



**MINUTES**  
**OF MEETING**  
**HELD ON**  
**17 FEBRUARY 2015**

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## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Metcalf opened the meeting at 3pm.

### 1.2 OBITUARIES

Mr Cecil Maisey

## 2. RECORD OF ATTENDANCE/APOLOGIES

### 2.1 RECORD OF ATTENDANCE

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

### 2.2 LEAVE OF ABSENCE

### 2.3 APOLOGIES

S.L. King	(Maternity Leave)	Finance Manager
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### 2.4 GUESTS

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

Nil.

## 4. DECLARATION OF ELECTED MEMBERS

Cr D.P. Hudson declared a direct financial interest in item 9.2.5

## 5. PUBLIC QUESTION TIME

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – ITEM 7.1

(2470) Moved: WE Coote Seconded: SV Brookes Carried: 8/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 16 DECEMBER 2014 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

## 8. PETITIONS/DEPUTATIONS/PRESENTATIONS

## 9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

### 9.1 PRESIDENT ANNOUNCEMENTS

- Meeting between Dowerin Field Days & TrackMach 2016 Field Days
- Christmas Party
- February 2<sup>nd</sup> AROC Meeting
- CRC Partnership – Diabetes Day 13<sup>th</sup> March
- DEM Board Meeting
  - Antisocial behavior, motorbikes on the field day site
  - Stealing and breaking in at numerous field day venues
  - Fashion parade to end
  - Entry fees to \$25
  - Mobile EFT machines for the gate.
-

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 10.1.1 CORPORATE PLAN UPDATE

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

#### Summary

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

#### Background

Council adopted its Corporate Plan 2013-2015 at its November 2013 Council meeting. Within the Plan, Council included an enabling Strategy which in addition to setting out a range of implementation actions includes a reporting requirement in support of the Plan.

#### Comment

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

#### Consultation

Nil

#### Financial Implications

Nil

#### Policy Implications

Policy development to be determined.

#### Statutory Implications

Nil

#### Strategic Implications

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

#### Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 10.1.1**

(2471)            Moved: TA Jones            Seconded: TW Quartermaine            Carried: 8/0

**THAT COUNCIL RECEIVES THE FEBRUARY 2015 CORPORATE PLAN STATUS REPORT.**

**CORPORATE PLAN  
2013 – 2017  
STATUS REPORT**

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MINUTES OF ORDINARY MEETING OF COUNCIL – 17 FEBRUARY 2015

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>	<b>Next LEMC meeting to be held in February 2015.</b>
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>	<i>October 2014 – insect spraying complete</i>
<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		March 2014 - Event held 29 <sup>th</sup> March 2014

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Plan and implement a 'mock disaster' in Dowerin in conjunction with local emergency services as a volunteer drive/awareness campaign	6 months		CSO	<ul style="list-style-type: none"> <li>A mock disaster sufficiently planned, organised and implemented within 12 months</li> <li>10% increase in volunteers</li> </ul>	March 2014 - Event held 29 <sup>th</sup> March 2014
<b>C.1.3 Continue to support the Animal Ranger Service</b>					
Residents have access to the services of a ranger to assist with stray dogs, cats and related issues	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> <li>Advertise ranger services locally to residents</li> </ul>	October 2014 - Ranger has been engaged recently for issues with barking dogs <b>Contracting Ranger services with numerous dog issues</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>	Only one qualified snake handler
<b>C.1.4 Continue to produce a high quality extensive road network</b>					
Dowerin/Meckering Road -Reconstruction & Widening	2014/2015	\$429,000	Works Manager	<ul style="list-style-type: none"> <li>Regional Road Funding received</li> </ul>	<b>Worked commenced in February 2015</b>
Cunderdin/Minnivale Road – Reconstruction & Widening	2014/2015	\$265,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> <li>Roads to recovery funded</li> </ul>	<b>Completed 10 October 2014</b>
Thornett Road Gravel Patching and pruning	2014/2015	\$38,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed in November 2014</b>
Nambling South Road – Gravel Re-sheet	2014/2015	\$31,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed in November 2014</b>
Nambling South Road – Tree Pruning	2014/2015	\$16,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed October 17 2014</b>

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Meckering road – Tree Pruning	2014/2015	\$9,500	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed October 8 2014</b>
54 Gate Rd –Tree Pruning	2014/2015	47,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Gravel has been Sourced – work to commence in April 2014</b>
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>	<i>July 2014 E-quotes accepted for two trucks November 2014 trucks were delivered</i>
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>	Works Manager has completed advanced traffic management course in October 2014.
<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>	<b>Draft Version of 2015 events calendar has been created</b>
Programs/activities for older people (e.g. Seniors week excursions)	3 programs annually		CSO	<ul style="list-style-type: none"> <li>3 programs annually</li> <li>Successful grant funding</li> </ul>	
Programs/activities for youth (e.g. School Holiday Programs)	4 programs annually		CSO	<ul style="list-style-type: none"> <li>4 programs annually</li> <li>Successful grant funding</li> </ul>	April 2014 - National Youth Week – Wheatbelt

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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>	October 2014 - Million Stars Movies event held 10/10/2014
Christmas Event	December		CSO	<ul style="list-style-type: none"> <li>• Successful organisation of event</li> </ul>	Assisted with the Christmas Party to be held at the DCC on December 20th
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>2015 Australia Day Breakfast – successful event with 174 people attending.</b>
NRM Programs/Days	2 Programs annually	\$1000	CSO	<ul style="list-style-type: none"> <li>• 3 Programs annually</li> </ul>	<i>June 2014 - National Tree Day – 26 July 2014</i>
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>	<b>Draft Version of 2015 events calendar has been created.</b>
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>	<i>June 2014 - Administration Staff have reviewed and updated Kidsport database for clubs and individuals</i>  Ongoing program

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Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	•	<b>March 2015 - Dowerin Cricket Club to submit CSRFF Grant to replace the centre wicket surface.</b>
<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	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 regarding shire website usage	August 2013		CDO	• Develop, conduct and advertise survey • Analyse results of survey, compile report	<b>September 2013 - Complete</b> Survey conducted in September 2013
Research potential web hosting companies	September 2013		CDO	• Gain at least 3 quotes for web hosting and website design • Confirm and contract web host	<b>November 2013 – Complete</b> Survey conducted in November 2013
Research possibility of developing Dowerin App	September 2013		CDO	• Gain feedback from professionals • Gain quotation for App development	
Organise complete rebuild of Dowerin	Completed by February 2014	\$2250	CDO	• Utilise feedback from surveys • Complete rebuild and	<b>May 2014 - Complete</b>

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Website				launch of new website	New website is now live
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>	<i>Ongoing</i>
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>	
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>	<p><i>June 2014 – Council recommendations for extra three month provision of service, extra marketing through DEM, October review</i></p> <p><i>Council decided at the October 2014 Council Meeting to discontinue the Dowerin Doctor Service.</i></p> <p><i>A subcommittee has been formed to discuss further doctor services opportunities.</i></p>
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

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Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> <li>Conduct a survey/initiate comments box to gain feedback from community</li> <li>Report findings to GP Network</li> </ul>	
<b>C.3.2 Continue to support the Home and Community Care Service</b>					
Develop community HACC notice board/portfolio to keep community/potential clients informed of HACC services	2013		HACC CEO	<ul style="list-style-type: none"> <li>Increase utilisation of HACC services</li> </ul>	<p>CDO has included HACC information and newsletters on the new Dowerin Community Website</p> <p>3 HACC Brochures have been developed</p>
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><i>July 2014 – Maintenance budget to Draft Budget Meeting 2/07/14</i></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><i>October 2014 – Hockey Field levelling works has been completed</i></p> <p>Ongoing</p> <p>Lawn Doctor to give guidance on best way give more level playing surface</p>

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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 2014
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><i>September 2014 – CDO was successful in obtaining grant funds from Lotterywest - \$29,893</i></p> <p><b>February 2014 – Gym project completed. Open day to be held on Thursday 19<sup>th</sup> February@ 5pm.</b></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</p>



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					courts and club rooms
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	<b>Grant application submitted in October 2014 to revise the bike plan</b>
<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>	Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the DDHS
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 the CRC	Reviewed annually twice		CDO	<ul style="list-style-type: none"> <li>Survey on survey monkey</li> <li>Advertise on Facebook</li> </ul>	
<b>C.4.3 Support and encourage local apprenticeships &amp; traineeships</b>					

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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>April 2015 – 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><i>June 2014 – Christopher Spark attended Leeuwin Voyage</i></p> <p>Christopher Spark and Kane Ralph have now been booked onto Leeuwin Voyage Adventures.</p> <p>Kane Ralph talked about his trip at the December 2014 Council Meeting</p> <p><b>Nominations closed 18<sup>th</sup> December for Leeuwin Voyage 2015 and no nominations were received.</b></p>
<b>C.5 Increase and maintain a range of affordable housing for singles, families and seniors</b>					
<b>C.5.1 Develop a Housing &amp; Accommodation Strategy</b>					
Research need for accommodation for rental/purchase/size/type including short term	April 2014		CDO	<ul style="list-style-type: none"> <li>Distribution of surveys</li> <li>Analysis of survey</li> </ul>	<p><b>April 2014 – Complete</b></p> <p>Feedback from Community Strategic Plan has indicated a</p>

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accommodation					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>	<p>Master Plan has been developed and approved by the Short Term Accommodation Steering Committee</p> <p>Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition</p> <p>Forum session was held at the September 2014 Council Meeting. Next meeting to be held on 28/10/14</p>
<b>C.5.2 Develop a property maintenance calendar/program</b>					

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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><i>June 2014 – Property Income/Expense spreadsheet developed</i></p> <p><i>June 2014 – Property Maintenance spreadsheet developed</i></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><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>FM - Included in 14/15 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><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>FM - Included in 14/15 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>	<i>June 2014 – CDO investigated funding opportunities for feasibility study</i>
Plan the replacement of the Basketball/Netball Court surface	2014	Seek Quote	CEO CDO FM	<ul style="list-style-type: none"> <li>Complete assessment of need</li> <li>Liaise with DEM and clubs</li> <li>Research surface options</li> <li>Lodge grant applications if required</li> </ul>	FM - Recreation Reserve fund allocation
Assist Rifle Club with upgrades to facility	February 2014	\$22,000	CDO	<ul style="list-style-type: none"> <li>Contact DSR regarding eligibility for small grants program</li> <li>Seek other suitable</li> </ul>	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>DSR has advised that the Rifle Club would be ineligible for the CSRFF Small Grants due to the fact Electronic</p>

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				funding provider	<p>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><b>Future report to Council</b></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 of events &amp; activities when required</li> </ul>	Wheatbelt Masquerade Ball held 5 <sup>th</sup> April 2014
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><i>June 2014 – Works complete</i></p> <p><i>October 2014 – laying of lawn completed</i></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>	<b>November 2014 –MOU presented to Council and adopted</b>

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					<i>First MOU Meeting was held 3 February 2015</i>
<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>	
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>In conjunction with AROC an Age Friendly Community Planning Audit is currently being undertaken.</b>
<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>	<i>June 2014 - Audit completed 6<sup>th</sup> June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget</i>
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>	October 2014 – Grant has been applied for to upgrade bike plan.
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> <li>Completed application</li> <li>Successful grant funding</li> </ul>	September 2015 Grant Application – This will be dependent upon the updated bike plan being completed.
<b>C.7 Retain and improve on our attractive town and streetscape</b>					

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C.7.1 Manage and revive old/empty buildings along the main street					
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>	<i>June 2014 – Council forum to be conducted in near future (month to be advised)</i>
C.7.2 Continue the beautification of public spaces utilising water wise principals					
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><i>June 2014 – Grant was not approved, CSO will investigate alternative options</i></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>	
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program					
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>	

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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>	
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><i>May 2014 – Working with Ag Department on controlling Wheel Cactus – Ongoing spraying to be done in December 2014</i></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>	
Implement recommendations from	2014	2014/15 Budget	CEO	<ul style="list-style-type: none"> <li>Engage with Stakeholders</li> <li>Application to RDAP for</li> </ul>	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision –



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Avon Region Industry Plan				assistance to develop potential industrial sites. <ul style="list-style-type: none"> <li>• Make a TPS amendment to rezone areas to industrial.</li> <li>• Develop industrial land in partnership with landholders</li> </ul>	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>	July 2014 – Surveys updated and distributed amongst Dowerin's youth population.
<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 vet service to town	Review annually	\$1000	CDO Maintenance Officer	<ul style="list-style-type: none"> <li>• Secure vet service</li> <li>• Promote service locally</li> </ul>	June 2014 – Complete 2014  First visit from Wheatbelt Vet Service was on 20 <sup>th</sup>

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					November which was successful  Vet has relocated to the Dowerin hall Change rooms - November 2014.
<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>	<i>June 2014 – Draft Budget Meeting 2/07/14</i>
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>	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.  Commitment of posting 1-2 status updates on Facebook on days of work. CSO has created a calendar for regular updates
<b>EB.2.2 Continue to work with key stakeholders to provide quality events</b>					

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Work with DEM to create a memorable event for the 50th Dowerin GWN Machinery Field Days	2013 – August 2014		FM CDO CSO	<ul style="list-style-type: none"> <li>• A successful 50<sup>th</sup> Anniversary event</li> </ul> Including: <ul style="list-style-type: none"> <li>- 50 tractors</li> <li>- Entrance Statement</li> <li>- Photobook</li> </ul>	<p><i>June 2014 – FM &amp; WM meeting with DEM Entrance committee to finalise plans for wall finishing's, landscaping, lighting, driveway material</i></p> <p><i>June 2014 – FM and WM arranged driveway and footpath concreting, wall footings, electricity &amp; water conduits installed, brick laying for wall</i></p> <p>October 2014 – a DEM working group meeting was had to finalise the new entrance.</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>	<i>June 2014 - WA 4WD Association Gathering is booked for 12<sup>th</sup> &amp; 13<sup>th</sup> July</i>
<b>EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities</b>					
Establish a farm tour concept	2014		CSO	<ul style="list-style-type: none"> <li>• Create a plan for the farm tour concept</li> <li>• Meet and discuss concept with local accommodation providers</li> <li>• Establish a list of willing farmers/property owners willing to part take in this program</li> <li>• Market the program regionally and to the metro area</li> </ul>	
<b>EB.2.4 Continue to develop and market 4WD opportunities and activities</b>					

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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>	<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>
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>	<i>June 2014 - Eastern Hills Four Wheel Drive Club has expressed an interest in coming to Dowerin soon</i>
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>	<b>Complete 2014</b>  A mailing list of all 4WD Clubs in WA has been created and an initial pack has been sent outlining what we can offer.
Look into paid & free advertising in 4WD publications/websites	November 2013		CSO	<ul style="list-style-type: none"> <li>• Include free advertising to 4wd publications/websites</li> <li>• Greater exposure in 4WD world</li> </ul>	CSO has created a list of 4WD magazines, websites and publications that we could advertise in.  First article will be submitted to Offroad Online, to be published in the 2014.
<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>	<b>May 2014 - Complete</b>  Completed see report ‘Destination Dowerin’
Conduct audit of visitors, neighbouring communities and DEM as	2014		CSO CDO	<ul style="list-style-type: none"> <li>• A deeper understanding of the level/type/number of short term</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.

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to number/style of accommodation options that should be available				accommodation facilities that would be suitable	
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><i>Sept 2014 – Contractor has finalised the QS for this project. Committee to discuss this at the next meeting on 28/10/14</i></p>
<b>EB.2.6 Continue developing the Wheatbelt Heritage Rail Project</b>					
Continue to support Project Manager Chris Le Marshall	2013/2014		CEO FM CDO WM	<ul style="list-style-type: none"> <li><b>Provide support via telephone, email and in person</b></li> </ul>	<p><i>June 2014 – 2 meetings</i></p> <p><i>May 2014 – Weekly meetings have been implemented</i></p> <p>Revised accreditation application submitted in July 2014 – due for decision February 2015</p> <p>Work for the Dole program has commenced in November 2014. This is a 6 month project.</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>	<p>Accreditation paper work completed and submitted on 6<sup>th</sup> December</p>
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>	<p>Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September</p>

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					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>March 2015 – Track to be completed at Minnivale</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>
<b>THEME THREE: CARING FOR OUR ENVIRONMENT</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt</b>					
<b>ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre</b>					
A quarterly ‘Recycling Blitz’ morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					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</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</p>

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				new concrete pad	the recycling shed.  Additional signage to be purchased with small amount of funding leftover from Waste Authority Grant  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.  A new cement apron at the front of the recycle shed was completed on 4 <sup>th</sup> December 2013  Large 660ltr recycle bins have been purchased  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>	
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

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ENV 1.3 Encourage efficient use of natural resources					
Shire to lead by example	Review half yearly		CEO WM	<ul style="list-style-type: none"> <li>Parks &amp; Gardens adopt more water wise principles in parks and gardens</li> <li>Ensure all lights are turned off at Shire office/depot after use</li> </ul>	<b>FEB 2015 - Draft MOU Waterwise Council</b>
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 awareness of this event locally</li> </ul>	Due to a large volume of other events taking place this event did not happen in Dowerin in 2014
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>	
ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group					
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>	<i>June 2014 – SMS reminders sent out monthly by administration staff</i>
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>	
ENV 1.5 Continue oil recycling program					
Relocate oil facility from Stewart Street to the	July 2014	2014/15	WM	<ul style="list-style-type: none"> <li>Relocation of facility and rehabilitation of current location</li> </ul>	<i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>



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Amery Refuse site					
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 Baiting Program (twice	Spring & Autumn annually		NRMO	<ul style="list-style-type: none"> <li>Submit expression of interest into baiting program with</li> </ul>	

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

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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>	<i>December 2013 – FM including Staff Training Update to Council in Information Report</i>
<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>	<i>December 2013 – Christmas Newsletter</i>
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>	<p><i>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.</i></p> <p><i>Ongoing</i></p>
<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>	<i>Ongoing</i>
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>	

**THEME ONE: COMMUNITY**

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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	November 2014 – CEO & President attended November GECZ meeting
<b>LG. 2.3 Collaborate with other surrounding shires to strengthen the region</b>					
Continue to attend and participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> <li>Attendance at AROC meetings</li> </ul>	<b>February 2015 – CEO &amp; President attended December AROC meeting</b>
Continue to attend regional road group meetings	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> <li>Attendance at Regional Road Group Meetings</li> </ul>	

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ACTIONS	TIMEFRAME	ESTIMATED COST	FUNDING SOURCE	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
<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>	
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	Other Housing	CEO, Property Manager	<ul style="list-style-type: none"> <li>Property inspection and report housing to a suitable standard</li> </ul>	
Spray for termites at Police Housing	Annually		Other Housing	Property Officer	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
<b>C.1.2 Promote and encourage participation in voluntary based emergency services</b>						
Work with local emergency services to assist with promotion and organisation in volunteer drives	LEMC Meeting Quarterly & On request	-	-	CSO/CDO		<del>A Volunteer drive is planned in conjunction with the Disaster Drill scheduled for March 2014.</del>
Plan and implement a 'mock disaster' in Dowerin in conjunction with local emergency services as a volunteer drive/awareness campaign	6 months		LEMC	CSO	<ul style="list-style-type: none"> <li>A mock disaster sufficiently planned, organised and implemented within 12 months</li> <li>10% increase in volunteers</li> </ul>	<del>Initial stages of planning have commenced. Disaster Drill is planned for the last week in March 2014.</del>
<b>C.1.3 Continue to support the Animal Ranger Service</b>						
Residents have access to the services of a ranger to assist with stray dogs and related issues	Reviewed annually	\$3000	Animal Control	Works Manager	<ul style="list-style-type: none"> <li>Advertise ranger services locally to residents</li> </ul>	
Continue to provide snake handling services	Staff training every **			Works Manager	<ul style="list-style-type: none"> <li>3 staff fully trained in snake handling</li> </ul>	

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<b>C.1.4 Continue to produce a high quality extensive road network</b>						
<del>Dowerin/Meckering Road Reconstruction &amp; Widening</del>	<del>2014/2015</del>	<del>\$429,000</del>	<del>2/3 Regional Road Group 1/3 Road Reserve</del>	<del>Works Manager</del>	<del>Regional Road Funding received Completion of road works</del>	<del>Work to commence February 2014</del>
<del>Cunderdin/Minnivale Road Reconstruction &amp; Widening</del>	<del>2013/2014</del>	<del>\$265,000</del>	<del>Roads to recovery</del>	<del>Works Manager</del>	<del>Completion of works</del>	<del>Work to commence March 2014</del>
<del>Koorda Wongan Hills Road gravel shoulder reconstruction</del>	<del>2013/2014</del>	<del>\$61,000</del>	<del>Council Roads Budget</del>	<del>Works Manager</del>	<del>Completion of works</del>	
<del>Moonijin West Road Gravel Re-sheet</del>	<del>2013/2014</del>	<del>\$32,000</del>	<del>Council Roads Budget</del>	<del>Works Manager</del>	<del>Completion of works</del>	
<del>Rabbit Proof Fence Road Tree Pruning</del>	<del>2013/2014</del>	<del>\$16,000</del>	<del>Council Roads Budget</del>	<del>Works Manager</del>	<del>Completion of works</del>	
<del>Nambling South Rd Tree Pruning</del>	<del>2013/2014</del>	<del>\$9,500</del>	<del>Council Roads Budget</del>	<del>Works Manager</del>	<del>Completion of works</del>	
<del>Clinic Road Tree Pruning</del>	<del>2013/2014</del>	<del>11,500</del>	<del>Council Roads Budget</del>	<del>Works Manager</del>	<del>Completion of works</del>	
<del>Council to conduct an annual road inspection</del>	<del>Annually ongoing</del>	<del>-</del>	<del>Fuel</del>	<del>Works Manager/CEO</del>	<del>Complete road audit inspection</del>	
<del>Produce and implement annual roads program</del>	<del>Ongoing Annually</del>	<del>-</del>	<del>Wages</del>	<del>Works Manager</del>	<del>Completed road program document</del>	
<del>Invest in 2 x large trucks</del>	<del>2014</del>	<del>\$250,000</del>	<del>Plant Reserve</del>	<del>Works Manager</del>	<del>Acquisition of 2 trucks</del>	
<del>Traffic Control Course</del>	<del>Every 3 years Next Prior to 2014</del>	<del>\$400 per participant</del>	<del>Works staff training</del>	<del>Works Manager</del>	<del>All staff training complete and up to date</del>	
<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>						
<del>Community Events Program</del>	<del>Reviewed</del>	<del>\$8860</del>	<del>Community</del>	<del>CSO</del>	<del>Coordination of events within budget</del>	<del>Draft Version of 2014 events calendar</del>

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	annually	external grant funding	Events Budget	CDO FM		has been created
Programs/activities for older people (e.g. Seniors week excursions)	3 programs annually		Community Events Budget <i>Stay on your feet week</i> <i>Seniors week</i> <i>Adult learners</i>	CSO	<ul style="list-style-type: none"> <li>3 programs annually</li> <li>Successful grant funding</li> </ul>	
Programs/activities for youth (e.g. School Holiday Programs)	4 programs annually		Community Events Budget <i>School Holiday Program Dept for Communities</i> <i>RAC Program</i> <i>National Youth Week</i>	CSO	<ul style="list-style-type: none"> <li>4 programs annually</li> <li>Successful grant funding</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> <li>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</li> </ul>
Programs/activities for families/adults (e.g. Movie in the Park)	2 programs annually		Community Events Budget <i>Bike Week Funding</i> <i>Country arts WA</i> <i>Thank A Volunteer</i>	CSO	<ul style="list-style-type: none"> <li>2 programs annually</li> <li>Successful grant funding</li> </ul>	The Thank A Volunteer Day Grant money will be used to put towards the Million Stars Movie this year
Christmas Event	December		Community events	CSO	<ul style="list-style-type: none"> <li>Successful organisation of event</li> </ul>	
Miscellaneous	3 Programs annually		Community Events	CSO	<ul style="list-style-type: none"> <li>3 Programs annually</li> </ul>	

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			<del>Country Arts WA Fund</del>			
<del>Be Active Programs</del>	<del>2 Programs annually</del>		<del>Community Events Bike Week DSR Healthways</del>	<del>CSO</del>	<del>• 2 Programs annually • Successful grant funding • Level of Participation</del>	
<del>Community Breakfasts</del>	<del>Australia Day Anzac Day</del>	<del>\$1500</del>	<del>Community Breakfasts Anzac Day Grants</del>	<del>CSO</del>	<del>• Australia Day • Anzac Day</del>	<del>Plans have commenced for the 2014 Australia Day Breakfast</del>
<del>NRM Programs/Days</del>	<del>2 Programs annually</del>	<del>\$1000</del>	<del>NRMO Other costs</del>	<del>CSO</del>	<del>• 3 Programs annually</del>	
<del>Create an annual program of community events</del>	<del>January 2013</del>			<del>CSO</del>	<del>• Liaise with all clubs/organisation to gain feedback for their program of events/fixtures • Developed and distributed in January 2013</del>	<del>Draft Version of 2014 events calendar has been created.</del>
<del>Identify opportunities for grant funding</del>	<del>Checked weekly</del>		<del>McDonalds Junior Sporting Trust DSR Healthway Country Arts WA RAC, SGIO</del>	<del>CSO</del>	<del>• Increase in successful funding • Increase in grants advertised in local media</del>	
<b><del>C.2.2 Continue to provide support for local clubs and organisations</del></b>						
<del>Facilitate the Kidsport program on behalf</del>	<del>March/April</del>		<del>• Govern-</del>	<del>Administration</del>	<del>• Increased awareness of</del>	



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<del>of DSR</del>	<del>and October</del>		<del>admin overheads</del> <del>• Department of Sport &amp; Recreation</del>		<del>Kidsport program</del> <del>• Number of Kidsport applications</del>	
<del>Provide information and support for Funding &amp; Governance of clubs</del>	<del>Ongoing</del>		<del>Wages</del>	<del>CDO</del> <del>CSO</del>	<del>•</del>	<del>Currently assisting the Bowling Club with a Summer Barefoot Bowls Competition that will be held over February and March 2014</del>
<b>C.2.3 Continue to provide quality facilities to hold events</b>						
<del>Initiate a maintenance program schedule for Council Buildings</del>	<del>February 2014</del>		<del>Maintenance Budget</del>	<del>Works Manager</del> <del>Finance Manager</del>	<del>• Develop a detailed program of maintenance for all shire owned facilities</del>	<del>FM Stage 1 commenced as part of Asset Management</del>
<del>Review usage of shire owned facilities (sporting facilities, town hall etc...)</del>	<del>April 2014</del>		<del>Wages</del>	<del>CEO</del> <del>WM</del>	<del>• Annual review of bookings/usage of facilities</del>	
<del>Replace downpipe at Town Hall and paint exterior</del>	<del>2013/14</del>	<del>\$1095</del>	<del>Town Hall Maintenance budget</del>	<del>Maintenance Officer</del>	<del>• Completion of works</del>	
<b>C.2.4 Invest and improve communication technology for the benefit of the community of Dowerin</b>						
<del>Conduct community survey to gain feedback regarding shire website usage</del>	<del>August 2013</del>		<del>Wages</del>	<del>CDO</del>	<del>• Develop, conduct and advertise survey</del> <del>• Analyse results of survey, compile report</del>	<del>Completed in September 2013</del>
<del>Research potential web hosting companies</del>	<del>September 2013</del>		<del>Wages</del>	<del>CDO</del>	<del>• Gain at least 3 quotes for web hosting and website design</del> <del>• Confirm and contract web host</del>	<del>Completed in November 2013</del>

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<del>Research possibility of developing Dowerin App</del>	<del>September 2013</del>		<del>Wages</del>	<del>CEO</del>	<ul style="list-style-type: none"> <li>•Gain feedback from professionals</li> <li>•Gain quotation for App development</li> </ul>	
<del>Organise complete rebuild of Dowerin Website</del>	<del>Completed by February 2014</del>	<del>\$2250</del>	<del>Area promotion</del>	<del>CEO</del>	<ul style="list-style-type: none"> <li>•Utilise feedback from surveys</li> <li>•Complete rebuild and launch of new website</li> </ul>	<del>Webarena are currently in the process of re-designing and rebuilding the Dowerin Community Website</del>
<del>Increase utilisation of Dowerin Shire Facebook page</del>	<del>Ongoing</del>		<del>Wages</del>	<del>CEO</del>	<ul style="list-style-type: none"> <li>•Increase number of 'likes'/community usage of this facility</li> </ul>	
<del>Develop Dowerin Community Twitter Account</del>	<del>November 2013</del>		<del>Wages</del>	<del>CEO</del>	<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>						
<del>Continue to advertise and promote the doctors service currently operating in Dowerin</del>	<del>Monthly or when required</del>		<del>Goven- advertising</del>	<del>CEO</del>	<ul style="list-style-type: none"> <li>•Adverts in local media, on website, Facebook etc...</li> <li>•Increase in utilisation of service</li> </ul>	
<del>Maintain the Dowerin Doctors Service</del>	<del>Review annually</del>	<del>\$40,000 (shire) \$20,000 (DEM)</del>	<del>Doctors Service DEM</del>	<del>CEO</del>	<ul style="list-style-type: none"> <li>•Doctor available in Dowerin</li> </ul>	
<del>Work in conjunction with GP Network to secure services of a podiatrist and diabetes specialist</del>	<del>November 2013</del>		<del>Wheatbelt GP Network</del>	<del>CEO</del>	<ul style="list-style-type: none"> <li>•Secure services of a qualified Podiatrist and Diabetes specialist in Dowerin</li> </ul>	

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Gain feedback from residents as to what further medical services may be required	Reviewed annually		Wages	CEO CDO	<ul style="list-style-type: none"> <li>Conduct a survey/initiate comments box to gain feedback from community</li> <li>Report findings to GP Network</li> </ul>	
<b>C.3.2 Continue to support the Home and Community Care Service</b>						
Develop community HACC notice board/portfolio to keep community/potential clients informed of HACC services	2013		Wages Stationary	HACC CEO	<ul style="list-style-type: none"> <li>Increase utilisation of HACC services</li> </ul>	
Review services/facilities provided to clients	Annually		Wages	HACC CEO	<ul style="list-style-type: none"> <li>Annual report</li> </ul>	
Maintain the HACC building	Reviewed annually	\$4100	HACC-Building Maintenance	Maintenance Officer	<ul style="list-style-type: none"> <li>Property inspection and report</li> </ul>	
<b>C.3.3 Maintain High Quality Sporting Facilities</b>						
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700	Sports Ovals and Amenities			
Watering Program – Hockey Field & Football Field	October – March		Sports Ovals and Amenities	Parks & Gardens WM	<ul style="list-style-type: none"> <li>Suitable surface for winter sports season &amp; cricket</li> </ul>	Ongoing
Apply fertiliser to Football and Hockey fields	December, March and September		Sports Ovals and Amenities	Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Apply Grosorb to Football & Hockey Fields	January & October		Sports Ovals and Amenities	Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Apply Gypsum to Football & Hockey Fields	September		Sports Ovals and Amenities	Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	Applied in late September

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<del>Verti-mowing to Football &amp; Hockey Fields</del>	<del>September Bi-Annually</del>		<del>Sports Ovals and Amenities</del>	<del>Parks &amp; Gardens WM</del>	<del>•Completed Program</del>	
<del>Verti-Draining</del>	<del>September</del>		<del>Sports Ovals and Amenities</del>	<del>Parks &amp; Gardens WM</del>	<del>•Completed Program</del>	
<b>C.3.4 Investigate Options available for alternative sporting and recreational pursuits</b>						
<del>Development of alternative plan for the Dowerin Gym</del>	<del>April 2014</del>		<del>wages</del>	<del>EDO</del>	<del>•Develop a new plan for the Dowerin Gym prior to budgeting process 2014 •Forward plan/budget to FM</del>	<del>RDA Grant program discontinued by Federal Govt.</del>
<del>Research and complete a detailed plan for the proposed Dowerin Maze</del>	<del>April 2014</del>			<del>Parks &amp; Gardens WM</del>	<del>•Completion of a plan of works complete with budget •Forward plan/budget to WM &amp; FM</del>	
<del>Develop a summer corporate sports program</del>	<del>November – March</del>		<del>Community Events</del>	<del>CSO</del>	<del>•Research Toodyay Corporate sports program •Advertise for expressions of interest locally •Run Program successfully</del>	
<del>Re-establish the Dowerin Outdoor Gym</del>	<del>December 2013</del>		<del>wages</del>	<del>WM</del>	<del>•Install Gym Equipment in new location</del>	<del>On the 6<sup>th</sup> December the outdoor gym equipment was relocated to the area in between the former tennis courts and club rooms</del>
<del>Review the Dowerin Bike Plan</del>	<del>2013/14</del>		<del>2014/15 budget</del>	<del>EDO FM</del>	<del>•Complete review and update Bike Plan</del>	

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<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		Wages	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>	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
Promote DDHS in print media and website	Review annually		wages	CDO	<ul style="list-style-type: none"> <li>Up to date information regarding the school on Shire Website</li> <li>Promotion of news and events on social media and in local paper</li> </ul>	
<b>C.4.2 Support &amp; Promote the Community Resource Centre</b>						
Meet with CRC Coordinator	Quarterly		wages	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>	
Gain community feedback regarding training opportunities/courses that could be run from the CRC	Reviewed twice annually		wages	CDO	<ul style="list-style-type: none"> <li>Survey on survey monkey</li> <li>Advertise on Facebook</li> </ul>	
<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		Government funding	CEO FM	<ul style="list-style-type: none"> <li>Appointment of a trainee</li> </ul>	Rhian Hathaway commenced a 12mth traineeship with the Shire as of

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			Salaries and wages budget			November 2014
Support and actively promote those local businesses providing traineeships	Quarterly		Wages Shop small campaign	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 youth scholarships annually	January	\$3600	Youth Recreation (1800) DEM (1800)	CDO Cnr Jones Cnr Quartermaine	<ul style="list-style-type: none"> <li>2 youth scholarships presented each year</li> </ul>	Applications for the 2014 Youth Scholarship Program are currently being advised and nominations are being taken at the Shire Office
Advertise and promote traineeships & apprenticeships	Quarterly		Govern- advertising	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>	
<b>C.5 Increase and maintain a range of affordable housing for singles, families and seniors</b>						
<b>C.5.1 Develop a Housing &amp; Accommodation Strategy</b>						
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		Wages	CDO	<ul style="list-style-type: none"> <li>Distribution of surveys</li> <li>Analysis of survey</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from Community Strategic Plan has indicated a need for accommodation park</li> <li>Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback &amp; statistics from the Wheatbelt Way</li> </ul>
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		wages	CDO	<ul style="list-style-type: none"> <li>Completed map of vacant lots</li> </ul>	Completed see discussion forum Destination Dowerin
Investigate options to expand number of existing aged care units on Goldfields Road	April 2014		State Government	CDO		

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<del>Research and implement a farmhouse revitalisation program</del>	<del>April 2014</del>		<del>Wages</del>	<del>CDO</del>	<del>• Implement program as part of strategy</del>	
<del>Create detailed strategy and recommendations to council</del>	<del>April 2014</del>		<del>wages</del>	<del>CDO</del>	<del>• Completed report • Adoption of report by council • Implementation of strategy</del>	<del>A discussion paper entitled 'Destination Dowerin' has been established and recommendations drawn up. This document will be discussed at the December meeting of Council</del>
<b>C.5.2 Develop a property maintenance calendar/program</b>						
<del>Collaborate all property maintenance information into a Property Maintenance Program</del>	<del>To be reviewed following property inspections annually</del>		<del>Wages</del>	<del>FM Maintenance Officer Property Officer</del>	<del>• Completed program • Implementation of program</del>	<del>FM Stage 1 Commenced as part of Asset Management</del>
<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>						
<del>Contribute to the Tennis Court and Bowling Green asset replacement fund</del>	<del>Annually</del>	<del>\$16,000</del>	<del>Reserve Funds</del>	<del>FM</del>	<del>• Annual increase of % in funds</del>	<del>FM Included in 13/14 budget</del>
<del>Continue to maintain the Recreation Reserve</del>	<del>Annually</del>		<del>Reserve Funds</del>	<del>FM</del>	<del>• Annual increase of % in reserve</del>	<del>FM Included in 13/14 budget</del>
<del>Monitor the lifecycle of the Dowerin Memorial Swimming Pool</del>	<del>Reviewed October &amp; April Annually</del>		<del>wages</del>	<del>Pool Manager CEO</del>	<del>• Annual report regarding pool lifecycle • Implementation of pool replacement</del>	
<del>Plan the replacement of the Basketball/Netball Court surface</del>	<del>2014</del>	<del>Seek Quote</del>	<del>Reserve Funds</del>	<del>CEO CDO FM</del>	<del>• Complete assessment of need • Liaise with DEM and clubs • Research surface options • Lodge grant applications if required</del>	<del>FM Recreation Reserve fund allocation</del>
<del>Assist Rifle Club with upgrades to facility</del>	<del>February</del>	<del>\$22,000</del>	<del>Seek funding</del>	<del>CDO</del>	<del>• Contact DSR regarding eligibility for small</del>	<del>• DSR has advised that the Rifle Club would be ineligible for the CSREFF</del>

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	2014				<p>grants program</p> <ul style="list-style-type: none"> <li>• Seek other suitable funding provider</li> </ul>	<p>Small Grants due to the fact Electronic Targets are deemed 'specialised equipment'</p> <ul style="list-style-type: none"> <li>• CDO researching alternative funding providers</li> </ul>
<b>C.6.2 Investigate and develop youth facilities and services</b>						
Support PCYC with programs and facility	Review quarterly		Contributions & donations	CSO CDO	<ul style="list-style-type: none"> <li>• Contact PCYC with regular grant opportunities (school holiday program)</li> <li>• Assist with promotion of events &amp; activities when required</li> </ul>	CSO is assisting PCYC with a funding application for National Youth Week. If successful the funds will be used to hold the Masquerade Ball on 5 <sup>th</sup> April 2014
Revitalise the Skate Park facility	2014/2015		Reserve Funds	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>						



MINUTES OF ORDINARY MEETING OF COUNCIL – 17 FEBRUARY 2015

Assist with the renovation of the facility	2013/2014	\$15,000	Contributions & donations	FM	<ul style="list-style-type: none"> <li>• Completion of works</li> </ul>	FM – Included in 13/14 budget
Assist with payroll, banking etc...	2014/2015		Contributions & donations	FM	<ul style="list-style-type: none"> <li>• Smooth running of the facility</li> </ul>	
<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		wages	HACC	<ul style="list-style-type: none"> <li>• Gain public satisfaction level re: HACC and level of medical services Shire provides</li> <li>• Highlight problem/successful areas</li> </ul>	
Review Disability Inclusion Plan	Annually		wages	EHO	<ul style="list-style-type: none"> <li>• Annual review</li> </ul>	
Investigate further aged care housing options	2014		wages	EDO 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		wages	WM	<ul style="list-style-type: none"> <li>• Complete Footpath audit highlighting problem areas</li> </ul>	
Update Bike Plan	2013/2014		wages	EDO WM	<ul style="list-style-type: none"> <li>• Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes</li> </ul>	
Submit grant funding	2014/2015		wages	EDO	<ul style="list-style-type: none"> <li>• Completed application</li> <li>• Successful grant funding</li> </ul>	
<b>C.7 Retain and improve on our attractive town and streetscape</b>						

MINUTES OF ORDINARY MEETING OF COUNCIL – 17 FEBRUARY 2015

<b><del>C.7.1 Manage and revive old/empty buildings along the main street</del></b>						
<del>Research and develop a standard Streetscape Policy;</del>	<del>2014</del>		<del>Wages Consultant?</del>	<del>CEO EHO Council</del>	<del>• Development, adoption and implementation of policy</del>	
<b><del>C.7.2 Continue the beautification of public spaces utilising water wise principals</del></b>						
<del>Repaint the Sundial</del>	<del>2014</del>		<del>Work-Camp</del>	<del>WM CSO</del>	<del>• Completed works</del>	
<del>Develop the Community Garden concept</del>	<del>2014</del>	<del>\$2500</del>	<del>Funding obtained</del>	<del>CSO</del>	<del>• Secure location for facility development • Successful community engagement • Successful grant funding if required</del>	
<del>Arrange training for Parks &amp; Gardens officers in water wise principals</del>	<del>2014</del>		<del>Wages – Parks &amp; Gardens</del>	<del>WM P&amp;G</del>	<del>• Deeper understanding of water wise principals • Increase in implantation of water wise principals in community areas</del>	
<b><del>C.7.3 Encourage community pride &amp; participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program</del></b>						
<del>Rebrand and revitalise the Dowerin Tidy Towns Committee</del>	<del>February 2014</del>		<del>Wages</del>	<del>CSO</del>	<del>• Develop new name and focus of former Tidy Towns Committee • Successful appointment of new committee</del>	
<del>Include 3 clean-up/planting busy bees in annual events calendar (including Clean Up Australia Day)</del>	<del>Review Annually</del>		<del>Wages Governance receptions</del>	<del>CSO</del>	<del>• Program of clean-ups and busy bees</del>	<del>Have registered for the Annual Clean-Up Australia Day on March 2<sup>nd</sup> 2014</del>

MINUTES OF ORDINARY MEETING OF COUNCIL – 17 FEBRUARY 2015

<del>Implement a 'Great Front Yard' Competition</del>	<del>2014</del>		<del>Wages Govern- advertising</del>	<del>CSO</del>	<del>•Develop guidelines and prizes with the aim of residents—improving the aesthetics/tidiness of their front yards</del>	
<del>Implement a noxious weed control program</del>	<del>Reviewed annually</del>		<del>Wages</del>	<del>WM</del>	<del>•Roadsides sprayed for noxious weeds</del>	<del>Ongoing</del>

## 10.2 OPERATIONS

### 10.2.1 2014 ANNUAL ELECTORS MEETING MINUTES

Date:	9 February 2015
Applicant:	CEO
Location:	N/A
File Ref:	ADM0136
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### **Summary**

Report recommends Council considers the items raised at the Annual Electors Meeting held on 16 December 2014.

#### **Background**

Council held its Annual Electors Meeting on Tuesday 16 December 2014 with 13 people in attendance. The minutes from that meeting have been included as an attachment.

#### **Comment**

In accordance with the section 5.33 (1) of Local Government Act, any decisions made at an electors' meeting are to be considered at the next ordinary council meeting. If that is not practicable, at the first ordinary council meeting after that meeting or at a special meeting called for that purpose.

As shown in the attached minutes of the Annual Electors Meeting held on Tuesday 16 December 2014 no formal motions were received from the floor.

#### **Public Consultation**

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Nil

Voting Requirements

Simple majority

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**COUNCIL DECISION – ITEM 10.2.1**

(2472) Moved: TW Quartermaine Seconded: LG Hagboom Carried: 8/0

**THAT COUNCIL RECEIVES THE MINUTES OF THE ANNUAL MEETING OF ELECTORS HELD ON TUESDAY 16 DECEMBER 2014.**

**SHIRE OF DOWERIN**



**Minutes of the Annual General Meeting of Electors  
held at the Dowerin Lesser Hall  
on Tuesday 16 December 2014**

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**1. OPENING OF MEETING**

The President declared the meeting open at 6.30pm and extended a welcome to all attending.

**2. PRESENT:**

Cr DE Metcalf	President	Town Ward
Cr GB Ralph	Deputy President	Rural South Ward
Cr LG Hagboom		Rural South Ward
Cr TA Jones		Rural North Ward
Cr WE Coote		Rural North Ward
Cr TW Quartermaine		Town Ward
Cr DP Hudson		Town Ward
Mr DJ Alcock		Chief Executive Officer
Mr SF Geerdink		Works Manager

**ELECTORS**

Mr DJ Phillips  
Mrs ME Phillips  
Mr EW Emmott  
Mr V Clifford

**3. APOLOGIES**

Nil.

**4. CONFIRMATION OF MINUTES**

Moved: EW Emmott    Seconded:    TA Jones

**That the Minutes of the previous Electors Meeting held on 17 December 2013, be confirmed as a true and correct record of the meeting proceedings.**

**Annual General Meeting of Electors**

**Tuesday 17 December 2013**

**5. BUSINESS ARISING**

- o Nil.

**6. RECEIVAL AND ADOPTION OF 2013-2014 ANNUAL REPORT**

The President presented the Shire of Dowerin Annual Report for the year ended 30<sup>th</sup> June 2014, comprising;

- Presidents Report
- Chief Executive Officer's Report
- Annual Financial Statements for Period ending 30 June 2013
- Auditor's Report

Moved: DJ Phillips    Seconded: WE Coote  
**That the 2013-14 Annual Report be received.**

Carried

**7. GENERAL BUSINESS**

**TOWN GARDENS**

Mr Phillips stated that it was disappointing that there were so many poorly kept gardens at Dowerin residences.

**DEAD TREES**

Mrs Phillips thanked the Shire for getting rid of the dead trees in the park – but may have missed one.

**STEWART STREET APPEARANCE**

Mr Clifford commented about the state of the shop fronts of some of the businesses. It would be great if an incentive could be given by the Shire to those businesses to improve the appearance of the shop fronts.

**GP SERVICE**

**Annual General Meeting of Electors**

**Tuesday 17 December 2013**

Mr EW Emmott moved a vote of thanks to the Shire of Dowerin for the work they had carried out in the past year.

**8. CLOSURE OF MEETING**

There being no further business Cr DE Metcalf (President) declared the meeting closed at 7.13pm.

MINUTES OF THE ELECTORS MEETING HELD ON 16 DECEMBER 2014 WAS RECEIVED AT THE FEBRUARY 2014 COUNCIL MEETING.

.....  
PRESIDENT

.....  
DATE



### 10.2.2 COMPLIANCE AUDIT RETURN 2014

Date: 9 February 2015  
Applicant: Department of Local Government  
Location: N/A  
File Ref: ADM0202  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### **Summary**

Report recommends Council adopt the Compliance Audit Return for the period 1 January 2014 to 31 December 2014.

#### **Background**

It is a requirement under the Local Government Act that Council complete a Local Government Compliance Audit Return (CAR) annually. The CAR for the period 1 January 2014 to 31 December 2014 is to be returned by the Department of Local Government by 31 March 2015.

The CAR must be presented to Council for adoption then returned to the Department together with a copy of the section of the minutes of Council confirming the adoption.

#### **Comment**

The CAR has been completed by The Chief Executive Officer and copy has been provided within the Agenda.

There were no areas of non compliance. There were numerous areas that were not applicable.

#### **Public Consultation**

Department of Local Government

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Nil

Voting Requirements

Simple majority

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**COUNCIL DECISION – ITEM 10.2.2**

(2473)          Moved: SV Brookes      Seconded: TA Jones      Carried: 8/0

**THAT COUNCIL;**

**1. ADOPT THE LOCAL GOVERNMENT 2014 COMPLIANCE AUDIT RETURN FOR THE PERIOD 1 JANUARY 2014 TO 31 DECEMBER 2014, AND**

- 2. AUTHORISE THE PRESIDENT AND CHIEF EXECUTIVE OFFICER TO EXECUTE THE JOINT CERTIFICATION CONTAINED IN THE 2014 COMPLIANCE AUDIT RETURN.**

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

### Dowerin - Compliance Audit Return 2014

#### Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2014.	N/A		Dacre Alcock
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2014.	N/A		Dacre Alcock
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2014.	N/A		Dacre Alcock
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2014.	N/A		Dacre Alcock
5	s3.59(5)	Did the Council, during 2014, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Dacre Alcock

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
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Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Dacre Alcock
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Dacre Alcock
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Dacre Alcock
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Dacre Alcock
5	s5.18	Has Council reviewed delegations to its committees in the 2013/2014 financial year.	N/A		Dacre Alcock
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Dacre Alcock
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Dacre Alcock
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Dacre Alcock
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Dacre Alcock
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Dacre Alcock
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Dacre Alcock
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2013/2014 financial year.	Yes		Dacre Alcock
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Dacre Alcock

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was	Yes		Dacre Alcock

ORDINARY MEETING OF COUNCIL AGENDA – 17 DECEMBER 2013

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No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Dacre Alcock
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	N/A		Dacre Alcock
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	N/A		Dacre Alcock
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2014.	Yes		Dacre Alcock
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2014.	Yes		Dacre Alcock
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Dacre Alcock
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Dacre Alcock
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Dacre Alcock
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Dacre Alcock
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Dacre Alcock
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Dacre Alcock
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice as a consultant	Yes		Dacre Alcock

Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia  
Department of Local Government and Communities

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Dacre Alcock
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Dacre Alcock

**Disposal of Property**

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Dacre Alcock
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Dacre Alcock

**Elections**

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	N/A		Dacre Alcock

**Finance**

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Dacre Alcock
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Dacre Alcock
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Dacre Alcock

Department of Local Government and Communities - Compliance Audit Return



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No	Reference	Question	Response	Comments	Respondent
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2014 received by the local government within 30 days of completion of the audit.	Yes		Dacre Alcock
7	s7.9(1)	Was the Auditor's report for 2013/2014 received by the local government by 31 December 2014.	Yes		Dacre Alcock
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Dacre Alcock
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Dacre Alcock
10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes		Dacre Alcock
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Dacre Alcock
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Dacre Alcock
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Dacre Alcock
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Dacre Alcock
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Dacre Alcock



Department of Local Government and Communities - Compliance Audit Return



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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Dacre Alcock
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Dacre Alcock
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Dacre Alcock
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Dacre Alcock
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Dacre Alcock

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Dacre Alcock
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Dacre Alcock
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Dacre Alcock
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Dacre Alcock
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer	Yes		Dacre Alcock

Department of Local Government and Communities - Compliance Audit Return



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Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	N/A		Dacre Alcock
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Dacre Alcock
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	N/A		Dacre Alcock
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	N/A		Dacre Alcock
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Dacre Alcock
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Dacre Alcock
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Dacre Alcock
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Dacre Alcock
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	N/A		Dacre Alcock
10	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Dacre Alcock

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No	Reference	Question	Response	Comments	Respondent
12	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Dacre Alcock
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Dacre Alcock
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Dacre Alcock
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes		Dacre Alcock

I certify this Compliance Audit return has been adopted by Council at its meeting on \_\_\_\_\_

\_\_\_\_\_  
Signed Mayor / President, Dowerin

\_\_\_\_\_  
Signed CEO, Dowerin

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### 10.2.3 WATERWISE COUNCIL MEMORANDUM OF UNDERSTANDING

Date: 9 FEBRUAY 2015  
Applicant: N/A  
Location: N/A  
File Ref: ADM 0380  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### Summary

Council is to consider entering into a Memorandum of Understanding with the Water Corporation and Department of Water for the Shire of Dowerin to be recognised as a Waterwise Council.

#### Background

“Waterwise Councils” is an initiative developed by the Water Corporation and Department of Water. Local Governments have been asked to enter into a program with the Water Corporation and Department of Water and become recognised as a Waterwise Council.

#### Comment

The program involves a number of actions being completed such as;

1. Reviewing the water consumption at Council's highest consuming locations, i.e. the Swimming Pool and parks and garden areas,
2. identifying opportunities for improvement,
3. engaging the community in waterwise activities; and
4. providing staff training.

There is no financial outlay required from the Shire, in fact the Water Corporation has already agreed to fund staff to attend an Waterwise Water Auditing workshop and has commenced a waterwise shower head program to engage the community in a shower head swap.

Both of these things will contribute towards recognition as a Waterwise Council. There are significant benefits associated with becoming a recognised Waterwise Council including, setting an example to the community to be more conscious of water consumption, contributing to the sustainability of Council and improving Council's profile which in turn may assist in attracting grant funding for future projects.

Financial Implications

Nil

Consultation

Rod Botica, Water Efficiency Planning Officer - Water Corporation

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

THEME THREE: CARING FOR OUR ENVIRONMENT

ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt

ENV 1.3 Encourage efficient use of natural resources

Shire to lead by example

Voting Requirements

Simple majority

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**COUNCIL DECISION – ITEM 10.2.3**

(2474)            Moved: WE Coote                      Seconded: DP Hudson                      Carried: 8/0

**THAT COUNCIL ENTERS INTO A WATERWISE COUNCIL MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF WATER, WATER CORPORATION AND THE SHIRE OF DOWERIN.**



## Memorandum of Understanding

This document represents an agreement between the **Water Corporation** and **Department of Water** and **Shire of DOWERIN**

### **Purpose**

The purpose of this Memorandum of Understanding (MoU) is to detail the organisations' commitment to build a co-operative working relationship so they may more effectively and efficiently service mutual customers while promoting water efficiency.

### **Term**

This MoU will guide the working relationship between the parties to achieve the MoU's intent for a 3 year period from the date of its signing. At the end of that time, the working relationship between the parties will be reviewed.

### **Background**

The Water Corporation and the, Department of Water, with support from ICLEI – Local Government for Sustainability, have developed a Waterwise Council program. The aim of this program is to build a cooperative working relationship with local governments to promote sound water management and improve water use efficiency in local government and their communities.

Climate change and predictions of reduced water availability present significant challenges to those planning and managing our water resources. The State Water Plan provides a strategic framework to secure our water future. The plan highlights the importance of water use efficiency as well as securing new water supply sources.

The partnership with local governments through the Waterwise Council program will be an essential component of the effort to achieve water savings at both corporate and community level in the longer-term. It will assist councils to improve water management for public open space and to reduce overall water use. It will also support behavioural changes in the community by encouraging participation in waterwise programs and the use of products and services designed to maximise efficient water use.

The Waterwise Council program has achieved substantial water savings. The program has saved over 11 gigalitres of water since the start of the program in 2009.

### **Recognition**

On completing the Waterwise Council criteria a local government authority will be presented with an official acknowledgement of the council's achievement – a Waterwise Council certificate.



### **Shire of DOWERIN Support**

The Shire of DOWERIN will work with the Corporation and Department of Water to support water conservation, take part in appropriate promotional activities and make all appropriate staff members undertake relevant waterwise training.

The Shire of DOWERIN will recognise the partnerships and relationships with the Water Corporation and Department of Water and promote the relationship where appropriate on the Shire's website, on Shire materials and at Shire events.

### **Future Commitments**

1. The parties commit to:
  - a) Explore, negotiate and where appropriate enter into legal relations through written agreements to facilitate attainment of the purpose of this MoU.
  - b) Recognise and protect the intellectual property that parties may invest in the preparation of any promotion or offer.
  - c) Ensuring logos used on all promotional materials are used in accordance with the organisation's guidelines and that the appropriate approvals are received prior to use.
  - d) Establish a steering team with representatives of the organisations that will be responsible for overseeing progress towards the purpose of this MoU.
2. The parties will not:
  - a) Disclose, advertise, or publish the details of this MoU without the prior written consent of the other parties, unless required to do so under law.

### **No Obligations**

The parties agree that in working towards the purpose of this MoU they will deal with each other and conduct themselves in accordance with good commercial business and industrial practice.

The relationship between the parties is limited to carrying out the purpose of the MoU and nothing in this document should be construed as constituting any form of agency or partnership for any purpose whatsoever.

This MoU does not preclude either organisation from developing similar mutually beneficial understandings with other parties.





**For Water Corporation**

By: \_\_\_\_\_

Name: Ben Jarvis

Title: Water Efficiency Projects  
Branch Manager

Date:

**For Department of Water**

By: \_\_\_\_\_

Name:

Title:

Date:

**For Shire of DOWERIN**

By: \_\_\_\_\_

Name: Dacre Alcock

Title: CEO

Date:

#### 10.2.4 AROC – DRAFT MEMORANDUM OF UNDERSTANDING

Date:	9 FEBRUAY 2015
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0380
Disclosure of Interest:	Nil
Author:	Dacre Alcock

##### Summary

Council is to consider a draft Memorandum of Understating for the Operation of the Avon Regional Organisation of Councils (AROC)

##### Background

The only signed agreement for AROC dates back to 2001 “AROC Agreement and Operational Guidelines.

Since 2001 the Shire and Town of Northam has Amalgamated. The Shires of Cunderdin, York and Beverley have left AROC while the Shires of Victoria Plains and Chittering have joined AROC.

##### Comment

The original agreement while it served its purpose was outdated and did not address the following:

- The agreement made no provision for the expenditure of AROC funds. The most critical change being 5 out of 6 Council representatives need to be in favour of expending AROC funds on a project.
- The withdrawal provisions needed more clarity, particularly the payout of AROC funds.
- The addition of new Council’s needed more clarity.

- There was no winding up provisions.

Financial Implications

Council currently contributes \$5,000 to AROC.

Consultation

AROC and its member Council

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

Corporate Plan

Theme 4 – Local Government Leadership

LG. 2 Strong leadership and governance

LG. 2.3 Collaborate with other surrounding shires to strengthen the region

Continue to attend and participate in AROC meetings

Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 10.2.4**

(2475) Moved: SV Brookes Seconded: DP Hudson Carried: 8/0

**THAT COUNCIL ENDORSES THE DRAFT MEMORANDUM OF UNDERSTATING FOR THE OPERATION OF THE AVON REGIONAL ORGANISATION OF COUNCILS (AROC).**

**Avon Regional Organisation of Councils  
(AROC)**

**Agreement between:**

**Shire of Chittering  
Shire of Dowerin  
Shire of Goomalling  
Shire of Northam  
Shire of Toodyay  
Shire of Victoria Plains**

**Memorandum of Understanding for the  
Operation of the Avon Regional  
Organisation of Councils (AROC)**

AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

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AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

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**A. Description of the Memorandum of Understanding (MOU)**

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1. The purpose of this document is to set out the framework for regional cooperation between the member local governments.
2. The regional body shall be known as the Avon Regional Organisation of Councils, or under the short form AROC.
3. AROC will not be a legal entity or a body corporate, and may only operate under the auspices of one or more member local governments.
4. AROC operates under the authority of Section 3.68 of the *Local Government Act 1995*.

**B. Period of Agreement**

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1. This agreement shall apply from the date it is adopted by the member local governments for a period of 5 years. At the end of that period the members may:
  - Renew the agreement;
  - Change the agreement; or
  - Take no action, in which case the agreement ceases to have effect.
2. The agreement may be modified or cancelled at any time with the unanimous agreement of the member local governments.

**C. Membership**

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1. Membership of the Avon Regional Organisation of Councils shall consist of the following organisations:
  - Shire of Chittering;
  - Shire of Dowerin;
  - Shire of Goomalling;
  - Shire of Northam;
  - Shire of Toodyay; and
  - Shire of Victoria Plains.
2. Each member is a local government constituted under the Western

AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

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#### **D. Mission Statement**

The mission of the Avon Regional Organisation of Councils (AROC) is to:

**“Work cooperatively for the benefit of the region and well-being of the community”**

#### **E. Purpose**

The purpose of AROC is to arrange and facilitate Members:

- working together cooperatively to address regional problems, issues or challenges and advance the interests of the region;
- developing and implementing resource sharing strategies or regional service delivery models;
- delivery of training and development programs for elected members or staff; and
- undertaking joint tendering or purchasing arrangements.

#### **F. The AROC Governance Group**

1. The prime decision-making body for AROC shall be the Governance Group;
2. The Governance Group will meet every two months at a time and place agreed by the group;
3. Each member local government shall have equal representation on the Governance Group;
4. The Governance Group shall consist of:
  - one elected member for each member local government, usually the mayor or shire president;
  - one senior officer from each member local government, usually the CEO;
5. Each local government shall nominate an elected member to represent it on the Governance group;
6. Proxies are permitted;
7. Each member local government shall have a single vote to be exercised by their nominated elected member or proxy, or in the



AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

9. Invited guests may attend the meeting to address particular issues and can remain for the remainder of the meeting unless decided otherwise by the meeting;
10. Members may attend by prior arrangement through instantaneous electronic communication;
11. Except where otherwise stipulated in this agreement, all decisions shall be made by simple majority;
12. For the purposes of this clause "**simple majority**" means more than half of the number of members present.

#### **G. The AROC Officer's Group**

1. The AROC Officers Group will meet every two months at a time and place agreed by the Officers Group, in the months when the Governance Group does not meet;
2. Each member Local Government shall have equal representation on the Officers Group, usually the CEO;
3. Proxies are permitted; and
4. Decisions shall be by consensus.

#### **H. Authority**

1. The Governance Group will have authority from member local governments to deal with funds held by AROC from members and third party contributions; except
2. The individual Local Government that is responsible for the delivery of a program or project under third party grant funding shall ensure that the program or project is delivered and the funds are expended and acquitted in accordance with the grant agreement.

#### **I. Meetings**

1. The AROC Governance Group will decide where and when and how often it will meet;
2. The secretariat will prepare a program for the meeting that will consist of:
  - Matters referred by the Officers Group for consideration or decision;
  - Matters raised by individual member local governments for consideration;

AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

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- Submissions, presentations or representations from third parties arranged by the secretariat or agreed by the Chairperson; and
  - Such other matters as may be agreed by the Governance Group.
3. The meeting Program will generally be circulated one clear week prior to the Governance Group Meeting; and
  4. A quorum shall consist of delegates from 4 member Local Governments.

#### **J. Chairperson and Deputy Chairperson**

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1. The Chairperson and Deputy Chairperson of the Governance Group will be elected at the first Governance Group meeting following the Local Government Ordinary Elections, or at such other times as may be necessary if the position is vacated;
2. The Chairperson and Deputy Chairperson must be elected members from one of the member local governments;
3. The Chairperson shall have a deliberate vote only and no casting vote. Unresolved matters are to be referred to the next meeting;
4. If the Chairperson is absent, whether represented by a proxy or not, the Deputy Chairperson will preside; and
5. If both the Chairperson and the Deputy Chairperson are absent, whether represented by proxies or not, the group will elect a presiding member for that meeting only.

#### **K. Secretariat**

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1. An individual, member local government or other corporate body may be appointed to provide secretariat support to AROC. Unless the Governance Group determines otherwise the secretariat will be provided by the local government represented by the Chairperson; and
2. The Governance Group will determine an annual fee for the provision of secretariat services at the time that it adopts its annual budget.

#### **L. Treasury**

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1. A member local government will be appointed to act as Treasurer to hold, manage and account for funds held on behalf of AROC;

AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

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**M. Annual Financial Contribution**

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1. Each year at its April meeting the Governance Group will determine the annual contribution for member Councils for the following financial year;
2. The annual contribution shall be identical for each member Council; and
3. The annual contribution will be not less than \$5,000 and not more than \$10,000 per member Local Government.

**N. Project Financial Contribution**

---

1. AROC through the Governance Group may decide to undertake a project or projects which require additional financial contributions from member local governments;
2. Projects must involve at least two local governments, but could involve all member local governments;
3. Each project will have a separate form of agreement which will ensure that:
  - The costs of the project are equitably distributed;
  - That any additional costs or savings are equitably distributed to participating local governments; and
  - That there will be no impost on, or windfall to those member local governments that choose not to participate.

**O. Spending AROC Funds**

---

1. Any decision to allocate AROC funds to a project will be made by a *Special Majority* of members;
2. A *Special Majority* for the purposes of this Clause will be 5 out of the 6 members; and
3. Funds may be expended on AROC administrative costs by the secretariat and treasury under delegated authority.

AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

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**P. New AROC Members**

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1. The Governance Group may by unanimous agreement:
  - Allow an additional local government to become a member; or
  - Invite an additional local government to become a member.
2. Any new member will be required to buy in to the Avon Regional Organisation of Councils; and
3. The buy in figure will be determined by preparing a balance sheet for AROC, and dividing the net equity position by the number of Members.

**Q. Withdrawal of AROC Members**

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1. AROC members recognise and agree that participation in AROC is a long-term strategy and any decision to withdraw should be reflective of the long-term nature of the commitment;
2. A retiring member must give at least one full financial year notice of an intention to withdraw if they are to take advantage of a distribution of equity as set out in the next clause;
3. At the conclusion of the notice period the departing member will be entitled to receive a payout calculated as the AROC net position not including any restricted funds, at 30 June divided by the number of members; and
4. A member may withdraw at any time without notice but will be required to pay any contributions due and payable up to the end of the current financial year, but will not be entitled to any distribution of assets.

**R. Winding Up**

---

1. Any decision to wind up AROC requires a decision by *Special Majority* of members;
2. A *Special Majority* for the purposes of this Clause will be 5 out of the 6 members; and
3. In the event that AROC is to be wound up;
  - Any assets or liabilities associated with a project constituted under Clause N that does not include all members of AROC will be distributed amongst those members in accordance with the

AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

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**S. Action Plan**

1. AROC will prepare an Action Plan every two years that will identify regional priorities, planned projects and activities for the next two year period;
2. The Governance Group may at any time add or remove items from the Action Plan;
3. The Action Plan will be reviewed annually; and
4. The Action Plan will form a schedule to this MOU.

AVON REGIONAL ORGANISATION OF COUNCILS (AROC)  
Memorandum of Understanding

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**T. Executed by the Parties**

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**Shire of Chittering**

**SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Shire of Dowerin**

**SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Shire of Goomalling**

**SHIRE PRESIDENT**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CHIEF EXECUTIVE OFFICER**



CR Hudson left the meeting at 3.35pm.

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#### 10.2.5 PLANNING APPLICATION – MOBILE PHONE BASE STATION

Date: 10 FEBRUAY 2015  
Applicant: Optus Mobile Pty Ltd  
Location: Location 13791 Goomalling Merredin Road, Dowerin  
File Ref: ADM 0337  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### Summary

Council is to consider a planning application for the installation of a Mobile Phone Base Station on location 13791 Goomalling Merredin Road, Dowerin.

#### Background

At the June 2010 Council Meeting Council gave planning approval for an Optus mobile phone base station on location 13791 Goomalling Merredin Road. Due to no development taking place within the required timeframe that planning approval has since expired.

A new planning application has been received by Visionstream Pty Ltd on behalf of Optus Mobile Pty Ltd for a mobile phone base station at the same location.

#### Comment

The proposed Mobile Phone Base Station is to be based on land owned by DP Hudson who has given his signed consent to the planning application.

The propose tower is adjacent to the current Telstra Mobile Phone Tower.

Council's current Local Planning Scheme No. 2 does not define telecommunications infrastructure in the rural zone.



Financial Implications

Planning Fee Application of \$512 has been paid.

Consultation

Nil

Policy Implications

Nil.

Statutory Implications

Local Planning Scheme No. 2

Strategic Implications

Nil.

Voting Requirements

Simple majority

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**COUNCIL DECISION – ITEM 10.2.5**

(2476)          Moved: TA Jones          Seconded: LG Hagboom          Carried: 7/0

**THAT COUNCIL GIVES PLANNING APPROVAL TO OPTUS MOBILE PTY LTD FOR A MOBILE PHONE BASE STATION AT LOCATION 13791 GOOMALLING**

**MERREDIN ROAD, DOWERIN.**

CR Hudson returned at 3.40pm.



FILE NO 3714  
14 January 2015 BY N/A ACTION W/N  
MAIL REGISTER  
Chief Executive Officer  
Shire of Dowerin  
PO Box 111  
Dowerin WA 6461

Dear Sir/Madam,

**Development Application submission – Proposed Telecommunications Facility –  
P8107 Dowerin – at Lot 13791 Goomaling-Wyalkatchem, Dowerin WA 6461**

Please find enclosed an application for a Planning Approval and supporting information for a proposed telecommunications facility which forms part of the Optus mobile network at the above address.

Please find enclosed:

- Application for planning approval form;
- Written documentation (Planning Report);
- Three (3) copies of Plans of the proposal.
- Application fee

This application has been submitted by Visionstream Pty Ltd on behalf of Optus Mobile Pty Ltd and involves the construction of a 60m guyed mast and associated ancillary development.

Given the subject site is zoned 'rural' under the provisions of the Shire of Dowerin Planning Scheme No 2 an application for the approval to commence and carry out development is submitted to Council for its determination.

Should you require any additional information regarding this application, please do not hesitate to contact Roger Foxley with the details on the undersigned.

Yours sincerely,

Roger Foxley  
Town Planner  
Visionstream Pty Ltd  
T: +61 428 251 212  
E-mail: Roger.Foxley@visionstream.com.au

# Development Application

Development Application for the installation of a mobile phone  
base station at **Lot 13791 Goomaling-Wyalkatchem, Dowerin  
WA 6461**

Document prepared by Visionstream Pty Ltd on behalf of Optus  
Mobiles.

**8 January 2015**  
**Project No: P8107 Dowerin**

CREATING TELECOMMUNICATIONS



visionstream



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## Executive Summary

Proposed Development	<p>Visionstream on behalf of Optus Mobiles seeks to upgrade its existing mobile phone network. The proposed scope of works is inclusive of the following:</p> <ul style="list-style-type: none"> <li>• Install one (1) 60m guyed mast;</li> <li>• With six (6) new panel antennas (measuring 2.490m H x 0.641m W x 0.244m D) on a new triangular head frame at an elevation of 60m; and</li> <li>• One (1) parabolic dish antenna (measuring 1.200m in diameter) at an elevation of 40m;</li> <li>• Associated ancillary equipment including fifteen (15) new Remote Radio Units (RRUs), new amplifiers, combiners, new mounts etc;</li> <li>• Install a new equipment shelter that is not more than 3m high with a base area of not more than 7.5m<sup>2</sup>;</li> <li>• Colour-matching the proposed equipment including the guyed mast in 'Shale Grey' (Colourbond) colour to blend in with the sky.</li> </ul>
Coverage Objectives	<p>Optus has identified that the existing Optus mobile network requires improvement in this area. The proposed facility will help improve customer voice and data services to the Dowerin locality.</p>
Property Details	<p>Address: Lot 13791 Goomaling-Wyalkatchem Road, Dowerin WA 6461                  Legal Description: Deposited Plan 134659 Volume 1242 Folio 150</p>
Relevant LGA, Zoning and Principal Designated Land Use	<ul style="list-style-type: none"> <li>• Local Government Area: Shire of Dowerin</li> <li>• Town Planning Scheme: Shire of Dowerin Local Planning Scheme No.2</li> <li>• Zoning: Rural</li> <li>• Principal Designated Use: Rural</li> </ul>
Applicable Planning Policies	<p>Proposed installation complies with relevant State &amp; Local Planning Policies;  <i>State Planning Policy 5.2: Telecommunications Infrastructure</i>  <i>Town Planning Scheme No 2: Purpose and Intent</i></p>
Applicant:	<p>Visionstream Pty Ltd                  73-75 Dowd Street                  Welshpool, WA 6106</p> <p>Contact: Roger Foxley – Town Planner                  Email: Roger.Foxley@visionstream.com.au                  PH: 0428 251 212</p> <p>Our Ref: P8107 – Dowerin                  DEMO: D. F. 21/12/13</p>



## 1.0 - Introduction – Proposed Scope of Works

Visionstream on behalf of Optus Mobiles is undertaking the Long Term Evolution (LTE) upgrade of their existing mobile phone infrastructure. The overall project will see the consolidation of existing telecommunications infrastructure at a national level, whilst improving customer experience through faster and more reliable voice and data services.

As the network operator, Optus has identified that their existing mobile network requires a new mobile base station at Lot 13791 Goomaling-Wyalkatchem Road, Dowerin WA 6461 to improve both voice and data services within the Dowerin locality. Due to increasing network demands for data, this proposal is necessary to ensure the level of voice and data service which is expected by our client's customer base.

The proposal is inclusive of the following scope of works:

- Install one (1) 60m guyed mast;
- with six (6) new panel antennas (measuring 2.490m H x 0.641m W x 0.244m D) on a new triangular head frame at an elevation of 60m;
- Install one (1) parabolic dish antenna (measuring 1.200m in diameter) at an elevation of 40m;
- associated ancillary equipment including fifteen (15) new Remote Radio Units (RRUs), new amplifiers, combiners, new mounts etc;
- Install a new equipment shelter that is not more than 3m high with a base area of not more than 7.5m<sup>2</sup>;
- Colour-matching the proposed equipment including the guyed mast in 'Shale Grey' (Colourbond) colour to blend in with the sky.

All mobile phone network operators are bound by the operational provisions of the federal *Telecommunications Act 1997* ("The Act") and the *Telecommunications Code of Practice 1997*. The *Telecommunications (Low-Impact Facilities) Determination 1997* allows for the upgrade of existing mobile phone network infrastructure without the consent of a relevant statutory authority.

In this instance the proposed mobile base station does not comply as a "low impact facility" under the definitions contained in the Commonwealth legislation. Therefore it is subject to the provisions of the *WA Planning and Development Act 2005* and the provisions of the Shire of Dowerin Town Planning Scheme No 2.

This submission will provide assessment in respect of the relevant planning guidelines, and demonstrates site selection on the basis of the following:

- The site is appropriately located and sited so as to minimise visual impact on the immediate and surrounding area.
- The site will achieve the required coverage objectives for the area.
- The proposal operates within the regulatory framework of Commonwealth, State and Local



### **1.1 - Why is a new mobile base station required?**

Mobile phones work by sending and receiving low power radio signals, much like a 2 way radio system. The signals are sent to and received from antennas that are attached to radio transmitters and receivers, commonly referred to as mobile phone base stations. The base stations are linked to the rest of the mobile and fixed phone network and pass the signal/call into those networks.

Each base station can only carry a finite number of calls. In areas of high mobile phone use, such as central business districts and high density areas, more base stations are required to handle the level of call and data traffic.

Operators of telecommunications networks must constantly respond to changes in technology or increased demand on their existing infrastructure assets. Recently, LTE or 4G has become the latest industry standard for mobile phone network operators within the Australian marketplace. With consumer demands reflecting an increase in demand for speed and data bandwidth, Optus requires a new mobile base station at Lot 13791 Goomaling-Wyalkatchem Road, Dowerin WA 6461 to ensure reliable and fast mobile phone network.

### **1.2 - Site Selection**

In June 2010 a Development Application was prepared and submitted on behalf of Optus by Daly International for a mobile base station at Lot 13791 Goomaling-Wyalkatchem Road, Dowerin WA 6461. The Shire of Dowerin approved the planning application at a Council Meeting on 15<sup>th</sup> June 2010. As construction did not commence on this site planning approval expired on 15<sup>th</sup> June 2012.

The proposed site will be located approximately 100m south of an existing Telstra 60m guyed mast. Due to structural and antenna height limitations co-location was not a viable option.

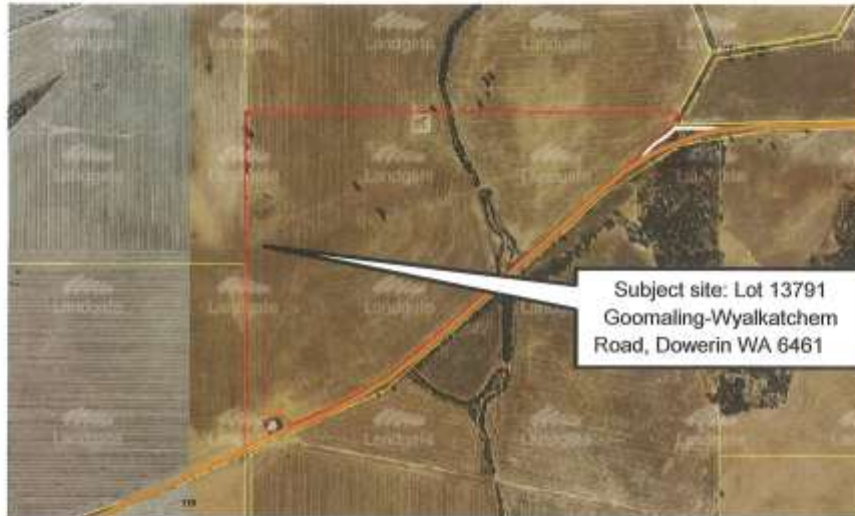
This submission will provide assessment in respect of the relevant planning guidelines, and demonstrates site selection on the basis of the following.

- The site is appropriately located and sited so as to minimise visual impact on the immediate and surrounding area.
- The site will achieve the required coverage objectives for the area.
- The site will meet design and construction considerations.
- The proposal operates within the regulatory framework of Commonwealth, State and Local Government.

## **2.0 - The Site**

The subject site is located at Lot 13791 Goomaling-Wyalkatchem Road, Dowerin WA 6461. The legal description of the property is Deposited Plan 134659, Volume 1242 Folio 150. The site is triangular in shape and has a total area of just over 114 hectares. An aerial plan demonstrating the site location and the context of the property is located below. The site is zoned 'rural' under the provisions of the Shire of Dowerin Planning Scheme No 2 – refer to





(Source: Landgate)

**Figure 1: Subject Site – Lot 13791 Goomalling-Wyalkatchem Road, Dowerin WA 6461**

The land surrounding the proposed site is zoned rural and used primarily for agricultural purposes. Access to the proposed site is off Goomalling-Wyalkatchem Road via an existing access track. The site is located approximately 3km northeast of the settlement of Dowerin. The proposed site is located in a sparsely populated rural area with no residential properties in close proximity. The closest residential dwelling is located approximately 1.7km southwest of the site. The parabolic dish antenna will provide a 'line of site' link with an existing Optus telecommunications facility located in Goomalling.

The proposed mobile base station will be located approximately 800m north of Goomalling-Wyalkatchem Road on an elevated section of the undulating property. As the site is located in a rural area well setback from residential properties and adjacent to the existing Telstra guyed mast structure the visual impact will not be significant.

The site is not located in an area of environmental significance as defined by The *Telecommunications (Low-Impact Facilities) Determination 1997*. No vegetation clearing is required during the construction of this facility.



Figure 2: Subject Site (Telstra compound facing south)

### 3.0 - What is Proposed?

Approval is sought for the installation of a mobile base station comprising of the following scope of works:

- Install one (1) 60m guyed mast;
- with six (6) new panel antennas (measuring 2.490m H x 0.641m W x 0.244m D) on a new triangular head frame at an elevation of 60m; and
- One (1) parabolic dish antenna (measuring 1.200m in diameter) at an elevation of 40m;
- associated ancillary equipment including fifteen (15) new Remote Radio Units (RRUs), new amplifiers, combiners, new mounts etc;
- Install a new equipment shelter that is not more than 3m high with a base area of not more than 7.5m<sup>2</sup>;
- Colour-matching the proposed equipment including the guyed mast in 'Shale Grey' (Colourbond) colour to blend in with the sky.

The Optus compound will cover an area of approximately 11m X 6m. The highest point of the proposed Optus antennas will be approximately 61.5m. Please refer to **Appendix A – Proposed Plans** for further details. It is believed that proposed works as outlined above will not result in any adverse visual or environmental impact to the surrounding environs within



proposed site to the Telstra compound. An extension of the existing access track is proposed to gain access to the Optus compound. Please refer to **Appendix A – Proposed Plans** for further details.

The site access is considered to be appropriate given the Optus facility will not be a significant generator of traffic. Once operational, the facility will require maintenance visits approximately 3-4 times per year as required, but will remain unattended at all other times. As the facility generates minimal trips per year, it is considered that traffic interference will be negligible.

During the construction phase, a truck will be used to deliver the equipment and a crane will be utilised to lift most of the equipment into place. Any traffic impacts associated with construction will be of a short-term duration (i.e. approximately five weeks) and are not anticipated to adversely impact on the surrounding road network. Adequate parking would be available in the vicinity for vehicles used during construction and these movements would not impact local traffic. In the unlikely event that road closure is required Optus will apply to the relevant authorities for permission.

### **3.2 - Utilities**

Electricity supply is available on site and power would be supplied as an extension of this supply. The current supply is adequate for the requirements of this proposal. Western Power to confirm the exact route to the proposed site. The site does not require any additional permits for the connection of a sewer/roadway.

### **3.3 - Construction**

The construction of the mobile base station will take approximately five weeks, subject to weather. Noise and vibration emissions associated with the proposed facility will be limited to the construction phase. Noise generated during the construction phase will be of short duration and will be in accordance with the standards outlined in the Environmental Protection (Noise) Regulations 1997. Construction works will only occur between the hours of 7am and 6pm.

There will be some low level noise from the ongoing operation of air conditioning equipment associated with the equipment shelter, once installed. Noise emanating from the air conditioning equipment is at a comparable level to a domestic air conditioning installation, and will generally accord with the background noise levels prescribed by Australian Standard AS1055. Due to the location of the Optus compound in a rural area well setback from residential properties the noise related impacts will be negligible.



## 4.0 – Planning and Development Act 2005

The Minister of Planning and Infrastructure has ultimate authority for town planning in Western Australia. Development within Western Australia is controlled by the *Planning and Development Act 2005* through the application of environmental planning instruments. Under the *Planning and Development Act 2005*, the Western Australian Planning Commission (WAPC) is the responsible authority for land use planning and development matters and this report seeks to demonstrate compliance with the WAPC and other items of relevant legislation which pertain to the subject application.

### 4.2 - Commonwealth Legislation - The Telecommunications Act 1997

The Telecommunications Act 1997 has been operative since 1 July 1997. This legislation establishes the criteria for 'low impact' telecommunication facilities. Under the federal Telecommunications Act 1997, mobile phone network operators (carriers) satisfy the requirements of a 'low impact' facility, the development is exempt from the planning approval process.

Further clarification of the term 'low impact' is provided in the Telecommunications Act 1997 and the Telecommunications (Low Impact Facilities) Determination 1997, which was gazetted subsequent to the Act. The Telecommunications (Low Impact Facilities) Determination 1997 establishes certain facilities, which cannot be considered low impact facilities.

### 4.1 – Statement of Planning Policy No. 5.2 - Telecommunications Infrastructures (WAPC)

The WAPC *Statement of Planning Policy No. 5.2 – Telecommunications Infrastructure* (SPP 5.2) provides a framework for the preparation, assessment and determination of applications for planning approval of telecommunications facilities within the context of the planning system of Western Australia. Planning Policy 5.2 states that 'telecommunications infrastructure should be located, sited and designed in accordance with the following Guiding Principles'.

- *There should be a co-ordinated approach to the planning and development of telecommunications infrastructure, although changes in the location and demand for services require a flexible approach.*

Optus undertakes a carefully co-ordinated approach to the development of their network. Each site links into the wider Optus mobile network. The proposed site at Dowerin will be linked via a parabolic antenna to a nearby mobile base station located at Goomalling. Locating at this site is imperative in order to realise the line of site between this and the linked site.

- *Telecommunications infrastructure should be strategically planned and co-ordinated, similar to planning for other essential infrastructure such as networks and energy supply.*

The complete Optus mobile network is strategically planned and individual sites are co-ordinated into the wider network much like other essential infrastructure. Whilst it is



The proposed facility seeks to provide fixed wireless broadband coverage to the Dowerin area.

- *Telecommunications facilities should be designed and sited to minimise any potential adverse visual impact on the character and amenity of the local environment, in particular, impacts on prominent landscape features, general views in the locality and individual significant views.*

The proposal is appropriately located in a rural zone and well away from sensitive land uses and residential dwellings. In order for the facility to provide mobile coverage to the Dowerin area, a height of 60m is required. Optus has sought to minimise the visual bulk of the facility through the use of a guyed mast structure. The proposed guyed mast is the least visually intrusive design option for a new mobile base station and minimises the visual impact of a telecommunications structure in the area.

- *Telecommunications facilities should be designed and sited to minimise impacts on areas of natural conservation value and places of heritage significance or where declared rare flora are located.*

A desktop study of this site indicated that the site is not affected by any Heritage listings and no heritage items are located within close proximity of the site. Furthermore, a desktop study of the relevant environmental searches did not identify any known items of Flora and Fauna significance located in the vicinity of the proposed site.



- *Telecommunications facilities should be designed and sited with specific consideration of water catchment protection requirements and the need to minimise land degradation.*

Prior to the commencement of work Optus will undertake such measures as deemed necessary by Council to effectively protect water catchments within the immediate area.

- *Telecommunications facilities should be designed and sited to minimise adverse impacts on the visual character and amenity of residential area.*

A guyed mast has been selected with a triangular headframe. The proposed guyed mast is the least visually intrusive design option for a new base station and minimises the visual impact of a telecommunications structure in the area. The guyed mast will remain unpainted (dull grey colour), which has over time been demonstrated to most successfully blend with the uniform colours of the site's rural setting.

- *Telecommunications cables should be placed underground, unless it is impractical to do so and there would be no significant effect on visual amenity or, in the case of regional areas, it can be demonstrated that there are long-term benefits to the community that outweigh the visual impact.*

The proposed site will be linked via parabolic antenna to a nearby base station thereby negating the requirement for overhead cabling.

- *Telecommunications cables that are installed overhead with other infrastructure such as electricity cables should be removed and placed underground when it can be demonstrated and agreed by the carrier that it is technically feasible and practical to do so.*

This principle does not apply to the subject of this application.

- *Unless it is impractical to do so telecommunications towers should be located within commercial, business, industrial and rural areas and areas outside identified conservation areas.*

The proposed site is located within a rural setting as per the recommendations of this principle.

- *The design and siting of telecommunications towers and ancillary facilities should be integrated with existing buildings and structures, unless it is impractical to do so, in which case they should be sited and designed so as to minimise any adverse impact on the amenity of the surrounding area.*

A Telstra facility is located approximately 100m north of the proposed site. It is also a 60m guyed mast. Therefore, the proposed site located at Dowerin is considered to be the optimum planning solution in terms of impact upon amenity.

- *Co-location of telecommunications facilities should generally be sought, unless such an arrangement would detract from local amenities or where operation of the facilities would be significantly compromised as a result.*

Co-location of facilities has been investigated. The existing Telstra guyed mast is not a viable option due to structural loading and antenna height restrictions. Where co-location is not viable, there is a need to provide a purpose built structure.



- *Measures such as surface mounting, concealment, colour co-ordination, camouflage and landscaping to screen at least the base of towers and ancillary structures, and to draw attention away from the tower, should be used, where appropriate, to minimise the visual impact of telecommunications facilities.*

The proposed facility will be setback approximately 800m north of Goomalling-Wyalkatchem Road. The use of a 'slimline' guyed mast allows the proposed structure to blend into the background (sky). Due to the undulating topography, and established trees on the roadside the lower sections of the facility cannot be seen from Goomalling-Wyalkatchem Road. The proposed site is located in a sparsely populated rural area. Furthermore, existing overhead power lines will distract from the proposed tower.

- *Design and operation of a telecommunications facility should accord with the licensing requirements of the Australian Communications Authority, with physical isolation and control of public access to emission hazard zones and use of minimum power levels consistent with quality services.*

Telecommunications facilities include radio transmitters that radiate electromagnetic energy (EME) into the surrounding area. The levels of these electromagnetic fields must comply with safety limits imposed by the Australian Communications and Media Authority (ACMA, previously ACA). All Optus installations are designed to operate within these limits (**Appendix B – ARPANSA Environmental EME report**).

- *Construction of a telecommunications facility (including access to a facility) should be undertaken so as to minimise adverse effects on the natural environment and the amenity of users or occupiers of adjacent property, and ensure compliance with relevant health and safety standards.*

During construction, Optus contractors will endeavour to minimise the impact of their works on the amenity of nearby residents and on the surrounding environment. As the site is located in a sparsely populated rural area, adverse effects on neighbouring properties will be minimal. Following construction, maintenance (excluding emergency repair work) activities should not interfere with the amenity of users. All Health and Safety standards will be adhered to.

#### **4.2 - Telecommunications Act 1997**

The Telecommunications Act 1997 has been operative since 1 July 1997. This legislation establishes the criteria for 'low impact' telecommunication facilities. Under the federal Telecommunications Act 1997, mobile phone network operators (carriers) satisfy the requirements of a 'low impact' facility, the development is exempt from the planning approval process.

Further clarification of the term 'low impact' is provided in the Telecommunications Act 1997 and the Telecommunications (Low Impact Facilities) Determination 1997, which was gazetted subsequent to the Act. The Telecommunications (Low Impact Facilities) Determination 1997 establishes certain facilities, which cannot be considered low impact facilities.

The proposed facility is not low impact under the definitions contained in the Telecommunications (Low Impact Facilities) Determination 1997. Planning approval is therefore required for the proposed facility.



### 4.3 – Local Government Regulatory Framework

#### 4.3.1 - Shire of Dowerin Planning Scheme No 2

The *Shire of Dowerin Planning Scheme No 2* provides the legal basis for planning in the Shire of Dowerin. The proposed site and surrounding areas is zoned *rural* as shown in **Figure 2** below.

The Planning Scheme does not contain a definition for 'Telecommunications Infrastructure'. Telecommunications infrastructure is listed as a discretionary activity in the rural zone on the zoning table. Council will assess this development application to determine that the proposed use is consistent with the objectives and purpose of the zone.



(Source: Shire of Dowerin)

**Figure 3: Zoning Map (Shire of Dowerin Planning Scheme No 2)**

The objectives of the *rural* zone are to:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality;
- To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.
- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural





- The facility has been identified as important infrastructure for the area. The proposal has been sited to retain the land for its current use. The detailed siting has been undertaken with direction from the land owner to ensure the primary use of the land any potential future use of surrounding land is not negatively impacted upon.
- The facility will remain unpainted (dull grey colour), which has over time been demonstrated to most successfully blend with the uniform colours of the site's rural setting.
- The proposal will not affect the natural environment of the property; no vegetation clearing is required.

Overall the proposed development application is consistent with the intent and requirements of Western Australian Planning Commission SSP 5.2 and Shire of Dowerin Planning.

## **5.0 – Environmental Impact Assessment and Mitigation Measures**

This proposal is for the installation of a 60m guyed mast approximately 3km northwest of Dowerin. Optus considers that the proposal is appropriate for the locality, given the rural zoning of the site and the nature of existing and anticipated uses of the site and surrounding land. It is believed that there will be no impact towards the natural and built environment(s) within the direct vicinity of the subject site.

Environmental considerations such as visual impact, heritage, flora and fauna, traffic, flooding, bushfire, social and economic aspects, health and safety have been discussed within the below sub sections.

### **5.1 - Visual impacts**

The proposal is not located within the vicinity of major residential areas or sensitive land uses, as the predominant land use in the locality is rural. Although the facility will be visible from the immediate surrounding area, the site has been designed in a manner that takes into account the necessity of reducing any visual impact thereby minimising any adverse effect on the existing landscape of the surrounding area. Optus has ensured that the proposed structure be of a guyed mast design to avoid excessive height and bulk and to ensure that the proposal assimilates into the surrounding area. The proposed telecommunications facility will be located adjacent to the existing Telstra facility. It is often Councils preference that Carriers facilities are in close proximity to reduce the visual impact on the wider locality.

The proposed guyed mast has been designed as a 'slimline' mast that allows views through the structure. When viewed from a distance the mast is able to merge into the background (sky). The mast will remain unpainted (dull grey in colour) which blends in with the sky.

### **5.2 - Heritage (If Applicable)**

In order to determine any possible natural or cultural values of state or national significance associated with the site, a search was conducted through the relevant Heritage Registers. No sites of Aboriginal Heritage significance were identified within the subject land holding or



### **5.3 - Flora and Fauna**

In order to determine any possible natural Flora and Fauna significance associated with the site, a search was conducted through the relevant environmental searches. There are no known items of Flora and Fauna significance located in the vicinity of the proposed site. The site is located on rural land that is currently used for agricultural purposes. No trees or shrubs are located within the area proposed for the telecommunications facility. As no vegetation clearing is required for this proposal, no impact on local flora and fauna species is anticipated.

### **5.4 - Traffic**

As previously discussed within **Section 3.1 and 3.3** of this report, mobile phone base stations are not a significant generator of pedestrian or vehicular traffic. It is believed the site will only be visited on a quarterly basis throughout the year for maintenance purposes.

Vehicular access to the site is proposed via an existing access track off Goomalling-Wyalkatchem Road. The existing access track runs along the fence line and continues past the proposed site to the Telstra compound. An extension will be constructed to gain access to the Optus compound. See **Appendix A – Proposed Plans** for further details.

During construction a truck would deliver equipment to site and a crane would lift equipment into place. During construction, there would be a temporary increase in vehicular trips per day associated with the construction team. Adequate parking will be available on site for these vehicles and these movements would not impact the local traffic. Traffic from this construction would only occur from the hours of 7:00am to 6:00pm. If a road closure is required for the erection and installation of equipment, the appropriate approvals will be obtained from both Council and the Department of Transport (DOT).

The mobile base station facility is unmanned and will require maintenance checks approximately 3-4 times per year as required. Routine maintenance would involve one vehicle per visit and parking would be available close to the proposed site for this purpose.

### **5.6 - Bushfire Zones**

The site is located in a larger area that includes existing bushland and has been identified as a bushfire prone area. As such there is potential for the proposed facility to be at risk in the event of a bush fire in the area. The facility is unmanned when operational and hence would not pose a threat to human life in the event of a bushfire.

The proposed mobile base station will improve the coverage and capacity of the Optus network in the Dowerin locality, which will benefit the community in the event of an emergency.

### **5.7 - Social and economic impacts of the proposal**

Since 2007, the amount of mobile phone subscriptions has exceeded the overall population of Australia. The wider community has seen a general reliance on mobile phone networks for other uses than that of traditional voice calls.

Australia has one of the highest levels of "smartphone" usage in the world. A sample study by the Digital Industry Association of Australia has estimated the usage of smartphones at a



The proposed development will provide significantly enhanced coverage and capacity of the Optus mobile network to the locality of Dowerin. This will be of particular benefit for residents in the locality.

Furthermore, there is a general expectation in the wider community for a dependable and reliable mobile phone network. Optus has sought to ensure major improvements to their network through 24hr monitoring of network performance. Further to this, mobile phone networks form a vital "first response" tool to emergency situations – hence the importance of carriers to ensure that their infrastructure can be maintained to the highest standards.

### 5.8 - Health and Safety

Optus is committed to ensuring the health and safety of the wider community. Often, there is a misconception regarding the perceived health risks surrounding mobile phone base stations and Electromagnetic Energy (EME)

EME is non-ionising radiation, meaning that it has insufficient energy to break chemical bonds or remove electrons (ionisation). In contrast, ionising radiation (such as X-rays) can remove electrons from atoms and molecules thus leading to damage in biological tissue (Source: ARPANSA).

The frequencies and energy levels in which mobile phone technologies operate are heavily regulated by Australian Communication and Media Authority (ACMA) and Australian Radiation Protection and Nuclear Safety Agency (ARPANSA). These organisations set limits as to how much power and EME emissions a mobile phone base station can produce before resulting in harmful impacts to the community. Mobile phone base station emissions are hundreds of times below the general public exposure limit of around 4.5-10 watts per square metre (frequency dependent) as set out in the ARPANSA standard (Source: ARPANSA).

Optus will ensure that any upgraded sites or new sites are absolutely compliant with Australian safety standards. Optus has adopted stringent processes to ensure that we can demonstrate full compliance with Australia's safety standards (ARPANSA). This has been evident through the provision of an EME report which is located within **Appendix B** of this document.

The EME report demonstrates that the site at Lot 13791 Goomaling-Wyalkatchem Road, Dowerin produces 0.17% of the maximum allowable limit regulated by ARPANSA. This is substantially less than 100% maximum allowable exposure limit (where 100% of the limit is still considered to be safe).

More information regarding health and safety has been provided within **Appendix D** of this document. Optus undertakes further measures when designing the facility, to minimise the EME exposure to the general public, by installing the facility in accordance with the Australian Mobile Telecommunications Association (AMTA) Radio frequency (RF) Safety Compliance Program – Base Station Design Guidelines Engineering for Access Control to minimise EME. Other preventative measures also include:

- Power Control network feature that automatically adjusts the power of the network transmission based on consumer demand.



- Discontinuous transmission, a feature that reduces EME emissions by automatically switching the transmitter off when no data is being sent.

## 6.0 - Conclusion

The proposed telecommunications facility, comprising of a 60m guyed mast with attached antennas and an equipment shelter has been sited in the most appropriate location while ensuring coverage requirements are achieved. Optus has identified that the proposed facility be an integral addition to their mobile network in Western Australia. It will also improve coverage in the Dowerin locality.

The facility has been strategically sited and designed to minimise visibility within the surrounding environment as much as practicable. In this regard the proposal satisfies the requirements of State Planning Policy 5.2 Telecommunications Infrastructure, whilst also addressing coverage deficiencies within the Dowerin locality.

Due to the community benefits and the minimal environmental and visual impact from the proposed telecommunications facility, we respectfully request that Council looks favorably at this application. We would also like to highlight to Council that a development application for an Optus telecommunications facility almost identical to the one proposed, was approved by Council on 15<sup>th</sup> June 2010. As planning approval has expired a new development application is required.

Should Council have any further queries regarding the subject application, please do not hesitate to contact the nominated representative outlined within this document. We respectfully seek a positive resolution of this subject development application.

## 10.3 FINANCE REPORT

### 10.3.1 FINANCE STATEMENTS - DECEMBER 2014

Date:	9 February 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	Monthly Statements

#### Summary

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

ORDINARY MEETING OF COUNCIL AGENDA – 17 DECEMBER 2013

	<b>31-Dec-14</b>	<b>30-Jun-14</b>	<b>31-Dec-13</b>
Municipal Fund	\$644,212	\$384,609	\$1,832,980
Plant Reserve	\$255,359	\$250,893	\$103,586
LSL Reserve	\$133,134	\$130,806	\$108.07
Land & Buildings Reserve	\$19,628	\$19,285	\$18,767
Recreation Facility Reserve	\$170,813	\$167,826	\$164,305
Community Bus Reserve	\$34,314	\$33,714	\$29,172
Community Housing Res	\$35,985	\$35,356	\$34,788
Sewerage Reserve	\$782,303	\$768,243	\$714,779
Economic Develop Reserve	\$307,685	\$302,275	\$473,216
Tennis Court Replacement	\$6,109	\$6,000	\$0
Bowling Green Replacement	\$10,183	\$10,000	\$0
<b>Consolidated Funds</b>	<b>\$2,399,725</b>	<b>\$2,109,007</b>	<b>\$3,371,701</b>

**Sundry Debtors at 31<sup>st</sup> December 2014**

Current	\$20,046	CBH Rates 19,556 – since been paid
30 days	\$1057	
60 days	\$72	
90 days	\$415	
Total	<u>\$21,590</u>	

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 December 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 10.3.1**

(2477)            Moved: TW Quartermaine            Seconded: TA Jones            Carried: 8/0

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

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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 DECEMBER 2014

NOTE	2014/15 Revised Budget \$	December 2014 Y-T-D Budget \$	December 2014 Actual \$	Variance Actuals to Budget \$	Variance Actual Budget to Y-T-D %
<b>Operating</b>					
<b>Revenues/Sources</b>					
Governance	38,700	19,338	16,016	(3,322)	(17.18%)
General Purpose Funding	1,453,266	898,636	747,313	48,677	6.97%
Law, Order, Public Safety	31,180	15,576	12,352	(3,224)	(20.70%)
Health	293,872	146,802	148,682	1,780	1.21%
Education and Welfare	81,653	40,824	38,846	(1,978)	(4.85%)
Housing	131,917	65,946	62,395	(3,551)	(5.38%)
Community Amenities	218,723	209,805	210,575	770	0.37%
Recreation and Culture	68,907	49,386	66,101	16,715	33.88% ▲
Transport	697,414	401,190	485,308	84,116	20.97% ▲
Economic Services	9,339	3,312	71,436	68,124	2056.88% ▲
Other Property and Services	9,000	4,500	7,097	2,597	57.71%
	3,033,971	1,855,415	1,868,119	210,704	12.73%
<b>(Expenses)(Applications)</b>					
Governance	(328,757)	(189,580)	(223,433)	(53,873)	(31.77%) ▲
General Purpose Funding	(96,960)	(48,462)	(51,646)	(3,184)	(6.57%)
Law, Order, Public Safety	(99,050)	(46,494)	(46,824)	2,670	5.39%
Health	(346,773)	(173,334)	(197,952)	(24,618)	(14.20%) ▲
Education and Welfare	(84,831)	(47,394)	(60,056)	(12,662)	(26.72%) ▲
Housing	(177,523)	(88,692)	(104,918)	(16,226)	(18.29%) ▲
Community Amenities	(301,177)	(150,492)	(188,512)	(38,020)	(25.28%) ▲
Recreation & Culture	(627,744)	(313,710)	(449,878)	(135,968)	(43.34%) ▲
Transport	(1,573,109)	(786,474)	(765,315)	21,159	2.69%
Economic Services	(187,138)	(93,510)	(224,062)	(130,552)	(139.61%) ▲
Other Property and Services	(4,197)	(2,004)	(85,390)	(83,386)	(4160.98%) ▲
	(3,837,259)	(1,923,126)	(2,397,786)	(474,660)	24.68%
<b>Net Operating Result Excluding Rates</b>	<b>(803,288)</b>	<b>(287,711)</b>	<b>(531,667)</b>	<b>(263,956)</b>	<b>98.60%</b>
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposals	23,428	11,712	(4,493)	(16,205)	138.36% ▼
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	0	0	2,328	2,328	0.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	1,484,312	618,463	628,725	10,262	(1.68%)
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(515,000)	(257,496)	(112,451)	145,045	56.33% ▼
Purchase of Vehicles & Plant	(380,760)	(190,380)	(361,760)	(171,380)	(90.02%) ▲
Purchase of Furniture & Equipment	(64,865)	(46,428)	(14,371)	32,057	69.06% ▼
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)	(479,898)	(260,651)	219,247	45.69% ▼
Purchase of Infrastructure Assets - Footpaths	(48,100)	(24,042)	0	24,042	100.00% ▼
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	(6,950)	(3,468)	(8,709)	(5,241)	(151.12%) ▲
Purchase of Infrastructure Assets - Parks & Civiis	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	257,300	0	127,300	127,300	0.00%
Repayment of Debentures	(67,964)	(33,978)	0	33,978	100.00% ▼
Proceeds from New Debentures	117,000	58,500	117,000	58,500	100.00% ▲
Advances to Community Groups	(117,000)	0	(117,000)	(117,000)	0.00%
Self-Supporting Loan Principal Income	10,784	0	0	0	0.00%
Provision ARDC	0	0	0	0	
Payment Long Service Leave	0	0	0	0	
Transfers to Restricted Assets (Reserves)	(374,968)	(187,452)	(31,115)	156,337	83.40% ▼
Transfers from Restricted Asset (Reserves)	64,460	0	0	0	0.00%

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

	2014/15 Adopted Budget \$	2014/15 Revised Budget \$	December 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>			
<i>Other Governance</i>			
Furn - Photocopier	4,865	4,865	0
<b>Law, Order &amp; Public Safety</b>			
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0
<b>Housing</b>			
<i>Other Housing</i>			
Land - Purchase Land	0	0	0
New House	0	0	0
<b>Health</b>			
<i>Other Health</i>			
Furn - Hacc Equipment	0	0	0
<b>Community Amenities</b>			
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	0
<b>Recreation and Culture</b>			
<i>Other Recreation &amp; Sport</i>			
Tools - Mowers/Tools	0	0	0
Community Club	0	0	11,601
Gymnasium	60,000	60,000	14,371
<i>Other Culture</i>			
Furn - Museum Software	0	0	0
Land - Museum Shed	0	0	0
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	267,460	267,460	247,298
Roads - Signs	6,950	6,950	8,709
Roads - Unclassified	252,418	252,418	0
Roads - State 20/20	439,953	439,953	13,353
Footpath/Cycleways	48,100	48,100	0
<i>Road Plant Purchases</i>			
Plant - Loader	361,760	361,760	361,760
Other Plant	19,000	19,000	0
Plant - Works Manager Vehicle	0	0	0
Tools - Compressor	0	0	0
<b>Economic Services</b>			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	515,000	515,000	100,850
<b>Other Property &amp; Services</b>			
<i>Unclassified</i>			
Tools - Capital	0	0	0
Tools - Chainsaws/Tools	0	0	0
	<u>1,975,506</u>	<u>1,975,506</u>	<u>757,942</u>

**By Class**

Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land & Buildings	515,000	515,000	112,451
Vehicles & Plant	380,760	380,760	361,760
Furniture & Equipment	64,865	64,865	14,371
Tools & Equipment	0	0	0

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

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit/Loss	
	2014/15 Budget \$	December 2014 Actual \$	2014/15 Budget \$	December 2014 Actual \$	2014/15 Budget \$	December 2014 Actual \$
Transport						
Asset 08002 Mitsubishi Truck	75,364	65,062	63,650	63,650	(11,714)	(1,412)
Asset 08003 Mitsubishi Truck	75,364	57,745	63,650	63,650	(11,714)	5,905
Housing	130,000		130,000		-	
	280,728	122,807	257,300	127,300	(23,428)	4,493

By Class of Asset	Written Down Value		Sale Proceeds		Profit/Loss	
	2014/15 Budget \$	December 2014 Actual \$	2014/15 Budget \$	December 2014 Actual \$	2014/15 Budget \$	December 2014 Actual \$
Transport						
Asset 08002 Mitsubishi Truck	75,364	65,062	63,650	63,650	(11,714)	(1,412)
Asset 08003 Mitsubishi Truck	75,364	57,745	63,650	63,650	(11,714)	5,905
Housing	130,000		130,000		-	
	280,728	122,807	257,300	127,300	(23,428)	4,493

Summary

Profit on Asset Disposals  
 Loss on Asset Disposals

	2014/15 Adopted Budget \$	December 2014 Actual \$
	0	5,905.00
	(23,428)	(1,412.00)
	<u>(23,428)</u>	<u>4,493.00</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 DECEMBER 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 \$
Recreation & Culture									
Loan 97 - Recreation Complex	529,355	0	0	57,181	0	472,174 0	529,355	21,438	11,003
Loan 98 - Dowerin Events M/ment		117,000	117,000	10,783	0	106,217	117,000	2,139	0
	529,355	117,000	117,000	67,964	0	578,391	646,355	23,567	11,003

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces m/ce
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	117,000	WATC	5	-	3.25	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 DECEMBER 2014**

	2014/15 Adopted Budget \$	December 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	2,328
Amount Used / Transfer from Reserve	0	0
	<u>145,384</u>	<u>133,134</u>
<b>(b) Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	250,893	250,893
Amount Set Aside / Transfer to Reserve	8,781	4,466
Amount Used / Transfer from Reserve	(64,460)	0
	<u>195,214</u>	<u>255,359</u>
<b>(c) Land &amp; Building Reserve</b>		
Opening Balance	19,285	19,285
Amount Set Aside / Transfer to Reserve	675	343
Amount Used / Transfer from Reserve	0	0
	<u>19,960</u>	<u>19,628</u>
<b>(e) Recreation Facilities Reserve</b>		
Opening Balance	167,826	167,826
Amount Set Aside / Transfer to Reserve	33,874	2,987
Amount Used / Transfer from Reserve	0	0
	<u>201,700</u>	<u>170,813</u>
<b>(f) Community Housing Project Reserve</b>		
Opening Balance	35,356	35,356
Amount Set Aside / Transfer to Reserve	9,456	629
Amount Used / Transfer from Reserve	0	0
	<u>44,812</u>	<u>35,985</u>
<b>(g) Community Bus Reserve</b>		
Opening Balance	33,714	33,714
Amount Set Aside / Transfer to Reserve	5,180	600
Amount Used / Transfer from Reserve	0	0
	<u>38,894</u>	<u>34,314</u>
<b>(h) Sewerage Asset Preservation Reserve</b>		
Opening Balance	768,243	768,243
Amount Set Aside / Transfer to Reserve	94,034	14,059
Amount Used / Transfer from Reserve	0	0

Opening Balance	6,000	6,000
Amount Set Aside / Transfer to Reserve	6,210	110
Amount Used / Transfer from Reserve	0	0
	<u>12,210</u>	<u>6,110</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	10,000	10,000
Amount Set Aside / Transfer to Reserve	10,350	183
Amount Used / Transfer from Reserve	0	0
	<u>20,350</u>	<u>10,183</u>
<b>Total Cash Backed Reserves</b>	<u><u>2,034,907</u></u>	<u><u>1,755,513</u></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	2,328
Plant Replacement & Reconditioning Reserve	8,781	4,466
Land & Building Reserve	675	343
Recreation Facilities Reserve	33,874	2,987
Community Housing Project Reserve	9,456	629
Community Bus Reserve	5,180	600
Sewerage Asset Preservation Reserve	94,034	14,059
Economic Development Reserve	191,831	5,410
Tennis Court Replacement Reserve	6,210	110
Bowling Club Replacement Reserve	10,350	183
	<u>374,969</u>	<u>31,115</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>(64,460)</u>	<u>0</u>
<b>Total Transfer to/(from) Reserves</b>	<u><u>310,509</u></u>	<u><u>31,115</u></u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 DECEMBER 2014

	2013/14 B/Fwd Per 2014/15 Budget \$	2013/14 B/Fwd Per Financial Report \$	December 2014 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	330,553	330,553	844,212
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	0	0	0
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	25,703	25,703	158,971
Sewerage Rates Outstanding	15,438	15,438	34,593
Rubbish Rates Outstanding	11,084	11,084	18,385
Sundry Debtors	75,230	75,230	21,591
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	2,755	2,755	(2,123)
GST Receivable	18,834	18,834	0
Provision For Doubtful Debts	0	0	0
Inventories	22,458	22,458	9,108
	<u>502,055</u>	<u>502,055</u>	<u>884,737</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(54,466)	(105,245)	(35,894)
Excess Rates	(78,504)	(78,504)	(2,513)
Accrued Expenditure	0	0	0
Department Transport	0	0	(61,978)
GST Payable	(9,413)	(9,428)	0
PAYG Payable	0	0	0
Payroll Creditors	(3,480)	(3,480)	13,545
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(5,253)	(5,253)	(3,222)
Leave Provisions - Current	(198,516)	(198,516)	(198,516)
	<u>(349,632)</u>	<u>(400,426)</u>	<u>(288,578)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>152,423</b>	<b>101,629</b>	<b>596,159</b>
Less: Cash - Reserves - Restricted	0	0	0
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	130,806	130,806	133,134
Adjustment for Interfund Transfers Imbalance Within Muni	0	(31,292)	(25,432)
Adjustment for Trust Transactions Within Muni	0	34,479	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>283,229</u></b>	<b><u>235,622</u></b>	<b><u>738,487</u></b>



SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 DECEMBER 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
	<u>111,782</u>	<u>380</u>	<u>(1,215)</u>	<u>110,947</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 DECEMBER 2014

10. OPERATING STATEMENT

	December 2014 Actual \$	2014/15 Adopted Budget \$	2013/14 Actual \$
<b>OPERATING REVENUES</b>			
Governance	16,016	38,700	58,971
General Purpose Funding	1,845,527	2,551,480	1,845,545
Law, Order, Public Safety	12,352	31,180	38,661
Health	148,682	293,872	310,500
Education and Welfare	38,848	81,653	28,317
Housing	62,395	131,917	116,201
Community Amenities	210,575	218,723	207,095
Recreation and Culture	66,101	68,907	226,162
Transport	485,306	697,414	664,741
Economic Services	71,436	9,339	34,085
Other Property and Services	7,097	9,000	7,832
<b>TOTAL OPERATING REVENUE</b>	<b>2,964,333</b>	<b>4,132,185</b>	<b>3,538,108</b>
<b>OPERATING EXPENSES</b>			
Governance	223,433	328,757	367,425
General Purpose Funding	51,646	96,960	84,364
Law, Order, Public Safety	46,824	99,050	108,568
Health	197,952	346,773	396,275
Education and Welfare	60,056	94,831	37,305
Housing	104,918	177,523	202,589
Community Amenities	188,512	301,177	335,874
Recreation & Culture	449,678	627,744	735,411
Transport	765,315	1,573,109	1,574,564
Economic Services	224,062	187,138	224,176
Other Property and Services	85,390	4,197	94,357
<b>TOTAL OPERATING EXPENSE</b>	<b>2,397,786</b>	<b>3,837,257</b>	<b>4,160,909</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>566,547</b>	<b>294,928</b>	<b>(622,800)</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 DECEMBER 2014

11. BALANCE SHEET

	December 2014 Actual \$	2013/14 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	644,212	330,553
Trade and Other Receivables	231,417	149,044
Inventories	9,108	22,458
<b>TOTAL CURRENT ASSETS</b>	<u>884,737</u>	<u>502,055</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	140,918	23,588
Inventories	0	0
Property, Plant and Equipment	9,280,061	9,227,982
Infrastructure	23,814,538	23,860,532
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<u>33,235,517</u>	<u>33,112,102</u>
<b>TOTAL ASSETS</b>	<u>34,120,254</u>	<u>33,614,157</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	118,848	230,696
Long Term Borrowings	28,880	57,181
Provisions	198,516	198,516
<b>TOTAL CURRENT LIABILITIES</b>	<u>346,244</u>	<u>486,393</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	589,175	472,175
Provisions	11,517	11,517
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>600,692</u>	<u>483,692</u>
<b>TOTAL LIABILITIES</b>	<u>946,936</u>	<u>970,085</u>
<b>NET ASSETS</b>	<u>33,173,318</u>	<u>32,644,072</u>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	29,083,485	28,516,938
Reserves - Cash Backed	0	0
Reserves - Asset Revaluation	4,238,915	4,238,915

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 DECEMBER 2014

12. FINANCIAL RATIOS

	2014 YTD	2013	2012	2011
Current Ratio	4.152	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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**10.3.2 FINANCE STATEMENTS – JANUARY 2015**

Date: 9 February 2015  
Applicant: N/A  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Dacre Alcock  
Attachments: Monthly Statements

Summary

I present the financial statements for the period 1 July 2014 to 31 January 2015.

Background

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

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

- Statement of Financial Activity

	<b>31-Jan-15</b>	<b>30-Jun-14</b>	<b>31-Jan-14</b>
Municipal Fund	\$508,733	\$384,609	\$1,201,208

ORDINARY MEETING OF COUNCIL AGENDA – 17 DECEMBER 2013

Plant Reserve	\$255,359	\$250,893	\$103,586
LSL Reserve	\$133,134	\$130,806	\$108,067
Land & Buildings Reserve	\$19,628	\$19,285	\$18,767
Recreation Facility Reserve	\$170,813	\$167,826	\$164,305
Community Bus Reserve	\$34,314	\$33,714	\$29,172
Community Housing Res	\$35,985	\$35,356	\$34,788
Sewerage Reserve	\$782,303	\$768,243	\$714,779
Economic Develop Reserve	\$307,685	\$302,275	\$473,216
Tennis Court Replacement	\$6,109	\$6,000	\$0
Bowling Green Replacement	\$10,183	\$10,000	\$0
<b>Consolidated Funds</b>	<b>\$2,264,246</b>	<b>\$2,109,007</b>	<b>\$2,847,888</b>

**Sundry Debtors at 31<sup>st</sup> January 2015**

Current	\$562
30 days	\$108
60 days	\$378
90 days	\$450
Total	<u>\$1,498</u>

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31<sup>st</sup> January 2015 is as detailed in the financial statements.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 10.3.2**

(2478) Moved: TA Jones                      Seconded: SV Brookes                      Carried: 8/0

**THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT 1 BE RECEIVED.**

~~9.3.3~~

~~OFFICER RECOMMENDATION – ITEM 9.3.3~~





**SHIRE OF DOWERIN**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015**

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- 10 Operating Statement
- 11 Balance Sheet
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SHIRE OF DOWERIN  
STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015

NOTE	2014/15 Revised Budget \$	January 2015 Y-T-D Budget \$	January 2015 Actual \$	Variance Actuals to Budget \$	Variance Actual Budget to Y-T-D %
<b>Operating</b>					
<b>Revenues/Sources</b>					
Governance	38,700	22,561	18,263	(4,298)	(19.05%)
General Purpose Funding	1,453,268	699,588	746,048	48,460	6.93%
Law, Order, Public Safety	31,160	18,172	19,162	990	5.45%
Health	293,872	210,591	208,967	(1,624)	(0.77%)
Education and Welfare	81,653	47,628	52,735	5,107	10.72%
Housing	131,917	76,937	67,655	(9,282)	(12.06%)
Community Amenities	218,723	211,052	211,164	112	0.05%
Recreation and Culture	68,907	52,617	67,956	15,339	29.15%
Transport	697,414	426,113	487,297	61,184	14.36%
Economic Services	9,339	3,864	74,226	70,362	1820.56%
Other Property and Services	9,000	5,250	7,987	1,847	35.18%
	<u>3,033,971</u>	<u>1,774,373</u>	<u>1,962,570</u>	<u>188,197</u>	<u>10.61%</u>
<b>(Expenses)(Applications)</b>					
Governance	(328,757)	(196,070)	(254,793)	(58,723)	(29.95%)
General Purpose Funding	(96,960)	(56,539)	(53,092)	3,447	6.10%
Law, Order, Public Safety	(99,050)	(57,743)	(51,682)	6,061	10.50%
Health	(346,773)	(202,223)	(216,376)	(14,153)	(7.00%)
Education and Welfare	(94,831)	(55,293)	(61,020)	(5,727)	(10.36%)
Housing	(177,523)	(103,474)	(113,508)	(10,032)	(9.70%)
Community Amenities	(301,177)	(175,574)	(204,708)	(29,134)	(16.59%)
Recreation & Culture	(827,744)	(365,995)	(490,597)	(124,602)	(34.04%)
Transport	(1,573,109)	(917,553)	(827,585)	89,968	9.81%
Economic Services	(187,138)	(109,095)	(234,533)	(125,438)	(114.98%)
Other Property and Services	(4,197)	(2,338)	(194,328)	(181,990)	(7784.00%)
	<u>(3,837,259)</u>	<u>(2,241,897)</u>	<u>(2,692,220)</u>	<u>(450,323)</u>	<u>20.09%</u>
<b>Net Operating Result Excluding Rates</b>	<b>(803,288)</b>	<b>(467,524)</b>	<b>(729,650)</b>	<b>(262,126)</b>	<b>56.07%</b>
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposal	23,428	13,664	(4,493)	(18,157)	132.86%
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	0	0	2,328	2,328	0.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	1,484,312	865,849	628,725	(237,124)	27.39%
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(515,000)	(300,412)	(127,836)	172,576	57.45%
Purchase of Vehicles & Plant	(380,760)	(222,110)	(361,760)	(139,650)	(62.87%)
Purchase of Furniture & Equipment	(64,865)	(54,166)	(54,957)	(791)	(1.46%)
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)	(559,881)	(288,946)	260,935	46.61%
Purchase of Infrastructure Assets - Footpaths	(48,100)	(28,049)	0	28,049	100.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	(8,950)	(4,048)	(8,709)	(4,863)	(115.25%)
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	257,300	0	127,300	127,300	0.00%
Repayment of Debentures	(67,964)	(39,641)	0	39,641	100.00%
Proceeds from New Debentures	117,000	68,250	117,000	48,750	71.43%
Advances to Community Groups	(117,000)	0	(117,000)	(117,000)	0.00%
Self-Supporting Loan Principal Income	10,784	0	0	0	0.00%
Provision ARDC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(374,969)	(218,694)	(31,115)	187,579	85.77%
Transfers from Restricted Asset (Reserves)	64,460	0	0	0	0.00%
	<u>283,229</u>	<u>283,229</u>	<u>235,622</u>	<u>(47,607)</u>	<u>16.81%</u>
Net Current Assets July 1 B/Fwd		<u>434,683</u>	<u>541,027</u>	<u>106,344</u>	<u>(24.48%)</u>
Net Current Assets Year to Date	<u>(1,098,214)</u>	<u>(1,098,214)</u>	<u>(1,164,848)</u>	<u>(66,634)</u>	<u>6.07%</u>
Amount Raised from Rates					

**SHIRE OF DOWERIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015**

3. ACQUISITION OF ASSETS	2014/15 Adopted Budget \$	2014/15 Revised Budget \$	January 2015 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
<i>Other Governance</i>			
Furn - Photocopier	4,865	4,865	0
<b>Law, Order &amp; Public Safety</b>			
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0
<b>Housing</b>			
<i>Other Housing</i>			
Land - Purchase Land	0	0	0
New House	0	0	0
<b>Health</b>			
<i>Other Health</i>			
Furn - Haacc Equipment	0	0	0
<b>Community Amenities</b>			
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	0
<b>Recreation and Culture</b>			
<i>Other Recreation &amp; Sport</i>			
Tools - Mowers/Tools	0	0	0
Community Club	0	0	11,601
Gymnasium	60,000	60,000	54,957
<i>Other Culture</i>			
Furn - Museum Software	0	0	0
Land - Museum Shed	0	0	0
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	267,460	267,460	252,676
Roads - Signs	6,950	6,950	8,709
Roads - Unclassified	252,418	252,418	31,066
Roads - State 20/20	439,953	439,953	15,213
Footpath/Cycleways	48,100	48,100	0
<i>Road Plant Purchases</i>			
Plant - Loader	361,760	361,760	361,760
Other Plant	19,000	19,000	0
Plant - Works Manager Vehicle	0	0	0
Tools - Compressor	0	0	0
<b>Economic Services</b>			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	515,000	515,000	116,235
<b>Other Property &amp; Services</b>			
<i>Unclassified</i>			
Tools - Capital	0	0	0
Tools - Chainsaws/Tools	0	0	0
	<u>1,975,506</u>	<u>1,975,506</u>	<u>852,209</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land & Buildings	515,000	515,000	127,836
Vehicles & Plant	360,760	360,760	361,760
Furniture & Equipment	64,865	64,865	54,957
Tools & Equipment	0	0	0
Infrastructure - Sewerage	0	0	0
Infrastructure - Roads	959,831	959,831	299,946
Infrastructure - Footpaths	48,100	48,100	0
Infrastructure - Drainage	0	0	0
Infrastructure - Signs	6,950	6,950	8,709
Infrastructure - Parks & Ovals	0	0	0
Infrastructure - Street Lighting	0	0	0
	<u>1,975,506</u>	<u>1,975,506</u>	<u>852,209</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	2014/15 Budget \$	January 2015 Actual \$	2014/15 Budget \$	January 2015 Actual \$	2014/15 Budget \$	January 2015 Actual \$
Transport						
Asset 08002 Mitsubishi Truck	75,364	65,062	63,650	63,650	(11,714)	(1,412)
Asset 08003 Mitsubishi Truck	75,364	57,745	63,650	63,650	(11,714)	5,905
Housing	130,000		130,000		-	
	280,728	122,807	257,300	127,300	(23,426)	4,493

By Class of Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2014/15 Budget \$	January 2015 Actual \$	2014/15 Budget \$	January 2015 Actual \$	2014/15 Budget \$	January 2015 Actual \$
Transport						
Asset 08002 Mitsubishi Truck	75,364	65,062	63,650	63,650	(11,714)	(1,412)
Asset 08003 Mitsubishi Truck	75,364	57,745	63,650	63,650	(11,714)	5,905
Housing	130,000		130,000		-	
	280,728	122,807	257,300	127,300	(23,426)	4,493

Summary

Profit on Asset Disposals		0	5,905.00
Loss on Asset Disposals		(23,426)	(1,412.00)
		(23,426)	4,493.00

SHIRE OF DOWERIN  
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015

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	529,355	21,428	11,003
Loan 98 - Dowerin Events M/ment		117,000	117,000	10,783	0	106,217	117,000	2,138	0
	529,355	117,000	117,000	67,964	0	578,391	646,355	23,567	11,003

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces m/ce
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 Unpaid
	Budget \$	Actual \$					Budget \$	Actual \$	
Loan 98 - Dowerin Events M/ment	117,000	117,000	WATC	5	-	3.25	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 JANUARY 2015**

	2014/15 Adopted Budget \$	January 2015 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	2,328
Amount Used / Transfer from Reserve	0	0
	<u>145,384</u>	<u>133,134</u>
<b>(b) Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	250,893	250,893
Amount Set Aside / Transfer to Reserve	8,781	4,466
Amount Used / Transfer from Reserve	(64,460)	0
	<u>195,214</u>	<u>255,359</u>
<b>(c) Land &amp; Building Reserve</b>		
Opening Balance	19,285	19,285
Amount Set Aside / Transfer to Reserve	675	343
Amount Used / Transfer from Reserve	0	0
	<u>19,960</u>	<u>19,628</u>
<b>(e) Recreation Facilities Reserve</b>		
Opening Balance	167,826	167,826
Amount Set Aside / Transfer to Reserve	33,874	2,987
Amount Used / Transfer from Reserve	0	0
	<u>201,700</u>	<u>170,813</u>
<b>(f) Community Housing Project Reserve</b>		
Opening Balance	35,356	35,356
Amount Set Aside / Transfer to Reserve	9,456	629
Amount Used / Transfer from Reserve	0	0
	<u>44,812</u>	<u>35,985</u>
<b>(g) Community Bus Reserve</b>		
Opening Balance	33,714	33,714
Amount Set Aside / Transfer to Reserve	5,180	600
Amount Used / Transfer from Reserve	0	0
	<u>38,894</u>	<u>34,314</u>
<b>(h) Sewerage Asset Preservation Reserve</b>		
Opening Balance	768,243	768,243
Amount Set Aside / Transfer to Reserve	94,034	14,059
Amount Used / Transfer from Reserve	0	0
	<u>862,277</u>	<u>782,302</u>
<b>(i) Economic Development Reserve</b>		
Opening Balance	302,275	302,275
Amount Set Aside / Transfer to Reserve	191,831	5,410
Amount Used / Transfer from Reserve	0	0
	<u>494,106</u>	<u>307,685</u>
<b>(j) Tennis Court Replacement Reserve</b>		

Opening Balance	6,000	6,000
Amount Set Aside / Transfer to Reserve	6,210	110
Amount Used / Transfer from Reserve	0	0
	<u>12,210</u>	<u>6,110</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	10,000	10,000
Amount Set Aside / Transfer to Reserve	10,350	183
Amount Used / Transfer from Reserve	0	0
	<u>20,350</u>	<u>10,183</u>
<b>Total Cash Backed Reserves</b>	<u><b>2,034,907</b></u>	<u><b>1,755,513</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	2,328
Plant Replacement & Reconditioning Reserve	8,781	4,466
Land & Building Reserve	675	343
Recreation Facilities Reserve	33,874	2,987
Community Housing Project Reserve	9,456	629
Community Bus Reserve	5,180	600
Sewerage Asset Preservation Reserve	94,034	14,059
Economic Development Reserve	191,831	5,410
Tennis Court Replacement Reserve	6,210	110
Bowling Club Replacement Reserve	10,350	183
	<u><b>374,969</b></u>	<u><b>31,115</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>310,509</b></u>	<u><b>31,115</b></u>

**SHIRE OF DOWERIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015**

	2013/14 B/Fwd Per 2014/15 Budget \$	2013/14 B/Fwd Per Financial Report \$	January 2015 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	330,553	330,553	508,733
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	0	0	0
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	25,703	25,703	136,851
Sewerage Rates Outstanding	15,438	15,438	33,173
Rubbish Rates Outstanding	11,084	11,084	16,237
Sundry Debtors	75,230	75,230	1,499
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services Levy	2,755	2,755	(2,323)
GST Receivable	18,834	18,834	17,995
Provision For Doubtful Debts	0	0	0
Inventories	22,458	22,458	9,108
	<u>502,055</u>	<u>502,055</u>	<u>721,273</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(54,466)	(105,245)	(19,852)
Excess Rates	(78,504)	(78,504)	(2,593)
Accrued Expenditure	0	0	0
Department Transport	0	0	(102,680)
GST Payable	(9,413)	(9,428)	(8,622)
PAYG Payable	0	0	0
Payroll Creditors	(3,480)	(3,480)	13,211
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(5,253)	(5,253)	(3,522)
Leave Provisions - Current	(198,516)	(198,516)	(198,516)
	<u>(349,632)</u>	<u>(400,426)</u>	<u>(322,574)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>152,423</b>	<b>101,629</b>	<b>398,699</b>
Less: Cash - Reserves - Restricted	0	0	0
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back - Liabilities Supported by Reserves	130,806	130,806	133,134
Adjustment for Interfund Transfers Imbalance Within Muni	0	(31,292)	(25,432)
Adjustment for Trust Transactions Within Muni	0	34,479	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>283,229</u></b>	<b><u>235,622</u></b>	<b><u>541,027</u></b>



SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015

9. TRUST FUNDS

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

Detail	Balance 01-Jul-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	20,360	0	25,260
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
	<u>111,782</u>	<u>20,380</u>	<u>(1,215)</u>	<u>130,947</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015

10. OPERATING STATEMENT

	January 2015 Actual \$	2014/15 Adopted Budget \$	2013/14 Actual \$
<b>OPERATING REVENUES</b>			
Governance	18,263	38,700	58,971
General Purpose Funding	1,846,262	2,551,480	1,845,545
Law, Order, Public Safety	19,162	31,180	38,661
Health	208,967	293,872	310,500
Education and Welfare	52,735	81,653	28,317
Housing	67,655	131,917	116,201
Community Amenities	211,164	218,723	207,095
Recreation and Culture	67,956	68,907	226,162
Transport	487,297	697,414	664,741
Economic Services	74,226	9,339	34,085
Other Property and Services	7,097	9,000	7,832
<b>TOTAL OPERATING REVENUE</b>	<b>3,060,784</b>	<b>4,132,185</b>	<b>3,538,108</b>
<b>OPERATING EXPENSES</b>			
Governance	254,793	328,757	367,425
General Purpose Funding	53,092	96,960	84,364
Law, Order, Public Safety	51,682	99,050	108,568
Health	216,376	346,773	396,275
Education and Welfare	61,020	94,831	37,305
Housing	113,506	177,523	202,589
Community Amenities	204,708	301,177	335,874
Recreation & Culture	490,597	627,744	735,411
Transport	827,585	1,573,109	1,574,564
Economic Services	234,533	187,138	224,176
Other Property and Services	184,328	4,197	94,357
<b>TOTAL OPERATING EXPENSE</b>	<b>2,692,220</b>	<b>3,837,257</b>	<b>4,160,909</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>368,564</u></b>	<b><u>294,928</u></b>	<b><u>(622,800)</u></b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015

11. BALANCE SHEET

	January 2015 Actual \$	2013/14 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	508,733	330,553
Trade and Other Receivables	203,432	149,044
Inventories	9,108	22,458
<b>TOTAL CURRENT ASSETS</b>	<u>721,273</u>	<u>502,055</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	140,918	23,588
Inventories	0	0
Property, Plant and Equipment	9,284,437	9,227,982
Infrastructure	23,809,641	23,860,532
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<u>33,234,996</u>	<u>33,112,102</u>
<b>TOTAL ASSETS</b>	<u>33,956,269</u>	<u>33,614,157</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	152,844	230,696
Long Term Borrowings	28,880	57,181
Provisions	198,516	198,516
<b>TOTAL CURRENT LIABILITIES</b>	<u>380,240</u>	<u>486,393</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	589,175	472,175
Provisions	11,517	11,517
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>600,692</u>	<u>483,692</u>
<b>TOTAL LIABILITIES</b>	<u>980,932</u>	<u>970,085</u>
<b>NET ASSETS</b>	<u>32,975,337</u>	<u>32,644,072</u>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	28,885,504	28,516,938
Reserves - Cash Backed	0	0
Reserves - Asset Revaluation	4,238,915	4,238,915
<b>TOTAL EQUITY</b>	<u>33,124,419</u>	<u>32,755,853</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 JANUARY 2015

12. FINANCIAL RATIOS

	2014 YTD	2013	2012	2011
Current Ratio	2.919	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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### 10.3.3 ACCOUNTS FOR PAYMENT – FEBRAURY 2015

Date:	9 February 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	List of Accounts February 2015

#### Background

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

#### Comment

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

#### Statutory Implications

Reg 12 & 13 of the Local Government (Financial Management) Regulations 1996 requires that a separate list be prepared each month for adoption by Council showing:

- Creditors to be paid
- payments made from Municipal Fund, Trust Fund and Reserve Fund by Chief Executive Officer under delegated authority from Council

#### Policy Implications

Nil.

#### Voting Requirements

Simple Majority

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#### **COUNCIL DECISION – ITEM 10.3.3**

(2479) Moved: SV Brookes Seconded: DP Hudson Carried: 8/0

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

**11. NEW BUSINESS OF AN URGENT NATURE**

**12. ELECTED MEMBERS MOTIONS**

**13. CONFIDENTIAL ITEMS**

**14. CLOSURE OF MEETING**

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5.35pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 17 March 2015.*

.....

*D.E. Metcalf*

**PRESIDENT**

.....

*Date*