



AGENDA

OF MEETING

HELD ON

28 MARCH 2017

3.00PM

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

Les Goode

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

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

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 7.1

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 28 FEBRUARY 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 RECOGNITION OF RETIRING COUNCILLOR

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

Summary

Report recommends that Council considers recognition of the Former Deputy Shire President, Graham Ralph in accordance with Council Policy.

Background

At the Ordinary Meeting of Council on 20 December 2016, Council adopted a policy for the recognition of staff and elected members.

This policy allows for official recognition of the dedication, service and commitment of Elected Members to the community. The policy specifically states:

“Council shall present the following to council members who retire either voluntarily or through the election process.

- 4 years - a framed certificate with appropriate wording listing the elected member.
- 8 years - a plaque and gift for Councillors who have completed two consecutive (8) years' service based on a minimum of \$100 plus \$20 for each additional year of completed service.
- 12 years - a plaque and gift for Councillors who have completed two consecutive (12) years' service based on a minimum of \$200 plus \$20 for each additional year of completed service.
- 20 years - a plaque and gift for Councillors who have completed 20 years' service based on a minimum of \$500 plus \$20 for each additional year of completed service.”

The Policy states that presentation of certificates, plaques and gifts should occur at an Ordinary Meeting of Council as soon as practical following conclusion of an Elected Member's term and that the presentation should be recorded in the minutes of the meeting under the President's Presentations.

Comment

Graham Ralph served as a Councillor from October 2006 until December 2016 including 5 years as the Deputy Shire President. Therefore under the policy, Mr Ralph would be entitled to a plaque and gift to the value of \$140. The policy also stipulates that Council was to review each situation and determine the appropriate application of this policy.

Consultation

Nil

Financial Implications

Implementing the officer's recommendation which is based on the policy would cost approximately \$200.

Policy Implications

The officer's recommendation on this matter is consistent with Council Adopted Policy, Recognising Council Service Policy.

Risk Implications

Nil

Statutory Implications

Section 5.100A of the Local Government Act 1995 and REG 34AC of the Local Government (Administration) Regulations 1996 limit the conditions under which gifts can be given to Councillors and the value of gifts. The Shire of Dowerin Policy and the officer's recommendation in this matter are consistent with legislation.

Strategic Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECT. 5.100A OF THE LOCAL GOVERNMENT ACT RESOLVES TO RECOGNISE THE CONTRIBUTIONS OF RETIRED COUNCILLOR GRAHAM RALPH WITH A PLAQUE AND A GIFT IN ACCORDANCE WITH COUNCIL POLICY.

10.1.2 WATERING WA GRANT APPLICATION

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

Summary

The Shire has an opportunity to apply for grant funding to make better use of Dowerin Town Dam Water via harvesting improvements. The intent is to replace the use of scheme water on the gardens in the civic precinct. This item seeks a Council resolution and funding to progress with the application.

Background

Watering WA Towns provides grants of up to \$2 million for community water supply improvements in dryland agricultural areas. The program focuses on community benefits and is open to local governments, community groups and businesses.

Comment

The Shire of Dowerin has long recognised that the use of scheme water to irrigate the civic precinct gardens is costly and wastes potable water. However, funds have not previously been available to develop the infrastructure required to utilise dam water to replace the use of scheme water.

The Watering WA grant program provides an excellent opportunity to attract significant funds to enable the use of dam water to irrigate the gardens around the office, town hall and park, i.e. the civic precinct. Applicants need to make a co-contribution of 30%; however this can be in-kind contributions. It is essential that the application is accompanied by accurate engineering designs and robust costing to demonstrate the project is viable and that the costs are accurate.

The Shire has obtained quotes from three suitably qualified engineers to develop the designs, cost the project and assist with the application as Phase One. The cost for Phase One will be a maximum of \$7,000. The Shire has also asked the engineers to quote on Phase Two being project management of the project should the Shire's application be successful. Project management costs can be recouped as part of the application.

At this stage, officers are seeking a Council resolution to progress with Phase One and to provide the necessary budget allocation for this first phase. Applications close at the end of April, therefore the final application will also be brought before Council to ensure Council approves the co-contribution required for inclusion in the 2017/18 budget.

It is worth noting that this is the last round of funding that is open only to Wheatbelt towns. Future rounds of funding will be open to applicants from across the state, making the process much more competitive.

NB: The Shire has sought confirmation from the Department of Water that the change in State Government has not impacted this funding stream.

Consultation

The Shire has met with representatives from the Department of Water. Further consultation with the Department of Water, other relevant agencies and community stakeholders would be undertaken in developing the application.

Financial Implications

To progress with Phase One (detailed designs, accurate QS costings and grant application) will cost a maximum of \$7,000. No provision exists in the 2016/17 budget for this work; therefore, should Council chose to authorise the CEO to proceed with the application, an additional \$7,000 will need to be included in the Mid-Year Budget Review.

Risk Implications

There is a risk we may not be successful in our application for funding after spending \$7,000 in developing the application. However, the cost of the designs and QS costing would not be wasted as having a 'shovel ready' project for future funding opportunities or for Council-funded projects is useful.

Policy Implications

Nil

Statutory Implications

Under Section 6.8 of the Local Government Act 1995 any expenditure from municipal fund not included in annual budget requires an authorisation by absolute majority in advance. This process complies with that requirement.

Strategic Implications

Community Strategic Plan:

Objective 3.1.3 Encourage the efficient use of natural resources

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.1.2

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

- 1. TO MAKE AN ALLOCATION OF \$7,000 IN THE 2016/17 MUNICIPAL BUDGET TO PROGRESS WITH A WATERING WA GRANT APPLICATION; AND***
- 2. THAT THE CEO IS TO BRING THE FINAL DRAFT APPLICATION AND ALL COSTINGS BEFORE THE ORDINARY MEETING OF COUNCIL ON 26 APRIL 2017 FOR COUNCIL TO CONSIDER WHETHER OR NOT TO PROGRESS WITH THE APPLICATION.***

10.1.3 PIONEERS PATHWAY

Date:	14 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Adim Hajat, CEDC
Senior Officer:	Andrea Selvey, CEO
Attachments:	1. Unconfirmed Minutes of the Pioneers Pathway Stakeholders Meeting 3rd March 2017 2. Draft Pioneers Pathway Action Plan (March 2017 – June 2017) 3. WAYFOUND Review Pioneers Pathway, December 2016

Summary

This report presents the Draft Pioneers Pathway Action Plan for Council consideration and support, including a financial commitment of \$3500 per annum.

Background

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

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

Each Shire currently makes an annual financial contribution towards the upkeep and marketing of the trail. The amount of contribution varies but a minimum financial contribution of \$1,500 is expected. The Shire of Dowerin has paid the minimum amount since 2005. A committee consisting of representatives of each of the shires oversees the management and marketing of the trail with the current lead organisation being the Shire of Goomalling.

The physical infrastructure consists of a total of 34 signs that have three different designs.

All Visitor Centres promote the Pioneers Pathway and the Wheatbelt Way as a structured and interesting way to explore the region and visit points of interest. Both these trails have brochures.

The Pioneers Pathway is listed on several websites most of which have links to www.pioneerspathway.com.au.

The websites include:

- Australia's Golden Outback (www.australiasgoldenoutback.com)
- Visit Goomalling (www.visitgoomalling.com.au)

- Trails WA (www.trailswa.com.au)
- Wheatbelt Tourism (www.wheatbelttourism.com)
- Shire of Dowerin (www.dowerin.wa.gov.au)
- Australian Good Food & Travel Guide (www.agfg.com.au)
- Drive Australia (www.driveaustralia.com.au)

Comment

Over the past two years, little active marketing of the trail has taken place, which is reflected in the decline of the number of hits on the website.

Measuring the usage of a self-drive trail is extremely challenging given that visitors do not need to register or in any way advise that they are using the trail. Visitors can either plan in advance that they are going to use it, mainly by undertaking online research, or they find out about the trail through signage or by visiting one of the Visitor Centres or Community Resource Centres along the route.

A survey of six of the seven Visitor/Resource Centres was conducted by an independent organisation reported that it was rare for visitors to ask specifically about the Pioneers Pathway. Visitors were more interested in gaining a general understanding of what there is to do in the area. However, all Centres promoted the Pioneers Pathway and the Wheatbelt Way as a positive product and way to explore the region and visit points of interest.

A review of the Pioneers Pathway was conducted by WAYFOUND in 2016. The report, Pioneers Pathway Review, provided information for the Shires to decide whether to reinvest in this project or dissolve Pioneers Pathway.

In the report it was recommended that the current trail be reinvigorated to build tourism within the seven Shires and that the trail is developed so that it complements the Wheatbelt Way.

Investment required will include:

- Updating signs
- Development of a new booklet
- Updating of website that is the www.pioneerpathway.org.au
- Development of trail App
- An Executive Officer dedicated to one day a fortnight to co-ordinate social media & marketing

It is estimated that this investment (apart from the Executive Officer) would amount to \$65,000. Up to 50% of funding costs may be available through external funding e.g. the Wheatbelt Development Commission under the Community Chest Fund.

A Stakeholders Group, which consists of officers from the seven shires, met on the 3rd March to discuss these recommendations and determine the proposed investment cost of each Shire. The group's view is that continuing with Pioneer Pathways is reliant on all seven participating Councils committing to the annual financial contribution of \$3,500 (\$1,500 for product development and maintenance and \$2,000 for a part-time executive officer). Commitment from all seven shires was requested by the 31 March 2017.

Should one or more Councils choose to opt out of the initiative it would not be viable to continue and therefore the Pioneers Pathway initiative would be discontinued and funds distributed in proportion to each Council's contributions.

Consultation

This matter was discussed at the Councillor's Workshop on 28 February 2017.

The Dowerin Community Resource Centre has also been consulted and has indicated that pursuing the recommendations from the independent consultants WAYFOUND Review would be beneficial as they believe the Pioneers Pathway is a good tourism product.

Financial Implications

Continuing with the Pioneers Pathway project would result in a total cost of \$3,500 per annum – being an increase of \$2,000 from the previous contribution of \$1,500 commencing from the 2017/18 financial year.

Risk Implications

The Shire has neither the financial and human resources to undertake the Pioneers Pathway initiative on its own.

The Pioneers Pathway complements other tourism initiatives such as Wheatbelt Way and Newtravel and allows visitors to fully appreciate this region.

If the Shire continues supporting this tourism initiative it would allow the Stakeholder Group (7 Shires) to engage an Executive Officer to ensure that the marketing and quantifying the statistics are captured which would be beneficial to the success and long term viability of the Pioneers Pathway.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan:

Objective 2.3 – A growing tourism industry

2.3.1 Market Dowerin and the region as a tourist destination

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

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.3

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

- 1. PROVIDE IN-PRINCIPLE SUPPORT FOR THE PIONEERS PATHWAY PROJECT;***
- 2. CONSIDER THE FINANCIAL CONTRIBUTION OF \$3,500 AS PART OF THE 2017/18 BUDGET.***

10.1.4 SHIRE OF DOWERIN DELEGATIONS REGISTER 2017

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 4. Shire of Dowerin Delegations Register – Adopted August 2015
5. Proposed Shire of Dowerin Delegations Register 2017

Summary

Under s. 5.46 of the *Local Government Act 1995* (the Act) the CEO is to maintain a register of delegations that must be reviewed by Council at least once every financial year.

Background

Under s. 5.42 of the *Local Government Act 1995*, a local government may delegate to the CEO the exercise of any of its powers or the discharge of its duties under the Act. This is subject to the limitations in s. 5.43, and Regulation. This section states –

5.43. Limits on delegations to CEO

A local government cannot delegate to a CEO any of the following powers or duties –

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;*
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;*
- (c) appointing an auditor;*
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;*
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;*
- (f) borrowing money on behalf of the local government;*
- (g) hearing or determining an objection of a kind referred to in section 9.5;*
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;*
- (h) any power or duty that requires the approval of the Minister or the Governor;*
- (i) such other powers or duties as may be prescribed.*

The Shire of Dowerin's delegations register was last reviewed by Council in August 2015. A subsequent review of the delegations register was commenced by the Administration in October 2016. The current register was noted to be sub-standard which correlated with the findings of the report of the *Financial Management Review* (March 2016) by R.J. Back and the Department of Local Government and Communities' *Probity Compliance Audit* (July 2016). Both reviews recommended a comprehensive re-write of the delegations register.

In reviewing and rewriting the Delegations Register, the Shire of Dowerin sought assistance from the Western Australian Local Government Association.

Comment

The annual review process does not preclude the Council from granting new delegations to the CEO if and when required, nor for it to review existing delegations at any time during the course of the financial year.

The Shire of Dowerin's delegations register was last reviewed by Council in August 2015 and is now overdue for review. However, given that the delegations register that was in place was deemed to be wanting, the Delegations Register has undergone significant amendment both in format and content.

1. Format

The new format of the delegations contained in the Register seeks to reflect the legislative requirements of the Act. Each delegation specifies the head of power under which the delegation has been made and the legislative reference of the power that is delegated. The current Register referred mostly to the general power of delegation under s. 5.42 of the Act and only in limited circumstances to the legislative reference. The new format clearly states the function delegated and any conditions that Council wishes to place on the exercise of delegation. It notes whether the CEO has the power to sub-delegate under s. 5.44 of the Act to another employee. It also records whether the function or duty has been sub-delegated and to whom.

It should be noted that whether a function or duty has been sub-delegated is determined by the CEO unless the Council has made it a condition that the original delegation may not be sub-delegated.

2. Content

Each delegation has been considered on the basis of whether or not the delegation is necessary and if it will provide greater efficiency in service delivery for the Shire. A number of new delegations have been created that reflect legislative changes since the August 2015 review. Foremost has been the passage of the *Public Health Act 2016* and the enactment of part of that legislation. A delegation to the CEO under s. 21 of that Act to Appoint Officers has been included in the current list of delegations. New delegations for the *Cat Act 2011* and the *Dog Act 1976* have been included as has a general delegation pursuant to the *Bushfires Act 1954*.

3. Repeal

A number of existing delegations were deleted such as delegation 005 Conferences, Seminars and Training Courses as this was already a function of the CEO and could not be delegated. Under s. 5.45 of the Act, a delegation made under the Act will be effective for the period of time specified in the delegation or otherwise indefinitely. Any amendment or repeal of a delegation by a local government is to be by an absolute majority. Some existing delegations have been significantly amended whilst others have been deemed invalid; therefore ***it is appropriate to repeal the existing delegations as contained in the August 2015 Delegations Register and to adopt the new delegations as rewritten.***

4. Delegation to the CEO

It should be noted that a delegation made under the *Local Government Act 1995*, may only be made to the CEO. However, not all delegations are made under the *Local Government Act 1995*. Other Acts such as the *Dog Act 1976* and *Cat Act 2011* also allow for delegations to be made. In some instances such as the *Building Act 2011* delegations may be made to employees other than the CEO.

WALGA has assisted the Shire with the re-write of the delegations register and it is attached for Council consideration and should it be satisfactory for Council, the officer recommendation seeks resolution from Council to adopt the register as presented. See attachment 5 – Shire of Dowerin Delegations Register 2017.

Consultation

Department of Local Government and Communities

Western Australian Local Government Association

Financial Implications

Nil

Risk Implications

A properly constructed delegations register reduces risk as it ensure a clear understanding of authority to make decisions as approved by Council.

Policy Implications

Nil

Statutory Implications

Part 5 of the *Local Government Act 1995*.

Building Act 2011 – section 127.

Bush Fires Act 1954 – section 48.

Cat Act 2011 – section 44.

Dog Act 1976 – section 10AA.

Food Act 2008 – section 118.

Public Health Act 2016 – section 21.

Road Traffic (Events on Roads) Regulations 1991.

Section 5.46 of the *Local Government Act 1995* deals with the need for CEOs to maintain a register of delegations and the requirement to conduct annual reviews of delegations.

Strategic Implications

Community Strategic Plan:

Objective 4.1 An efficient and informative organisation

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.1.4

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTIONS 5.46, 5.45 AND 5.42 OF THE LOCAL GOVERNMENT ACT RESOLVES TO:

- 1. ENDORSE THE REVIEW OF ITS DELEGATIONS IN ACCORDANCE WITH SECTION 5.46 OF THE LOCAL GOVERNMENT ACT 1995;**
- 2. REPEAL THE DELEGATIONS OF AUTHORITY CONTAINED IN THE SHIRE OF DOWERIN DELEGATION REGISTER DATED AUGUST 2015 (AS DETAILED IN ATTACHMENT) IN ACCORDANCE WITH SECTION 5.45 OF THE LOCAL GOVERNMENT ACT 1995; AND**
- 3. DELEGATE AUTHORITY TO THE CEO (AS DETAILED IN ATTACHMENT 2) IN ACCORDANCE WITH SECTION 5.42 OF THE LOCAL GOVERNMENT ACT 1995 TO, ACKNOWLEDGING THE RELEVANT HEADS OF POWER IN ADDITION TO THE LOCAL GOVERNMENT ACT:**
 - *Building Act 2011 – section 127*
 - *Bush Fires Act 1954 – section 48*
 - *Cat Act 2011 – section 44*
 - *Dog Act 1976 – section 10AA*
 - *Food Act 2008 – section 118*
 - *Public Health Act 2016 – section 21*
 - *Road Traffic (Events on Roads) Regulations 1991.*

10.1.5 APPOINTMENT OF AN EXTERNAL AUDITOR

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 6. Shire of Dowerin Audit Committee Meeting Minutes 17 March 2017
(Unconfirmed)

Summary

This report seeks Council's consideration of the Audit Committee recommendation with regards to the provision of external audit services for the Shire of Dowerin for the 2016/17 and 2017/18 financial years and the appointment of the Shire Auditor for this period.

Background

At the Ordinary Meeting of Council on 28 February 2017, Council resolved to terminate the contract with the current Auditors and to seek proposals from suitably qualified auditors for the conduct of the 2016/17 and 2017/18 audits for Council to consider. The current Auditor was advised accordingly and a request for proposals via WALGA eQuotes to six Audit Firms on the WALGA preferred supplier list was issued on 7 March 2017.

The following responses were received by the closing date:

AMD Chartered Accountants;

Moore Stephens; and

Butler Settineri (Audit) Pty Ltd

Comment

The Audit Committee considered the proposals at the Audit Committee meeting on 17 March 2017 and considered the proposed fee and inclusions within the proposed fee, particularly the hours spent on-site; local government experience and proposed methodology. Based on their review, the Audit Committee recommends that Council accepts the proposal from AMD Chartered Accountants.

Consultation

Nil

Financial Implications

Should Council accept the Audit Committee's recommendation and accept the proposal from AMD Chartered Accountants for the conduct of the Audits for the 2016/17 and 2017/18 financial years, the cost over the two years will be \$32,000 noting however that additional requests of the auditor may incur additional costs. These would be brought to Council for consideration and budget allocation as and if they arise.

Policy Implications

Nil

Risk Implications

The external audit is one of the key areas of compliance and risk mitigation as it ensures Council is provided with independent and expert advice on the Shire's financial management.

Statutory Implications

Section 7.3 of the Local Government Act 1995 requires a local government to, from time to time whenever such an appointment is necessary or expedient, appoint a person, on the recommendation of the audit committee, to be its auditor. The local government may appoint one or more persons as its auditor however the local government's auditor is to be a person who is either a registered company auditor or an approved auditor. It is important to note that the Act specifies that it is a named person(s) that is appointed as auditor, not the company, or 'the partners' of the company which employs the person.

Section 7.6 of the Local Government Act 1995 states that the appointment of a local government's auditor is to have effect in respect of the audit of the accounts and annual financial report of the local government for a term of not more than five financial years.

The Act and Regulations also stipulate that the appointment of a person as an auditor is to be made by agreement in writing and is to include –

- i. the objectives of the audit;
- ii. the scope of the audit;
- iii. a plan for the audit;
- iv. details of the remuneration and expenses to be paid to the auditor; and
- v. the method to be used by the local government to communicate with, and supply information to, the auditor.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.1.5

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO PART 7 OF THE ACT AND THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 (THE REGULATIONS) RESOLVES TO:

- 1. ACCEPT THE RECOMMENDATION OF THE SHIRE OF DOWERIN AUDIT COMMITTEE THAT COUNCIL ACCEPTS THE PROPOSAL FROM AMD CHARTERED ACCOUNTANTS FOR THE CONDUCT OF THE 2016/17 AND 2017/18 AUDIT FOR THE SHIRE OF DOWERIN;***
- 2. ACCEPT THE FEE PROPOSAL FROM AMD CHARTERED ACCOUNTANTS AS FOLLOWS;***
 - i. 2016/17 - \$15,800 (Ex GST);***
 - ii. 2017/18 - \$16,200 (Ex GST)***

- 3. APPOINT MARIA CAVALLO, REGISTERED COMPANY AUDITOR NUMBER 308235 AS THE SHIRE OF DOWERIN AUDITOR AND SHOULD MARIA CAVALLO NOT BE AVAILABLE, APPOINT TIM PARTRIDGE, REGISTERED COMPANY AUDITOR NUMBER 225698 AS THE ALTERNATIVE AUDITOR; AND**
- 4. AUTHORISE THE CEO TO SIGN THE AUDIT AGREEMENT ON BEHALF OF COUNCIL.**

10.1.6 UPDATED CORPORATE CREDIT CARD POLICY

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 7. Shire of Dowerin Corporate Credit Card Policy

Summary

This item brings an updated Corporate Credit Card Policy before Council for Council review.

Background

Council adopted a Corporate Credit Card policy at the Ordinary Meeting of Council on 17 November 2015. The policy provides strict conditions on the use of Shire Credit Cards.

Comment

WALGA reviewed this policy and suggested that the procedural content be removed from the Policy.

Under the current policy, corporate credit card holders were able to use their corporate credit card for personal purchases in case of emergency and reimburse the Shire. This provision has been removed from the updated corporate credit card policy – see attachment 7.

Consultation

WALGA

Financial Implications

Nil

Policy Implications

Should Council endorse this updated Corporate Credit Card Policy, it will be included in the Shire of Dowerin Policy Manual to ensure appropriate use of corporate credit cards in accordance with Council direction.

Risk Implications

Credit Cards are considered a high risk area for organisations. A strong policy, that is communicated and understood, assists in mitigating that risk.

Statutory Implications

Local Government Act 1995 - Sect 2.7 states that the role of Council includes to “determine the local government’s policies”.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.6

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE UPDATED SHIRE OF DOWERIN CORPORATE CREDIT CARD POLICY.

10.1.7 RESIDENTIAL AND COMMERCIAL STANDARD CROSSING (CROSS OVER) POLICY

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 8. Shire of Dowerin Residential And Commercial Standard Crossing (Cross Over) Policy

Summary

This item brings a draft Residential And Commercial Standard Crossing (Cross Over) Policy before Council for Council review.

Background

For many years, it has been standard practice to assist private residential and commercial property owners to install cross overs on their properties. The Council 2016/17 adopted fees and charges includes a fee of \$1250 with a 50% Council subsidy where property owners seek Council to carry out the works as private works. However, no clear policy guidelines are in place to clarify the conditions, size, quality or number of cross overs that would attract a Council subsidy. This has the potential for inconsistency in provision of support for cross overs.

Comment

The objectives of this Policy are to ensure transparency, equity and consistency in the provision of 'standard crossing' (or cross over as they are usually called) on private residential and commercial properties in the Shire of Dowerin and sets out what constitutes a cross over from the paved portion of a road to a property boundary for use by vehicles.

Consultation

Finance Committee

Financial Implications

This policy will result in a cost of \$625 per application; however this is not a new item of expenditure as the practice has been in place for many years.

Policy Implications

Should Council endorse this Policy, it will be included in the Shire of Dowerin Policy Manual to ensure support for the installation of cross overs in accordance with Council direction.

Risk Implications

Lack of policy can result in Council being at risk of being inconsistent and being challenged by community members. This policy aims to mitigate that risk.

Statutory Implications

Local Government Act 1995 - Sect 2.7 states that the role of Council includes to "determine the local government's policies".

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.7

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE SHIRE OF DOWERIN RESIDENTIAL AND COMMERCIAL STANDARD CROSSING (CROSS OVER) POLICY.

10.1.8 UPDATED PURCHASING POLICY

Date: 20 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 9. Shire of Dowerin Corporate Credit Card Policy

Summary

This item brings an updated Purchasing Policy before Council for Council review.

Background

The Local Government (Functions and General) Regulations 1996 sets out very strict parameters for the procurement of goods and services. For example, these Regulations set out the minimum number of oral and/or written quotations that must be obtained in accordance with regulation 11A of the Local Government (Functions and General) Regulations 1996. Council currently has a Purchasing Policy but it is good practice to regularly review policies to ensure they have not been impacted by changes to legislation and that they still reflect Council's position.

Comment

WALGA reviewed the current Purchasing Policy and suggested that the Policy required significant updates.

The major changes include:

- Purchasing thresholds have been increased, particularly the threshold for tendering which has increased from \$100,000 to \$150,000 in accordance with legislative changes;
- The policy makes reference to areas of exemption including reference to WALGA preferred suppliers;
- The policy set out the manner in which panels of pre-qualified suppliers can be established;
- Buy local, anti-avoidance and emergency purchases are covered;
- The importance of and requirements under OSH are highlighted.

Consultation

WALGA

Finance Committee

Financial Implications

Nil

Policy Implications

Should Council endorse this updated Purchasing Policy, it will replace the existing policy in the Shire of Dowerin Policy Manual to ensure purchasing is carried out in accordance with Council direction.

Risk Implications

Non-compliance with purchasing requirements stipulated in the Local Government (Functions and General) Regulations 1996 poses a risk for Councils. A clear purchasing policy that is supported by established systems and procedures assist in mitigating the risk from non-compliance.

Statutory Implications

Local Government Act 1995 - Sect 2.7 states that the role of Council includes to “determine the local government’s policies”.

The Local Government (Functions and General) Regulations 1996.

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.8

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE UPDATED SHIRE OF DOWERIN PURCHASING POLICY.

10.1.9 NEW FEE FOR POP UP SHOP

Date: 15 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref: ADM
Disclosure of Interest: Nil
Author: Ina Edwardson – Acting Finance Manager
Senior Officer: Andrea Selvey – Chief Executive Officer

Background

Under Section 6.19 of the Local Government Act, Councils are required to give local public notice if it wishes to impose any new fees or changes after the budget has been adopted. This item brings a recommendation from the Finance Committee before Council to give local public notice of the introduction of a new fee for the Pop Up Shop membership.

Comment

At the Ordinary Meeting of Council on 28 February 2017, Council approved a new policy - Pop up Shop Country Collective Policy. This policy makes provision for a membership fee to be charged. The proposed membership fee is \$50.00 per annum. As this fee is being introduced after the adoption of the budget, it is necessary for Council to give local public notice as follows:

- (a) its intention to introduce the fee; and
- (b) the date from which it is proposed the fees or charges will be imposed.

Statutory Implications

Section 6.19 of the Local Government Act 1995

Policy Implications

Pop up Shop Country Collective Policy

Financial Implications

The anticipated revenue from this membership fee is likely to be minimal and would assist in meeting costs of utilities; therefore is not likely to have any significant financial implications.

Risk Implications

Nil

Strategic Implications

Community Strategic Plan

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

Voting Requirements

Absolute Majority

OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.9

THAT COUNCIL, BY ABSOLUTE MAJORITY PURSUANT TO SECTION 6.19 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO GIVE LOCAL PUBLIC NOTICE OF THE INTENTION TO INTRODUCE A \$50.00 FEE FOR ANNUAL MEMBERSHIP TO THE POP-UP SHOP WITH THE FEE TO COME INTO EFFECT FROM 21 APRIL 2017.

10.1.10 WHEATBELT HERITAGE INTERFACE CO-ORDINATION PLAN

Date: 15 March 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Adim Hajat, CEDC
Senior Officer: Andrea Selvey, CEO
Attachments: 10. Interface Co-ordination Plan

Summary

This report seeks Council approval for the Interface Co-ordination Plan (ICP) between the Shire of Dowerin and Rail Heritage WA (RHWA). The ICP clearly establishes and delineates the responsibilities of RHWA and the Shire operating as the Rail Transport Operator.

Background

The Interface Co-ordination Plan has been developed between RHWA and the Shire. The scope of works covered by the Plan includes the movement of the Rail Transport Operator rolling stock at RHWA's sidings.

The ICP describes the functional areas in each organisation which will be involved, the subject matter which has been considered, and the interfaces across which co-ordination has been established. The Plan will outline the controls in place for safe operation of a railway in accordance with the tasks undertaken, and will include, but not be limited to; shunting, stabling and certification.

The ICP provides determination as to which party agrees to accept responsibility for each identified item of subject matter, procedures for the exchange of safety information, and procedures for assessing and monitoring the compatibility of engineering and operational parameters.

The ICP also provides procedures for review of the Interface Co-ordination Plan.

Comment

At the meeting of the WHR Committee held on the 7 March 2017 the committee supported the ICP and recommended that it be forwarded to Council for approval.

Consultation

Wheatbelt Heritage Committee (including Ex-officio members such as the National Rail Safety Regulator, LGIS and Brookfield Rail).

Project Manager of Wheatbelt Heritage Rail

Rail Heritage WA

Financial Implications

This ICP will allow WHR to operate at the RHWA Bassendean siding. Costs of these operations are covered within the existing WHR budget as part of the capital phase of this project. Should future operations require funding; a fully costed proposal will be presented to Council.

Risk Implications

The parties will apply a risk management process consistent with ISO31000 Risk Management to identify, assess and manage, so far as is reasonably practicable, risks to safety in relation to the subject of this Plan. RHW and the Wheatbelt Heritage Rail shall review this Interface Co-ordination Plan at least every two years. Additional reviews may take place should any party consider the need for amendments arising from any changes in operation of the specified location.

Policy Implications

Key policy implications are addressed in the Interface Co-ordination Plan in Section 5.0. They are:

- Description of Operations
- Rail Safety Accreditation
- Risk Assessment
- Maintenance
- Communications
- Health and Fitness
- Alcohol and Other Drug Control
- Fatigue
- Management of Competency
- Emergency management
- Incident reporting and Management
- Incident Investigation
- Environment Management
- Contractors and Sub-contractors
- Change in Ownership
- Compliance and Auditing

These Policies are required for the operation of WHR and will be reviewed by the Office of the National Rail Safety Regulatory to ensure they are appropriate.

Statutory Implications

All statutory obligations have been met including those prescribed in:

- Rail Safety National Law (WA) Act 2015
- Rail Safety National Law (WA) Regulations 2015

Strategic Implications

Project determined as a priority in Shire of Dowerin Strategic Plan

Strategic Community Plan

Objective 2.3 – A growing tourism industry. Strategy 2.3.6 – Continue developing the Wheatbelt Heritage Rail Project.

Voting Requirements

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.1.10

THAT COUNCIL, BY SIMPLE MAJORITY, PERSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT AUTHORISES THE CEO TO SIGN THE INTERFACE CO-ORDINATION PLAN BETWEEN RAIL HERITAGE WA AND THE SHIRE OF DOWERIN FOR WHEATBELT HERITAGE RAIL.

10.1.11 OCCUPATIONAL SAFETY HEALTH AND ENVIRONMENTAL POLICY

Date: 22 February 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Misty Richards
Attachment: 11. Occupational Safety, Health & Environmental Policy – 1.1

Summary

This item seeks council endorsement of the Dowerin Occupational Safety, Health and Environmental Policy to comply with current legislative requirements. The Policy is recognition by the Council of its obligation and responsibilities in accordance with the OHS Act 1984 and OHS Regulations 1996.

Background

The Occupational Safety, Health & Environmental Policy (OSEH Policy) is a cornerstone of an effective Occupational Safety, Health & Environmental Management System and sets out overall OSEH objectives, principles and procedures the Shire of Dowerin will observe in relation to the management of occupational safety and health.

The previous OSEH Policy was adopted by Council in January 2008 and reviewed in 2012. The OSEH Policy is required to be reviewed and endorsed on an annual basis and it was recently identified in an OSEH Audit performed by LGIS in February 2017 that it is not current or legal.

Comment

This Policy was developed by LGIS to ensure Council's compliance with the requirements of the Occupational Safety and Health Act and Regulations. Having a clear policy will provide Councillors, the CEO, all staff and contractors with clear direction and understanding of the Shire of Dowerin's responsibilities in terms of implementing an effective Occupational Health and Safety Management System.

The OSEH Policy should be authorised by top management annually and having this policy it demonstrates a commitment to continually improving OSEH performance.

Consultation

LGIS Regional Risk Coordinator – Chris Gilmour

Safety Committee

Shire Employees

Financial Implications

Nil

Risk Implications

Nil

Policy Implications

Any previous OSEH policy would be replaced by this one.

Policy 1.1 Occupational Safety, Health & Environmental to be replaced

Statutory Implications

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Strategic Implications

Strategic Community Plan

Theme 1 - Community

Goal: A strong, healthy and safe community.

Objective 1.1 – Maintain a liveable and safe environment for all.

Theme 4 - Local Government Leadership

Goal: A vibrant and progressive community lead by an innovative Council.

Objective 4.2 – Strong leadership and Governance

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.11

THAT THE REVISED OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL POLICY 1.1 BE ADOPTED AND ENDORSED BY COUNCIL FOR 2017.

10.2 FINANCE REPORT

10.2.1 FINANCE REPORT – FEBRUARY 2017

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Ina Edwardson – Acting Finance Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	12. Monthly Financial Activity Statements – February 2017 13. Loan 97 – Community Club payment schedule

Summary

The financial statements for the period 01 February 2017 to 28 February 2017 are presented for Council consideration.

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.

Comment

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the Shire's overall financial performance on a year to date basis, the following financial reports are attached:

- Statements of Financial Activity

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).

- Capital Acquisitions

This report provides year to date budget performance (by line item) in respect of the following capital expenditure activities

- Land and Buildings
- Infrastructure Assets – Roads

- Net Current Funding Position (Note 3)

This report provides details of the composition of the net current asset position on a year to date

basis, and reconciles with the net current position as per the Statement of Financial Activity by Program (pg.3) and Statement of Financial Activity by Nature or Type (pg. 4).

- Cash Backed Reserves (Note 7)

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

Additional reports and/or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

The Finance Committee reviewed the February Financial Statements at their meeting on 20 March 2017 and queried if Loan 97 – Community Club is amortized.

This has been investigated by the Finance and Corporate Services Manager who can advise that, yes Loan 97 – Community is amortized. (See attached 13, Loan 97 schedule.)

Reserve Funds

The total balance of funds held in the various Reserve Funds at 28 February 2017 is as detailed in the financial statements at Note 7.

Consultation

Shire of Dowerin Finance Committee

Financial Implications

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

Risk 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

Strategic Community Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple Majority

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2017.

10.2.2 ACCOUNTS FOR PAYMENT – 5 FEBRUARY 2017 TO 4 MARCH 2017

Date:	15 March 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Ina Edwardson – Acting Finance Manager
Attachments:	List of Accounts

Background

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

Comment

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

The list was reviewed by the Finance Committee at the meeting on 20 March 2017 and the following queries were raised by the Committee:

1. Has any progress been made on reducing the expenditure on the Fire Mobile SMS (Cheque 10378)?
Response: Several attempts have been made to contact our “Account Manager” at Telstra. To date no response has been received but staff will continue to pursue this.
2. Why were tyres not purchased locally (EFT4628)?
Response: The vehicle was in Wyalkatchem for a service and staff were advised by the mechanic that the tyres were in such a poor state that the vehicle could not be driven back to Dowerin until the tyres were changed. Staff have commenced working on a pre-start checklist for all Shire cars to ensure drivers are aware to check for such items before they commence driving.

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.

Risk Implications

Nil

Strategic Implications

Strategic Community Plan

Objective 4.1 – An efficient and informative organization

Voting Requirements

Simple Majority

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 5 FEBRUARY 2017 TO 4 MARCH 2017.

ORDINARY MEETING OF COUNCIL AGENDA – 28 MARCH 2017

LIST OF ACCOUNTS 05/02/2017 - 04/03/2017 MUNICIPAL FUND

DIRECT DEBIT PAYMENTS					
DD	Date	Name	Description	Amount	Contra
7	21/02/2017	SHIRE OF DOWERIN - VISA CARD PAYMENTS	WORKS CLOTHING - STEEL CAP BOOTS T.MANN, RATES - LANDGATE TITLE SEARCH. CARD FEES x3	-196.85	
8	21/02/2017	PUMA ENERGY	PUMA ACCOUNT - JANUARY FUEL USAGE	-1575.41	
TOTAL				-1772.26	
EFT PAYMENTS					
EFT	Date	Name	Description	Amount	Contra
EFT4588	15/02/2017	AVON WASTE	RUBBISH COLLECTION	-\$2,362.92	\$2,362.92
EFT4589	15/02/2017	CHILD SUPPORT AGENCY	Payroll deductions	-\$358.00	\$358.00
EFT4590	15/02/2017	Building & Health Surveying Services	EHO - JANUARY CONTRACT	-\$4,357.48	
EFT4591	15/02/2017	RACHEL BUCK	EMERGENCY TOWER - ELECTRICITY REIMBURSEMENT	-\$173.14	\$173.14
EFT4592	15/02/2017	DOWERIN IGA EXPRESS	GYM - DISINFECTANT. ADMIN OFFICE - MILK. COUNCIL - 24pk WATER. AUSTRALIA DAY BREAKFAST - SUPPLIES. DEPOT - MILK & TEA BAGS.	-\$292.61	
EFT4593	15/02/2017	DOWERIN BAKERY AND NEWS	AUS DAY BREAKFAST - 200 ROLLS. OFFICE EXPENSES - WM DIARIES, NEWSPAPERS.	-\$167.70	
EFT4594	15/02/2017	LANDGATE	RATES - LAND ENQUIRY	-\$123.50	
EFT4595	15/02/2017	D & D Transport	D006 LOADER - FREIGHT FROM WESTRAC PERTH TO DOWERIN	-\$852.50	
EFT4596	15/02/2017	DOWERIN TYRE AND EXHAUST	D014 ROLLER - 2x TYRES. TOWN CATCHMENT DAM - FAN BELT FOR PUMP. COMMUNITY BUS - 2x NEW TYRES	-\$2,819.00	
EFT4597	15/02/2017	DOWERIN & DISTRICTS FARM SHED	POOL - SPRINKLER & CAMLOCK. DEPOT - AIRLINE FITTINGS. CHILDCARE - SPRINKLER.	-\$194.70	
EFT4598	15/02/2017	DOWERIN GOURMET BUTCHERSHOP	AUS DAY BREAKFAST - 25kg BACON RASHERS	-\$337.50	
EFT4599	15/02/2017	DOWERIN ROADHOUSE	HACC - MEALS ON WHEELS	-\$264.00	\$264.00
EFT4600	15/02/2017	FAIRFAX MEDIA PUBLICATIONS PTY LTD	ADVERTISING - ANNUAL ELECTORS MEETING	-\$77.62	
EFT4601	15/02/2017	ALL-WAYS FOODS	CLEANING SUPPLIES	-\$744.01	
EFT4602	15/02/2017	Gym Care	GYM - EQUIPMENT SERVICING	-\$1,251.25	
EFT4603	15/02/2017	GREENBACK HOLDINGS PTY LTD	EXHIBITION HALL - INSTALL EXTERNAL LIGHT	-\$790.35	
EFT4604	15/02/2017	GOOMALLING SWIMMING CLUB	KIDSPORT - GOOMALLING SWIMMING CLUB	-\$80.00	\$80.00
EFT4605	15/02/2017	JR & A HERSEY	DOWERIN MECKERING RD - PAINT. DOWERIN KOORDA RD - PAINT. DEPOT - WIPER BLADES, RAGS. OHS - FLYSPRAY, INSECT REPELLENT. TOOLS - 2 SHOVELS	-\$589.56	
EFT4606	15/02/2017	JOELECTRICS	COUNTRY COLLECTIONS - RECONNECT POWERPOINTS. CENTENARY PARK - REPLACE METER BOX. PUBLIC CONVENIENCES - REPLACE LIGHTS.	-\$866.61	
EFT4607	15/02/2017	THE LIFTING COMPANY	TOOLS - CONCRETE LIFTING CLUTCHES	-\$330.00	
EFT4608	15/02/2017	MARKETFORCE	ADVERTISING - REVIEW OF LOCAL LAWS	-\$546.56	
EFT4609	15/02/2017	CORINNE MORRELL	RANGER SERVICES - FUEL REIMBURSEMENT, TRAVEL TO MINNIVALE	-\$33.85	
EFT4610	15/02/2017	NORTHAM & DISTRICT GLASS SERVICE	36 STACY ST - REPLACE GLASS IN WINDOW	-\$519.20	
EFT4611	15/02/2017	ONESTEEL DISTRIBUTION	CHILDCARE MAINTENANCE - WELDMESH	-\$80.79	
EFT4612	15/02/2017	IXOM OPERATIONS PTY LTD	POOL - CHLORINE SERVICE FEE 01/01/17 - 31/01/17	-\$84.57	
EFT4613	15/02/2017	PETCHELL MECHANICAL	HACC OMEGA - LOG BOOK SERVICE	-\$296.41	
EFT4614	15/02/2017	PESTEX CO	MINNIVALE FIRESHED - SPIDER SPRAYING	-\$154.00	
EFT4615	15/02/2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - MONTHLY FEE FOR MANAGEMENT OF DISASTER RECOVERY OPTIONS	-\$85.00	
EFT4616	15/02/2017	PHONOGRAPHIC PERFORMANCE CO AUST.	TOWN HALL - COPYRIGHT FEE	-\$86.44	
EFT4617	15/02/2017	COLIN SMITH	WORKS - MDL RENEWAL REIMBURSEMENT	-\$41.80	
EFT4618	15/02/2017	SOLUTION4BUILDING	STA - CONSTRUCTION PROGRESS CLAIM 2	-\$78,928.99	\$78,928.99
EFT4619	15/02/2017	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	MINNIVALE FIRE TRUCK - REPAIR ELECTRICAL FAULT. HINO TRUCK - REPAIR LIGHT FAULT.	-\$423.25	
EFT4620	15/02/2017	RALPH THAXTER	D008 RANGER - LOG BOOK SERVICE	-\$611.36	
EFT4621	15/02/2017	TWINKARRI PTY LTD	DOWERIN MECKERING RD, UBERIN RD, DOWERIN KOORDA RD - TREE PRUNING & MULCHING	-\$32,604.00	\$32,604.00
EFT4622	15/02/2017	TRUE PLUMBING AND GAS	4/18 MEMORIAL AVE - REPAIRS TO HWS. REC CENTRE - INSTALL WATER FOUNTAIN (TO BE REIMBURSED)	-\$3,502.68	\$1,632.68
EFT4623	15/02/2017	WYALKATCHEMSAT	11D HILDA ST - REPAIRS TO TV SATELLITE DECODER UNIT	-\$420.00	
EFT4624	15/02/2017	MD & RC WINDSOR	CHILDCARE MAINTENANCE - REPAIR TOILET DOOR. 16 ANDERSON ST - REPAIRS TO AIR CON VENT. 11C HILDA ST - REPAIR CARPORT. ADMIN OFFICE - REPAIRS TO CEILING	-\$586.03	
EFT4625	15/02/2017	WESTRAC EQUIPMENT	D006 LOADER - REPAIRS TO TRANSMISSION LEAK	-\$291.51	
EFT4626	15/02/2017	REBECCA WINDSOR	GYM INDUCTIONS - HARRIS, BATY, MATTHEWS, CHATFIELD, BEGLEY	-\$100.00	\$100.00
EFT4627	15/02/2017	PS & SL WOOD	COMMUNITY BUS - ANNUAL BUS INSPECTION	-\$154.00	
EFT4628	15/02/2017	WYALKATCHEM TYRE SERVICE	D00 OMEGA - 2 NEW TYRES	-\$350.00	
EFT4629	27/02/2017	AVON WASTE	RUBBISH COLLECTION	-\$2,362.92	\$2,362.92
EFT4630	27/02/2017	Building & Health Surveying Services	EHO - FEBRUARY CONTRACT	-\$4,357.48	
EFT4631	27/02/2017	CUTTING EDGES PTY LTD	D007 GRADER - 2 SETS OF SHARQ GRADER BLADES	-\$977.07	
EFT4632	27/02/2017	DOWERIN ENGINEERING WORKS	HACC BUILDING - FLASHING FOR CARPORT (OUTSTANDING INVOICE)	-\$53.62	
EFT4633	27/02/2017	FUEL DISTRIBUTORS OF WA PTY LTD	DIESEL - 14800L	-\$17,079.20	

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EFT4634	27/02/2017	JK WILLIAMS & CO	STAFF ACKNOWLEDGEMENTS GIFT VOUCHERS, GAS REFILL, COUNTRY COLLECTION RENOVATION SUNDRIES, VACUUM CLEANER, VARIOUS OTHER SUNDRIES	-\$1,212.10	
EFT4635	27/02/2017	MCG ARCHITECTS PTY LTD	STA - 30% MILESTONE (3/3) AND TRAVEL	-\$4,840.00	\$4,840.00
EFT4636	27/02/2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - ASSISTANCE WITH IT ERRORS	-\$850.00	
EFT4637	27/02/2017	RALPH THAXTER	D008 RANGER - REPAIRS TO BRAKES	-\$536.17	
EFT4638	27/02/2017	MD & RC WINDSOR	EXHIBITION HALL - RE-ATTACH ROOF SHEETS. 18 ANDERSON ST - REPAIRS TO GUTTERS. SHIRE OFFICE - REPAIRS TO ROOF.	-\$1,045.00	
EFT4639	27/02/2017	WESTRAC EQUIPMENT	D007 GRADER & D006 LOADER - LEFT HAND DOOR GLASS	-\$1,005.95	
EFT4640	27/02/2017	REBECCA WINDSOR	GYM INDUCTIONS - T.HATHAWAY	-\$20.00	\$20.00
EFT4641	02/03/2017	Emma Judith HARDY	STAFF TRAINING ALLOWANCES - REIMBURSEMENT FOR FOOD COSTS INCURRED DURING RATES TRAINING	-\$306.71	
EFT4642	02/03/2017	RHIAN HATHAWAY	STAFF TRAINING ALLOWANCES - REIMBURSEMENT FOR FOOD COSTS INCURRED DURING RATES TRAINING (RECEIPT ATTACHED)	-\$97.35	
TOTAL				-\$171,676.46	\$123,726.65
CHEQUE PAYMENTS					
CHQ	Date	Name	Description	Amount	Contra
10286	24/02/2017	SYNERGY	STREET LIGHTING - ELECTRICITY USAGE	-\$1,590.40	
10287	24/02/2017	WATER CORPORATION	SHIRE BUILDINGS & PROPERTIES - WATER USAGE	-\$14,930.23	
10288	01/03/2017	GOOMALLING MEDICAL SURGERY	OHS - C.STOYSICH WORKERS COMPENSATION MEDICAL CHECK	-\$150.10	\$150.10
10289	01/03/2017	Telstra Plant Damages	DAMAGED TELSTRA EQUIPMENT CLAIM - EJANDING WEST ROAD	-\$437.65	
Due to administrative error Cheques 10290 - 10372 remain unused. Wrong cheques selected for payment on 15/02/17. Cheques 10290- 10372 will be used in the next cheque run.					
10373	15/02/2017	DAMIEN ALLSOPP	WORKS - MDL RENEWAL REIMBURSEMENT	-\$41.80	
10374	15/02/2017	COURIER AUSTRALIA	WATER SAMPLES FREIGHT	-\$78.50	
10375	15/02/2017	SHIRE OF NORTHAM	AROC - MEMBERSHIP 2016/17	-\$5,000.00	
10376	15/02/2017	SYNERGY	PUBLIC TOILETS & STEWART ST RETIC - ELECTRICITY.	-\$3,742.80	
10377	15/02/2017	GOOMALLING MEDICAL SURGERY	OHS - C.STOYSICH WORKERS COMPENSATION MEDICAL CHECK	-\$137.10	\$137.10
10378	15/02/2017	TELSTRA	FIRE MOBILE - TELEPHONE USAGE	-\$1,210.71	\$1,210.71
10379	15/02/2017	WATER CORPORATION	SHIRE PROPERTIES/STANDPIPES - WATER USAGE	-\$2,099.10	
10380	15/02/2017	WAYNE MAURICE WEBBER	WORKS CLOTHING - REIMBURSEMENT FOR SAFETY BOOTS	-\$99.00	
10381	15/02/2017	WESTNET PTY LTD	COMMUNICATIONS - DNS RELAY FOR ADMIN	-\$169.90	
TOTAL				-\$29,687.29	\$1,497.91
SUPER PAYMENTS					
DD	Date	Name	Description	Amount	Contra
DD9457.1	08/02/2017	WA SUPER	Payroll deductions	-\$2,347.98	
DD9457.2	08/02/2017	CONCEPT ONE SUPER	Superannuation contributions	-\$20.09	
DD9457.3	08/02/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$29.72	
DD9457.4	08/02/2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$74.32	
DD9457.5	08/02/2017	Australian Super	Superannuation contributions	-\$663.27	
DD9457.6	08/02/2017	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-\$223.53	
DD9457.7	08/02/2017	AMP Life Limited	Superannuation contributions	-\$643.13	
DD9457.8	08/02/2017	MLC NOMINEES PTY LTD	Superannuation contributions	-\$512.10	
DD9457.9	08/02/2017	ASGARD SUPER	Superannuation contributions	-\$761.85	
DD9471.1	22/02/2017	WA SUPER	Payroll deductions	-\$3,169.44	
DD9471.2	22/02/2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$18.57	
DD9471.3	22/02/2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$73.15	
DD9471.4	22/02/2017	Australian Super	Superannuation contributions	-\$564.64	
DD9471.5	22/02/2017	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-\$223.53	
DD9471.6	22/02/2017	MLC NOMINEES PTY LTD	Superannuation contributions	-\$502.07	
DD9471.7	22/02/2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$120.30	
DD9471.8	22/02/2017	CBUS	Superannuation contributions	-\$161.71	
DD9471.9	22/02/2017	PRIME SUPER	Superannuation contributions	-\$192.49	
DD9473.1	08/02/2017	WA SUPER	Superannuation contributions	-\$147.39	
DD9457.10	08/02/2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$120.30	
DD9457.11	08/02/2017	CBUS	Superannuation contributions	-\$161.70	
DD9457.12	08/02/2017	PRIME SUPER	Superannuation contributions	-\$332.65	
DD9457.13	08/02/2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$133.38	
DD9457.14	08/02/2017	HSTPLUS	Superannuation contributions	-\$78.14	
DD9471.10	22/02/2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$105.46	
DD9471.11	22/02/2017	HSTPLUS	Superannuation contributions	-\$77.67	
DD9471.12	22/02/2017	CHILDCARE SUPER	Superannuation contributions	-\$6.46	
DD9471.13	22/02/2017	CONCEPT ONE SUPER	Superannuation contributions	-\$20.09	
TOTAL				-\$11,485.13	
PAYROLL PAYMENTS					
PAYROLL	Date	Name	Description	Amount	Contra
	08/02/2017	Payroll Direct Debit of Net Pays	Payroll 08/02/2017	-\$50,827.81	
	22/02/2017	Payroll Direct Debit of Net Pays	Payroll 22/02/2017	-\$45,315.03	
	22/02/2017	Payroll Direct Debit of Net Pays	Payroll 22/02/2017	-\$1,198.48	
TOTAL				-\$97,341.32	
MUNICIPAL TOTALS					
				Amount	Contra
DIRECT DEBITS				-\$1,772.26	\$0.00
EFT TRANSACTIONS				-\$171,676.46	\$123,726.65

ORDINARY MEETING OF COUNCIL AGENDA – 28 MARCH 2017

	CHEQUES	-\$29,687.29	\$1,497.91
	SUPER PAYMENTS	-\$11,485.13	\$0.00
	PAYROLL PAYMENTS	-\$97,341.32	\$0.00
	TOTAL	-\$311,962.46	\$125,224.56

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	22 March 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	14. Minutes of WHR Committee Meeting, 7 March 2017 (Unconfirmed) 6. Minutes of Audit Committee Meeting, 17 March 2017 (Unconfirmed) 15. Minutes of Finance Committee Meeting, 20 March 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.

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Administration regulation 11 sets out the content that the minutes of council or committee meetings must contain, including:

- the names of members present at the meeting;
- details of each motion moved, the mover and the outcome of the motion;
- details of each decision made at the meeting; and
- written reasons for each decision made at a meeting that is significantly different from the committee's or council employee's recommendation.

Section 5.22(2) and (3) of the Act requires that the minutes of a council or committee meeting are to go to the next meeting of the council or committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.1

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

1. RECEIVE THE MINUTES OF THE:

- a. WHEATBELT HERITAGE RAIL COMMITTEE MEETING (UNCONFIRMED), 7TH MARCH 2017;***
- b. AUDIT COMMITTEE MEETING (UNCONFIRMED), 17TH MARCH 2017; AND***
- c. FINANCE COMMITTEE MEETING (UNCONFIRMED), 20TH MARCH 2017.***

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING