



**MINUTES  
OF MEETING  
HELD ON  
15 APRIL 2014**

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**1. OPENING, OBITUARIES, VISITOR**

**1.1 OPENING**

President Metcalf opened the meeting at 3pm.

**1.2 OBITUARIES**

Mrs Patricia Eaton

Mr Thomas McMorran

Ms Phyllis Fry

Mrs Helen Nankivell

**2.1 RECORD OF ATTENDANCE**

D.E. Metcalf	President	Town Ward
G.B. Ralph	Deputy President	Rural South Ward
T.W. Quartermaine		Town Ward
S.V. Brookes		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.F. Geerdink	Works Manager	

**2.2 LEAVE OF ABSENCE**

**2.3 APOLOGIES**

S.L. Dwaal	Finance Manager	
L.G. Hagboom	(Arrived at 5pm)	Rural South Ward

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

**4. DECLARATION OF ELECTED MEMBERS**

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

(2388) Moved: SV Brookes Seconded: TA Jones Carried: 7/0

**THAT CR GB RALPH AND CR TW QUARTERMAINE BE GRANTED LEAVE OF ABSENCE FOR THE MAY 2014 ORDINARY MEETING OF COUNCIL.**

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – ITEM 7.1

(2389) Moved: TW Quartermaine Seconded: SV Brookes Carried: 7/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 18 MARCH 2014 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

## 8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

### 8.1 PRESIDENT ANNOUNCEMENTS

- AROC Meeting in Toodyay
- Meeting with the President of Goomalling Shire and Cr Sewell
- Diabetes Seminar – Grant
- Met with Paul Bashall (Town Planner), Ian Metcalf and Chris Meakins to talk about Industrial Subdivision
- Mock Disaster Event – Showed capabilities of our emergency services
- DEM Board Meeting
- Budget Review
- LEMC Meeting – Mock Disaster
- School Assembly and Blessing of the Roads
- Dowerin Field Days 50<sup>th</sup> Anniversary
- Separate meeting with Dr Ramaraju and Lisa Begley (HACC) regarding Health services
- Ray Davy and Neil Mitchell regarding property trusts and investments

## 9 REPORTS OF COMMITTEE AND OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 9.1.1 CORPORATE PLAN UPDATE

Date:	10 April 2014
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 2013-2015 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.

#### 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 9.1.1**

(2390)            Moved: TA Jones                            Seconded: SV Brookes                            Carried: 7/0

**THAT COUNCIL RECEIVES THE APRIL 2014 CORPORATE PLAN STATUS REPORT.**

**CORPORATE PLAN  
2013 – 2017  
STATUS REPORT**



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THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
<b>C 1 Maintain a liveable and safe environment for all</b>					
<b>C.1.1 Support and retain police services</b>					
Liaise with the WA Police Department to ensure that 2 officers remain in Dowerin	Annually	-	CEO	<ul style="list-style-type: none"> <li>2 Officers in Dowerin</li> </ul>	
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"> <li>Minutes of LEMC Meeting</li> </ul>	Next Quarterly meeting to be held 10/4/14
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> <li>Property inspection and report – housing to a suitable standard</li> </ul>	
Spray for termites at Police Housing	Annually		Property Officer	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
<b>C.1.2 Promote and encourage participation in voluntary based emergency services</b>					
Work with local emergency services to assist with promotion and organisation in volunteer drives	LEMC Meeting Quarterly & On request	-	CSO/CDO		<p><b>Event held 29<sup>th</sup> March 2014</b></p> <p>A Volunteer drive is planned in conjunction with the Disaster Drill scheduled for 29 March 2014.</p>
Plan and implement a 'mock disaster' in Dowerin in conjunction	6 months		CSO	<ul style="list-style-type: none"> <li>A mock disaster sufficiently planned, organised and implemented within 12 months</li> </ul>	<p><b>Event held 29<sup>th</sup> March 2014</b></p>

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with local emergency services as a volunteer drive/awareness campaign				<ul style="list-style-type: none"> <li>10% increase in volunteers</li> </ul>	Initial stages of planning have commenced. Disaster Drill is planned for 29 March 2014.
<b>C.1.3 Continue to support the Animal Ranger Service</b>					
Residents have access to the services of a ranger to assist with stray dogs and related issues	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> <li>Advertise ranger services locally to residents</li> </ul>	
Continue to provide snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> <li>3 staff fully trained in snake handling</li> </ul>	Only two qualified snake handlers now with the Shire – WM currently investigating if there is any further interest in training further staff up
<b>C.1.4 Continue to produce a high quality extensive road network</b>					
Dowerin/Meckering Road -Reconstruction & Widening	2014/2015	\$429,000	Works Manager	<ul style="list-style-type: none"> <li>Regional Road Funding received</li> <li>Completion of road works</li> </ul>	<p><b>Work commenced 20/3/2014, wet mixing commenced 7/4/2014</b></p> <p>Work to commence 24 March 2014</p>
Cunderdin/Minnivale Road – Reconstruction & Widening	2013/2014	\$265,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<p><b>Work completed 22/3/2014</b></p> <p>Work commenced 3/2/2014</p> <p>Sealing to be completed week of 24 March 2014</p>
Koorda-Wongan Hills Road - gravel shoulder reconstruction	2013/2014	\$61,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
Moonijin West Road – Gravel Re-sheet	2013/2014	\$32,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
Rabbit Proof Fence Road – Tree Pruning	2013/2014	\$16,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	Completed November 15 2013
Nambling South Rd – Tree	2013/2014	\$9,500	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	Completed October 30 2013

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Pruning					
Clinic Road –Tree Pruning	2013/2014	11,500	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> <li>Complete road audit inspection</li> </ul>	
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> <li>Completed road program document</li> </ul>	
Invest in 2 x large trucks	2014	\$250,000	Works Manager	<ul style="list-style-type: none"> <li>Acquisition of 2 trucks</li> </ul>	
Traffic Control Course	Every 3 years – Next Prior to 2014	\$400 per participant	Works Manager	<ul style="list-style-type: none"> <li>All staff training complete and up to date</li> </ul>	Outside works crew completed traffic Control course 31/1/2014, Parks and Gardens staff will undertake training in May
<b>C.2 Pride &amp; Participation in our community</b>					
<b>C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days</b>					
Community Events Program	Reviewed annually	\$8860 + external grant funding	CSO CDO FM	<ul style="list-style-type: none"> <li>Coordination of events within budget</li> </ul>	Draft Version of 2014 events calendar has been created
Programs/activities for older people (e.g. Seniors week excursions)	3 programs annually		CSO	<ul style="list-style-type: none"> <li>3 programs annually</li> <li>Successful grant funding</li> </ul>	
Programs/activities for youth (e.g. School Holiday Programs)	4 programs annually		CSO	<ul style="list-style-type: none"> <li>4 programs annually</li> <li>Successful grant funding</li> </ul>	<p><b>National Youth Week – Wheatbelt Masquerade Ball held in Dowerin on 5<sup>th</sup> April</b></p> <p>Funding application for \$1000 for National Youth Week 2014 was approved to support a Wheatbelt Masquerade Ball for teenagers in years 7 – 12 from the whole region. Event is planned for 4<sup>th</sup> April 2014.</p> <p>Assisting PCYC with a funding application for National Youth Week 2014 to hold a Masquerade Ball for teenagers in years 8 – 12 from the whole region. Event is planned for 4<sup>th</sup> April 2014.</p>

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					<p><b>Ride a Bike Right – Bike Safety program held at DDHS on 24<sup>th</sup> March 2014</b></p> <p>Bike Week 2014 –The RAC Grass Roots Program Grant Application was successful for \$1,686 to support the ‘Ride a Bike Right’ bike/scooter safety program on 24<sup>th</sup> March 2014</p>
Programs/activities for families/adults (e.g. Movie in the Park)	2 programs annually		CSO	<ul style="list-style-type: none"> <li>• 2 programs annually</li> <li>• Successful grant funding</li> </ul>	<p>The Thank A Volunteer Day Grant money will be used to put towards the Million Stars Movie this year</p> <p>Million Stars Movies event held 21/12/2013</p>
Christmas Event	December		CSO	<ul style="list-style-type: none"> <li>• Successful organisation of event</li> </ul>	
Miscellaneous	3 Programs annually		CSO	<ul style="list-style-type: none"> <li>• 3 Programs annually</li> </ul>	
Be Active Programs	2 Programs annually		CSO	<ul style="list-style-type: none"> <li>• 2 Programs annually</li> <li>• Successful grant funding</li> <li>• Level of Participation</li> </ul>	
Community Breakfasts	Australia Day Anzac Day	\$1500	CSO	<ul style="list-style-type: none"> <li>• Australia Day</li> <li>• Anzac Day</li> </ul>	2014 Australia Day Breakfast – Event Held
NRM Programs/Days	2 Programs annually	\$1000	CSO	<ul style="list-style-type: none"> <li>• 3 Programs annually</li> </ul>	
Create an annual program of community events	January 2013		CSO	<ul style="list-style-type: none"> <li>• Liaise with all clubs/organisation to gain feedback for their program of events/fixtures</li> <li>• Developed and distributed in January 2013</li> </ul>	Draft Version of 2014 events calendar has been created.
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> <li>• Increase in successful funding</li> <li>• Increase in grants advertised in local media</li> </ul>	
<b>C.2.2 Continue to provide support for local clubs and organisations</b>					

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Facilitate the Kidsport program on behalf of DSR	March/April and October		Administration	<ul style="list-style-type: none"> <li>Increased awareness of Kidsport program</li> <li>Number of Kidsport applications</li> </ul>	<b>KidSport has once again been promoted by the Shire of Dowerin at the local winter sports registration day held on 4<sup>th</sup> April 2014</b>
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> <li></li> </ul>	<p>CSO currently assisting the Bowling Club with a Summer Barefoot Bowls Competition that will be held over February and March 2014</p> <p>CDO assisted Dowerin Hockey Club with application to DSR as part of the ARC program for \$1000 to assist with the Woodhouse Academy Coaching Clinic</p>
<b>C.2.3 Continue to provide quality facilities to hold events</b>					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	<ul style="list-style-type: none"> <li>Develop a detailed program of maintenance for all shire owned facilities</li> </ul>	FM - 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"> <li>Annual review of bookings/usage of facilities</li> </ul>	
Replace downpipe at Town Hall and paint exterior	2013/14	\$1095	Maintenance Officer	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
<b>C.2.4 Invest and improve communication technology for the benefit of the community of Dowerin</b>					
Conduct community survey to gain feedback regarding shire website usage	August 2013		CDO	<ul style="list-style-type: none"> <li>Develop, conduct and advertise survey</li> <li>Analyse results of survey, compile report</li> </ul>	Completed in September 2013
Research potential web hosting companies	September 2013		CDO	<ul style="list-style-type: none"> <li>Gain at least 3 quotes for web hosting and website design</li> <li>Confirm and contract web host</li> </ul>	Completed in November 2013

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Research possibility of developing Dowerin App	September 2013		CDO	<ul style="list-style-type: none"> <li>Gain feedback from professionals</li> <li>Gain quotation for App development</li> </ul>	
Organise complete rebuild of Dowerin Website	Completed by February 2014	\$2250	CDO	<ul style="list-style-type: none"> <li>Utilise feedback from surveys</li> <li>Complete rebuild and launch of new website</li> </ul>	<p><b>Rebuild of the website is nearing completion with the majority of information now populated onto the new site. Webarena will finalise the design and make the site live within the next week.</b></p> <p>Rebuild is scheduled to be completed by the end of March 2014, CDO currently updating content to be uploaded into the new website</p> <p>Webarena are currently in the process of re-designing and rebuilding the Dowerin Community Website</p>
Increase utilisation of Dowerin Shire Facebook page	Ongoing		CDO	<ul style="list-style-type: none"> <li>Increase number of 'likes'/community usage of this facility</li> </ul>	
Develop Dowerin Community Twitter Account	November 2013		CDO	<ul style="list-style-type: none"> <li>Develop Twitter Account</li> <li>Promote twitter account to gain followers</li> <li>Utilise Twitter Account for Harvest Ban/Fire Ban information for the upcoming Harvest Season.</li> </ul>	
<b>C.3 Improved Community Health and Well-being</b>					
<b>C.3.1 Expand the provision of medical services in Dowerin</b>					
Continue to advertise and promote the doctors service currently	Monthly or when required		CDO	<ul style="list-style-type: none"> <li>Adverts in local media, on website, Facebook etc...</li> <li>Increase in utilisation of service</li> </ul>	

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operating in Dowerin					
Maintain the Dowerin Doctors Service	Review annually	\$20,000 (shire) \$20,000 (DEM)	CEO	<ul style="list-style-type: none"> <li>• Doctor available in Dowerin</li> </ul>	
Work in conjunction with GP Network to secure services of a podiatrist and diabetes specialist	November 2013		CEO	<ul style="list-style-type: none"> <li>• Secure services of a qualified Podiatrist and Diabetes specialist in Dowerin</li> </ul>	
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> <li>• Conduct a survey/initiate comments box to gain feedback from community</li> <li>• Report findings to GP Network</li> </ul>	
<b>C.3.2 Continue to support the Home and Community Care Service</b>					
Develop community HACC notice board/portfolio to keep community/potential clients informed of HACC services	2013		HACC CEO	<ul style="list-style-type: none"> <li>• Increase utilisation of HACC services</li> </ul>	3 HACC Brochures have been developed <b>HACC Committee AGM 16<sup>th</sup> April 2014</b>
Review services/facilities provided to clients	Annually		HACC CEO	<ul style="list-style-type: none"> <li>• Annual report</li> </ul>	
Maintain the HACC building	Reviewed annually	\$4100	Maintenance Officer	<ul style="list-style-type: none"> <li>• Property inspection and report</li> </ul>	
<b>C.3.3 Maintain High Quality Sporting Facilities</b>					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> <li>•</li> </ul>	
Watering Program – Hockey Field & Football Field	October - March		Parks & Gardens WM	<ul style="list-style-type: none"> <li>• Suitable surface for winter sports season &amp; cricket</li> </ul>	Ongoing <b>Lawn Doctor to give guidance on best way give more</b>

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					level playing surface
Apply fertiliser to Football and Hockey fields	December, March and September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Apply Grosorb to Football & Hockey Fields	January & October		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Apply Gypsum to Football & Hockey Fields	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	Applied in late September
Verti-mowing to Football & Hockey Fields	September Annually Bi-		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Verti Draining	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
<b>C.3.4 Investigate Options available for alternative sporting and recreational pursuits</b>					
Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> <li>Develop a new plan for the Dowerin Gym prior to budgeting process 2014</li> <li>Forward plan/budget to FM</li> </ul>	Funding was discontinued.
Research and complete a detailed plan for the proposed Dowerin Maze	April 2014		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completion of a plan of works complete with budget</li> <li>Forward plan/budget to WM &amp; FM</li> </ul>	
Develop a summer corporate sports program	November – March		CSO	<ul style="list-style-type: none"> <li>Research Toodyay Corporate sports program</li> <li>Advertise for expressions of interest locally</li> <li>Run Program successfully</li> </ul>	
Re-establish the Dowerin Outdoor Gym	December 2013		WM	<ul style="list-style-type: none"> <li>Install Gym Equipment in new location</li> </ul>	On the 6 <sup>th</sup> December the outdoor gym equipment was relocated to the area in between the former tennis courts and club rooms



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Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	
<b>C.4 Maintain and increase training and education opportunities</b>					
<b>C.4.1 Continue to support and promote Dowerin District High School</b>					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the school</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	<p><b>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the DDHS</b></p> <p>A meeting was held with CSO, Police, Kylie Fowler and 2 other staff members along with all students from year 7 – 10 to discuss National Youth Week. Students will be heavily involved in the planning and implementation of this event</p>
Promote DDHS in print media and website	Review annually		CDO	<ul style="list-style-type: none"> <li>Up to date information regarding the school on Shire Website</li> <li>Promotion of news and events on social media and in local paper</li> </ul>	
<b>C.4.2 Support &amp; Promote the Community Resource Centre</b>					
Meet with CRC Coordinator	Quarterly		FM CDO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the CRC</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	CDO scheduled a meeting for 10 <sup>th</sup> Feb 2014 however the CRC was forced to cancel due to staffing issues – will reschedule.
Gain community feedback regarding training opportunities/courses that could be run from	Reviewed annually twice		CDO	<ul style="list-style-type: none"> <li>Survey on survey monkey</li> <li>Advertise on Facebook</li> </ul>	

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the CRC					
<b>C.4.3 Support and encourage local apprenticeships &amp; traineeships</b>					
Lead by example by commencing an office traineeship at the shire	November 2013		CEO FM	<ul style="list-style-type: none"> <li>Appointment of a trainee</li> </ul>	Rhian Hathaway commenced a 12mth traineeship with the Shire as of November 2014
Support and actively promote those local businesses providing traineeships	Quarterly		CDO	<ul style="list-style-type: none"> <li>At least 4 stories per year in local media</li> <li>Increased interest in other businesses in apprentice/traineeships</li> </ul>	
Work in conjunction with DEM to provide 2 Leeuwin youth scholarships annually	January	\$3600	CDO Cnr Jones Cnr Quartermaine	<ul style="list-style-type: none"> <li>2 youth scholarships presented each year</li> </ul>	<p>Applications for the 2014 Youth Scholarship Program are currently been advised and nominations are being taken at the Shire Office</p> <p>9 Nominations were received in total. Committee met on 31<sup>st</sup> December and nominations were presented anonymously and rated. Once ratings were taken place each nomination was discussed at length.</p> <p>Leadership Award – Kane Ralph Endeavour Award – Christopher Spark</p>
Advertise and promote traineeships & apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> <li>At least 4 stories per year in local media</li> <li>Increased interest in other businesses in apprentice/traineeship</li> </ul>	
<b>C.5 Increase and maintain a range of affordable housing for singles, families and seniors</b>					
<b>C.5.1 Develop a Housing &amp; Accommodation Strategy</b>					
Research need for accommodation for rental/purchase/size/type including short term	April 2014		CDO	<ul style="list-style-type: none"> <li>Distribution of surveys</li> <li>Analysis of survey</li> </ul>	Feedback from Community Strategic Plan has indicated a need for accommodation park

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accommodation					Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way
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"> <li>Completed map of vacant lots</li> </ul>	Completed – see discussion forum Destination Dowerin
Investigate options to expand number of existing aged care units on Goldfields Road	April 2014		CDO		
Research and implement a farmhouse revitalisation program	April 2014		CDO	<ul style="list-style-type: none"> <li>Implement program as part of strategy</li> </ul>	
Create detailed strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed report</li> <li>Adoption of report by council</li> <li>Implementation of strategy</li> </ul>	<p>A discussion paper entitled ‘Destination Dowerin’ has been established and recommendations drawn up. This document will be discussed at the December meeting of Council</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>
<b>C.5.2 Develop a property maintenance calendar/program</b>					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer	<ul style="list-style-type: none"> <li>Completed program</li> <li>Implementation of program</li> </ul>	FM - Stage 1 Commenced as part of Asset Management

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			Property Officer		
<b>C.6 Maintain the provision of High Quality Infrastructure</b>					
<b>C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club</b>					
Contribute to the Tennis Court and Bowling Green asset replacement fund	Annually	\$16,000	FM	<ul style="list-style-type: none"> <li>Annual increase of % in funds</li> </ul>	FM - Included in 13/14 budget
Continue to maintain the Recreation Reserve	Annually		FM	<ul style="list-style-type: none"> <li>Annual increase of % in reserve</li> </ul>	FM - Included in 13/14 budget
Monitor the lifecycle of the Dowerin Memorial Swimming Pool	Reviewed October & April Annually		Pool Manager CEO	<ul style="list-style-type: none"> <li>Annual report regarding pool lifecycle</li> <li>Implementation of pool replacement</li> </ul>	
Plan the replacement of the Basketball/Netball Court surface	2014	Seek Quote	CEO CDO FM	<ul style="list-style-type: none"> <li>Complete assessment of need</li> <li>Liaise with DEM and clubs</li> <li>Research surface options</li> <li>Lodge grant applications if required</li> </ul>	FM - Recreation Reserve fund allocation
Assist Rifle Club with upgrades to facility	February 2014	\$22,000	CDO	<ul style="list-style-type: none"> <li>Contact DSR regarding eligibility for small grants program</li> <li>Seek other suitable funding provider</li> </ul>	<p>DSR has advised that the Rifle Club would be ineligible for the CSRFF Small Grants due to the fact Electronic Targets are deemed 'specialised equipment'</p> <p>CDO has contacted Lotterywest in order to seek their advice in regard to funding opportunities for this project. Lotterywest will not support this project.</p> <p>CDO has asked DSR to provide a list of Rifle Clubs in the region who have recently upgraded their facilities to find out how their facilities were funded.</p>

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C.6.2 Investigate and develop youth facilities and services						
Support PCYC with programs and facility	Review quarterly		CSO CDO	<ul style="list-style-type: none"> <li>Contact PCYC with regular grant opportunities (school holiday program)</li> <li>Assist with promotion of events &amp; activities when required</li> </ul>	<b>Wheatbelt Masquerade Ball held 5<sup>th</sup> April</b>  CSO is assisting PCYC with a funding application for National Youth Week. If successful the funds will be used to hold the Masquerade Ball on 5 <sup>th</sup> April 2014 – Grant Successful	
Revitalise the Skate Park facility	2014/2015		CDO CSO FM	<ul style="list-style-type: none"> <li>Conduct audit of skate park</li> <li>Conduct workshop with students/kids utilising facility to find out any improvements required</li> <li>Assess Budget</li> <li>Submit grant applications if required</li> </ul>	FM - Recreation Reserve fund allocation	
C.6.3 Continue to support the development of the Dowerin Community Child Care facility						
Assist with the renovation of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	FM - Included in 13/14 budget  Labour provided by Maintenance Officer Peter Worts	
Assist with payroll, banking etc...	2014/2015		FM	<ul style="list-style-type: none"> <li>Smooth running of the facility</li> </ul>	Arrangements being developed for Administration Staff to take on elements of Childcare Administration Duties.	
C.6.4 Develop seniors facilities and be recognised as an aged friendly community						
Conduct satisfaction survey of HACC and Medical services in Dowerin	2014		HACC	<ul style="list-style-type: none"> <li>Gain public satisfaction level re: HACC and level of medical services Shire provides</li> <li>Highlight problem/successful areas</li> </ul>		
Review Disability	Annually		EHO	<ul style="list-style-type: none"> <li>Annual review</li> </ul>		

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Inclusion Plan					
Investigate further aged care housing options	2014		CDO CEO	<ul style="list-style-type: none"> <li>Development of a housing &amp; short term accommodation strategy</li> </ul>	
<b>C.6.5 Improve town site footpaths</b>					
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> <li>Complete Footpath audit highlighting problem areas</li> </ul>	
Update Bike Plan	2013/2014		CDO WM	<ul style="list-style-type: none"> <li>Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes</li> </ul>	
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> <li>Completed application</li> <li>Successful grant funding</li> </ul>	
<b>C.7 Retain and improve on our attractive town and streetscape</b>					
<b>C.7.1 Manage and revive old/empty buildings along the main street</b>					
Research and develop a standard 'Streetscape Policy;	2014		CEO EHO Council	<ul style="list-style-type: none"> <li>Development, adoption and implementation of policy</li> </ul>	
<b>C.7.2 Continue the beautification of public spaces utilising water wise principals</b>					
Repaint the Sundial	2014		WM CSO	<ul style="list-style-type: none"> <li>Completed works</li> </ul>	
Develop the Community Garden concept	2014	\$2500	CSO	<ul style="list-style-type: none"> <li>Secure location for facility development</li> <li>Successful community engagement</li> <li>Successful grant funding if required</li> </ul>	<b>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the school.</b>

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					Meeting held with CRC & HACC in December. Funding application to be lodged to assist with initial set up costs.
Arrange training for Parks & Gardens officers in water wise principals	2014		WM P&G	<ul style="list-style-type: none"> <li>• Deeper understanding of water wise principals</li> <li>• Increase in implantation of water wise principals in community areas</li> </ul>	
<b>C.7.3 Encourage community pride &amp; participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program</b>					
Rebrand and revitalise the Dowerin Tidy Towns Committee	February 2014		CSO	<ul style="list-style-type: none"> <li>• Develop new name and focus of former Tidy Towns Committee</li> <li>• Successful appointment of new committee</li> </ul>	
Include 3 clean up/planting busy bees in annual events calendar (including Clean Up Australia Day)	Review Annually		CSO	<ul style="list-style-type: none"> <li>• Program of clean ups and busy bees</li> </ul>	Successful Annual Clean Up Australia Day on March 8 <sup>th</sup> 2014
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> <li>• Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards</li> </ul>	Very basic guidelines have been laid out. Will promote in either autumn or spring.
Implement a noxious weed control program	Reviewed annually		WM	<ul style="list-style-type: none"> <li>• Roadsides sprayed for noxious weeds</li> </ul>	<b>Spraying of luv grass carried out 27/28 March 2014</b>
<b>THEME TWO: LOCAL ECONOMY &amp; BUSINESS</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>EB.1 A diverse and growing economic base that will provide local employment</b>					
<b>EB.1.1 Increase availability of light industrial land</b>					
Review & adopt Avon	2013/2014		CEO	<ul style="list-style-type: none"> <li>• Respond to draft plan –</li> </ul>	

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Region Industry Plan				<ul style="list-style-type: none"> <li>re: changes</li> <li>• Adoption of plan WDC</li> </ul>	
Implement recommendations from Avon Region Industry Plan	2014	2014/15 Budget	CEO	<ul style="list-style-type: none"> <li>• Engage with Stakeholders</li> <li>• Application to RDAP for assistance to develop potential industrial sites.</li> <li>• Make a TPS amendment to rezone areas to industrial.</li> <li>• Develop industrial land in partnership with landholders</li> </ul>	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> <li>• Increase number of industrial lots available</li> </ul>	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
<b>EB.1.2 Investigate alternative economic development opportunities</b>					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> <li>• Review &amp; update of report</li> </ul>	
<b>EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services</b>					
Review 'gaps in services' and advertise opportunities in regional media and on the Dowerin website	Review annually		CDO	<ul style="list-style-type: none"> <li>• Increased awareness of services needed in Dowerin</li> <li>• Website update</li> <li>• Despatch articles</li> </ul>	
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> <li>• Meeting with CEO of Wyalkatchem, Koorda &amp; Goomalling regarding shared services</li> </ul>	Meeting with NEWROC regarding resource sharing 25/2/14
Support and promote a	Review annually	\$1000	CDO	<ul style="list-style-type: none"> <li>• Secure vet service</li> <li>• Promote service locally</li> </ul>	First visit from Wheatbelt Vet Service was on 20 <sup>th</sup>



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vet service to town			Maintenance Officer		November which was successful  The Wheatbelt Vet has now agreed to visit Dowerin on a Monthly Basis and will operate from the former Tennis Club rooms
<b>EB.2 A Growing Tourism Industry</b>					
<b>EB.2.1 Market Dowerin and region as a tourist destination</b>					
Continue to advertise in tourism publications (Cooks Tours, Eastern Wheatbelt Visitor Guide, Australia's Golden Outback etc)	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> <li>• Updated publications</li> <li>• Variety of publications</li> <li>• Accommodation providers to complete Visitor Statistics Form</li> </ul>	
Investigate additional free advertising avenues	Reviewed annually		CSO	<ul style="list-style-type: none"> <li>• Increased exposure to a wide variety of people/regions</li> <li>• Accommodation providers to complete Visitor Statistics Form</li> </ul>	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
Expand and increase Social Media Marketing	2014		CSO	<ul style="list-style-type: none"> <li>• Increased number of 'likes' and more community interaction</li> </ul>	<p><b>CSO and Linda Vernon (Tourism Officer for Newtravel) have made a push for Newtravel to create a 2-3 minute Destination Marketing tool based video for the Wheatbelt Way Self Drive Tour. It will be publicised via youtube. CSO is part of the working group to create this.</b></p> <p>Commitment of posting 1-2 status updates on Facebook on days of work. CSO has created a calendar for regular updates</p>
<b>EB.2.2 Continue to work with key stakeholders to provide quality events</b>					

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Work with DEM to create a memorable event for the 50th Dowerin GWN Machinery Field Days	2013 – August 2014		FM CDO CSO	<ul style="list-style-type: none"> <li>• A successful 50<sup>th</sup> Anniversary event</li> </ul> Including: <ul style="list-style-type: none"> <li>- 50 tractors</li> <li>- Entrance Statement</li> <li>- Photobook</li> </ul>	Following the December meeting of Council DEM decided not to go ahead with the Town Entry Statement and have now produced a proposal to redevelop and tidy up the entrance into the field days site and sporting ground from Memorial Ave.  Smith Sculptors would like to present a photo montage of their idea of the Entrance Statement to the working group in next few weeks- date to be arranged.
Establish an annual 4wd event in Dowerin as a regional and possibly inter region/interstate event	May – August 2014		CSO	<ul style="list-style-type: none"> <li>• Establishment of suitable contacts</li> <li>• Enhancement of the 4wd track</li> <li>• Successful event</li> </ul>	2014 WA 4WD Association Gathering is tentatively booked for 12 <sup>th</sup> & 13 <sup>th</sup> July
<b>EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities</b>					
Establish a farm tour concept	2014		CSO	<ul style="list-style-type: none"> <li>• Create a plan for the farm tour concept</li> <li>• Meet and discuss concept with local accommodation providers</li> <li>• Establish a list of willing farmers/property owners willing to part take in this program</li> <li>• Market the program regionally and to the metro area</li> </ul>	
<b>EB.2.4 Continue to develop and market 4WD opportunities and activities</b>					
Market Dowerin as a destination for 4WD enthusiasts	2013-2014		CSO	<ul style="list-style-type: none"> <li>• Include Dowerin 4wd experience in 4wd related publications</li> <li>• Establish a 4wd connections</li> </ul>	CSO volunteered at the 4WD & Adventure Show on Saturday 9 <sup>th</sup> November in the Aust Golden Outback Marquee. Talked to many about Dowerin's new 4WD Track etc

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				(distribution list)	
Develop marketing campaign for “Torture Track & Tours” and group events			CSO	<ul style="list-style-type: none"> <li>Regular group bookings at 4WD Track and camp grounds</li> </ul>	<p><b>Freedom All Wheel Drive Club has booked in a weekend in June</b></p> <p><b>2014 WA 4WD Association gathering is booked for 12<sup>th</sup> and 13<sup>th</sup> July</b></p>
Contact all WA based 4WD clubs and send an information pack	Monthly		CSO	<ul style="list-style-type: none"> <li>Welcome email to 4WD distribution list</li> <li>Monthly updates to 4WD distribution list</li> <li>Regular group bookings at 4WD Track and camp grounds</li> </ul>	A mailing list of all 4WD Clubs in WA has been created and an initial pack has been sent outlining what we can offer.
Look into paid & free advertising in 4WD publications/websites	November 2013		CSO	<ul style="list-style-type: none"> <li>Include free advertising to 4wd publications/websites</li> <li>Greater exposure in 4WD world</li> </ul>	<p>CSO has created a list of 4WD magazines, websites and publications that we could advertise in.</p> <p>First article will be submitted to Offroad Online, to be published in the 2014.</p>
<b>EB.2.5 Develop further accommodation options within Dowerin</b>					
Conduct audit of vacant land within the town site for feasible short term accommodation park purposes	2014		CDO	<ul style="list-style-type: none"> <li>Develop options for the site of a new short term accommodation facility</li> </ul>	Completed see report ‘Destination Dowerin’
Conduct audit of visitors, neighbouring communities and DEM as to number/style of accommodation options that should be available	2014		CSO CDO	<ul style="list-style-type: none"> <li>A deeper understanding of the level/type/number of short term accommodation facilities that would be suitable</li> </ul>	CSO has developed a Visitor Statistic form and will speak personally to each of the accommodation providers in town to encourage them to utilise the form.
Develop concept plans of	2014/2015	To budget	CDO	<ul style="list-style-type: none"> <li>Plan of a short term</li> </ul>	Quote received from MCG Architects for Concept Plan

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the proposed facility			FM	accommodation facility	development FM - Economic Reserve fund allocation
Gain quotes for scope of works (earthworks, power, construction of permanent ablution facilities, bunk house accommodation and chalet/unit accommodation	2014/2015	To budget	CDO	<ul style="list-style-type: none"> <li>Detailed quotes received</li> <li>Budget for project drawn up</li> </ul>	
<b>EB.2.6 Continue developing the Wheatbelt Heritage Rail Project</b>					
Continue to support Project Manager Chris Le Marshall	2013/2014		CEO FM CDO WM	<ul style="list-style-type: none"> <li>Provide support via telephone, email and in person</li> </ul>	FM - Cost allocation and spreadsheet developed and shared with consultant via dropbox
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> <li>Wheatbelt Heritage Rail to be accredited for main line operation</li> </ul>	Accreditation paper work completed and submitted on 6 <sup>th</sup> December
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> <li>Assist and ensure rolling stock arrives in Dowerin safely</li> </ul>	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"> <li>The successful delivery of rail construction material on site</li> </ul>	Sleepers from Dwellingup picked up in October 2013 More construction material Picked up from Bibra Lake 7/2/2014
Commence and complete the shire of Dowerin's contribution to the earthworks at the	November 2013		WM	<ul style="list-style-type: none"> <li>Removal of dirt</li> <li>Grading</li> </ul>	Completed 6 <sup>th</sup> December 2013

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Minnivale site					
<b>THEME THREE: CARING FOR OUR ENVIRONMENT</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt</b>					
<b>ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre</b>					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					<b>First Recycling Blitz morning to be held on 3<sup>rd</sup> May (tentatively)</b>
Improve facilities, signage etc... in order to stream recycling process	December 2013	\$3700	CSO WM	<ul style="list-style-type: none"> <li>• Successful grant funding for works</li> <li>• Design, printing and installation of signage</li> <li>• Expansion of the area with the installation of new concrete pad</li> </ul>	<p><b>Additional signage to be purchased with small amount of funding leftover from Waste Authority Grant</b></p> <p>Dept of Environment Regulation – WA Waste Authority Grant was successful. Funds used to lay a cement pad in front of the Recycling Shed, purchased 5 x 480lt bins and additional signage to make where to deposit recyclables clearer to the public.</p> <p>A new cement apron at the front of the recycle shed was completed on 4<sup>th</sup> December 2013</p> <p>Large 660ltr recycle bins have been purchased</p> <p>Twin box wool press purchased December 2013</p>

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ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre through increased awareness via print media, emails and website updates	Monthly		CSO	<ul style="list-style-type: none"> <li>The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed</li> </ul>	<p><b>Fortnightly newsletter continues</b></p> <p>Template for newsletter has been created. Will begin with fortnightly newsletter and assess from there.</p>
Work in conjunction with Dowerin District High School to conduct waste/recycling workshops with the school kids	2014		CSO	<ul style="list-style-type: none"> <li>Plan and develop a waste/recycling workshop at Dowerin District High School</li> <li>If successful plan a community workshop targeting men's shed, CRC etc...</li> </ul>	<p><b>Initial discussions with the school regarding the possibility of holding a recycling workshop with the students. Deputy Principal would like to hold the first in late term 2</b></p>
ENV 1.3 Encourage efficient use of natural resources					
Shire to lead by example	Review half yearly		CEO WM	<ul style="list-style-type: none"> <li>Parks &amp; Gardens adopt more water wise principles in parks and gardens</li> <li>Ensure all lights are turned off at Shire office/depot after use</li> </ul>	
Promote and encourage local involvement in the annual 'Earth Hour' event	March 2014		CSO	<ul style="list-style-type: none"> <li>Advertise in local media/website</li> <li>Create and implement an event to mark Earth Hour and increase</li> </ul>	

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				awareness of this event locally	
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> <li>Develop an energy saving action plan</li> <li>Research annual statistics</li> <li>Council adopt energy saving action plan</li> <li>Implement energy saving action plan</li> </ul>	
<b>ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group</b>					
Support program by way of use of Shire text messaging service to alert farmers of upcoming drum muster events	Monthly		FM	<ul style="list-style-type: none"> <li>Send monthly text messages to distribution list</li> </ul>	FM - Reminder set up in Dowerin Calendar for admin staff
Promote drum muster program in local media	Monthly		CDO	<ul style="list-style-type: none"> <li>Include upcoming drum musters in Council Comments</li> </ul>	
<b>ENV 1.5 Continue oil recycling program</b>					
Relocate to oil facility from Stewart Street to the Amery Refuse site	July 2014	2014/15	WM	<ul style="list-style-type: none"> <li>Relocation of facility and rehabilitation of current location</li> </ul>	
Promote and educate oil recycling program to local residents	Quarterly		WM CDO	<ul style="list-style-type: none"> <li>4 advertisements in local media annually</li> </ul>	
<b>ENV: 2. Protect and conserve our natural environment</b>					
<b>ENV 2.1 Continue to support the role of the Natural Resource Management Officer</b>					
Include funding in the annual budget for the role of Natural Resource Management Officer	Annually	\$23,000	FM CEO	<ul style="list-style-type: none"> <li>Ensure that there is an active NRMO at the Shire of Dowerin</li> </ul>	

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Seek and take advantage of training programs for NRMO	Review monthly	\$1500	NRMO	<ul style="list-style-type: none"> <li>Regular searches for training opportunities</li> <li>2 training courses annually</li> </ul>	
Provide support and direction to NRMO	Ongoing – reviewed monthly		CEO CDO NRMO	<ul style="list-style-type: none"> <li>Discuss projects and NRMO role at Monthly Management Meetings</li> </ul>	
Develop a monthly NRMO newsletter to local landholders	Monthly		NRMO	<ul style="list-style-type: none"> <li>Establish a newsletter format that can be used monthly to email farmers about NRMO activities including grants</li> </ul>	
<b>ENV 2.2 Work to manage native and feral flora and fauna</b>					
Promote and conduct Annual Fox Shoot	Annually		NRMO	<ul style="list-style-type: none"> <li>Promotion at least 2 weeks before event</li> <li>Emails to farmers and articles in local media</li> <li>Successful plan and running of the event</li> </ul>	
Promote and conduct Fox Baiting Program (twice yearly)	Spring & Autumn annually		NRMO	<ul style="list-style-type: none"> <li>Submit expression of interest into baiting program with Wheatbelt NRM</li> <li>Advertise locally</li> <li>Successful planning and implementation of baiting program</li> </ul>	
<b>THEME FOUR: LOCAL GOVERNMENT LEADERSHIP</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>LG. 1 Maintain and further develop an efficient and informative organisation</b>					
<b>LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs</b>					



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Develop workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> <li>Present Workforce plan to council</li> <li>Adoption of workforce plan</li> <li>Annual review of workforce plan</li> </ul>	<p>FM - Included in 13/14 budget</p> <p>FM - Budget Review to assess need and cost allocation</p>
Implement the workforce plan	2013		CEO WM FM	<ul style="list-style-type: none"> <li>Implementation of workforce plan</li> </ul>	FM - Admin Salary cost allocations reviewed – staff time diaries
<b>LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors</b>					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> <li>Research</li> <li>Development of plan &amp; policy</li> </ul>	FM - Stage 1 Research and preparation commenced
Implementation of plan & policy	June 2014 To be reviewed annually		FM	<ul style="list-style-type: none"> <li>Council endorse plan</li> <li>Customer feedback (survey)</li> </ul>	FM - Preparation for bi-annual customer feedback survey
<b>LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities</b>					
Provide training opportunities and PD opportunities	Review Monthly	\$41,000	CEO	<ul style="list-style-type: none"> <li>Create councillor training section in CEO info report</li> <li>Create staff training section in FM info report</li> <li>Update training register</li> </ul>	
<b>LG. 1. 4 Ensure information is communicated to the public regularly and effectively</b>					
Provide weekly council information to the public via the Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> <li>Weekly Council Comments segment in local paper</li> </ul>	
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> <li>Regular status updates of events, activities or reminders on facebook</li> </ul>	
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> <li>2 newsletters per year</li> </ul>	

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Ensure website is up to date	Reviewed weekly		CDO	<ul style="list-style-type: none"> <li>Ensure website is always up to date with latest news, events etc...</li> </ul>	
<b>LG. 1. 5 Provide opportunities for the community to have input into Council's decision making</b>					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> <li>At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services)</li> </ul>	
Promote and encourage attendance at public question time at monthly council meetings	Monthly		CDO CEO	<ul style="list-style-type: none"> <li>Advertise in local media</li> <li>Invite school council to part take once per year</li> </ul>	
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		
<b>LG. 2 Strong leadership and governance</b>					
<b>LG. 2.1 Review Strategic Community Plan</b>					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
<b>LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums</b>					
Participate in regional	Reviewed annually	Annual Subs	CEO	Involvement in WDC, GECZ,	

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 APRIL 2014

groups/organisations			STAFF	WALGA. LGMA WA	
<b>LG. 2.3 Collaborate with other surrounding shires to strengthen the region</b>					
Continue to attend and participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> <li>Attendance at AROC meetings</li> </ul>	<b>Next Meeting Monday 7 April 2014</b>
Continue to attend regional road group meetings	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> <li>Attendance at Regional Road Group Meetings</li> </ul>	

## 9.2 OPERATIONS

### 9.2.1 VACANT LOTS 154 AND 155 GOLDFIELDS ROAD

Date:	10 April 2014
Applicant:	CEO
Location:	Lots 154 and 155 Goldfields Road
File Ref:	ADM0173
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### Summary

Report recommends that Council sell Lots 154 and 155 Goldfields Road with a 3 year building caveat.

#### Background

Council purchased Lots 154 and 154 in April 2008. Council then demolished the house located on Lot 154 Goldfields Road.

#### Comment

Currently Council has no immediate plans for the vacant lots 154 and 155 Goldfields Road.

I would only recommend to Council to sell those lots if a building caveat was put on them. This will require the purchaser to commence building a residence within three years. If there is no building caveat a purchaser could do nothing with the block as the Shire of Dowerin has done for the past 6 years, so Council may as well still own them.

If at the end of the 3 year period and no building works have commenced the ownership will revert back to the Shire of Dowerin and the purchase price less costs is refunded to purchaser.

1012m2 vacant residential lots in Dowerin are worth approximately \$50,000. If Council does choose to put these lost on the market a sale price will need to be decided upon.

#### Public Consultation

Nil

#### Financial Implications

Any net income received should go to the Building Reserve.

#### Policy Implications

Nil

#### Statutory Implications

**Local Government Act 1995**

**3.58. Disposing of property**

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
  - (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
  - (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
  - (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
  - (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

Strategic Implications

Nil

Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 9.2.1**

(2391)            Moved: TA Jones            Seconded: TW Quartermaine            Carried: 6/1

**THAT COUNCIL;**

- 1. SEEKS EXPRESSIONS OF INTEREST FOR THE SALE OF RESIDENTIAL LOTS 154 AND 155 GOLDFIELDS ROAD, DOWERIN; AND**
- 2. THAT A THREE YEAR BUILDING CAVEAT BE A CONDITION OF SALE.**

## 9.3 FINANCE REPORT

## 9.3.1 FINANCE REPORT – MARCH 2014

Date:	8 April 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

I present the financial statements for the period 1 July 2013 to 31 March 2014

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

	<b>31-Mar-14</b>	<b>30-Jun-13</b>	<b>31-Mar-13</b>
Municipal Fund	\$1,054,739	\$1,447,487	\$1,461,873
Plant Reserve	\$104,938	\$101,617	\$101,021
LSL Reserve	\$109,770	\$105,640	\$105,120
Office Equipment Reserve	\$0	\$0	\$18,979
Land & Buildings Reserve	\$19,116	\$16,797	\$16,644
Recreation Facility Reserve	\$165,766	\$156,623	\$153,984
Community Bus Reserve	\$29,436	\$28,630	\$23,913
Community Housing Res	\$35,167	\$34,150	\$33,679
Sewerage Reserve	\$724,575	\$701,815	\$664,180
Economic Develop Reserve	\$477,068	\$467,345	\$461,599
Land Care Reserve	\$0	\$0	\$8,343
Tennis Replacement	\$0	\$0	\$0
Bowling Green Replacement	\$0	\$0	\$0
<b>Consolidated Funds</b>	<b>\$2,720,575</b>	<b>\$3,060,104</b>	<b>\$3,049,335</b>

**Sundry Debtors at 31 March 2014**

Current	\$85,834	(Main Roads - \$84,060)
30 days	\$244	
60 days	\$52	
90 days	\$399	(a number of small debtors)
Total	<b>\$86,529</b>	

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 March 2014 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 9.3.1**

(2392) Moved: DP Hudson Seconded: TW Quartermaine Carried: 7/0

**THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014 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 2013 TO 31 MARCH 2014**

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Statement of Financial Activity

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MINUTES OF ORDINARY MEETING OF COUNCIL – 15 APRIL 2014

	NOTE	2013/14 Revised Budget \$	March 2014 Y-T-D Budget \$	March 2014 Actual \$	Variations Actuals to Budget \$	Actual Budget to Y-T-D %
<b>Operating</b>						
<b>Revenues/Sources</b>						
Governance		8,700	8,507	58,671	52,164	801.66%
General Purpose Funding		745,853	500,499	597,033	98,534	19.29%
Law, Order, Public Safety		29,100	21,816	25,630	3,814	17.48%
Health		297,385	223,002	224,170	1,168	0.52%
Education and Welfare		1,560	1,170	2,815	1,745	149.15%
Housing		111,054	83,268	89,259	5,991	7.19%
Community Amenities		204,089	197,982	203,576	5,594	2.83%
Recreation and Culture		346,740	298,559	197,158	(101,401)	(33.96%)
Transport		650,527	512,022	619,877	107,855	21.06%
Economic Services		9,200	4,869	6,383	1,514	31.09%
Other Property and Services		10,500	7,875	6,973	(902)	(11.45%)
		<u>2,414,708</u>	<u>1,857,569</u>	<u>2,031,645</u>	<u>174,076</u>	<u>9.37%</u>
<b>(Expenses)(Applications)</b>						
Governance		(297,880)	(225,811)	(280,461)	(54,650)	(24.20%)
General Purpose Funding		(79,648)	(59,715)	(60,125)	(410)	(0.69%)
Law, Order, Public Safety		(78,201)	(58,581)	(74,725)	(16,144)	(27.56%)
Health		(387,439)	(288,020)	(289,688)	(21,648)	(8.09%)
Education and Welfare		(14,463)	(10,818)	(16,428)	(5,610)	(51.86%)
Housing		(157,363)	(117,945)	(180,923)	(42,978)	(36.44%)
Community Amenities		(319,124)	(239,148)	(267,557)	(28,409)	(11.88%)
Recreation & Culture		(561,735)	(421,065)	(579,103)	(158,038)	(37.53%)
Transport		(1,494,111)	(1,120,437)	(1,153,429)	(32,992)	(2.94%)
Economic Services		(137,445)	(103,005)	(136,887)	(32,882)	(31.92%)
Other Property and Services		(13,194)	(9,747)	(7,686)	2,061	21.14%
		<u>(3,510,603)</u>	<u>(2,634,292)</u>	<u>(3,025,982)</u>	<u>(391,700)</u>	<u>14.87%</u>
<b>Net Operating Result Excluding Rates</b>		<b>(1,095,895)</b>	<b>(776,723)</b>	<b>(994,347)</b>	<b>(217,624)</b>	<b>28.02%</b>
<b>Adjustments for Non-Cash</b>						
<b>(Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals		2,000	1,494	0	(1,494)	100.00%
Movement in Accrued Interest		0	0	0	0	0.00%
Movement in Accrued Salaries and Wages		0	0	(24,150)	(24,150)	0.00%
Movement in Deferred Pensioner Rates/ESL		0	0	0	0	0.00%
Movement in Employee Benefit Provisions		0	0	4,130	4,130	0.00%
Rounding		0	0	0	0	0.00%
Depreciation on Assets		1,320,385	990,090	1,116,290	126,200	(12.75%)
<b>Capital Revenue and (Expenditure)</b>						
Purchase Land Held for Resale		0	0	0	0	0.00%
Purchase of Land and Buildings		(1,595,066)	(1,144,548)	(874,495)	170,063	14.86%
Purchase of Vehicles & Plant		(40,000)	(40,000)	(36,909)	3,091	7.73%
Purchase of Furniture & Equipment		0	0	(4,865)	(4,865)	0.00%
Purchase of Tools & Equipment		0	0	(5)	(5)	0.00%
Purchase of Infrastructure Assets - Sewerage		0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads		(945,130)	(708,864)	(554,774)	154,090	21.74%
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		(7,950)	(5,967)	(6,335)	(368)	(6.17%)
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	0	0	0	0.00%
Repayment of Debentures		(54,912)	(27,456)	(27,178)	278	1.01%
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		0	0	0	0	0.00%
Provision ARCC		0	0	0	0	0.00%
Payment Long Service Leave		0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)		0	0	(53,220)	(53,220)	0.00%
Transfers from Restricted Assets (Reserves)		0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd		1,678,398	1,678,398	1,460,972	(217,426)	12.95%
Net Current Assets Year to Date		<u>301,363</u>	<u>1,000,813</u>	<u>951,519</u>	<u>(48,294)</u>	<u>4.93%</u>
<b>Amount Raised from Rates</b>		<b>(1,045,918)</b>	<b>(1,045,918)</b>	<b>(1,048,404)</b>	<b>(486)</b>	<b>0.05%</b>

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DOWERIN  
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014

	2013/14 Adopted Budget \$	2013/14 Revised Budget \$	March 2014 Actual \$
<b>3. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<p><b>G</b> The liability for long service leave is recognised in the provision for employee benefit value of expected future payments to be made in respect of services provided by date using the projected unit credit method. Consideration is given to expected future experience of employee departures and periods of service. Expected future pay yields at the reporting date on national government bonds with terms to maturity as possible, the estimated future cash outflows. Where the Council does not have a settlement beyond 12 months, the liability is recognised as a current liability.</p>			
<b>L</b>			
<u>Plant &amp; Equipment</u>	0	0	0.00
Vehicle - Fire Trucks	0	0	0.00
<b>Housing</b>	0	0	0.00
<u>Other Housing</u>	0	0	0.00
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
<b>Health</b>	0	0	0.00
<u>Other Health</u>	0	0	0.00
Furn - Hacc Equipment	0	0	0.00
<b>Community Amenities</b>	0	0	237.82
<u>Other Community Amenities</u>	0	0	237.82
Land - Recycling Shed	0	0	237.82
<b>Recreation and Culture</b>	0	0	4.50
<u>Other Recreation &amp; Sport</u>	0	0	4.50
Tools - Mowers/Tools	0	0	4.50
Community Club	395,058	395,058	411,760.28
Land - New Sports Complex	0	0	0.00
<u>Other Culture</u>	0	0	0.00
Furn - Musical Performances	0	0	0.00
<p>In the determination of whether an asset or liability is current or non-current, consideration is given to when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational liabilities where Council does not have the unconditional right to defer settlement. Where the liability is vested long service leave, the liability is classified as current even if not expected to be settled within 12 months. Inventories held for trading are classified as current even if not expected to be sold within the next 12 months except for land held for resale where it is held as non-current but available for sale.</p>			
<b>Plant &amp; Equipment</b>	0	0	0.00
Plant - Works Manager Vehicle	0	0	0.00
Tools - Compressor	0	0	0.00
<b>Economic Services</b>	0	0	562,487.11
<u>Other Economic Services</u>	0	0	562,487.11
Wheatbelt Heritage Rail Project	1,200,000	1,200,000	562,487.11
<b>Other Property &amp; Services</b>	0	0	0.00
<u>Unclassified</u>	0	0	0.00
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	<u>2,589,148</u>	<u>2,589,148</u>	<u>1,577,383.38</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	1,595,058	1,595,058	974,485.19
Vehicles & Plant	40,000	40,000	35,909.09
Furniture & Equipment	0	0	4,865.00
Tools & Equipment	0	0	4.50
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	945,130	945,130	554,774.16
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	7,950	7,950	6,335.44
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,585,148</u>	<u>2,589,148</u>	<u>1,577,383.38</u>

**SHIRE OF DOWERIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014**

**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	
	2013/14 Budget \$	March 2014 Actual \$	2013/14 Budget \$	March 2014 Actual \$	2013/14 Budget \$	March 2014 Actual \$
Governance						
Housing						
Recreation & Culture						
Transport						
OD - Ford Territory	12,000		10,000		(2,000)	-
Other Property & Services						
	12,000	-	10,000	-	(2,000)	-

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit/Loss	
	2013/14 Budget \$	March 2014 Actual \$	2013/14 Budget \$	March 2014 Actual \$	2013/14 Budget \$	March 2014 Actual \$
Land & Buildings						
Vehicles & Plant	12,000	0	10,000	0	(2,000)	0
Furniture & Equipment						
Tools						
	12,000	0	10,000	0	(2,000)	0

Summary

Profit on Asset Disposals  
 Loss on Asset Disposals

	2013/14 Adopted Budget \$	March 2014 Actual \$
	0	0.00
	(2,000)	0.00
	<u>(2,000)</u>	<u>0.00</u>

SHIRE OF DOWERIN  
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014

5. INFORMATION ON BORROWINGS  
 (a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$
Recreation & Culture Loan 97 - Recreation Complex	584,267	0	0	54,912	27,178	529,355	567,089	23,697	12,126
	584,267	0	0	54,912	27,178	529,355	567,089	23,697	12,126

- Note:  
 1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces mtoe  
 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 - 2011/12

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unrepaid \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Nil	0	0			-		0	0	Nil

**SHIRE OF DOWERIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014**

	<b>2013/14 Adopted Budget \$</b>	<b>March 2014 Actual \$</b>
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	105,640	105,640
Amount Set Aside / Transfer to Reserve	24,730	4,130
Amount Used / Transfer from Reserve	0	0
	<u>130,370</u>	<u>109,770</u>
<b>(b) Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	101,617	101,617
Amount Set Aside / Transfer to Reserve	149,402	3,321
Amount Used / Transfer from Reserve	0	0
	<u>251,019</u>	<u>104,938</u>
<b>(c) Land &amp; Building Reserve</b>		
Opening Balance	16,797	16,797
Amount Set Aside / Transfer to Reserve	749	2,319
Amount Used / Transfer from Reserve	0	0
	<u>17,546</u>	<u>19,116</u>
<b>(d) Office Equipment Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(e) Recreation Facilities Reserve</b>		
Opening Balance	156,623	156,623
Amount Set Aside / Transfer to Reserve	3,850	9,143
Amount Used / Transfer from Reserve	0	0
	<u>160,473</u>	<u>165,766</u>
<b>(f) Community Housing Project Reserve</b>		
Opening Balance	34,150	34,150
Amount Set Aside / Transfer to Reserve	7,603	1,017
Amount Used / Transfer from Reserve	0	0
	<u>41,753</u>	<u>35,167</u>
<b>(g) Community Bus Reserve</b>		
Opening Balance	28,630	28,630
Amount Set Aside / Transfer to Reserve	5,045	806
Amount Used / Transfer from Reserve	0	0
	<u>33,675</u>	<u>29,436</u>
<b>(h) Sewerage Asset Preservation Reserve</b>		
Opening Balance	701,815	701,814
Amount Set Aside / Transfer to Reserve	80,423	22,761
Amount Used / Transfer from Reserve	0	0
	<u>782,238</u>	<u>724,575</u>
<b>(i) Economic Development Reserve</b>		
Opening Balance	467,345	467,345

Amount Set Aside / Transfer to Reserve	16,156	9,723
Amount Used / Transfer from Reserve	<u>(15,000)</u>	<u>0</u>
	<u>468,501</u>	<u>477,068</u>
<b>(j) Tennis Court Replacement Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	6,000	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>6,000</u>	<u>0</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	10,000	0
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>10,000</u>	<u>0</u>
<b>Total Cash Backed Reserves</b>	<u><b>1,901,575</b></u>	<u><b>1,665,836</b></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	24,730	4,130
Plant Replacement & Reconditioning Reserve	149,402	3,321
Land & Building Reserve	749	2,319
Office Equipment Reserve	0	0
Recreation Facilities Reserve	3,850	9,143
Community Housing Project Reserve	7,603	1,017
Community Bus Reserve	5,045	806
Sewerage Asset Preservation Reserve	80,423	22,761
Economic Development Reserve	16,156	9,723
Tennis Court Reserve Reserve	6,000	0
Bowling Green Reserve	10,000	0
	<u><b>303,958</b></u>	<u><b>53,220</b></u>

**Transfers from Reserves**

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	0	0
Land & Building Reserve	0	0
Office Equipment 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	(15,000)	0
Landcare Reserve	0	0
Community Health Reserve	0	0
	<u><b>(15,000)</b></u>	<u><b>0</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>288,958</b></u>	<u><b>53,220</b></u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014

	2012/13 B/Fwd Per 2012/13 Budget \$	2012/13 B/Fwd Per Financial Report \$	March 2014 Actual \$
<b>NET CURRENT ASSETS</b>			
Composition of Estimated Net Current Asset Position			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,449,989	1,449,989	1,054,736
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,612,619	1,612,619	1,665,839
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	16,601	16,601	81,979
Sewerage Rates Outstanding	16,182	16,182	19,162
Rubbish Rates Outstanding	10,997	10,997	13,290
Sundry Debtors	202,100	43,125	88,529
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	1,622	1,622	295
GST Receivable	28,412	28,412	30,409
Provision For Doubtful Debts	0	0	0
Inventories	22,712	22,712	16,176
	<u>3,443,291</u>	<u>3,284,316</u>	<u>2,968,415</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(42,572)	(101,023)	(213,164)
Excess Rates	(36,620)	(36,620)	(28,982)
Accrued Expenditure	0	0	0
Department Transport	0	0	(45,603)
GST Payable	(4,519)	(4,519)	(8,203)
PAYG Payable	0	0	0
Payroll Creditors	(4,537)	(4,537)	(3,180)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(6,795)	(6,795)	(4,508)
Leave Provisions - Current	<u>(162,871)</u>	<u>(162,871)</u>	<u>(162,871)</u>
	<u>(257,914)</u>	<u>(316,365)</u>	<u>(466,511)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>3,185,377</b>	<b>2,967,951</b>	<b>2,501,904</b>
Less: Cash - Reserves - Restricted	(1,612,619)	(1,612,619)	(1,665,839)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	105,640	105,640	109,770
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	5,884
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,678,398</b></u>	<u><b>1,460,972</b></u>	<u><b>951,519</b></u>



SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2013/14 Rate Revenue \$	2013/14 Total Revenue \$	2013/14 Budget \$
<b>General Rate</b>						
GRV - Residential	9.039700	135	1,143,584	103,377	103,377	103,377
GRV - Commercial/Industrial	9.039700	19	355,540	32,140	32,140	32,140
GRV - Town Rural	9.039700	10	87,048	7,869	7,869	7,869
GRV - Other Towns	9.039700	1	2,130	193	193	193
UV - Rural Farmland	0.810800	252	102,229,000	826,010	826,010	826,631
<b>Sub-Totals</b>		417	103,817,302	969,588	969,588	969,208
<b>Minimum Rates</b>	<b>Minimum \$</b>					
GRV - Residential	600	47	219,975	28,200	28,200	28,200
GRV - Commercial/Industrial	600	15	55,169	9,000	9,000	9,000
GRV - Town Rural	600	17	42,102	10,200	10,200	10,200
GRV - Other Towns	105	18	5,529	1,890	1,890	1,890
UV - Rural Farmland	600	38	1,685,400	22,800	22,800	22,800
UV - Commercial/Industrial	600	4	400	2,400	2,400	2,400
UV - Town Rural	600	3	73,000	1,800	1,800	1,800
UV - Mining Tenement	105	5	11,172	525	525	420
<b>Sub-Totals</b>		147	2,092,747	76,815	76,815	76,710
Specified Area Rates					0	0
					1,046,403	1,045,918
Discounts					0	0
Rates Adjustments					0	0
Movement in Excess Rates					0	0
<b>Totals</b>					1,046,403	1,045,918

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 2013 TO 31 MARCH 2014

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-11 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Skateboard Park	0	0	0	0
Nomination Deposits	0	400	0	400
Deposit Land Purchase	0	0	0	0
Housing Rental Bonds	4,060	0	400	4,460
Dowerin Art Group	0	0	0	0
BCITF Levy	0	0	0	0
Key Deposits	710	0	(100)	610
Tidy Towns	2,818	0	0	2,818
Impounded Vehicles	0	0	0	0
Young & Restless	0	5,760	(5,760)	0
Dowerin Child care	9,186	50	0	9,236
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	22,573	0	(975)	21,598
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Companion Club	0	0	0	0
Amery Acres Sandalford	0	0	0	0
AROC Funds	61,978	1,165	0	63,143
	<u>107,973</u>	<u>7,375</u>	<u>(6,435)</u>	<u>108,913</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014

10. OPERATING STATEMENT

	March 2014 Actual \$	2013/14 Adopted Budget \$	2012/13 Actual \$
<b>OPERATING REVENUES</b>			
Governance	58,671	8,700	105,264
General Purpose Funding	1,643,436	1,791,780	2,689,519
Law, Order, Public Safety	25,630	29,100	228,961
Health	224,170	297,585	271,639
Education and Welfare	2,915	1,560	1,560
Housing	89,259	111,054	103,704
Community Amenities	203,576	204,089	203,486
Recreation and Culture	197,158	348,740	1,426,617
Transport	619,877	650,527	747,806
Economic Services	6,383	9,200	1,271,468
Other Property and Services	6,973	10,500	18,718
<b>TOTAL OPERATING REVENUE</b>	<b>3,078,048</b>	<b>3,460,835</b>	<b>7,068,743</b>
<b>OPERATING EXPENSES</b>			
Governance	280,461	297,880	397,485
General Purpose Funding	60,125	79,648	94,134
Law, Order, Public Safety	74,725	78,201	107,069
Health	289,668	357,439	343,711
Education and Welfare	16,428	14,463	13,928
Housing	160,923	157,363	201,313
Community Amenities	267,557	330,132	353,686
Recreation & Culture	579,103	566,310	661,925
Transport	1,153,429	1,494,111	1,443,787
Economic Services	135,887	137,445	373,260
Other Property and Services	7,686	13,194	53,760
<b>TOTAL OPERATING EXPENSE</b>	<b>3,025,992</b>	<b>3,526,186</b>	<b>4,044,058</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>52,056</b>	<b>(65,351)</b>	<b>3,024,685</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014

11. BALANCE SHEET

	March 2014 Actual \$	2012/13 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,720,575	3,144,665
Trade and Other Receivables	231,663	116,941
Inventories	16,176	22,712
<b>TOTAL CURRENT ASSETS</b>	<u>2,968,414</u>	<u>3,284,318</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	27,788	27,788
Inventories	0	0
Property, Plant and Equipment	9,318,393	8,777,403
Infrastructure	19,659,269	19,739,166
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<u>29,005,450</u>	<u>28,544,357</u>
<b>TOTAL ASSETS</b>	<u>31,973,864</u>	<u>31,828,675</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	305,141	179,145
Long Term Borrowings	27,734	54,912
Provisions	162,871	162,871
<b>TOTAL CURRENT LIABILITIES</b>	<u>495,746</u>	<u>396,928</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	529,355	529,355
Provisions	21,358	21,358
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>550,713</u>	<u>550,713</u>
<b>TOTAL LIABILITIES</b>	<u>1,046,459</u>	<u>947,641</u>
<b>NET ASSETS</b>	<u>30,927,405</u>	<u>30,881,034</u>
<b>EQUITY</b>		
Trust Imbalance	(5,360)	0
Retained Surplus	29,138,574	29,139,739
Reserves - Cash Backed	1,665,839	1,612,619
Reserves - Asset Revaluation	128,678	128,678
<b>TOTAL EQUITY</b>	<u>30,927,731</u>	<u>30,881,036</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014

12. FINANCIAL RATIOS

	2013 YTD	2013	2012	2011
Current Ratio	3.375	1.67	1.44	1.25

The above ratio is calculated as follows:

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

**9.3.2 ACCOUNTS FOR PAYMENT – APRIL 2014**

Date:	9 April 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	List of Accounts April 2014

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 9.3.2**

(2393)            Moved: DP Hudson                            Seconded: SV Brookes            Carried: 7/0

**THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE MARCH 2014 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).**

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 APRIL 2014

List of Accounts 12th March to 9th April 2014					
Chq/EFT	Date	Name	Description	Amount	Contra
SH 34	01/04/2014	GULL MOTORCHARGE LIMITED	Heritage Rail - Fuel	2,053.19	
1945	12/03/2014	PETTY CASH - HACC	Sundries	263.20	
1946	14/03/2014	AUSTRALIA POST	Postage Recoup	120.00	
1948	17/03/2014	AUSTRALIA POST	Postage Mail Out	29.20	
1949	17/03/2014	SHIRE OF DOWERIN	Refreshments	186.85	
1950	28/03/2014	NAB SUPERANNUATION FUND A	Superannuation contributions	259.06	
1952	01/04/2014	TONY TAIT PAINT & DECOR	Painting Ceilings - 43 Stacy Street	1,500.00	
EFT2395	14/03/2014	AVON HOME IMPROVEMENT CENTRE	Tiles	75.46	
EFT2396	14/03/2014	Abbott Auto Electrics	Remove Faulty plug and lights	532.79	
EFT2397	14/03/2014	BOEKEMAN MACHINERY	Repairs to radiator	1,365.86	
EFT2398	14/03/2014	BLACKWELL PLUMBING	Unlock Drains	568.70	
EFT2399	14/03/2014	COALCLIFF PLANT HIRE	Hire Roller	3,269.75	
EFT2400	14/03/2014	CUTTING EDGES PTY LTD	Grader Blades	2,239.82	
EFT2401	14/03/2014	DOWERIN ENGINEERING WORKS	Rail Plates & Labour	2,443.23	
EFT2402	14/03/2014	DOWERIN COMMUNITY RESOURCE CENTRE	2 X Quarterly Library Payment October 2013 - March 2014	2,500.00	
EFT2403	14/03/2014	LANDGATE	Rural UV Interim Revals	358.85	
EFT2404	14/03/2014	DOWERIN DESPATCH	Advertising	30.00	
EFT2405	14/03/2014	DOWERIN TYRE AND EXHAUST	4 x Grader Tyres	6,239.70	
EFT2406	14/03/2014	DOWERIN COMMUNITY CLUB	Refreshments	179.50	
EFT2407	14/03/2014	JK WILLIAMS & CO	Fan, Ext. Lead,& Strap, Fire Extinguisher, Flange, Gutter, Silicone, Jerry Can, Oil Sharpen Auger Bits, Filler etc	4,471.65	
EFT2408	14/03/2014	KENNARDS HIRE PTY LTD	Lawn Corer Hire	125.00	
EFT2409	14/03/2014	KEY SOURCE RAIL PTY LTD	Socket	125.40	
EFT2410	14/03/2014	MIDWAY MAINTENANCE	Dig Trench for Water Pipe	176.00	
EFT2411	14/03/2014	ORICA AUSTRALIA PTY LTD	Chlorine Rental	73.66	
EFT2412	14/03/2014	OFFICEMAX AUSTRALIA LIMITED	Ink Cartridge	18.65	
EFT2413	14/03/2014	A E & K M SPARK	Cartage of Sleepers to Minnivale - WHR	10,312.50	10,312.50
EFT2414	14/03/2014	RALPH THAXTER	Replace Sweeping Mechanism Bearing – road sweeper	2,660.80	
EFT2415	14/03/2014	VERNICE PTY LTD	Dozer Hire – various gravel pits	19,596.50	
EFT2416	14/03/2014	WESFARMERS KLEENHEAT GAS	Gas Rental	66.00	
EFT2417	14/03/2014	WESTRAC EQUIPMENT	Inspect Articulation and	2,801.52	
EFT2418	20/03/2014	AVON WASTE	Recycling Rubbish Contract F/Ending 7/3/14	2,241.72	
EFT2419	20/03/2014	COALCLIFF PLANT HIRE	Hire Roller	2,750.00	
EFT2420	20/03/2014	DOWERIN B & B	Accommodation - Thomas	121.00	
EFT2421	20/03/2014	EASTERN HILLS SAWS & MOWERS	Grass Catcher	126.00	
EFT2422	20/03/2014	LINQAGE INTERNATIONAL	Paint	953.35	
EFT2423	20/03/2014	MCG ARCHITECTS PTY LTD	Short Term Accommodation Master Plan	3,300.00	
EFT2424	20/03/2014	STARTRACK EXPRESS	Freight	35.99	
EFT2425	20/03/2014	SUNNY INDUSTRIAL BRUSHWARE	Broom Refurbishment	253.00	
EFT2426	20/03/2014	SUPATURF	Line Marking	580.80	
EFT2427	20/03/2014	SERMAC CONTRACTING	Removal of Asbestos – Minnivale House Demolition	4,400.00	
EFT2428	20/03/2014	WA LOCAL GOVERNMENT ASSOCIATION	Advertising	284.39	
EFT2429	20/03/2014	WHEATBELT GENERAL PRACTICE	GP Costs 19 & 26 Feb. 2014	5,754.02	
EFT2430	20/03/2014	REBECCA WINDSOR	Senior Konga 14/3/14	37.50	
EFT2432	27/03/2014	AUSTRALIAN TAX OFFICE	Payroll deductions	5,760.00	
EFT2433	28/03/2014	AVON WASTE	Recycling Rubbish Contract F/Ending 21/3/14	2,241.72	
EFT2434	28/03/2014	BLACKWELL PLUMBING	Unblock Toilets - North End Hockey Field	494.67	

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 APRIL 2014

EFT2435	28/03/2014	Building & Health Surveying Services	EHO Contract	3,941.66	
EFT2436	28/03/2014	COALCLIFF PLANT HIRE	Hire Roller	3,437.50	
EFT2437	28/03/2014	CONTRACT AQUATIC SERVICES	Contract Management Fee	12,389.19	
EFT2438	28/03/2014	CHEMSOL AUSTRALIA PTY LTD	Fuel Stabiliser	1,089.00	
EFT2439	28/03/2014	ALL-WAYS FOODS	Toilet Paper	414.41	
EFT2440	28/03/2014	JR & A HERSEY	Spray & Mark	800.41	
EFT2441	28/03/2014	HOLBERTON EARTHMOVING	WHR - Hire Loader - WHR	2,200.00	2,200.00
EFT2442	28/03/2014	OFFICEMAX AUSTRALIA LIMITED	Refreshments, Coffee & Tea	225.06	
EFT2443	28/03/2014	QUICK CORPORATE AUSTRALIA PTY LTD	Stationery	177.12	
EFT2444	28/03/2014	SONYA RALPH CATERING	Diabetes Day - Catering	125.00	
EFT2445	28/03/2014	REBECCA WINDSOR	Gentle Gym 17/3/14	137.50	
EFT2446	28/03/2014	WESTCYCLE INCORPORATED	Be Active Bike Skills	1,676.00	
EFT2447	03/04/2014	ARROW BRONZE	Niche Wall plaque - J Collard	424.98	
EFT2448	03/04/2014	Abbott Auto Electrics	Repairs & Travel Aroc Vans	1,463.55	1,463.55
EFT2449	03/04/2014	BLACKWELL PLUMBING	Unblock Toilets - North End Hockey Field	448.00	
EFT2450	03/04/2014	COLD FORGED PRODUCTS	Dog Screws – Heritage Rail	8,547.00	8,547.00
EFT2451	03/04/2014	DOWERIN IGA EXPRESS	Refreshments - Council	170.08	
EFT2452	03/04/2014	DOWERIN NEWSAGENCY	Newspapers	47.10	
EFT2453	03/04/2014	Lloyds Earthmoving	Sand	151.25	
EFT2454	03/04/2014	MORRIS PEST CONTROL	Install Termite Barrier – 8 properties, 2 internal treatments	8,858.74	
EFT2455	03/04/2014	ORICA AUSTRALIA PTY LTD	Chlorine Rental	42.28	
EFT2456	03/04/2014	R B MOTORS PTY LTD	75,000 KM Service D02	347.60	
EFT2457	03/04/2014	REBECCA WINDSOR	Senior Konga 28.3.2014	37.50	37.50
9522	14/03/2014	SHIRE OF DOWERIN	Firearm License Renewal	117.00	
9523	14/03/2014	DOWERIN HACC	Gentle Gym Hall Hire	144.00	144.00
9524	14/03/2014	SYNERGY	Electricity Charges	13,040.20	
9525	14/03/2014	TELSTRA	Telephone Charges	898.31	
9526	20/03/2014	COMMERCIAL HOTEL DOWERIN	Refreshments - Council	16.00	
9527	20/03/2014	PACIFIC BRANDS WORKWEAR	Clothing	53.20	
9528	20/03/2014	PERFECT COMPUTER SOLUTIONS	Repairs	510.00	
9529	20/03/2014	WATER CORPORATION	Water Usage & Service Charge	36.35	
9530	20/03/2014	WA TIMBER PRODUCTS	Timber	580.57	
9531	28/03/2014	COURIER AUSTRALIA	Freight	48.43	
9532	28/03/2014	SYNERGY	Electricity Charges	6,390.40	
9533	28/03/2014	TELSTRA	Telephone Charges	1,509.32	
9534	28/03/2014	CHILD SUPPORT AGENCY	Payroll deductions	731.58	
9535	28/03/2014	AMP Life Limited	Superannuation contributions	821.16	
9536	28/03/2014	AUSTRALIAN SUPER	Superannuation contributions	23.30	
9537	28/03/2014	CBUS	Superannuation contributions	286.96	
9538	28/03/2014	HEALTH EMPLOYEES SUPER	Superannuation contributions	16.58	
9539	28/03/2014	LGRCEU	Payroll deductions	38.80	
9540	28/03/2014	MLC NOMINEES PTY LTD	Superannuation contributions	914.73	
9541	28/03/2014	PRIME SUPER	Superannuation contributions	128.54	
9542	28/03/2014	The S W Flavel Superannuation Fund	Superannuation contributions	90.92	
9543	31/03/2014	WA SUPER	Superannuation contributions	8,062.92	
9544	03/04/2014	COURIER AUSTRALIA	Freight	20.98	
9545	03/04/2014	LUPTONS LIQUID WASTE	Pump Out AROC Toilets	550.00	
826	12/03/2014	SHIRE OF DOWERIN	Payroll F/Ending 12/03/2014	37,501.17	
833	26/03/2014	SHIRE OF DOWERIN	Payroll F/Ending 26/03/2014	36,919.31	
861	09/04/2014	SHIRE OF DOWERIN	Payroll F/Ending 09/04/2014	38,838.68	
				\$ 289,417.34	



### 9.3.3 BUDGET REVIEW 2013/14

Date:	8 April 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### Summary

I present the 2013/14 Budget Review for the period 1 July 2013 to 31 March 2014

#### Background

The Local Government (Financial Management) Regulations 33A sets out the requirement for the review of the budget

#### 33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government’s financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
*\*Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

#### Comment

The Shire of Dowerin’s Budget Review covers the period 1 July 2013 to 31 March 2014. Significant variances to the budget have been set at a minimum of \$2,000. Where these variances in particular are to do with wages, plant costs or overheads for a particular general ledger account these variances have been dealt with at the schedule of accounts pertaining to Public Works Overheads (page 45), Plant Operation Costs (page 46), Administration Overheads (Page 47) and Salaries and Wages (page 48).

Before I get to the significant variances I point out the following:

- Depreciation doesn't have an effect on the year end cash position as it is a non cash item. In quite a few instances throughout the financials depreciation figures vary significantly from the budget to the actual figures. The revaluation of plant and equipment at the 30<sup>th</sup> June 2013 has affected some of those budget estimates. The depreciation for the Dowerin Community Club, Tennis Courts and Bowling Greens was significantly under budgeted for depreciation and causes a big variance to that program.
- Fire Prevention (page 10) – This is a grant funded program with any under spend to be deducted off next years grant and likewise any over spend can be claimed back if it can be justified. It is estimated that Council will expend close to the grant funded amount of \$24,100 this financial year.
- Other Health (Page 15) – This program is predominantly Dowerin HACC. This is a grant funded program with any surplus grant funds carried over to the next financial year as reserve funds. A deficit can be offset against reserve funds.
- Housing (pages 19 and 20) has gone significantly over budget. While the 2013/14 budget didn't include any significant budgeted works, this did not allow for any flexibility when a situation arises as the three leaking bathrooms that were fixed this financial year.
- Recreation Contributions – A budgeted amount of \$150,000 was to be received from the Dowerin Bowling and Amenities Club for their contribution to the DCC project. Instead of a cash contribution the Dowerin Bowling and Amenities Club have made a contribution through land and buildings that they owned. This has resulted in a \$150,000 shortfall in income which I propose to take from the Economic Development Reserve, with the eventual sale of the Dowerin Bowling and Amenities Club house on Stacy Street, being put to that reserve account.

Below are Variances that have a significant bearing on the end of year carried forward.  
A base figure of \$2,000 has been used as the lower limit to be included.

Page	Account	Description	Exp/Income	Up/Down	Variance	Running Balance Surplus/ (Deficit)
						-
3	0112	Rates - Refunds	Expenditure	up	(8,000)	(8,000)
4	0311	Grants - Federal Roads	Income	Up	22,000	14,000
5	0502	Finance - Bank Charges	Expenditure	Up	(2,000)	12,000
5	0191	Interest - Investments	Income	Up	18,000	30,000
7	0262	Members - Receptions	Expenditure	Down	2,000	32,000
8	0412	Govern - Staff Training	Expenditure	Up	(3,000)	29,000
15	1222	Doctor Service	Expenditure	Up	(15,000)	14,000
17	7092	Community Resource Centre - Maintenance	Expenditure	Up	(3,000)	11,000
19	2402	Staff House - Operating	Expenditure	Up	(15,000)	(4,000)
20	2552	Other House - Operating	Expenditure	Up	(5,000)	(9,000)
22	2682	Refuse - Tip Management	Expenditure	Down	2,000	(7,000)
22	2692	Refuse - Recycling	Expenditure	Down	5,000	(2,000)

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 APRIL 2014

29	3132	Minnivale - Camping Area Toilets	Expenditure	Up	(3,000)	(5,000)
29	3302	Childcare - Maintenance	Expenditure	Up	(10,000)	(15,000)
30	3442	Swim Pool – Utilities / Insurance	Expenditure	Up	(6,000)	(21,000)
30	3472	Swim Pool - Chemicals	Expenditure	Down	3,000	(18,000)
30	3413	Swim Pool - Subsidy	Income	Down	(3,000)	(21,000)
31	3602	Sports Ovals & Amenities	Expenditure	Down	5,000	(16,000)
31	6932	Recreation - Be Active Programs	Expenditure	Up	(2,000)	(18,000)
31	6862	Tourism - Community Events	Expenditure	Up	(2,000)	(20,000)
31	3622	Parks, Gardens & Reserves	Expenditure	Up	(2,000)	(22,000)
31	3632	Recreation Centre	Expenditure	Up	(3,000)	(25,000)
31	3672	Community Club Change Rooms	Expenditure	Up	(9,000)	(34,000)
31	3702	Community Club Function Centre	Expenditure	Up	(15,000)	(49,000)
34	4184	Roads - Roads To Recovery	Expenditure	Up	(10,000)	(59,000)
34	4604	Roads - Unclassified	Expenditure	Down	15,000	(44,000)
34	4884	Roads - State 20/20	Expenditure	Up	(10,000)	(54,000)
35	4612	Roads - Rural Maintenance	Expenditure	Down	10,000	(44,000)
35	5112	Roads - Light Maintenance	Expenditure	Up	(5,000)	(49,000)
35	6033	Grant - Regional Roads	Income	Up	17,000	(32,000)
42	6902	Econ - Wheatbelt Workcamp Water Supply	Expenditure	Up	(7,713)	(39,713)
44	7333	Private Works - Charges	Income	Down	(2,000)	(41,713)
45	7632	Works – Work cover	Expenditure	Up	(4,000)	(45,713)
46	7812	Plant - Tyres & Batteries	Expenditure	Down	5,000	(40,713)
46	7822	Plant - Parts & Repairs	Expenditure	Down	20,000	(20,713)
48	8842	Admin - House Allow	Expenditure	Down	7,000	(13,713)
48	9942	Admin - Communications	Expenditure	Up	(3,000)	(16,713)
48	9992	Admin - Other Costs	Expenditure	Up	(5,000)	(21,713)
48	8000	Salaries & Wages - Gross	Expenditure	Up	(15,000)	(36,713)

As per the running balance on the above table it is predicted that at the year end the carried forward amount will be in deficit by \$36,713. Staff are expecting for this to figure to be lower by the 30 June 2014, due to some possible cost savings. Council could decide to lower its reserves transfers at year by the amount of the deficit or carry forward a deficit to the 2014/15 budget. I recommend that Council carry forward the deficit to next years budget.

Consultation

Nil.

Financial Implications

Any resultant carried forward surplus or deficit at 30 June 2014 will be the starting point for the 2014/15 budget.

Policy Implications

Nil.

Statutory Implications

*WA Local Government Financial Regulation 33A*

Strategic Implications

Nil.

Voting Requirements

Simple Majority

**COUNCIL DECISION – ITEM 9.3.3**

(2394) Moved: TW Quartermaine Seconded: WE Coote Carried: 7/0

**THAT COUNCIL ADOPTS THE 2013/14 BUDGET REVIEW WITH THE FOLLOWING VARIATIONS FOR THE PERIOD 1 JULY 2013 TO 31 MARCH 2014:**

Page	Account	Description	Exp/Income	Up/Down	Variance	Surplus/ (Deficit)
3	0112	Rates - Refunds	Expenditure	up	(8,000)	(8,000)
4	0311	Grants - Federal Roads	Income	Up	22,000	14,000
5	0502	Finance - Bank Charges	Expenditure	Up	(2,000)	12,000
5	0191	Interest - Investments	Income	Up	18,000	30,000
7	0262	Members - Receptions	Expenditure	Down	2,000	32,000
8	0412	Govern - Staff Training	Expenditure	Up	(3,000)	29,000
15	1222	Doctor Service	Expenditure	Up	(15,000)	14,000
17	7092	Community Resource Centre - Maintenance	Expenditure	Up	(3,000)	11,000
19	2402	Staff Hse - Operating	Expenditure	Up	(15,000)	(4,000)
20	2552	Other Hse - Operating	Expenditure	Up	(5,000)	(9,000)
22	2682	Refuse - Tip Management	Expenditure	Down	2,000	(7,000)

MINUTES OF ORDINARY MEETING OF COUNCIL – 15 APRIL 2014

22	2692	Refuse - Recycling	Expenditure	Down	5,000	(2,000)
29	3132	Minnivale - Camping Area Toilets	Expenditure	Up	(3,000)	(5,000)
29	3302	Childcare - Maintenance	Expenditure	Up	(10,000)	(15,000)
30	3442	Swim Pool - Utilities/Insur	Expenditure	Up	(6,000)	(21,000)
30	3472	Swim Pool - Chemicals	Expenditure	Down	3,000	(18,000)
30	3413	Swim Pool - Subsidy	Income	Down	(3,000)	(21,000)
31	3602	Sports Ovals & Amenities	Expenditure	Down	5,000	(16,000)
31	6932	Recreation - Be Active Programs	Expenditure	Up	(2,000)	(18,000)
31	6862	Tourism - Community Events	Expenditure	Up	(2,000)	(20,000)
31	3622	Parks, Gardens & Reserves	Expenditure	Up	(2,000)	(22,000)
31	3632	Recreation Centre	Expenditure	Up	(3,000)	(25,000)
31	3672	Community Club Change Rooms	Expenditure	Up	(9,000)	(34,000)
31	3702	Community Club Function Centre	Expenditure	Up	(15,000)	(49,000)
34	4184	Roads - Roads To Recovery	Expenditure	Up	(10,000)	(59,000)
34	4604	Roads - Unclassified	Expenditure	Down	15,000	(44,000)
34	4884	Roads - State 20/20	Expenditure	Up	(10,000)	(54,000)
35	4612	Roads - Rural Maintenance	Expenditure	Down	10,000	(44,000)
35	5112	Roads - Light Maintenance	Expenditure	Up	(5,000)	(49,000)
35	6033	Grant - Regional Roads	Income	Up	17,000	(32,000)
42	6902	Econ - Wheatbelt Workcamp Water Supply	Expenditure	Up	(7,713)	(39,713)
44	7333	Private Works - Charges	Income	Down	(2,000)	(41,713)
45	7632	Works - Workcover	Expenditure	Up	(4,000)	(45,713)
46	7812	Plant - Tyres & Batteries	Expenditure	Down	5,000	(40,713)
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48	9942	Admin - Communications	Expenditure	Up	(3,000)	(16,713)
48	9992	Admin - Other Costs	Expenditure	Up	(5,000)	(21,713)
48	8000	Salaries & Wages - Gross	Expenditure	Up	(15,000)	(36,713)

#### 9.3.4 DOWERIN EVENTS MANAGEMENT – SELF SUPPORTING LOAN

Date:	9 April 2014
Applicant:	Dowerin Events Management
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock

##### Summary

Council is to consider a self supporting loan for Dowerin Events Management to fund a demountable toilet block.

##### Background

Dowerin Events Management (DEM) has been investigating for sometime how to improve the ablution facilities on the Dowerin Field Day Site. As per their attached letter they propose to replace the existing toilets north of the hockey field with a demountable toilet block at a cost of \$117,000. They have requested that the Shire of Dowerin raise a self supporting loan for DEM through the Western Australian Treasury Corporation.

DEM have pointed out that while they have sufficient funds to pay for the toilet block they would prefer to have those funds for other infrastructure projects they are planning.

##### Comment

Any additional loans even a self supporting loan will decrease Council's borrowing power. While no figure can be put on this borrowing limit, \$117,000 will lift Council's overall debt to \$647,000 at 30 June 2014.

If council is in favour of funding a self supporting loan for DEM I will be obtaining quotes for terms between 5 and 8 years. I wouldn't like to see the loan taken past 8 years. Annual repayments will be within the range of \$19,000 to \$26,000.

It is expected that the annual saving on hiring toilets will go close to offsetting the loan repayments.

My discussions with DEM have been that Council will connect the toilets to the sewer that runs along the south boundary of the hockey field. That pipe is approximately 1.6m below ground level and there is at least 1.3m of downward fall to the proposed toilet block site. If the levels are not conducive for connection to the sewer a pump system with septic tanks could be utilised. Blackwell's plumbing will be in Dowerin on Thursday before the meeting to give there expert advice regarding the sewer connection.

##### Consultation

Dowerin Events Management

Financial Implications

All costs of the loan will be met by Dowerin Events Management.

As the proposed loan has not been included in the 2013/14 Budget Council needs to advertise locally the details of the proposed loan.

Policy Implications

Nil.

Statutory Implications

**Local Government Act (WA) 1995**

**6.20. Power to borrow**

- (1) Subject to this Act, a local government may —
  - (a) borrow or re-borrow money; or
  - (b) obtain credit; or
  - (c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.
- (2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (**power to borrow**) and details of that proposal have not been included in the annual budget for that financial year —
  - (a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and
  - (b) the resolution to exercise that power is to be by absolute majority.
- (3) Where a local government has exercised a power to borrow and —
  - (a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or
  - (b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,

the local government may resolve\* to expend the money or utilize the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.

\* *Absolute majority required.*

- (4) A local government is not required to give local public notice under subsection (3) —
  - (a) where the change of purpose has been disclosed in the annual budget of the local government for the relevant financial year; or
  - (b) in such other circumstances as are prescribed.
- (5) A change of purpose referred to in subsection (3) is to be disclosed in the annual financial report for the year in which the change occurs.

Strategic Implications

Nil.

Voting Requirements

Absolute Majority

**COUNCIL DECISION – ITEM 9.3.4**

(2395)

Moved: TA Jones

Seconded: DP Hudson

Carried: 7/0

**THAT COUNCIL;**

- 1. AGREES TO A 5 YEAR SELF SUPPORTING LOAN OF \$117,000 BE RAISED AND LOANED TO DOWERIN EVENTS MANAGEMENT; AND**
- 2. GIVES LOCAL PUBLIC NOTICE OF THE LOAN PROPOSAL AS THE LOAN WAS NOT INCLUDED IN THE 2013/14 BUDGET.**





9<sup>th</sup> April 2014

Mr Dacre Alcock  
Chief Executive Officer  
Shire of Dowerin  
PO Box 111  
DOWERIN WA 6461

Dear Dacre,

**RE: 2014 Dowerin GWN7 Machinery Field Days**

On behalf of the Chairman and Board of the Dowerin Events Management, I am writing to make you aware of the board's intention to purchase a block of demountable toilets to the value of \$117,000. The toilets will be positioned in consultation with the Dowerin Shire, with a location north of the hockey oval being the preferred site.

We believe the toilets will provide benefit to a wide range of groups, including the Hockey Club, PCYC and Dowerin Car Club, who use LJ Metcalf Pavilion on a regular basis. They will be designed with internal doors so a number of the toilets can be used all year round, with the remaining toilets lock off for easy cleaning.

Even though DEM has funds available, we would like to request a loan through State Treasury, with plans of using the money we save to further expand our infrastructure on the site. We would also like to request assistance from the Shire in connecting the toilets to the deep sewage system, and with any required site works.

If you could kindly consider this request, it would be greatly appreciated. Please do not hesitate to contact me if you require any further information and I look forward to your reply.

Kind regards,

A handwritten signature in black ink, appearing to read 'J Freind'.

Jenna Freind  
Event Coordinator

WESTERN AUSTRALIA

**TREASURY CORPORATION**

**Schedule A**

Indicative Loan Repayment Schedule

**Client:** Shire of Dowerin (the "Borrower") -  
**Interest Rate:** 3.9100% p.a. \* (Semi Annual Compounding)  
 1.9550% \* effective Semi Annual  
 \* These rates do not include the Government Guarantee Fee.  
**Lending Date:** 10 April 2014  
**Maturity Date:** 10 April 2021  
**Loan amount:** \$117,000.00  
**Schedule Basis:** 14 Semi Annual repayments

Payment Date	Debt Balance Outstanding	Capital Repayment	Interest Payment	Total Fixed Payment	Indicative Guarantee Fee	Indicative Total Payment
10 Oct 2014	109,653.50	7,346.50	2,267.35	9,633.85	32.65	9,666.50
10 Apr 2015	102,163.38	7,490.12	2,143.73	9,633.85	32.65	9,666.50
12 Oct 2015	94,526.82	7,636.56	1,997.29	9,633.85	32.65	9,666.50
11 Apr 2016	86,740.97	7,785.85	1,848.00	9,633.85	32.65	9,666.50
10 Oct 2016	78,802.91	7,938.06	1,695.79	9,633.85	32.65	9,666.50
10 Apr 2017	70,709.66	8,093.25	1,540.60	9,633.85	32.65	9,666.50
10 Oct 2017	62,459.18	8,251.48	1,382.37	9,633.85	32.65	9,666.50
10 Apr 2018	54,045.39	8,412.79	1,221.06	9,633.85	32.65	9,666.50
10 Oct 2018	45,468.13	8,577.26	1,058.59	9,633.85	32.65	9,666.50
10 Apr 2019	36,723.18	8,744.95	888.90	9,633.85	32.65	9,666.50
10 Oct 2019	27,807.27	8,915.91	717.94	9,633.85	32.65	9,666.50
14 Apr 2020	18,717.05	9,090.22	543.63	9,633.85	32.65	9,666.50
12 Oct 2020	9,449.12	9,267.93	365.92	9,633.85	32.65	9,666.50
12 Apr 2021	0.00	9,449.12	184.73	9,633.85	32.65	9,666.50
	<b>Totals:</b>	<b>117,000.00</b>	<b>17,873.90</b>	<b>134,873.90</b>	<b>457.10</b>	<b>135,331.00</b>

WESTERN AUSTRALIA

**TREASURY CORPORATION**

**Schedule A**

Indicative Loan Repayment Schedule

**Client:** Shire of Dowerin (the "Borrower") -  
**Interest Rate:** 3.6000% p.a. \* (Semi Annual Compounding)  
 1.8000% \* effective Semi Annual  
 \* These rates do not include the Government Guarantee Fee.  
**Lending Date:** 10 April 2014  
**Maturity Date:** 10 April 2019  
**Loan amount:** \$117,000.00  
**Schedule Basis:** 10 Semi Annual repayments

Payment Date	Debt Balance Outstanding	Capital Repayment	Interest Payment	Total Fixed Payment	Indicative Guarantee Fee	Indicative Total Payment
10 Oct 2014	106,216.72	10,783.28	2,106.00	12,889.28	33.04	12,922.32
10 Apr 2015	95,239.34	10,977.36	1,911.90	12,889.26	33.04	12,922.32
12 Oct 2015	84,064.37	11,174.97	1,714.31	12,889.28	33.04	12,922.32
11 Apr 2016	72,688.25	11,376.12	1,513.16	12,889.28	33.04	12,922.32
10 Oct 2016	61,107.36	11,580.89	1,308.39	12,889.28	33.04	12,922.32
10 Apr 2017	49,318.01	11,789.35	1,099.93	12,889.28	33.04	12,922.32
10 Oct 2017	37,316.45	12,001.56	887.72	12,889.28	33.04	12,922.32
10 Apr 2018	25,098.87	12,217.58	671.70	12,889.28	33.04	12,922.32
10 Oct 2018	12,661.37	12,437.50	451.78	12,889.28	33.04	12,922.32
10 Apr 2019	0.00	12,661.37	227.90	12,889.27	33.04	12,922.31
	<b>Totals:</b>	<b>117,000.00</b>	<b>11,892.79</b>	<b>128,892.79</b>	<b>330.40</b>	<b>129,223.19</b>

The meeting was adjourned at 4.02pm.

The meeting resumed at 4.27pm.

## 10. NEW BUSINESS OF AN URGENT NATURE

### 10.1.1 LATE ITEMS – APPROVAL TO CONSIDER

Location

Date: 14 April 2014

Applicant: N/A

Location: Nil

Author: Dacre Alcock

Summary:

**Council is requested to consider a Late Agenda Item**

Comment:

Staff are attempting to have the Agenda prepared at least a week before each Council Meeting. In completing this schedule, business of an urgent nature will arise from time to time in particular where commercial activities within the district would be delayed by Council not considering the item.

Consultation:

Nil

Policy Implications:

Nil

Statutory Implications:

**Shire of Dowerin – Standing Orders Local Law 2001**

**Section 3.9: Urgent Business Approved By the Presiding Person or by Decision of Members Present**

1. In cases of urgency or other special circumstance, matters may, with the consent of the person presiding be raised without notice and decided by the meeting.
2. Any member may move that the urgent business proposed to be raised by the presiding person not be accepted and if carried by a majority of members present, the urgent business is not accepted.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

**COUNCIL DECISION – ITEM 10.1.1**

(2396)            Moved: SV Brookes            Seconded: TA Jones            Carried: 7/0

**THAT THE LATE AGENDA ITEM IS TO CONSIDER PLANNING APPROVAL FOR A HOUSE ON LOT 616 DOWERIN GOOMALLING ROAD.**

10.1.2 PLANNING APPROVAL FOR A HOUSE ON LOT 616 DOWERIN GOOMALLING ROAD.

Date: 15 April 2014  
Applicant: N.K. & R.K. Wass  
Location: Lot 616 Dowerin/Goomalling Road.  
File Ref ADM 0340  
Disclosure of Interest Nil  
Author: Linton Thomas

Summary:

Mr. & Mrs. Wass have purchased Lot 616 on the Dowerin to Goomalling main road and wish to place thereon a second hand house.

They are also seeking Council's Town Planning Approval for same.

Background:

Since the 1980's this Council along with many others have had a policy of requiring Council to approve relocated homes and to place a bond of \$4/5,000 on the application to ensure that the house is reinstated in a timely manner.

Once it has been completed to the satisfaction of the Building Surveyor, the bond is repaid.

If the house is not reinstated within the 2 years that a Building Permit is valid for, then those funds are used to either make the house complete or to remove (demolish) the house if it is not.

Comment:

The bond is on the website advising ratepayers and it has been used in other Shires for the purpose it was intended.

I cannot vouch for the legality of the bond, but it does deter people intending to move such structures when really they don't have the financial capacity to complete the project.

There have been instances where these intended houses have sat on blocks or 204 Ltr drums for years without any improvement to their status. They become an eye sore.

Also stated on Council's website is that all asbestos has to be removed from the house before entry into the district. The house in question is an early transportable home with metal walls.

Consultation:

Council Policy  
Local Planning Scheme No.2

Financial Implications:

Legal fees could be mitigated from the bond should the project not be completed.

Provides an incentive to have the project completed quickly so the bond can be accessed by the owner.

Policy Implications:

Nil

Statutory Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

**COUNCIL DECISION – ITEM 10.1.2**

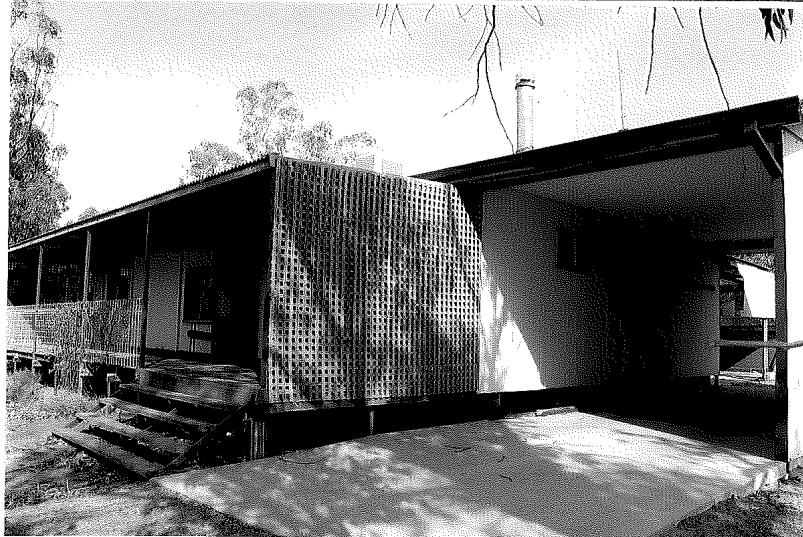
(2397)            Moved: DP Hudson                            Seconded: WE Coote                            Carried: 7/0

**THAT COUNCIL;**

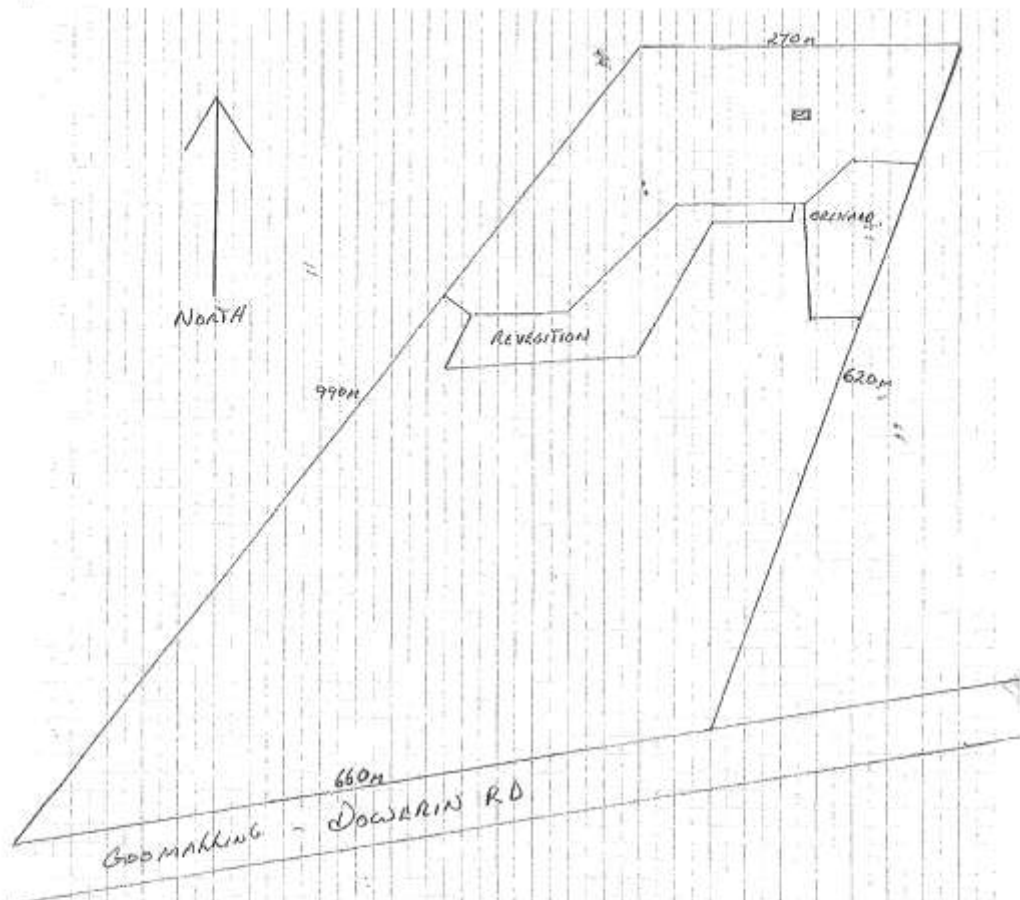
**GIVES PLANNING APPROVAL TO MESSRS N & R WASS FOR THE PLACEMENT OF A HOUSE ON LOT 616 DOWERIN-GOOMALLING ROAD;**

**APPROVAL BE GRANTED WITH CONDITIONS AS SET BY THE BUILDING/ HEALTH SURVEYOR TO ENSURE THAT ALL ASBESTOS IS REMOVED BEFORE ENTERING THE DISTRICT; AND**

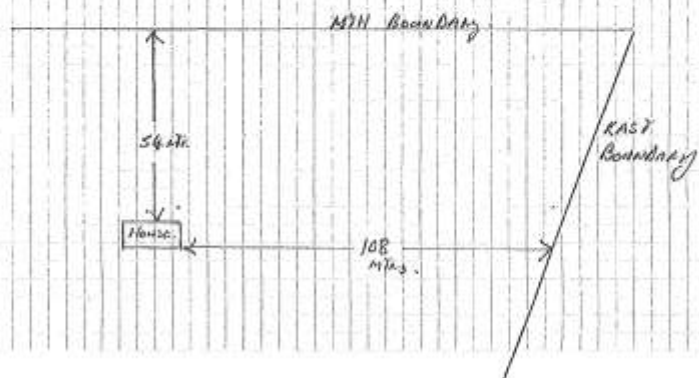
**RECEIVES A \$5,000 BOND TO ENSURE THE COMPLETION OF THE HOUSE TO A HABITABLE STANDARD AND WHEN ACCOMPLISHED WITHIN TWO (2) YEARS, THE BOND IS REFUNDED.**

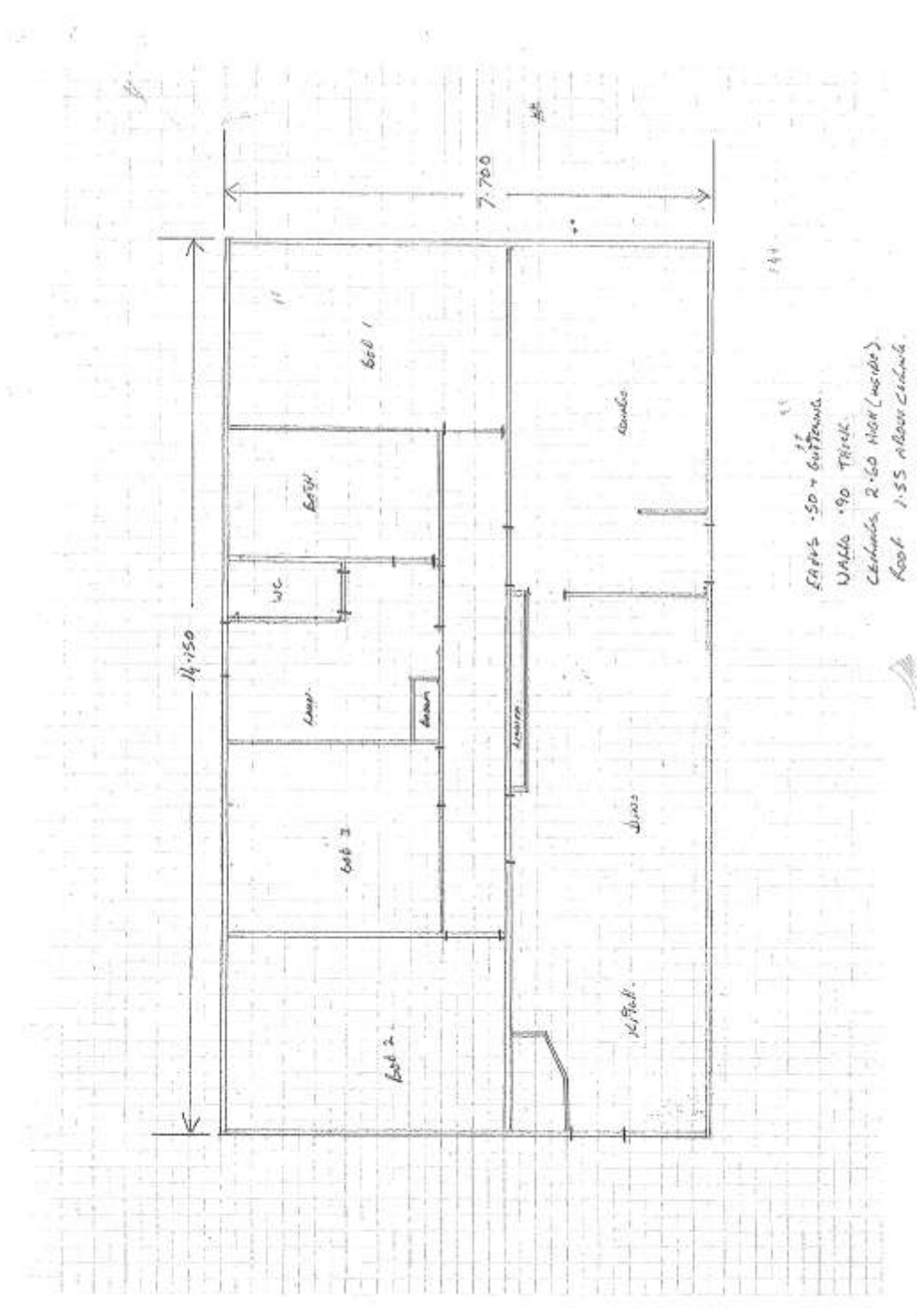






- ☐ House 54 mtrs From North Boundary
- ☐ House 108 mtrs From East Boundary





**11. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**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 5.28pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 27 May 2014.*

.....

*D.E. Metcalf*

**PRESIDENT**

.....

*Date*