



**MINUTES**  
**OF MEETING**  
**HELD ON**  
**18 AUGUST 2015**

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## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Metcalf opened the meeting at 3:00pm.

### 1.2 OBITUARIES

Mr Walter Frank Windsor

Mrs Hazel Hollins

## 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
D.J. Alcock	Chief Executive Officer	
S.L. King	Finance Manager	
S.F. Geerdink	Works Manager	

### 2.2 LEAVE OF ABSENCE

L.G. Hagboom	Rural South Ward
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### 2.3 APOLOGIES

### 2.4 GUESTS

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

## 4. DECLARATION OF ELECTED MEMBERS

## 5. PUBLIC QUESTION TIME

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – ITEM 7.1

(2524) Moved: S.V. Brookes Seconded: D.P. Hudson Carried: 7/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 21 JULY 2015 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

## **8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

At 4:00 pm, Anne Robson, Helen Jones & Merle Crute on behalf of the Dowerin Arts Group entered chambers and they were presented with the 2015 Banners in the Terrace Competition – Community Group award.

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

### **9.1 PRESIDENT ANNOUNCEMENTS**

Tree planting in Centenary Park was successful.

LEMC Desktop Meeting – Field Days mock emergency.

WALGA AGM – Speakers:

- Tony Simpson – Auditing and Rate Capping.
- Mike McGowan – Trust, Respect & Communicate.
- Troy Pickard – ALGA President
- Lynne Craigie – WALGA President

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 10.1.1 CORPORATE PLAN UPDATE

Date:	6 July 2015
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### Summary

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

#### Background

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

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

#### Comment

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

#### Consultation

Nil

#### Financial Implications

Nil

#### Policy Implications

Policy development to be determined.

#### Statutory Implications

Nil

#### Strategic Implications

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

#### Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 10.1.1**

(2525)            Moved: S.V. Brookes            Seconded: T.A. Jones            Carried: 7/0

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

**CORPORATE PLAN  
2013 – 2017  
STATUS REPORT**



MINUTES OF ORDINARY MEETING OF COUNCIL – 18 AUGUST 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>					
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>	LEMC meeting was held in May 2015. <b>Desktop exercise with Field Days and Marshals 30 July</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>	
<b>C.1.2 Promote and encourage participation in voluntary based emergency services</b>					
Partner with local emergency services	LEMC Meeting Quarterly & On request		CEO		<b>Desktop exercise with Field Days and Marshals 30 July</b>
<b>C.1.3 Continue to support the Animal Ranger Service</b>					
Residents have access to the services of a ranger	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> <li>Advertise ranger services locally to residents</li> </ul>	Contracting Ranger services with numerous dog and cat issues – ongoing
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>					
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>	<i>Presented to Council in June 2015.</i>
Produce and implement plant replacement program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> <li>Completed plant replacement program p document</li> </ul>	<i>Presented to Council in April 2015.</i>
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>
<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 and has been created and will be included in the Draft Budget 2015/16</b>

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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>					
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> <li></li> </ul>	<b>Facilitate the Kidsport program on behalf of DSR for 2015/16 Financial Year</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	<ul style="list-style-type: none"> <li>Develop a detailed program of maintenance for all shire owned facilities</li> </ul>	Stage 1 commenced as part of Asset Management
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> <li>Annual review of bookings/usage of facilities</li> </ul>	
<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 Medical services available to Dowerin residents	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>	Goomalling Medical Practice mail sent out in June 2015 Cr Hudson, Cr Metcalf and CEO attended the Goomalling Medical Practice meeting 29/6/15
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>					
Promote and Review services/facilities provided by Dowerin HACC	Annually		HACC CEO	<ul style="list-style-type: none"> <li>Increase utilisation of HACC services</li> <li>Annual report</li> </ul>	CDO has included HACC information and newsletters on the new Dowerin Community Website 3 HACC Brochures have been developed Quality Improvement Plan has been finalised – March 2015.
<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>	
<b>C.3.4 Investigate Options available for alternative sporting and recreational pursuits</b>					

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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>	February 2014 – Gym project completed. Open day held on Thursday 19 <sup>th</sup> February@ 5pm. Lottery West Grant Acquittal completed in May 2015 – funding received.
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	Grant application submitted in October 2014 to revise the bike plan
<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>	
<b>C.4.2 Support &amp; Promote the Community Resource Centre</b>					
Meet with the Dowerin CRC	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>	
<b>C.4.3 Support and encourage local apprenticeships &amp; traineeships</b>					
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 Cr Jones Cr Quartermaine	<ul style="list-style-type: none"> <li>2 youth scholarships presented each year</li> </ul>	Damien Allsopp has been selected to go on the Leeuwin in 2015.
<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		CDO	<ul style="list-style-type: none"> <li>Distribution of surveys</li> <li>Analysis of survey</li> </ul>	Feedback from Community Strategic Plan has indicated a need for accommodation park Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt

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					Way <b>NSRF Grant was submitted in July 2015</b>
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
Create detailed Housing and Accommodation Strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed report</li> <li>Adoption of report by council</li> <li>Implementation of strategy</li> </ul>	Master Plan has been developed and approved by the Short Term Accommodation Steering Committee Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition
<b>C.5.2 Develop a property maintenance calendar/program</b>					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer Property Officer	<ul style="list-style-type: none"> <li>Completed program</li> <li>Implementation of program</li> </ul>	<i>June 2014 – Property Income/Expense spreadsheet developed</i> <i>June 2014 – Property Maintenance spreadsheet developed</i> FM - Stage 1 Commenced as part of Asset Management
<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>					
Maintain Dowerin's Recreation Facilities	Annually	\$16,000	FM	<ul style="list-style-type: none"> <li>Annual increase of % in funds</li> </ul>	<i>June 2014 – Draft Budget Meeting 2/07/14</i> Ongoing
<b>C.6.2 Continue to support the development of the Dowerin Community Child Care facility</b>					
Assist with the maintenance and management of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> <li>Completion of works</li> <li>Smooth running of the facility</li> </ul>	<i>June 2014 – Works complete</i> <i>November 2014 –MOU presented to Council and adopted</i> <i>First MOU Meeting was held 3 February 2015.October 2014 – laying of lawn completed</i>
<b>C.6.4 Develop seniors facilities and be recognised as an aged friendly community</b>					
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 and facilities.	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 Grant of \$41,000 was successful.</b>
<b>C.7 Retain and improve on our attractive town and streetscape</b>					
<b>C.7.1 Manage and revive community spaces and business district areas</b>					

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Research and develop a standard 'Streetscape Policy;	2014		CEO CDO	<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>
Beautification of public spaces	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>	<i>Replant the planter boxes outside the post office with native plants Staff have been trained in water wise best practice</i>
<b>C.7.3 Encourage community pride &amp; participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program</b>					
Program of clean ups and busy bees	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>	<i>Clean up Australia Day held 7<sup>th</sup> March 2015. Include 3 clean up/planting busy bees in annual events calendar (including Clean Up Australia Day</i>
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> <li>Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards</li> </ul>	<i>Very basic guidelines have been laid out. Will promote in either autumn or spring.</i>
<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>	
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>	
<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>	<i>July 2014 – Surveys updated and distributed amongst Dowerin's youth population.</i>
<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	Review annually		CDO	<ul style="list-style-type: none"> <li>Increased awareness of services needed in Dowerin</li> </ul>	<i>Supported and promoted a vet service to town</i>

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media and on the Dowerin website				<ul style="list-style-type: none"> <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>	
<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	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 and expand and increase Social Media Marketing	Reviewed annually		CSO	<ul style="list-style-type: none"> <li>Increased exposure to a wide variety of people/regions</li> <li>Accommodation statistics</li> </ul>	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
<b>EB.2.2 Continue to work with key stakeholders to provide quality events</b>					
Support DEM twith the Dowerin GWN Machinery Field Days	August each year		FM CDO	<ul style="list-style-type: none"> <li>A successful 50<sup>th</sup> Anniversary event</li> <li>-</li> </ul>	October 2014 – a DEM working group meeting was had to finalise the new entrance.
Establish an annual 4wd event in Dowerin	May – August 2014		CSO	<ul style="list-style-type: none"> <li>Enhancement of the 4wd track</li> <li>Successful event</li> </ul>	<i>Ongoing</i>
<b>EB.2.3 Develop further accommodation options within Dowerin</b>					
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>	Master Plan has been completed Include in 2016/17 Budget.
<b>EB.2.5 Continue developing the Wheatbelt Heritage Rail Project</b>					
Continue to support the Project	2013/2014		CEO WM FM CDO	<ul style="list-style-type: none"> <li><b>Provide support via telephone, email and in person</b></li> </ul>	
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> <li>Wheatbelt Heritage Rail to be accredited for main line operation</li> </ul>	Accreditation paper work completed and has been submitted – awaiting decision.

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Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> <li>Assist and ensure rolling stock arrives in Dowerin safely</li> </ul>	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> <li>The successful delivery of rail construction material on site</li> </ul>	<b>Mid 2015 – Track to be completed at Minnivale</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)
<b>ENV 1.2 Promote waste minimization and sustainable waste disposal</b>					
Increase the recyclable waste going through the Dowerin Recycling Centre	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>	
<b>ENV 1.3 Encourage efficient use of natural resources</b>					
Water wise gardens	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> </ul>	<i>FEB 2015 – Adopted Draft MOU Waterwise Council</i> <b>July 2015 – National Tree Garden</b>
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>Ensure all lights are turned off at Shire office/depot after use</li> <li>Council adopt energy saving action plan</li> </ul>	

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				<ul style="list-style-type: none"> <li>Implement energy saving action plan</li> </ul>	
<b>ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group</b>					
Promote and support drum muster program	Monthly		FM	<ul style="list-style-type: none"> <li>Send monthly text messages to distribution list</li> </ul>	
<b>ENV 1.5 Continue oil recycling program</b>					
Promote and educate oil recycling program to local residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> <li>Relocation of facility and rehabilitation of current location</li> </ul>	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>
<b>ENV: 2. Protect and conserve our natural environment</b>					
<b>ENV 2.1 Manage NRM programs and initiatives</b>					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> <li>Ensure that Council's nature reserves are maintained.</li> </ul>	
<b>ENV 2.2 Work to manage native and feral flora and fauna</b>					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<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>	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> <li>Advertise locally</li> <li>Successful planning and implementation of control program</li> </ul>	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>
<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>					
Workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> <li>Adoption of workforce plan</li> <li>Annual review of workforce plan</li> </ul>	<b>Aug 2014 - Complete Review September 2015</b>
<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>Development of plan &amp; policy</li> </ul>	FM - Stage 1 Research and preparation commenced
<b>LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities</b>					



## MINUTES OF ORDINARY MEETING OF COUNCIL – 18 AUGUST 2015

Provide training opportunities and PD opportunities	Review Monthly		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> </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 Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> <li>Weekly Council Comments segment in local paper</li> </ul>	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> <li>Regular status updates of events, activities or reminders on facebook</li> </ul>	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> <li>2 newsletters per year</li> </ul>	December 2013 – Christmas Newsletter
Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> <li>Ensure website is always up to date with latest news, events etc...</li> </ul>	<i>Ongoing</i>
<b>LG. 1. 5 Provide opportunities for the community to have input into Council's decision making</b>					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> <li>At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services)</li> </ul>	<i>Ongoing</i>
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
<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	<i>Plan was reviewed during forum sessions at the March and April 2015 Council Meetings – and was adopted at the May 2015 Council Meeting</i>
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
<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	<i>CEO and President attended June 2015 GECZ</i>

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 AUGUST 2015

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

## 10.2 OPERATIONS

### 10.2.1 SALE OF LOT 7 STACY STREET, DOWERIN

Date:	12 August 2015
Applicant:	N/A
Location:	N/A
File Ref:	A696
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	Letter from M and A Boase and location map.

#### Summary

Council is to consider an offer from to purchase the residence at Lot 7 Stacy Street, Dowerin and the adjoining land to the east of the residence. (A map has been included as an attachment).

#### Background

The property at Lot 7 Stacy Street was originally by the Dowerin Bowling and Amenities Club with the ownership recently transferred to the Shire of Dowerin as part of the contribution to the Dowerin Community Club and new bowling greens.

This property was included for sale in the 2014/15 Budget and has been included in the 2015/16 Draft Budget.

At the 2015 July Council Meeting the Shire of Dowerin resolved to locally advertise its decision of the proposed sale of Lot 7 Stacy Street, Dowerin to Max and Annette Boase for \$150,000 with the vacant land to the east of the residence through to Lot 25 Stacy Street to be included in the sale.

#### Comment

Mr. Boase has previously indicated his interest in purchasing the property provided the vacant land to the east of the residence through to Lot 25 Stacy Street was included in the sale. This will approximately make the new block 3200m<sup>2</sup>. This would create a very large residential block, but such a lot would not be out of place in that part of town as the properties to the south and east are significantly larger.

A surveyor would need to be contracted to process the change in boundaries.

After giving local public notice of the proposed sale of Lot 7 Stacy Street to Max and Annette Boase for the sum of \$150,000 no submissions were received.

#### Consultation

Max Boase

Cr Metcalf

#### Financial Implication

The 2015/16 Draft Budget provides for the proceeds of Lot 7 Stacy Street, Dowerin be placed in the Economic Development Reserve.

#### Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Section 3.58. Disposing of property

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

- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 10.2.1**

(2526)            Moved: D.P. Hudson    Seconded: T.W. Quartermaine            Carried: 7/0

**THAT COUNCIL;**

- 1. ACCEPTS THE OFFER FROM MAX AND ANNETTE BOASE FOR THE PURCHASE OF LOT 7 STACY STREET FOR THE SUM OF \$150,000; AND**
- 2. AUTHORISES THE PRESIDENT AND CEO TO SIGN AND SEAL LEGAL DOCUMENTS RELATING TO THE SALE OF LOT 7 STACY STREET.**

54 Stacy Street  
Dowerin W.A. 6461

27th June 1915

Mr D.Alcock CEO  
Dowerin Shire Council  
Dowerin W.A. 6461

Dear Sir,

With reference to the property in 54 Stacy Street, Dowerin which we are currently renting.

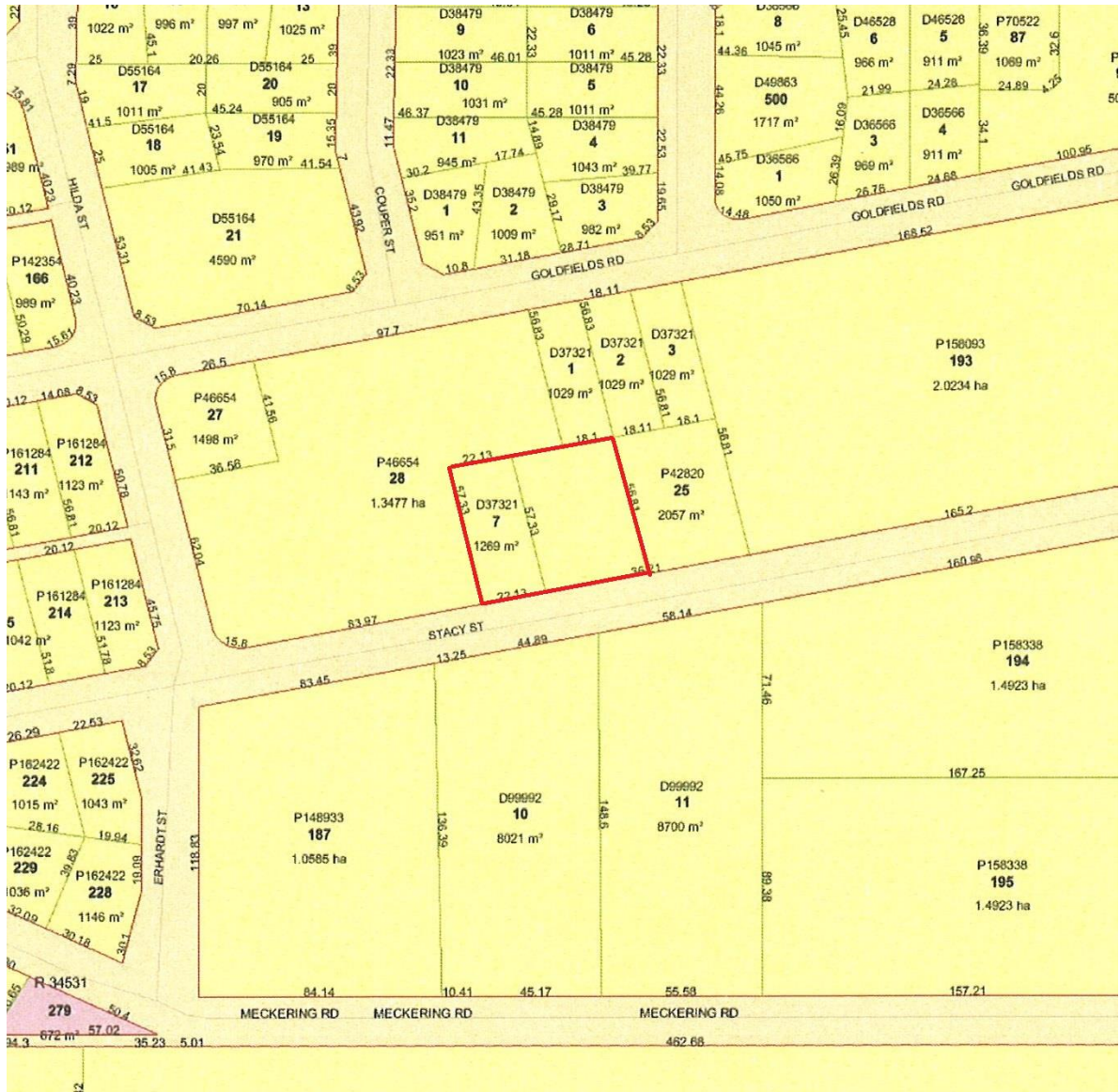
We wish to make an offer of \$150,000 (one hundred and fifty thousand dollars) to purchase this property consisting of the house and land as well as the block adjoining to the east.

We look forward to hearing from you.

Yours faithfully,

Max and Annette Boase.

  
\_\_\_\_\_  
Max Boase



### 10.2.2 SHIRE OF DOWERIN – REVIEW OF DELEGATIONS REGISTER

Date:	12 August 2015
Applicant:	CEO
Location:	N/A
File Ref:	ADM0243
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### Summary

That Council reviews and adopts the Delegation Register tabled as “Shire of Dowerin – Delegation Register – Reviewed by Council 18 August 2015” (Refer Attachment)

#### Background

The Local Government Act 1995 requires Councils to review the delegations to the Chief Executive Officer at least once annually. Council’s Delegation Register was last reviewed as a whole and adopted in October 2014.

#### Comment

Council may delegate the exercise of any of its powers or the discharge of any of its duties to the Chief Executive Officer other than;

- Any power or duty that requires a decision of an absolute majority,
- Accepting a tender which exceeds an amount determined by Council,
- Appointing an auditor
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by Council
- Any of the local government powers under section 5.98, 5.99 & 5.100
- Borrowing money on behalf of Council
- Hearing or determining an objection of a kind referred to in section 9.5
- Any power or duty that requires approval of the Minister of Governor, or
- Such powers or duties as may be prescribed

The Chief Executive Officer may delegate to any employees the exercise of any of the CEO’s powers or the discharge of any of the CEO duties other than the power of delegation. Such delegation, where implemented, has been detailed in the Delegation Register.

In reviewing the document, the only recommended change has been to Delegation 006 – has been changed to reflect that online payments can be carried out by the Chief Executive Officer

#### Financial Implications

Nil.

#### Statutory Implications

##### **Local Government Act 1995**

##### **s5.42. Delegation of some powers and duties to CEO**

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.

\* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation

#### Consultation



Nil.

Policy Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 10.2.2**

(2527)                      Moved: S.V. Brookes                      Seconded: T.A. Jones                      Carried: 7/0

**THAT COUNCIL ADOPTS ITS DELEGATIONS MADE TO THE CHIEF EXECUTIVE OFFICER WITH THE CHANGES MADE TO THE DELEGATION REGISTER TABLED “SHIRE OF DOWERIN – DELEGATION REGISTER – REVIEWED 18 AUGUST 2015”.**

# Shire of Dowerin



**DELEGATION**

**REGISTER**

**Reviewed by Council**

**18 August 2015**

## Shire of Dowerin DELEGATIONS

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## **Shire of Dowerin DELEGATIONS**

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### **POWERS OF DELEGATION – LOCAL GOVERNMENT ACT 1995**

#### **Delegation of some powers and duties to certain committees**

- s. 5.16           (1) Absolute majority to delegate, cannot delegate power of delegation.  
                      (2) To be in writing and may be general or conditional.  
                      (3) Can be for a period of time or indefinite.  
                      (4) Doesn't prevent Council acting through another.
- s. 5.17           Limits on delegation to committees:
- s. 5.18           Register of Delegations to committees.

#### **Delegation of some powers and duties to Chief Executive Officer**

- s.5.42           (1) Absolute majority to delegate.  
                      (2) To be in writing and may be general or conditional.
- s.5.43           Limits on delegations to Chief Executive Officer.
- s. 5.44           Chief Executive Officer may delegate to others, but not the power of delegation.
- s. 5.45           (1) (i) Can be for a period of time or indefinite.  
                      (ii) Absolute majority required to amend or revoke.  
                      (2) Doesn't prevent Council or Chief Executive Officer acting through another.
- s. 5.46           (1)&(2) Register of Delegations to be kept and reviewed annually.  
                      (3) A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise or the discharge of the duty.

#### **Admin. Regulation 19**

Where a power or duty has been delegated under the Act to the Chief Executive Officer or to any other local government employee, the person to whom the power or duty had been delegated is to keep a written record –

- How the person exercised the power or discharged the duty,
- When the person exercised the power or discharged the duty,
- The persons or classes of persons, other than council or committee members or employees or the local government, directly affected by the exercise of the power or the discharge of the duty

## Shire of Dowerin DELEGATIONS

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### DELEGATIONS

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**DELEGATION NUMBER** - **001 Acting CEO**

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LEGISLATIVE POWER - Local Government Act (1995) Section 5.42

DELEGATION SUBJECT - Acting Chief Executive Officer

DELEGATE - Chief Executive Officer

That in the absence of the Chief Executive Officer, Mr Dacre Alcock through leave of greater than 2 days duration, the Works Manager, Mr Steven Geerdink or the Finance Manager, Mrs Sonia King be delegated to undertake the position of Acting Chief Executive Officer.

Reviewed at Council Meeting  
18 August 2015

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**DELEGATION NUMBER** - **002 Industrial Relations**

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LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)

DELEGATION SUBJECT - Disputes, Arbitration and Industrial

DELEGATE - Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to provide the Fitz Gerald Strategies with consent to act on the Council's behalf in any matter regarding disputes with employees of Council.

Reviewed at Council Meeting  
18 August 2015

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**DELEGATION NUMBER** - **003 Legal Representation Cost Indemnification**

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LEGISLATIVE POWER - Local Government Act 1995

DELEGATION SUBJECT - Legal representation cost Indemnification

DELEGATE - Chief Executive Officer

That the Chief Executive Officer, Mr Dacre Alcock be delegated authority in accordance with section 5.42(1) of the Local Government Act (as amended) to, where there is a need for the provision of urgent legal services before an application can be considered by Council, authorise the Chief Executive Officer to engage such services with a suitable legal firm as selected by the Chief Executive Officer in consultation with the Shire President to the value of \$5,000 subject to the terms and conditions of Council's policy titled "Shire of Dowerin Policy on Legal Representation Costs Indemnification".

**Shire of Dowerin**  
**DELEGATIONS**

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Reviewed at Council Meeting  
18 August 2015

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**DELEGATION NUMBER** - **004 Liquor – Sale from Council Property**

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- LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)
- DELEGATION SUBJECT - Liquor, Sale from Council Property
- DELEGATE - Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

Reviewed at Council Meeting  
18 August 2015

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**DELEGATION NUMBER** - **005 Conferences, Seminars & Training Courses**

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- LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)
- DELEGATION SUBJECT - Conferences, Seminars & Training Courses
- DELEGATE - Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve the attendance by Council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

Reviewed at Council Meeting  
18 August 2015

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**DELEGATION NUMBER** - **006 Payment of Creditors**

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- LEGISLATIVE POWER - Local Government Act 1995 (Section 5.42)
- DELEGATION SUBJECT - Creditors, Payment of
- DELEGATE - Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to make payments from the Municipal Fund or the Trust Fund for the purpose of making emergency payments to creditors who maintain credit terms of less than 30 days e.g. payroll creditors, contractors or refunds. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing -

## Shire of Dowerin DELEGATIONS

- a) The payee's name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council following the preparation of the list is to be recorded in the minutes of the meeting at which it is presented.

The Chief Executive Officer in exercising this delegation is to ensure that each cheque/payment is endorsed by the Chief Executive Officer and Finance Manager or Works Manager or the Chief Executive Office and one Councillor or the Finance Manager or Works Manager and one Councillor, what ever the case may be.

The Chief Executive Officer, Finance Manager, Works Manager and Rates Officer be authorised to access on-line banking facility and authorise electronic transfer of funds. The transaction report details for all payments by electronic funds transfer to be presented to Council for ratification.

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>007 Rate Book</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Rate Book
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is hereby delegated the performance of the following functions of the Council.

1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995.
2. The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the Local Government Act 1995 (as amended).
3. The time allowed for the payment of the rate before it becomes in arrears 6.50(2) of the Local Government Act 1995.
4. The powers conferred in Section 6.40 of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the Local Government Act 1995.

**Shire of Dowerin**  
**DELEGATIONS**

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6. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
7. Entering into an agreement in accordance with 6.49 of the Local Government Act 1995.
8. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

Reviewed at Council Meeting  
18 August 2015

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<b>DELEGATION NUMBER</b>	-	<b>008 Street Appeals</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Street Appeals
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to determine all applications for street appeals. The Chief Executive Officer shall have regard to any Council Policy relating to street appeals.

Reviewed at Council Meeting  
18 August 2015

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<b>DELEGATION NUMBER</b>	-	<b>009 Insurance Claims</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Insurance - Public Liability Claims
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to consider claims against Council for property damage that do not exceed the insurance policy excess levels, and to accept or deny liability on behalf of Council, in consultation with Council's insurers.

In cases where liability is accepted, payment may only be made up to the value of Council's relevant insurance excess amount and then only upon receipt of a release form.

Reviewed at Council Meeting  
18 August 2015



## Shire of Dowerin DELEGATIONS

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<b>DELEGATION NUMBER</b>	-	<b>010 Regulatory Signs</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Regulatory Signs ie Stop, Give-Way, Speed etc
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

Reviewed at Council Meeting  
18 August 2015

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<b>DELEGATION NUMBER</b>	-	<b>011 Temporary Road Closures</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Road Closures, Temporary
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority (Executive Function s.3.18) to temporarily close a street or a portion of a street for a period not exceeding 28 days if he is of the opinion that by reason of heavy rain a street is likely to be damaged by the passage of traffic generally or traffic of any particular class.

Reviewed at Council Meeting  
18 August 2015

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<b>DELEGATION NUMBER</b>	-	<b>012 Disposal of Surplus Assets</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Disposal of Surplus Equipment, Materials, Tools etc.
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to sell, by calling for expressions of interest, holding a surplus goods sale at Council's Depot or by any other fair means, items of surplus equipment, materials, tools, etc which are no longer required, or are outmoded, or are no longer serviceable. This delegation applies only to items with an estimated value less than \$5,000.

Reviewed at Council Meeting  
18 August 2015

**Shire of Dowerin  
DELEGATIONS**

<b>DELEGATION NUMBER</b>	-	<b>013 Demolition Licences</b>
LEGISLATIVE POWER	-	Building Act 2011 Sections 21 and 22
DELEGATION SUBJECT	-	Demolition Licences
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve the issue of a demolition licence to take down a building or a part of a building and such licence may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

*The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Office, Mr Linton Thomas.*

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>014 Building Applications</b>
LEGISLATIVE POWER	-	Building Act 2011, Sections 20 and 22
DELEGATION SUBJECT	-	Building, Applications
DELEGATE	-	Environmental Health and Building Officer

That, in accordance with the Building Act 2011, Council's Environmental Health/Building Officer, Mr Linton Thomas. is the delegated authority to approve all applications for building licences within the terms of Council policies where satisfied that the drawings and specifications conform to the local laws, regulations and town planning scheme requirements.

A summary of building licences issued is to be submitted to Council monthly.

Adopted at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>015 Appoint Authorised Persons</b>
LEGISLATION POWER	-	Building Act 2011, Section 96
DELEGATION SUBJECT	-	Appoint Authorised Persons
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated to appoint authorised persons for the purposes of the Building Act 2011.

## Shire of Dowerin DELEGATIONS

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*The chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Officer, Mr Linton Thomas.*

Reviewed at Council Meeting  
18 August 2015

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**DELEGATION NUMBER** - **016 Authority to Issue Building Orders**

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LEGISLATIVE POWER - Building Act 2011, Section 110

DELEGATION SUBJECT - Authority to Issue Building Orders

DELEGATE - Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is the delegated authority to;

- a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act 2011.
- b) Take specific action to prevent the contraventions of the Building Act 2011; and
- c) Finish and outward facing side of a wall; building which are considered as being unsafe or not fit for human habitation.

*The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Officer, Mr Linton Thomas.*

Reviewed at Council Meeting  
18 August 2015

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**DELEGATION NUMBER** - **017 Authority to Commence Prosecution**

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LEGISLATION POWER - Building Act 2011, section 139

DELEGATION SUBJECT - Authority to Commence Prosecution

DELEGATE - Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated to commence prosecution for breaches of the Building Act 2011.

*The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Officer, Mr Linton Thomas.*

Reviewed at Council Meeting  
18 August 2015

## Shire of Dowerin DELEGATIONS

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<b>DELEGATION NUMBER</b>	-	<b>018 Authority to Grant, Modify or Refuse to Grant Occupancy Permits or Building Approval Certificates.</b>
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- |                    |   |   |
|--------------------|---|---|
| LEGISLATIVE POWER  | - | Building Act 2011, Section 50 and 58                |
| DELEGATION SUBJECT | - | Occupancy Permits or Building Approval Certificates |
| DELEGATE           | - | Chief Executive Officer                             |

That the Chief Executive Officer, Mr Dacre Alcock be delegated the power to grant, modify or refuse to grant occupancy permits or building approval certificates.

*The Chief Executive Officer, in exercising authority under the Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Manager, Environmental Health Services, Mr Linton Thomas.*

Reviewed at Council Meeting  
18 August 2015

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<b>DELEGATION NUMBER</b>	-	<b>019 Deposit materials and excavate</b>
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- |                    |   |  |
|--------------------|---|--|
| LEGISLATIVE POWER  | - | Local Government Act 1995                                      |
| DELEGATION SUBJECT | - | Licence to deposit materials and excavate adjacent to a Street |
| DELEGATE           | - | Chief Executive Officer  |

The Chief Executive Officer, Mr Dacre Alcock is delegated the authority to issue licences to deposit materials on a street, way or other public place and to excavate on land abutting or adjoining a street, way or other public place pursuant to the Local Government Act 1995. The Chief Executive Officer should first obtain confirmation from the Environmental Health and Building Officer, Mr Linton Thomas. and the Works Manager, Mr Steven Geerdink that the proposed activity will not create undue interference with the operation of the street, way or public place.

Reviewed at Council Meeting  
18 August 2015

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<b>DELEGATION NUMBER</b>	-	<b>020 Events on Roads</b>
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- |                    |   |  |
|--------------------|---|--|
| LEGISLATIVE POWER  | - | Local Government Act 1995 (Section 5.42) |
| DELEGATION SUBJECT | - | Events on Roads                          |
| DELEGATE           | - | Chief Executive Officer                  |

**Shire of Dowerin**  
**DELEGATIONS**

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The Chief Executive Officer, Mr Dacre Alcock is delegated authority to determine application for the Temporary closure of roads for the purpose of conducting events in accordance with the Road Traffic (Events on Roads) Regulation 1991. The Chief Executive Officer shall have regard to Section 3.50 of the Local Government Act 1995.

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>021 Enforcement and Legal Proceedings</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Enforcement and Legal Proceedings
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to appoint persons to initiate prosecutions on behalf of Council under the Local Government Act 1995 and Council's Local Laws. Further, the Chief Executive Officer is delegated authority to appoint persons or classes of persons to be authorised for the purposes of performing particular functions as specified by the Chief Executive Officer. The appointments being those referred to in Section 9.10 of the Local Government Act 1995.

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>022 Firebreak Order Variation</b>
LEGISLATIVE POWER	-	Bush Fires Act
DELEGATION SUBJECT	-	Firebreak Order, Variation to
DELEGATE	-	Chief Executive Officer

That pursuant to the provisions of Council's Firebreak Order, the Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve or refuse applications to provide firebreaks in alternative positions and to approve or refuse applications to take alternative action to abate fire hazards.

*The Chief Executive Officer, in exercising this authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Chief Bush Fire Control Officer.*

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>023 Roadside Burning</b>
LEGISLATIVE POWER	-	Bush Fires Act
DELEGATION SUBJECT	-	Burning of Roadsides
DELEGATE	-	Chief Executive Officer

## Shire of Dowerin DELEGATIONS

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That the Chief Executive Officer be delegated authority to approve applications submitted by the relevant Fire Control Officer to burn a road verge vested in the care, control and management of the Shire of Dowerin.

*The Chief Executive Officer, in exercising this authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Chief Bush Fire Control Officer.*

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>024 Prohibited Burning Period Variations</b>
LEGISLATIVE POWER	-	Bush Fires Act
DELEGATION SUBJECT	-	Burning, Prohibited Times (Variations)
DELEGATES	-	Chief Executive Officer and CBFCO

That pursuant to Section 17 (10) of the Bush Fires Act, the Chief Executive Officer, Mr Dacre Alcock and the CBFCO, Mr Phil Pickering be delegated jointly the Council's powers and duties under Section 17 (7) and 17 (8) of the Bush Fires Act in respect to varying the prohibited burning times.

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>025 Heavy Haulage Permits</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Permits, Road Trains & Extra Mass
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to determine any application recommending approval or refusal, with conditions as set out below, for referral to Main Roads WA to use road trains and application for extra mass permits on any local road.

Conditions

- a) All roads are subject to the appropriate approval by the Main Roads Department and subsequent issue of relevant permits.
- b) Applicant to supply Council with a copy of Main Roads Department permit before operations commence.
- c) That speed limits of vehicles do not exceed 80km/h on gravel roads.
- d) Applicants are requested to utilise sealed routes, where possible, particularly during periods of wet weather.

## Shire of Dowerin DELEGATIONS

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- e) Council reserves the right to withdraw approval at a day's notice.

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>026 Issue of Notices and Directions</b>
LEGISLATIVE POWER	-	Health Act 1911
DELEGATION SUBJECT	-	The issue of Notices and Directions
DELEGATE	-	Environmental Health/Building Officer

The Environmental Health/Building Officer, Mr Linton Thomas be delegated authority to issue notices, serve directions and take actions on behalf of Council which is authorised by the Health Act 1911 or its subordinate legislation, conditional upon such action being reported to Council at its next held full meeting and that no legal process is initiated without first obtaining endorsement from Council.

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>027 Service of Notices s. 3.25</b>
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Service of notices under section 3.25
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to serve written notices under section 3.25 in respect to matters specified in Schedule 3.1, Division 1 of the Local Government Act.

*The Chief Executive Officer, in exercising his authority under Section 5.44 of the Local Government Act 1995 delegates this power to the Environmental Health/Building Officer.*

Reviewed at Council Meeting  
18 August 2015

<b>DELEGATION NUMBER</b>	-	<b>028 Caravan Parks &amp; Camping Grounds</b>
LEGISLATIVE POWER	-	Caravan Parks & Camping Grounds Act 1995 (Section 17)
DELEGATION SUBJECT	-	Enter and inspect Caravan Parks & Camping Grounds facilities
DELEGATE	-	Environmental Health/Building Officer

The Environmental Health/Building Officer, Mr Linton Thomas is appointed the "Authorised Person" for the purposes of the Caravan Parks and Camping Grounds Act and may at all reasonable times for the purpose of the Act enter and inspect facilities, stop, enter, inspect and detain any vehicle in a caravan

**Shire of Dowerin**  
**DELEGATIONS**

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park or camping ground, conduct examinations and inquiries and exercise such other powers as are prescribed for the purpose of the Act.

Reviewed at Council Meeting  
18 August 2015

**RECORD OF POWERS EXERCISED AND DUTIES DISCHARGED UNDER DELEGATION**

DATE	DELEGATIO NO.	DETAILS	SIGNATURE



## 10.3 FINANCE REPORT

## 10.3.1 FINANCE STATEMENTS – JULY 2015

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

Summary

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

Background

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

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

## - Statement of Financial Activity

	<b>31-Jul-15</b>	<b>31-Jul-14</b>	<b>30-Jun-15</b>
Municipal Fund	\$756,314	\$240,533	\$906,642
Plant Reserve	\$150,291	\$250,893	\$150,291
LSL Reserve	\$155,425	\$130,806	\$155,425
Land & Buildings Reserve	\$19,966	\$19,285	\$19,966
Recreation Facility Reserve	\$173,751	\$167,826	\$173,751
Community Bus Reserve	\$39,213	\$33,714	\$39,213
Community Housing Res	\$44,473	\$35,356	\$44,473
Sewerage Reserve	\$851,521	\$768,244	\$851,521
Economic Develop Reserve	\$312,977	\$302,275	\$312,977
Tennis Court Replacement	\$12,215	\$6,000	\$12,215
Bowling Green Replacement	\$40,360	\$10,000	\$40,360
All Hours Gym Reserve	\$5,000	0	\$5,000
<b>Consolidated Funds</b>	<b>\$2,561,506</b>	<b>\$1,964,932</b>	<b>\$2,711,834</b>

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

Current	\$562	
30 days	\$12,596	Max Employment \$ 12,488
60 days	\$0	
90 days	\$727	
Total	<b>\$13,885</b>	

**Reserve Funds**

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

(2528) Moved: T.W. Quartermaine                      Seconded: S.V. Brookes                      Carried: 7/0

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



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

**TABLE OF CONTENTS**

Statement of Financial Activity

Notes to and Forming Part of the Statement

- 3 Acquisition of Assets
- 4 Disposal of Assets
- 5 Information on Borrowings
- 6 Reserves
- 7 Net Current Assets
- 8 Rating Information
- 9 Trust Funds
- 10 Operating Statement
- 11 Balance Sheet
- 12 Financial Ratios

SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JULY 2015

NOTE	2015/16 Revised Budget \$	July 2015 Y-T-D Budget \$	July 2015 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %
<b>Operating</b>					
<b>Revenues/Sources</b>					
Governance	39,050	3,253	7	(3,246)	(99.78%)
General Purpose Funding	758,721	58,044	102	(57,942)	(99.82%) ▼
Law, Order, Public Safety	26,000	2,165	68	(2,097)	(96.86%)
Health	255,022	21,248	75,419	54,171	254.95% ▲
Education and Welfare	92,748	7,729	120	(7,609)	(98.45%) ▼
Housing	136,077	11,338	11,325	(13)	(0.11%)
Community Amenities	217,584	198,834	207,543	8,709	4.38%
Recreation and Culture	38,552	9,620	1,676	(7,944)	(82.58%) ▼
Transport	1,233,174	199,010	231,885	32,875	16.52% ▲
Economic Services	7,200	374	456	82	21.93%
Other Property and Services	10,000	833	0	(833)	(100.00%)
	2,814,128	512,448	528,601	16,153	3.15%
<b>(Expenses)/(Applications)</b>					
Governance	(336,666)	(41,088)	(24,883)	16,205	39.44% ▼
General Purpose Funding	(91,972)	(7,664)	(4,115)	3,549	46.31%
Law, Order, Public Safety	(84,515)	(7,042)	(6,996)	46	0.65%
Health	(313,334)	(26,101)	(28,871)	(2,770)	(10.61%)
Education and Welfare	(114,785)	(9,562)	(12,833)	(3,271)	(34.21%)
Housing	(168,559)	(14,035)	(10,103)	3,932	28.02%
Community Amenities	(270,867)	(22,560)	(18,256)	4,304	19.08%
Recreation & Culture	(640,573)	(53,362)	(34,678)	18,684	35.01% ▼
Transport	(1,186,627)	(98,874)	(68,993)	29,881	30.22% ▼
Economic Services	(175,755)	(14,642)	(11,997)	2,645	18.06%
Other Property and Services	(4,246)	(341)	(80,162)	(79,821)	(23407.92%) ▲
	(3,387,899)	(295,271)	(301,887)	(6,616)	2.24%
<b>Net Operating Result Excluding Rates</b>	<b>(573,771)</b>	<b>217,177</b>	<b>226,714</b>	<b>9,537</b>	<b>4.39%</b>
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposals	(69,044)	(5,755)	0	5,755	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	14,663	1,222	24,618	23,396	(1914.57%) ▲
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	0	0	0.00%
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(400,000)	(33,333)	(683)	32,650	97.95% ▼
Purchase of Vehicles & Plant	(467,209)	(38,933)	(110,909)	(71,976)	(184.87%) ▲
Purchase of Furniture & Equipment	(4,865)	(405)	(1)	404	99.75%
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(1,380,757)	(114,136)	(6,736)	107,400	94.10% ▼
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	23,658	0	(23,658)	(100.00%) ▼
Repayment of Debentures	(59,543)	(6,818)	0	6,818	100.00% ▼
Proceeds from New Debentures	0	0	0	0	0.00%
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	22,272	1,856	0	(1,856)	(100.00%)
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(486,608)	(40,551)	(190,252)	(149,701)	(369.17%) ▲
Transfers from Restricted Asset (Reserves)	0	0	109,460	109,460	0.00%
	848,643	848,643	727,962	(120,681)	14.22%
Net Current Assets July 1 B/Fwd	(1,402,057)	1,996,787	2,028,983	32,196	(1.61%)
<b>Amount Raised from Rates</b>	<b>(1,144,162)</b>	<b>(1,144,162)</b>	<b>(1,144,163)</b>	<b>(1)</b>	<b>0.00%</b>

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

3. ACQUISITION OF ASSETS	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	July 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	1.00
<b>Law, Order &amp; Public Safety</b>			
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0.00
<b>Housing</b>			
<i>Other Housing</i>			
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
<b>Health</b>			
<i>Other Health</i>			
Furn - Hacc Equipment	0	0	0.00
<b>Community Amenities</b>			
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	0.00
<b>Recreation and Culture</b>			
<i>Other Recreation &amp; Sport</i>			
Tools - Mowers/Tools	0	0	0.00
Community Club	0	0	0.00
Land - New Sports Complex	0	0	0.00
<i>Other Culture</i>			
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	723,842	723,842	5,093.46
Roads - Signs	0	0	0.00
Roads - Unclassified	258,832	258,832	1,642.86
Roads - State 20/20	398,083	398,083	0.00
<i>Road Plant Purchases</i>			
Plant - Loader	319,300	319,300	0.00
Other Plant	110,909	110,909	110,909.09
Plant - Works Manager Vehicle	37,000	37,000	0.00
Tools - Compressor	0	0	0.00
<b>Economic Services</b>			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	400,000	400,000	683.42
<b>Other Property &amp; Services</b>			
<i>Unclassified</i>			
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>118,329.83</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	400,000	400,000	683.42
Vehicles & Plant	467,209	467,209	110,909.09
Furniture & Equipment	4,865	4,865	1.00
Tools & Equipment	0	0	0.00
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	1,380,757	1,380,757	6,736.32
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	0	0	0.00
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>118,329.83</u>

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

**4. DISPOSALS OF ASSETS**

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

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

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

**Summary**

Profit on Asset Disposals  
 Loss on Asset Disposals

	2015/16 Adopted Budget \$	July 2015 Actual \$
	78,519	0.00
	(9,475)	0.00
	<u>69,044</u>	<u>0.00</u>

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

**5. INFORMATION ON BORROWINGS**  
**(a) Debenture Repayments**

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

Note:

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

**(b) New Debentures - 2014/15**

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

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

	2015/16 Adopted Budget \$	July 2015 Actual \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	155,425	130,807
Amount Set Aside / Transfer to Reserve	14,663	24,618
Amount Used / Transfer from Reserve	0	0
	<u>170,088</u>	<u>155,425</u>
<b>(b) Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	150,291	250,893
Amount Set Aside / Transfer to Reserve	4,509	8,858
Amount Used / Transfer from Reserve	(62,000)	(109,460)
	<u>92,800</u>	<u>150,291</u>
<b>(c) Land &amp; Building Reserve</b>		
Opening Balance	19,966	19,285
Amount Set Aside / Transfer to Reserve	39,226	681
Amount Used / Transfer from Reserve		
	<u>59,192</u>	<u>19,966</u>
<b>(e) Recreation Facilities Reserve</b>		
Opening Balance	173,751	167,826
Amount Set Aside / Transfer to Reserve	35,213	5,925
Amount Used / Transfer from Reserve		
	<u>208,964</u>	<u>173,751</u>
<b>(f) Community Housing Project Reserve</b>		
Opening Balance	44,473	35,356
Amount Set Aside / Transfer to Reserve	10,317	9,117
Amount Used / Transfer from Reserve		
	<u>54,790</u>	<u>44,473</u>
<b>(g) Community Bus Reserve</b>		
Opening Balance	39,213	33,714
Amount Set Aside / Transfer to Reserve	5,176	5,499
Amount Used / Transfer from Reserve		
	<u>44,389</u>	<u>39,213</u>
<b>(h) Sewerage Asset Preservation Reserve</b>		
Opening Balance	851,521	768,244
Amount Set Aside / Transfer to Reserve	95,188	83,277
Amount Used / Transfer from Reserve		
	<u>946,709</u>	<u>851,521</u>
<b>(i) Economic Development Reserve</b>		
Opening Balance	312,977	302,275
Amount Set Aside / Transfer to Reserve	259,389	10,702
Amount Used / Transfer from Reserve		
	<u>572,366</u>	<u>312,977</u>
<b>(j) Tennis Court Replacement Reserve</b>		
Opening Balance	12,215	6,000
Amount Set Aside / Transfer to Reserve	6,366	6,215
Amount Used / Transfer from Reserve		
	<u>18,581</u>	<u>12,215</u>



<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	40,360	10,000
Amount Set Aside / Transfer to Reserve	11,211	30,360
Amount Used / Transfer from Reserve		
	51,571	40,360
<b>(l) All Hours Gym Reserve</b>		
Opening Balance	5,000	0
Amount Set Aside / Transfer to Reserve	5,350	5,000
Amount Used / Transfer from Reserve		
	10,350	5,000
<b>Total Cash Backed Reserves</b>	<b>2,219,450</b>	<b>1,805,192</b>

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

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Long Service Leave Reserve	14,663	24,618
Plant Replacement & Reconditioning Reserve	4,509	8,858
Land & Building Reserve	39,226	681
Recreation Facilities Reserve	35,213	5,925
Community Housing Project Reserve	10,317	9,117
Community Bus Reserve	5,176	5,499
Sewerage Asset Preservation Reserve	95,188	83,277
Economic Development Reserve	259,389	10,702
Tennis Court Replacement Reserve	6,366	6,215
Bowling Club Replacement Reserve	11,211	30,360
<b>All Hours Gym Reserve</b>	<b>5,350</b>	<b>5,000</b>
	<b>486,608</b>	<b>190,252</b>

**Transfers from Reserves**

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	(62,000)	(109,460)
Land & Building Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	0	0
Tennis Court Replacement Reserve	0	0
Bowling Green Replacement Reserve	0	0
All Hours Gym Reserve	0	0
	<b>(62,000)</b>	<b>(109,460)</b>
<b>Total Transfer to/(from) Reserves</b>	<b>424,608</b>	<b>80,792</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JULY 2015

6. RESERVES (Continued)

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

**Long Service Leave Reserve**

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

**Plant Replacement & Reconditioning Reserve**

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

**Land & Building Reserve**

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

**Office Equipment Reserve**

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

**Recreation Facilities Reserve**

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

**Community Housing Project Reserve**

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

**Community Bus Reserve**

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

**Sewerage Asset Preservation Reserve**

- to be used to preserve sewerage assets

**Economic Development Reserve**

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

**Community Health Reserve**

- temporarily closed.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JULY 2015

	2014/15 B/Fwd Per 2014/15 Budget \$	2014/15 B/Fwd Per Financial Report \$	July 2015 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,343,603	855,659	756,314
Cash - Restricted Unspent Grants	82,057	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	0	0
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	(3,029)	1,131,348
Sewerage Rates Outstanding	13,320	26,547	152,453
Rubbish Rates Outstanding	9,156	12,417	89,831
Sundry Debtors	9,524	36,139	13,886
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	(10,870)	(10,870)
Emergency Services levy	1,486	11,471	11,138
GST Receivable	0	46,205	93,278
Provision For Doubtful Debts	0	0	0
Inventories	12,672	20,805	20,969
	<u>3,362,064</u>	<u>995,344</u>	<u>2,258,347</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(80,109)	(47,675)
Excess Rates	(34,591)	(76,737)	(76,965)
Accrued Expenditure	0	0	0
Department Transport	0	14	14
GST Payable	(33,251)	(4,415)	(23,829)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(4,996)	(4,478)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(1,814)	(2,046)
Leave Provisions - Current	(175,250)	(198,516)	(198,516)
	<u>(741,411)</u>	<u>(366,573)</u>	<u>(353,495)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,620,653</b>	<b>628,771</b>	<b>1,904,852</b>
Less: Cash - Reserves - Restricted	(1,872,648)	0	0
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	130,807	155,425
Adjustment for Interfund Transfers Imbalance Within Muni	0	(31,616)	(31,616)
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>848,643</b></u>	<u><b>727,962</b></u>	<u><b>2,028,983</b></u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JULY 2015

8. RATING INFORMATION

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

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

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JULY 2015

9. TRUST FUNDS

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JULY 2015

10. OPERATING STATEMENT

	July 2015 Actual \$	2015/16 Adopted Budget \$	2014/15 Actual \$
<b>OPERATING REVENUES</b>			
Governance	7	39,050	44,496
General Purpose Funding	1,144,265	1,902,892	3,254,927
Law, Order, Public Safety	68	26,000	29,364
Health	75,419	255,022	263,622
Education and Welfare	120	94,548	93,081
Housing	11,325	136,077	126,183
Community Amenities	207,543	217,584	259,096
Recreation and Culture	1,676	49,052	137,648
Transport	231,885	1,233,174	675,266
Economic Services	456	10,536	114,065
Other Property and Services	0	10,000	29,893
<b>TOTAL OPERATING REVENUE</b>	<b>1,672,764</b>	<b>3,973,935</b>	<b>5,027,641</b>
<b>OPERATING EXPENSES</b>			
Governance	24,883	336,666	408,613
General Purpose Funding	4,115	91,972	96,812
Law, Order, Public Safety	6,996	84,515	84,666
Health	28,871	313,334	334,601
Education and Welfare	12,833	128,270	114,896
Housing	10,103	168,559	170,030
Community Amenities	18,256	311,867	316,138
Recreation & Culture	34,678	630,187	744,120
Transport	68,993	1,186,627	1,476,409
Economic Services	11,997	179,091	333,954
Other Property and Services	80,162	4,246	21,795
<b>TOTAL OPERATING EXPENSE</b>	<b>301,887</b>	<b>3,435,334</b>	<b>4,102,034</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>1,370,877</b>	<b>538,601</b>	<b>925,608</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 JULY 2015

11. BALANCE SHEET

	July 2015 Actual \$	2014/15 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	756,314	855,659
Trade and Other Receivables	1,481,065	118,880
Inventories	20,969	20,805
<b>TOTAL CURRENT ASSETS</b>	<u>2,258,348</u>	<u>995,344</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	140,918	140,918
Inventories	0	0
Property, Plant and Equipment	9,241,055	9,129,462
Infrastructure	24,215,082	24,208,346
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<u>33,597,055</u>	<u>33,478,726</u>
<b>TOTAL ASSETS</b>	<u>35,855,403</u>	<u>34,474,070</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	183,764	196,843
Long Term Borrowings	(10,870)	(10,870)
Provisions	198,516	198,516
<b>TOTAL CURRENT LIABILITIES</b>	<u>371,410</u>	<u>384,489</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	589,175	589,175
Provisions	11,517	11,517
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>600,692</u>	<u>600,692</u>
<b>TOTAL LIABILITIES</b>	<u>972,102</u>	<u>985,181</u>
<b>NET ASSETS</b>	<u>34,883,301</u>	<u>33,488,889</u>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	28,839,194	27,444,782
Reserves - Cash Backed	1,805,192	1,805,192
Reserves - Asset Revaluation	4,238,915	4,238,915
<b>TOTAL EQUITY</b>	<u>34,883,301</u>	<u>33,488,889</u>

**10.3.2 ACCOUNTS FOR PAYMENT – AUGUST 2015**

Date: 12 August 2015  
Applicant: N/A  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Dacre Alcock  
Attachments: List of Accounts August 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 10.3.2**

(2529) Moved: T.A. Jones Seconded: D.P. Hudson Carried: 7/0

**THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE JULY 2015 MEETING OF THE COUNCIL, AS ATTACHED, 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 5:55pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 15 September 2015.*

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***D.E. Metcalf***

**PRESIDENT**

.....

***Date***