



**MINUTES  
OF MEETING  
HELD ON  
16 SEPTEMBER 2014**

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## **1. OPENING, OBITUARIES, VISITOR**

### **1.1 OPENING**

President Metcalf opened the meeting at 3:00 pm

### **1.2 OBITUARIES**

Mr Edward Ernest Metcalf

### **2.1 RECORD OF ATTENDANCE**

D.E. Metcalf	President	Town Ward
G.B. Ralph	Deputy President	Rural South Ward
L.G. Hagboom		Rural South Ward
T.W. Quartermaine		Town Ward
D.P. Hudson		Town Ward
S.V. Brookes		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	
S.L. King	Finance Manager	

### **2.2 LEAVE OF ABSENCE**

Nil

### **2.3 APOLOGIES**

Nil

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

## **4. DECLARATION OF ELECTED MEMBERS**

## **5. PUBLIC QUESTION TIME**

3:05 pm      Childcare Presentation – Kezia Metcalf, Ebony Gard, Jasmine Hedland, Emma Richards.

3:40 pm      Presentation group left chambers.

## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

## **7. CONFIRMATION OF MINUTES**

### **COUNCIL DECISION – ITEM 7.1**

(2433) Moved: S.V. Brookes Seconded: T.A. Jones Carried: 8/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 19 AUGUST 2014 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

## **8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

### **8.1 PRESIDENT ANNOUNCEMENTS**

Field Days - Art Exhibition Opening 26 August 2014

Landcare Function – Gabby Quoi Quoi

## 9 REPORTS OF COMMITTEE AND OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 9.1.1 CORPORATE PLAN UPDATE

Date: 11 September 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

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**COUNCIL DECISION – ITEM 9.1.1**

(2434)            Moved: T.A. Jones            Seconded: T.W. Quartermaine            Carried: 8/0

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

# **CORPORATE PLAN 2013 – 2017 STATUS REPORT**



# ORDINARY MEETING OF COUNCIL AGENDA – 16 SEPTEMBER 2014

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>	March 2014 - 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>	
Inspect and spray for termites at Police Housing	Annually		Property Officer	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>June 2014 - Termite Inspections complete</b>
<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>April 2014 - Event held 29<sup>th</sup> March 2014</p> <p>February 2014 - A Volunteer drive is planned in conjunction with the Disaster Drill scheduled for 29 March 2014.</p>
Plan and implement a	6 months		CSO	<ul style="list-style-type: none"> <li>A mock disaster sufficiently planned, organised and</li> </ul>	April 2014 - Event held 29 <sup>th</sup> March 2014

## ORDINARY MEETING OF COUNCIL AGENDA – 16 SEPTEMBER 2014

'mock disaster' in Dowerin in conjunction with local emergency services as a volunteer drive/awareness campaign				<ul style="list-style-type: none"> <li>implemented within 12 months</li> <li>10% increase in volunteers</li> </ul>	February 2014 - Initial stages of planning have commenced. Disaster Drill is planned for 29 March 2014.
<b>C.1.3Continue 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>	<b>June 2014 - Ranger has been engaged recently for issues with barking dogs</b>
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>	February 2014 - 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.1.4Continue 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>April 2014 - Completed April 2014</p> <p>April 2014 - Work commenced 20/3/2014, wet mixing commenced 7/4/2014</p> <p>March 2014 - 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>Completed 26 May 2014</b></p> <p>March 2014 - Work completed 22/3/2014</p> <p>February 2014 - Work commenced 3/2/2014</p> <p>February 2014 - 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>	<b>Completed 6 June 2014</b>

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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>	<b>Completed November 15 2013</b>
Nambling South Rd – Tree Pruning	2013/2014	\$9,500	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed October 30 2013</b>
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>	<b>June 2014 - Draft Budget Meeting approval for quotes</b> <b>June 2014 - Quotes sought via WALGA eQuotes – July 2014</b>
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>	January 2014 - Outside works crew completed traffic Control course 31/1/2014  January 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	3 programs annually		CSO	<ul style="list-style-type: none"> <li>3 programs annually</li> <li>Successful grant funding</li> </ul>	

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week excursions)					
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>April 2014 - National Youth Week – Wheatbelt Masquerade Ball held in Dowerin on 5<sup>th</sup> April</p> <p>April 2014 - 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>April 2014 - 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> <hr/> <p>March 2014 - Ride a Bike Right – Bike Safety program held at DDHS on 24<sup>th</sup> March 2014</p> <p>March 2014 - 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>December 2013 - Million Stars Movies event held 21/12/2013</p> <p>December 2013 - The Thank A Volunteer Day Grant money will be used to put towards the Million Stars Movie this year</p>

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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>	<b>June 2014 - Complete</b>  April 2014 - 2014 Anzac Day Breakfast – Event Held  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>	<b>June 2014 - National Tree Day – 26 July 2014</b>
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>	Continue to inform community and clubs of grants as we become aware of them
<b>C.2.2 Continue to provide support for local clubs and organisations</b>					
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>June 2014 - Administration Staff have reviewed and updated Kidsport database for clubs and individuals</b>  April 2014 - 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

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Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	•	<p>CDO has received notification from Lotterywest for successful grant application of \$15,000 for Lil Tigers Early Learning Centre</p> <hr/> <p>CSO currently assisting the Bowling Club with a Summer Barefoot Bowls Competition that will be held over February and March 2014</p> <hr/> <p>Dowerin Hockey Club successful with \$1000 grant for the Woodhouse Clinic</p> <hr/> <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	• Develop a detailed program of maintenance for all shire owned facilities	March 2014 - FM - Stage 1 commenced as part of Asset Management
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	• Annual review of bookings/usage of facilities	
Replace downpipe at Town Hall and paint exterior	2013/14	\$1095	Maintenance Officer	• Completion of works	
<b>C.2.4 Invest and improve communication technology for the benefit of the community of Dowerin</b>					
Conduct community survey to gain feedback	August 2013		CDO	• Develop, conduct and advertise survey	September 2013 - Complete

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regarding shire website usage				<ul style="list-style-type: none"> <li>Analyse results of survey, compile report</li> </ul>	Survey conducted 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>	<b>November 2013 – Complete</b> Survey conducted in November 2013
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>	<b>May 2014 - Complete</b>  New website is now live  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.  Rebuild is scheduled to be completed by the end of March 2014, CDO currently updating content to be uploaded into the new website  Webarena are currently in the process of re-designing and rebuilding the Dowerin Community Website
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>	

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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 operating in Dowerin	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>	CDO has included information regarding the doctors service in the local paper and on the website with successful results in terms of increased usage of the doctor by the community
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>	<b><i>June 2014 – Council recommendations for extra three month provision of service, extra marketing through DEM, October review</i></b>  <b><i>June 2014 – May Agenda Item to Council</i></b>
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>	April 2014 – Complete
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	2013		HACC CEO	<ul style="list-style-type: none"> <li>Increase utilisation of HACC services</li> </ul>	CDO has included HACC information and newsletters on the new Dowerin Community Website



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clients informed of HACC services					3 HACC Brochures have been developed HACC Committee AGM 16 <sup>th</sup> April 2014
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>	<p><b>July 2014 – Maintenance budget to Draft Budget Meeting 2/07/14</b></p> <p>May 2014 – FM &amp; Property Officer completed 2014 Property Inspections</p>
<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>	<p><b>July 2014 – Hockey Field leveling works to Draft Budget Meeting 2/07/14</b></p> <p>Ongoing</p> <p>Lawn Doctor to give guidance on best way give more level playing surface</p>
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

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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>	<p><b>May 2014 – CDO has submitted a grant application to Lotterywest requesting \$29,893</b></p> <p>CDO has contacted Lotterywest to enquire as to funding for a community based gym. A proposal and grant application has been developed.</p> <p>RDA Funding was discontinued.</p>
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>	<p><b>December 2013 – Complete</b></p> <p>December 2013 - 6 Dec the outdoor gym equipment was relocated to the area in between the former tennis courts and club rooms</p>
Review the Dowerin Bike	2013/14		CDO	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	<b>February 2014 – Complete (Review in 2015)</b>

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Plan			FM		CDO has contacted the Dept of Transport and grants will be available to pay for a consultant to update the Dowerin Bike Plan (2005) in August 2015
<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>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the DDHS</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>	DDHS promoted on Dowerin Community Website
<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>	<p><b>November 2014 – due for completion</b></p> <p>Rhian Hathaway commenced a 12mth traineeship with the Shire as of November 2013</p>
Support and actively promote those local businesses providing 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/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><b>June 2014 – Christopher Spark attended Leeuwin Voyage</b></p> <p>Christopher Spark and Kane Ralph have now been booked onto Leeuwin Voyage Adventures.</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</p> <p>Endeavour Award – Christopher Spark</p> <p>Applications for the 2014 Youth Scholarship Program are currently been advised and nominations are being taken at the Shire Office</p>

C.5 Increase and maintain a range of affordable housing for singles, families and seniors						
C.5.1 Develop a Housing & Accommodation Strategy						
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"><li>Distribution of surveys</li><li>Analysis of survey</li></ul>	<b>April 2014 – Complete</b>  Feedback from Community Strategic Plan has indicated a need for accommodation park  Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt 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>	<b>April 2014 – Completed</b> – 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 Housing and Accommodation 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>	Master Plan has been developed and approved by the Short Term Accommodation Steering Committee  Short Term Accommodation Steering Committee has	

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					<p>been established and first meeting has taken place. This committee will drive this project through to fruition</p> <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>
<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 Property Officer	<ul style="list-style-type: none"> <li>Completed program</li> <li>Implementation of program</li> </ul>	<p><b>June 2014 – Property Income/Expense spreadsheet developed</b></p> <p><b>June 2014 – Property Maintenance spreadsheet developed</b></p> <p>FM - Stage 1 Commenced as part of Asset Management</p>
<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>	<p><b>June 2014 – Draft Budget Meeting 2/07/14</b></p> <p>FM - Included in 13/14 budget</p>
Continue to maintain the Recreation Reserve	Annually		FM	<ul style="list-style-type: none"> <li>Annual increase of % in reserve</li> </ul>	<p><b>June 2014 – Draft Budget Meeting 2/07/14</b></p> <p>FM - Included in 13/14 budget</p>
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>	<b>June 2014 – Council forum to be conducted in near future (month to be advised)</b>

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					<p><b>June 2014 – CDO investigated funding opportunities for feasibility study</b></p> <p><b>June 2014 – Draft Budget Meeting 2/07/14</b></p>
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>	<p><b>June 2014 – Draft Budget Meeting 2/07/14</b></p> <p>FM - Recreation Reserve fund allocation</p>
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><b>June 2014 – Draft Budget Meeting 2/07/14</b></p> <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>
<b>C.6.2 Investigate and develop youth facilities and services</b>					
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</li> </ul>	<p>Wheatbelt Masquerade Ball held 5<sup>th</sup> April</p> <p>CSO is assisting PCYC with a funding application for</p>

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				of events & activities when required	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
<b>C.6.3 Continue to support the development of the Dowerin Community Child Care facility</b>					
Assist with the renovation of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<p><b>June 2014 – Works complete</b></p> <p>FM - Included in 13/14 budget</p> <p>Labour provided by Maintenance Officer Peter Worts</p>
Assist with payroll, banking etc	2014/2015		FM	<ul style="list-style-type: none"> <li>Smooth running of the facility</li> </ul>	<p><b>June 2014 – CEO &amp; FM: Meeting scheduled 23/07/14 with Childcare President &amp; Treasurer to review future need and arrangements</b></p> <p>Arrangements being developed for Administration Staff to take on elements of Childcare Administration Duties.</p>
<b>C.6.4 Develop seniors facilities and be recognised as an aged friendly community</b>					
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>	



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Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> <li>Annual review</li> </ul>	May 2014 - Complete
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>	<p><b>June 2014 – Draft Budget Meeting 2/07/14</b></p> <p><b>June 2014 - Audit completed 6<sup>th</sup> June 2014 – Approx 500m of footpath needs repair/replacing</b></p> <p>Proposal has been made for the allocation of \$10,000 per year for footpath improvements</p>
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>	<b>July 2014 – Grants are available for this in September</b>
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> <li>Completed application</li> <li>Successful grant funding</li> </ul>	<b>July 2014 – This will be dependent on updated bike plan</b>
<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>					

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Research and develop a standard 'Streetscape Policy;	2014		CEO CDO EHO Council	<ul style="list-style-type: none"> <li>Development, adoption and implementation of policy</li> </ul>	<p><b>July 2014 – FM and CDO to attend Restart your Street Workshop on 18<sup>th</sup> July 2014</b></p> <p><b>June 2014 – Council forum to be conducted in near future (month to be advised)</b></p>
<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>	CDO has discussed this project with Works Manager and Peter Worts in order to gain an idea of a timeframe as to when the work can commence
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>	<p><b>June 2014 – Grant was not approved, CSO will investigate alternative options</b></p> <p>Still awaiting notification</p> <p>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the school.</p> <p>Meeting held with CRC &amp; HACC in December. Funding application to be lodged to assist with initial set up costs.</p>
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>					

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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>	March 2014 - Successful Annual Clean Up Australia Day on March 8 <sup>nd</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>	<p><b>May 2014 – Working with Ag Department on controlling Wheel Cactus</b></p> <p>Roadside spraying being carried out in conjunction with roadside burning</p> <p>Spraying of luv grass carried out 27/28 March 2014</p>
<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 Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> <li>Respond to draft plan – re: changes</li> <li>Adoption of plan WDC</li> </ul>	

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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>July 2014 – Surveys updated and distributed amongst Dowerin's youth population.</b>
<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>	<b>June 2014 – Complete 2014</b>

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vet service to town			Maintenance Officer		<p>First visit from Wheatbelt Vet Service was on 20<sup>th</sup> November which was successful</p> <p>The Wheatbelt Vet has now agreed to visit Dowerin on a Monthly Basis and will operate from the former Tennis Club rooms</p>
<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>	<b>June 2014 – Draft Budget Meeting 2/07/14</b>
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>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.</p> <p>Commitment of posting 1-2 status updates on Facebook on days of work. CSO has created a calendar for regular updates</p>

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EB.2.2 Continue to work with key stakeholders to provide quality events					
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> <p>Including:</p> <ul style="list-style-type: none"> <li>50 tractors</li> <li>Entrance Statement</li> <li>Photobook</li> </ul>	<p><b>June 2014 – FM &amp; WM meeting with DEM Entrance committee to finalise plans for wall finishing's, landscaping, lighting, driveway material</b></p> <p><b>June 2014 – FM and WM arranged driveway and footpath concreting, wall footings, electricity &amp; water conduits installed, brick laying for wall</b></p> <p>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.</p> <p>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.</p>
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>	<b>June 2014 - WA 4WD Association Gathering is booked for 12<sup>th</sup> &amp; 13<sup>th</sup> July</b>
EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities					
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</li> </ul>	

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				farmers/property owners willing to part take in this program <ul style="list-style-type: none"> <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 (distribution list)</li> </ul>	<p><b><i>June 2014 – First article will be submitted to Offroad Online, to be hopefully published in mid-2014 in conjunction with Wheatbelt Way Self Drive Trail.</i></b></p> <p>CSO volunteered at the 4WD &amp; 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</p>
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><i>June 2014 - Eastern Hills Four Wheel Drive Club has expressed an interest in coming to Dowerin soon</i></b></p> <p>Freedom All Wheel Drive Club has booked in a weekend in June</p> <p>2014 WA 4WD Association gathering is booked for 12<sup>th</sup> and 13<sup>th</sup> July</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>	<p><b>Complete 2014</b></p> <p>A mailing list of all 4WD Clubs in WA has been created and an initial pack has been sent outlining what we can offer.</p>

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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>	<p><b>May 2014 - Complete</b></p> <p>Completed see report 'Destination Dowerin'</p>
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 the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> <li>• Plan of a short term accommodation facility</li> </ul>	<p>Master Plan has been received</p> <p>Quote received from MCG Architects for Concept Plan development</p> <p>FM - Economic Reserve fund allocation</p>
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>	<p><b>May 2014 – CDO has contacted Paul Rafferty regarding a quote for a QS for this project</b></p> <p>Awaiting feedback from MCG regarding Quantity Surveyor</p>



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EB.2.6 Continue developing the Wheatbelt Heritage Rail Project					
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>	<p><b>June 2014 – 2 meetings</b></p> <p><b>May 2014 – Weekly meetings have been implemented</b></p> <p>FM - Cost allocation and spreadsheet developed and shared with consultant via dropbox</p>
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>	<p><b>May 2014 – Track to be completed at Minnivale by Friday 13<sup>th</sup> June</b></p> <p>Sleepers from Dwellingup picked up in October 2013</p> <p>More construction material Picked up from Bibra Lake 7/2/2014</p>
Commence and complete the shire of Dowerin's contribution to the earthworks at the Minnivale site	November 2013		WM	<ul style="list-style-type: none"> <li>Removal of dirt</li> <li>Grading</li> </ul>	<b>December 2013 - Completed</b>
THEME THREE: CARING FOR OUR ENVIRONMENT					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	

ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt					
ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 <sup>rd</sup> May (tentatively)
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>April 2014 – Complete 2014</b></p> <p>Extensive signage has been purchased along with additional bins to make the volunteers lives easier at the recycling shed.</p> <p>Additional signage to be purchased with small amount of funding leftover from Waste Authority Grant</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>

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					Twin box wool press purchased December 2013
<b>ENV 1.2 Promote waste minimization and sustainable waste disposal</b>					
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>Fortnightly newsletter continues</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>	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>ENV 1.3 Encourage efficient use of natural resources</b>					
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>	Due to a large volume of other events taking place this event did not happen in Dowerin in 2014

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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>	<p><b>June 2014 – SMS reminders sent out monthly by administration staff</b></p> <p>February 2014 – FM set up a reminder in Dowerin Calendar for admin staff</p>
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 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>	<p><b>June 2014 – FM following up oil pick up – WREN Oil have not visited as yet</b></p> <p><b>May 2014 – FM contacted WREN Oil to arrange oil pick up at earliest convenience</b></p> <p><b>February 2014 – FM/OSH Rep initiated discussion at Feb OSH Meeting in regards to relocation progress</b></p> <p><b>December 2013 – OSH Coordinator's site report and</b></p>

## ORDINARY MEETING OF COUNCIL AGENDA – 16 SEPTEMBER 2014

					<i>action plan received</i>
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>	
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	Spring & Autumn		NRMO	<ul style="list-style-type: none"> <li>Submit expression of interest into baiting</li> </ul>	

## ORDINARY MEETING OF COUNCIL AGENDA – 16 SEPTEMBER 2014

Baiting Program (twice yearly)	annually			<ul style="list-style-type: none"> <li>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>					
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>	<b>July 2014 - Complete</b>  June 2013 – FM Included in 13/14 budget  May 2013 – FM Budget Review to assess need and cost allocation
Implement the workforce plan	2013		CEO WM FM	<ul style="list-style-type: none"> <li>• Implementation of workforce plan</li> </ul>	<b>August 2014 - Complete</b>  June 2013 – FM conducted Admin Salary cost allocations review – 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>					

## ORDINARY MEETING OF COUNCIL AGENDA – 16 SEPTEMBER 2014

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>December 2013 – FM including Staff Training Update to Council in Information Report</b>
<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>	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> <li>Regular status updates of events, activities or reminders on facebook</li> </ul>	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> <li>2 newsletters per year</li> </ul>	December 2013 – Christmas Newsletter
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>June 2014 – FM requested all administration staff to update new Shire webpage as their home page and to set aside time to explore different areas of site each week and report back to CDO.</b>  <i>Ongoing</i>
<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>	<b>June 2014 – Council forum to be conducted in near future (month to be advised)</b>
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>	<b>June 2014 – Questions on Notice included in June Council Agenda</b>

## ORDINARY MEETING OF COUNCIL AGENDA – 16 SEPTEMBER 2014

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 groups/organisations	Reviewed annually	Annual Subs	CEO STAFF	Involvement in WDC, GECZ, 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>	<p><b>June 2014 – CEO &amp; President attended June AROC meeting</b></p> <p>May 2014 – CEO &amp; President attended May AROC meeting</p> <p>April 2014 – CEO &amp; President attended April AROC meeting</p>



ORDINARY MEETING OF COUNCIL AGENDA – 16 SEPTEMBER 2014

					March 2014 – CEO & President attended March AROC meeting
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 DOWERIN COMMUNITY CLUB – INSTALLATION OF SOLAR PANELS

Date: 11 September 2014  
Applicant: N/A  
Location: Shire of Dowerin  
File Ref: ADM  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### Summary

Council is to consider a request from the Dowerin Community Club Inc (DCC) to install solar panels at the DCC building at their own cost.

#### Background

The DCC currently leases the DCC Building from the Shire of Dowerin and the DCC is required under the lease to seek permission from the Shire of Dowerin for any major capital works to be carried out on the building. I have informed the DCC that the installation of solar panels is considered a major capital work and needs the permission from the Shire of Dowerin.

Currently the annual electricity charge for the Dowerin Community Club is approximately \$1500 per month and the DCC has identified the need to reduce this operating cost by installing solar panels. Initial costing's range from \$26,000 to \$46,000 for the 15kw to 30kw range. Annual savings are expected to be between \$6000 to \$12000 for that kw range.

An initial application has been made from the DCC to Western Power to ascertain what size inverter the DCC can install.

Details of how the DCC is going to fund the solar panels installation is likely to be funded from leftover funds from Dowerin Bowling & Amenities Club.

#### Comment

Having solar panels on a roof is a familiar site, so I don't believe that the solar panels will make the roofline unsightly. The solar panels are being planned to be installed on the north and west facing roofline.

As there is no cost to Council for the installation of the solar panels and as long as it is done by a reputable solar panel company I recommend that Council give permission to the DCC to install solar panels on the DCC building.

#### Consultation

Sean Scanlon – Save Energy Aus PL  
Dowerin Community Club Committee

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.2.1**

(2435)            Moved: S.V. Brookes    Seconded: T.W. Quartermaine            Carried: 8/0

**THAT COUNCIL GIVES PERMISSION FOR THE DOWERIN COMMUNITY CLUB INC TO INSTALL SOLAR PANELS AT THE DOWERIN COMMUNITY CLUB.**

### 9.2.2 S150501 – LOT 6466 METCALF STREET, DOWERIN

Date: 11 September 2014  
Applicant: IP Metcalf / CJ Meakins  
Location: Shire of Dowerin  
File Ref: ADM  
Disclosure of Interest: Nil.  
Author: Dacre Alcock

#### Summary

That Council considers a subdivision application S150501 from IP Metcalf and CJ Meakins.

#### Background

IP Metcalf and CJ Meakins have submitted a subdivision application for locations 6466 and 9250 Metcalf, Dowerin to the Western Australian Planning Commission. This application proposes to create two new lots of equal area.

#### Comment

IP Metcalf and CJ Meakins application complies with Planning WA's Development Control Policy 3.4 Subdivision of Rural Land and the Shire of Dowerin's Local Planning Scheme No 2. This subdivision will not be creating any additional lots than what already exists.

#### Consultation

Chris Meakins  
Ian Metcalf  
Paul Bashall, Planwest

#### Financial Implications

Nil

#### Policy Implications

Nil

#### Statutory Implications

***Shire of Dowerin Local Planning Scheme No.2.***

#### Strategic Implications

Nil

#### Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 9.2.2**

(2436)              Moved: T.A. Jones              Seconded: D.P. Hudson              Carried: 8/0

**THAT COUNCIL SUPPORTS SUBDIVISION PLANNING APPLICATION 150501.**



Our Ref : 150501  
 Previous Ref :  
 Your Ref :  
 Enquiries : Rosa Rigali (65519306)

Chief Executive Officer  
 Shire Of Dowerin  
 P O Box 111  
 DOWERIN WA 6461



14 August 2014  
 MAIL REGISTER ✓  
 N/A ACTION BY *Rates-Wendy Dave*  
 FILE NO *ADM 5*

**Application No: 150501 - Lot 6466 Metcalf Street, Dowerin**

The Western Australian Planning Commission has received an application for planning approval as detailed below. Plans and documentation relating to the proposal are attached. The Commission intends to determine this application within 90 days from the date of lodgement.

Please provide any information, comment or recommended conditions pertinent to this application by the 25th September 2014 being 42 days from the date of this letter. The Commission will not determine the application until the expiry of this time unless all responses have been received from referral agencies. If your response cannot be provided within that period, please provide an interim reply advising of the reasons for the delay and the date by which a completed response will be made or if you have no comments to offer.

Referral agencies are to use the Model Subdivision Conditions Schedule (October 2012) in providing a recommendation to the Commission. Non-standard conditions are discouraged, however, if a non-standard condition is recommended additional information will need to be provided to justify the condition. The condition will need to be assessed for consistency against the validity test for conditions. A copy of the Model Subdivision Conditions Schedule can be accessed: [www.planning.wa.gov.au](http://www.planning.wa.gov.au)

Send responses via email to [referrals@planning.wa.gov.au](mailto:referrals@planning.wa.gov.au). **Always quote reference number "150501" when responding.**

This proposal has also been referred to the following organisations for their comments:  
*Water Corporation, Western Power, Public Transport Authority, Department Of Parks And Wildlife and LG As Above.*

Yours faithfully

Tim Hillyard  
 Secretary  
 Western Australian Planning Commission

**APPLICATION DETAILS**

<b>Application Type</b>	Subdivision	<b>Application No</b>	150501
<b>Applicant(s)</b>	Planwest (Wa) Pty Ltd		
<b>Owner(s)</b>	Ian Philip Metcalf , Christopher John Metcalf		

140 William Street, Perth, Western Australia 6000, Locked Bag 2506 Perth, 6001  
 Tel: (08) 6551 9000; Fax: (08) 6551 9001; Infoline: 1800 626 477  
 e-mail: [corporate@planning.wa.gov.au](mailto:corporate@planning.wa.gov.au); web address <http://www.planning.wa.gov.au>  
 ABN 35 482 341 493



## Form 1A Application for Approval of Freehold or Survey Strata Subdivision



### Notice to applicants - Consent to the disclosure of information

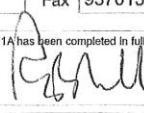
In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission may appear on the PlanningWA Website, which is a website that is available to the public. Accordingly, in signing this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

### Important information for applicants

- Please read all of this form carefully and consult the application guide and schedule of fees for further information. The application may not be accepted and will be returned to the applicant with the submitted fee if these requirements are incorrect or incomplete.
- The WAPC is responsible for determining applications for freehold and survey strata subdivision under the *Planning and Development Act 2005* and *Strata Titles Act 1985*. The information required for an application is authorised by regulation 25 of the Planning and Development Regulations 2009. There are penalties for providing false information.
- Applications for a freehold and survey strata subdivision require a fully completed form 1A with any additional information attached, the correct application fee and multiple copies of a subdivision plan and any supporting documentation (see part 7 of form 1A).
- Subdivision plans must be based on an accurate and up-to-date feature survey (survey of existing physical features and improvements such as driveways, buildings as required by part 7). The additional information requirements, under part 7 item 17, are not required for amalgamation approval.
- The applicant must sign part 1. All landowners or an agent with written authority must sign part 3. Agents must provide written authority from the landowner.
- The application fee must accord with the current schedule of fees.
- Applicants must check that there are no restrictive covenants applying to the land or if there are, attend to the resulting liabilities and obligations. The WAPC is only bound by the terms of restrictive covenants created under statute in favour of a public authority.
- Applicants must state the application type, freehold or survey strata subdivision, on part 5 of form 1A. A separate application is required for each application type, freehold or survey strata subdivision. Application fees for cancelled applications will not be refunded if the application has been referred to external agencies.

### 1 Applicant

The applicant is the person with whom the WAPC will correspond and, if the application is approved, the person to whom the approval will be sent.

Name / company	Planwest (WA) Pty Ltd		
Contact person	Paul Bashall		
Postal address	PO Box 202		
Town / suburb	Mt Lawley	Phone number/s	92719291
Postcode	6050	Fax	93701363
		Email	planwest@bigpond.net.au
The form 1A has been completed in full and all relevant information is attached 			
Applicant signature		Date 8 August 2014	
Print name and position		Paul Bashall, Director	
(if signing on behalf of a company or agency)			

### 2 Landowners

All the registered proprietors (landowners) as shown on the record of certificate/s of title for the subject lot/s must be provided. A change of name must be supported by relevant documentation such as a transfer of land document that incorporates a lodgement receipt, a company search from the Australian Securities and Investment Commission, a marriage certificate or a change of name certificate. If there are more than two landowners please provide the additional information on a separate page.

Full name	Ian Philip Metcalf	DEPARTMENT OF PLANNING  12 AUG 2014
Company / agency (if applicable)		
ACN/ABN (if applicable)		
Postal address	PO Box 164	
Town / suburb	Dowerin	Postcode 6461

Full name	Christopher John Meakins	DEPARTMENT OF PLANNING  DATE 12 AUG 2014 FILE 150561
Company / agency (if applicable)		
ACN/ABN (if applicable)		
Postal address	PO Box 51	
Town / suburb	Dowerin	Postcode 6461





## Form 1A Application for Approval of Freehold or Survey Strata Subdivision



### Notice to applicants - Consent to the disclosure of information

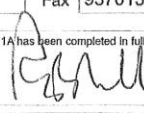
In the interests of transparency, the agenda and minutes of meetings of the Western Australian Planning Commission may appear on the PlanningWA Website, which is a website that is available to the public. Accordingly, in signing this form, you acknowledge that except for information about your business, professional, personal or commercial and financial affairs, the information you have provided in support of your application may be placed on the website.

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- The WAPC is responsible for determining applications for freehold and survey strata subdivision under the *Planning and Development Act 2005* and *Strata Titles Act 1985*. The information required for an application is authorised by regulation 25 of the Planning and Development Regulations 2009. There are penalties for providing false information.
- Applications for a freehold and survey strata subdivision require a fully completed form 1A with any additional information attached, the correct application fee and multiple copies of a subdivision plan and any supporting documentation (see part 7 of form 1A).
- Subdivision plans must be based on an accurate and up-to-date feature survey (survey of existing physical features and improvements such as driveways, buildings as required by part 7). The additional information requirements, under part 7 item 17, are not required for amalgamation approval.
- The applicant must sign part 1. All landowners or an agent with written authority must sign part 3. Agents must provide written authority from the landowner.
- The application fee must accord with the current schedule of fees.
- Applicants must check that there are no restrictive covenants applying to the land or if there are, attend to the resulting liabilities and obligations. The WAPC is only bound by the terms of restrictive covenants created under statute in favour of a public authority.
- Applicants must state the application type, freehold or survey strata subdivision, on part 5 of form 1A. A separate application is required for each application type, freehold or survey strata subdivision. Application fees for cancelled applications will not be refunded if the application has been referred to external agencies.

### 1 Applicant

The applicant is the person with whom the WAPC will correspond and, if the application is approved, the person to whom the approval will be sent.

Name / company	Planwest (WA) Pty Ltd		
Contact person	Paul Bashall		
Postal address	PO Box 202		
Town / suburb	Mt Lawley	Phone number/s	92719291
Postcode	6050	Fax	93701363
		Email	planwest@bigpond.net.au
The form 1A has been completed in full and all relevant information is attached 			
Applicant signature		Date 8 August 2014	
Print name and position		Paul Bashall, Director	
(if signing on behalf of a company or agency)			

### 2 Landowners

All the registered proprietors (landowners) as shown on the record of certificate/s of title for the subject lot/s must be provided. A change of name must be supported by relevant documentation such as a transfer of land document that incorporates a lodgement receipt, a company search from the Australian Securities and Investment Commission, a marriage certificate or a change of name certificate. If there are more than two landowners please provide the additional information on a separate page.

Full name	Ian Philip Metcalf	DEPARTMENT OF PLANNING  12 AUG 2014
Company / agency (if applicable)		
ACN/ABN (if applicable)		
Postal address	PO Box 164	
Town / suburb	Dowerin	Postcode 6461

Full name	Christopher John Meakins	DEPARTMENT OF PLANNING  DATE 12 AUG 2014 FILE 150561
Company / agency (if applicable)		
ACN/ABN (if applicable)		
Postal address	PO Box 51	
Town / suburb	Dowerin	Postcode 6461

Version: 8.6 (November 2012)



8 August 2014

**PLANWEST**  
(W.A.) PTY. LTD. ABN 77 655 477 168  
**CONSULTANTS IN PLANNING  
DESIGN AND MANAGEMENT**

Secretary,  
WA Planning Commission,  
140 William Street,  
PERTH WA 6000

DEPARTMENT OF PLANNING	
DATE	FEE
12 AUG 2014	150561

Dear Sir,

**PROPOSED SUBDIVISION  
Lots 6466 and 9250 METCALF ROAD, DOWERIN**

Please find attached an application for approval to subdivide the above properties. Also attached are 8 A4 copies of the Plan of Subdivision; an application form duly signed by the applicant; a letter of authority from the owners; a copy of the Certificates of Title and a cheque for \$3,044.94 for the application fee (\$2,912 + 2 x \$66.47). The Plan of Subdivision has been drawn to scale, showing contours, north point, dimensions and areas. Also attached is an aerial photograph of the subdivision area.

The subject land is located on the northern edge of the Dowerin Townsite. The land is currently zoned Rural in the Shire of Dowerin Local Planning Scheme No 2.

The two existing lots are Lot 6466 (about 23.5ha) and Lot 9250 (about 56.8ha). The purpose of the subdivision is to adjust the boundary between the two existing lots to make two equal sized lots. The exiting owners are tenants in common for both lots and are not able to use the properties for collateral whilst they remain in both names.

The proposed subdivision does not seek to create any additional lots; therefore it does not create the opportunity for additional development in the rural area.

As can be seen from the aerial photograph the land is currently cropped. The existing owners lease out the land to a third party for cropping - and will continue to do so. The subdivision therefore does not impact the continued rural use of the land.

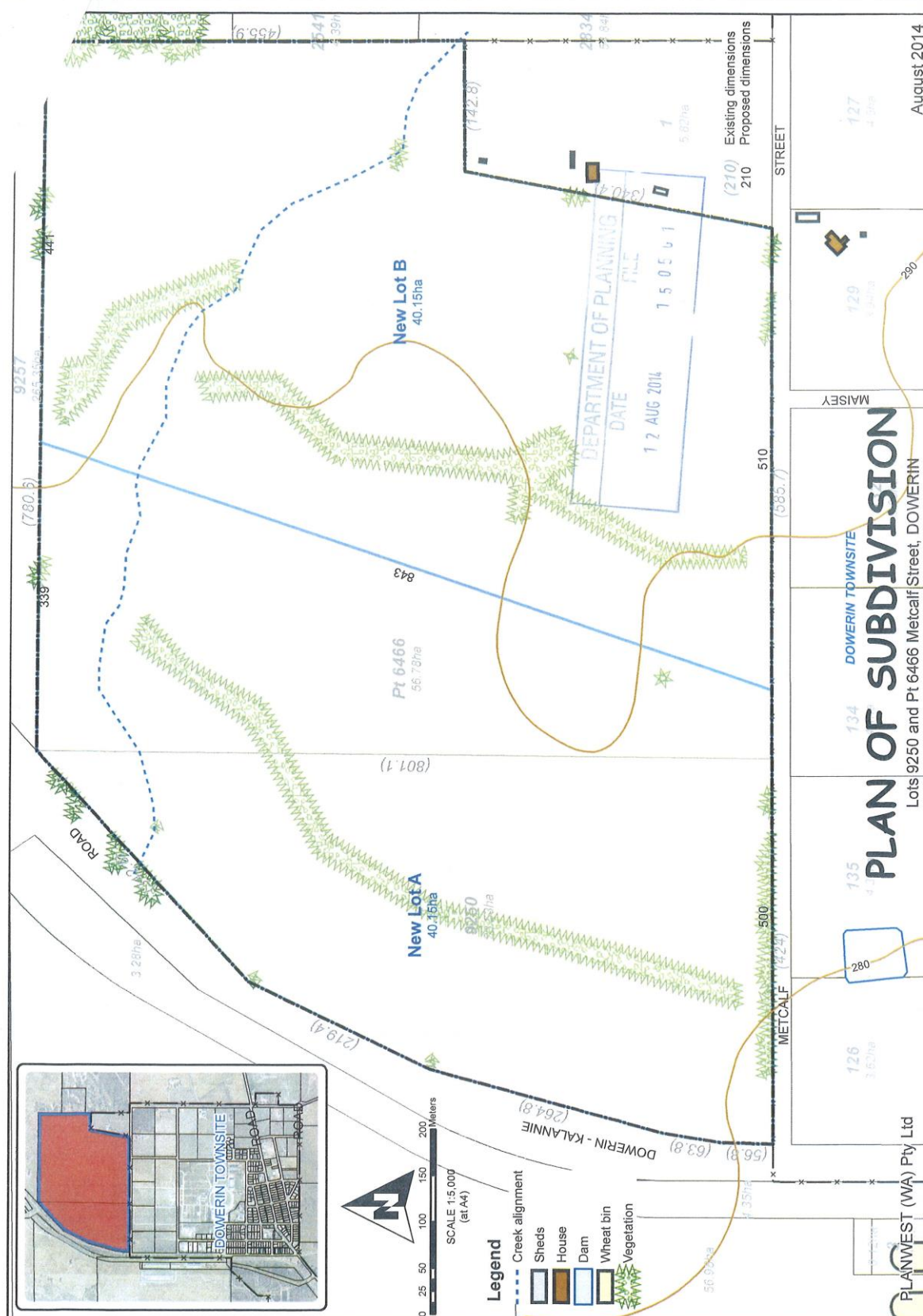
Please do not hesitate to call if you require any additional information.

Yours faithfully



**PAUL BASHALL  
DIRECTOR**

**Post:** PO Box 202, Mt Lawley WA 6050 **email:** planwest@bigpond.net.au **Fax:** (08) 9370 1363 **Tel:** (08) 9271 9291



### 9.2.3 2014 WATER LICENCE OPERATIONAL AUDIT AND ASSET MANAGEMENT SYSTEM REVIEW

Date: 11 September 2014  
Applicant: CEO  
Location: N/A  
File Ref: ADM0243  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### Summary

That Council considers quotes from the Economic Regulation Authority for the appointment of a Auditor for the 2014 Operational Audit and Asset management System Review of Council's water services licence.

#### Background

The Economic Regulation Authority (ERA) dictates to those Shire Councils who operate a reticulated sewerage scheme, that in accordance with their Water Services License that they are required to conduct an operational audit and asset management system effectiveness review. This is essentially an audit of the Shire of Dowerin's sewerage and water reuse operations.

This has been in effect since 2005 and Council has had this audit every 3 years. Prior to the ERA coming onto the scene, this similar audit was conducted by qualified Environmental Health Officers (EHO) from another Shire.

In 2005 (\$2,428), 2008 (\$2,750) and 2011 (\$6,741) these audits were conducted by SMEC and Quantum auditing companies. The audits were organised by Council's EHO Mr Linton Thomas and incorporated the Shires of Dowerin Goomalling, Koorda, Morawa, Moora, Victoria Plains and Dalwallinu having their audits completed at the same time to save costs.

This year Council was advised that the ERA would be organising the auditors and making a selection of the company that would conduct the 2014 audit. Furthermore, they have told the Shire Councils that they are not able to amend the proposed terms and conditions "including the price" under which the Authority is appointing the Auditor. The letter from ERA has been included as an attachment.

The Shire of Dowerin has now received the cost of the forthcoming audit in November which is extortionately high at \$14,395.38 an increase from 2011 of \$7,654. The ERA are saying that the cost is higher because Council now has to be audited against the Water Services Act 2012. This is a laughable because the only thing the Councils have had to do is to throw out their Customer Service Charter and bring in the Hardship Policy. That is the only changes that the ERA asked us to do.

#### Comment

The ERA has lost the plot with regard to compliance and are pressuring small country Shires Councils to comply with mostly unnecessary requirements when they have their own auditing being conducted in accordance to the Local Government Act. It has been noted over recent years that the

ERA has become quite arrogant and dictatorial in their operation and it has now come to the point that the populace needs to know just how much this Regulatory Watch Dog is costing them.

There needs to be evidence provided by the ERA that the clients of the Shire of Dowerin have gained benefit from their involvement in placing this auditing process upon them.

The Officers recommendation to Council is not accept any quotations that the ERA for the 2014 Operational Audit and Asset management System Review.

No matter what decision Council makes unfortunately under Council's water services licence the Shire of Dowerin is required to undertake a 2014 Operational Audit and Asset management System Review.

#### Consultation

Mr Linton Thomas, EHO  
Mr Clem Kerp, CEO Shire of Goomalling

#### Financial Implications

Any cost to carry out this audit review will come out of sewerage operations.

#### Statutory Implications

Local Government Act 1995  
Water Services Licencing Act  
Water Services Regulations 2013  
Water Services Code of Conduct 2013

#### Policy Implications

Nil

#### Strategic Implications

Nil

#### Voting Requirements

Simple Majority

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#### **COUNCIL DECISION – ITEM 9.2.3**

(2437)            Moved: D.E. Metcalf    Seconded: D.P. Hudson            Carried: 8/0

**THAT COUNCIL DOES NOT ACCEPT ANY QUOTES FROM THE ECONOMIC REGULATION AUTHORITY FOR THE 2014 OPERATIONAL AUDIT AND ASSET MANAGEMENT SYSTEM REVIEW.**

**9.3 FINANCE REPORT****9.3.1 FINANCE REPORT – AUGUST 2014**

Date: 10 September 2014  
 Applicant: N/A  
 Location: N/A  
 File Ref:  
 Disclosure of Interest: Nil  
 Author: Sonia King

Summary

I present the financial statements for the period 1 July 2014 to 31 August 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-August-14</b>	<b>30-June-14</b>	<b>31-August-13</b>
Municipal Fund	\$1,222,400	\$384,609	\$1,790,724
Plant Reserve	\$250,893	\$250,893	\$101,617
LSL Reserve	\$130,806	\$130,806	\$105,640
Land & Buildings Reserve	\$19,285	\$19,285	\$16,797
Recreation Facility Reserve	\$167,826	\$167,826	\$156,623
Community Bus Reserve	\$33,714	\$33,714	\$28,630
Community Housing Res	\$35,356	\$35,356	\$34,150
Sewerage Reserve	\$768,244	\$768,243	\$701,815
Economic Develop Reserve	\$302,275	\$302,275	\$467,345
Tennis Court Replacement	\$6,000	\$6,000	\$0
Bowling Green Replacement	\$10,000	\$10,000	\$0
<b>Consolidated Funds</b>	<b>\$2,946,799</b>	<b>\$2,109,007</b>	<b>\$3,403,341</b>



**Sundry Debtors at 31 August 2014**

Current	\$156
30 days	\$572
60 days	\$52
90 days	\$3303
Total	<b>\$4082</b>

**Reserve Funds**

The total balance of funds held in the various Reserve Funds at 31 August 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

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**COUNCIL DECISION – ITEM 9.3.1**

(2438)              Moved: S.V. Brookes              Seconded: D.P. Hudson              Carried: 8/0

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

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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 2014

NOTE	2014/15 Revised Budget \$	August 2014 Y-T-D Budget \$	August 2014 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
<b>Operating</b>					
<b>Revenues/Sources</b>					
Governance	38,700	6,446	2	(6,444)	(99.97%) ▼
General Purpose Funding	1,458,389	21,290	343,497	322,207	1513.42% ▲
Law, Order, Public Safety	31,180	5,192	0	(5,192)	(100.00%) ▼
Health	293,872	68,570	78,654	10,084	14.71% ▲
Education and Welfare	79,853	13,308	9,415	(3,893)	(29.25%) ▼
Housing	131,917	21,982	21,657	(325)	(1.48%) ▼
Community Amenities	218,723	204,817	205,083	266	0.13% ▼
Recreation and Culture	71,046	38,601	1,956	(36,645)	(94.93%) ▼
Transport	697,414	228,172	224,294	(3,878)	(1.70%) ▼
Economic Services	7,200	748	2,738	1,990	266.04% ▲
Other Property and Services	9,000	1,500	2,934	1,434	95.60% ▲
	3,037,294	610,626	890,230	279,604	45.79%
<b>(Expenses)/(Applications)</b>					
Governance	(328,767)	(63,520)	(79,878)	(16,358)	(25.75%) ▲
General Purpose Funding	(96,960)	(16,154)	(20,289)	(4,135)	(25.60%) ▼
Law, Order, Public Safety	(99,050)	(16,498)	(18,775)	(2,277)	(13.80%) ▼
Health	(346,773)	(57,778)	(65,078)	(7,300)	(12.63%) ▲
Education and Welfare	(94,831)	(15,798)	(19,543)	(3,745)	(23.71%) ▼
Housing	(177,523)	(29,564)	(62,750)	(33,186)	(112.25%) ▲
Community Amenities	(301,177)	(50,164)	(54,833)	(4,669)	(9.31%) ▼
Recreation & Culture	(627,744)	(104,570)	(115,110)	(10,540)	(10.08%) ▲
Transport	(1,421,416)	(236,878)	(319,365)	(82,487)	(34.82%) ▲
Economic Services	(184,999)	(30,814)	(124,133)	(93,319)	(302.85%) ▲
Other Property and Services	2,003	366	(1,485)	(1,851)	505.74% ▼
	(3,677,235)	(621,372)	(881,239)	(259,867)	41.82%
<b>Net Operating Result Excluding Rates</b>	(639,941)	(10,746)	8,991	19,737	(183.67%)
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposals	23,428	3,904	0	(3,904)	100.00%
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	(330)	(330)	0.00%
Movement in Employee Benefit Provisions	14,578	2,428	0	(2,428)	100.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	249,579	249,579	0.00%
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(515,000)	(85,832)	(34,280)	51,552	60.06% ▼
Purchase of Vehicles & Plant	(424,000)	(70,666)	0	70,666	100.00% ▼
Purchase of Furniture & Equipment	(4,865)	(15,476)	0	15,476	100.00% ▼
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(959,831)	(157,450)	(5,756)	151,694	96.34% ▼
Purchase of Infrastructure Assets - Footpaths	0	(8,014)	0	8,014	100.00% ▼
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	(6,950)	(1,156)	(2,813)	(1,657)	(143.34%) ▼
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	(57,181)	(11,326)	0	11,326	100.00% ▼
Proceeds from New Debentures	117,000	19,500	0	(19,500)	(100.00%) ▼
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	0	0	0	0	0.00%
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(374,970)	(62,484)	0	62,484	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,643	848,643	251,816	(596,827)	70.33%
Net Current Assets Year to Date	(870,875)	1,549,539	1,565,746	16,207	(1.05%)
<b>Amount Raised from Rates</b>	(1,098,214)	(1,098,214)	(1,098,539)	(325)	0.03%



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

	2014/15 Adopted Budget \$	2014/15 Revised Budget \$	August 2014 Actual \$
<b>3. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
<u>Other Governance</u>			
Furn - Photocopier	4,865	4,865	0
<b>Law, Order &amp; Public Safety</b>			
<u>Fire Prevention</u>			
Vehicle - Fire Trucks	0	0	0
<b>Housing</b>			
<u>Other Housing</u>	0		
Land - Purchase Land	0	0	0
New House	0	0	0
<b>Health</b>			
<u>Other Health</u>			
Furn - Hacc Equipment	0	0	0
<b>Community Amenities</b>			
<u>Other Community Amenities</u>			
Land - Recycling Shed	0	0	0
<b>Recreation and Culture</b>			
<u>Other Recreation &amp; Sport</u>			
Tools - Mowers/Tools	0	0	0
Community Club	0	0	0
Land - New Sports Complex	0	0	0
<u>Other Culture</u>			
Furn - Museum Software	0	0	0
Land - Museum Shed	0	0	0
<b>Transport</b>			
<u>Construction - Roads, Bridges, Depots</u>			
Roads - Roads To Recovery	267,460	267,460	5,756
Roads - Signs	6,950	6,950	2,813
Roads - Unclassified	252,418	252,418	0
Roads - State 20/20	439,953	439,953	0
<u>Road Plant Purchases</u>			
Plant - Loader	400,000	400,000	0
Other Plant	24,000	24,000	0
Plant - Works Manager Vehicle	0	0	0
Tools - Compressor	0	0	0
<b>Economic Services</b>			
<u>Other Economic Services</u>			
Wheatbelt Heritage Rail Project	515,000	515,000	34,280
<b>Other Property &amp; Services</b>			
<u>Unclassified</u>			
Tools - Capital	0	0	0
Tools - Chainsaws/Tools	0	0	0
	<u>1,910,646</u>	<u>1,910,646</u>	<u>42,848</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	515,000	515,000	34,280
Vehicles & Plant	424,000	424,000	0.00
Furniture & Equipment	4,865	4,865	0.00
Tools & Equipment	0	0	0.00
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	959,831	959,831	5,756
Infrastructure - Footpaths	0	0	0
Infrastructure - Drainage	0	0	0
Infrastructure - Signs	6,950	6,950	2,813
Infrastructure - Parks & Ovals	0	0	0
Infrastructure - Street Lighting	0	0	0
	<u>1,910,646</u>	<u>1,910,646</u>	<u>42,848</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 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)	
	2014/15 Budget \$	August 2014 Actual \$	2014/15 Budget \$	August 2014 Actual \$	2014/15 Budget \$	August 2014 Actual \$
<b>Transport</b>						
Asset 08002 Mitsubishi Truck	75,364	-	63,650	-	(11,714)	-
Asset 08003 Mitsubishi Truck	75,364	-	63,650	-	(11,714)	-
	150,728	-	127,300	-	(23,428)	-

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2014/15 Budget \$	August 2014 Actual \$	2014/15 Budget \$	August 2014 Actual \$	2014/15 Budget \$	August 2014 Actual \$
<b>Transport</b>						
Asset 08002 Mitsubishi Truck	75,364	-	63,650	-	(11,714)	-
Asset 08003 Mitsubishi Truck	75,364	-	63,650	-	(11,714)	-
	150,728	0	127,300	0	(23,428)	0

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2014/15 Adopted Budget \$	August 2014 Actual \$
0	0.00
(23,428)	0.00
(23,428)	0.00

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 2014

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$
<b>Recreation &amp; Culture</b>									
Loan 97 - Recreation Complex	529,355	0	0	57,181	0	472,174 0	529,355	21,428	0
Loan 98 - Dowerin Events M'ment		117,000	0	10,783	0	106,217	0	2,139	0
	529,355	0	0	57,181	0	472,174	529,355	21,428	0

Note:

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

(b) New Debentures - 2014/15

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Loan 98 - Dowerin Events M'ment	117,000	0	WATC	5	-	3	117,000	0	-

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

	2014/15 Adopted Budget \$	August 2014 Actual \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	130,806	130,806
Amount Set Aside / Transfer to Reserve	14,578	0
Amount Used / Transfer from Reserve	0	0
	<u>145,384</u>	<u>130,806</u>
<b>(b) Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	250,893	250,893
Amount Set Aside / Transfer to Reserve	8,781	0
Amount Used / Transfer from Reserve	(64,460)	0
	<u>195,214</u>	<u>250,893</u>
<b>(c) Land &amp; Building Reserve</b>		
Opening Balance	19,285	19,285
Amount Set Aside / Transfer to Reserve	675	0
Amount Used / Transfer from Reserve	0	0
	<u>19,960</u>	<u>19,285</u>
<b>(e) Recreation Facilities Reserve</b>		
Opening Balance	167,826	167,826
Amount Set Aside / Transfer to Reserve	33,874	0
Amount Used / Transfer from Reserve	0	0
	<u>201,700</u>	<u>167,826</u>
<b>(f) Community Housing Project Reserve</b>		
Opening Balance	35,356	35,356
Amount Set Aside / Transfer to Reserve	9,456	0
Amount Used / Transfer from Reserve	0	0
	<u>44,812</u>	<u>35,356</u>
<b>(g) Community Bus Reserve</b>		
Opening Balance	33,714	33,714
Amount Set Aside / Transfer to Reserve	5,180	0
Amount Used / Transfer from Reserve	0	0
	<u>38,894</u>	<u>33,714</u>
<b>(h) Sewerage Asset Preservation Reserve</b>		
Opening Balance	768,243	768,244
Amount Set Aside / Transfer to Reserve	94,034	0
Amount Used / Transfer from Reserve	0	0
	<u>862,277</u>	<u>768,244</u>
<b>(i) Economic Development Reserve</b>		
Opening Balance	302,275	302,275
Amount Set Aside / Transfer to Reserve	161,831	0
Amount Used / Transfer from Reserve	0	0
	<u>464,106</u>	<u>302,275</u>
<b>(j) Tennis Court Replacement Reserve</b>		

Opening Balance	6,000	6,000
Amount Set Aside / Transfer to Reserve	6,210	0
Amount Used / Transfer from Reserve	0	0
	<u>12,210</u>	<u>6,000</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	10,000	10,000
Amount Set Aside / Transfer to Reserve	10,350	0
Amount Used / Transfer from Reserve	0	0
	<u>20,350</u>	<u>10,000</u>
<b>Total Cash Backed Reserves</b>	<u><b>2,004,907</b></u>	<u><b>1,724,399</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	14,578	0
Plant Replacement & Reconditioning Reserve	8,781	0
Land & Building Reserve	675	0
Recreation Facilities Reserve	33,874	0
Community Housing Project Reserve	9,456	0
Community Bus Reserve	5,180	0
Sewerage Asset Preservation Reserve	94,034	0
Economic Development Reserve	161,831	0
Tennis Court Replacement Reserve	6,210	0
Bowling Club Replacement Reserve	10,350	0
	<u><b>344,969</b></u>	<u><b>0</b></u>

**Transfers from Reserves**

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	(64,460)	0
Land & Building Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	0	0
Tennis Court Replacement Reserve	0	0
Bowling Green Replacement Reserve	0	0
	<u><b>(64,460)</b></u>	<u><b>0</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>280,509</b></u>	<u><b>0</b></u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 2014

	2013/14 B/Fwd Per 2014/15 Budget \$	2013/14 B/Fwd Per Financial Report \$	August 2014 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,343,603	780,506	1,222,400
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	1,724,400	1,724,400
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	(347,948)	463,825
Sewerage Rates Outstanding	13,320	(4,955)	50,922
Rubbish Rates Outstanding	9,156	1,036	35,408
Sundry Debtors	9,524	73,668	2,445
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	1,486	(7,893)	(23,052)
GST Receivable	0	17,049	20,752
Provision For Doubtful Debts	0	0	0
Inventories	12,672	13,303	1,844
	<u>3,362,064</u>	<u>2,331,223</u>	<u>3,498,944</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(117,401)	(53,868)
Excess Rates	(34,591)	(131,206)	(60,862)
Accrued Expenditure	0	0	0
Department Transport	0	(25,889)	(30,907)
GST Payable	(33,251)	(9,428)	(744)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(3,480)	(4,138)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(5,253)	(2,111)
Leave Provisions - Current	(175,250)	(198,516)	(198,516)
	<u>(741,411)</u>	<u>(491,173)</u>	<u>(351,146)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,620,653</b>	<b>1,840,050</b>	<b>3,147,798</b>
Less: Cash - Reserves - Restricted	(1,872,648)	(1,724,400)	(1,724,400)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	130,806	130,806
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	5,360	11,220
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>848,643</u></b>	<b><u>251,816</u></b>	<b><u>1,565,746</u></b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 2014

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2014/15 Rate Revenue \$	2014/15 Total Revenue \$	2014/15 Budget \$
<b>General Rate</b>						
GRV - Residential	9.491700	135	1,143,584	108,546	108,546	108,546
GRV - Commercial/Industrial	9.491700	19	355,540	33,747	33,747	33,747
GRV - Town Rural	9.491700	10	87,048	8,262	8,262	8,262
GRV - Other Towns	9.491700	1	2,130	202	202	202
UV - Rural Farmland	0.851300	250	101,054,500	860,277	860,277	860,277
<b>Sub-Totals</b>		415	102,642,802	1,011,034	1,011,034	1,011,034
<b>Minimum Rates</b>	<b>Minimum \$</b>					
GRV - Residential	630	47	217,020	29,610	29,610.00	29,610
GRV - Commercial/Industrial	630	15	55,169	9,450	9,450	9,450
GRV - Town Rural	630	17	42,102	10,710	10,710	10,710
GRV - Other Towns	120	18	5,529	2,160	2,160	2,160
UV - Rural Farmland	630	48	2,400,900	30,240	30,240	30,240
UV - Commercial/Industrial	630	4	400	2,520	2,520	2,520
UV - Town Rural	630	3	73,000	1,890	1,890	1,890
UV - Mining Tenement	120	5	10,885	600	600	600
<b>Sub-Totals</b>		157	2,805,005	87,180	87,180	87,180
Specified Area Rates					0	0
					1,098,214	1,098,214
Discounts					0	0
Rates Adjustments					0	0
Movement in Excess Rates					0	0
<b>Totals</b>					1,098,214	1,098,214

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 considering 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 2014 TO 31 AUGUST 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-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	360	0	5,260
Key Deposits	610	20	0	630
Tidy Towns	2,818	0	0	2,818
Dowerin Child care	-295	0	0	-295
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	27,503	0	(815)	26,688
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Building Deposits	5,000	0	0	5,000
AROC Funds	64,198	0	0	64,198
	111,782	380	(1,215)	110,947



SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 2014

10. OPERATING STATEMENT

	August 2014 Actual \$	2014/15 Adopted Budget \$	2013/14 Actual \$
<b>OPERATING REVENUES</b>			
Governance	2	38,700	58,971
General Purpose Funding	1,441,711	2,551,480	1,845,545
Law, Order, Public Safety	0	31,180	38,661
Health	78,654	293,872	310,500
Education and Welfare	9,415	81,653	28,317
Housing	21,657	131,917	116,201
Community Amenities	205,083	218,723	207,095
Recreation and Culture	1,956	71,046	226,162
Transport	224,294	698,614	664,741
Economic Services	2,738	7,200	34,085
Other Property and Services	2,934	14,000	7,832
<b>TOTAL OPERATING REVENUE</b>	<b>1,988,444</b>	<b>4,138,385</b>	<b>3,538,108</b>
<b>OPERATING EXPENSES</b>			
Governance	79,878	328,767	361,894
General Purpose Funding	20,289	96,960	79,909
Law, Order, Public Safety	18,775	99,050	108,568
Health	65,078	346,773	396,275
Education and Welfare	19,543	94,831	37,305
Housing	62,750	177,523	202,589
Community Amenities	54,833	301,177	335,636
Recreation & Culture	115,110	627,744	735,411
Transport	319,365	1,422,616	1,553,971
Economic Services	124,133	187,138	224,176
Other Property and Services	1,485	2,997	96,484
<b>TOTAL OPERATING EXPENSE</b>	<b>881,239</b>	<b>3,685,574</b>	<b>4,132,219</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>1,107,205</b>	<b>452,811</b>	<b>(594,111)</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 2014

11. BALANCE SHEET

	August 2014 Actual \$	2013/14 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,946,800	2,586,963
Trade and Other Receivables	550,300	(269,042)
Inventories	1,844	13,303
<b>TOTAL CURRENT ASSETS</b>	<b>3,498,944</b>	<b>2,331,224</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	28,118	27,788
Inventories	0	0
Property, Plant and Equipment	9,232,668	9,302,922
Infrastructure	19,543,661	19,680,137
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>28,804,447</b>	<b>29,010,847</b>
<b>TOTAL ASSETS</b>	<b>32,303,391</b>	<b>31,342,071</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	181,417	321,443
Long Term Borrowings	0	0
Provisions	198,516	198,516
<b>TOTAL CURRENT LIABILITIES</b>	<b>379,933</b>	<b>519,959</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	529,355	529,355
Provisions	11,517	11,517
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>540,872</b>	<b>540,872</b>
<b>TOTAL LIABILITIES</b>	<b>920,805</b>	<b>1,060,831</b>
<b>NET ASSETS</b>	<b>31,382,586</b>	<b>30,281,240</b>
<b>EQUITY</b>		
Trust Imbalance	(11,220)	(5,360)
Retained Surplus	29,557,051	28,449,846
Reserves - Cash Backed	1,708,400	1,708,400
Reserves - Asset Revaluation	128,678	128,678
<b>TOTAL EQUITY</b>	<b>31,382,909</b>	<b>30,281,564</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 AUGUST 2014

12. FINANCIAL RATIOS

	2014 YTD	2013	2012	2011
Current Ratio	7.123	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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### 9.3.2 ACCOUNTS FOR PAYMENT – AUGUST 2014

Date: 10 September 2014  
Applicant: N/A  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Sonia King  
Attachments: List of Accounts August 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

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### **COUNCIL DECISION – ITEM 9.3.2**

(2439) Moved: T.W. Quartermaine Seconded: L.G. Hagboom Carried: 8/0

**THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE AUGUST 2014 MEETING OF THE COUNCIL, AS PER ATTACHMENT 2, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).**

**Linton entered the meeting at 4.33pm.**

**Linton left the meeting at 4.50pm.**

- 10. NEW BUSINESS OF AN URGENT NATURE**
- 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 6.06pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 21 October 2014.*

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***D.E. Metcalf***

**PRESIDENT**

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***Date***