



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Annual Electors Meeting

Held at the Dowerin Community Club
East Street, Dowerin WA 6461
Tuesday 18 February 2020



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Shire of Dowerin
Annual Electors Meeting
Tuesday 18 February 2020



1. Official Opening

The President welcomed those in attendance and declared the meeting open at 6.05pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr AJ Metcalf	Deputy President
Cr JC Chatfield	
Cr LG Hagboom	
Cr LH Holberton	
Cr JC Sewell	
Cr RI Trepp	
Cr BA Ward	

Staff

Ms R McCall	Chief Executive Officer
Ms C Delmage	Manager Corporate & Community Services
Ms V Green	Executive & Governance Officer

Members of the Public:

Frances Anderson, Dawn Condo, Roberta Cooper, Eric Emmott, Simon Emmott, Wendy Emmott, Trevor Gerrard, Fiona Hagboom, John Hull, Diane Hudson, Lesly Marshall, Doug Maxwell, Norma Metcalf, Noela Newman, Peter Nowelski, Steve Parkin, Don Phillips, Margaret Phillips, Emma Richards, Peter Richards, Anne Robson, Betty Ward

Apologies:

Mr Glen Brigg, Manager Works & Assets, Lynley Arnott, Ian & Lyn Phillips

Approved Leave of Absence:

Nil

3. Public Question Time

Nil

4. Confirmation of Minutes of the Previous Meeting(s)

4.1 Annual Electors Meeting held on 5 February 2019

[Attachment 4.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: A Robson

Seconded: E Richards

0147 That, in accordance with Section 5.32 of the *Local Government Act 1995*, the Minutes of the Annual Electors Meeting held on 5 February 2019, as presented in Attachment 4.1A, be confirmed as a true and correct record of proceedings.

CARRIED

5. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

5.1 Receipt of the 2018/19 Annual Report

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	29 January 2020	
Location:	Not applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Organisation/Governance/Council Meetings/2020 Annual Electors Meeting	
Disclosure of Interest:	Nil	
Attachments:	Attachment 5.1A – 2018/19 Annual Report	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the 2018/19 Annual Report to the Annual Electors Meeting.

Background

The annual financial statements for the year ended 30 June 2019 have been completed, as has the annual audit of those financial statements by Council's auditors, AMD Chartered Accountants (AMD).

The Audit & Risk Committee adopted the audited financial report at its December 2019 meeting (CMRef 0121) which also included the exit interview with the Office of the Auditor General (OAG) and AMD. Council adopted the 2018/19 Annual Report at its Special Council Meeting held on 14 January 2020 (CMRef 0123).

The 2018/19 Annual Report is provided as an Attachment.

Comment

The 2018/19 Annual Report consists of the following parts:

1. 2018/19 Annual Financial Statements;
2. Independent Auditor's Report;
3. President's Report;
4. CEO's Report; and
5. Statutory Reports.

In addition, reports on the activities and events undertaken by the Shire for the financial year are included.

Consultation

Despatch advertising on 7 February 2020, as well as promotion on the Shire's Facebook page, website and notice boards.

Avon Advocate Local Public Notice on 29 January 2020

Special Council Meeting 14 January 2020

Audit & Risk Committee Meeting 19 December 2019

OAG & AMD

Senior Management Group

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 5.27 of the *Local Government Act 1995* states that a general meeting of electors is to be held once every financial year on a day selected by the local government but not more than 56 days after the adoption of the annual report.

Section 5.29 of the *Local Government Act 1995* states that the CEO is to convene an electors' meeting by giving 14 days local public notice.

Regulation 15 of the *Local Government (Administration) Regulations 1996* state that the matters to be discussed at an Annual Electors Meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

Risk Implications

Council would be contravening the *Local Government Act 1995* and *Local Government (Administration) Regulations 1996* if it did not conduct an Annual Electors Meeting.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

	<p><i>It is anticipated that the Dowerin Marketing Plan will be a working document and will form the basis of an annual communications plan to include consultation, engagement and promotional initiatives. The initial Plan will be targeting visitors to Dowerin, therefore actions will include marketing initiatives to promote Dowerin's attractions, events, services and accommodation. It is anticipated to further develop the Plan in 2021/22 to target families to live, play and invest in Dowerin.</i></p>
Outcome 2	<p>Tourism is a significant contributor to the local economy and is enhanced by investment in tourism initiatives that showcase Dowerin's natural and built attributes.</p>
Strategy E2	<p>Undertake a tourism asset and opportunity review to clearly identify target markets, tourism trends and opportunities for Dowerin to better promote offerings; encourage and support local businesses to better cater for visitors and tourists.</p>
Action 2.1	<p>Undertake a tourism audit to include attractions, services and signage: 2019/2020</p> <p><i>Status:</i></p> <p><i>Preliminaries have commenced and it is aimed to complete the audit by April 2020. The purpose of the audit is to identify maintenance and replacement requirements for existing attractions, services and signage. In addition, the audit will identify any signage gaps. The renewal and addition of signage is likely to be rolled out over 2-3 years due to budget restrictions.</i></p>
Action 2.2	<p>Prepare and implement a Strategic Tourism Plan: 2020/2021</p> <p><i>Status:</i></p> <p><i>The timeline for this project is 2020/2021 and is likely to be completed inhouse.</i></p>
Outcome 3	<p>New industry and strengthen existing industry supports economic growth and local employment generation.</p>
Strategy E5	<p>Complete a local economic development and incentivisation plan that focuses on business development and identifies industry opportunities and actions to capitalise on prospects.</p>
Action E5.1	<p>Develop and implement a Strategic Economic Plan; 2020/2021</p> <p><i>Status:</i></p> <p><i>The timeline for this project is 2020/2021 and is likely to be completed inhouse unless resources are allocated in the 2020/21 Budget. It needs to be clear that Council's core function is not economic development. Council can support economic development, however has little control and/or influence to empower business development. The Plan will identify agreed objectives and actions plus highlight the responsible key stakeholder(s).</i></p>
Strategy E6	<p>Local businesses are supported to thrive through continued membership and promotion of the Wheatbelt Business Network, and development of a local business development strategy.</p>
Action E6.1	<p>Facilitate the re-activation of the Dowerin Business Association.</p> <p><i>Status:</i></p> <p><i>Mid-year 2019, the Dowerin Business Association (DBA) convened a meeting to discuss the future and purpose of the DBA. The Shire President and CEO attended this meeting. The DBA accepted the offer from the CEO for the Shire to act as a 'silent' secretary to assist with administration and communication. The meeting did result in the DBA hosting a sundowner at</i></p>

	<p><i>the Farm Shed which was well attended by the business community.</i></p> <p><i>Council can support the function of the DBA, however the organisation must be driven by the business community.</i></p> <p><i>Council will be hosting a sundowner with the intent of inviting the business community to provide the opportunity to network and discuss matters of concern. The sundowner is likely to be held in late March or early April 2020. It is hoped the business community takes advantage of this opportunity.</i></p>
Action E6.2	<p>Advocate for increased local participation of the Wheatbelt Business Network.</p> <p><i>Status:</i></p> <p><i>It was the CEO's take from the DBA meeting that there was a general lack of appetite for the Dowerin Business Community to be affiliated with the Wheatbelt Business Network (WBN). The WBN helps keeps businesses up to date with business information, business contacts, resources, networks and a fortnightly newsletter. The WBN connect businesses through a range of networking opportunities to include business after hours events, a member only Facebook group, Lindekin groups, women in business event and mentoring program. Membership over the Wheatbelt is currently 300 businesses. Membership costs start at \$165 per annum.</i></p>
Action E6.3	<p>Facilitate the development of business development strategies and support local businesses with the implementation of identified initiatives.</p> <p><i>Status:</i></p> <p><i>The timeline for this project is 2020/21 and is likely to be completed inhouse unless resources are allocated in the 2020/21 Budget. It needs to be clear that Council's core function is not economic development and Council has little control and/or influence to empower business development. However, Council can work with the business community to identify workable and sustainable initiatives. This will be addressed when the Strategic Economic Plan is developed.</i></p>
Additional Meeting Comment	<p>It was suggested the Shire could facilitate a public forum with a futurist to stimulate economic development and generate additional ideas. A potential facilitator had been identified and this would be considered in the development of the Strategic Economic Plan.</p>

Q3. Disability Access and Inclusion Plan (DAIP) - with the Dowerin Community Club (DCC) being a public building, a self-opening door should be installed. There are disabled people in town who would benefit from this and also elderly people who frequent the building. Reading the DAIP, I was unable to see any provision for this to be implemented.

The objectives and outcomes in the Shire of Dowerin's DAIP are very broad. It is agreed that the installation of an automatic door at the DCC would be beneficial to the community at large. In previous years grant funding was available to local authorities for similar initiatives, though unfortunately this program is no longer accessible. The approximate cost to install automatic doors would be in the vicinity of \$7,000. However, the lack of external funding will not stop Council discussing the proposal with the DCC Committee soon and, if favourably considered, it will be included in 2020/21 Budget.

Q4. Snap Send Solve - does not appear to resolve issues as planned.

When the Snap Send Solve app was introduced as a mechanism for the community to report issues the app's utilisation was grossly underestimated. The sheer volume of Snap Send Solve requests received has become difficult to process and manage, particularly during periods of staff changeovers. It is planned to review the management of the app over the next few months and implement improved processes to ensure issues are at least acknowledged. Addressing issues received through the app depends on a number of variables to include:

- Budget consideration and/or implications;

- Asset management practices;
- Road maintenance and construction programs; and
- Parks & Gardens maintenance program.

Q5. Bird Sanctuary – repair required on the shade cloth, bins have no bottom and people put rubbish in which goes on the ground. Fence and signs need replacing.

The 2019/20 Budget includes an allocation to commence maintenance work and signage renewal along the Tin Dog Walk Trail to include the Bird Sanctuary. Although the fence looks unsightly, it is generally in good condition and is suitable for its function to deter access to the sewer dam. The Dowerin Workcamp were involved in the initial development of the sanctuary and maybe be agreeable to assist in carrying out maintenance. It is a preference to remove the shade cloth and carry out due diligence to identify possible alternatives to address screening, seating, signage and litter control. Costings will need to be presented to Council for consideration.

Q6. Red Cones – have been left outside of Chatfield residence for two years.

Q7. The appalling state of the footpath in the main street of Dowerin (eg, gaps in paving, slippery pavers, curb exposed).

The cones remain at this location as the footpath contains a trip hazard. Council has purchased a grinder to address the high-risk trip hazards found within the footpath network. Many of the trip hazards are caused by tree roots. The Workcamp will be undertaking this work and it is anticipated that works will commence by mid-March.

Council is aware of the poor conditions of the footpath network. Council has 7.7km of footpaths with a useful life of less than 50 years. Replacement costs for footpaths is \$985,000. In order to keep pace with asset renewal Council needs to spend approximately \$20,000 per annum. This does not include the construction of new paths to extend the footpath network.

Q8. Trees – reported in Woods Road and still not removed

Upon investigating this matter, it appears a loader has pushed the tree aside. The works crew have since cleared the debris away.

Q9. New Road Repair Truck – please explain to the community how this is to be used and when this will happen.

Current work practices include patching roads by hand. To obtain efficiencies, Council made the decision to purchase a Jetpatcher. The jet patcher will be utilised to patch roads (potholes and edges), sealing of re-stabilisation works and bitumen repairs. The Shire requires usage of the Jetpatcher on its aging and deteriorating sealed network, but budgets will determine the amount of usage.

The Jetpatcher contains a high-pressure vessel; therefore, the works crew need to be appropriately trained to ensure operation is carried out safely. Training was delayed due to the Christmas period and waiting for the return of the crew from annual leave. The accredited trainer arrives this week to facilitate appropriate training over 3 days.

Q10. Trees in the main street are self pruning. Surely the Shire could trim on a regular basis, as many lights are not visible due to the trees. Also, dangerous when branches drop, as well as causing excessive mess. This has been the case for the ten years I have lived here and been addressed several times, also many of the bins are rusting out on the bottom.

Council will need to engage an arborist to prune the gums in the main street as it is a specialised task to prune appropriately to ensure the trees are not damaged and limbs are not weakened. There is an allocation in the current budget to undertake this request. It should also be noted there are members of the community who would prefer the trees to be left as is.

It is acknowledged that the rubbish bins need replacing. This project will be a consideration for the 2020/21 Budget.

Q11. The purchase and disposal of Shire equipment that is hardly used (eg. Is the old bob cat still within the Shire? If so, why buy a new one and why isn't the odd one sold (if still here).

The Mustang bobcat is near its end of life and has being replaced with the skidsteer. It is planned to house the mustang at the Tip to carry out ongoing tip maintenance. Council has recently disposed of a low loader and dolly. Offers received for the 2009 Ford Ranger Utility are yet to be evaluated.

Q12. Since recycling has finished I the town is the TPW wool press still located in the recycling shed? If so, why hasn't it been sold?

Q13. Several businesses are participating in a recycling of cardboard project in conjunction with Avon Waste. Is the Shire participating in this venture. If not, why?

Theme	Our Natural Environment
Objective	Dowerin's unique natural environment is conserved and enhanced through sustainable practices and responsible environmental management.
Outcome 1	Increased community education and awareness supports the preservation of Dowerin's natural environment.
Strategy N1	Work with environmental advocacy groups to deliver targeted education programs that support existing sustainability initiatives and encourages community ownership of the recycling program.
Action N1.1	<p>Facilitate and support the transfer of the recycling program management to a community group.</p> <p><i>Status:</i></p> <p><i>The original intent of the recycling shed was based on the ethos that the community would volunteer to sort through the recyclables and bale. Over time, volunteerism dropped, and the Shire was then picking up recyclables, sorting, baling and disposing. This unbudgeted service became onerous and costly.</i></p> <p><i>In late 2018, Council approached possible community groups to determine the appetite to take on the service to no avail.</i></p> <p><i>The current value and treatment of recyclables is of concern across the world. Until the Federal and State Governments set appropriate policy and put in place sustainable programs to drive and support the management of recyclables Council will not be offering a recyclable service other than the fortnightly recycle bin pick-up.</i></p> <p><i>The Shire is yet to confirm the ownership of the TWP press. It is unknown if it was donated or purchased for the purpose of the recycling project. If it is determined that the Shire owns the TWP press the retainment or disposal will be considered by Council.</i></p>
Additional Meeting Comment	It was advised that the TWP press was donated to the Shire by Mr Eric Emmott hence this would be followed up.
Action N1.2	<p>Support the rollout of the Container Deposit Scheme.</p> <p><i>Status:</i></p> <p><i>New WA policy will see the WA Container Deposit Scheme roll out from June 2020. Containers for Change allows consumers to take empty beverage containers covered by the scheme to a refund point to receive a refund of 10 cents. The container deposit scheme - Container for Change - starts on 2 June 2020. Containers for Change is run by WA Return Recycle Renew - a not for profit company responsible for establishing the collection network and managing its day to day operations. Upon scheme commencement, over 170 Containers for Change Refund Points will open across WA. Over 220 Refund Points will be open across the State by June 2021. The Minister is yet to</i></p>

	<p><i>formally announce the location of the Refund Pints.</i></p> <p><i>It is believed that the Dowerin Community Resource Centre, High School and Men's Shed have expressed an interest in managing a local Containers for Change.</i></p> <p><i>For further information visit www.containerforchange.com.au.</i></p>
Additional Meeting Comment	<p>It was confirmed that the Lil' Tigers had registered for the Containers for Change program.</p>

Q14. Security in town. Since lots of break ins, etc, over the last months, shouldn't the Shire be investing in helping of prevention of this? Ie. security in main street and back lanes.

The SCP does not identify security as a priority. Installation and management of appropriate CCTV is costly and while there is significant external funding available to install CCTV, the criteria is based on key priorities and WA Police crime statistics and identified hotspots. Although Dowerin's criminal incidents have increased of late, the number is not likely to warrant a successful grant application. Therefore, Council would need to cover the full cost of installation. In addition, consideration of ongoing monitoring of the CCTV and maintenance of the system is required; who monitors, who maintains the system, who replaces the system when required etc?

It should also be noted that Council is responsible for securing its own assets. Businesses and residents are responsible for appropriately securing their private property.

Q15. The gardens and gardening committee in my opinion are going a good job, but should consideration be given to making the town entrance more appealing?

Theme	Our Infrastructure
Objective	Our infrastructure will drive economic and population growth, be a key enabler to the digital economy and support reliable, efficient service delivery.
Outcome 1	Infrastructure is for purpose, responsibly managed and maintained.
Strategy I1	Empty spaces/places review to determine and promote opportunities for the re-use and revitalisation of unused community assets.
Action I1.3	<p>Develop and implement a Streetscaping Plan</p> <p><i>Status:</i></p> <p><i>The Draft Streetscaping Plan is nearly completed and will be presented to the Streetscaping Committee for feedback. The Plan will include the streetscaping of Stewart Street, DCC & SSA entrances and town entrances on Goldfields Road. The implementation of the Plan will be dependent on budget allocations and the success of attracting external funding. Depending on available funds, it could take 5 to 6 years to roll- out the Plan.</i></p>

Q16. My personal view is that the Shire Councillors, CEO and Leading Hand should go for a walk around the town together and have a look at some of the issues stated above.

The CEO and Manager Works & Assets drive and walk around town on a weekly basis. They are fully aware of asset conditions and the need for attention. Asset management is a holistic approach of managing infrastructure to include the financial and human resources required to manage assets, which comprises whole of life cycle and renewal costs. Due to the state of aging assets across the Shire it is imperative that a strategic approach is implemented to enable the 10-year programming schedule to be carried out.

Financial resources are limited, and we have a significant renewal gap. Bringing our assets to a suitable standard, for them to be functional and meet the needs of our community into the future is going to take patience and time.

Q17. Is the Lessor Hall getting any type of air conditioning? I think this should be done.

Theme	Our Infrastructure
Objective	Our infrastructure will drive economic and population growth, be a key enabler to the digital economy and support reliable, efficient service delivery.
Outcome 1	Infrastructure is for purpose, responsibly managed and maintained.
Strategy I1	Empty spaces/places review to determine and promote opportunities for the re-use and revitalisation of unused community assets.
Action I1.3	<p>Audit and review Council's facilities and assets</p> <p><i>Status:</i></p> <p><i>The replacement of the air-conditioning in the Lessor Hall is \$3,000 and is not factored in the 2019/20 Budget. This will be considered by Council. It is anticipated to complete the audit prior to June 2020 to ascertain the usage of facilities and spaces. This data will be assessed in conjunction with asset life-cycle costs to assist Council determine how to best manage its facilities and spaces.</i></p> <p><i>Town Hall (including Lessor Hall);</i></p> <ul style="list-style-type: none"> • <i>Condition assessment 3</i> • <i>Estimated remaining life 30 years</i> • <i>Approximate annual revenue \$4,000</i> • <i>Approximate annual operational expenditure \$21,000</i> • <i>Immediate maintenance and painting \$33,600</i>
Strategy I2	Develop a comprehensive asset management plan that prioritises assets and details a replacement and management schedule, that aligns to community needs.
Action I2.1	<p>Prepare a comprehensive Property Portfolio of Council's owned assets that includes 10-year replacement and management schedules.</p> <p><i>Status</i></p> <p><i>The Property Portfolio was completed in 2019 and the 10-year maintenance schedules will be reviewed as part of the 2020/21 Budget process.</i></p>

In addition to the above information, which was provided as a handout at the meeting, a document detailing the Asset Management Considerations for the Shire of Dowerin has been developed and was available to attendees at the meeting. A copy is included as an Attachment to these Minutes.

The other main points of discussion and questions raised included:

- Staff Employment
- Q. There is a perception that available jobs are not advertised locally and that no locals are being employed.
- A. Since August 2018 all vacancies have been advertised in the Despatch, on the Shire's website and Facebook page. The Avon Advocate was utilised for some recent recruitment due to the Despatch not being published throughout January 2020. Two locals recently commenced with the Shire and there are currently only two staff members who do not live locally.

There are strict recruitment practices for local government vacancies with the need to address selection criteria and for successful applicants to have the necessary attitude, skills, qualifications and knowledge to competently fulfil their role(s). The level of governance and compliance has dramatically increased in recent years and it is important the organisation is able to comply with its legislative requirements.

It is common across the local government sector for regular staff movements to occur at various times. It is believed the organisation currently has a strong team with a good, coherent culture. This can be demonstrated with the Shire recently achieving its best financial audit result in years, and the 2019 Compliance Audit Return achieving a 97% success rate.

The community can be assured there are dedicated staff working at the Shire of Dowerin and it would be nice for them to be made to feel welcome.

To assist with this, the Administration will be hosting a 'meet and greet' with staff on Tuesday 10 March 2020 in Council Chambers and members of the public are encouraged to attend.

Swimming Pool

- Q. The Shire was congratulated on recent refurbishment works at the Pool and the cost of providing the service was queried.
- A. Ongoing costs associated with the pool equate to approximately \$120,000 per year with a revenue generally around \$15,000-\$20,000 per annum.

It is acknowledged pools operated by local government will generally operate at a loss, however the provision of the service to the community is believed to provide other benefits in terms of safety, health and wellbeing and as a facility for social interaction.

The suggestion was made that with a lower or no admittance fee use of the facility may increase, however that would not have a beneficial impact to Council's revenue stream. In comparison to other local government pools, the cost of a season pass is relatively low.

The Shire is glad the community appreciate the works undertaken and hope that a great deal of fun and enjoyment can be gained by utilising the facility.

Note

Following the meeting and upon review of the above expenditure and revenue, it was identified that the operating costs were in fact around \$207,000 per annum with a revenue of around \$11,000. While the original figures listed above were what was discussed at the meeting, these corrected figures are included in the Minutes for clarification and the community's information.

Dowerin Short Stay

- Q. It was queried whether the Short Stay was operating at a profit.
- A. The short answer is, no. The cost of staying at the Short Stay almost covers the cost of providing the service in terms of normal operations. There are additional long term asset renewal costs which are not currently covered.

Unfortunately the facility was not painted properly originally with these works currently being completed by the Workcamp.

Light Vehicle Fleet Management & Asset Management

- Q. The Shire's recent changeover of light vehicles was queried with the type of vehicles, shop-local policy and private use raised as concerns.
- A. As a result of the cessation of the previous change-over of light vehicles arrangement (due to it no longer being offered by Ford dealerships) it was necessary to conduct a new procurement process. Local governments have access to fleet discounts under the State

CUAs and are not required to pay stamp duty on the purchase of light vehicles. Quotes were sourced and while Boekeman Machinery were offered the opportunity to quote initially and submitted a quote, a second quote was not sought to determine whether the pricing could be matched.

When considering the purchase arrangements, the purchase price, fleet discount, trade-in price and low or no maintenance costs are considered to reduce the cost per kilometer of operating the vehicle. Using this analysis identified that Toyota vehicles were able to provide the best value for money and lowest life-cycle costs to Council. In addition, the purchase of higher-end vehicles equates to a higher trade-in price on the resale.

Council recently adopted a Regional Price Preference Policy which entitles local businesses to a price preference of up to 10%. Details of the policy are available in the Policy Manual available on the Shire's website.

It is standard practice across the local government sector that executive management staff are entitled to unlimited private use of the local government owned vehicle during their term of employment. This is often restricted to use within the State and the spouse/partner of the employee is also entitled to drive the vehicle and be covered under the local government's insurance policy. This is the case at the Shire of Dowerin and the use of the vehicle provided with the position is detailed in the employee's contract of employment.

The Asset Management Considerations document provides additional information.

Road Network

The state of the Shire's road network generated a great deal of comment and Council is well aware of the maintenance and asset renewal gaps affecting all 181 roads within the district. It is an unfortunate reality that the Shire does not have the financial resources to keep pace with the level of maintenance required, with the Dowerin-Kalannie Road and Dowerin-Meckering Road being cases in point.

The exponential increase in the movement of grain freight, and the size/tonnage of the heavy vehicles used to transport the grain has dramatically increased the costs to local governments.

The Shire will be utilising traffic counters to determine the roads with the highest use and these roads would be given priority for maintenance works. The traffic counts could also be provided to the community so they are aware of the results.

The short winter and staff shortages have also meant that the construction program was not able to be fully completed as grading is reliant on the right seasonal weather conditions.

General Maintenance

Sewerage Network - Council has a Reserve for the purpose of sewer maintenance & renewals, with a current balance of approx. \$1.2million. The Shire recently purchased a high pressure Jetter to assist with the maintenance of the sewer system. The recent survey identified the areas and issues in the system to be addressed.

Faulty Street Lights - These should be reported to Western Power via their website (<https://my.westernpower.com.au/streetlight-issues/>) or by calling their faults line on 1800 622 008.

Visual Amenity of Private Property - the Shire has no authority to enforce property owners to maintain a certain level of visual amenity of their gardens, unless it is a fire hazard in breach of the *Bush Fires Act 1954*.

Recycling

Q. Is the recycling delivered to the Dowerin landfill site, or processed by Avon Waste as recycling.

- A. While there is no market for recyclables now and most recycling is taken to Avon Waste's facility in York for processing, if the recycling is contaminated it cannot be recycled and therefore becomes general waste.

It was suggested a public awareness campaign occur to inform the community of what can be recycled through the yellow top bins, although this information was included in the 2019/20 Information Booklet distributed with the rates notices & available from the Shire office. Another option may be for stickers to be placed on the bins.

As mentioned earlier, Lil' Tigers has registered an interest to be part of the Collection for Change program.

Dowerin Police

There are two new police officers being appointed in Dowerin who are currently based in Goomalling.

The Officer in Charge will be commencing mid-late March and the new officer will be starting in early March. Both are designated as Mobile Officers so they may be despatched as required to areas of need. Both officers are married with young families.

Council Connect &
CEO Connect
Subscriptions

These newsletters are published each week in the Despatch and are included on the Shire's website and Facebook page. For those members of the community who may not access these services, the newsletters can be provided to your Inbox by providing the Shire with your email address.

Interested people should contact the Shire Administration Office.

Closure

There being no further business the President thanked those in attendance and declared the meeting closed at 7.35pm.

ASSET CLASSES	USEFUL LIFE OF ASSET	REPLACEMENT COST OF EACH ASSET CLASS	\$ REQUIRED EACH YEAR TO KEEP PACE WITH ASSET RENEWAL
Road Surfaces (bitumen)	15 – 20 years is the useful life of seals but does depend on the volume of traffic	\$4,780,716 20 years useful life using the maximum 20 years useful life	\$239,035 per year average
Gravel Pavements	Gravel pavements have 20 years useful life working on 8mm wear per year and 160mm gravel pavement thickness. There is 495km of roads which have imported gravel pavement. The Shire has a total of 770km of unsealed roads.	\$20,365,842 20 years useful life using the average wear rate. Note roads with higher traffic volumes will wear quicker than lower volumes roads. This is just an average.	\$1,018,921 per year average
Road Kerbs	15km of kerbing with a useful life of 50 years	\$546,778	\$10,935 per year average
Culverts	Shire has 865 culverts	\$4,544,268 80 years useful life	\$56,803 per year average
Headwalls	Culvert headwalls have never been picked up and integrated with RAMMS (road asset software)	Cost unknown as yet. Headwalls have 80 years useful life	N/A
Footpaths	7.7km of footpaths with a useful life of 50 years. Construction material varies between bituminous products, black asphalt, in-situ concrete and pavers	\$985,122 Useful life is calculated at 50 years, history shows less than 50 years	\$19,702 per year average
Road Bridge	Shire has one road bridge	\$132,000 100 years useful life	\$1,320 per year average
Street Furniture	Shire has a mixed range of street furniture on different useful life scenarios. Items include street lighting, banner poles, rubbish bins, grab rails, bench and tables, bollards, etc	\$184,909 Has varied useful lives	\$6,430 per year average
TOTAL ASSET CLASSES			\$1,353,146 is required to keep up with asset renewal on all transport assets. This does not include maintenance.

Road grading maintenance					
TYPE OF PLANT	HOURS PER YEAR	HOURLY RATE EXCLUDING OPERATOR	MACHINERY ALONE	WAGES + OVERHEADS	TOTAL YEAR FOR BUDGET
Grader	1,100	\$80	88,000	110,000	\$198,000
Grader (contract)	500	\$160	80,000		\$100,000
Roller	400	\$70	28,000	44,000	\$72,000
Maintenance ute	250	\$40	10,000	0	\$10,000
Truck (dog at later date)	400	\$80	\$32,000	44,000	\$76,000
Loader	200	\$80	16,000	44,000	\$60,000
Ute	200	\$40	16,000		\$16,000
			270,000	242,000	\$532,000

Manual bitumen repairs / edges and potholes / culvert repairs / signage repairs				
TYPE OF PLANT	HOURS PER YEAR	HOURLY RATE	TOTAL YEAR FOR BUDGET	MACHINERY ALONE
Maintenance Truck	400	\$60	\$24,000	24,000
Man	1,000	\$50	\$50,000	
Man	1,000	\$50	\$50,000	
Signage / Guide posts			\$10,000	
Culvert Repairs			\$30,000	
			\$164,000	24,000

Bitumen repairs with automatic sealing unit			
TYPE OF PLANT	HOURS PER YEAR	HOURLY RATE INCLUDING OPERATOR	TOTAL YEAR FOR BUDGET
Jetpatcher	125	\$200	\$25,000
Aggregate	700	\$70 per tonne	\$49,000
Emulsion	25,000	1.30 litre	\$32,500
Bitumen repairs stabilizer (Skid Steer) water truck and tipper included	400	\$400	\$160,000
			\$266,500

Road widening culvert cleaning			
TYPE OF PLANT	HOURS PER YEAR	HOURLY RATE INCLUDING OPERATOR	TOTAL YEAR FOR BUDGET
Skid Steer Mulcher	300	\$170	\$51,000
Truck (tipper)	300	\$120	\$36,000
Backhoe Culvert Clean	300	\$120	\$36,000
			\$123,000

Total budget on benchmarking from other Shires:	
Road maintenance (winter & summer)	\$532,000
Road repairs	\$164,000
Bitumen repairs	\$266,500
Road widening / culvert cleaning	\$123,000
TOTAL NEEDED FOR ROAD MAINTENANCE EACH YEAR	\$1,085,500
This table shows costs to maintain the full 980km of road and includes vegetation management, culvert cleaning, bitumen patching, gravel patching as required and signage.	

The road maintenance table above demonstrates the average maintenance required each year to keep pace with maintenance requirements across the 980km of road network within the Shire. These costs will increase as roads deteriorate due to lack of asset preservation and renewal.

When combining asset renewal with general maintenance across all classes of transport, this totals \$2,438,646. Calculations are formulated from road maintenance from other Shires & records kept by the MWA from 5 previous Shires.

Information, valuations and determinations on asset preservation and renewal is sourced from WALGA’s Road Assets & Expenditure Report (released annually), as well as the knowledge, skills and experience of staff and consultants suitably qualified for valuing transport assets.

ASSET (BUILDINGS)	TYPE	USEFUL LIFE OF ASSET	REPLACEMENT COST OF ALL CLASSES OF BUILDINGS	\$ REQUIRED EACH YEAR TO KEEP PACE WITH ASSET RENEWAL
The Shire has various building which include units, houses, commercial buildings and recreational buildings.		The useful life varies for each building. Halls, offices and museums have an 80 year useful life whereas houses are averaged as 40 year useful life and transportable buildings as low as 26 year useful life.	Freehold Land: 36 parcels Buildings include, Amenities: 5 Community: 7 Emergency: 3 Heritage: 6 Operations: 8 Recreation: 12 Residence: 20 (4 Sold)	\$834,470

\$834,470 is the yearly replacement cost required and does not include building maintenance. \$834,470 is the dollar amount Council should be setting aside each year to replace its current building stocks when they have reached the end of their useful life. This figure will come down as residential buildings are sold. While it is understood that Council would not replace some of these buildings (unless the unforeseen occurs), for asset management planning purposes these costs still have to be factored in as they are Shire assets. A strategic plan will be formulated for all Council buildings.

TYPES OF ASSETS (BUILDINGS)	AVERAGE YEARLY MAINTENANCE COSTS
Commercial	\$200,000 (will be formulated after next building inspections)
Housing	\$47,000 (will be formulated after next inspections)
TOTAL BUILDING RENEWAL AND MAINTENANCE	\$1,081,470

Maintenance for commercial buildings tops \$350,000 each year over the next 4 years then flattens out. Current funding levels would not support this expenditure. Staff will spread the maintenance expenditure over further years to reduce the yearly requirement.

Residential property maintenance has reduced due to the sale of 4 houses. When the 2020 building inspections are completed it will help to formulate the next 10 years of housing maintenance. The recent reduction of housing stocks and associated maintenance work carried out over the last 12 months should halve the housing building maintenance plan over the next 10 years. Staff will carry out building inspections for the 2020/21 Budget and new building maintenance estimates will be presented to Council.

TYPE OF ASSET (SPORT AND RECREATION)	USEFUL LIFE OF ASSET	REPLACEMENT COST OF RECREATIONAL ASSETS	\$ REQUIRED EACH YEAR TO KEEP PACE WITH ASSET RENEWAL
Shire has 8 recreational areas across the district. These are made up of several different classes with the swimming pool making up the biggest replacement cost at almost \$3 million	This varies as these assets range from reticulation to the swimming pool	\$4,623,162 across 8 recreational assets	\$138,000 per year need to keep pace with useful life.

There are a number of assets in this class which have mixed useful lives. The swimming pool has reached 50 years of age which exceeds useful life estimates. New pools with sprayed concrete bowls have a much reduced useful life of 27 years. Replacement costs for the pool are estimated at \$3 million.

TYPE OF ASSET (RECREATIONAL)	AVERAGE YEARLY MAINTENANCE COSTS
Swimming Pool, Parks and Gardens, Oval	\$350,000 Includes contractors to run the pool & contractors to do turf care at the oval.

Operating costs for the pool are approximately \$120,000 per year. Ovals are approximately \$70,000. Capital renewal expenditure on the pool infrastructure over the last 2 years was approximately \$320,000. \$225,000 of this expenditure was covered by a loan.

ASSET TYPE (SEWERAGE)	USEFUL LIFE OF ASSET	REPLACEMENT COST OF ALL SEWERAGE ASSETS	\$ REQUIRED EACH YEAR TO KEEP PACE WITH ASSET RENEWAL
Sewerage and treatment infrastructure - the Shire has 5.5km of sewerage mains, treatment tanks and ponds	100 years useful life is estimated for vitreous clay pipes but condition inspections last year will lower the useful life as some sections need replacing after 42 years.	Replacement cost of sewerage is \$3,128,038	\$51,658 (this will double on current condition report)

Most of the sewerage mains are made up of vitreous clay pipes and PVC pipes with 80% vitreous clay. Under asset management vitreous clay pipes have a useful life of 100 years. This maybe correct when used in perfect conditions, however one of the biggest causes of sewerage mains not reaching their maximum useful life is tree roots. The Shire of Dowerin’s sewerage mains have been in the ground since 1978. The recent sewerage inspections carried out by Tunnel Vision have identified some sections require replacing after only 42 years.

ASSET TYPE (SEWERAGE)	AVERAGE YEARLY MAINTENANCE COSTS
Sewerage and treatment infrastructure	\$53,600

ASSET TYPE	USEFUL LIFE OF ASSET	REPLACEMENT COST OF ALL PLANT AND EQUIPMENT ASSETS	\$ REQUIRED EACH YEAR TO KEEP PACE WITH ASSET RENEWAL
Plant & Equipment	Varies between major plant and light plant. Major plant is depreciated over 10	Approximately \$3 million . This will be confirmed when asset	\$300,000 per year over 10 years depreciation.

ASSET MANAGEMENT CONSIDERATIONS – SHIRE OF DOWERIN

	years with light fleet vehicles averaged on short term changeovers.	management plans are finalised.	
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Plant maintenance will increase in some areas like fuel usage, but it is expected that better asset management practices will increase productivity to match asset renewal, preservation and maintenance.

ASSET TYPE (PLANT AND EQUIPMENT)	AVERAGE YEARLY MAINTENANCE COSTS
Equipment: 24 Plant: 16 Light Vehicles: 10	\$270,000 per year on average

There are several small classes of asset management not covered in this report, such as IT equipment, furniture etc.

CLASSES OF ASSETS	EXPENDITURE NEEDED EACH YEAR FOR ASSET RENEWAL AND MAINTENANCE
Transport	\$2,438,646
Buildings	\$1,081,470
Recreational	\$488,000
Sewerage	\$155,000
Waste (bin pickup contracted out but includes tip maintenance)	\$137,000
Plant and Equipment	\$570,000
TOTAL	\$4,870,116

INCOME SOURCES	INCOME
Financial Assistance Grant	\$1,400,000
Rates	\$1,352,400
Sewerage	\$156,000
Waste	\$91,000
Roads to Recovery	\$284,000
Regional Road Group	\$350,000
TOTAL INCOME ON YEAR BY YEAR BASIS (doesn't allow for one off funding allocations)	\$3,633,400