | 28-12-2016 | MLC NOMINEES PTY LTD | Superannuation contributions | -455.30 | |
| DD9408.9 | 28-12-2016 | ASGARD SUPER | Superannuation contributions | -118.94 | |
| DD9421.1 | 11-01-2017 | WA SUPER | Payroll deductions | -3332.90 | |
| DD9421.2 | 11-01-2017 | Australian Super | Superannuation contributions | -564.64 | |

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| | | | | | |
|------------------|------------|---|------------------------------|------------|-----------|
| DD9421.3 | 11-01-2017 | PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED | Superannuation contributions | -223.53 | |
| DD9421.4 | 11-01-2017 | AMP Life Limited | Superannuation contributions | -356.93 | |
| DD9421.5 | 11-01-2017 | MLC NOMINEES PTY LTD | Superannuation contributions | -513.69 | |
| DD9421.6 | 11-01-2017 | NAB SUPERANNUATION FUND A | Superannuation contributions | -120.30 | |
| DD9421.7 | 11-01-2017 | CBUS | Superannuation contributions | -169.17 | |
| DD9421.8 | 11-01-2017 | PRIME SUPER | Superannuation contributions | -192.49 | |
| DD9421.9 | 11-01-2017 | HEALTH EMPLOYEES SUPER | Superannuation contributions | -118.71 | |
| DD9394.10 | 14-12-2016 | ASGARD SUPER | Superannuation contributions | -90.77 | |
| DD9394.11 | 14-12-2016 | NAB SUPERANNUATION FUND A | Superannuation contributions | -120.30 | |
| DD9394.12 | 14-12-2016 | CBUS | Superannuation contributions | -161.71 | |
| DD9394.13 | 14-12-2016 | PRIME SUPER | Superannuation contributions | -214.80 | |
| DD9394.14 | 14-12-2016 | HEALTH EMPLOYEES SUPER | Superannuation contributions | -123.27 | |
| DD9394.15 | 14-12-2016 | HOSTPLUS | Superannuation contributions | -88.97 | |
| DD9408.10 | 28-12-2016 | NAB SUPERANNUATION FUND A | Superannuation contributions | -120.30 | |
| DD9408.11 | 28-12-2016 | CBUS | Superannuation contributions | -162.53 | |
| DD9408.12 | 28-12-2016 | PRIME SUPER | Superannuation contributions | -192.49 | |
| DD9408.13 | 28-12-2016 | HEALTH EMPLOYEES SUPER | Superannuation contributions | -131.96 | |
| DD9408.14 | 28-12-2016 | HOSTPLUS | Superannuation contributions | -84.73 | |
| DD9421.10 | 11-01-2017 | HOSTPLUS | Superannuation contributions | -61.44 | |
| DD9421.11 | 11-01-2017 | FIDUCIAN PORTFOLIO SERVICES LIMITED | Superannuation contributions | -80.76 | |
| TOTAL | | | | -16457.32 | 0 |
| PAYROLL PAYMENTS | | | | | |
| Payroll | Date | Name | Description | Amount | Contra |
| | 14-12-2016 | Payroll Direct Debit of Net Pays | Payroll 14/12/2016 | -45969.69 | |
| | 28-12-2016 | Payroll Direct Debit of Net Pays | Payroll 28/12/2016 | -44952.84 | |
| | 11-01-2017 | Payroll Direct Debit of Net Pays | Payroll 11/01/2017 | -50068.07 | |
| | 25-01-2017 | Payroll Direct Debit of Net Pays | Payroll 25/01/2017 | -48866.61 | |
| TOTAL | | | | -189857.21 | 0 |
| MUNICIPAL TOTALS | | | | | |
| | | | | Amount | Contra |
| DIRECT DEBITS | | | | -8025.11 | 0 |
| EFT TRANSACTIONS | | | | -532472.95 | 226051.67 |
| CHEQUES | | | | -67636.41 | 21844.46 |
| SUPER PAYMENTS | | | | -16457.32 | 0 |
| PAYROLL PAYMENTS | | | | -189857.21 | 0 |
| TOTAL | | | | -814449.00 | 247896.13 |

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

| | |
|-------------------------|---|
| Date: | 23 February 2017 |
| Applicant: | The Shire of Dowerin |
| Location: | N/A |
| File Ref: | |
| Disclosure of Interest: | Nil |
| Author: | Andrea Selvey, CEO |
| Attachments: | 12. Minutes of Audit Committee Meeting, 17 February 2017 (Unconfirmed) 13. Minutes of Finance Committee Meeting, 19 th December 2016 14. Minutes of Finance Committee Meeting, 22 February 2017 (Unconfirmed) 15. Minutes of WHR Committee Meeting, 7 February 2017 (Unconfirmed) 16. Minutes of LEMC Committee Meeting, 3 February 2017 (Unconfirmed) |

Summary

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

Background

The Shire has established the following Committees of Council:

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

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

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

Comment

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

Consultation

N/A

Financial Implications

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

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. AUDIT COMMITTEE MEETING (UNCONFIRMED), 17TH FEBRUARY 2017;***
- b. FINANCE COMMITTEE MEETING (CONFIRMED), 19TH DECEMBER 2016;***
- c. FINANCE COMMITTEE MEETING (UNCONFIRMED), 22ND FEBRUARY 2017;***
- d. WHEATBELT HERITAGE RAIL COMMITTEE MEETING (UNCONFIRMED), 7TH FEBRUARY 2017; AND***
- e. LEMC MEETING (UNCONFIRMED), 3RD FEBRUARY 2017.***

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

13.1.1 MOVE BEHIND CLOSED DOORS

RECOMMENDATION – ITEM 13.1.1

THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTER, ITEM 13.1.2 – 2016/17 AUDIT.

13.1.2 AUDIT 2016/17

Date: 21 February 2017
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO

****CONFIDENTIAL****

13.1.3 MOVE OUT FROM BEHIND CLOSED DOORS

RECOMMENDATION – ITEM 13.1.3

THAT THE MEETING MOVE OUT FROM BEHIND CLOSED DOORS.

14. CLOSURE OF MEETING