

ORDINARY COUNCIL MEETING
AGENDA
Tuesday
20 October 2015



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**MINUTES
OF MEETING
HELD ON
15 SEPTEMBER 2015**

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 2:58pm.

1.2 OBITUARIES

Mr Jean 'John' Claude Marion

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	Town Ward
G.B. Ralph	Deputy President	Rural South Ward
T.W. Quartermaine		Town Ward
D.P. Hudson		Town Ward
W.E. Coote		Rural North Ward
T.A. Jones		Rural North Ward
L.G. Hagboom		Rural South Ward
D.J. Alcock	Chief Executive Officer	
S.L. King	Finance Manager	
S.F. Geerdink	Works Manager	

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

S.V. Brookes	Town Ward
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2.4 GUESTS

Mr Brenton Walsh

Mr Adam Metcalf

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

COUNCIL DECISION – ITEM 7.1

(2530) Moved: T.A. Jones Seconded: D.P. Hudson Carried: 7/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 18 AUGUST 2015 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

GECZ – attended meeting. Presentation by Pamela Iansen from Dept. Agriculture.

Melissa Price – discussed communication issues and was referred to previous correspondence regarding funding.

Monday 14 September - Field Days debrief meeting.

Centenary Park tree re-planting for approximately 20 plants.

Discussion with Supertown Board Member from Northam regarding updates.

Wyalkatchem Shire President – discussion about inter-Council relations

Wyalkatchem Chief Executive Officer – discussion regarding collaborative works in future.

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

10.1.1 CORPORATE PLAN UPDATE

Date: 9 September 2015
Applicant: N/A
Location: Shire of Dowerin
File Ref: ADM
Disclosure of Interest: Nil
Author: Dacre Alcock

Summary

A Status Report providing update on activities relating to Councils' Corporate Plan.

Background

Council adopted its Corporate Plan 2013-2017 at its November 2013 Council meeting. Within the Plan, Council included an enabling Strategy which in addition to setting out a range of implementation actions includes a reporting requirement in support of the Plan.

During forum sessions held during the March and April 2015 Council meetings the corporate plan and was adopted at the May 2015 Council Meeting

Comment

A Status Report has been prepared and included after this report which details the strategies, actions, estimated costs, funding sources, timeframes, officers responsible and key performance indicators. The final column details the progress to date on each strategy with those highlighted completed since the last status report.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Policy development to be determined.

Statutory Implications

Nil

Strategic Implications

Implementation and monitoring of Councils Corporate Plan, which includes elements of Council's Community Strategic Plan.

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.1

(2531) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 7/0

THAT COUNCIL RECEIVES THE AUGUST 2015 CORPORATE PLAN STATUS REPORT.

CORPORATE PLAN 2013 – 2017 STATUS REPORT

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 SEPTEMBER 2015

THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
C 1 Maintain a liveable and safe environment for all					
C.1.1 Support and retain police services					
Continue to support a strong relationship with local officers based on a good rapport and regular communication	LEMC Meeting Quarterly	-	CEO, STAFF	<ul style="list-style-type: none"> Minutes of LEMC Meeting 	LEMC meeting was held in May 2015. Desktop exercise with Field Days and Marshalls 30 July
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> Property inspection and report – housing to a suitable standard 	
C.1.2 Promote and encourage participation in voluntary based emergency services					
Partner with local emergency services	LEMC Meeting Quarterly & On request		CEO		Desktop exercise with Field Days and Marshalls 30 July
C.1.3 Continue to support the Animal Ranger Service					
Residents have access to the services of a ranger	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> Advertise ranger services locally to residents 	Contracting Ranger services with numerous dog and cat issues – ongoing
Snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> 3 staff fully trained in snake handling 	Only one qualified snake handler
C.1.4 Continue to produce a high quality extensive road network					
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> Complete road audit inspection 	
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed road program document 	<i>Presented to Council in June 2015.</i>
Produce and implement plant replacement program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed plant replacement program p document 	<i>Presented to Council in April 2015.</i>
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas 	<i>June 2014 - Audit completed 6th June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget</i>
C.2 Pride & Participation in our community					
C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days					
Community Events Program	Reviewed annually	\$8860 + external grant funding	CSO CDO FM	<ul style="list-style-type: none"> Coordination of events within budget 	Draft Version of 2015 events calendar and has been created and will be included in the Draft Budget 2015/16

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Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> • Increase in successful funding • Increase in grants advertised in local media 	Continue to inform community and clubs of grants as we become aware of them
C.2.2 Continue to provide support for local clubs and organisations					
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> • 	Facilitate the Kidsport program on behalf of DSR for 2015/16 Financial Year – funding has been received.
C.2.3 Continue to provide quality facilities to hold events					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	<ul style="list-style-type: none"> • Develop a detailed program of maintenance for all shire owned facilities 	Stage 1 commenced as part of Asset Management
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> • Annual review of bookings/usage of facilities 	
C.3 Improved Community Health and Well-being					
C.3.1 Expand the provision of medical services in Dowerin					
Continue to advertise and promote the Medical services available to Dowerin residents	Monthly or when required		CDO	<ul style="list-style-type: none"> • Adverts in local media, on website, Facebook etc... • Increase in utilisation of service 	Goomalling Medical Practice mail out sent out in June 2015 Cr Hudson, Cr Metcalf and CEO attended the Goomalling Medical Practice meeting 29/6/15 Next meeting Tuesday 27 th October
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> • Conduct a survey/initiate comments box to gain feedback from community • Report findings to GP Network 	
C.3.2 Continue to support the Home and Community Care Service					
Promote and Review services/facilities provided by Dowerin HACC	Annually		HACC CEO	<ul style="list-style-type: none"> • Increase utilisation of HACC services • Annual report 	CDO has included HACC information and newsletters on the new Dowerin Community Website 3 HACC Brochures have been developed Quality Improvement Plan has been finalised – March 2015.
C.3.3 Maintain High Quality Sporting Facilities					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> • 	
C.3.4 Investigate Options available for alternative sporting and recreational pursuits					

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Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> Develop a new plan for the Dowerin Gym prior to budgeting process 2014 Forward plan/budget to FM 	February 2014 – Gym project completed. Open day held on Thursday 19 th February@ 5pm. Lottery West Grant Acquittal completed in May 2015 – funding received.
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> Complete review and update Bike Plan 	Grant application submitted in October 2014 to revise the bike plan
C.4 Maintain and increase training and education opportunities					
C.4.1 Continue to support and promote Dowerin District High School					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the school Develop plan of events/activities that the Shire can assist with 	
C.4.2 Support & Promote the Community Resource Centre					
Meet with the Dowerin CRC	Quarterly		FM CDO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the CRC Develop plan of events/activities that the Shire can assist with 	
C.4.3 Support and encourage local apprenticeships & traineeships					
Support and actively promote those local businesses providing traineeships/apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> At least 4 stories per year in local media Increased interest in other businesses in apprentice/traineeships 	
Work in conjunction with DEM to provide 2 Leeuwin youth scholarships annually	January	\$3600	CDO Cr Jones Cr Quartermaine	<ul style="list-style-type: none"> 2 youth scholarships presented each year 	Damien Allsopp has been selected to go on the Leeuwin in 2015.
C.5 Increase and maintain a range of affordable housing for singles, families and seniors					
C.5.1 Develop a Housing & Accommodation Strategy					
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"> Distribution of surveys Analysis of survey 	Feedback from Community Strategic Plan has indicated a need for accommodation park Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt

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					Way NSRF Grant was submitted in July 2015
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"> Completed map of vacant lots 	April 2014 – Completed – see discussion forum Destination Dowerin
Create detailed Housing and Accommodation Strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> Completed report Adoption of report by council Implementation of strategy 	Master Plan has been developed and approved by the Short Term Accommodation Steering Committee Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition
C.5.2 Develop a property maintenance calendar/program					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer Property Officer	<ul style="list-style-type: none"> Completed program Implementation of program 	<i>June 2014 – Property Income/Expense spreadsheet developed</i> <i>June 2014 – Property Maintenance spreadsheet developed</i> FM - Stage 1 Commenced as part of Asset Management
C.6 Maintain the provision of High Quality Infrastructure					
C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club					
Maintain Dowerin's Recreation Facilities	Annually	\$16,000	FM	<ul style="list-style-type: none"> Annual increase of % in funds 	<i>June 2015 –Budget Meeting 21/07/14</i> Ongoing
C.6.2 Continue to support the development of the Dowerin Community Child Care facility					
Assist with the maintenance and management of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> Completion of works Smooth running of the facility 	<i>June 2014 – Works complete</i> <i>November 2014 –MOU presented to Council and adopted</i> <i>First MOU Meeting was held 3 February 2015.October 2014 – laying of lawn completed</i>
C.6.4 Develop seniors facilities and be recognised as an aged friendly community					
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> Annual review 	May 2014 - Complete
Investigate further aged care housing options and facilities.	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term accommodation strategy 	In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being obtained for works.
C.7 Retain and improve on our attractive town and streetscape					
C.7.1 Manage and revive community spaces and business district areas					

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Research and develop a standard 'Streetscape Policy;	2014		CEO CDO	<ul style="list-style-type: none"> Development, adoption and implementation of policy 	<i>June 2014 – Council forum to be conducted in near future (month to be advised)</i>
Beautification of public spaces	2014		WM P&G	<ul style="list-style-type: none"> Deeper understanding of water wise principals Increase in implantation of water wise principals in community areas 	<i>Replant the planter boxes outside the post office with native plants Staff have been trained in water wise best practice</i>
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program					
Program of clean ups and busy bees	February 2014		CSO	<ul style="list-style-type: none"> Develop new name and focus of former Tidy Towns Committee Successful appointment of new committee 	<i>Clean up Australia Day held 7th March 2015. Include 3 clean up/planting busy bees in annual events calendar (including Clean Up Australia Day</i>
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards 	<i>Very basic guidelines have been laid out. Will promote in either autumn or spring.</i>
THEME TWO: LOCAL ECONOMY & BUSINESS					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
EB.1 A diverse and growing economic base that will provide local employment					
EB.1.1 Increase availability of light industrial land					
Review & adopt Avon Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> Respond to draft plan – re: changes Adoption of plan WDC 	
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> Increase number of industrial lots available 	
EB.1.2 Investigate alternative economic development opportunities					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> Review & update of report 	<i>July 2014 – Surveys updated and distributed amongst Dowerin's youth population.</i>
EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services					
Review 'gaps in services' and advertise opportunities in regional	Review annually		CDO	<ul style="list-style-type: none"> Increased awareness of services needed in Dowerin 	<i>Supported and promoted a vet service to town</i>

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media and on the Dowerin website				<ul style="list-style-type: none"> Website update Despatch articles 	
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> Meeting with CEO of Wyalkatchem, Koorda & Goomalling regarding shared services 	
EB.2 A Growing Tourism Industry					
EB.2.1 Market Dowerin and region as a tourist destination					
Continue to advertise in tourism publications	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> Updated publications Variety of publications Accommodation providers to complete Visitor Statistics Form 	<i>June 2014 – Draft Budget Meeting 2/07/14</i>
Investigate additional free advertising avenues and Expand and increase Social Media Marketing	Reviewed annually		CSO	<ul style="list-style-type: none"> Increased exposure to a wide variety of people/regions Accommodation statistics 	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
EB.2.2 Continue to work with key stakeholders to provide quality events					
Support DEM twith the Dowerin GWN Machinery Field Days	August each year		FM CDO	<ul style="list-style-type: none"> A successful 50th Anniversary event - 	October 2014 – a DEM working group meeting was had to finalise the new entrance.
Establish an annual 4wd event in Dowerin	May – August 2014		CSO	<ul style="list-style-type: none"> Enhancement of the 4wd track Successful event 	<i>Ongoing</i>
EB.2.3 Develop further accommodation options within Dowerin					
Develop concept plans of the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> Plan of a short term accommodation facility 	Master Plan has been completed Include in 2016/17 Budget.
EB.2.5 Continue developing the Wheatbelt Heritage Rail Project					
Continue to support the Project	2013/2014		CEO WM FM CDO	<ul style="list-style-type: none"> Provide support via telephone, email and in person 	
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> Wheatbelt Heritage Rail to be accredited for main line operation 	Accreditation paper work completed and has been submitted – awaiting decision.

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				•	
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> Assist and ensure rolling stock arrives in Dowerin safely 	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> The successful delivery of rail construction material on site 	<i>Mid 2015 – Track to be completed at Minnivale</i>
THEME THREE: CARING FOR OUR ENVIRONMENT					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt					
ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 rd May (tentatively)
ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre	Monthly		CSO	<ul style="list-style-type: none"> The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed 	
ENV 1.3 Encourage efficient use of natural resources					
Water wise gardens	Review half yearly		CEO WM	<ul style="list-style-type: none"> Parks & Gardens adopt more water wise principles in parks and gardens 	<i>FEB 2015 – Adopted Draft MOU Waterwise Council</i> <i>July 2015 – National Tree Garden</i>
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> Develop an energy saving action plan Ensure all lights are turned off at Shire office/depot after use Council adopt energy saving action plan 	

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				<ul style="list-style-type: none"> Implement energy saving action plan 	
ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group					
Promote and support drum muster program	Monthly		FM	<ul style="list-style-type: none"> Send monthly text messages to distribution list 	
ENV 1.5 Continue oil recycling program					
Promote and educate oil recycling program to local residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Manage NRM programs and initiatives					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> Ensure that Council's nature reserves are maintained. 	
ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<ul style="list-style-type: none"> Promotion at least 2 weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> Advertise locally Successful planning and implementation of control program 	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>
THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
LG. 1 Maintain and further develop an efficient and informative organisation					
LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs					
Workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> Adoption of workforce plan Annual review of workforce plan 	Aug 2014 - Complete Currently being reviewed by staff Council to discuss in October 2015
LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> Development of plan & policy 	FM - Stage 1 Research and preparation commenced

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LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities					
Provide training opportunities and PD opportunities	Review Monthly		CEO	<ul style="list-style-type: none"> Create councillor training section in CEO info report Create staff training section in FM info report 	<i>December 2013 – FM including Staff Training Update to Council in Information Report</i>
LG. 1. 4 Ensure information is communicated to the public regularly and effectively					
Provide weekly Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> Weekly Council Comments segment in local paper 	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> Regular status updates of events, activities or reminders on facebook 	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> 2 newsletters per year 	December 2013 – Christmas Newsletter
Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> Ensure website is always up to date with latest news, events etc... 	<i>Ongoing</i>
LG. 1. 5 Provide opportunities for the community to have input into Council's decision making					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services) 	<i>Ongoing</i>
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
LG. 2 Strong leadership and governance					
LG. 2.1 Review Strategic Community Plan					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	<i>Plan was reviewed during forum sessions at the March and April 2015 Council Meetings – and was adopted at the May 2015 Council Meeting</i>
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums					
Participate in regional groups/organisations	Reviewed annually	Annual Subs	CEO STAFF	Involvement in WDC, GECZ, WALGA. LGMA WA	<i>CEO and President attended August 2015 GECZ</i>

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LG. 2.3 Collaborate with other surrounding shires to strengthen the region					
Continue to participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> Attendance at AROC meetings 	<i>June 2015 – CEO & President attended June AROC meeting</i>
Continue to attend regional road group	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> Attendance at Regional Road Group Meetings 	<i>Cr Hudson Attended February and March 2015 KSRRG Meeting</i>

10.2 OPERATIONS

10.2.1 DOWERIN RECREATION STRATEGY 2015-2025

Date: 9 September 2015

Applicant: N/A

Location:

File Ref:

Disclosure of Interest: Nil

Author: Louise Hagboom

Summary

Report recommends Council seeks public submissions for the Dowerin Recreation Strategy 2015-2025.

Background

The Dowerin Recreation Strategy is a forward planning document that outlines council's strategic direction to sport and recreation facilities and services in Dowerin over the next 10 years. In 2008 the Dowerin Recreation Strategy was the catalyst for the Dowerin Community Club development.

Comment

The results of the Dowerin Recreation Strategy 2015-2025 have been based on feedback from a community survey and a sporting club survey. All priorities have been ranked as either a low, medium or immediate priority.

This document has been drawn up in house at and is now ready for public comment to ensure that the strategies and recommendations in place are appropriate and ranked accordingly.

Please find attached the Recreation Strategy Document and results of the community and sporting club surveys.

If Council is supportive of the strategy document it is recommended that Council advertise the strategy for public comment. The strategy will then be represented to Council with community feedback for adoption by Council.

Consultation

CEO

Community Feedback via survey

Club Surveys

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority.

OFFICER RECOMMENDATION – ITEM 10.2.1

Moved:

Seconded:

Carried:

THAT COUNCIL SEEKS PUBLIC SUBMISSIONS ON THE DOWERIN RECREATION STRATEGY 2015-2025.

COUNCIL HAS DEFERRED ITEM 10.2.1 TO THE OCTOBER ORDINARY MEETING OF COUNCIL.

10.3 FINANCE REPORT**10.3.1 FINANCE STATEMENTS – AUGUST 2015**

Date: 8 September 2015
 Applicant: N/A
 Location: N/A
 File Ref:
 Disclosure of Interest: Nil
 Author: Dacre Alcock
 Attachments: Monthly Statements

Summary

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

Background

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

The Local Government (Financial Management) Regulations Reg 34 & 35 sets out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval (Attachment 4). The statements have been prepared in AAS27 format in accordance with FMR Reg 35 and comprise of:

- Statement of Financial Activity

	31-Aug-15	31-Aug-14	30-Jun-15
Municipal Fund	\$1,275,152	\$1,222,400	\$906,642
Plant Reserve	\$150,291	\$250,893	\$150,291
LSL Reserve	\$155,425	\$130,806	\$155,425
Land & Buildings Reserve	\$19,966	\$19,285	\$19,966
Recreation Facility Reserve	\$173,751	\$167,826	\$173,751
Community Bus Reserve	\$39,213	\$33,714	\$39,213
Community Housing Res	\$44,473	\$35,356	\$44,473
Sewerage Reserve	\$851,521	\$768,244	\$851,521
Economic Develop Reserve	\$312,977	\$302,275	\$312,977
Tennis Court Replacement	\$12,215	\$6,000	\$12,215
Bowling Green Replacement	\$40,360	\$10,000	\$40,360
All Hours Gym Reserve	\$5,000	0	\$5,000
Consolidated Funds	\$3,080,344	\$2,946,799	\$2,711,834

Sundry Debtors at 31st August 2015

Current	\$158,846	(Westrac Trade -\$145,200)
30 days	\$24	
60 days	\$24	
90 days	\$0	
Total	\$158,894	

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 August 2015 is as detailed in the financial statements.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.1

(2532) Moved: T.W. Quartermaine Seconded: D.P. Hudson Carried: 7/0

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



SHIRE OF DOWERIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

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SHIRE OF DOWERIN					
STATEMENT OF FINANCIAL ACTIVITY					
FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015					
NOTE	2015/16 Revised Budget \$	August 2015 Y-T-D Budget \$	August 2015 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
Operating					
Revenues/Sources					
Governance	39,050	6,506	1,908	(4,598)	(70.67%)
General Purpose Funding	758,721	116,088	166,063	49,975	43.05% ▲
Law, Order, Public Safety	26,000	4,330	135	(4,195)	(96.88%)
Health	255,022	42,496	77,174	34,678	81.60% ▲
Education and Welfare	92,748	15,458	18,736	3,278	21.21%
Housing	136,077	22,676	20,842	(1,834)	(8.09%)
Community Amenities	217,584	200,464	210,914	10,450	5.21%
Recreation and Culture	38,552	12,240	9,038	(3,202)	(26.16%)
Transport	1,233,174	293,020	568,834	275,814	94.13% ▲
Economic Services	7,200	748	1,803	1,055	141.04%
Other Property and Services	10,000	1,666	466	(1,200)	(72.03%)
	2,814,128	715,692	1,075,913	360,221	50.33%
(Expenses)/(Applications)					
Governance	(336,666)	(70,676)	(119,344)	(48,668)	(68.86%) ▲
General Purpose Funding	(91,972)	(15,328)	(7,924)	7,404	48.30% ▼
Law, Order, Public Safety	(84,515)	(14,084)	(8,586)	5,498	39.04% ▼
Health	(313,334)	(52,202)	(57,726)	(5,524)	(10.58%) ▲
Education and Welfare	(114,785)	(19,124)	(22,431)	(3,307)	(17.29%)
Housing	(168,559)	(28,070)	(38,557)	(10,487)	(37.36%) ▲
Community Amenities	(270,867)	(45,120)	(42,783)	2,337	5.18%
Recreation & Culture	(640,573)	(106,724)	(60,747)	45,977	43.08% ▼
Transport	(1,186,627)	(197,748)	(189,213)	8,535	4.32%
Economic Services	(175,755)	(29,284)	(37,347)	(8,063)	(27.53%) ▲
Other Property and Services	(4,246)	(682)	(106,752)	(106,070)	(15552.79%) ▲
	(3,387,899)	(579,042)	(691,410)	(112,368)	19.41%
Net Operating Result Excluding Rates	(573,771)	136,650	384,503	247,853	181.38%
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	(69,044)	(11,510)	0	11,510	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	14,663	2,444	0	(2,444)	100.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	0	0	0.00%
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(400,000)	(66,666)	(2,333)	64,333	96.50% ▼
Purchase of Vehicles & Plant	(467,209)	(77,866)	(151,309)	(73,443)	(94.32%) ▲
Purchase of Furniture & Equipment	(4,865)	(810)	(1)	809	99.88%
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(1,380,757)	(228,272)	(17,166)	211,106	92.48% ▼
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	0	0	(42)	(42)	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	47,316	0	(47,316)	(100.00%) ▼
Repayment of Debentures	(59,543)	(13,636)	0	13,636	100.00% ▼
Proceeds from New Debentures	0	0	0	0	0.00%
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	22,272	3,712	0	(3,712)	(100.00%)
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(486,608)	(81,102)	0	81,102	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,643	848,643	772,991	(75,652)	8.91%
Net Current Assets Year to Date	(1,402,057)	1,703,065	2,235,453	532,388	(31.26%)
Amount Raised from Rates	(1,144,162)	(1,144,162)	(1,144,163)	(1)	0.00%

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

3. ACQUISITION OF ASSETS	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	August 2015 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance			
<u>Other Governance</u>			
Furn - Photocopier	4,865	4,865	1.00
Law, Order & Public Safety			
<u>Fire Prevention</u>			
Vehicle - Fire Trucks	0	0	0.00
Housing			
<u>Other Housing</u>	0		
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
Health			
<u>Other Health</u>			
Furn - Hacc Equipment	0	0	0.00
Community Amenities			
<u>Other Community Amenities</u>			
Land - Recycling Shed	0	0	0.00
Recreation and Culture			
<u>Other Recreation & Sport</u>			
Tools - Mowers/Tools	0	0	0.00
Community Club	0	0	0.00
Land - New Sports Complex	0	0	0.00
<u>Other Culture</u>			
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
Transport			
<u>Construction - Roads, Bridges, Depots</u>			
Roads - Roads To Recovery	723,842	723,842	14,939.52
Roads - Signs	0	0	42.00
Roads - Unclassified	258,832	258,832	2,226.22
Roads - State 20/20	398,083	398,083	0.00
<u>Road Plant Purchases</u>			
Plant - Loader	319,300	319,300	0.00
Other Plant	110,909	110,909	110,909.09
Plant - Works Manager Vehicle	37,000	37,000	40,400.00
Tools - Compressor	0	0	0.00
Economic Services			
<u>Other Economic Services</u>			
Wheatbelt Heritage Rail Project	400,000	400,000	2,332.86
Other Property & Services			
<u>Unclassified</u>			
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>170,850.69</u>
By Class			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	400,000	400,000	2,332.86
Vehicles & Plant	467,209	467,209	151,309.09
Furniture & Equipment	4,865	4,865	1.00
Tools & Equipment	0	0	0.00
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	1,380,757	1,380,757	17,165.74
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	0	0	42.00
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>170,850.69</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	August 2015 Actual \$	2015/16 Budget \$	August 2015 Actual \$	2015/16 Budget \$	August 2015 Actual \$
120M Grader	60,222		133,900		73,678	
Mercedes Water Truck	159	-	5,000	-	4,841	-
Ford Territory D02	18,475	-	14,000	-	(4,475)	-
Residence at 58 Stacy Street	155,000		150,000		(5,000)	
	233,856	-	302,900	-	69,044	-

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	August 2015 Actual \$	2015/16 Budget \$	August 2015 Actual \$	2015/16 Budget \$	August 2015 Actual \$
Plant and Equipment	78,856		152,900		74,044	
Land and Buildings	155,000	-	150,000	-	(5,000)	-
	233,856	0	302,900	0	69,044	0

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2015/16 Adopted Budget \$	August 2015 Actual \$
78,519	0.00
(9,475)	0.00
69,044	0.00

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$
Recreation & Culture									
Loan 97 - Recreation Complex	472,175	0	0	59,543	0	412,632 0	472,175	19,065	0
Loan 98 - Dowerin Events M'ment	106,130	0	0	22,272	0	83,858	106,130	3,336	0
	472,175	0	0	59,543	0	412,632	472,175	19,065	0

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces mtce
2. Actual interest repayments include accrued interest adjustments where applicable.
3. Proposed new loan for Recreation Complex may be self funded from Reserve Funds.

(b) New Debentures - 2014/15

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Nil.									

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

	2015/16 Adopted Budget \$	August 2015 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
Opening Balance	155,425	155,425
Amount Set Aside / Transfer to Reserve	14,663	0
Amount Used / Transfer from Reserve	0	0
	<u>170,088</u>	<u>155,425</u>
(b) Plant Replacement & Reconditioning Reserve		
Opening Balance	150,291	150,291
Amount Set Aside / Transfer to Reserve	4,509	0
Amount Used / Transfer from Reserve	(62,000)	0
	<u>92,800</u>	<u>150,291</u>
(c) Land & Building Reserve		
Opening Balance	19,966	19,966
Amount Set Aside / Transfer to Reserve	39,226	0
Amount Used / Transfer from Reserve	0	0
	<u>59,192</u>	<u>19,966</u>
(e) Recreation Facilities Reserve		
Opening Balance	173,751	173,751
Amount Set Aside / Transfer to Reserve	35,213	0
Amount Used / Transfer from Reserve	0	0
	<u>208,964</u>	<u>173,751</u>
(f) Community Housing Project Reserve		
Opening Balance	44,473	44,473
Amount Set Aside / Transfer to Reserve	10,317	0
Amount Used / Transfer from Reserve	0	0
	<u>54,790</u>	<u>44,473</u>
(g) Community Bus Reserve		
Opening Balance	39,213	39,213
Amount Set Aside / Transfer to Reserve	5,176	0
Amount Used / Transfer from Reserve	0	0
	<u>44,389</u>	<u>39,213</u>
(h) Sewerage Asset Preservation Reserve		
Opening Balance	851,521	851,521
Amount Set Aside / Transfer to Reserve	95,188	0
Amount Used / Transfer from Reserve	0	0
	<u>946,709</u>	<u>851,521</u>
(i) Economic Development Reserve		
Opening Balance	312,977	312,977
Amount Set Aside / Transfer to Reserve	259,389	0
Amount Used / Transfer from Reserve	0	0
	<u>572,366</u>	<u>312,977</u>
(j) Tennis Court Replacement Reserve		
Opening Balance	12,215	12,215
Amount Set Aside / Transfer to Reserve	6,366	0
Amount Used / Transfer from Reserve	0	0
	<u>18,581</u>	<u>12,215</u>

(k) Bowling Green Replacement Reserve		
Opening Balance	40,360	40,360
Amount Set Aside / Transfer to Reserve	11,211	0
Amount Used / Transfer from Reserve		0
	<u>51,571</u>	<u>40,360</u>
(l) All Hours Gym Reserve		
Opening Balance	5,000	5,000
Amount Set Aside / Transfer to Reserve	5,350	0
Amount Used / Transfer from Reserve		0
	<u>10,350</u>	<u>5,000</u>
Total Cash Backed Reserves	<u>2,219,450</u>	<u>1,805,192</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Long Service Leave Reserve	14,663	0
Plant Replacement & Reconditioning Reserve	4,509	0
Land & Building Reserve	39,226	0
Recreation Facilities Reserve	35,213	0
Community Housing Project Reserve	10,317	0
Community Bus Reserve	5,176	0
Sewerage Asset Preservation Reserve	95,188	0
Economic Development Reserve	259,389	0
Tennis Court Replacement Reserve	6,366	0
Bowling Club Replacement Reserve	11,211	0
All Hours Gym Reserve	5,350	0
	<u>486,608</u>	<u>0</u>

Transfers from Reserves

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	(62,000)	0
Land & Building Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	0	0
Tennis Court Replacement Reserve	0	0
Bowling Green Replacement Reserve	0	0
All Hours Gym Reserve	0	0
	<u>(62,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>424,608</u>	<u>0</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Long Service Leave Reserve

- to be used to fund annual and long service leave requirements.

Plant Replacement & Reconditioning Reserve

- to be used to fund the purchase of future plant acquisitions and major repairs.

Land & Building Reserve

- for future purchase and development of Council land & building assets.

Office Equipment Reserve

- for future upgrade of central computer system and office equipment.

Recreation Facilities Reserve

- to be used for the proposed construction of multi purpose sports centre.

Community Housing Project Reserve

- to be used for contribution to joint venture aged units project and singles accommodation.

Community Bus Reserve

- to be used for part funding of the replacement of the community bus.

Sewerage Asset Preservation Reserve

- to be used to preserve sewerage assets

Economic Development Reserve

- to provide for future funding for development opportunities in the community.

Community Health Reserve

- temporarily closed.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

	2014/15 B/Fwd Per 2014/15 Budget \$	2014/15 B/Fwd Per Financial Report \$	August 2015 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	854,714	1,287,163
Cash - Restricted Unspent Grants	82,057	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	0	0
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	25,196	737,722
Sewerage Rates Outstanding	13,320	12,687	78,593
Rubbish Rates Outstanding	9,156	7,513	49,469
Sundry Debtors	9,524	35,577	158,894
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	22,272	22,272
Emergency Services levy	1,486	1,471	(5,919)
GST Receivable	0	46,205	107,860
Provision For Doubtful Debts	0	0	0
Inventories	12,672	20,805	29,710
	<u>3,362,064</u>	<u>1,026,440</u>	<u>2,465,764</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(77,982)	(81,181)
Excess Rates	(34,591)	(76,737)	(56,597)
Accrued Expenditure	0	0	0
Department Transport	0	0	0
GST Payable	(33,251)	(4,405)	(37,572)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	0	3,002
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(1,814)	(3,261)
Leave Provisions - Current	<u>(175,250)</u>	<u>(216,320)</u>	<u>(216,320)</u>
	<u>(741,411)</u>	<u>(377,258)</u>	<u>(391,929)</u>
NET CURRENT ASSET POSITION	2,620,653	649,182	2,073,835
Less: Cash - Reserves - Restricted	(1,872,648)	0	0
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	155,425	155,425
Adjustment for Interfund Transfers Imbalance Within Muni	0	(31,616)	(31,616)
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,643</u>	<u>772,991</u>	<u>2,235,453</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Budgeted Rate Revenue \$	2015/16 Budgeted Total Revenue \$	2014/15 Actual \$
Differential General Rate/General Rate						
GRV - Residential	9.8714	132	1,123,616	110,832	110,832	110,487
GRV - Commercial/Industrial	9.8714	18	316,540	31,247	31,247	33,747
GRV - Town Rural	9.8714	10	87,048	8,593	8,593	8,262
GRV - Other Towns	9.8714	1	2,130	210	210	202
UV - Rural Farmland	0.8897	245	101,196,000	900,341	900,341	860,277
Sub-Totals		406	102,725,334	1,051,223	1,051,223	1,012,975
Minimum Payment						
	Minimum \$					
GRV - Residential	660	50	236,988	33,000	33,000	29,610
GRV - Commercial/Industrial	660	15	55,169	9,900	9,900	9,450
GRV - Town Rural	660	17	42,102	11,220	11,220	10,710
GRV - Other Towns	120	18	5,529	2,160	2,160	2,160
UV - Rural Farmland	660	48	2,441,900	31,680	31,680	30,240
UV - Commercial/Industrial	660	4	400	2,640	2,640	2,520
UV - Town Rural	660	3	73,000	1,980	1,980	1,890
UV - Mining Tenement	120	3	5,690	360	360	600
Sub-Totals		158	2,860,778	92,940	92,940	87,180
Discounts (Note 12)					0	0
Total Amount Raised from General Rate					1,144,163	1,100,155
Specified Area Rates (Note 9)					0	0
Total Rates					1,144,163	1,100,155

All land except exempt land in the Shire of Dowerin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved in the remainder of the Shire.

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the revenue to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received other than rates and also bearing in mind the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the Government services/facilities.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	0	(480)	4,420
Key Deposits	610	0	0	610
Tidy Towns	2,818	0	0	2,818
Dowerin Child care	0	0	0	0
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	0	0	0	0
Yellow Ribbon	0	0	0	0
HACC Fundraising	2,509	0	0	2,509
Centenary Park Committee	0	0	0	0
Building Deposits	10,000	0	0	10,000
AROC Funds	61,548	0	0	61,548
	84,410	0	(480)	83,930

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

10. OPERATING STATEMENT

	August 2015 Actual \$	2015/16 Adopted Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	1,908	39,050	44,564
General Purpose Funding	1,310,226	1,902,892	3,254,927
Law, Order, Public Safety	135	26,000	29,364
Health	77,174	255,022	263,446
Education and Welfare	18,736	94,548	93,081
Housing	20,842	136,077	125,738
Community Amenities	210,914	217,584	259,096
Recreation and Culture	9,038	49,052	137,648
Transport	568,834	1,233,174	675,266
Economic Services	1,803	10,536	114,065
Other Property and Services	466	10,000	29,893
TOTAL OPERATING REVENUE	2,220,076	3,973,935	5,027,088
OPERATING EXPENSES			
Governance	119,344	336,666	409,296
General Purpose Funding	7,924	91,972	96,437
Law, Order, Public Safety	8,586	84,515	84,666
Health	57,726	313,334	338,732
Education and Welfare	22,431	128,270	118,633
Housing	38,557	168,559	170,030
Community Amenities	42,783	311,867	316,138
Recreation & Culture	60,747	630,187	744,342
Transport	189,213	1,186,627	1,503,505
Economic Services	37,347	179,091	335,915
Other Property and Services	106,752	4,246	8,223
TOTAL OPERATING EXPENSE	691,410	3,435,334	4,125,918
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>1,528,666</u>	<u>538,601</u>	<u>901,171</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

11. BALANCE SHEET

	August 2015 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	1,287,163	854,714
Trade and Other Receivables	1,148,892	150,921
Inventories	29,710	20,805
TOTAL CURRENT ASSETS	2,465,765	1,026,440
NON-CURRENT ASSETS		
Other Receivables	107,776	107,776
Inventories	0	0
Property, Plant and Equipment	9,283,105	9,129,462
Infrastructure	24,225,553	24,208,346
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	33,616,434	33,445,584
TOTAL ASSETS	36,082,199	34,472,024
CURRENT LIABILITIES		
Trade and Other Payables	204,395	189,724
Long Term Borrowings	81,822	81,822
Provisions	216,320	216,320
TOTAL CURRENT LIABILITIES	502,537	487,866
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	496,483	496,483
Provisions	23,224	23,224
TOTAL NON-CURRENT LIABILITIES	519,707	519,707
TOTAL LIABILITIES	1,022,244	1,007,573
NET ASSETS	35,059,955	33,464,451
EQUITY		
Trust Imbalance	0	0
Retained Surplus	28,972,548	27,420,344
Reserves - Cash Backed	1,805,192	1,805,192
Reserves - Asset Revaluation	4,238,915	4,238,915
TOTAL EQUITY	35,016,655	33,464,451

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 AUGUST 2015

12. FINANCIAL RATIOS

	2015 YTD	2015	2014	2013
Current Ratio	7.104	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
---------------	--

10.3.2 ACCOUNTS FOR PAYMENT – SEPTEMBER 2015

Date: 8 September 2015
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Dacre Alcock
Attachments: List of Accounts September 2015

Background

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

Comment

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

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

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.2

(2533) Moved: T.A. Jones Seconded: T.W. Quartermaine Carried: 7/0

THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE AUGUST 2015 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 SEPTEMBER 2015

LIST OF ACCOUNTS - August 2015

Chq/EFT	Date	Name	Description	Amount	Contra
2028	19/08/2015	SHIRE OF DOWERIN	Petty Cash July	\$198.65	
2029	25/08/2015	PETTY CASH - HACC	HACC PETTY CASH	\$289.20	
2108	21/08/2015	PUMA ENERGY	Fuel	\$1,705.39	
2109	07/09/2015	PUMA ENERGY	Fuel August 2015	\$1,877.25	
EFT3507	12/08/2015	Wardon Trust	Dingo Hire	\$88.00	
EFT3508	12/08/2015	AVON WASTE	Rubbish Contract	\$2,343.04	\$2,343.04
EFT3509	12/08/2015	BOEKEMAN MACHINERY	Repairs	\$2,409.90	
			Hydraulic Repairs to Skid Steer D012		
EFT3510	12/08/2015	CELEBRITY SPEAKERS	Living in the Wheatbelt Forum	\$1,650.00	\$1,650.00
EFT3511	12/08/2015	DOWERIN IGA EXPRESS	Cleaning products and refreshments	\$149.23	
EFT3512	12/08/2015	DOWERIN ENGINEERING WORKS	Parts	\$68.88	
			Hydraulic hoses D012		
EFT3513	12/08/2015	LANDGATE	Valuations	\$149.35	
EFT3514	12/08/2015	DOWERIN TYRE AND EXHAUST	Fit tyres - D040	\$230.00	
EFT3515	12/08/2015	DOWERIN & DISTRICTS FARM SHED	Gardening and reticulation supplies Fertiliser (Football & Hockey ovals) Glyphosate Pipes & fittings (Reticulation & Town Dam)	\$4,078.05	
EFT3516	12/08/2015	ELDERS LIMITED	Safety Boots	\$276.50	
EFT3517	12/08/2015	HUMES	Pipes (30)	\$8,615.11	
EFT3518	12/08/2015	HOLBERTON EARTHMOVING	Contract road grading M007, M012, M058, M056	\$17,205.27	
EFT3519	12/08/2015	JK WILLIAMS & CO	JK WILLIAMS ACCOUNT Bar fridge for Council Chambers Cement	\$3,341.61	
EFT3520	12/08/2015	OFFICEMAX AUSTRALIA LIMITED	Stationery Toner cartridges	\$722.87	
EFT3521	12/08/2015	SHERIDANS FOR BADGES	Name badges	\$104.90	
EFT3522	12/08/2015	WA LOCAL GOVERNMENT ASSOCIATION	Election Advertising	\$1,925.00	
EFT3523	12/08/2015	WESTRAC EQUIPMENT	Repairs Replace glass in rear window & doors	\$2,454.42	
EFT3524	18/08/2015	Calum THAXTER	Rental Bond Refund	\$480.00	\$480.00
EFT3525	19/08/2015	Economic Regulation Authority	Independent Audit	\$2,810.07	
EFT3526	19/08/2015	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	Analytical Subs	\$385.00	
EFT3527	19/08/2015	W A DIVISON INC LOCAL GOVERNMENT MANAGERS AUSTRALIA	Staff Training - CSO - Spotlight Forum	\$55.00	
EFT3528	19/08/2015	NAUGHTY BUGS PEST CONTROL	Pest Control Field Days	\$1,920.00	
EFT3529	19/08/2015	RALPH THAXTER	Service D07	\$343.65	
EFT3530	19/08/2015	GR & NW WALTON TELECOMMUNICATIONS	Repair TV Antenna CHP Unit 4	\$378.40	
EFT3531	19/08/2015	WOODLANDS DISTRIBUTORS & AGENCIES PTY LTD	Fertilizer - Football & Hockey	\$446.60	
EFT3532	19/08/2015	REBECCA WINDSOR	Gym Inductions	\$40.00	\$40.00
EFT3533	26/08/2015	CUTTING EDGES PTY LTD	Grader Blades Blade & Assembly D007 & D010	\$4,509.27	
EFT3534	26/08/2015	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL QUARTER 1 CONTRIBUTION	\$11,709.60	\$11,709.60
EFT3535	26/08/2015	Force	HIRE OF EWP	\$1,925.00	
EFT3536	26/08/2015	ALL-WAYS FOODS	CLEANING PRODUCTS Field Days	\$308.15	
EFT3537	26/08/2015	Gym Care	REPAIRS TO ROWING MACHINE	\$73.91	
EFT3538	26/08/2015	MORRIS PEST & WEED CONTROL PTY LTD	ANNUAL TERMITE INSPECTIONS	\$4,878.50	
EFT3539	26/08/2015	5Rivers Plumbing & Gas	REPAIRS TO AROC VAN	\$2,242.58	
EFT3540	26/08/2015	REBECCA WINDSOR	GYM INDUCTIONS	\$20.00	\$20.00
EFT3541	02/09/2015	BALLET FORTE WHEATBELT DANCE	Kidsport Ballet Lessons - Milburn	\$200.00	
EFT3542	02/09/2015	ARROW BRONZE	Wall Plaque - Evelyn Sutherland	\$302.88	
EFT3543	02/09/2015	AVON WASTE	Rubbish Collection	\$2,343.04	
EFT3544	02/09/2015	Building & Health Surveying Services	EHO contract August	\$4,335.54	
EFT3545	02/09/2015	CELEBRITY SPEAKERS	Shelley Taylor Smith payment - LIWF	\$1,650.00	\$1,650.00
EFT3546	02/09/2015	DOWERIN BAKERY AND NEWS	Refreshments and newspaper	\$91.55	
EFT3547	02/09/2015	DUN DIRECT PTY LTD	15000L Diesel	\$17,672.99	
EFT3548	02/09/2015	DOWERIN GOURMET BUTCHERSHOP	Barbeque Sausages	\$88.47	

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 SEPTEMBER 2015

EFT3549	02/09/2015	ELDERS LIMITED	6x Woolpacks Recycling	\$80.47	
EFT3550	02/09/2015	EASTERN HILLS SAWS & MOWERS	Hedge trimmer tool and sharpen mower blades	\$928.30	
EFT3551	02/09/2015	FITZ GERALD STRATEGIES	Industrial Relations Services	\$2,925.14	
EFT3552	02/09/2015	SHIRE OF GOOMALLING	Staff training- confined space	\$900.00	
EFT3553	02/09/2015	JR & A HERSEY	Amber Beacon	\$675.00	
EFT3554	02/09/2015	HOLBERTON EARTHMOVING	Contract road grading	\$3,110.25	
EFT3555	02/09/2015	JK WILLIAMS & CO	Clothesline repair parts	\$84.00	
EFT3556	02/09/2015	JOELECTRICS	Smoke alarm repairs 4 O'Loughlen St Fix Depot electrical fault Fix light switch 36 Stacy Street	\$668.56	
EFT3557	02/09/2015	IXOM OPERATIONS PTY LTD	Chlorine service fee 01.08.2015-31.08.2015	\$84.57	
EFT3558	02/09/2015	OFFICEMAX AUSTRALIA LIMITED	Pre Inked custom made creditor stamp	\$114.00	
EFT3559	02/09/2015	5Rivers Plumbing & Gas	Repairs to field days and AROC toilets	\$873.81	
EFT3560	02/09/2015	SURGICAL HOUSE	Medical Supplies - HACC	\$437.88	
EFT3561	02/09/2015	WA LOCAL GOVERNMENT ASSOCIATION	Subscription - Local Laws	\$632.50	
EFT3563	03/09/2015	HOLBERTON EARTHMOVING	GRADING M015, M004, M005, M047, M079	\$24,271.71	
10005	12/08/2015	RAC BUSINESSWISE	RAC insurance membership	\$846.00	
10006	12/08/2015	SYNERGY	Streetlight electricity	\$2,364.80	
10007	12/08/2015	WATER CORPORATION	Water Usage	\$597.03	
10008	19/08/2015	COURIER AUSTRALIA	Fertilizer freight	\$20.42	
10009	19/08/2015	CAMPERVAN MOTORHOME CLUB OF AUSTRALIAN	Dump Point Signs	\$125.00	
10010	19/08/2015	JASON SIGNMAKERS	Do not block laneway entrance sign	\$46.20	
10011	19/08/2015	PERFECT COMPUTER SOLUTIONS	Scan FM Laptop	\$170.00	
10012	19/08/2015	WATER CORPORATION	Water Usage	\$5,206.34	
10013	19/08/2015	WESTNET PTY LTD	Internet Charges	\$243.84	
10014	19/08/2015	WILLIAMS & WILLIAMS	Stationery - printed window envelopes	\$223.30	
10015	26/08/2015	COURIER AUSTRALIA	NURSING SUPPLIES FREIGHT	\$13.26	
10016	26/08/2015	LUPTONS LIQUID WASTE	PUMP OUT AROC TOILETS	\$330.00	\$330.00
10017	26/08/2015	PERFECT COMPUTER SOLUTIONS	INSTALL ANTI VIRUS	\$212.50	
10018	26/08/2015	TELSTRA	TELEPHONE CHARGES	\$1,091.74	
10019	02/09/2015	COURIER AUSTRALIA	Freight - water samples & beacon	\$18.32	
10021	02/09/2015	STARTRACK EXPRESS	Grader blade freight	\$256.40	
10022	02/09/2015	TELSTRA	Telephone Usage	\$251.25	
10023	02/09/2015	CHILD SUPPORT AGENCY	Payroll deductions	\$528.96	\$528.96
10024	02/09/2015	LGRCEU	Payroll deductions	\$38.80	\$38.80
DD8877.1	12/08/2015	WA SUPER	Payroll deductions	\$2,978.57	\$2,978.57
DD8877.2	12/08/2015	CHILDCARE SUPER	Superannuation contributions	\$95.88	\$95.88
DD8877.3	12/08/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	\$85.02	\$85.02
DD8877.4	12/08/2015	Australian Super	Superannuation contributions	\$148.62	\$148.62
DD8877.5	12/08/2015	AUSTRALIAN SUPER	Superannuation contributions	\$179.76	\$179.76
DD8877.6	12/08/2015	MLC NOMINEES PTY LTD	Superannuation contributions	\$383.81	\$383.81
DD8877.7	12/08/2015	AMP Life Limited	Superannuation contributions	\$140.38	\$140.38
DD8877.8	12/08/2015	The S W Flavel Superannuation Fund	Superannuation contributions	\$100.74	\$100.74
DD8877.9	12/08/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	\$163.40	\$163.40
DD8890.1	26/08/2015	WA SUPER	Payroll deductions	\$2,612.57	\$2,612.57
DD8890.2	26/08/2015	CHILDCARE SUPER	Superannuation contributions	\$100.73	\$100.73
DD8890.3	26/08/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	\$9.15	\$9.15
DD8890.4	26/08/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	\$71.31	\$71.31
DD8890.5	26/08/2015	Australian Super	Superannuation contributions	\$328.38	\$328.38
DD8890.6	26/08/2015	MLC NOMINEES PTY LTD	Superannuation contributions	\$401.99	\$401.99
DD8890.7	26/08/2015	AMP Life Limited	Superannuation contributions	\$140.38	\$140.38
DD8890.8	26/08/2015	The S W Flavel Superannuation Fund	Superannuation contributions	\$100.74	\$100.74
DD8890.9	26/08/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	\$97.26	\$97.26
DD8895.1	12/08/2015	WA SUPER	Superannuation contributions	\$186.04	\$186.04
DD8877.10	12/08/2015	CBUS	Superannuation contributions	\$161.71	\$161.71
DD8877.11	12/08/2015	PRIME SUPER	Superannuation contributions	\$167.94	\$167.94
DD8877.12	12/08/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	\$89.38	\$89.38

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 SEPTEMBER 2015

DD8877.13	12/08/2015	HOSTPLUS	Superannuation contributions	\$31.54	\$31.54
DD8890.10	26/08/2015	CBUS	Superannuation contributions	\$161.70	\$161.70
DD8890.11	26/08/2015	PRIME SUPER	Superannuation contributions	\$167.94	\$167.94
DD8890.12	26/08/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	\$120.52	\$120.52
DD8890.13	26/08/2015	HOSTPLUS	Superannuation contributions	\$57.43	\$57.43
Pays 12/08	12/08/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 12/08	\$41,739.78	
Pays 26/08	26/08/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 26/08	\$36,832.56	
Pays 26/08	26/08/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 26/08	\$1,414.96	
			TOTAL	246733.36	-\$28,073.29

3:43pm EHO Linton Thomas entered Chambers.

10.4 ENVIRONMENTAL HEALTH OFFICERS REPORT

10.4.1 BUILDING PERMIT

Date: 9th September 2015
Applicant: Administration
Location:
File Ref Council Services
Disclosure of Interest Nil
Author: Linton Thomas

Summary

Building Act 2011

Section 69. Temporary buildings

(1) A permit is not required for a building or an incidental structure that is to remain erected for no longer than one month.

(2) However, the permit requirement provisions apply to a building or incidental structure of a kind mentioned in subsection (1) —

(a) that members of the public normally use; or

(b) to which members of the public are permitted access.

Background

Council needs to be aware of the aforementioned legislation as there will be times where this will come into effect.

Comment

Number (2) has an effect on the Dowerin Field Days and future festivals and events where there may be stages, marquees etc built, that the public will have access to.

As suggested in the Dept of Health's Guidelines for Concerts, Events and Organised Gatherings of 2009 that such structures under 55sqm could be exempted by Council from having to have a temporary Building Permit and Occupancy Permit.

Note: This is not clarified by the Building Act or Regulations, which would theoretically mean all temporary structures such as a small open tents, covered displays and the like; would require a permit.

It is recommended that Council approves this exemption except where there is overhead paraphernalia such as lighting or sound equipment which needs to be well supported by the said structure.

In providing a Temporary Building Permit, it is usual that a structural sufficiency Certificate is required and this would also apply to a structure having equipment suspended above a group of patrons.

Consultation

Dept of Health.

City of Subiaco

Town of Claremont – re; Royal Show

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Building Act 2011

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.4.1

(2534) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 7/0

THAT COUNCIL GRANTS AN EXEMPTION FOR A TEMPORARY BUILDING PERMIT FOR BUILDINGS, STAGES, MARQUEES AND THE LIKE, UNDER 55 SQM, PROVIDING THERE IS NO EQUIPMENT OR STAGE TYPE LIGHTING SUSPENDED ABOVE PERSONS WITHIN THE STRUCTURE.

4:05pm EHO Linton Thomas left Chambers.

4:05pm Council adjourned.

4:20pm Council resumed.

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5.25pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 20 October 2015.

.....

D.E. Metcalf

PRESIDENT

.....

Date



AGENDA

OF MEETING

HELD ON

20 OCTOBER 2015

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

Master Claude Alexander Morgan Collard

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

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

2.2 LEAVE OF ABSENCE

A.J. Metcalf	Town Ward
--------------	-----------

2.3 APOLOGIES

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

4.1 OATH OF ALLEGIANCE AND DECLARATION OF NEW ELECTED MEMBERS

The newly elected Councilors WE Coote (Rural North Ward), AJ Metcalf (Town Ward), BN Walsh (Town Ward) and RI Trepp (Rural South Ward) are to make the Oath of Allegiance as Elected members of the Shire of Dowerin.

4.2 ELECTION OF SHIRE PRESIDENT

CEO Dacre Alcock will declare all positions vacant and call for nominations for the position of President of the Shire of Dowerin.

4.3 ELECTION OF DEPUTY SHIRE PRESIDENT

The President will call for nominations for the position of Deputy President of the Shire of Dowerin.

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 15 SEPTEMBER 2015 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 CHIEF EXECUTIVE OFFICER REPORT STRATEGIC

10.1.1 CORPORATE PLAN UPDATE

Date:	13 October 2015
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

A Status Report providing update on activities relating to Councils' Corporate Plan.

Background

Council adopted its Corporate Plan 2013-2017 at its November 2013 Council meeting. Within the Plan, Council included an enabling Strategy which in addition to setting out a range of implementation actions includes a reporting requirement in support of the Plan.

During forum sessions held during the March and April 2015 Council meetings the corporate plan and was adopted at the May 2015 Council Meeting

Comment

A Status Report has been prepared and included after this report which details the strategies, actions, estimated costs, funding sources, timeframes, officers responsible and key performance indicators. The final column details the progress to date on each strategy with those highlighted completed since the last status report.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Policy development to be determined.

Statutory Implications

Nil

Strategic Implications

Implementation and monitoring of Councils Corporate Plan, which includes elements of Council's Community Strategic Plan.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL RECEIVES THE SEPTEMBER 2015 CORPORATE PLAN STATUS REPORT.

COMMUNITY STRATEGIC PLAN

2015 – 2019

STATUS REPORT

ORDINARY MEETING OF COUNCIL AGENDA – 20 OCTOBER 2015

THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
C 1 Maintain a liveable and safe environment for all					
C.1.1 Support and retain police services					
Continue to support a strong relationship with local officers based on a good rapport and regular communication	LEMC Meeting Quarterly	-	CEO, STAFF	<ul style="list-style-type: none"> Minutes of LEMC Meeting 	LEMC meeting was held in May 2015. Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting Thursday 29th October 2015
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> Property inspection and report – housing to a suitable standard 	
C.1.2 Promote and encourage participation in voluntary based emergency services					
Partner with local emergency services	LEMC Meeting Quarterly & On request		CEO		Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting Thursday 29th October 2015
C.1.3 Continue to support the Animal Ranger Service					
Residents have access to the services of a ranger	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> Advertise ranger services locally to residents 	Contracting Ranger services with numerous dog and cat issues – ongoing
Snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> 3 staff fully trained in snake handling 	Only one qualified snake handler
C.1.4 Continue to produce a high quality extensive road network					
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> Complete road audit inspection 	Planned for March 2016

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Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed road program document 	<i>Presented to Council in June 2015.</i>
Produce and implement plant replacement program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed plant replacement program p document 	<i>Presented to Council in April 2015.</i>
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas 	<i>June 2014 - Audit completed 6th June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget</i>
C.2 Pride & Participation in our community					
C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days					
Community Events Program	Reviewed annually	\$8860 + external grant funding	CSO CDO FM	<ul style="list-style-type: none"> Coordination of events within budget 	Draft Version of 2015 events calendar and has been created and will be included in the Draft Budget 2015/16
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> Increase in successful funding Increase in grants advertised in local media 	Continue to inform community and clubs of grants as we become aware of them
C.2.2 Continue to provide support for local clubs and organisations					
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> 	<i>Facilitate the Kidsport program on behalf of DSR for 2015/16 Financial Year – funding has been received.</i>
C.2.3 Continue to provide quality facilities to hold events					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	<ul style="list-style-type: none"> Develop a detailed program of maintenance for all shire owned facilities 	Stage 1 commenced as part of Asset Management

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Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> Annual review of bookings/usage of facilities 	
C.3 Improved Community Health and Well-being					
C.3.1 Expand the provision of medical services in Dowerin					
Continue to advertise and promote the Medical services available to Dowerin residents	Monthly or when required		CDO	<ul style="list-style-type: none"> Adverts in local media, on website, Facebook etc... Increase in utilisation of service 	<p>Goomalling Medical Practice mail out sent out in June 2015</p> <p>Cr Hudson, Cr Metcalf and CEO attended the Goomalling Medical Practice meeting 29/6/15</p> <p>Next meeting Tuesday 27th October</p>
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> Conduct a survey/initiate comments box to gain feedback from community Report findings to GP Network 	
C.3.2 Continue to support the Home and Community Care Service					
Promote and Review services/facilities provided by Dowerin HACC	Annually		HACC CEO	<ul style="list-style-type: none"> Increase utilisation of HACC services Annual report 	3 HACC Brochures have been developed Quality Improvement Plan has been finalised – March 2015.
C.3.3 Maintain High Quality Sporting Facilities					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> 	Sept 2015 - Cricket Pitch has been revamped with turf being relayed surrounding the pitch. Mowing of oval will conducted weekly over summer months.
C.3.4 Investigate Options available for alternative sporting and recreational pursuits					

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Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> Develop a new plan for the Dowerin Gym prior to budgeting process 2014 Forward plan/budget to FM 	<p>February 2014 – Gym project completed. Open day held on Thursday 19th February@ 5pm.</p> <p>Lottery West Grant Acquittal completed in May 2015 – funding received.</p> <p>Sept 2015 – door software updated so more than 100 cards can be issued – now up to 500.</p>
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> Complete review and update Bike Plan 	Sept 2015 - Initial Bike Plan meeting has taken place
C.4 Maintain and increase training and education opportunities					
C.4.1 Continue to support and promote Dowerin District High School					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the school Develop plan of events/activities that the Shire can assist with 	
C.4.2 Support & Promote the Community Resource Centre					
Meet with the Dowerin CRC	Quarterly		FM CDO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the CRC Develop plan of events/activities that the Shire can assist with 	Ongoing monthly meetings with CSO, CDO and CRC Coordinator.
C.4.3 Support and encourage local apprenticeships & traineeships					
Support and actively promote those local businesses providing traineeships/apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> At least 4 stories per year in local media Increased interest in other businesses in apprentice/traineeships 	

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Work in conjunction with DEM to provide 2 Leeuwin youth scholarships annually	January	\$3600	CDO Cr Jones Cr Quartermaine	<ul style="list-style-type: none"> 2 youth scholarships presented each year 	Damien Allsopp has been selected to go on the Leeuwin in 2015.
C.5 Increase and maintain a range of affordable housing for singles, families and seniors					
C.5.1 Develop a Housing & Accommodation Strategy					
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"> Distribution of surveys Analysis of survey 	<p>Feedback from Community Strategic Plan has indicated a need for accommodation park</p> <p>Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way</p> <p>NSRF Grant was submitted in July 2015</p>
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"> Completed map of vacant lots 	April 2014 – Completed – see discussion forum Destination Dowerin
Create detailed Housing and Accommodation Strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> Completed report Adoption of report by council Implementation of strategy 	<p>Master Plan has been developed and approved by the Short Term Accommodation Steering Committee</p> <p>Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition</p>
C.5.2 Develop a property maintenance calendar/program					
Collaborate all property maintenance information into a Property	To be reviewed following property		FM Maintenance	<ul style="list-style-type: none"> Completed program Implementation of 	<i>June 2014 – Property Income/Expense spreadsheet developed</i>

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Maintenance Program	inspections annually		Officer Property Officer	program	<i>June 2014 – Property Maintenance spreadsheet developed</i> FM - Stage 1 Commenced as part of Asset Management
C.6 Maintain the provision of High Quality Infrastructure					
C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club					
Maintain Dowerin's Recreation Facilities	Annually	\$16,000	FM	<ul style="list-style-type: none"> Annual increase of % in funds 	<i>June 2015 – Budget Meeting 21/07/14</i> Ongoing
C.6.2 Continue to support the development of the Dowerin Community Child Care facility					
Assist with the maintenance and management of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> Completion of works Smooth running of the facility 	<i>June 2014 – Works complete</i> November 2014 – MOU presented to Council and adopted First MOU Meeting was held 3 February 2015. October 2014 – laying of lawn completed
C.6.4 Develop seniors facilities and be recognised as an aged friendly community					
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> Annual review 	May 2014 - Complete
Investigate further aged care housing options and facilities.	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term accommodation strategy 	In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being obtained for works.
C.7 Retain and improve on our attractive town and streetscape					
C.7.1 Manage and revive community spaces and business district areas					

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Research and develop a standard 'Streetscape Policy;	2014		CEO CDO	<ul style="list-style-type: none"> Development, adoption and implementation of policy 	<i>June 2014 – Council forum to be conducted in near future (month to be advised)</i>
Beautification of public spaces	2014		WM P&G	<ul style="list-style-type: none"> Deeper understanding of water wise principals Increase in implantation of water wise principals in community areas 	<i>Replant the planter boxes outside the post office with native plants</i> <i>Staff have been trained in water wise best practice</i>
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program					
Program of clean ups and busy bees	February 2014		CSO	<ul style="list-style-type: none"> Develop new name and focus of former Tidy Towns Committee Successful appointment of new committee 	<i>Clean up Australia Day held 7th March 2015.</i> Local residents have been given notice to clean up their residential yards by the end of October 2015.
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards 	Very basic guidelines have been laid out. Will promote in either autumn or spring.

THEME TWO: LOCAL ECONOMY & BUSINESS					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
EB.1 A diverse and growing economic base that will provide local employment					
EB.1.1 Increase availability of light industrial land					
Review & adopt Avon Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> Respond to draft plan – re: changes Adoption of plan WDC 	
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> Increase number of industrial lots available 	
EB.1.2 Investigate alternative economic development opportunities					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> Review & update of report 	July 2014 – Surveys updated and distributed amongst Dowerin's youth population.
EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services					
Review 'gaps in services' and advertise opportunities in regional media and on the Dowerin website	Review annually		CDO	<ul style="list-style-type: none"> Increased awareness of services needed in Dowerin Website update Despatch articles 	Supported and promoted a vet service to town
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> Meeting with CEO of Wyalkatchem, Koorda & Goomalling regarding shared services 	

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EB.2 A Growing Tourism Industry					
EB.2.1 Market Dowerin and region as a tourist destination					
Continue to advertise in tourism publications	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> Updated publications Variety of publications Accommodation providers to complete Visitor Statistics Form 	<i>June 2014 – Draft Budget Meeting 2/07/14</i>
Investigate additional free advertising avenues and Expand and increase Social Media Marketing	Reviewed annually		CSO	<ul style="list-style-type: none"> Increased exposure to a wide variety of people/regions Accommodation statistics 	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
EB.2.2 Continue to work with key stakeholders to provide quality events					
Support DEM twith the Dowerin GWN Machinery Field Days	August each year		FM CDO	<ul style="list-style-type: none"> A successful 50th Anniversary event - 	October 2014 – a DEM working group meeting was had to finalise the new entrance.
Establish an annual 4wd event in Dowerin	May – August 2014		CSO	<ul style="list-style-type: none"> Enhancement of the 4wd track Successful event 	<i>Ongoing</i>
EB.2.3 Develop further accommodation options within Dowerin					
Develop concept plans of the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> Plan of a short term accommodation facility 	Master Plan has been completed Include in 2016/17 Budget.
EB.2.5 Continue developing the Wheatbelt Heritage Rail Project					
Continue to support the Project	2013/2014		CEO WM FM CDO	<ul style="list-style-type: none"> Provide support via telephone, email and in person 	
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> Wheatbelt Heritage Rail to be accredited for 	Accreditation paper work completed and has been

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				<ul style="list-style-type: none"> main line operation 	submitted – awaiting decision.
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> Assist and ensure rolling stock arrives in Dowerin safely 	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> The successful delivery of rail construction material on site 	<i>Mid 2015 – Track to be completed at Minnivale</i>

THEME THREE: CARING FOR OUR ENVIRONMENT					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt					
ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 rd May (tentatively) Workcamp are assisting regularly with recycling.
ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre	Monthly		CSO	<ul style="list-style-type: none"> The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed 	
ENV 1.3 Encourage efficient use of natural resources					
Water wise gardens	Review half yearly		CEO WM	<ul style="list-style-type: none"> Parks & Gardens adopt more water wise principles in parks and gardens 	<i>FEB 2015 – Adopted Draft MOU Waterwise Council</i> <i>July 2015 – National Tree Garden</i>
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> Develop an energy saving action plan Ensure all lights are turned off at Shire office/depot after use Council adopt energy saving action plan Implement energy saving action plan 	

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ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group					
Promote and support drum muster program	Monthly		FM	<ul style="list-style-type: none"> Send monthly text messages to distribution list 	<i>Ongoing</i>
ENV 1.5 Continue oil recycling program					
Promote and educate oil recycling program to local residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Manage NRM programs and initiatives					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> Ensure that Council's nature reserves are maintained. 	
ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<ul style="list-style-type: none"> Promotion at least 2 weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> Advertise locally Successful planning and implementation of control program 	<i>Continued use of gas gun around town</i> <i>Shoot carried out in April 2015</i>

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THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
LG. 1 Maintain and further develop an efficient and informative organisation					
LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs					
Workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> Adoption of workforce plan Annual review of workforce plan 	Aug 2014 - Complete Currently being reviewed by staff Council to discuss in November 2015
LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> Development of plan & policy 	FM - Stage 1 Research and preparation commenced
LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities					
Provide training opportunities and PD opportunities	Review Monthly		CEO	<ul style="list-style-type: none"> Create councillor training section in CEO info report Create staff training section in FM info report 	<i>December 2013 – FM including Staff Training Update to Council in Information Report</i>
LG. 1. 4 Ensure information is communicated to the public regularly and effectively					
Provide weekly Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> Weekly Council Comments segment in local paper 	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> Regular status updates of events, activities or reminders on facebook 	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> 2 newsletters per year 	December 2013 – Christmas Newsletter

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Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> Ensure website is always up to date with latest news, events etc... 	<i>Ongoing</i>
LG. 1. 5 Provide opportunities for the community to have input into Council's decision making					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services) 	<i>Ongoing</i>
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
LG. 2 Strong leadership and governance					
LG. 2.1 Review Strategic Community Plan					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	<i>Plan was reviewed during forum sessions at the March and April 2015 Council Meetings – and was adopted at the May 2015 Council Meeting</i>
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums					
Participate in regional groups/organisations	Reviewed annually	Annual Subs	CEO STAFF	Involvement in WDC, GECZ, WALGA. LGMA WA	<i>CEO and President attended August 2015 GECZ</i>
LG. 2.3 Collaborate with other surrounding shires to strengthen the region					
Continue to participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> Attendance at AROC meetings 	<i>June 2015 – CEO & President attended June AROC meeting</i>

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Continue to attend regional road group	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none">Attendance at Regional Road Group Meetings	<i>Cr Hudson to attend next meeting on 19th October 2015.</i>
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10.2 OPERATIONS**10.2.1 DELEGATES TO COUNCIL COMMITTEES/ORGANISATIONS**

Date: 12 October 2015
 Applicant: Dacre Alcock
 Location: N/A
 File Ref: ADM 0290
 Disclosure of Interest: Nil
 Author: Dacre Alcock

Summary

Report recommends Council review its representatives to committees.

Background

As the newly elected Councillors will be sworn on at the October Council it is an opportune time to review Council's committees and its representation on those committees.

The current list of Council committees and its representation is listed below.

Table 1

Committee/Organisation	Representative
Finance and Audit Committee	DE Metcalf, DP Hudson and TW Quartermaine
DEM/ Shire - Capital Works Committee	TW Quartermaine, WE Coote and GB Ralph
Avon Regional Organisation Councils (AROC)	DE Metcalf and (Proxy) GB Ralph
Dowerin Bush Fire Advisory Committee	WE Coote and (Proxy) LG Hagboom
Dowerin Events Management Board	DE Metcalf
Great Eastern Zone – WALGA	DE Metcalf and CEO
HACC Management Committee	TA Jones
Kellerberrin Sub-Regional Road Group	LG Hagboom and (Proxy) DP Hudson
Dowerin Local Emergency Management	DE Metcalf
Wheatbelt Workcamp Committee	CEO and CSO
Australia Day Honours Committee	SV Brookes, GB Ralph and CEO
Leeuwin Youth Scholarship Committee	TW Quartermaine, TA Jones and CDO
Goomalling Medical Centre Advisory Committee	DE Metcalf, DP Hudson and CEO

Comment

Council is represented on a diverse range of local government, community and regional committees. While Councils representation on the majority of these committees is beneficial to our community, continued representation needs to be assessed in terms of its benefit provided in line with Councils objectives.

The Wheatbelt Workcamp Committee is a committee that goes through a nomination process which occurs in February of each year. By nominating you are not guaranteed on being successful. If a Councillor wishes to nominate for that committee I will organise a nomination form to be submitted in February 2016.

With regards to AROC, Dowerin Local Emergency Management Committee and Dowerin Events Management Board it is recommended that the President be a representative to each of those.

The relevance of the DEM Shire – Capital Works Committee is questionable and I have deleted this committee.

Within this context, it is recommended Council appoint representatives to the following committees as follows:

Committee/Organisation	Representative
Finance and Audit Committee	3 Councillors
Avon Regional Organisation Councils (AROC)	President and a Proxy
Dowerin Bush Fire Advisory Committee	1 Councillor and a Proxy
Dowerin Events Management Board	President
Great Eastern Zone – WALGA	Councillor and CEO
HACC Management Committee	Councillor
Kellerberrin Sub-Regional Road Group	Councillor and Proxy
Dowerin Local Emergency Management	President
Wheatbelt Work camp Committee	CEO and CSO
Australia Day Honours Committee	Two Councillors and CEO
Leeuwin Youth Scholarship Committee	Two Councillors and CDO
Goomalling Medical Centre Advisory Committee	Two Councillors and CEO

Consultation

Nil.

Financial Implications

Nil.

Policy Implications

Nil.

Statutory Implications

Local Government Act 1995 s. 5.98 (2)b & (3)

Local Government (Administration) Regulations 1996 – Clause 32

Strategic Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.2.1

THAT COUNCIL APPOINTS DELEGATES TO THE FOLLOWING COMMITTEES AND ORGANISATIONS:

Committee/Organisation	Representative
Finance and Audit Committee	
Avon Regional Organisation Councils (AROC)	
Dowerin Bush Fire Advisory Committee	
Dowerin Events Management Board	
Great Eastern Zone – WALGA	
HACC Management Committee	
Kellerberrin Sub-Regional Road Group	
Dowerin Local Emergency Management	
Wheatbelt Workcamp Committee	
Australia Day Honours Committee	
Leeuwin Youth Scholarship Committee	
Goomalling Medical Centre Advisory Committee	

10.2.2 AMERY ACRES LEASE

Date:	12 October 2015
Applicant:	n/a
Location:	Amery Reserve No. 49356 Avon Location 321
File Ref:	ADM 0243
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

Council is to consider calling expressions of interest for the cropping lease on Amery Acres Reserve.

Background

In the past Council has awarded the Amery Acres cropping lease to community groups.

At the February 2011 Council Meeting Council decided to lease Amery Acres to the Dowerin Recreation Steering Committee for five years until 31st March 2016. Funds raised were to be used on finalising the bin storage area, barbecue area, outside furniture and memorabilia/honour boards, with remaining funds to be placed in a capital replacement for the Dowerin Community Club.

Comment

With the current lease due to expire on the 31st March 2016, Council needs to decide to call expressions of interest for the Amery Acres cropping lease and for what period of time.

Expressions of Interest will be required to outline the following in their application:

- Purpose for which cropping proceeds will be utilised
- Copy of last audited annual financial statement and recent bank statement
- Proposed cropping program for the period of the lease.

Council will consider each proposal's overall strategic objective and as a guide will evaluate submissions against the following criteria;

- Funding objective
- Organisation contribution
- Community benefit

Financial Implications

Nil.

Public Consultation

Nil.

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

Nil.

Noting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.2.2

THAT COUNCIL ADVERTISES THE LEASE OF AMERY ACRES FOR A PERIOD OF BETWEEN 1 TO 5 YEARS FROM THE 1ST APRIL 2016 WITH APPLICATIONS TO CLOSE ON 4TH DECEMBER 2015.

10.2.3 DOWERIN RECREATION STRATEGY 2015-2025

Date: 12th October 2015
Applicant: N/A
Location:
File Ref:
Disclosure of Interest: Nil
Author: Louise Hagboom

Summary

Report recommends Council seeks public submissions for the Dowerin Recreation Strategy 2015-2025.

Background

The Dowerin Recreation Strategy is a forward planning document that outlines council's strategic direction to sport and recreation facilities and services in Dowerin over the next 10 years. In 2008 the Dowerin Recreation Strategy was the catalyst for the Dowerin Community Club development.

Comment

This document has been re-written to include the comments and feedback from the September Council Meeting. The document has been sent to the Department of Sport and Recreation for their feedback also.

The results of the Dowerin Recreation Strategy 2015-2025 have been based on feedback from a community survey and a sporting club survey. All priorities have been ranked as either a low, medium or immediate priority.

This document has been drawn up in house at and is now ready for public comment to ensure that the strategies and recommendations in place are appropriate and ranked accordingly.

Please find attached the Recreation Strategy Document and results of the community and sporting club surveys.

Consultation

CEO

Community Feedback via survey

Club Surveys

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority.

OFFICER RECOMMENDATION – ITEM 10.2.3

THAT COUNCIL SEEKS PUBLIC SUBMISSIONS ON THE DOWERIN RECREATION STRATEGY 2015-2025.

10.2.4 COMMEMORATIVE WALK OF AUSTRALIA DAY AWARD WINNERS

Date: 9/10/2015

Applicant: N/A

Location: N/A

File Ref:

Disclosure of Interest: Nil

Author: Misty Richards

Summary

Council to consider allocating \$4,000 to create a commemorate walk within the new native garden, to recognise the winners of the Australia Day Active Citizenship Awards over the last 10 years.

Background

In recognition of the people who have been awarded the Australia Day Active Citizenship Awards, CSO would like to install plaques on posts with the details of the winners on them and creating a walk of fame through the newly completed native garden bed on the Eastern Side of Centenary Park.

Comment

Dowerin has been awarding the Premiers Australia Day Active Citizenship Awards to individuals and community groups for 10 years. In the past many community members have mentioned that they would like to see something created within town to recognise the winners – whether this is an honour board within the Shire Office or a commemorative walk with plaques etc.

CSO requests approval from Council to purchase and install 10 plaques and posts to install in the new garden on the eastern side of Centenary Park. Centenary Park is a central hub in Dowerin and the commemorative walk would be a linking walkway from the Park through to the Skate Park and would improve greenspace within Dowerin.

One additional post and pole will need to be purchased each year for the recipients of that year's award with a maximum of 25 years' worth of recipients on the walk of fame. Services would be sought from the Wheatbelt Workcamp to assist with the poles and installing the plaques on the posts to keep installation/labour costs to a minimum.

Please see attachment for images similar to what will be installed.

Consultation

Nil

Financial Implications

Allocate up to \$4,000 in order to create this commemorative walk in the park, to recognise the winners of the Australia Day Active Citizenship Awards over the last 10 years.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.2.4

THAT COUNCIL AGREES TO:

- 1. ENDORSE THE PROPOSAL TO DEVELOP AN AUSTRALIA DAY AWARDS WALK OF FAME IN THE NATIVE GARDEN ON THE EASTERN SIDE OF CENTENARY PARK.***
- 2. FINANCIALLY SUPPORT THE PROJECT OF APPROXIMATELY \$4,000.***



10.3 FINANCE REPORT**10.3.1 FINANCE REPORT – SEPTEMBER 2015**

Date:	12 October 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	Monthly Statements

Summary

I present the financial statements for the period 1 July 2014 to 30 June 2015.

Background

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

The Local Government (Financial Management) Regulations Reg 34 & 35 sets out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval (Attachment 4). The statements have been prepared in AAS27 format in accordance with FMR Reg 35 and comprise of:

- Statement of Financial Activity

	30-Sep-15	30-Jun-15	30-Sep-14
Municipal Fund	\$1,344,958	\$906,642	\$1,043,917
Plant Reserve	\$150,291	\$150,291	\$250,893
LSL Reserve	\$155,425	\$155,425	\$130,806
Land & Buildings Reserve	\$19,966	\$19,966	\$19,285
Recreation Facility Reserve	\$173,751	\$173,751	\$167,826
Community Bus Reserve	\$39,213	\$39,213	\$33,714
Community Housing Res	\$44,473	\$44,473	\$35,356
Sewerage Reserve	\$851,521	\$851,521	\$768,244
Economic Develop Reserve	\$312,977	\$312,977	\$302,275
Tennis Court Replacement	\$12,215	\$12,215	\$6,000
Bowling Green Replacement	\$40,360	\$40,360	\$10,000
All Hours Gym Reserve	\$5,000	\$5,000	\$0
Consolidated Funds	\$3,150,150	\$2,711,834	\$2,768,316

Sundry Debtors at 30th September 2015

Current	\$15,812
30 days	\$2,596
60 days	\$24
90 days	\$24
Total	\$18,456

Reserve Funds

The total balance of funds held in the various Reserve Funds at 30 September 2015 is as detailed in the financial statements.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.3.1

THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT 1 BE RECEIVED.



SHIRE OF DOWERIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

NOTE	2015/16 Revised Budget \$	September 2015 Y-T-D Budget \$	September 2015 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
Operating					
Revenues/Sources					
Governance	39,050	9,759	3,399	(6,360)	(65.17%) ▼
General Purpose Funding	758,721	174,132	169,044	(5,088)	(2.92%) ▼
Law, Order, Public Safety	26,000	6,495	178	(6,317)	(97.26%) ▼
Health	255,022	63,744	78,785	15,041	23.60% ▲
Education and Welfare	92,748	23,187	27,252	4,065	17.53%
Housing	136,077	34,014	32,890	(1,124)	(3.30%) ▼
Community Amenities	217,584	202,094	212,213	10,119	5.01%
Recreation and Culture	38,552	14,860	15,462	602	4.05%
Transport	1,233,174	387,030	570,064	183,034	47.29% ▲
Economic Services	7,200	1,122	2,275	1,153	102.76%
Other Property and Services	10,000	2,499	1,049	(1,450)	(58.02%) ▼
	<u>2,814,128</u>	<u>918,936</u>	<u>1,112,611</u>	<u>193,675</u>	<u>21.08%</u>
(Expenses)/(Applications)					
Governance	(366,666)	(100,264)	(132,554)	(32,290)	(32.20%) ▲
General Purpose Funding	(91,972)	(22,992)	(25,195)	(2,203)	(9.58%) ▼
Law, Order, Public Safety	(75,835)	(18,951)	(9,022)	9,929	52.39% ▼
Health	(313,334)	(78,303)	(100,813)	(22,510)	(28.75%) ▲
Education and Welfare	(114,785)	(28,686)	(32,593)	(3,907)	(13.62%) ▼
Housing	(168,559)	(42,105)	(42,508)	(403)	(0.96%) ▼
Community Amenities	(270,867)	(67,680)	(62,493)	5,187	7.66%
Recreation & Culture	(640,573)	(160,086)	(117,462)	42,624	26.63% ▼
Transport	(1,186,627)	(296,622)	(288,199)	8,423	2.84%
Economic Services	(175,755)	(43,926)	(57,214)	(13,288)	(30.25%) ▲
Other Property and Services	(4,246)	(1,023)	(17,418)	(16,395)	(1602.64%) ▲
	<u>(3,409,219)</u>	<u>(860,638)</u>	<u>(885,471)</u>	<u>(24,833)</u>	<u>2.89%</u>
Net Operating Result Excluding Rates	(595,091)	58,298	227,140	168,842	289.62%
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	(69,044)	(17,265)	0	17,265	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	14,663	3,666	0	(3,666)	100.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	0	0	0.00%
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(400,000)	(99,999)	(2,726)	97,273	97.27% ▼
Purchase of Vehicles & Plant	(467,209)	(116,799)	(465,709)	(348,910)	(298.73%) ▲
Purchase of Furniture & Equipment	(4,865)	(1,215)	(1)	1,214	99.92%
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(1,380,757)	(342,408)	(54,238)	288,170	84.16% ▼
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	0	0	(42)	(42)	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	70,974	0	(70,974)	(100.00%) ▼
Repayment of Debentures	(59,543)	(20,454)	0	20,454	100.00% ▼
Proceeds from New Debentures	0	0	0	0	0.00%
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	22,272	5,568	0	(5,568)	(100.00%) ▼
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(486,608)	(121,653)	0	121,653	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,643	848,643	804,607	(44,036)	5.19%
Net Current Assets Year to Date	(1,423,377)	1,411,518	1,682,234	270,716	(19.18%)
Amount Raised from Rates	(1,144,162)	(1,144,162)	(1,068,556)	75,606	(6.61%)

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	September 2015 Actual \$
3. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
By Program			
Governance			
<u>Other Governance</u>			
Furn - Photocopier	4,865	4,865	1.00
Law, Order & Public Safety			
<u>Fire Prevention</u>			
Vehicle - Fire Trucks	0	0	0.00
Housing			
<u>Other Housing</u>	0		
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
Health			
<u>Other Health</u>			
Furn - Hacc Equipment	0	0	0.00
Community Amenities			
<u>Other Community Amenities</u>			
Land - Recycling Shed	0	0	0.00
Recreation and Culture			
<u>Other Recreation & Sport</u>			
Tools - Mowers/Tools	0	0	0.00
Community Club	0	0	0.00
Land - New Sports Complex	0	0	0.00
<u>Other Culture</u>			
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
Transport			
<u>Construction - Roads, Bridges, Depots</u>			
Roads - Roads To Recovery	723,842	723,842	18,416.47
Roads - Signs	0	0	42.00
Roads - Unclassified	258,832	258,832	35,821.14
Roads - State 20/20	398,083	398,083	0.00
<u>Road Plant Purchases</u>			
Plant - Loader	319,300	319,300	314,400.00
Other Plant	110,909	110,909	110,909.09
Plant - Works Manager Vehicle	37,000	37,000	40,400.00
Tools - Compressor	0	0	0.00
Economic Services			
<u>Other Economic Services</u>			
Wheatbelt Heritage Rail Project	400,000	400,000	2,725.61
Other Property & Services			
<u>Unclassified</u>			
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>522,715.31</u>
By Class			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	400,000	400,000	2,725.61
Vehicles & Plant	467,209	467,209	465,709.09
Furniture & Equipment	4,865	4,865	1.00
Tools & Equipment	0	0	0.00
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	1,380,757	1,380,757	54,237.61
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	0	0	42.00
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>522,715.31</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	September 2015 Actual \$	2015/16 Budget \$	September 2015 Actual \$	2015/16 Budget \$	September 2015 Actual \$
120M Grader	60,222		133,900		73,678	
Mercedes Water Truck	159	-	5,000	-	4,841	-
Ford Territory D02	18,475	-	14,000	-	(4,475)	-
Residence at 58 Stacy Street	155,000		150,000		(5,000)	
	233,856	-	302,900	-	69,044	-

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	September 2015 Actual \$	2015/16 Budget \$	September 2015 Actual \$	2015/16 Budget \$	September 2015 Actual \$
Plant and Equipment	78,856		152,900		74,044	
Land and Buildings	155,000	-	150,000	-	(5,000)	-
		-		-	-	-
	233,856	0	302,900	0	69,044	0

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2015/16 Adopted Budget \$	September 2015 Actual \$
78,519	0.00
(9,475)	0.00
69,044	0.00

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$
Recreation & Culture									
Loan 97 - Recreation Complex	472,175	0	0	59,543	0	412,632	472,175	19,065	0
Loan 98 - Dowerin Events M'ment	106,130	0	0	22,272	0	83,858	106,130	3,336	0
	472,175	0	0	59,543	0	412,632	472,175	19,065	0

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces mtce
2. Actual interest repayments include accrued interest adjustments where applicable.
3. Proposed new loan for Recreation Complex may be self funded from Reserve Funds.

(b) New Debentures - 2014/15

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Nil.									

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

	2015/16 Adopted Budget \$	September 2015 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
Opening Balance	155,425	155,425
Amount Set Aside / Transfer to Reserve	14,663	0
Amount Used / Transfer from Reserve	0	0
	<u>170,088</u>	<u>155,425</u>
(b) Plant Replacement & Reconditioning Reserve		
Opening Balance	150,291	150,291
Amount Set Aside / Transfer to Reserve	4,509	0
Amount Used / Transfer from Reserve	(62,000)	0
	<u>92,800</u>	<u>150,291</u>
(c) Land & Building Reserve		
Opening Balance	19,966	19,966
Amount Set Aside / Transfer to Reserve	39,226	0
Amount Used / Transfer from Reserve	0	0
	<u>59,192</u>	<u>19,966</u>
(e) Recreation Facilities Reserve		
Opening Balance	173,751	173,751
Amount Set Aside / Transfer to Reserve	35,213	0
Amount Used / Transfer from Reserve	0	0
	<u>208,964</u>	<u>173,751</u>
(f) Community Housing Project Reserve		
Opening Balance	44,473	44,473
Amount Set Aside / Transfer to Reserve	10,317	0
Amount Used / Transfer from Reserve	0	0
	<u>54,790</u>	<u>44,473</u>
(g) Community Bus Reserve		
Opening Balance	39,213	39,213
Amount Set Aside / Transfer to Reserve	5,176	0
Amount Used / Transfer from Reserve	0	0
	<u>44,389</u>	<u>39,213</u>
(h) Sewerage Asset Preservation Reserve		
Opening Balance	851,521	851,521
Amount Set Aside / Transfer to Reserve	95,188	0
Amount Used / Transfer from Reserve	0	0
	<u>946,709</u>	<u>851,521</u>
(i) Economic Development Reserve		
Opening Balance	312,977	312,977
Amount Set Aside / Transfer to Reserve	259,389	0
Amount Used / Transfer from Reserve	0	0
	<u>572,366</u>	<u>312,977</u>
(j) Tennis Court Replacement Reserve		
Opening Balance	12,215	12,215
Amount Set Aside / Transfer to Reserve	6,366	0
Amount Used / Transfer from Reserve	0	0
	<u>18,581</u>	<u>12,215</u>

(k) Bowling Green Replacement Reserve		
Opening Balance	40,360	40,360
Amount Set Aside / Transfer to Reserve	11,211	0
Amount Used / Transfer from Reserve		0
	<u>51,571</u>	<u>40,360</u>
(l) All Hours Gym Reserve		
Opening Balance	5,000	5,000
Amount Set Aside / Transfer to Reserve	5,350	0
Amount Used / Transfer from Reserve		0
	<u>10,350</u>	<u>5,000</u>
Total Cash Backed Reserves	<u>2,219,450</u>	<u>1,805,192</u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Long Service Leave Reserve	14,663	0
Plant Replacement & Reconditioning Reserve	4,509	0
Land & Building Reserve	39,226	0
Recreation Facilities Reserve	35,213	0
Community Housing Project Reserve	10,317	0
Community Bus Reserve	5,176	0
Sewerage Asset Preservation Reserve	95,188	0
Economic Development Reserve	259,389	0
Tennis Court Replacement Reserve	6,366	0
Bowling Club Replacement Reserve	11,211	0
All Hours Gym Reserve	5,350	0
	<u>486,608</u>	<u>0</u>

Transfers from Reserves

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	(62,000)	0
Land & Building Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	0	0
Tennis Court Replacement Reserve	0	0
Bowling Green Replacement Reserve	0	0
All Hours Gym Reserve	0	0
	<u>(62,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>424,608</u>	<u>0</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Long Service Leave Reserve

- to be used to fund annual and long service leave requirements.

Plant Replacement & Reconditioning Reserve

- to be used to fund the purchase of future plant acquisitions and major repairs.

Land & Building Reserve

- for future purchase and development of Council land & building assets.

Office Equipment Reserve

- for future upgrade of central computer system and office equipment.

Recreation Facilities Reserve

- to be used for the proposed construction of multi purpose sports centre.

Community Housing Project Reserve

- to be used for contribution to joint venture aged units project and singles accommodation.

Community Bus Reserve

- to be used for part funding of the replacement of the community bus.

Sewerage Asset Preservation Reserve

- to be used to preserve sewerage assets

Economic Development Reserve

- to provide for future funding for development opportunities in the community.

Community Health Reserve

- temporarily closed.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

	2014/15 B/Fwd Per 2014/15 Budget \$	2014/15 B/Fwd Per Financial Report \$	September 2015 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	854,714	1,344,958
Cash - Restricted Unspent Grants	82,057	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	0	1,805,192
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	25,196	273,166
Sewerage Rates Outstanding	13,320	12,687	31,061
Rubbish Rates Outstanding	9,156	7,513	27,711
Sundry Debtors	9,524	35,577	18,456
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	22,272	22,272
Emergency Services levy	1,486	1,471	(22,133)
GST Receivable	0	46,205	86,327
Provision For Doubtful Debts	0	0	0
Inventories	12,672	20,805	9,777
	<u>3,362,064</u>	<u>1,026,440</u>	<u>3,596,787</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(77,982)	(28,545)
Excess Rates	(34,591)	(76,737)	(28,672)
Accrued Expenditure	0	0	0
Department Transport	0	0	0
GST Payable	(33,251)	(4,405)	(20,174)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	0	136
FBT Payable	0	0	0
Withholding Tax	0	0	(30)
Other Payables	(4,443)	(1,814)	(3,721)
Leave Provisions - Current	<u>(175,250)</u>	<u>(216,320)</u>	<u>(216,320)</u>
	<u>(741,411)</u>	<u>(377,258)</u>	<u>(297,326)</u>
NET CURRENT ASSET POSITION	2,620,653	649,182	3,299,461
Less: Cash - Reserves - Restricted	(1,872,648)	0	(1,805,192)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	155,425	155,425
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,643</u>	<u>804,607</u>	<u>1,682,234</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Budgeted Rate Revenue \$	2015/16 Budgeted Total Revenue \$	2014/15 Actual \$
Differential General Rate/General Rate						
GRV - Residential	9.8714	132	1,123,616	110,832	110,832	110,487
GRV - Commercial/Industrial	9.8714	18	316,540	31,247	31,247	33,747
GRV - Town Rural	9.8714	10	87,048	8,593	8,593	8,262
GRV - Other Towns	9.8714	1	2,130	210	210	202
UV - Rural Farmland	0.8897	245	101,196,000	900,341	900,341	860,277
Sub-Totals		406	102,725,334	1,051,223	1,051,223	1,012,975
Minimum Payment						
	Minimum \$					
GRV - Residential	660	50	236,988	33,000	33,000	29,610
GRV - Commercial/Industrial	660	15	55,169	9,900	9,900	9,450
GRV - Town Rural	660	17	42,102	11,220	11,220	10,710
GRV - Other Towns	120	18	5,529	2,160	2,160	2,160
UV - Rural Farmland	660	48	2,441,900	31,680	31,680	30,240
UV - Commercial/Industrial	660	4	400	2,640	2,640	2,520
UV - Town Rural	660	3	73,000	1,980	1,980	1,890
UV - Mining Tenement	120	3	5,690	360	360	600
Sub-Totals		158	2,860,778	92,940	92,940	87,180
Discounts (Note 12)					0	0
Total Amount Raised from General Rate					1,144,163	1,100,155
Specified Area Rates (Note 9)					0	0
Total Rates					1,144,163	1,100,155

All land except exempt land in the Shire of Dowerin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved in the remainder of the Shire.

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the revenue to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received other than rates and also bearing in mind the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the Government services/facilities.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	0	(480)	4,420
Key Deposits	610	0	0	610
Tidy Towns	2,818	0	0	2,818
HACC vehicle	2,025	0	0	2,025
HACC Fundraising	2,509	0	0	2,509
Building Deposits	10,000	0	0	10,000
AROC Funds	61,548	0	0	61,548
	<u>84,410</u>	<u>0</u>	<u>(480)</u>	<u>83,930</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

10. OPERATING STATEMENT

	September 2015 Actual \$	2015/16 Adopted Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	3,399	39,050	44,564
General Purpose Funding	1,313,207	1,902,892	3,254,927
Law, Order, Public Safety	178	26,000	29,364
Health	78,785	255,022	263,446
Education and Welfare	27,252	94,548	93,081
Housing	32,890	136,077	125,738
Community Amenities	212,213	217,584	259,096
Recreation and Culture	15,462	49,052	137,648
Transport	570,064	1,233,174	675,266
Economic Services	2,275	10,536	114,065
Other Property and Services	1,049	10,000	29,893
TOTAL OPERATING REVENUE	2,256,774	3,973,935	5,027,088
OPERATING EXPENSES			
Governance	132,554	336,666	409,296
General Purpose Funding	25,195	91,972	96,437
Law, Order, Public Safety	9,022	75,835	84,666
Health	100,813	313,334	338,732
Education and Welfare	32,593	128,270	118,633
Housing	42,508	168,559	170,030
Community Amenities	62,493	311,867	316,138
Recreation & Culture	117,462	630,187	744,342
Transport	288,199	1,186,627	1,503,505
Economic Services	57,214	179,091	335,915
Other Property and Services	17,418	4,246	8,223
TOTAL OPERATING EXPENSE	885,471	3,426,654	4,125,918
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	1,371,303	547,281	901,171

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

11. BALANCE SHEET

	September 2015 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,150,151	2,659,906
Trade and Other Receivables	436,861	150,921
Inventories	9,777	20,805
TOTAL CURRENT ASSETS	3,596,789	2,831,632
NON-CURRENT ASSETS		
Other Receivables	107,776	107,776
Inventories	0	0
Property, Plant and Equipment	9,601,397	9,129,462
Infrastructure	24,262,625	24,208,346
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	33,971,798	33,445,584
TOTAL ASSETS	37,568,587	36,277,216
CURRENT LIABILITIES		
Trade and Other Payables	109,792	189,724
Long Term Borrowings	81,822	81,822
Provisions	216,320	216,320
TOTAL CURRENT LIABILITIES	407,934	487,866
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	496,483	496,483
Provisions	23,224	23,224
TOTAL NON-CURRENT LIABILITIES	519,707	519,707
TOTAL LIABILITIES	927,641	1,007,573
NET ASSETS	36,640,946	35,269,643
EQUITY		
Trust Imbalance	0	0
Retained Surplus	30,596,839	29,225,536
Reserves - Cash Backed	1,805,192	1,805,192
Reserves - Asset Revaluation	4,238,915	4,238,915
TOTAL EQUITY	36,640,946	35,269,643

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

12. FINANCIAL RATIOS

	2015 YTD	2015	2014	2013
Current Ratio	7.095	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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10.3.2 ACCOUNTS FOR PAYMENT – 7 SEPTEMBER TO 12 OCTOBER 2015

Date: 13 October 2015
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Sonia King – Finance Manager
Attachments: List of Accounts 7 September to 12 October 2015

Background

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

Comment

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

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

Nil.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.3.2

THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE SEPTEMBER 2015 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

LIST OF ACCOUNTS - 7 September to 12 October 2015

MUNICIPAL PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
EFT3564	09/09/2015	AVON WASTE	Rubbish contract	-2513	2513
EFT3565	09/09/2015	Abbott & Co Printers	Business Cards- Finance Manager	-189	
EFT3566	09/09/2015	BOEKEMAN MACHINERY	Repairs D014 (Roller) - Battery & fix air con belt D010 (Grader) - Replace window	-832	
EFT3567	09/09/2015	BOC LIMITED	Gas rental - oxygen	-129	
EFT3568	09/09/2015	DOWERIN IGA EXPRESS	Refreshments and Cleaning Supplies	-175	
EFT3569	09/09/2015	LANDGATE	Mining Tenements	-38	
EFT3570	09/09/2015	DOWERIN BULK TRANSPORT PTY LTD	Blue metal and metal dust carting	-4197	
EFT3571	09/09/2015	DOWERIN TYRE AND EXHAUST	Tyre supply & repairs Tyres & Safety checkpoint D009 Fit old tyre to D010 (grader) Battery for Chipper	-2639	
EFT3572	09/09/2015	DOWERIN ROADHOUSE	Fuel for Jet Wash trailer	-27	
EFT3573	09/09/2015	ELDERS LIMITED	PPE - WORK BOOTS	-328	
EFT3574	09/09/2015	EASTERN HILLS SAWS & MOWERS	Repairs to mower	-400	
EFT3575	09/09/2015	ENDEAVOUR COMMUNITY NEWSPAPER INC	Living in the Wheatbelt Forum Advertising	-28	
EFT3576	09/09/2015	JK WILLIAMS & CO	August Account PPE - Trousers Clothesline Coach Screws Pressure Pump 2x Sliding Door Lock Lawn Mower Reticulation Supplies Sundries	-2616	
EFT3577	09/09/2015	KEY SOURCE RAIL PTY LTD	Repairs & Parts for Track Gauge	-432	
EFT3578	09/09/2015	MIDWAY MAINTENANCE	Repairs to basketball shed (inc Materials, Crane, Labour)	-6568	
EFT3579	09/09/2015	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	2 way for D010	-199	
EFT3580	09/09/2015	WESFARMERS KLEENHEAT GAS	Yearly gas rental - 43 Stacy Street	-34	
EFT3581	09/09/2015	WESTRAC EQUIPMENT	Parts for Loader	-466	
EFT3582	09/09/2015	REBECCA WINDSOR	Gym Inductions	-60	60
EFT3583	23/09/2015	AVON WASTE	Rubbish Collection 26/06/2015	-2307	2307
EFT3584	23/09/2015	Building & Health Surveying Services	EHO Contract	-4374	
EFT3585	23/09/2015	CUTTING EDGES PTY LTD	Grader blades and assembly	-896	
EFT3586	23/09/2015	DOWERIN COMMUNITY RESOURCE CENTRE	Advertising Charges Living in the Wheatbelt Forum Enrolling to Vote Sale of 58 Stacy St & Water Truck	-165	
EFT3587	23/09/2015	DOWERIN & DISTRICTS FARM SHED	Fertilizer & Seat washers for spray unit	-104	
EFT3588	23/09/2015	ELDERS LIMITED	Chemical - Glyphosate - Spraying verges	-926	

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EFT3589	23/09/2015	ENERGY AND WATER OMBUDSMAN (WA) LIMITED	Annual Levy 2015/2016	-55	
EFT3590	23/09/2015	Force	Hire of Truck Mounted Knuckle Boom	-871	
EFT3591	23/09/2015	SHIRE OF GOOMALLING	Contribution to Medical Surgery	-13750	
EFT3592	23/09/2015	ALL-WAYS FOODS	Cleaning Supplies	-196	
EFT3593	23/09/2015	Gym Care	Gym Equipment - Treadmill	-3850	
EFT3594	23/09/2015	Emma Judith HARDY	Police Clearance Refund - TRELIS Training	-32	
EFT3595	23/09/2015	JR & A HERSEY	Hersey Account Bulk Glass Cleaner Bulk Insect Repellent Bulk Line Marker and Spray and Mark Bulk Air Fresheners Sundries	-1250	
EFT3596	23/09/2015	LAWN DOCTOR TURF FARM	Vertidrainage Football and Hockey Ovals	-3383	
EFT3597	23/09/2015	OUR COMMUNITY PTY LTD	Our Community Subscription	-330	
EFT3598	23/09/2015	SETON AUSTRALIA PTY LTD	Push/Pull Signs - DCC	-59	
EFT3599	23/09/2015	TOTAL HYGIENE SERVICES	Toilet Supplies	-127	
EFT3600	23/09/2015	WA LOCAL GOVERNMENT ASSOCIATION	Annual Domain Name Hosting Fee	-55	
EFT3601	23/09/2015	WESTRAC EQUIPMENT	New 12M Grader and Trade In	-200693	
EFT3602	30/09/2015	AVON WASTE	Rubbish Collection	-2343	2343
EFT3603	30/09/2015	COMMERCIAL HOTEL DOWERIN	Refreshments for Council	-50	
EFT3604	30/09/2015	ESTEEM PLUS	LIWF - Maggie Dent	-5590	5590
EFT3605	30/09/2015	GEVERS GODDARD JONES PTY LTD	Support Subscription	-400	
EFT3606	30/09/2015	ALL-WAYS FOODS	Bulk Cleaning Supplies	-169	
EFT3607	30/09/2015	KENNARDS HIRE PTY LTD	Hire of Lawn Coring Machine	-402	
EFT3608	30/09/2015	PUBLIC LIBRARIES WESTERN AUSTRALIA	PLWA Subscription	-108	
EFT3609	30/09/2015	5Rivers Plumbing & Gas	Plumbing repairs	-190	
EFT3610	30/09/2015	SONYA RALPH CATERING	LIWF Catering	-1100	
EFT3611	30/09/2015	DIANA SPENCER	Refund for LIWF	-40	40
EFT3612	30/09/2015	SHERIDANS FOR BADGES	Name Badges- Council	-427	
EFT3613	30/09/2015	REBECCA WINDSOR	Gym Inductions	-40	40
EFT3614	07/10/2015	ADVANCED AUTOLOGIC PTY LTD	Sundries - Truck wash, grease, aerosol	-385	
EFT3615	07/10/2015	B T EQUIPMENT	Repairs to loader D012 Air con condenser, lift cable, skid steer	-8223	
EFT3616	07/10/2015	CARDNO PTY LTD	Professional Services - Bike Plan	-6930	
EFT3617	07/10/2015	DOWERIN IGA EXPRESS	Refreshments	-159	
EFT3618	07/10/2015	DOWERIN BAKERY AND NEWS	September Account - Paper and refreshments	-64	
EFT3619	07/10/2015	LANDGATE	Mining Tenements	-38	
EFT3620	07/10/2015	JR & A HERSEY	Depot sundries	-112	
EFT3621	07/10/2015	KENNARDS HIRE PTY LTD	Hire of turf cutter - Cricket Pitch	-167	
EFT3622	07/10/2015	LENIP PTY LTD	50 x 20kg bags Asphalt	-1719	
EFT3623	07/10/2015	MIDWAY MAINTENANCE	Install Banner Pole (Labour & Materials)	-788	
EFT3624	07/10/2015	OFFICEMAX AUSTRALIA LIMITED	Stationery	-77	
EFT3625	07/10/2015	QUICK CORPORATE AUSTRALIA PTY LTD	Stationery - 2016 Diaries	-215	

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EFT3626	07/10/2015	5Rivers Plumbing & Gas	Repair leaking toilet cistern Public Toilets	-344	
EFT3627	07/10/2015	RALPH THAXTER	Parts & Repairs to Generator	-52	
EFT3628	07/10/2015	WESFARMERS KLEENHEAT GAS	Yearly Gas Rental	-385	
EFT3629	07/10/2015	WILSONS SIGN SOLUTIONS	Honour board updates	-158	
EFT3630	07/10/2015	WESTRAC EQUIPMENT	Hydraulic Hose	-61	
EFT3631	07/10/2015	REBECCA WINDSOR	Gym Inductions	-40	40
EFT3632	07/10/2015	WURTH AUSTRALIA PTY LTD	Sundries Blade Fuses Windscreen Cleaner Aerosol	-691	
EFT3633	07/10/2015	ZACKS	Gym keycard stickers	-179	
EFT3634	07/10/2015	JK WILLIAMS & CO	September Account Hammer Drill Retic Fittings for National Tree Day Mobile Data Recharge Door for Archives Room Gym Software and new cards Sundries	-3359	
DDOWO	30/09/2015	Department of Transport		-30160	
TOTAL \$				-320456	12933
MUNICIPAL CHEQUES					
2030	02/10/2015	SHIRE OF DOWERIN	Licensing course allowance - E.Hardy	-250	
2031	06/10/2015	SHIRE OF DOWERIN	Postage	-169	
2032	06/10/2015	SHIRE OF DOWERIN	Petty Cash	-194	
10025	09/09/2015	STARTRACK EXPRESS	Freight - loader parts	-29	
10026	09/09/2015	SYNERGY	Electricity AUG 15	-3827	
10027	09/09/2015	TELSTRA	Telephone charges	-782	
10028	23/09/2015	COURIER AUSTRALIA	Freight - Admin Stationery and Library	-46	
10029	23/09/2015	SYNERGY	Power Usage	-10559	
10030	23/09/2015	TELSTRA	Telephone charges	-1111	
10031	23/09/2015	WATER CORPORATION	Water Usage	-109	
10032	23/09/2015	WESTNET PTY LTD	Internet Service Charges	-747	
10033	24/09/2015	AUSTRALIAN TAX OFFICE	Payroll deductions	-4551	4551
10034	24/09/2015	SHIRE OF DOWERIN	Shire Office Petty Cash	-194	
10035	30/09/2015	CHILD SUPPORT AGENCY	Payroll deductions	-353	353
10036	30/09/2015	W E & J M COOTE	Materials & Repairs Museum Exhibition Hall Town Hall Stacy Street House	-8537	
10037	30/09/2015	LGRCEU	Payroll deductions	-39	
10038	30/09/2015	WORKWEAR GROUP PTY LTD	Uniform - E.Hardy	-387	
10039	30/09/2015	SYNERGY	Power Usage	-1594	
10040	30/09/2015	TELSTRA	Telephone Charges	-84	
10041	07/10/2015	RACHEL BUCK	Emergency Tower Power Usage	-173	
10042	07/10/2015	COURIER AUSTRALIA	Freight	-37	
10043	07/10/2015	STARTRACK EXPRESS	Freight for Filters	-56	

ORDINARY MEETING OF COUNCIL AGENDA – 20 OCTOBER 2015

10044	07/10/2015	TELSTRA	Mobile telephone charges	-1616	
10045	07/10/2015	WATER CORPORATION	Water Usage	-38	
10046	07/10/2015	WESTNET PTY LTD	Internet charges	-194	
TOTAL \$				-35675	4904
SUPERANNUATION PAYMENTS					
DD8923.1	09/09/2015	WA SUPER	Payroll deductions	-3483	3483
DD8923.2	09/09/2015	CHILDCARE SUPER	Superannuation contributions	-99	99
DD8923.3	09/09/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-32	32
DD8923.4	09/09/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-58	58
DD8923.5	09/09/2015	Australian Super	Superannuation contributions	-642	642
DD8923.6	09/09/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-412	412
DD8923.7	09/09/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8923.8	09/09/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8923.9	09/09/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-126	126
DD8927.1	23/09/2015	WA SUPER	Payroll deductions	-2848	2848
DD8927.2	23/09/2015	CHILDCARE SUPER	Superannuation contributions	-78	78
DD8927.3	23/09/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-21	21
DD8927.4	23/09/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-64	64
DD8927.5	23/09/2015	Australian Super	Superannuation contributions	-180	180
DD8927.6	23/09/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-395	395
DD8927.7	23/09/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8927.8	23/09/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8927.9	23/09/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-125	125
DD8943.1	07/10/2015	WA SUPER	Payroll deductions	-2854	2854
DD8943.2	07/10/2015	CHILDCARE SUPER	Superannuation contributions	-108	108
DD8943.3	07/10/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-20	20
DD8943.4	07/10/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-81	81
DD8943.5	07/10/2015	Australian Super	Superannuation contributions	-180	180
DD8943.6	07/10/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-458	458
DD8943.7	07/10/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8943.8	07/10/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8943.9	07/10/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-113	113
DD8923.10	09/09/2015	CBUS	Superannuation contributions	-162	162
DD8923.11	09/09/2015	PRIME SUPER	Superannuation contributions	-176	176
DD8923.12	09/09/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-129	129
DD8923.13	09/09/2015	HOSTPLUS	Superannuation contributions	-61	61
DD8927.10	23/09/2015	CBUS	Superannuation contributions	-162	162
DD8927.11	23/09/2015	PRIME SUPER	Superannuation contributions	-168	168
DD8927.12	23/09/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-161	161
DD8927.13	23/09/2015	HOSTPLUS	Superannuation contributions	-60	60
DD8943.10	07/10/2015	CBUS	Superannuation contributions	-162	162
DD8943.11	07/10/2015	PRIME SUPER	Superannuation contributions	-168	168

ORDINARY MEETING OF COUNCIL AGENDA – 20 OCTOBER 2015

DD8943.12	07/10/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-160	160
DD8943.13	07/10/2015	HOSTPLUS	Superannuation contributions	-30	30
TOTAL				-14918	14918
PAYROLL PAYMENTS					
Pays 09/09	09/09/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 09/09	-43955	
Pays 23/09	23/09/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 23/09	-37651	
Pays 07/10	07/10/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 07/10/2015	-38513	
TOTAL \$				-120120	

TRUST PAYMENTS					
NIL					
TOTAL \$				-0	

MUNICIPAL TOTALS		
EFT TRANSACTIONS	\$320,456.00	
SUPER PAYMENTS	\$14,918.00	
CHEQUES	\$35,675.00	
PAYROLL PAYMENTS	\$120,120.00	
TOTAL	\$491,169.00	

10.3.3 FREEDOM OF INFORMATION POLICY & STATEMENT

Date: 13 October 2015
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Sonia King – Freedom of Information Coordinator
Attachment: DRAFT Freedom of Information Policy & DRAFT Freedom of Information Statement

Background

Council's Policy Manual is an important document of Council as it provides direction to Staff, Management and Councillors. Many of the policies and statements are required by, or relate to, legislation and in most instances help manage Council's exposure to risk.

This report proposes endorsement of the Freedom of Information Policy and Statement and subsequent implementation with the Shire of Dowerin organisation.

Comment

Council's current Policy Manual does not include a Freedom of Information Policy or Statement. In accordance with the Section 96 of the *Freedom of Information Act, 1992* it is a requirement of Council to undertake an annual review of its Freedom of Information Statement. The next review of the statement will be due in October 2016.

Statutory Implications

As reflected in the Background Section above this review is undertaken in accordance the *Freedom of Information Act, 1992* – Section 96.

Planning and Policy Implications

The Freedom of Information Statement is classed as a Council Policy and is referred to by staff when dealing with any Freedom of Information application/items relevant to this legislation.

Shire of Dowerin Corporate Plan 2013-15

Shire of Dowerin Workforce Plan 2013-17

Risk Assessment

Should Council not endorse a Freedom of Information Statement and implement an annual review process, it would be in breach of the legislation.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.3.3

THAT COUNCIL ADOPTS THE FREEDOM OF INFORMATION POLICY AND FREEDOM OF INFORMATION STATEMENT.



FREEDOM OF INFORMATION POLICY

Policy Owner:	Governance
Distribution:	All Employees
Person Responsible:	CEO
Date of Approval:	21 October 2015
File Reference:	FOI

Objective This Policy is designed to provide guidelines for staff regarding Freedom of Information Requests.

- To assist the public to obtain access to documents and records held by the Shire of Dowerin.
- To allow documents to be obtained promptly (and at the lowest reasonable cost) unless they are “exempt” within the provisions of the Act.

Policy Statement

The Shire of Dowerin will provide a general right of access to documents and records of the Shire in accordance with the provisions of the Freedom of Information Act 1992 and the guidelines of this Policy.

Guidelines

- The Shire of Dowerin Chief Executive Officer delegates the role of “FOI Coordinator” for the Shire to staff member(s) who are to be suitably trained with respect to FOI Coordinator responsibilities. The staff member(s) are hereby given delegated authority to perform that function within the requirements of the Act.
- The Shire of Dowerin Chief Executive Officer assume the role of “Decision Maker” and is hereby authorised to make decisions regarding access to information.
- The Chief Executive Officer is appointed to review an application should the applicant be dissatisfied with the results of their application.
- Procedures for determining access, exemptions, personal information, review, and the preparation of information statements shall be in accordance with the Freedom of Information Implementation Guidelines prepared by the Office of the Information Commissioner, Perth.



**SHIRE OF DOWERIN
FREEDOM OF INFORMATION STATEMENT**

INTRODUCTION

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local government, to prepare and publish annually, an Information Statement.

The Information Statement must set out –

- The Agency's Mission Statement
- Details of Legislation administered
- Details of the agency structure
- Details of decision making functions
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency
- The operation of FOI in the agency

This document has been prepared by the Shire of Dowerin to satisfy Part 5 of the Act and is correct as at October 2015. Copies of this document may be obtained from –

Freedom of Information Co-ordinator

Shire of Dowerin

PO Box 111

DOWERIN WA 6461

Or on the Shire of Dowerin website at www.dowerin.wa.gov.au

Enquiries may be made to that office on telephone 08 9631 1202 Monday to Friday 8:30am to 4:00pm or email finance@dowerin.wa.gov.au



COUNCIL INFORMATION STATEMENT

**Freedom of Information
THE COUNCIL INFORMATION STATEMENT
ACCESS TO COUNCIL DOCUMENTS
DOCUMENTS TO BE PROVIDED OUTSIDE OF FOI WHEREVER POSSIBLE**

The Shire of Dowerin is an open and accountable Local Government and wherever possible will make documents available for public inspection outside of the *Freedom of Information Act*. The general public can view a variety of Council publications at the Shire Offices at 13 Cottrell Street Dowerin or online at Council's website address which is www.dowerin.wa.gov.au

If members of the public wish to obtain **copies** of any documents, then a **charge may apply**.

Emailed copies of public documents will be provided free of charge.

FOI PROCEDURES AND ACCESS ARRANGEMENTS

FOI Operations

The Shire of Dowerin supports an open and accountable local government and will endeavour to make information available promptly and at the least possible cost. As previously stated whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to:

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the Shire Offices with any application fee payable.

Applications and enquiries should be addressed or delivered to:

Freedom Information Coordinator
Shire of Dowerin 13 Cottrell Street DOWERIN WA 6461

Acknowledgment of Applications

Applications will be acknowledged in writing and you will be notified of the decision as quickly as possible and no later than 45 days after the application is received.



Freedom of Information Charges

A scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary.

No fees or charges apply for personal information or amendment of personal information about yourself (e.g. your medical records; details of employment etc).

Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged, and there may be other charges imposed by the agency as follows:

- \$30 per hour of staff time or pro rata for part of an hour for dealing with an application. (Agencies cannot charge for locating the documents within the scope of your request.)
- \$30 per hour (or pro rata for part of an hour) for supervision by staff when access is given to view documents; or the time taken by staff to prepare a transcript from a tape or make photocopies.
- 30 cents per photocopy.
- Actual cost incurred by the agency for preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents.

Deposits

- Advance deposit may be required of the estimated charges 25%
- For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable may be waived in certain circumstances.

Access Arrangements

Access to documents can be granted by way of inspection, emailed electronic copy, a "hard" paper copy of a document, a copy of an audio or video tape, a computer disc, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Edited Copies of Documents

As a general rule Council will provide edited copies of documents where part of the document may be subject under the schedule of exemptions of the Freedom of Information Act for various reasons (eg, commercial considerations) or where there would be disclosure of personal or private information about an individual.

Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the officer who made the decision. This is the Manager, Corporate Services



- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision will be able to seek an **internal review** by the Chief Executive Officer. If you disagree with the result of the CEO's decision then you can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.

LEGISLATION ADMINISTERED

The Shire of Dowerin is established under the Local Government Act 1995, and has the responsibility for the administration of this Act within the municipality. Other major legislation which the Shire of Dowerin is wholly or partly responsible for administering is –

- Bush Fires Act
- Dog Act
- Litter Act
- Health Act
- Environmental Protection Act
- Town Planning & Development Act
- Dividing Fencings Act
- Off Road Vehicles Act
- Freedom of Information Act
- Occupational Health, Safety & Welfare Act
- Building Codes of Australia
- Library Board Act

Council is also responsible for statutory control and obligations within the following legislations –

- Health Act
- Main Roads Act
- Environment Protection Act
- Building Act
- Dog Act
- Caravan and Camping Act
- Litter Act
- Liquor Licensing Act
- Land Administration Act
- Town Planning Act
- Road Traffic Act



ORGANISATION STRUCTURE

Council is the policy making body of the Shire of Dowerin. To implement Council decisions, it is necessary to employ professional staff. Management of the staff is through senior officers. The Chief Executive Officer, who is employed by the Council and has delegated authority, manages the day to day running of the Shire and provides advice to Council and directs the activities of staff through the Managers/Coordinators.

FUNCTIONS

The elected members of Council act as one body, dealing with the business of the Dowerin local government area in accordance with relevant statutes, local laws and policies. As a body, Council meets on the third Tuesday of each month.

Meetings commence at 3.00 pm sharp and any member of the public is welcome to attend. Limited time is set aside for the public to ask questions of the Council. Questions are generally taken on notice as a reply may not be immediately forthcoming due to the need to either research the matter raised or to seek clarification of the matter from a third-party. Desirably, questions should be submitted in writing at least 3 days before the Council meeting is to take place in order that a response can (hopefully) be provided at the meeting.

Occasionally, Council may hold a special meeting outside of these times, especially where it is required to deal with an urgent matter of business. Notice of a Special Meeting of Council will be advertised in the beforehand. Again, any member of the public is welcome to attend a Special Meeting of Council and ask questions of the Council within the allotted public question time.

Where a person requests a matter to be dealt with by the Council, or is required to have a matter (such as a land development proposal or application) to be dealt with by the Council, such a request (or proposal or application) must be submitted in writing to the Chief Executive Officer (CEO) at least 30 days before the date of the Ordinary Meeting of Council (OCM) at which it is requested to be considered and determined. Inclusion of the matter in the meeting agenda will be subject to all relevant and pertinent information being provided by the person making the request (or by the proponent or applicant), all comments from relevant authorities and agencies who may be affected by the matter having been received, and either no public or stakeholder notification beforehand is required, or where required, such notification has been completed and the submission period has expired.

A request received less than 30 days before the next Ordinary Meeting of Council may be presented to Council for consideration and determination only at the discretion of the CEO and subject to the above criteria (where applicable).

DOCUMENTS HELD BY THE SHIRE OF DOWERIN

The following documents are available for public inspection at the Shire of Dowerin free of charge. Members of the public may purchase copies of these documents. The charges for these documents are set annually by the Council and the Fees and Charges manual may be inspected at



the Shire Offices during normal office hours. Some of the documents or related information is available online.

- Policy Manual
- Annual Budget
- Annual Report
- Standing Orders
- Strategic Plan
- Freedom of Information Statement
- Tender Register
- Code of Conduct
- Council Minutes & Agendas (unless classified as confidential)
- Electoral Rolls
- Rates and Charges
- Local Laws
- Various leaflets and brochures

The Shire of Dowerin holds a number of different types of documents for which a Freedom of Information request for information should be submitted. These include letters and general correspondence, internal reports, external reports to other agencies, plans, memorandums, drawings and videos.

Information is held in the Shire's filing system, which is managed by an electronic records management system.

Personal information is held in personnel files in the Shire's records system.

OPERATION OF FOI IN THE SHIRE OF DOWERIN

What is the Freedom of Information Act all about?

- It gives you the legally enforceable right to access records held by both State and Local Government agencies. You do not need to demonstrate any connection to or reason for seeking access to these records.
- It gives you the right to apply to have personal information we hold that you believe is inaccurate to be altered (at no cost).
- It obliges the Shire of Dowerin to make available certain information about the way it operates.

What are considered to be records?

The Act defines records as –

- Any paper based records eg. Memos, correspondence, maps, plans, photos etc.
- Any sound based records, eg. cds etc.
- Any image based records eg. Roll films, micrographics, video tapes, optical disks etc.



- Any digital based records eg. Computer tapes, floppy disks, cds etc.

Who do I contact to make enquiries?

You may ring the Shire of Dowerin Freedom of Information Co-ordinator on 08 9631 1202 between the hours of 8.30am to 4.00pm Monday to Friday if you have any queries. Alternatively, you can send an email to finance@dowerin.wa.gov.au

How do I lodge an application?

You must lodge your application in writing –

- give enough information so that the documents can be identified
- give an Australian address to which notices can be sent
- be lodged at the Shire of Dowerin with any application fee payable
- give enough information so that the documents can be identified

Lodgement of Applications

Applications may be lodged –

By Post, addressed to –

FOI Coordinator
Sonia King
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

Or in Person to –

Shire of Dowerin
13 Cottrell Street
DOWERIN WA 6461

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING



INFORMATION

REPORT

20 OCTOBER 2015

INFORMATION REPORT

1. CHIEF EXECUTIVE OFFICER INFORMATION REPORT

1.1 MAIN ROADS WA – TOWN SITE SPEED ZONES

With regards to the Dowerin Town Site Speed Zones I will be meeting with Gren Putland from Main Roads Wheatbelt on Wednesday 14th October 2015. I will provide an update of this meeting at the Council Meeting.

I have attached the Dowerin Town Site Speed Zones map for Councillor Information.

1.2 GOOMALLING MEDICAL PRACTICE ADVISORY COMMITTEE

The next meeting of the Goomalling Medical Practice Advisory Committee will be held on Tuesday 27th October at 6pm. I have authorised the payment of the 2014/15 pro rata contribution of \$12,500 as the loss until the end of May 2015 exceeded \$37,500 for the 5 months.

1.3 LAND SURVEYING

I have commenced two land surveying jobs, using licensed surveyor Alan Marsh.

The first job is to resurvey the Dowerin Bowling and Amenities Club block with the intention of resurveying the boundary for Westphal's house to include the garage and increase the block size with the residence Council is selling to Max Boase. There could be an issue with needing to install underground power to the two houses and bowling and amenities building but I will be applying for an exemption.

The second job is to resurvey private land (owned by Sewell's) to increase the road reserve to change the Ucarty South, Nambling South and Berring East Road intersection. I have agreed to pay the statutory costs to Landgate and the WAPC and the directly associated surveying costs for the land being gifted to the Shire of Dowerin. The property owner will be resurveying neighbouring lots and surveying costs relating to those will be paid by the property owner.

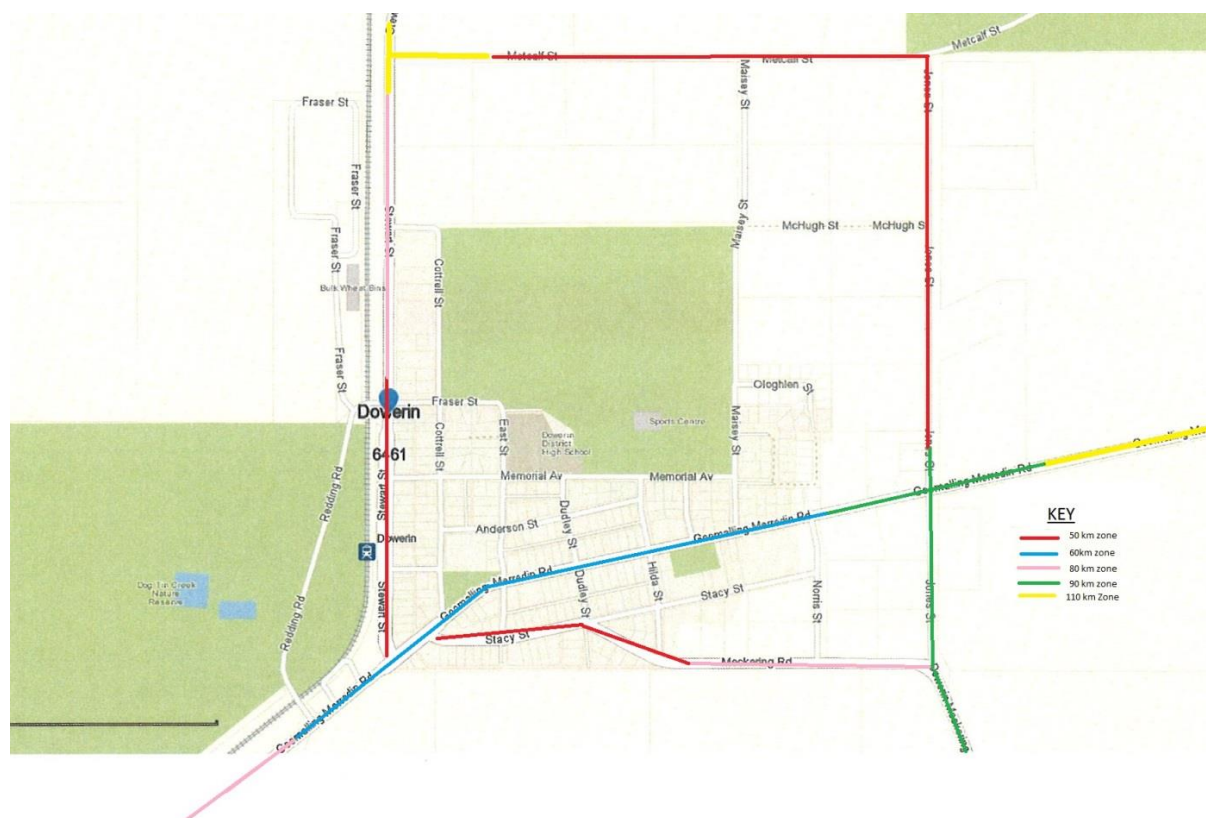
1.4 NEW GENERAL HAND

I have offered Chris Stoysich a job with the Shire of Dowerin if he obtains parole from his custodial sentence. Chris has been working with the Shire Works Crew under the prisoner employment program (PEP) for the past 2 months. In that time he has shown to be a very good worker and on that performance thus far I have offered him a general hand position with Council with a 3 month probation period.

This does put the works crew .5 of an employee over budget. This will mean that another PEP worker will not be put on until a works crew member position leaves.

1.5 DOWERIN KOORDA ROAD

The proposed works for the Dowerin Koorda Road this financial year have been adjusted significantly due to serious drainage issues and a lack of quality gravel. This job has been cut back 1.4km's to 1.3km's in length so that the issues can be addressed within budget. Lime will be incorporated into the base course, with 20mm blue metal mixed into the gravel overlay and then cement stabilised.



INFORMATION REPORT

2. FINANCIAL MANAGER INFORMATION REPORT

2.1 INVESTMENTS – AS AT 30 SEPTMEBER 2015

The total of funds being held on short-term investment fixed term deposits:

Individual deposits are as follows:

Trust – AROC	\$66,497
Reserve Fund	\$1,805,192
Total	<u>\$1,871,689</u>

SOURCE	NO.	MATURITY	RATE	BANK	AMOUNT
AROC	2404	25/12/2015	2.85%	NATIONAL	\$66,497
Various Reserve	2182	21/12/2015	2.85%	NATIONAL	\$878,593
Various Reserve	9745	30/12/2015	3.00%	NATIONAL	\$926,496

The totals of funds being held in electronic high interest savings account are as follows:

Cash Maximiser Account	\$1,636
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SOURCE	NO.	MATURITY	RATE	BANK	AMOUNT
Cash Maximiser	9455	NA	0%	NATIONAL	\$1,636

2.2 ADMINISTRATION OFFICE MEETINGS

Administration office meetings are held monthly and in attendance by Finance Manager and all Administration Staff. A copy of the notes from the most recent meeting is attached below.

INFORMATION REPORT

TOPIC	DETAILS	ACTION	RESPONSIBLE
Administration			
General Office	<ul style="list-style-type: none"> Website updates 	<i>Misty CSO to oversee updates.</i>	Dacre
	<ul style="list-style-type: none"> Email signatures 	All staff to have consistent design- <i>see Rhian's example attached</i>	Sonia/Dacre
	<ul style="list-style-type: none"> Annual Admin Checklist 	<i>Sonia to catch up with staff individually and update Monthly Checklists accordingly.</i>	Sonia
	<ul style="list-style-type: none"> Monthly Checklist 	All staff to submit via email by first week of every month.	Sonia
	<ul style="list-style-type: none"> Document Style Guide 	Review copy for office.	Sonia Rhian
	<ul style="list-style-type: none"> Cemetery 	Go through process for points to include in procedure.	Sonia All Staff
	<ul style="list-style-type: none"> Petty Cash & Stamp Recoup 	Procedure review	All Staff
	<ul style="list-style-type: none"> Photocopier 	Replacement quote status - <i>received</i>	Rhian
Property Management	<ul style="list-style-type: none"> Maintenance 	See Emma's list for October attached	Emma H
	<ul style="list-style-type: none"> Cleaning 	<i>Cleaning product order template for Tammy</i> Cleaning of Chambers after Council	Emma H Sonia
	<ul style="list-style-type: none"> Vacancies, enquiries, website up to date? 	Nil to report	Emma H
Payroll	<ul style="list-style-type: none"> Timesheets 	HACC emailing timesheets – will need to be signed by Coordinator.	Rhian
	<ul style="list-style-type: none"> Leave 	Leave forms to be completed by all staff and submitted to appropriate manager.	Rhian Sonia Dacre
Creditors	<ul style="list-style-type: none"> Payments weekly 	Purchase orders from HACC and P&G to be followed up.	Emma H
	<ul style="list-style-type: none"> Procedure 	<i>Emma and Sonia to write up and</i>	Emma H

INFORMATION REPORT

		<i>share with other staff – maybe put dates in calendar?</i>	Sonia
Agenda/Minutes	<ul style="list-style-type: none"> HACC Information Report 	<i>Needs to be submitted on time – Sonia/Dacre to follow up with Lisa</i>	Emma R Sonia
Debtors	<ul style="list-style-type: none"> Outstanding debtors report 		Rhian
	<ul style="list-style-type: none"> HACC 	Rhian to send out reminders for payment to outstanding HACC clients and email Lisa with update each month.	Rhian
	<ul style="list-style-type: none"> Cat & Dog Registrations 	Due end of October, need to be sent out first week of Oct.	Rhian Sonia
Rates	<ul style="list-style-type: none"> General update 		Wendy
Bank Rec	<ul style="list-style-type: none"> General update 		Rhian Dacre
Receipting	<ul style="list-style-type: none"> Roster 	Continue to follow roster. <i>Any issues arising?</i>	All Staff Sonia
IT	<ul style="list-style-type: none"> Malware Software 	Sonia to contact PCS to check current status of all Malware software. Updates to be run first week of each month – reminder in calendar.	Sonia All Staff
Licensing	<ul style="list-style-type: none"> Administration Instructions 	All staff to stay up to date with licensing emails.	All Staff
	<ul style="list-style-type: none"> Issue Register 	New register to be developed for issues and DQI contact.	Emma R
	<ul style="list-style-type: none"> PDA's 	Next booking - November	All Staff
Staff Training	<ul style="list-style-type: none"> IT Vision 	Payroll Essentials and Leave Setup course – Rhian 10 th – 12 th November 2015	Sonia
	<ul style="list-style-type: none"> Records Management Training 	Would anyone like to attend? 8 th &	Sonia

INFORMATION REPORT

		9 th December 2015	
Community			
Community Services	<ul style="list-style-type: none"> Upcoming events 	Paws for a Cause fundraiser – 10 th Oct Movie Under the Stars – 9 th Oct DCC	Misty Sonia
Community Development	<ul style="list-style-type: none"> WHR 		Louise Dacre
	<ul style="list-style-type: none"> Gym 	Card software upgrades Handover of all membership processes. <i>20 cards to be kept on hand with stickers & lanyards.</i>	Louise All Staff
	<ul style="list-style-type: none"> Recreation Development Strategy 	Complete and presented to Council – awaiting feedback	Louise
OSH	<ul style="list-style-type: none"> Policy Reviews & Adoption 	OSH Policy OSH Management Plan	Misty Sonia
	<ul style="list-style-type: none"> Next OSH Visit 	Wednesday 21 st October 10am	Misty Sonia
	<ul style="list-style-type: none"> Training 	OSH Rep course for Misty OSH Rep refresher course for Sonia/Colin/Dave	Misty Chris
Works & Outdoor			
Roads	<ul style="list-style-type: none"> Preparation works on Dowerin-Kalannie Road and Meckering Road. Town road resealing Cottrell Street kerbing 	Should be ready for sealing in next three weeks. Town roads that were crack sealed last year will be resealed this coming month (Hilda, Cottrell, Anderson, East....) Kerbs will be replaced along Cottrell Street from Goldfields to Memorial.	Hermie

INFORMATION REPORT

		New footpath access on Memorial Ave corners.	
Airstrip	<ul style="list-style-type: none"> RAD's Grant program 	Work will be completed on RAD's grant program at airstrip early October. Fencing and gates being installed.	Hermie
Parks & Gardens	<ul style="list-style-type: none"> Centenary Park native garden Cricket pitch cut around edges, levelled and turf re-laid in preparation for cricket season. Cricket nets 	<p>Reticulation still being installed in new park garden.</p> <p>Trees casting shadow across cricket nets will be cut down. Includes one on school grounds.</p>	Hermie
Home and Community Care			
Staff & Volunteers	<ul style="list-style-type: none"> No report 		Lisa
Environmental Health & Building			
EHO	<ul style="list-style-type: none"> Next visit to Council 	19 & 20 October 2015	Linton
Building Applications	<ul style="list-style-type: none"> Building envelopes 	New register to be developed to keep record of building application envelopes handed out.	All Staff/Linton
Other			
Staff Leave	<ul style="list-style-type: none"> Christmas/New Year 	Check calendar	Sonia/Dacre
Social	<ul style="list-style-type: none"> Monthly Wednesday lunch 	21 October 2015 – CHINESE theme	Sonia

2.3 ANNUAL INFORMATION RETURNS

WALG ROAD INFORMATION RETURN

The annual Western Australian Local Government Grants Commission Road Information Return for the financial year ended 30 June 2015 has been completed and submitted to the Department of Local Government and Communities. This information assists the Grants Commission to assess the road expenditure needs of our Local Government and will be used in the grant determination process.

This return includes details of the following road expenditure items:

- Street Lighting
- Footpaths
- Longitudinal Pipe Drains on Roads
- Off Road Urban Drainage in Built Up Areas
- Aerodromes and Pastoral Strips

WA LOCAL GOVERNMENT GRANTS COMMISSION INFO RETURN

Due 27 November 2015.

As in previous years, the Department of Local Government and Communities requires all local governments to complete the Information Return to facilitate the processes for allocation of Commonwealth Financial Assistance Grants.

INFORMATION REPORT

2.4 CHRISTMAS/NEW YEAR LEAVE AND OFFICE OPENING HOURS

The upcoming holiday period falls during the working week. In the past the Shire Offices have remained open during this time. Upon consultation with staff it appears that we will have enough staff available to once again open the Shire Offices over this period. Christmas and New Year opening hours will be advertised in the Dowerin Despatch and on the Shire website.

Christmas & New Year Staffing											
	Mon 21/12	Tues 22/12	Wed 23/12	Thurs 24/12	Fri 25/12	Mon 28/12	Tues 29/12	Wed 30/12	Thur 31/12	Fri 1/01	January - From/To
Dacre											4 - 22 January
Sonia	AL	AL	AL	AL							NA
Emma R											
Wendy			Day Swap								11 Jan - 5 Feb
Rhian				RDO							
Emma H											
Louise											January leave
Misty			AL	AL				AL	AL		1 - 12 January
	5	4	6	2	-	-	5	7	4	-	
Office Open/Closed											
In office											
Out of Office											

2.5 PROPERTY MAINTENANCE

Property Maintenance Checklist – October 2015

Field Days Office

Maintenance	
Ceiling in office and marshals room leak water, need to be replaced	Seek quote from Neil Cott

12 Cottrell Street – Brenton Walsh

Maintenance	
The ring on the stove element is falling off and the oven doesn't seal	Seek quote from Electrician

3/13 Stacy Street – Josh Nelson & Emma Hardy

Maintenance	
Clothesline needs fixing	Maintenance contractor

1/13 Stacy Street – Ros & Brian Covic

Maintenance	
Clothesline needs fixing	Maintenance contractor

36 Stacy Street – Doug Maxwell

Maintenance	
Ceiling and wall have major water damage in main bedroom	Seek quote from Neil Cott
Tap needs fixing	Maintenance contractor

INFORMATION REPORT

3/18 Memorial Avenue – Travis Petchell

Maintenance	
Cupboard above stove needs replacing - swollen and falling apart	NA
Damaged tiles in shower/bath	NA

18 Anderson Street – Colin Smith

Maintenance	
Oven leaks heat, needs replacing	Maintenance contractor
Blind in bathroom, needs replacing	Maintenance contractor
Laundry needs repainting	Seek quote from Tony Tait

4 O'Loughlen Street – Sonia King

Maintenance	
Replace washers on taps	Maintenance contractor

HACC Building

Maintenance	
Fix carpet	Maintenance contractor

INFORMATION REPORT

2.6 DFES ACQUITTAL 14/15

The 2014/2015 DFES Operating Grant Acquittal has been completed and submitted as below. Expenditure of these funds has become more restricted over the past 12 months, and as seen in the acquittance form, there were grant funds remaining at the end of the financial period. This may need to be monitored more closely in future.

ANNUAL GRANTS ACQUITTANCE			FORM 8	
Declaration pursuant to Section 36A for Emergency Services Levy purposes <i>Fire and Emergency Services Act 1998</i>				
Local Government Name: Shire of Dowerin				
Local Government Contact: Sonia King			Phone No: 08 9631 1202	
OPERATING GRANT				
EXPENDITURE ITEM	BUSH FIRE BRIGADE		STATE EMERGENCY SERVICE	
	2014/15 Budget	2014/15 Actual	2014/15 Budget	2014/15 Actual
RECURRENT:				
1. Purchase of Plant & Equipment <\$1,200 per item		0		
2. Maintenance of Plant and Equipment		1,842		
3. Maintenance of Vehicles/Trailers/Boats		4,732		
4. Maintenance of Land and Buildings		255		
5. Clothing and Accessories		0		
6. Utilities, Rates and Taxes		4,646		
7. Other Goods and Services		0		
8. Insurances		8,087		
Sub Total Recurrent		\$19,562		\$0
NON-RECURRENT:				
9. Purchase of Plant and Equipment \$1,200 to \$5,000 per item		0		
10. Existing Interest Expense		0		
Sub Total Non-Recurrent		\$0		\$0
Total Operating Budget/Actual	\$27,070	\$19,562	\$0	\$0
Variance Between Budget & Actual ^(a)		\$7,508		\$0
ANNUAL EXPENDITURE DECLARATION				
To the best of my knowledge, information and belief, the figures set out in the Schedule above are true figures verifying the total operating and capital expenditure of the said organisation for the twelve months ended 30 June 2015.				
CEO Signature: _____			Date: 31-Aug-2015	
<p>All figures are to be GST EXCLUSIVE.</p> <p>(a) As a separate attachment, please provide an explanation of any significant variations.</p> <p>(b) Attach a costed copy of the maintenance records for each appliance/vehicle.</p> <p>(c) Capital Grants of a physical nature should have been acquitted at the time of receipt of the asset on Form 9 and forwarded to DFES ESL Allocation.</p> <p>(d) Cash Capital Grants are acquitted at the time the grant is paid subject to the conditions of this Manual.</p> <p style="text-align: center;"><i>This form must be completed and submitted by 31 August 2015 to:</i></p> <p style="text-align: center;"><i>Planning & ESL Allocation, Department of Fire and Emergency Services, PO Box P1174, Perth WA 6844</i></p> <p style="text-align: center;">DO NOT CHANGE THE LAYOUT OF THIS FORM</p>				

3. WORKS MANAGER INFORMATION REPORT

3.1 WORKS IN PROGRESS

GRADING

Uberin Rd	McHugh Rd	Parker Rd
Turriff Rd	Lawrence Rd	Mitchel Rd
Bruce Rd	Avery Rd	Ward Rd
Hindmarsh Back Rd	Fifty four Gate Rd	Manmanning Rd
Twenty Six Gate Rd	Hennessy Rd	Hindmarsh Rd
Gangell Rd	Ucarty South Rd	Maisey Rd
Cemetery Rd	Sanders Rd	Cook Rd
Windsor Rd		

CONSTRUCTION

Gravel over lay on Meckering Rd (wet mixed 13/10)
Gravel over lay on Dowerin-Kalannie Rd (cement stabilized 14/10)
Culvert extensions Dowerin-Koorda Rd

TOWN

Fire Breaks graded in Ejanding, Minnivale and Dowerin
Turf surrounding cricket pitch removed ground area lowered and turf re-laid
Slashing

PRUNING

Twinkarri roadside pruning has been carried out on

- Dowerin-Koorda Rd (Mitchell Rd)
- Cunderdin-Minnivale Rd
- Maisey Rd

3.2 COMPLETED WORKS

- Gravel sheeting Williams North Rd

3.3 FUTURE WORKS

- Road side spraying
- Slashing
- 2015-16 road program

INFORMATION REPORT

3.4 PLANT REPORT

VEHICLE NAME	PLANT NO.	Purchase Date	HRS/KMS	COMMENTS
FORD TERRITORY	O.D	30/7/13	51238km	Serviced
FORD FALCON	D0	18/6/12	78691km	Serviced
FORD TERRITORY	D 002	7/8/09	130457km	All O.K
FORD TERRITORY	D.02	3/8/15	8680km	All O.K
FUSO TRUCK	D.003	25/11/14	25201km	Blowing fuses
FUSO TRUCK	D.004	25/11/14	26668km	All O.K
HINO 300	D.005	2/2/12	99294km	Serviced
CAT 938H LOADER	D.006	21/9/12	2511hr	Service due
CAT 12M GRADER	D.007	26/11/10	4925hr	All O.K
FORD COURIER UTE	D.07	11/10/05	130531km	All O.K
TOYOTA HILUX UTE	D.018	18/11/02	87964km	All O.K
HINO 500	D.009	2/2/12	112221km	Serviced
CAT 120M GRADER	D.010	28/8/15	166hr	All O.K
TOYOTA HILUX UTE	D.013	1/7/05	130171km	All O.K
FORD RANGER UTE	D 008	31/8/09	116460km	All O.K
VE COMMODORE WAGON	D.00	31/3/11	68654km	All O.K
Mustang 2054 Skid steer	D.012	20/12/06	2903hr	All O.K
Case Maxxfarm50 tractor	D.030	28/3/2013	1074hr	All O.K

INFORMATION REPORT

MULTI PAC VP 2400	D.014	3/9/03	5079hr	Service booked
DULEVO SWEEPER 120	D.023	8/6/2015	462hr	All O.K
LOW LOADER	D.06	1/7/72		Blowing fuses on D 003 when hooked up
HINO 500 WATERCART	D 040	25/8/15	65459km	All Good

4. ENVIRONMENTAL HEALTH OFFICER INFORMATION REPORT

4.1 WATER SAMPLING

As per schedule.

4.2 FOOD SAFETY WEEK

Australian Food Safety Week takes place this year on the 8 - 15 November. As part of Food Safety Week, the Department of Health Food Unit will be hosting a series of events including:

- Food labelling seminar delivered by Food Standards Australia New Zealand
- Update on the review of the Food Act 2008 (WA) and WA Regulatory Food Safety Auditing Framework
- Food-borne disease outbreaks workshop (hosted by EHA WA)
- Food "hot topics" seminar and workshops on the assessment of food products and processes and verification of food safety programs.

4.3 FOOD STANDARDS AUSTRALIA NEW ZEALAND (FSANZ) FOOD LABELLING SEMINAR

A representative from FSANZ will deliver a seminar on the labelling requirements of the Australia New Zealand Food Standards code, outlining roles and responsibilities and current and recent proposals relating to labelling standards development, and changes to the Standards due to come in to effect in 2016.

This will be held on the 10 November 2015 to which I will attend.

4.5 UPDATE ON INSTANT START INITIATIVE

This communication is to update building industry stakeholders on the progress of the State Government's Instant Start initiative.

In November 2014, the State Government announced that it would introduce reforms in the following year that would allow registered builders to commence construction of single residences prior to the granting of a building permit but upon lodgment of a complete certified building permit application, while the permit authority processes the application.

Under this initiative, called Instant Start, the certified building permit application must be accompanied by a verification that the design complies with all relevant planning requirements.

The Government has prepared necessary amendments to the Planning and Development (Local Planning Schemes) Regulations 2015 that would allow an owner of the land to provide verification that the design for a proposed single residence complies with all relevant planning requirements. These amendments will take effect on 19 October 2015.

Once these amendments are in place, the Ministerial Order to enable Instant Start will be drafted accordingly.

Once the Ministerial Order takes effect toward the end of 2015, it will be open to an applicant to submit a certified building permit application and for the builder to rely on Instant Start to commence construction if the requirements in the Building Act 2011 and the Building Regulations have been satisfied.

INFORMATION REPORT

Further updates will be communicated as they become available.

Comment:

This is basically occurring now with Certified Plans (By a qualified Building Surveyor Assessor (BSA) where the private BSA has done all the work in getting the various departmental approvals and then presenting the package (CDC _ Certificate of Design Compliance) to the Council Building Surveyor to issue the Building Permit.

This proposal is supposedly to speed up the whole process in the issuing of a Building Permit where Council has only 10 business days in which to issue a Permit.

If the Council Building Surveyor does the CDC, he/she has 20 business days in which to issue a Building Permit.

However, the private BSA can take any period of time to process the CDC package.....it could take up to 90 days or more before it is presented to the Council for a Building Permit.

There is certainly no delays in this Council in issuing a Building Permit.....never has been.

4.6 BUILDING

REFERENCE: BP Building Permit TPA Town Planning Application R = Record only

No building applications were received

Valuation:	\$364,000	Building/Planning App' Fees	\$795.00
		Financial Year to date	\$1301.00
Year to Date	\$414,500	Budget Estimate 2015-16	\$5,000

INFORMATION REPORT

5. COMMUNITY SERVICES OFFICER INFORMATION REPORT

5.1 MEETINGS, SEMINARS, EVENTS & ACTIVITIES

DATE	PERSONNEL/EVENT	OUTCOMES
30 th Sept	CARNO Bike Plan Working Group	Meeting to discuss Bike Plan
7 th Oct	Dowerin CRC CSO	Monthly Meeting – Hobby Market Discussion

5.2 CHRISTMAS HOBBY MARKETS

Aligning with the Corporate Plan (C.4.2 Support & Promote CRC and section C.2.1 Plan & Facilitate social and community capacity programs and activities including celebratory days) shire staff and the CRC are working together to bring the Community the Dowerin Christmas Hobby Markets.

The Christmas Hobby Markets will take place on Jackson St (the road between Stewart Street and Cottrell Street) from 4pm until 7pm on Friday 18th December 2015. We're envisaging a bustling and festive atmosphere throughout the street in the lead up to Christmas with entertainment for the kids and an opportunity for residents/visitors to browse products from local businesses and the work of some local talented individuals who design and make a range of different products to sell.

Shire staff (CDO & CSO) will be responsible for the organisation of the market stalls and general marketing whilst the CRC will plan food and kids entertainment. Letters to local business owners and a mail drop will be completed by Friday 16th October.

Dowerin Recreation Strategy 2015 – 2025

Thank you to all the Councillors who spoke to me directly regarding the Dowerin Recreation Strategy document. This document has now been revised and is part of an agenda item ready for adoption by Council. It now incorporates the details that I have discussed personally with you.

This document is a forward planning document aimed to demonstrate and support well planned funding applications to assist with large projects (such as the swimming pool, playgrounds etc...). Unfortunately, painting a pretty picture of the facilities that we have does not bode well with receiving grant funding from large funding bodies such as Lotterywest and the Department of Sport and Recreation. Instead, it highlights a need for the planning of new and innovative projects as well as asset replacement.

As a shire employee who handles large projects and large grants in line with the adopted Strategic Plan and Corporate Plan, it would be great to receive some regular direction and feedback from Council.

Bike Plan

CDO met with the working group and CARDNO representative Sam Laybutt on Wednesday 30th September. The group was extremely proactive and came up with some great ideas to increase the use of 'active transport' in Dowerin. A community survey is now underway, it would be appreciated if all Councilors could complete it. The online version is available by following this link: <https://www.surveymonkey.com/r/dowerinbikeplan>

The bike plan will be a forward planning document that will help Council plan, budget and add weight to any grant funding applications we might wish to apply for, for the development of new shared pathways/BMX/cycling facilities throughout the district.

INFORMATION REPORT

6. COMMUNITY SERVICES OFFICER INFORMATION REPORT

6.1 MEETINGS, SEMINARS, EVENTS & ACTIVITIES

DATE	PERSONNEL/EVENT	OUTCOMES
16/09/15	CSO Chris Gilmour OSH Committee	Quarterly Occupational Safety & Health Committee Meeting
17/09/15	CSO Ros Covic – DCC Manager	Meeting to discuss Living in the Wheatbelt forum and the organization of the day
23/09/15	Living in the Wheatbelt Forum	Community Event
30/09/15	Ryan from Raw Creative CSO	Phone meeting to discuss development of new Dowerin Brochure.
7/10/15	Donny Fraser – Australian Skateboarding CSO	Phone Meeting to discuss Skateboarding workshop in Dowerin as a part of National Youth Week in April 2016.
9/10/15	Million Stars Movie – DCC	Community Event

6.2 COMMUNITY ACTIVITIES

Living in the Wheatbelt Forum

The Living in the Wheatbelt forum was held on the 23rd Sept at the Dowerin Community Club. Shelley Taylor-Smith, Maggie Dent and Glenn Mitchell delivered inspiring, informative and heartfelt presentations. Lots of positive feedback has been received from the 70 people who attended, claiming they thoroughly enjoyed the day and gained a lot from the speakers.

Special thanks must be given to the sponsors and funding providers – Dowerin Events Management, Dept of Local Government & Communities, One Life, Bendigo Bank and Dowerin CRC. Without the sponsorship from DEM and the successful funding applications, we would not have been able to put on an event like this.

We hope to make this an annual or biennial event at least. It was a great opportunity to provide an event like this to the wider community and also to show off the DCC and its facilities.

Million Stars Movies

The movie booked for this year's outdoor movie was Ant-Man and was held on Friday 9th October which was the last Friday of school holidays. Approx 70 people were in attendance and everyone seemed to enjoy the night.

Seniors Week – Seniors Olympics

CSO applied for funding to help run an event for Seniors Week in the first week in November. Notification has not been received yet whether the funding has been approved. HACC will take the lead in the organization and delivery of this event, with some assistance from CSO if needed. The event will most likely go ahead even without the funding, as time is running short and planning needs to commence.

National Recycling Week – Swap Party

CSO will be running an event on Saturday 14th of November for National Recycling Week called a Swap party. The theme will be 'Women & Kids' and the event will be held at the Town Hall/Lesser Hall. A few volunteers will be required to run the event on the day, but hopefully some Shire staff members will assist.

INFORMATION REPORT

National Youth Week

CSO is applying for a National Youth Week grant to hold a Skateboard Workshop in Dowerin over Youth Week in April 2016. The maximum funding amount that can be received is \$1,000 and the workshop will cost approximately \$1,300. A youth event has not been held in Dowerin for a while, so it may be worthwhile holding the event anyway, inviting Goomalling and Wyalkatchem and splitting the costs.

Christmas Market Night

CSO and CDO in conjunction with the CRC staff are planning an alternative event to the old 'late night shopping' event. Plans include to close Jackson Street and line it with craft and food market stalls, have live music/entertainment, carnival type food and kids entertainment.

CSO applied for funding from the Thank a Volunteer Day program for this event to help with catering costs etc, but we have not received notification of the status of this grant as yet.

6.3 ONGOING PROJECTS

Australia Day Awards Walk of Fame

CSO would like to develop an Australia Day Active Citizenship award Walk of Fame in the new garden area which was developed for the National Tree Day activity. Please see attached agenda item.

2016 Community Calendar Photo Competition

The 2014 and 2015 community calendars were a success, so we decided to try it again and produce another amazing community calendar. Entries have not been as abundant as previous years so it may be worthwhile to have a break next year and think about doing the calendar biennially.

Redevelopment of Dowerin Tourism Brochure

CSO has just begun consultation with Raw Creative designs to develop a new Dowerin Tourism brochure. The existing one is tired and needs reinvigoration. Ryan from Raw Creative has worked in the tourism field for many years and that is where his passion lies. Initial ideas are that we need to sell 'experiences' and what Dowerin has to offer for visitors – rather than the traditional 'things to do and see' line of thought.

6.4 TOURISM

Minnivale Campground

The honour box at the Minnivale Campground is proving to be a successful addition and seems to be growing in popularity as time goes on. In the whole of the 2014/15 financial year, approx. \$410 was received in the honour box. In this 2015/16 financial year (3 months) we have already received \$510 from visitors and campers. We continually receive positive feedback and comments regarding the site for the cleanliness and amenities available. The works/garden staff need to be commended on their work at the Minnivale Campground.

The fire rings have been removed a couple of weeks ago in preparation for the fire season.

Wheatbelt Way Site Audit

CSO has to complete an annual audit of the Wheatbelt Way sites in Dowerin by the end of October. This audit is done to ensure that the sites are compliant, safe and ready for visitors over the heavy tourist season.

6.5 GRANTS

Available Grants:

National Youth Week Grants Program 2015 – up to \$1000.00

6.6 OCCUPATIONAL SAFETY AND HEALTH

New Occupational Safety & Health Manuals

CSO has taken on the OSH representative role at the Shire. The manuals at the Office and the Depot were extremely out of date and had to be reprinted and replaced. Totally new manuals had to be compiled for HACC and Childcare as they did not have a manual at all.

Policy and procedure review schedule

All Occupational Safety & Health policies and procedures are required to be renewed every 4 years. The Shire of Dowerin's were all due for renewal in 2012 but it was not completed at this time. CSO has created a renewal schedule that will enable us to be compliant with this task by August 2016 by reviewing 10 procedures every month.

All Office, Depot, HACC and Childcare staff will need to participate in this review process and results/comments will then go to the OSH Committee for approval and to be signed off on.

Fire Extinguisher checks

All Fire Extinguishers are required to be checked every 6 months. The Shire's are due in April and October. eFire & Safety will be attending Dowerin on Monday 19th to check all of the Shire properties' fire extinguishers.

Testing and Tagging

It is an OSH requirement that all testing and tagging of electrical equipment completed every 12 months or when new equipment is purchased. This task was due in April (so is 6 months overdue).

CSO is liaising with Works manager to secure Colin Smith (who is the only qualified tester and tagger on staff) for a day, to complete the task at the Office, HACC office, Childcare and the Depot.

MSDS Register update

It is an OSH requirement to hold MSDS (Material Safety Data Sheets) Registers for all hazardous material held in Shire locations. These materials are basically all chemicals, cleaning materials etc that are held on site that may be hazardous to people and require special handling or first aid requirements etc.

Currently these registers are severely out of date and it will be a time consuming task to create and update these registers for all locations within the (Depot, office, HACC office, Childcare, Town hall, Recreation Centre, Gym, DCC etc).

6. HACC COORDINATOR INFORMATION REPORT

Nil submitted.

ITEM	ACTION REQUIRED	RESPONSE OF STATUS
2455 18/11/2014	THAT COUNCIL SUPPORTS A GRANT APPILCATION THROUGH THE COMMUNITY WATER SUPPLY PROGRAM TO INCREASE THE WATER CATCHMENT TO THE FIELD DAYS DAM AND EXTEND THE WATER SUPPLY TO CENTENARY PARK AND THE SHIRE OFFICE GARDENS.	APPLICATION YET TO BE COMPLETED
2484 17/03/2015	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. PURSUANT TO SECTION 58 OF THE LAND ADMINISTRATION ACT 1997, RESOLVE TO INITIATE A PERMANENT ROAD CLOSURE ACTION FOR UCARTY ROAD, 2. PURSUANT TO SECTION 58 OF THE LAND ADMINISTRATION ACT 1997, NOTE THE SHIRE OF DOWERIN WILL INVITE SUBMISSIONS ON THE ROAD RESERVE CLOSURE REQUEST FOR A PERIOD OF NO LESS THAN 35 DAYS. 3. PURUANT TO SECTION 58 OF THE LAND ADMINISTRATION ACT 1997, WILL RECONSIDER THE ROAD CLOSURE ACTION AFTER 35 DAYS HAS ELAPSED FROM THE PUBLICATION IN A NEWSPAPER CIRCULATING THE SHIRE OF DOWERIN OF NOTICE OF MOTION FOR THAT RESOLUTION, AND THE SHIRE HAS CONSIDERED ANY OBJECTIONS MADE TO IT WITHIN THAT PERIOD CONCERNING THE PROPOSALS SET OUT IN THAT NOTICE. 	ROAD CLOSURE PROCEDURE HAS COMMENCED FUTURE REPORT TO COUNCIL
2526 18/08/2015	<p>THAT COUNCIL;</p> <ol style="list-style-type: none"> 1. ACCEPTS THE OFFER FROM MAX AND ANNETTE BOASE FOR THE PURCHASE OF LOT 7 STACY STREET FOR THE SUM OF \$150,000; AND 2. AUTHORISES THE PRESIDENT AND CEO TO SIGN AND SEAL LEGAL DOCUMENTS RELATING TO THE SALE OF LOT 7 STACY STREET. 	APPLICANT HAS BEEN ADVISED OF COUNCIL'S DECISION. QUOTES ARE BEING SOUGHT FOR SURVEYOR.
2534 15/09/2015	THAT COUNCIL GRANTS AN EXEMPTION FOR A TEMPORARY BUILDING PERMIT FOR BUILDINGS, STAGES, MARQUEES AND THE LIKE, UNDER 55 SQM, PROVIDING THERE IS NO EQUIPMENT OR STAGE TYPE LIGHTING SUSPENDED ABOVE PERSONS WITHIN THE STRUCTURE.	DOWERIN EVENTS MANAGEMENT HAS BEEN ADVISED OF COUNCILS DECISION.