



**MINUTES
OF MEETING
HELD ON
18 FEBRUARY 2014**

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

TABLE OF CONTENTS

TUESDAY 18 FEBRUARY 2014

1. OPENING, OBITUARIES, VISITOR.....	4
1.1 OPENING	4
1.2 OBITUARIES.....	4
2.1 RECORD OF ATTENDANCE.....	4
2.2 LEAVE OF ABSENCE.....	4
2.3 APOLOGIES	4
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
4. DECLARATION OF ELECTED MEMBERS	6
5. PUBLIC QUESTION TIME	6
6. APPLICATIONS FOR LEAVE OF ABSENCE	6
7. CONFIRMATION OF MINUTES.....	6
8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION.....	6
8.1 PRESIDENT ANNOUNCEMENTS	6
8.2 PRESIDENT ANNOUNCEMENTS – LETTER OF RESPONSE	7
9 REPORTS OF COMMITTEE AND OFFICERS.....	7
9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT	7
9.1.1 CORPORATE PLAN UPDATE.....	7
9.2 OPERATIONS.....	35
9.2.1 2013 ANNUAL ELECTORS MEETING MINUTES	35
9.2.2 COMPLIANCE AUDIT RETURN 2013	40
9.2.3 SHIRE OF MERREDIN – CENTRAL WHEATBELT VISITOR CENTRE.....	42
9.2.4 SUBDIVISION 149293 – LOT 9364 AMERY BENJABERRING ROAD, DOWERIN	45
9.2.5 DOWERIN CAR CLUB SPONSORSHIP	47
9.3 FINANCE REPORT	49
9.3.1 FINANCE REPORT – DECEMBER 2013	49
9.3.2 FINANCE REPORT – JANUARY 2014	64
9.3.3 ACCOUNTS FOR PAYMENT – DECEMBER 2013 & JANUARY 2014.....	79
9.3.4 2013/2014 BUDGET AMENDMENT - FEES AND CHARGES.....	83
9.3.5 COUNCIL POLICY REVIEW – USE OF INTERNET AND EMAIL	91
9.3.6 PROVISION OF AUDIT SERVICES 2013/14 TO 2016/17	95
10. NEW BUSINESS OF AN URGENT NATURE.....	102
11. PETITIONS/DEPUTATIONS/PRESENTATIONS	102
12. ELECTED MEMBERS MOTIONS.....	102
13. CONFIDENTIAL ITEMS.....	102
14. CLOSURE OF MEETING	102

1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3.02pm.

1.2 OBITUARIES

Mrs Helen Geerdink

Mr Harry Venville

Mr Doug Montgomery

2.1 RECORD OF ATTENDANCE

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

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

Nil

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

(2358) Moved: S.V. Brookes Seconded: L.G. Hagboom 8/0

THAT COUNCIL RECEIVES THE QUESTIONS ON NOTICE FOR THE FEBRUARY 2014 MEETING OF COUNCIL AND ENDORSES THE RESPONSES AS PREPARED BY COUNCIL OFFICERS.

Question 1

“With respect and in accordance with open transparent and accountable governance, it is requested that Council advise as to why the Dowerin Shire web site has been inactive for so long and what action is being taken to restore it and then make available Council minutes from May 2013 to the present.”

Council Response

In September 2013 the Shire of Dowerin's website became inoperable due to an issue with our service provider's server, affecting backend access. At this time, the Shire of Dowerin was not able to update or access the Council website and only old data loaded in months prior to the server corruption was viewable by visitors to the site. To restore the website to the previously updated status, it would cost Council an excessive amount due to contract restrictions. An alternative option has been negotiated with our service provider to ensure ongoing consistency and quality of information available in the future. A new website has been in development since November 2013 and staff are working closely with the service provider to remain up to date with the progress. This information has been relayed to the community through notices in the Dowerin Despatch since September 2013, as well as direct contact with local businesses. It is anticipated that the new website should go live in the next few weeks.

Council minutes will be emailed on request by emailing dowshire@dowerin.wa.gov.au

Question 2

"With respect and in accordance with open transparent and accountable governance, it is requested that Shire of Dowerin Council provide details as to why under the Statutory Reports heading 'Information on payments to employees' of the 2011/12 and 2012/13 Annual Reports and which is required by the Local Government (Administration Regulations) 19B, failed to appear in the body of the report?"

What action will be taken to amend previous recievals and adoptions of incorrect information contained in past Annual Reports."

Council Response

With regards to the 2012/13 Annual Report the draft report was amended to include "information on payments to employees" before it was adopted by Council on Tuesday 17th December 2013.

With regards to the 2011/12 Annual Report this report will be amended accordingly to include "information on payments to employees".

Question 3

"It is respectfully requested that Council make available specific individual costs involved in the 'concept to completed construction' phases of the new Dowerin Community Club totaled at 3,940,000.

It is further requested that details of the Registered Proprietor appearing on The Record of Certificate of Title applicable to the land on which the Community Club has been built be made available."

Council Response

The specific costs of the Dowerin Community Club from concept to completed construction as at 31st January 2014 are listed below:

Community Club and Change rooms	\$	3,037,306
Bowling greens	\$	562,039
Tennis Courts	\$	338,175
Cricket Nets	\$	51,968
Total	\$	3,989,488

The certificate of title is Volume LR3144 and Folio 205 and is a reserve vested to the Shire of Dowerin. This record is available for viewing at the Shire of Dowerin Administration Centre.

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2359) Moved: T.W. Quartermaine Seconded: D.P. Hudson Carried: 8/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 17 DECEMBER 2013 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS, WITH THE FOLLOWING CORRECTION:

ITEM 9.3.3 SHOULD READ: “CARRIED 5/4 WITH THE PRESIDENT USING HIS CASTING VOTE”.

8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

8.1 PRESIDENT ANNOUNCEMENTS

Annual Electors Meeting

Financial Seminar at Shire of Goomalling: Presentation by Ray Davey

AROC Meeting at Shire of Toodyay:

- Northam and Toodyay received grant funding for recycling. Dowerin has been providing such services for a number of years.
- SEAVROC amalgamations discussed.

Dowerin Events Management Meeting:

- Bitumen to be laid on Field Days site.
- New entrance plans.
- 50th Field Days Reunion plans.
- Position on board to be replaced by another Councillor in future.

Orana Homes:

- Renovated one unit for new resident.
- Reminder that this complex is not owned or managed by Shire of Dowerin.

LEMC Meeting:

- Desktop Disaster Scenario

Meeting with Councillors and letter of response.

8.2 PRESIDENT ANNOUNCEMENTS – LETTER OF RESPONSE

(2360) Moved: G.B. Ralph Seconded: S.V. Brookes Carried: 8/0

THAT COUNCIL ENDORSES PRESIDENT D.E. METCALF'S LETTER OF RESPONSE TO MR R.E. CARR AND FURTHER SUPPORT PRESIDENT D.E. METCALF IN HIS ACTIONS IN DEALING WITH THIS ISSUE.

9 REPORTS OF COMMITTEE AND OFFICERS

9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

9.1.1 CORPORATE PLAN UPDATE

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

Summary

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

Background

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

Comment

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

Consultation

Nil

Financial Implications

Nil

Policy Implications

Policy development to be determined.

Statutory Implications

Nil

Strategic Implications

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

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 9.1.1

(2361) Moved: W.E. Coote Seconded: D.P. Hudson Carried: 8/0

THAT COUNCIL RECEIVES THE FEBRUARY 2013 CORPORATE PLAN STATUS REPORT.

**CORPORATE PLAN
2013 – 2017
STATUS REPORT**

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

services as a volunteer drive/awareness campaign					
C.1.3 Continue to support the Animal Ranger Service					
Residents have access to the services of a ranger to assist with stray dogs and related issues	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> Advertise ranger services locally to residents 	
Continue to provide snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> 3 staff fully trained in snake handling 	Only two qualified snake handlers now with the Shire – WM currently investigating if there is any further interest in training further staff up
C.1.4 Continue to produce a high quality extensive road network					
Dowerin/Meckering Road -Reconstruction & Widening	2014/2015	\$429,000	Works Manager	<ul style="list-style-type: none"> Regional Road Funding received Completion of road works 	Work to commence February 2014
Cunderdin/Minnivale Road – Reconstruction & Widening	2013/2014	\$265,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	Work to commence March 2014 Work commenced 3/2/2014
Koorda-Wongan Hills Road - gravel shoulder reconstruction	2013/2014	\$61,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	
Moonijin West Road – Gravel Re-sheet	2013/2014	\$32,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	
Rabbit Proof Fence Road – Tree Pruning	2013/2014	\$16,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	Completed November 15 2013
Nambling South Rd – Tree Pruning	2013/2014	\$9,500	Works Manager	<ul style="list-style-type: none"> Completion of works 	Completed October 30 2013
Clinic Road –Tree Pruning	2013/2014	11,500	Works Manager	<ul style="list-style-type: none"> Completion of works 	
Council to conduct an	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> Complete road audit 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

annual road inspection				inspection	
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed road program document 	
Invest in 2 x large trucks	2014	\$250,000	Works Manager	<ul style="list-style-type: none"> Acquisition of 2 trucks 	
Traffic Control Course	Every 3 years – Next Prior to 2014	\$400 per participant	Works Manager	<ul style="list-style-type: none"> All staff training complete and up to date 	Outside works crew completed traffic Control course 31/1/2014, Parks and Gardens staff will undertake training in May
C.2 Pride & Participation in our community					
C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days					
Community Events Program	Reviewed annually	\$8860 + external grant funding	CSO CDO FM	<ul style="list-style-type: none"> Coordination of events within budget 	Draft Version of 2014 events calendar has been created
Programs/activities for older people (e.g. Seniors week excursions)	3 programs annually		CSO	<ul style="list-style-type: none"> 3 programs annually Successful grant funding 	
Programs/activities for youth (e.g. School Holiday Programs)	4 programs annually		CSO	<ul style="list-style-type: none"> 4 programs annually Successful grant funding 	<p>Assisting PCYC with a funding application for National Youth Week 2014 to hold a Masquerade Ball for teenagers in years 8 – 12 from the whole region. Event is planned for 4th April 2014.</p> <p>Funding application for \$1000 for National Youth Week 2014 was approved to support a Wheatbelt Masquerade Ball for teenagers in years 7 – 12 from the whole region. Event is planned for 4th April 2014.</p> <p>Bike Week 2014 –The RAC Grass Roots Program Grant Application was successful for \$1,686 to support the ‘Ride a Bike Right’ bike/scooter safety program on 24th March 2014</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

Programs/activities for families/adults (e.g. Movie in the Park)	2 programs annually		CSO	<ul style="list-style-type: none"> 2 programs annually Successful grant funding 	The Thank A Volunteer Day Grant money will be used to put towards the Million Stars Movie this year Million Stars Movies event held 21/12/2013
Christmas Event	December		CSO	<ul style="list-style-type: none"> Successful organisation of event 	
Miscellaneous	3 Programs annually		CSO	<ul style="list-style-type: none"> 3 Programs annually 	
Be Active Programs	2 Programs annually		CSO	<ul style="list-style-type: none"> 2 Programs annually Successful grant funding Level of Participation 	
Community Breakfasts	Australia Day Anzac Day	\$1500	CSO	<ul style="list-style-type: none"> Australia Day Anzac Day 	Plans have commenced for the 2014 Australia Day Breakfast – Event Held
NRM Programs/Days	2 Programs annually	\$1000	CSO	<ul style="list-style-type: none"> 3 Programs annually 	
Create an annual program of community events	January 2013		CSO	<ul style="list-style-type: none"> Liaise with all clubs/organisation to gain feedback for their program of events/fixtures Developed and distributed in January 2013 	Draft Version of 2014 events calendar has been created.
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> Increase in successful funding Increase in grants advertised in local media 	
C.2.2 Continue to provide support for local clubs and organisations					
Facilitate the Kidsport program on behalf of DSR	March/April and October		Administration	<ul style="list-style-type: none"> Increased awareness of Kidsport program Number of Kidsport applications 	
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> 	CSO currently assisting the Bowling Club with a Summer Barefoot Bowls Competition that will be held over February and March 2014 CDO assisted Dowerin Hockey Club with application to

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

					DSR as part of the ARC program for \$1000 to assist with the Woodhouse Academy Coaching Clinic
C.2.3 Continue to provide quality facilities to hold events					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	<ul style="list-style-type: none"> Develop a detailed program of maintenance for all shire owned facilities 	FM - Stage 1 commenced as part of Asset Management
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> Annual review of bookings/usage of facilities 	
Replace downpipe at Town Hall and paint exterior	2013/14	\$1095	Maintenance Officer	<ul style="list-style-type: none"> Completion of works 	
C.2.4 Invest and improve communication technology for the benefit of the community of Dowerin					
Conduct community survey to gain feedback regarding shire website usage	August 2013		CDO	<ul style="list-style-type: none"> Develop, conduct and advertise survey Analyse results of survey, compile report 	Completed in September 2013
Research potential web hosting companies	September 2013		CDO	<ul style="list-style-type: none"> Gain at least 3 quotes for web hosting and website design Confirm and contract web host 	Completed in November 2013
Research possibility of developing Dowerin App	September 2013		CDO	<ul style="list-style-type: none"> Gain feedback from professionals Gain quotation for App development 	
Organise complete rebuild of Dowerin Website	Completed by February 2014	\$2250	CDO	<ul style="list-style-type: none"> Utilise feedback from surveys Complete rebuild and launch of new website 	Webarena are currently in the process of re-designing and rebuilding the Dowerin Community Website Rebuild is scheduled to be completed by the end of February 2014, CDO currently updating content to be uploaded into the new website

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

Increase utilisation of Dowerin Shire Facebook page	Ongoing		CDO	<ul style="list-style-type: none"> • Increase number of 'likes'/community usage of this facility 	
Develop Dowerin Community Twitter Account	November 2013		CDO	<ul style="list-style-type: none"> • Develop Twitter Account • Promote twitter account to gain followers • Utilise Twitter Account for Harvest Ban/Fire Ban information for the upcoming Harvest Season. 	
C.3 Improved Community Health and Well-being					
C.3.1 Expand the provision of medical services in Dowerin					
Continue to advertise and promote the doctors service currently operating in Dowerin	Monthly or when required		CDO	<ul style="list-style-type: none"> • Adverts in local media, on website, Facebook etc... • Increase in utilisation of service 	
Maintain the Dowerin Doctors Service	Review annually	\$20,000 (shire) \$20,000 (DEM)	CEO	<ul style="list-style-type: none"> • Doctor available in Dowerin 	
Work in conjunction with GP Network to secure services of a podiatrist and diabetes specialist	November 2013		CEO	<ul style="list-style-type: none"> • Secure services of a qualified Podiatrist and Diabetes specialist in Dowerin 	
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> • Conduct a survey/initiate comments box to gain feedback from community • Report findings to GP Network 	
C.3.2 Continue to support the Home and Community Care Service					
Develop community HACC notice	2013		HACC CEO	<ul style="list-style-type: none"> • Increase utilisation of HACC services 	3 HACC Brochures have been developed

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

board/portfolio to keep community/potential clients informed of HACC services					
Review services/facilities provided to clients	Annually		HACC CEO	<ul style="list-style-type: none"> Annual report 	
Maintain the HACC building	Reviewed annually	\$4100	Maintenance Officer	<ul style="list-style-type: none"> Property inspection and report 	
C.3.3 Maintain High Quality Sporting Facilities					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> 	
Watering Program – Hockey Field & Football Field	October - March		Parks & Gardens WM	<ul style="list-style-type: none"> Suitable surface for winter sports season & cricket 	Ongoing Lawn Doctor to give guidance on best way give more level playing surface
Apply fertiliser to Football and Hockey fields	December, March and September		Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	
Apply Grosorb to Football & Hockey Fields	January & October		Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	
Apply Gypsum to Football & Hockey Fields	September		Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	Applied in late September
Verti-mowing to Football & Hockey Fields	September Annually	Bi-	Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	
Verti Draining	September		Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	
C.3.4 Investigate Options available for alternative sporting and recreational pursuits					

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> Develop a new plan for the Dowerin Gym prior to budgeting process 2014 Forward plan/budget to FM 	Still awaiting feedback from RDA regarding RDA Round 5. RDA Wheatbelt have advised that the decision as to whether the grants under this fund will be honoured under the new Government will be made prior to Christmas
Research and complete a detailed plan for the proposed Dowerin Maze	April 2014		Parks & Gardens WM	<ul style="list-style-type: none"> Completion of a plan of works complete with budget Forward plan/budget to WM & FM 	
Develop a summer corporate sports program	November – March		CSO	<ul style="list-style-type: none"> Research Toodyay Corporate sports program Advertise for expressions of interest locally Run Program successfully 	
Re-establish the Dowerin Outdoor Gym	December 2013		WM	<ul style="list-style-type: none"> Install Gym Equipment in new location 	On the 6 th December the outdoor gym equipment was relocated to the area in between the former tennis courts and club rooms
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> Complete review and update Bike Plan 	
C.4 Maintain and increase training and education opportunities					
C.4.1 Continue to support and promote Dowerin District High School					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the school Develop plan of events/activities that the Shire can assist with 	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		CDO	<ul style="list-style-type: none"> Up to date information regarding the school on Shire Website Promotion of news and events on social media and in local paper 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

C.4.2 Support & Promote the Community Resource Centre						
Meet with CRC Coordinator	Quarterly		FM CDO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the CRC Develop plan of events/activities that the Shire can assist with 	CDO scheduled a meeting for 10 th 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"> Survey on survey monkey Advertise on Facebook 		
C.4.3 Support and encourage local apprenticeships & traineeships						
Lead by example by commencing an office traineeship at the shire	November 2013		CEO FM	<ul style="list-style-type: none"> Appointment of a trainee 	Rhian Hathaway commenced a 12mth traineeship with the Shire as of November 2014	
Support and actively promote those local businesses providing traineeships	Quarterly		CDO	<ul style="list-style-type: none"> At least 4 stories per year in local media Increased interest in other businesses in apprentice/traineeships 		
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"> 2 youth scholarships presented each year 	<p>Applications for the 2014 Youth Scholarship Program are currently being advised and nominations are being taken at the Shire Office</p> <p>9 Nominations were received in total. Committee met on 31st December and nominations were presented anonymously and rated. Once ratings were taken place each nomination was discussed at length.</p> <p>Leadership Award – Kane Ralph</p> <p>Endeavour Award – Christopher Spark</p>	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

Advertise and promote traineeships & apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> At least 4 stories per year in local media Increased interest in other businesses in apprentice/traineeship 	
C.5 Increase and maintain a range of affordable housing for singles, families and seniors					
C.5.1 Develop a Housing & Accommodation Strategy					
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"> Distribution of surveys Analysis of survey 	<p>Feedback from Community Strategic Plan has indicated a need for accommodation park</p> <p>Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way</p>
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"> Completed map of vacant lots 	Completed – see discussion forum Destination Dowerin
Investigate options to expand number of existing aged care units on Goldfields Road	April 2014		CDO		
Research and implement a farmhouse revitalisation program	April 2014		CDO	<ul style="list-style-type: none"> Implement program as part of strategy 	
Create detailed strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> Completed report Adoption of report by council Implementation of strategy 	A discussion paper entitled 'Destination Dowerin' has been established and recommendations drawn up. This document will be discussed at the December meeting of Council

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

					Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition
C.5.2 Develop a property maintenance calendar/program					
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"> Completed program Implementation of program 	FM - Stage 1 Commenced as part of Asset Management
C.6 Maintain the provision of High Quality Infrastructure					
C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club					
Contribute to the Tennis Court and Bowling Green asset replacement fund	Annually	\$16,000	FM	<ul style="list-style-type: none"> Annual increase of % in funds 	FM - Included in 13/14 budget
Continue to maintain the Recreation Reserve	Annually		FM	<ul style="list-style-type: none"> Annual increase of % in reserve 	FM - Included in 13/14 budget
Monitor the lifecycle of the Dowerin Memorial Swimming Pool	Reviewed October & April Annually		Pool Manager CEO	<ul style="list-style-type: none"> Annual report regarding pool lifecycle Implementation of pool replacement 	
Plan the replacement of the Basketball/Netball Court surface	2014	Seek Quote	CEO CDO FM	<ul style="list-style-type: none"> Complete assessment of need Liaise with DEM and clubs Research surface options Lodge grant applications if required 	FM - Recreation Reserve fund allocation
Assist Rifle Club with	February 2014	\$22,000	CDO	<ul style="list-style-type: none"> Contact DSR regarding eligibility for small 	DSR has advised that the Rifle Club would be ineligible

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

upgrades to facility				<ul style="list-style-type: none"> grants program Seek other suitable funding provider 	<p>for the CSRFF Small Grants due to the fact Electronic Targets are deemed 'specialised equipment'</p> <p>CDO researching alternative funding providers</p> <p>CDO has contacted Lotterywest in order to seek their advice in regard to funding opportunities for this project. Lotterywest will not support this project.</p> <p>CDO has asked DSR to provide a list of Rifle Clubs in the region who have recently upgraded their facilities to find out how their facilities were funded.</p>
C.6.2 Investigate and develop youth facilities and services					
Support PCYC with programs and facility	Review quarterly		CSO CDO	<ul style="list-style-type: none"> Contact PCYC with regular grant opportunities (school holiday program) Assist with promotion of events & activities when required 	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 th April 2014 – Grant Successful
Revitalise the Skate Park facility	2014/2015		CDO CSO FM	<ul style="list-style-type: none"> Conduct audit of skate park Conduct workshop with students/kids utilising facility to find out any improvements required Assess Budget Submit grant applications if required 	FM - Recreation Reserve fund allocation
C.6.3 Continue to support the development of the Dowerin Community Child Care facility					
Assist with the renovation	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> Completion of works 	FM - Included in 13/14 budget

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

of the facility					Labour provided by Maintenance Officer Peter Worts
Assist with payroll, banking etc...	2014/2015		FM	<ul style="list-style-type: none"> Smooth running of the facility 	Arrangements being developed for Administration Staff to take on elements of Childcare Administration Duties.
C.6.4 Develop seniors facilities and be recognised as an aged friendly community					
Conduct satisfaction survey of HACC and Medical services in Dowerin	2014		HACC	<ul style="list-style-type: none"> Gain public satisfaction level re: HACC and level of medical services Shire provides Highlight problem/successful areas 	
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> Annual review 	
Investigate further aged care housing options	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term accommodation strategy 	
C.6.5 Improve town site footpaths					
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas 	
Update Bike Plan	2013/2014		CDO WM	<ul style="list-style-type: none"> Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes 	
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> Completed application Successful grant funding 	
C.7 Retain and improve on our attractive town and streetscape					
C.7.1 Manage and revive old/empty buildings along the main street					
Research and develop a	2014		CEO	<ul style="list-style-type: none"> Development, adoption and implementation of 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

standard 'Streetscape Policy;			EHO Council	policy	
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"> Completed works 	
Develop the Community Garden concept	2014	\$2500	CSO	<ul style="list-style-type: none"> Secure location for facility development Successful community engagement Successful grant funding if required 	Meeting held with CRC & HACC in December. Funding application to be lodged to assist with initial set up costs.
Arrange training for Parks & Gardens officers in water wise principals	2014		WM P&G	<ul style="list-style-type: none"> Deeper understanding of water wise principals Increase in implantation of water wise principals in community areas 	
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"> Develop new name and focus of former Tidy Towns Committee Successful appointment of new committee 	
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"> Program of clean ups and busy bees 	Have registered for the Annual Clean Up Australia Day on March 2 nd 2014
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards 	Very basic guidelines have been laid out. Will promote in either autumn or spring.

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

Implement a noxious weed control program	Reviewed annually		WM	<ul style="list-style-type: none"> Roadsides sprayed for noxious weeds 	Ongoing
THEME TWO: LOCAL ECONOMY & BUSINESS					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
EB.1 A diverse and growing economic base that will provide local employment					
EB.1.1 Increase availability of light industrial land					
Review & adopt Avon Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> Respond to draft plan – re: changes Adoption of plan WDC 	
Implement recommendations from Avon Region Industry Plan	2014	2014/15 Budget	CEO	<ul style="list-style-type: none"> Engage with Stakeholders Application to RDAP for assistance to develop potential industrial sites. Make a TPS amendment to rezone areas to industrial. Develop industrial land in partnership with landholders 	
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> Increase number of industrial lots available 	
EB.1.2 Investigate alternative economic development opportunities					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> Review & update of report 	
EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services					

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

Review 'gaps in services' and advertise opportunities in regional media and on the Dowerin website	Review annually		CDO	<ul style="list-style-type: none"> Increased awareness of services needed in Dowerin Website update Despatch articles 	
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> Meeting with CEO of Wyalkatchem, Koorda & Goomalling regarding shared services 	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"> Secure vet service Promote service locally 	First visit from Wheatbelt Vet Service was on 20 th November which was successful The Wheatbelt Vet has now agreed to visit Dowerin on a Monthly Basis and will operate from the former Tennis Club rooms
EB.2 A Growing Tourism Industry					
EB.2.1 Market Dowerin and region as a tourist destination					
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"> Updated publications Variety of publications Accommodation providers to complete Visitor Statistics Form 	
Investigate additional free advertising avenues	Reviewed annually		CSO	<ul style="list-style-type: none"> Increased exposure to a wide variety of people/regions Accommodation providers to complete Visitor Statistics Form 	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"> Increased number of 'likes' and more community interaction 	Commitment of posting 1-2 status updates on Facebook on days of work. CSO has created a calendar for regular

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

					updates
EB.2.2 Continue to work with key stakeholders to provide quality events					
Work with DEM to create a memorable event for the 50th Dowerin GWN Machinery Field Days	2013 – August 2014		FM CDO CSO	<ul style="list-style-type: none"> • A successful 50th Anniversary event Including: <ul style="list-style-type: none"> - 50 tractors - Entrance Statement - Photobook 	Smith Sculptors would like to present a photo montage of their idea of the Entrance Statement to the working group in next few weeks- date to be arranged. Following the December meeting of Council DEM decided not to go ahead with the Town Entry Statement and have now produced a proposal to redevelop and tidy up the entrance into the field days site and sporting ground from Memorial Ave.
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"> • Establishment of suitable contacts • Enhancement of the 4wd track • Successful event 	2014 WA 4WD Association Gathering is tentatively booked for 12th & 13th July
EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities					
Establish a farm tour concept	2014		CSO	<ul style="list-style-type: none"> • Create a plan for the farm tour concept • Meet and discuss concept with local accommodation providers • Establish a list of willing farmers/property owners willing to part take in this program • Market the program regionally and to the metro area 	
EB.2.4 Continue to develop and market 4WD opportunities and activities					
Market Dowerin as a	2013-2014		CSO	<ul style="list-style-type: none"> • Include Dowerin 4wd experience in 4wd 	CSO volunteered at the 4WD & Adventure Show on

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

destination for 4WD enthusiasts				<ul style="list-style-type: none"> related publications Establish a 4wd connections (distribution list) 	Saturday 9 th November in the Aust Golden Outback Marquee. Talked to many about Dowerin's new 4WD Track etc
Develop marketing campaign for "Torture Track & Tours" and group events			CSO	<ul style="list-style-type: none"> Regular group bookings at 4WD Track and camp grounds 	
Contact all WA based 4WD clubs and send an information pack	Monthly		CSO	<ul style="list-style-type: none"> Welcome email to 4WD distribution list Monthly updates to 4WD distribution list Regular group bookings at 4WD Track and camp grounds 	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"> Include free advertising to 4wd publications/websites Greater exposure in 4WD world 	<p>CSO has created a list of 4WD magazines, websites and publications that we could advertise in.</p> <p>First article will be submitted to Offroad Online, to be published in the 2014.</p>
EB.2.5 Develop further accommodation options within Dowerin					
Conduct audit of vacant land within the town site for feasible short term accommodation park purposes	2014		CDO	<ul style="list-style-type: none"> Develop options for the site of a new short term accommodation facility 	Completed see report 'Destination Dowerin'
Conduct audit of visitors, neighbouring communities and DEM as to number/style of accommodation options that should be available	2014		CSO CDO	<ul style="list-style-type: none"> A deeper understanding of the level/type/number of short term accommodation facilities that would be suitable 	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.

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

Minnivale site					
THEME THREE: CARING FOR OUR ENVIRONMENT					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt					
ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					2014 WA 4WD Association Gathering is tentatively booked for 12th & 13th July
Improve facilities, signage etc... in order to stream recycling process	December 2013	\$3700	CSO WM	<ul style="list-style-type: none"> • Successful grant funding for works • Design, printing and installation of signage • Expansion of the area with the installation of new concrete pad 	<p>Dept of Environment Regulation – WA Waste Authority Grant was successful. Funds used to lay a cement pad in front of the Recycling Shed, purchased 5 x 480lt bins and additional signage to make where to deposit recyclables clearer to the public.</p> <p>A new cement apron at the front of the recycle shed was completed on 4th December 2013</p> <p>Large 660ltr recycle bins have been purchased</p> <p>Twin box wool press purchased December 2013</p>
ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre through increased awareness via print	Monthly		CSO	<ul style="list-style-type: none"> • The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed 	Template for newsletter has been created. Will begin with fortnightly newsletter and assess from there.

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

media, emails and website updates					
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"> Plan and develop a waste/recycling workshop at Dowerin District High School If successful plan a community workshop targeting men's shed, CRC etc... 	
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"> Parks & Gardens adopt more water wise principles in parks and gardens Ensure all lights are turned off at Shire office/depot after use 	
Promote and encourage local involvement in the annual 'Earth Hour' event	March 2014		CSO	<ul style="list-style-type: none"> Advertise in local media/website Create and implement an event to mark Earth Hour and increase awareness of this event locally 	
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> Develop an energy saving action plan Research annual statistics Council adopt energy saving action plan Implement energy saving action plan 	
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	Monthly		FM	<ul style="list-style-type: none"> Send monthly text messages to distribution list 	FM - Reminder set up in Dowerin Calendar for admin staff

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

farmers of upcoming drum muster events					
Promote drum muster program in local media	Monthly		CDO	<ul style="list-style-type: none"> • Include upcoming drum musters in Council Comments 	
ENV 1.5 Continue oil recycling program					
Relocate to oil facility from Stewart Street to the Amery Refuse site	July 2014	2014/15	WM	<ul style="list-style-type: none"> • Relocation of facility and rehabilitation of current location 	
Promote and educate oil recycling program to local residents	Quarterly		WM CDO	<ul style="list-style-type: none"> • 4 advertisements in local media annually 	
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Continue to support the role of the Natural Resource Management Officer					
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"> • Ensure that there is an active NRMO at the Shire of Dowerin 	
Seek and take advantage of training programs for NRMO	Review monthly	\$1500	NRMO	<ul style="list-style-type: none"> • Regular searches for training opportunities • 2 training courses annually 	
Provide support and direction to NRMO	Ongoing – reviewed monthly		CEO CDO NRMO	<ul style="list-style-type: none"> • Discuss projects and NRMO role at Monthly Management Meetings 	
Develop a monthly NRMO newsletter to local landholders	Monthly		NRMO	<ul style="list-style-type: none"> • Establish a newsletter format that can be used monthly to email farmers about NRMO activities including grants 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot	Annually		NRMO	<ul style="list-style-type: none"> Promotion at least 2 weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Promote and conduct Fox Baiting Program (twice yearly)	Spring & Autumn annually		NRMO	<ul style="list-style-type: none"> Submit expression of interest into baiting program with Wheatbelt NRM Advertise locally Successful planning and implementation of baiting program 	
THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
LG. 1 Maintain and further develop an efficient and informative organisation					
LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs					
Develop workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> Present Workforce plan to council Adoption of workforce plan Annual review of workforce plan 	FM - Included in 13/14 budget FM - Budget Review to assess need and cost allocation
Implement the workforce plan	2013		CEO WM FM	<ul style="list-style-type: none"> Implementation of workforce plan 	FM - Admin Salary cost allocations reviewed – staff time diaries
LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> Research Development of plan & policy 	FM - Stage 1 Research and preparation commenced

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

Implementation of plan & policy	June 2014 To be reviewed annually		FM	<ul style="list-style-type: none"> • Council endorse plan • Customer feedback (survey) 	FM - Preparation for bi-annual customer feedback survey
LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities					
Provide training opportunities and PD opportunities	Review Monthly	\$41,000	CEO	<ul style="list-style-type: none"> • Create councillor training section in CEO info report • Create staff training section in FM info report • Update training register 	
LG. 1. 4 Ensure information is communicated to the public regularly and effectively					
Provide weekly council information to the public via the Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> • Weekly Council Comments segment in local paper 	
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> • Regular status updates of events, activities or reminders on facebook 	
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> • 2 newsletters per year 	
Ensure website is up to date	Reviewed weekly		CDO	<ul style="list-style-type: none"> • Ensure website is always up to date with latest news, events etc... 	
LG. 1. 5 Provide opportunities for the community to have input into Council's decision making					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> • At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services) 	
Promote and encourage attendance at public question time at monthly	Monthly		CDO CEO	<ul style="list-style-type: none"> • Advertise in local media • Invite school council to part take once per year 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

council meetings					
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		
LG. 2 Strong leadership and governance					
LG. 2.1 Review Strategic Community Plan					
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	
LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums					
Participate in regional groups/organisations	Reviewed annually	Annual Subsc	CEO STAFF	Involvement in WDC, GECZ, WALGA. LGMA WA	
LG. 2.3 Collaborate with other surrounding shires to strengthen the region					
Continue to attend and participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> Attendance at AROC meetings 	
Continue to attend regional road group meetings	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> Attendance at Regional Road Group Meetings 	

9.2 OPERATIONS

9.2.1 2013 ANNUAL ELECTORS MEETING MINUTES

Date:	11 February 2014
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 17 December 2013.

Background

Council held its Annual Electors Meeting on Tuesday 17 December 2013 with 14 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 17 December 2013 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

COUNCIL DECISION – ITEM 9.2.1

(2362) Moved: S.V. Brookes Seconded: T.A. Jones Carried: 8/0

THAT COUNCIL RECEIVES THE MINUTES OF THE ANNUAL MEETING OF ELECTORS HELD ON TUESDAY 17 DECEMBER 2013.

SHIRE OF DOWERIN



**Minutes of the Annual General Meeting of Electors
held at the Dowerin Lesser Hall
on Tuesday 17 December 2013**

1. OPENING OF MEETING

The President declared the meeting open at 6.33pm 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 SV Brookes		Town Ward
Cr DP Hudson		Town Ward
Mr DJ Alcock		Chief Executive Officer
Ms S Dwaal		Finance Manager
Mr SF Geerdink		Works Manager

ELECTORS

Mr EW Emmott
Mr NT Henning
Ms D Brailey
Ms A Robson

3. APOLOGIES

Mr DJ Phillips, Mrs ME Phillips and Mr S King

4. CONFIRMATION OF MINUTES

Moved: TA Jones Seconded: EW Emmott

That the Minutes of the previous Electors Meeting held on 18 December 2012, be confirmed as a true and correct record of the meeting proceedings.

Carried

5. BUSINESS ARISING

- o Nil.

6. RECEIVAL AND ADOPTION OF 2011-2012 ANNUAL REPORT

The President presented the Shire of Dowerin Annual Report for the year ended 30th June 2013, comprising:

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

Moved: SV Brookes Seconded: TA Jones
That the 2012-13 Annual Report be received.

Carried

7. GENERAL BUSINESS

AGED CARE

Mr Henning asked what Council had planned for future aged care services. The President explained that Shire of Dowerin in conjunction with the AROC shires have recently participated in the Wheatbelt Aged Support and Care Solution/s Study. At the time of this meeting the draft report had not been finalised, so Council cannot be sure what the report recommends for Dowerin and the surrounding Shires.

The Dowerin HACC service will be maintained and expanded where possible under its funding guidelines to meet demand.

WHEATBELT HERITAGE RAIL

MR Henning and Mr Emmott asked how the Wheatbelt Heritage Rail Project was progressing. The President explained that the project had leveraged approximately \$4 million in donations and in kind support in addition to the \$1.25m to the CLGF grant. The project is aiming to be operational by July/August 2014.

SPORTING OVALS

On behalf of the Dowerin Hockey and Football clubs Ms Dwaal thanked Council for getting both ovals up to a high standard after being very dry at the start of the year.

Annual General Meeting of Electors

Tuesday 17 December 2013

SWIMMING POOL

Mr Henning enquired as to what plans the Shire of Dowerin had for the Dowerin Swimming Pool. The President explained that Council realises that there is a need for the swimming pool to be upgraded/replaced in the next 5 years, with planning to commence in next 2 years, for this to occur.

CALENDAR OF EVENTS

Ms D Brailey asked if a calendar of events could be developed for the Dowerin community to access. The President explained that the Council notes in the Dowerin Despatch highlighted upcoming Council events and that the back page of the despatch had a calendar of events, but not everybody gets or reads the despatch, so what was the best way to get this information out. The CEO explained that Council's website was currently being revamped whereby a calendar of events would be included as well as a Dowerin APP was being considered which would include an events calendar.

THANKS TO THE SHIRE OF DOWERIN

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 17 DECEMBER 2013 WILL BE RECEIVED AT THE FEBRUARY 2014 COUNCIL MEETING.

.....
PRESIDENT

.....
DATE

9.2.2 COMPLIANCE AUDIT RETURN 2013

Date:	11 February 2014
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 2013 to 31 December 2013.

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 2013 to 31 December 2013 is to be returned by the Department of Local Government by 31 March 2014.

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 senior staff (refer copy of provided separately with Agenda).

There were was no areas of non compliance.

Public Consultation

Department of Local Government
Finance Manager, Sonia Dwaal

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Nil

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 9.2.2

(2363) Moved: T.W. Quartermaine Seconded: T.A. Jones Carried: 8/0

THAT COUNCIL;

- 1. ADOPT THE LOCAL GOVERNMENT 2013 COMPLIANCE AUDIT RETURN FOR THE PERIOD 1 JANUARY 2013 TO 31 DECEMBER 2013, AND**
- 2. AUTHORISE THE PRESIDENT AND CHIEF EXECUTIVE OFFICER TO EXECUTE THE JOINT CERTIFICATION CONTAINED IN THE 2013 COMPLIANCE AUDIT RETURN.**

9.2.3 SHIRE OF MERREDIN – CENTRAL WHEATBELT VISITOR CENTRE

Date: 11 February 2014
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 Central Wheatbelt Visitor Service Memorandum of Understanding (MOU) between the Shire of Merredin and the Shire of Dowerin.

Background

The Shire of Merredin has approached 19 neighboring Local Governments to consider agreeing to a MOU between the Shire of Merredin and the individual Shires for visitor servicing through the Central Wheatbelt Visitor Centre located in Merredin. These letters and costing's have been included as an attachment. The draft MOU has been included as a separate attachment.

Comment

The Shire of Merredin is offering an opportunity to receive visitor servicing through the Central Wheatbelt Visitor Centre. A range of services has been listed in the attachments for an annual subscription of \$3,000 to each local government.

The NEWROC and WEROC Councils have previously been paying a lesser amount for a similar service through there ROC's.

Council currently contributes to the following programs:

NEWtravel – (Wheatbelt Way brochure)	\$2000
Pioneer Pathways - Brochure	\$1500
Golden Outback Holiday Planner	\$1700
Cook's Tour Book	\$ 800

Currently the CWVC produce the Eastern Wheatbelt Brochure which participating Councils share the shortfall which was \$265 each this financial year.

I recommend that Council decline the opportunity to enter into a Central Wheatbelt Visitor Service Memorandum of Understanding (MOU) between the Shire of Merredin and the Shire of Dowerin.

Financial Implications

The annual cost to the Shire of Dowerin would be \$3,000.

Consultation

Misty Richards
Louise Hagboom

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

Community Strategic Plan 2013-2017

Objective 2.3

A growing tourism industry

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 9.2.3

(2364) Moved: L.G. Hagboom Seconded: S.V. Brookes Carried: 8/0

THAT COUNCIL DECLINES THE OPPORTUNITY TO ENTER INTO A CENTRAL WHEATBELT VISITOR SERVICE MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRE OF MERREDIN AND THE SHIRE OF DOWERIN.



Central Wheatbelt Visitors Centre
Proposed Fee Schedule 2014/2015

Council Subscription	\$3,000
Inclusions:	
<ul style="list-style-type: none"> • Web Listing • Web Site Maintenance • Event listing and social promotion • Developing and maintaining Visitor Centre regional displays • Support sub-regional tourism associations and groups • Support with sub-regional cooperative marketing campaigns • Coordinate and represent the sub-region at trade shows • Brochure Racking • Visitor Servicing • 1300 number point of contact for distribution of promotional material 	
Additional Cost to Council:	
<ul style="list-style-type: none"> • Eastern Wheatbelt Brochure – shortfall from advertising income cost of publication review and reprint will be split evenly between contributing Council members • Regional marketing products for Trade Shows if required 	
Business Subscription	
<i>Level 1 – Gold</i>	\$280
<ul style="list-style-type: none"> • Web Listing • Regular Website Analytical Reports • Business Brochure Racking • Receipt of regular E-Newsletter • Eastern Wheatbelt Visitor Guide Business Listing • Eastern Wheatbelt Brochure Advertising – 10% discount 	
<i>Level 2 - Silver</i>	\$140
<ul style="list-style-type: none"> • Web Listing • Regular Website Analytical Reports • Business Brochure Racking • Receipt of regular E-Newsletter 	
<i>Level 3 - Bronze</i>	\$70
<ul style="list-style-type: none"> • Brochure Racking • Receipt of regular E-Newsletter 	

9.2.4 SUBDIVISION 149293 – LOT 9364 AMERY BENJABERRING ROAD, DOWERIN

Date: 11 February 2014
Applicant: RL and JT Freind
Location: N/A
File Ref: S149293
Disclosure of Interest: Nil
Author: Dacre Alcock

Summary

That Council considers a subdivision application 149293 – Lot 9364 Amery Benjaberring Road, Dowerin from RL and JT Friend.

Background

RL and JT Friend's have submitted a subdivision application for locations 9354, 9364, 9436 and 16653 Amery Benjaberring Road, Dowerin to the Western Australian Planning Commission. The Freinds's application proposes to create two new lots from the original 4 lots, so that a homestead lot is created.

Comment

RL and JT Friend's application complies with Planning WA's Development Control Policy 3.4 Subdivision of Rural Land and the Shire of Dowerin's Local Planning Scheme No 2. This subdivision will be creating fewer lots than what already exists.

Consultation

Lindsay Freind

WAPC

Financial Implications

Nil.

Policy Implications

Nil.

Statutory Implications

Shire of Dowerin Local Planning Scheme No.2.

Strategic Implications

Nil

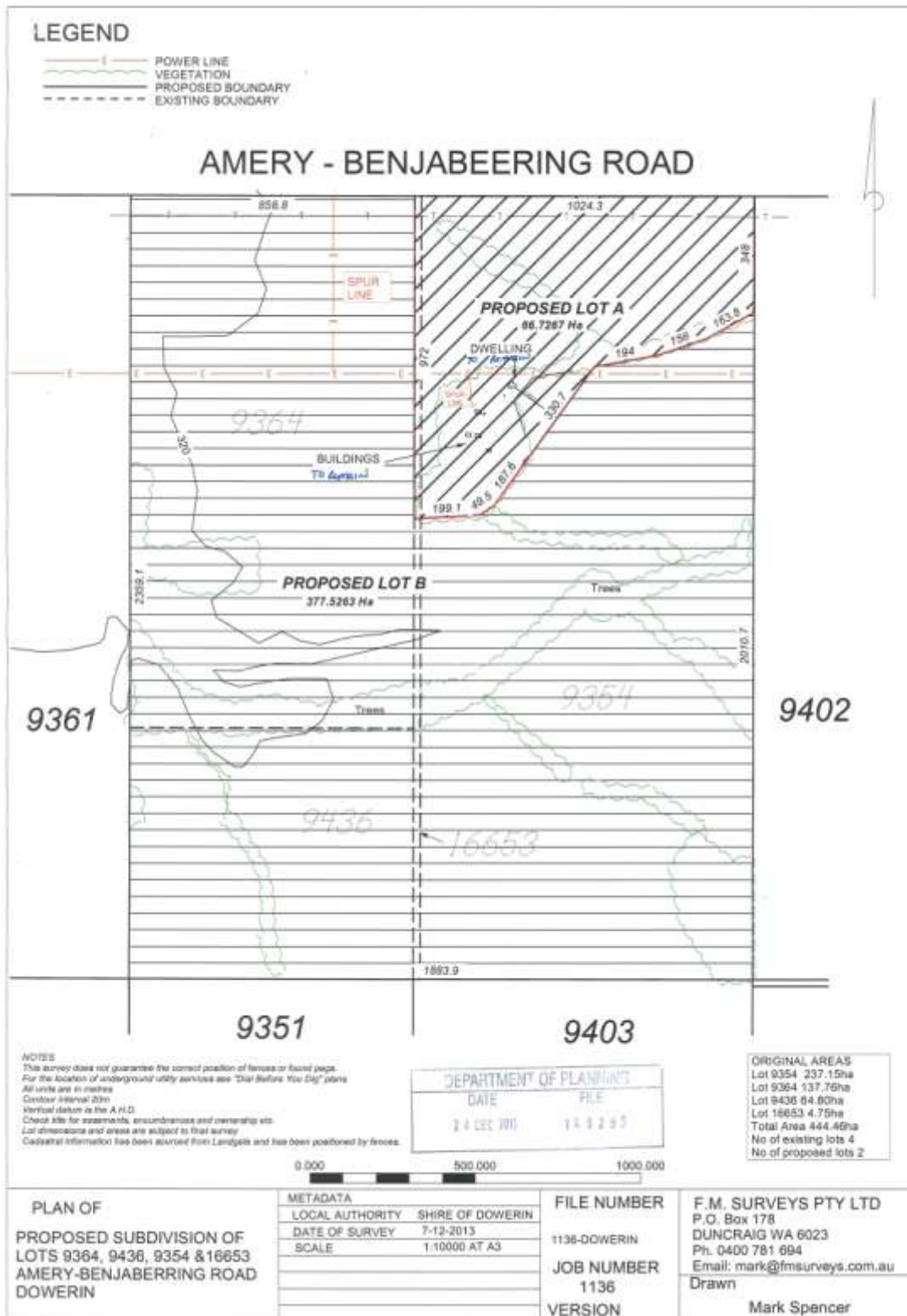
Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 9.2.4

(2365) Moved: T.W. Quartermaine Seconded: L.G. Hagboom Carried: 8/0

THAT COUNCIL SUPPORTS SUBDIVISION PLANNING APPLICATION 149293.



9.2.5 DOWERIN CAR CLUB SPONSORSHIP

Date: 11 February 2014
Applicant: Dowerin Car Club
Location: N/A
File Ref: ADM0125
Disclosure of Interest: Nil
Author: Dacre Alcock

Summary

That Council is to consider a request from the Dowerin Car Club to sponsor the ‘Tin Dog Motor Weekend and Swap Meet’.

Background

The Dowerin Car Club is holding the Tim Dog Motor Weekend and swap meet on the 22nd and 23rd March. This event is replacing the Theo’s Run event.

Comment

The Dowerin Car Club is expecting to attract at least 1000 people per day, with many expected to camp overnight. This will be a significant boost to the local economy and it is important that Council assist were they can with vents such as this one.

The Dowerin Car Club is seeking sponsorship to cover fixed costs associated with the event. One of these fixed costs is the hiring of the AROC toilets and lighting tower. Council may choose to sponsor the Dowerin Car Club by covering that cost.

Consultation

Dave Bird, Dowerin Car Club

Financial Implications

Cost of the sponsorship.

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

Nil

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 9.2.5

(2366) Moved: T.A. Jones Seconded: S.V. Brookes Carried: 8/0

THAT COUNCIL SPONSORS THE DOWERIN CAR CLUB EVENT ON THE 22ND AND 23RD MARCH BY DONATING THE COST OF HIRING WITHIN THE TERMS AND CONDITIONS OF THE AROC MOBILE

TOILETS AND LIGHTING TOWER.

Dowerin Car Club
34 Stacy Street
DOWERIN WA 6461
February 11th, 2014

Dear Dacre,

I am writing to you on behalf of the Dowerin Car Club.

As you will be aware, the Dowerin Car Club is co-ordinating the 'Tin Dog Motor Weekend and Swap Meet' to be held over the weekend of March the 22nd and 23rd, 2014. This event is replacing the Theo's Run as held in previous years.

The concept for this new event is to incorporate a selection of motoring themed sub-events under one banner. To this end there will be independently run 'modules' consisting of the main new draw card of an automotive swap meet (cars, utes, bikes, trucks), a four wheel drive gathering, a dirt superkhana, show and shine car show, markets, entertainment and catering. We estimate, in discussion with the operators of the swap meet, four wheel drive experts and Auto Events Management (dirt superkhana operator) that we would expect visitor numbers to be in the region of 1000 to 1200.

Naturally, there are expenses to cover. We would like to ask Council to consider donating some funds to assist in this venture as we strongly believe it will benefit the community of Dowerin. These would be used to hire equipment as needed, entertainment for the Saturday evening and advertising.

Kind Regards



David Bird

President, Dowerin Car Club

9.3 FINANCE REPORT

9.3.1 FINANCE REPORT – DECEMBER 2013

Date:	12 February 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia Dwaal

Summary

I present the financial statements for the period 1 July 2013 to 31 December 2013.

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

	31-Dec-13	30-Jun-13	31-Dec-2012
Municipal Fund	\$1,832,980	\$1,447,487	\$601,324
Plant Reserve	\$103,586	\$101,617	\$99,684
LSL Reserve	\$108,067	\$105,640	\$102,807
Office Equipment Reserve	\$0	\$0	\$18,538
Land & Buildings Reserve	\$18,767	\$16,797	\$14,433
Recreation Facility Reserve	\$164,305	\$156,623	\$147,985
Community Bus Reserve	\$29,172	\$28,630	\$23,699
Community Housing Res	\$34,788	\$34,150	\$33,431
Sewerage Reserve	\$714,779	\$701,815	\$653,234
Economic Develop Reserve	\$473,216	\$467,345	\$460,932
Land Care Reserve	\$0	\$0	\$6,807
Tennis Replacement	\$0	\$0	\$0
Bowling Green Replacement	\$0	\$0	\$0
Consolidated Funds	\$3,371,701	\$3,060,104	\$2,162,874

Sundry Debtors at 31 December 2013

Current	\$8979
30 days	\$73820
60 days	\$5415
90 days	<u>\$76</u>
Total	\$88216

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 December 2013 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

Nil.

COUNCIL DECISION – ITEM 9.3.1

(2367) Moved: T.W. Quartermaine Seconded: S.V. Brookes Carried: 8/0

THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013 TO 31 DECEMBER 2013 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT 1 BE RECEIVED.



SHIRE OF DOWERIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 DECEMBER 2013

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

	NOTE	2013/14 Revised Budget \$	December 2013 Y-T-D Budget \$	December 2013 Actual \$	Variances Actuals to Budget \$	Actual Budget to Y-T-D %
Operating						
Revenues/Sources						
Governance		8,700	4,338	54,550	50,212	1157.49%
General Purpose Funding		745,853	333,666	391,519	57,853	17.34%
Law, Order, Public Safety		29,100	14,544	30,589	16,045	110.32%
Health		297,585	148,764	151,064	2,300	1.55%
Education and Welfare		1,560	780	1,555	775	99.36%
Housing		111,054	55,512	60,360	4,848	8.73%
Community Amenities		204,089	193,308	201,010	7,702	3.98%
Recreation and Culture		346,740	250,708	165,424	(85,282)	(34.02%)
Transport		650,527	373,545	542,155	168,610	45.14%
Economic Services		9,200	3,246	4,807	1,561	48.08%
Other Property and Services		10,500	5,250	4,684	(566)	(10.78%)
		<u>2,414,908</u>	<u>1,383,859</u>	<u>1,607,717</u>	<u>224,058</u>	<u>16.19%</u>
(Expenses)(Applications)						
Governance		(297,880)	(153,674)	(222,616)	(68,942)	(44.80%)
General Purpose Funding		(79,648)	(39,810)	(49,026)	(9,216)	(23.15%)
Law, Order, Public Safety		(78,201)	(39,054)	(56,193)	(17,139)	(43.89%)
Health		(357,439)	(178,680)	(202,014)	(23,334)	(13.06%)
Education and Welfare		(14,463)	(7,212)	(12,865)	(5,753)	(79.77%)
Housing		(137,363)	(68,628)	(124,092)	(55,464)	(80.82%)
Community Amenities		(330,132)	(164,928)	(175,941)	(11,013)	(6.68%)
Recreation & Culture		(566,310)	(282,998)	(494,518)	(211,522)	(74.74%)
Transport		(1,494,111)	(746,958)	(732,980)	13,978	1.87%
Economic Services		(137,445)	(68,670)	(106,794)	(38,124)	(55.52%)
Other Property and Services		(33,194)	(16,494)	39,423	55,917	339.01%
		<u>(3,526,186)</u>	<u>(1,767,304)</u>	<u>(2,137,916)</u>	<u>(370,612)</u>	<u>20.97%</u>
Net Operating Result Excluding Rates		(1,111,278)	(383,645)	(530,199)	(146,554)	38.20%
Adjustments for Non-Cash						
(Revenue) and (Expenditure)						
(Profit)/Loss on Asset Disposals		2,000	996	0	(986)	100.00%
Movement in Accrued Interest		0	0	0	0	0.00%
Movement in Accrued Salaries and Wages		0	0	(24,150)	(24,150)	0.00%
Movement in Deferred Pension Rates/ESI		0	0	0	0	0.00%
Movement in Employee Benefit Provisions		0	0	2,427	2,427	0.00%
Rounding		0	0	0	0	0.00%
Depreciation on Assets		1,320,385	660,060	726,993	66,933	(10.14%)
Capital Revenue and (Expenditure)						
Purchase Land Held for Resale		0	0	0	0	0.00%
Purchase of Land and Buildings		(1,526,068)	(763,032)	(946,598)	(83,566)	(10.95%)
Purchase of Vehicles & Plant		(40,000)	(40,000)	(36,909)	3,091	7.73%
Purchase of Furniture & Equipment		0	0	(4,865)	(4,865)	0.00%
Purchase of Tools & Equipment		0	0	(1,218)	(1,218)	0.00%
Purchase of Infrastructure Assets - Sewerage		0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads		(945,130)	(472,576)	(250,116)	222,460	47.07%
Purchase of Infrastructure Assets - Footpaths		0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage		0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs		(7,950)	(3,976)	(6,117)	(2,139)	(53.77%)
Purchase of Infrastructure Assets - Parks & Ovals		0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting		0	0	0	0	0.00%
Proceeds from Disposal of Assets		10,000	0	0	0	0.00%
Repayment of Debentures		(54,912)	0	(27,178)	(27,178)	0.00%
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		0	0	0	0	0.00%
Provision ARCC		0	0	0	0	0.00%
Payment Long Service Leave		0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)		0	0	(34,063)	(34,063)	0.00%
Transfers from Restricted Asset (Reserves)		0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd		848,643	848,643	1,460,972	812,329	(72.15%)
Net Current Assets Year to Date		<u>(458,392)</u>	<u>892,386</u>	<u>1,475,367</u>	<u>583,001</u>	<u>(65.33%)</u>
Amount Raised from Rates		(1,045,918)	(1,045,918)	(1,046,408)	(490)	0.05%

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

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

	2013/14 Adopted Budget \$	2013/14 Revised Budget \$	December 2013 Actual \$
3. ACQUISITION OF ASSETS			
The following assets have been acquired during the period under review:			
By Program			
Governance			
<i>Other Governance</i>			
Furn - Photocopier	0	0	4,865.00
Furn - IT Equipment	0	0	0.00
Vehicle - CEO	40,000	40,000	36,909.09
Furn - Laptop (Sal Sac)	0	0	0.00
Furn - Office Equipment	0	0	0.00
	0		
Law, Order & Public Safety	0		
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0.00
	0		
Housing	0		
<i>Other Housing</i>			
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
	0		
Health	0		
<i>Other Health</i>			
Furn - Hacc Equipment	0	0	0.00
	0		
Community Amenities	0		
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	0.00
	0		
Recreation and Culture	0		
<i>Other Recreation & Sport</i>			
Tools - Mowers/Tools	0	0	0.00
Community Club	326,068	326,068	369,724.47
Land - New Sports Complex	0	0	0.00
	0		
<i>Other Culture</i>			
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
	0		
Transport	0		
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	284,573	284,573	7,527.27
Roads - Signs	7,950	7,950	6,117.05
Roads - Unclassified	219,502	219,502	88,540.51
Roads - State 20/20	441,055	441,055	176,048.39
<i>Road Plant Purchases</i>			
Plant - Loader	0	0	0.00
Other Plant	0	0	0.00
Plant - Works Manager Vehicle	0	0	0.00
Tools - Compressor	0	0	0.00
	0		
Economic Services	0		
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	1,200,000	1,200,000	476,873.39
Other Property & Services	0		
<i>Unclassified</i>			
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	1,217.55
	<u>2,519,148</u>	<u>2,519,148</u>	<u>1,145,822.72</u>
By Class			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	1,526,068	1,526,068	646,597.86
Vehicles & Plant	40,000	40,000	36,909.09
Furniture & Equipment	0	0	4,865.00
Tools & Equipment	0	0	1,217.55
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	945,130	945,130	250,116.17
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	7,950	7,950	6,117.05
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,519,148</u>	<u>2,519,148</u>	<u>1,145,822.72</u>

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

4. DISPOSALS OF ASSETS

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

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit/Loss	
	2013/14 Budget \$	December 2013 Actual \$	2013/14 Budget \$	December 2013 Actual \$	2013/14 Budget \$	December 2013 Actual \$
Governance						
Housing						
Recreation & Culture						
Transport						
OD - Ford Territory	12,000		10,000		(2,000)	-
Other Property & Services						
	12,000	-	10,000	-	(2,000)	-

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

Summary

Profit on Asset Disposals
 Loss on Asset Disposals

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 DECEMBER 2013

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2013/14 Budget	2013/14 Actual	2013/14 Budget	2013/14 Actual	2013/14 Budget	2013/14 Actual	2013/14 Budget	2013/14 Actual
		\$	\$	\$	\$	\$	\$	\$	\$
Recreation & Culture Loan 97 - Recreation Complex	584,267	0	0	54,912	27,178	529,355	557,089	23,667	12,126
	584,267	0	0	54,912	27,178	529,355	557,089	23,667	12,126

Note:

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

(b) New Debentures - 2011/12

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

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

	2013/14 Adopted Budget \$	December 2013 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
Opening Balance	105,640	105,640
Amount Set Aside / Transfer to Reserve	24,730	2,427
Amount Used / Transfer from Reserve	0	0
	130,370	108,067
(b) Plant Replacement & Reconditioning Reserve		
Opening Balance	101,617	101,617
Amount Set Aside / Transfer to Reserve	149,402	1,969
Amount Used / Transfer from Reserve	0	0
	251,019	103,586
(c) Land & Building Reserve		
Opening Balance	16,797	16,797
Amount Set Aside / Transfer to Reserve	749	1,970
Amount Used / Transfer from Reserve	0	0
	17,546	18,767
(d) Office Equipment Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	0	0
(e) Recreation Facilities Reserve		
Opening Balance	156,623	156,623
Amount Set Aside / Transfer to Reserve	3,850	7,682
Amount Used / Transfer from Reserve	0	0
	160,473	164,305
(f) Community Housing Project Reserve		
Opening Balance	34,150	34,150
Amount Set Aside / Transfer to Reserve	7,603	638
Amount Used / Transfer from Reserve	0	0
	41,753	34,788
(g) Community Bus Reserve		
Opening Balance	28,630	28,630
Amount Set Aside / Transfer to Reserve	5,045	542
Amount Used / Transfer from Reserve	0	0
	33,675	29,172
(h) Sewerage Asset Preservation Reserve		
Opening Balance	701,815	701,815
Amount Set Aside / Transfer to Reserve	80,423	12,964
Amount Used / Transfer from Reserve	0	0
	782,238	714,779
(i) Economic Development Reserve		
Opening Balance	467,345	467,345

Amount Set Aside / Transfer to Reserve	16,156	5,871
Amount Used / Transfer from Reserve	(15,000)	0
	<u>468,501</u>	<u>473,216</u>
(j) Tennis Court Replacement Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	6,000	0
Amount Used / Transfer from Reserve	0	0
	<u>6,000</u>	<u>0</u>
(k) Bowling Green Replacement Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	10,000	0
Amount Used / Transfer from Reserve	0	0
	<u>10,000</u>	<u>0</u>
Total Cash Backed Reserves	<u>1,901,575</u>	<u>1,646,680</u>

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

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Long Service Leave Reserve	24,730	2,427
Plant Replacement & Reconditioning Reserve	149,402	1,969
Land & Building Reserve	749	1,970
Office Equipment Reserve	0	0
Recreation Facilities Reserve	3,850	7,682
Community Housing Project Reserve	7,603	638
Community Bus Reserve	5,045	542
Sewerage Asset Preservation Reserve	80,423	12,964
Economic Development Reserve	16,156	5,871
Landcare Reserve	6,000	0
Community Health Reserve	10,000	0
	<u>303,958</u>	<u>34,063</u>

Transfers from Reserves

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	0	0
Land & Building Reserve	0	0
Office Equipment Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	(15,000)	0
Landcare Reserve	0	0
Community Health Reserve	0	0
	<u>(15,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>288,958</u>	<u>34,063</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 DECEMBER 2013

	2012/13 B/Fwd Per 2011/12 Budget \$	2012/13 B/Fwd Per Financial Report \$	December 2013 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	1,449,989	1,201,548
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	1,612,619	1,646,680
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	16,601	203,972
Sewerage Rates Outstanding	13,320	16,182	25,705
Rubbish Rates Outstanding	9,156	10,997	19,344
Sundry Debtors	9,524	43,125	93,262
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	1,486	1,622	(8,701)
GST Receivable	0	26,412	23,366
Provision For Doubtful Debts	0	0	0
Inventories	12,672	22,712	74,779
	<u>3,362,064</u>	<u>3,284,316</u>	<u>3,279,955</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(101,023)	(57,074)
Excess Rates	(34,591)	(36,620)	(28,771)
Accrued Expenditure	0	0	0
Department Transport	0	0	(13,937)
GST Payable	(33,251)	(4,519)	(3,053)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(4,537)	(3,819)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(6,795)	(1,790)
Leave Provisions - Current	(175,250)	(162,871)	(162,871)
	<u>(741,411)</u>	<u>(316,365)</u>	<u>(271,315)</u>
NET CURRENT ASSET POSITION	2,620,653	2,967,951	3,008,640
Less: Cash - Reserves - Restricted	(1,872,648)	(1,612,619)	(1,646,680)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back - Liabilities Supported by Reserves	100,638	105,640	108,067
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	5,360
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,643</u>	<u>1,460,972</u>	<u>1,475,387</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 DECEMBER 2013

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2013/14 Rate Revenue \$	2013/14 Total Revenue \$	2013/14 Budget \$
General Rate						
GRV - Residential	9.039700	135	1,143,584	103,377	103,377	103,377
GRV - Commercial/Industrial	9.039700	19	355,540	32,140	32,140	32,140
GRV - Town Rural	9.039700	10	87,048	7,869	7,869	7,869
GRV - Other Towns	9.039700	1	2,130	193	193	193
UV - Rural Farmland	0.810800	252	102,229,000	826,010	826,010	825,631
Sub-Totals		417	103,817,302	969,588	969,588	969,208
Minimum Rates	Minimum \$					
GRV - Residential	600	47	219,975	28,200	28,200	28,200
GRV - Commercial/Industrial	600	15	55,169	9,000	9,000	9,000
GRV - Town Rural	600	17	42,102	10,200	10,200	10,200
GRV - Other Towns	105	18	5,529	1,890	1,890	1,890
UV - Rural Farmland	600	38	1,665,400	22,800	22,800	22,800
UV - Commercial/Industrial	600	4	400	2,400	2,400	2,400
UV - Town Rural	600	3	73,000	1,800	1,800	1,800
UV - Mining Tenement	105	5	11,172	525	525	420
Sub-Totals		147	2,092,747	76,815	76,815	76,710
Specified Area Rates					0	0
					1,046,403	1,045,918
Discounts					0	0
Rates Adjustments					0	0
Movement in Excess Rates					0	0
Totals					1,046,403	1,045,918

All land except exempt land in the Shire of Dowerin is rated according to its Gross Rental Value (GRV) in townsites or Unimprove 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 reve to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be receive 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 2013 TO 31 DECEMBER 2013

9. TRUST FUNDS

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

Detail	Balance 01-Jul-11 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Skateboard Park	0	0	0	0
Nomination Deposits	0	400	0	400
Deposit Land Purchase	0	0	0	0
Housing Rental Bonds	4,060	0	400	4,460
Dowerin Art Group	0	0	0	0
BCITF Levy	0	0	0	0
Key Deposits	710	0	(100)	610
Tidy Towns	2,818	0	0	2,818
Impounded Vehicles	0	0	0	0
Young & Restless	0	5,760	(5,760)	0
Dowerin Child care	9,186	0	0	9,186
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	22,573	0	0	22,573
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Companion Club	0	0	0	0
Amery Acres Sandalford	0	0	0	0
AROC Funds	61,978	0	0	61,978
	<u>107,973</u>	<u>6,160</u>	<u>(5,460)</u>	<u>108,673</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 DECEMBER 2013

10. OPERATING STATEMENT

	December 2013 Actual	2013/14 Adopted Budget	2012/13 Actual
	\$	\$	\$
OPERATING REVENUES			
Governance	54,550	8,700	105,264
General Purpose Funding	1,437,922	1,791,780	2,689,519
Law, Order, Public Safety	30,589	29,100	228,961
Health	151,064	297,585	271,639
Education and Welfare	1,555	1,560	1,560
Housing	60,360	111,054	103,704
Community Amenities	201,010	204,089	203,486
Recreation and Culture	165,424	346,740	1,426,617
Transport	542,155	650,527	747,806
Economic Services	4,807	9,200	1,271,468
Other Property and Services	4,684	10,500	18,718
TOTAL OPERATING REVENUE	2,654,120	3,460,835	7,068,743
OPERATING EXPENSES			
Governance	222,816	297,880	397,485
General Purpose Funding	49,026	79,648	94,134
Law, Order, Public Safety	56,193	78,201	107,069
Health	202,014	357,439	343,711
Education and Welfare	12,965	14,463	13,928
Housing	124,092	137,363	201,313
Community Amenities	175,941	330,132	353,686
Recreation & Culture	494,518	566,310	661,925
Transport	732,980	1,494,111	1,443,787
Economic Services	106,794	137,445	373,260
Other Property and Services	(39,423)	33,194	53,760
TOTAL OPERATING EXPENSE	2,137,916	3,526,186	4,044,058
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	516,204	(65,351)	3,024,685

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 DECEMBER 2013

11. BALANCE SHEET

	December 2013 Actual \$	2012/13 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,848,229	3,144,665
Trade and Other Receivables	356,948	116,941
Inventories	74,779	22,712
TOTAL CURRENT ASSETS	<u>3,279,956</u>	<u>3,284,318</u>
NON-CURRENT ASSETS		
Other Receivables	27,788	27,788
Inventories	0	0
Property, Plant and Equipment	9,370,456	8,777,403
Infrastructure	19,564,942	19,739,166
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>28,963,186</u>	<u>28,544,357</u>
TOTAL ASSETS	<u>32,243,142</u>	<u>31,828,675</u>
CURRENT LIABILITIES		
Trade and Other Payables	109,947	179,145
Long Term Borrowings	27,734	54,912
Provisions	162,871	162,871
TOTAL CURRENT LIABILITIES	<u>300,552</u>	<u>396,928</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	529,355	529,355
Provisions	21,358	21,358
TOTAL NON-CURRENT LIABILITIES	<u>550,713</u>	<u>550,713</u>
TOTAL LIABILITIES	<u>851,265</u>	<u>947,641</u>
NET ASSETS	<u>31,391,877</u>	<u>30,881,034</u>
EQUITY		
Trust Imbalance	(5,360)	0
Retained Surplus	29,621,880	29,139,739
Reserves - Cash Backed	1,646,680	1,612,619
Reserves - Asset Revaluation	128,678	128,678
TOTAL EQUITY	<u>31,391,878</u>	<u>30,881,036</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 DECEMBER 2013

12. FINANCIAL RATIOS

	2013 YTD	2013	2012	2011
Current Ratio	8.485	1.67	1.44	1.25

The above ratio is calculated as follows:

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

9.3.2 FINANCE REPORT – JANUARY 2014

Date: 12 February 2014
 Applicant: N/A
 Location: N/A
 File Ref:
 Disclosure of Interest: Nil
 Author: Sonia Dwaal

Summary

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

	31-Jan-14	30-Jun-13	31-Jan-2013
Municipal Fund	\$1,201,208	\$1,447,487	\$142,313
Plant Reserve	\$103,586	\$101,617	\$99,684
LSL Reserve	\$108,067	\$105,640	\$101,561
Office Equipment Reserve	\$0	\$0	\$18,360
Land & Buildings Reserve	\$18,767	\$16,797	\$12,883
Recreation Facility Reserve	\$164,305	\$156,623	\$144,249
Community Bus Reserve	\$29,172	\$28,630	\$23,549
Community Housing Res	\$34,788	\$34,150	\$33,035
Sewerage Reserve	\$714,779	\$701,815	\$646,648
Economic Develop Reserve	\$473,216	\$467,345	\$460,932
Land Care Reserve	\$0	\$0	\$6,807
Tennis Court Replacement	\$0	\$0	\$0
Bowling Green Replacement	\$0	\$0	\$0
Consolidated Funds	\$2,847,888	\$3,060,104	\$1,690,021

Sundry Debtors at 31 January 2014

Current	\$1378	
30 days	\$64	
60 days	\$23462	Main Roads
90 days	\$76	
Total	<u>\$24905</u>	

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 January 2013 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

Nil.

COUNCIL DECISION – ITEM 9.3.2

(2368) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 8/0

THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT 1 BE RECEIVED.



SHIRE OF DOWERIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

NOTE	2013/14 Revised Budget \$	January 2014 Y-T-D Budget \$	January 2014 Actual \$	Variances Actuals to Budget \$	Actual Budget to Y-T-D %
Operating					
Revenues/Sources					
Governance	8,700	5,061	54,550	48,489	977.85%
General Purpose Funding	745,853	389,277	392,109	2,832	0.73%
Law, Order, Public Safety	29,100	16,968	36,995	20,027	118.03%
Health	297,585	173,558	216,470	42,912	24.72%
Education and Welfare	1,560	910	1,675	765	84.07%
Housing	111,054	64,764	70,726	5,962	9.21%
Community Amenities	204,089	194,866	201,547	6,681	3.43%
Recreation and Culture	346,740	266,657	173,926	(92,731)	(34.78%)
Transport	650,527	419,704	543,934	124,230	29.60%
Economic Services	9,200	3,787	2,276	(1,511)	(39.90%)
Other Property and Services	10,500	6,125	4,684	(1,441)	(23.53%)
	<u>2,414,908</u>	<u>1,541,677</u>	<u>1,698,892</u>	<u>157,215</u>	<u>10.20%</u>
(Expenses)/(Applications)					
Governance	(297,880)	(177,853)	(253,115)	(75,262)	(42.32%)
General Purpose Funding	(79,648)	(46,445)	(54,533)	(8,088)	(17.41%)
Law, Order, Public Safety	(78,201)	(45,563)	(62,632)	(17,069)	(37.46%)
Health	(357,439)	(208,460)	(236,066)	(27,606)	(13.24%)
Education and Welfare	(14,463)	(8,414)	(14,199)	(5,785)	(68.75%)
Housing	(137,363)	(80,066)	(133,995)	(53,929)	(67.36%)
Community Amenities	(330,132)	(192,416)	(201,035)	(8,619)	(4.48%)
Recreation & Culture	(566,310)	(330,162)	(539,369)	(209,207)	(63.36%)
Transport	(1,494,111)	(871,451)	(827,371)	44,080	5.06%
Economic Services	(137,445)	(80,115)	(116,220)	(36,105)	(46.07%)
Other Property and Services	(33,194)	(19,243)	(12,096)	7,147	37.14%
	<u>(3,526,186)</u>	<u>(2,060,188)</u>	<u>(2,450,631)</u>	<u>(390,443)</u>	<u>18.95%</u>
Net Operating Result Excluding Rates	(1,111,278)	(518,511)	(751,739)	(233,228)	44.96%
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	2,000	1,162	0	(1,162)	100.00%
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	(24,150)	(24,150)	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	0	0	2,427	2,427	0.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	1,320,385	770,070	849,154	79,084	(10.27%)
Capital Revenue and Expenditure					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(1,526,068)	(890,204)	(855,323)	34,881	3.92%
Purchase of Vehicles & Plant	(40,000)	(40,000)	(36,909)	3,091	7.73%
Purchase of Furniture & Equipment	0	0	(4,865)	(4,865)	0.00%
Purchase of Tools & Equipment	0	0	(1,578)	(1,578)	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(945,130)	(548,772)	(250,476)	298,296	54.36%
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	(7,950)	(4,641)	(6,117)	(1,476)	(31.80%)
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	0	0	0	0.00%
Repayment of Debentures	(54,912)	0	(27,178)	(27,178)	0.00%
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	0	0	0	0	0.00%
Provision A/ROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	0	0	(34,063)	(34,063)	0.00%
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,843	848,643	1,460,972	612,329	(72.15%)
Net Current Assets Year to Date	<u>(458,392)</u>	<u>663,665</u>	<u>1,366,561</u>	<u>702,896</u>	<u>(105.91%)</u>
Amount Raised from Rates	(1,045,918)	(1,045,918)	(1,046,406)	(488)	0.05%

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

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

3. ACQUISITION OF ASSETS	2013/14 Adopted Budget \$	2013/14 Revised Budget \$	January 2014 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance			
<i>Other Governance</i>			
Furn - Photocopier	0	0	4,885.00
Furn - IT Equipment	0	0	0.00
Vehicle - CEO	40,000	40,000	36,909.09
Furn - Laptop (Sal Sac)	0	0	0.00
Furn - Office Equipment	0	0	0.00
	0	0	0
Law, Order & Public Safety			
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0.00
	0	0	0
Housing			
<i>Other Housing</i>			
Land - Purchase Land New House	0	0	0.00
	0	0	0.00
	0	0	0
Health			
<i>Other Health</i>			
Furn - Haec Equipment	0	0	0.00
	0	0	0
Community Amenities			
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	237.82
	0	0	0
Recreation and Culture			
<i>Other Recreation & Sport</i>			
Tools - Mowers/Tools	0	0	4.50
Community Club	326,068	326,068	369,724.47
Land - New Sports Complex	0	0	0.00
	0	0	0
<i>Other Culture</i>			
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
	0	0	0
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	284,573	284,573	7,527.27
Roads - Signs	7,950	7,950	6,117.05
Roads - Unclassified	219,502	219,502	68,540.51
Roads - State 20/20	441,055	441,055	178,408.39
	0	0	0
<i>Road Plant Purchases</i>			
Plant - Loader	0	0	0.00
Other Plant	0	0	0.00
Plant - Works Manager Vehicle	0	0	0.00
Tools - Compressor	0	0	0.00
	0	0	0
Economic Services			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	1,200,000	1,200,000	485,361.18
	0	0	0
Other Property & Services			
<i>Unclassified</i>			
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	1,573.91
	0	0	0
	<u>2,519,148</u>	<u>2,519,148</u>	<u>1,155,269.19</u>
By Class			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	1,526,068	1,526,068	855,323.47
Vehicles & Plant	40,000	40,000	36,909.09
Furniture & Equipment	0	0	4,865.00
Tools & Equipment	0	0	1,578.41
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	945,130	945,130	250,476.17
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	7,950	7,950	6,117.05
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,519,148</u>	<u>2,519,148</u>	<u>1,155,269.19</u>

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

4. DISPOSALS OF ASSETS

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

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2013/14 Budget \$	January 2014 Actual \$	2013/14 Budget \$	January 2014 Actual \$	2013/14 Budget \$	January 2014 Actual \$
Governance						
Housing						
Recreation & Culture						
Transport						
DD - Ford Territory	12,000		10,000		(2,000)	-
Other Property & Services						
	12,000	-	10,000	-	(2,000)	-

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

Summary

Profit on Asset Disposals
 Loss on Asset Disposals

2013/14 Adopted Budget \$	January 2014 Actual \$
	0
	0.00
	(2,000)
	0.00
	(2,000)
	0.00

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$
Recreation & Culture									
Loan 97 - Recreation Complex	584,267	0	0	54,912	27,178	529,355	557,089	23,697	12,126
	584,267	0	0	54,912	27,178	529,355	557,089	23,697	12,126

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 - 2011/12

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

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

	2013/14 Adopted Budget \$	January 2014 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
Opening Balance	105,640	105,640
Amount Set Aside / Transfer to Reserve	24,730	2,427
Amount Used / Transfer from Reserve	0	0
	130,370	108,067
(b) Plant Replacement & Reconditioning Reserve		
Opening Balance	101,617	101,617
Amount Set Aside / Transfer to Reserve	149,402	1,969
Amount Used / Transfer from Reserve	0	0
	251,019	103,586
(c) Land & Building Reserve		
Opening Balance	16,797	16,797
Amount Set Aside / Transfer to Reserve	749	1,970
Amount Used / Transfer from Reserve	0	0
	17,546	18,767
(d) Office Equipment Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	0	0
(e) Recreation Facilities Reserve		
Opening Balance	156,623	156,623
Amount Set Aside / Transfer to Reserve	3,850	7,682
Amount Used / Transfer from Reserve	0	0
	160,473	164,305
(f) Community Housing Project Reserve		
Opening Balance	34,150	34,150
Amount Set Aside / Transfer to Reserve	7,603	638
Amount Used / Transfer from Reserve	0	0
	41,753	34,788
(g) Community Bus Reserve		
Opening Balance	28,630	28,630
Amount Set Aside / Transfer to Reserve	5,045	542
Amount Used / Transfer from Reserve	0	0
	33,675	29,172
(h) Sewerage Asset Preservation Reserve		
Opening Balance	701,815	701,815
Amount Set Aside / Transfer to Reserve	80,423	12,964
Amount Used / Transfer from Reserve	0	0
	782,238	714,779
(i) Economic Development Reserve		
Opening Balance	467,345	467,345

Amount Set Aside / Transfer to Reserve	16,156	5,871
Amount Used / Transfer from Reserve	(15,000)	0
	<u>468,501</u>	<u>473,216</u>
(j) Tennis Court Replacement Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	6,000	0
Amount Used / Transfer from Reserve	0	0
	<u>6,000</u>	<u>0</u>
(k) Bowling Green Replacement Reserve		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	10,000	0
Amount Used / Transfer from Reserve	0	0
	<u>10,000</u>	<u>0</u>
Total Cash Backed Reserves	<u>1,901,575</u>	<u>1,646,680</u>

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

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Long Service Leave Reserve	24,730	2,427
Plant Replacement & Reconditioning Reserve	149,402	1,969
Land & Building Reserve	749	1,970
Office Equipment Reserve	0	0
Recreation Facilities Reserve	3,850	7,682
Community Housing Project Reserve	7,603	638
Community Bus Reserve	5,045	542
Sewerage Asset Preservation Reserve	80,423	12,964
Economic Development Reserve	16,156	5,871
Landcare Reserve	6,000	0
Community Health Reserve	10,000	0
	<u>303,958</u>	<u>34,063</u>

Transfers from Reserves

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	0	0
Land & Building Reserve	0	0
Office Equipment Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	(15,000)	0
Landcare Reserve	0	0
Community Health Reserve	0	0
	<u>(15,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>288,958</u>	<u>34,063</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

	2012/13 B/Fwd Per 2011/12 Budget \$	2012/13 B/Fwd Per Financial Report \$	January 2014 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	1,449,989	1,201,209
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	1,612,619	1,646,680
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,596	16,601	179,934
Sewerage Rates Outstanding	13,320	16,182	22,248
Rubbish Rates Outstanding	9,156	10,997	15,022
Sundry Debtors	9,524	43,125	29,952
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	1,486	1,622	(9,271)
GST Receivable	0	28,412	8,236
Provision For Doubtful Debts	0	0	0
Inventories	12,672	22,712	74,779
	<u>3,362,064</u>	<u>3,284,316</u>	<u>3,166,788</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(101,023)	(46,764)
Excess Rates	(34,591)	(36,620)	(29,347)
Accrued Expenditure	0	0	0
Department Transport	0	0	(16,833)
GST Payable	(33,251)	(4,519)	(7,248)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(4,537)	(3,991)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(6,795)	(1,920)
Leave Provisions - Current	(175,250)	(162,671)	(162,871)
	<u>(741,411)</u>	<u>(316,365)</u>	<u>(268,974)</u>
NET CURRENT ASSET POSITION	2,620,653	2,967,951	2,899,814
Less: Cash - Reserves - Restricted	(1,872,648)	(1,612,619)	(1,646,680)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,538	105,640	108,067
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	5,360
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,543</u>	<u>1,460,972</u>	<u>1,366,561</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2013/14 Rate Revenue \$	2013/14 Total Revenue \$	2013/14 Budget \$
General Rate						
GRV - Residential	9.039700	135	1,143,584	103,377	103,377	103,377
GRV - Commercial/Industrial	9.039700	19	355,540	32,140	32,140	32,140
GRV - Town Rural	9.039700	10	87,048	7,869	7,869	7,869
GRV - Other Towns	9.039700	1	2,130	193	193	193
UV - Rural Farmland	0.810800	252	102,229,000	826,010	826,010	825,631
Sub-Totals		417	103,817,302	969,588	969,588	969,208
Minimum Rates						
	Minimum \$					
GRV - Residential	600	47	219,975	28,200	28,200	28,200
GRV - Commercial/Industrial	600	15	55,169	9,000	9,000	9,000
GRV - Town Rural	600	17	42,102	10,200	10,200	10,200
GRV - Other Towns	105	18	5,529	1,890	1,890	1,890
UV - Rural Farmland	600	38	1,685,400	22,800	22,800	22,800
UV - Commercial/Industrial	600	4	400	2,400	2,400	2,400
UV - Town Rural	600	3	73,000	1,800	1,800	1,800
UV - Mining Tenement	105	5	11,172	525	525	420
Sub-Totals		147	2,092,747	76,815	76,815	76,710
Specified Area Rates					0	0
					1,046,403	1,045,918
Discounts					0	0
Rates Adjustments					0	0
Movement in Excess Rates					0	0
Totals					1,046,403	1,045,918

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

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

9. TRUST FUNDS

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

Detail	Balance 01-Jul-11 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Skateboard Park	0	0	0	0
Nomination Deposits	0	400	0	400
Deposit Land Purchase	0	0	0	0
Housing Rental Bonds	4,060	0	400	4,460
Dowerin Art Group	0	0	0	0
BCITF Levy	0	0	0	0
Key Deposits	710	0	(100)	610
Tidy Towns	2,818	0	0	2,818
Impounded Vehicles	0	0	0	0
Young & Restless	0	5,760	(5,760)	0
Dowerin Child care	9,186	0	0	9,186
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	22,573	0	(975)	21,598
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Companion Club	0	0	0	0
Amery Acres Sandalford	0	0	0	0
AROC Funds	61,978	1,165	0	63,143
	<u>107,973</u>	<u>7,325</u>	<u>(6,435)</u>	<u>108,863</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

10. OPERATING STATEMENT

	January 2014 Actual	2013/14 Adopted Budget	2012/13 Actual
	\$	\$	\$
OPERATING REVENUES			
Governance	54,550	8,700	105,264
General Purpose Funding	1,438,512	1,791,780	2,689,519
Law, Order, Public Safety	36,995	29,100	228,961
Health	216,470	297,585	271,639
Education and Welfare	1,675	1,560	1,560
Housing	70,726	111,054	103,704
Community Amenities	201,547	204,089	203,486
Recreation and Culture	173,926	346,740	1,426,617
Transport	543,934	650,527	747,806
Economic Services	2,276	9,200	1,271,468
Other Property and Services	4,684	10,500	18,718
TOTAL OPERATING REVENUE	2,745,295	3,460,835	7,068,743
OPERATING EXPENSES			
Governance	253,115	297,880	397,485
General Purpose Funding	54,533	79,648	94,134
Law, Order, Public Safety	62,632	78,201	107,069
Health	236,066	357,439	343,711
Education and Welfare	14,199	14,463	13,928
Housing	133,995	137,363	201,313
Community Amenities	201,035	330,132	353,686
Recreation & Culture	539,369	566,310	661,925
Transport	827,371	1,494,111	1,443,787
Economic Services	116,220	137,445	373,260
Other Property and Services	12,096	33,194	53,760
TOTAL OPERATING EXPENSE	2,450,631	3,526,186	4,044,058
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	294,664	(65,351)	3,024,685

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

11. BALANCE SHEET

	January 2014 Actual \$	2012/13 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,847,889	3,144,665
Trade and Other Receivables	246,121	116,941
Inventories	74,779	22,712
TOTAL CURRENT ASSETS	<u>3,168,789</u>	<u>3,284,318</u>
NON-CURRENT ASSETS		
Other Receivables	27,788	27,788
Inventories	0	0
Property, Plant and Equipment	9,329,905	8,777,403
Infrastructure	19,492,780	19,739,166
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>28,850,473</u>	<u>28,544,357</u>
TOTAL ASSETS	<u>32,019,262</u>	<u>31,828,675</u>
CURRENT LIABILITIES		
Trade and Other Payables	107,604	179,145
Long Term Borrowings	27,734	54,912
Provisions	162,871	162,871
TOTAL CURRENT LIABILITIES	<u>298,209</u>	<u>396,928</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	529,355	529,355
Provisions	21,358	21,358
TOTAL NON-CURRENT LIABILITIES	<u>550,713</u>	<u>550,713</u>
TOTAL LIABILITIES	<u>848,922</u>	<u>947,641</u>
NET ASSETS	<u>31,170,340</u>	<u>30,881,034</u>
EQUITY		
Trust Imbalance	(5,360)	0
Retained Surplus	29,400,342	29,139,739
Reserves - Cash Backed	1,646,680	1,612,619
Reserves - Asset Revaluation	128,678	128,678
TOTAL EQUITY	<u>31,170,340</u>	<u>30,881,036</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 JANUARY 2014

12. FINANCIAL RATIOS

	2013 YTD	2013	2012	2011
Current Ratio	8.005	1.67	1.44	1.25

The above ratio is calculated as follows:

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

9.3.3 ACCOUNTS FOR PAYMENT – DECEMBER 2013 & JANUARY 2014

Date: 12 February 2014
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Sonia Dwaal
Attachments: List of Accounts December 2013 – January 2014

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.3.3

(2369) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 8/0

THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE DECEMBER 2013 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

**SHIRE OF DOWERIN
LIST OF ACCOUNTS 11TH DECEMBER TO 10TH JANUARY 2014**

Chq/EFT	Date	Name	Description	Amount	Contra
S 31	02/01/2014	GULL MOTORCHARGE LIMITED	P007 - Fuel	-2197.82	
001928	16/12/2013	DOWERIN HACC	Postage	-256.70	Contra
001929	16/12/2013	SHIRE OF DOWERIN	End of Year Bonus - Works	-5200.00	
001931	19/12/2013	SHIRE OF DOWERIN	Refreshments - Staff	-151.15	
001932	20/12/2013	SHIRE OF DOWERIN	Refreshments - Council - Christmas	-900.00	
001933	24/12/2013	SHIRE OF DOWERIN	Cardboard Wool Press - Kevin Avery	-385.00	
001934	24/12/2013	TELSTRA	Telephone Charges	-1135.51	
EFT2222	12/12/2013	AVON WASTE	Recycling Rubbish 29/11/2013	-2241.72	
EFT2223	12/12/2013	BOEKEMAN MACHINERY	40,000 km Service & Step Repair	-1437.43	
EFT2224	12/12/2013	UHY HAINES NORTON	Staff Training - Alcock & Dwaal	-836.00	
EFT2225	12/12/2013	Mrs Shannon Brookes	Council Meeting Fees x 5	-855.00	
EFT2226	12/12/2013	DOWERIN ROADHOUSE	Fuel	-28.69	
EFT2227	12/12/2013	DOWERIN TYRE AND EXHAUST	6 x Tyres	-6500.00	
EFT2228	12/12/2013	DOWERIN GOURMET	Refreshments - Council	-652.93	
EFT2229	12/12/2013	DOWERIN COMMUNITY CLUB	Stay On Feet Day	-160.00	
EFT2230	12/12/2013	Great Southern Fuel Supplies	17,000 lt Diesel	-25961.21	
EFT2231	12/12/2013	DARREL PETER HUDSON	Council Meeting Fees x 3	-555.00	
EFT2232	12/12/2013	TRACEY A JONES	Council Meeting Fee x 6	-1110.00	
EFT2233	12/12/2013	DEREK LIVALL	Disconnect & Reconnect	-120.00	
EFT2234	12/12/2013	DE METCALF	Council Meeting Fees x 6	-3000.00	
EFT2235	12/12/2013	ORICA AUSTRALIA PTY LTD	Chlorine Rental	-81.84	
EFT2236	12/12/2013	OFFICEMAX AUSTRALIA LIMITED	Stationery	-514.27	
EFT2237	12/12/2013	PLANWEST	Planning Cost	-440.00	
EFT2238	12/12/2013	PRACTICAL PRODUCTS	Bain Marie	-15796.00	
EFT2239	12/12/2013	G RALPH	Council Meeting Fees x 6	-1485.00	
EFT2240	12/12/2013	RURAL PRESS REGIONAL MEDIA	Business Directory - Advertising	-235.00	
EFT2241	12/12/2013	THE BIG PICTURE FACTORY	Flyers	-200.20	
EFT2242	12/12/2013	TWINKARRI PTY LTD	Tree Pruning	-35926.00	
EFT2243	12/12/2013	WESFARMERS KLEENHEAT GAS	LPG Bulk Tank	-578.72	
EFT2244	12/12/2013	REBECCA WINDSOR	Konga Program	-600.00	
EFT2245	19/12/2013	ALEX YEOMANS TILING	Tiling at Childcare Centre	-720.00	
EFT2246	19/12/2013	BYFIELDS	Audit Fees	-11825.00	
EFT2247	19/12/2013	Building & Health Surveying	Contract Service	-3941.66	
EFT2248	19/12/2013	CONTRACT AQUATIC SERVICES	Contract Management Fee	-24778.38	
EFT2249	19/12/2013	DOWERIN B & B	Accommodation - Rogers	-484.00	
EFT2250	19/12/2013	DOWERIN COMMUNITY CLUB	Refreshments - Council - Work	-270.00	
EFT2251	19/12/2013	SHIRE OF GOOMALLING	Install tap in var coolroom	-1367.30	
EFT2252	19/12/2013	INDUSTRIAL RECRUITMENT	Employee Hours	-1092.96	
EFT2253	19/12/2013	STATE LIBRARY OF W A	Better Beginnings Program	-55.00	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

EFT2254	19/12/2013	SONYA RALPH CATERING	Christmas Lunch	-1400.00	
EFT2255	19/12/2013	UNIVERSAL PUBLISHERS	UBD Advert	-880.00	
EFT2256	19/12/2013	WESTRAC EQUIPMENT	1000 hr Service	-6217.34	
EFT2257	19/12/2013	WHEATBELT GENERAL PRACTICE	GP Costs 6,13,20, 27 November 2013	-733.93	
EFT2258	19/12/2013	WEBARENA	Web Page	-528.00	
EFT2259	19/12/2013	ZACKS	Calendars	-1545.00	
EFT2260	20/12/2013	LINQAGE INTERNATIONAL	Milestone 2 & One Milestone 3	-53094.74	Contra
EFT2261	03/01/2014	AVON WASTE	Recycling Rubbish 13/12/2013	-2241.72	
EFT2262	03/01/2014	DOWERIN IGA EXPRESS	Refreshments - Councillors	-283.71	
EFT2263	03/01/2014	DOWERIN NEWSAGENCY	Christmas Cards	-55.60	
EFT2264	03/01/2014	DOWERIN DESPATCH	Burning Periods	-30.00	
EFT2265	03/01/2014	DOWERIN BAKERY	Refreshments - Council	-15.40	
EFT2266	03/01/2014	DOWERIN GOURMET	Depot BBQ	-79.00	
EFT2267	03/01/2014	ELDERS LIMITED	Woolpacks	-72.60	
EFT2268	03/01/2014	FAST FINISHING SERVICES	Bind Minute Books	-200.75	
EFT2269	03/01/2014	ALL-WAYS FOODS	Table Cloth - Australia Day	-31.68	
EFT2270	03/01/2014	HOLBERTON EARTHMOVING	Loader Hire	-2200.00	
EFT2271	03/01/2014	C KAY - RURAL CINEMA	Movie in the Park	-1151.00	
EFT2272	03/01/2014	OFFICEMAX AUSTRALIA LIMITED	Shelf Files	-164.00	
EFT2273	03/01/2014	R B MOTORS PTY LTD	30,000km Service	-290.35	
EFT2274	03/01/2014	SONYA RALPH CATERING	Christmas Function	-2355.00	
EFT2275	03/01/2014	STARTRACK EXPRESS	Freight	-23.23	
EFT2276	03/01/2014	WHEATBELT SIGNS	Christmas Banners	-838.00	
EFT2277	09/01/2014	AVON HOME IMPROVEMENT	Floor Tiles	-150.92	
EFT2278	09/01/2014	AUSTWIDE CONSUMER	Flags - Australia Day	-45.41	
EFT2279	09/01/2014	DOWERIN ROADHOUSE	Christmas Function	-50.75	
EFT2280	09/01/2014	DOWERIN TYRE AND EXHAUST	Puncture Repair	-25.00	
EFT2281	09/01/2014	JK WILLIAMS & CO	Trousers & Shorts	-4682.50	
EFT2282	09/01/2014	McLernons	DCC Cupboard	-329.00	
EFT2283	09/01/2014	ORICA AUSTRALIA PTY LTD	Chlorine Rental	-84.57	
EFT2284	09/01/2014	STARTRACK EXPRESS	Freight	-27.93	
EFT2285	09/01/2014	WESFARMERS KLEENHEAT GAS	Gas Rental	-627.00	
EFT2286	09/01/2014	REBECCA WINDSOR	Gentle Gym	-150.00	
EFT2287	09/01/2014	ZACKS	Advertising	-568.00	
EFT2288	10/01/2014	WHEATBELT GENERAL PRACTICE	GP Costs 6,13, 20 & 27 Nov 2013	-7340.01	
Batch 556	18/12/2013	SHIRE OF DOWERIN	Payroll F/Ending 18/12/2013	-43228.84	
Batch 558	31/12/2013	SHIRE OF DOWERIN	Payroll F/Ending 01/01/2014	-45565.95	
9437	12/12/2013	BOC LIMITED	Rental - Acetylene	-145.60	
9438	12/12/2013	W E COOTE	Council Meeting Fees x 6	-1110.00	
9439	12/12/2013	SHIRE OF DOWERIN	AROC Contribution	-5500.00	
9440	12/12/2013	GOOMALLING FARM SHED	Seasol	-300.00	
9441	12/12/2013	LUPTONS LIQUID WASTE	Pump Out Sewerage	-2926.00	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

9442	12/12/2013	PETER NOWELSKI	Council Meeting Fees x 3	-485.00	
9443	12/12/2013	TW QUARTERMAINE	Council Meeting Fees x 5	-925.00	
9444	12/12/2013	SYNERGY	Street Lighting	-2223.20	
9445	12/12/2013	SHIRE OF MERREDIN	Area Promotion	-292.10	
9446	12/12/2013	WATER CORPORATION	Water Usage & Service Charge	-917.07	
9447	12/12/2013	SHIRE OF DOWERIN	Registration - 12 months	-5006.05	
9448	17/12/2013	LG HAGBOOM	Council Meeting Fees x 5	-925.00	
9449	18/12/2013	CHILD SUPPORT AGENCY	Payroll deductions	-879.06	Contra
9450	18/12/2013	AMP Life Limited	Superannuation contributions	-821.16	Contra
9451	18/12/2013	COLONIAL FIRST STATE	Superannuation contributions	-83.09	Contra
9452	18/12/2013	CBUS	Superannuation contributions	-286.96	Contra
9453	18/12/2013	LGRCEU	Payroll deductions	-38.80	Contra
9454	18/12/2013	MLC NOMINEES PTY LTD	Superannuation contributions	-903.08	Contra
9455	18/12/2013	WA SUPER	Superannuation contributions	-8227.98	Contra
9456	18/12/2013	NAB SUPERANNUATION	Superannuation contributions	-349.98	Contra
9457	18/12/2013	PRIME SUPER	Superannuation contributions	-128.54	Contra
9458	19/12/2013	COURIER AUSTRALIA	Freight	-24.67	
9459	19/12/2013	GOUGH PLASTICS	Dump Ezy Point	-1877.24	
9460	19/12/2013	DOWERIN HACC	Hall Hire - Gentle Gym	-144.00	
9461	19/12/2013	NATIONAL UNDERWRITING	Insurance for Glasses	-29.00	
9462	19/12/2013	TOTAL EDEN	Parts & Travel	-1474.00	
9463	19/12/2013	WATER CORPORATION	Water Usage & Service Charge	-9417.78	
9464	19/12/2013	WESTNET PTY LTD	Internet	-228.84	
9465	03/01/2014	COMMERCIAL HOTEL DOWERIN	Accommodation WHR	-1358.00	
9466	03/01/2014	TELSTRA	Telephone Charges	-343.26	
9467	09/01/2014	DOWERIN HACC	Hall Hire - Gentle Gym	-36.00	
9468	09/01/2014	A E & K M SPARK	Cartage of Rail	-2392.50	Contra
9469	09/01/2014	TELSTRA	Telephone Charges - CEO Mobile	-423.73	
9470	09/01/2014	F A & J L WINDSOR	Repairs	-50.00	
9471	09/01/2014	WONGAN CONCRETE SERVICES	Concrete Pad - Recycling Shed	-2574.00	Contra
				-384229.11	

9.3.4 2013/2014 BUDGET AMENDMENT - FEES AND CHARGES

Date: 10 February 2014
 Applicant: N/A
 Location: N/A
 File Ref:
 Disclosure of Interest: Nil
 Author: Sonia Dwaal
 Attachment: Salaries and Allowances Tribunal Statement

Background

The 2013/2014 budget was adopted by Council on 16 July 2013. Throughout the year variations occur. It is the purpose of this report to bring these to the attention of Council.

It is proposed to amend the 2013/14 budget to reflect various changes and additions to the Fees and Charges Schedule.

Comment

It is recommended the required budget variations to the Adopted budget for 2013/2014 as outlined below are approved.

1. Changes: Member Meeting Fees

Changes have been made in accordance with the Salaries and Allowances Tribunal Statement - Determination of Fees, Allowances and Expenses for Local Government Elected Council Members (see attached statement).

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
PROGRAM 4 - GOVERNANCE				
Member Meeting Fees				
102420	Council Meetings - Councillors	\$185	No	\$140
102420	Council Meetings - President	\$250	No	\$170
102420	Council Committee Meetings	\$70	No	\$70
102420	Allowance - President	\$3,000	No	\$2,500
102420	Allowance - Deputy President	\$750	No	\$750

2. Addition: Freedom of Information Fees and Charges

Additions have been made in accordance with the Western Australian *Freedom of Information Act 1992* (FOI) which provides for access to documents held by State Public Sector Agencies and local governments. Agencies are required to facilitate public access to documents at the lowest reasonable cost, and to ensure that personal information is accurate, complete, up-to-date and not misleading. An applicant's right to apply for access to documents is not affected by the agency's view of the applicant's reasons for applying.

Documents may comprise written material, plans, drawings, photographs, tape recordings, films, and videotapes.

The aim of FOI is to:

- strengthen democracy
- promote open discussion of public affairs
- open discussions to informed and rational debate
- ensure the community is kept informed about the operation of government agencies and
- avoid undue secrecy about the activities of government and its agencies.

However, the FOI Act has exemption provisions to protect from disclosure, documents which would have a detrimental effect on the functioning of government or harm the interests of private individuals or commercial organisations.

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
PROGRAM 4 - GOVERNANCE				
Freedom of Information Requests				
	Personal information about applicant fee	NA	No	NA
	Application fee per inquiry (for non personal information)	\$30	Yes	NA
	Internal Review	NA	No	NA
	External Review	NA	No	NA
	Charge for time dealing with application per hour/pro rata	\$30	Yes	NA
	Access time supervised by staff per hour/pro rata	\$30	Yes	NA
	Photocopying staff time per hour/pro rata	\$30	Yes	NA
	Photocopy per copy	\$0.2	Yes	NA
	Transcribing from tape, film or computer per hour/pro rata	\$30	Yes	NA
	Duplicating a tape, film or computer information	at cost	Yes	NA
	Delivery, packaging and postage	at cost	Yes	NA
	Deposit based on estimated charges	25%	Yes	NA

3. Addition: Cat Registration Fees and Charges

Additions have been made in accordance with the current Western Australian *Cat Regulations 2012* which provide for the fees, council expenses, registration and ownership of cats in Western Australia.

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
PROGRAM 5 - LAW & ORDER				
Cat Registrations				

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

T006	Hire of Cat Trap - Bond	\$20	No	NA
108630	Annual Registration - Sterilised Cat	\$20	Yes	NA
108630	Three Year Registration - Sterilised Cat	\$42.5	Yes	NA
108630	Life Registration	\$100	Yes	NA
108630	Concession - Pensioners - 50% of fee	50%	Yes	NA

4. Changes: Dog Registration Fees and Charges

Changes have been made in accordance with the current Western Australian *Cat Regulations 2012* which provide for the fees, council expenses, registration and ownership of cats in Western Australia.

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
PROGRAM 5 - LAW & ORDER				
Dog Registrations				
108530	Annual Registration - Sterilised Dog/Bitch	\$20	Yes	\$10
108530	Annual Registration - Unsterilised Dog/Bitch	\$50	Yes	\$30
108530	Three Year Registration - Sterilised Dog/Bitch	\$42.5	Yes	\$18
108530	Three Year Registration - Unsterilised Dog/Bitch	\$120	Yes	\$75
108530	Concession - Working Dogs - 25% of fee	25%	Yes	25%
108530	Concession - Pensioners - 50% of fee	50%	Yes	50%
108430	Pound Fees	\$15/day	Yes	\$15/day

5. Additions: Cemetery Fees and Charges – Reopening of Grave

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
Cemetery				
132330	Single Internment	\$500	Yes	
132330	Double Internment - Extra 600mm depth	\$95	Yes	
132330	Grant of Right of Burial Fee	\$60	Yes	
132330	Niche Wall - Single Niche	\$120	Yes	
132330	Niche Wall - Double Niche	\$220	Yes	
132330	Niche Wall - Grant of Right of Burial Fee	\$60	Yes	
132330	Niche Wall - Plaques	at cost	Yes	
132330	Grave Site Reservation	\$25	Yes	
132330	Niche Wall Reservation	\$25	Yes	
132330	Erect Monument Fee	\$35	Yes	
132330	Reopening of Grave	\$500	Yes	NA

Statutory Implications

Local Government LGA s. 6.16(3) statutory requirements for amendments requires that changes or additions to fees and charges schedule are to be imposed when adopting the annual budget but may be –

- (a) imposed during a financial year; and
- (b) amended from time to time during a financial year

Absolute majority is required.

Planning and Policy Implications

Shire of Dowerin Corporate Plan 2013-2015

Council Policy Elected Member’s Fees, Allowances, Reimbursements and Benefits Policy

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 9.3.4

(2370) Moved: T.A. Jones Seconded: L.G. Hagboom Carried: 8/0

THAT COUNCIL APPROVES THE REQUIRED FEES AND CHARGES VARIATIONS TO THE ADOPTED BUDGET 2013/2014 AS OUTLINED BELOW:

1. Changes: Member Meeting Fees

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
PROGRAM 4 - GOVERNANCE				
Member Meeting Fees				
102420	Council Meetings - Councillors	\$185	No	\$140
102420	Council Meetings - President	\$250	No	\$170
102420	Council Committee Meetings	\$70	No	\$70
102420	Allowance - President	\$3,000	No	\$2,500
102420	Allowance - Deputy President	\$750	No	\$750

2. Addition: Freedom of Information Fees and Charges

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
PROGRAM 4 - GOVERNANCE				
Freedom of Information Requests				
	Personal information about applicant fee	NA	No	NA
	Application fee per inquiry (for non personal information)	\$30	Yes	NA
	Internal Review	NA	No	NA
	External Review	NA	No	NA
	Charge for time dealing with application per hour/pro rata	\$30	Yes	NA
	Access time supervised by staff per hour/pro rata	\$30	Yes	NA
	Photocopying staff time per hour/pro rata	\$30	Yes	NA
	Photocopy per copy	\$0.2	Yes	NA
	Transcribing from tape, film or computer per hour/pro rata	\$30	Yes	NA
	Duplicating a tape, film or computer information	at cost	Yes	NA
	Delivery, packaging and postage	at cost	Yes	NA
	Deposit based on estimated charges	25%	Yes	NA

3. Addition: Cat Registration Fees and Charges

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
PROGRAM 5 - LAW & ORDER				
Cat Registrations				
T006	Hire of Cat Trap - Bond	\$20	No	NA
108630	Annual Registration - Sterilised Cat	\$20	Yes	NA
108630	Three Year Registration - Sterilised Cat	\$42.5	Yes	NA
108630	Life Registration	\$100	Yes	NA
108630	Concession - Pensioners - 50% of fee	50%	Yes	NA

4. Changes: Dog Registration Fees and Charges

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
PROGRAM 5 - LAW & ORDER				
Dog Registrations				
108530	Annual Registration - Sterilised Dog/Bitch	\$20	Yes	\$10
108530	Annual Registration - Unsterilised Dog/Bitch	\$50	Yes	\$30
108530	Three Year Registration - Sterilised Dog/Bitch	\$42.5	Yes	\$18

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 FEBRUARY 2014

108530	Three Year Registration - Unsterilised Dog/Bitch	\$120	Yes	\$75
108530	Concession - Working Dogs - 25% of fee	25%	Yes	25%
108530	Concession - Pensioners - 50% of fee	50%	Yes	50%
108430	Pound Fees	\$15/day	Yes	\$15/day

5. Additions: Cemetery Fees and Charges – Reopening of Grave

Account Number	Fee or Charge	13/14 Charges	GST applies	Previous
Cemetery				
132330	Single Internment	\$500	Yes	
132330	Double Internment - Extra 600mm depth	\$95	Yes	
132330	Grant of Right of Burial Fee	\$60	Yes	
132330	Niche Wall - Single Niche	\$120	Yes	
132330	Niche Wall - Double Niche	\$220	Yes	
132330	Niche Wall - Grant of Right of Burial Fee	\$60	Yes	
132330	Niche Wall - Plaques	at cost	Yes	
132330	Grave Site Reservation	\$25	Yes	
132330	Niche Wall Reservation	\$25	Yes	
132330	Erect Monument Fee	\$35	Yes	
132330	Reopening of Grave	\$500	Yes	NA



SALARIES AND ALLOWANCES TRIBUNAL

Statement

Determination of Fees, Allowances and Expenses for Local Government Elected Council Members

The Salaries and Allowances Tribunal has completed its review of fees, allowances and expenses for elected council members of Local Governments throughout Western Australia.

The determination which will operate from 1 July 2013 establishes a scale of payments and provisions for reimbursement of expenses in accordance with the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

This is the first independent determination of fees, allowances and expenses which were set in 1996 and last adjusted in 2005. It brings levels of remuneration for elected council members into line with other States and also with the fees paid to Government Board and Committee members in Western Australia.

At the forefront of the Tribunal's deliberations has been the recognition of the important role local government plays in the community.

There are 138 Local Governments and 11 Regional Local Councils in Western Australia. In 2011-12 local governments accounted for operating and capital expenditure exceeding \$4.25 billion. There are 15,000 full time equivalent employees in the sector and 1245 elected council members. Local governments vary in size from 1.5 square kilometres suburban precincts to 371,693 square kilometre remote areas. Local governments are responsible for the planning and delivery of a broad range of services affecting the everyday lives of the community.

The Tribunal noted that it is vital that local governments attract capable and committed elected council members to provide leadership, expertise and good government at a community level.

After extensive consultation the Tribunal concluded that the 1996 framework of fees, allowances and expenses did not take into account the significant weight of responsibilities shouldered by elected council members, particularly in the large and most populated local governments.

In establishing a new framework for the payment of fees, allowances and expenses, the Tribunal has adopted a banding model to differentiate between the responsibilities carried by Councillors, Mayors, Presidents and their deputies in local governments throughout the State. Provision has been made for reimbursement of expenses properly incurred in enabling elected council members to properly fulfil their duties.

10th Floor, 216 St Georges Terrace, Perth WA 6000
Telephone (08) 6557 7000 Facsimile (08) 6557 7099

The levels of remuneration for attending meetings and allowances for elected council members are not intended to be salaries but do take into account the responsibilities and commitments of elected council members serving as representatives of the community.

Community service continues to be the cornerstone of a commitment to local government.

Under the existing structure of fees, allowances and expenses, Councillors could claim up to \$7000pa for Council and Committee meetings and Mayors and Presidents up to \$14,000pa.

The annual allowance payable to Mayors and Presidents is from \$600pa up to \$12,000pa or 0.002 of the operating revenue of the local government, whichever is the greater amount, but in any case not more than \$60,000pa.

Deputies could receive up to 25% of this allowance. Expense allowances of \$2,400pa for telecommunications costs and \$1,000pa for Information Technology services are currently provided for under the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

From 1 July 2013 under the Tribunal's determination the banding structure for local governments provides for meeting fees within a range of \$3,500pa to \$30,000pa for Councillors and \$3,500pa to \$45,000pa for Mayors and Presidents.

The Annual Allowance for Mayors and Presidents will extend from \$500pa to \$85,000pa within the four band structure. The same limit with respect to 0.2% of operating revenue and the entitlement to Deputies still applies. The Office of the Lord Mayor has been given special consideration.

Provision has been made to increase the Childcare allowance from \$20 to \$25 per hour and to combine the allowance for Information and Communication Technology costs up to \$3,500pa. There is a continuing provision for the reimbursement of expenses incurred in fulfilling the duties of an elected council member under Regulation 32.

The fees which may be claimed under the four band structure under which each local government is designated enables local governments to exercise the discretion vested in them by the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

The full determination can be found on the Salaries and Allowances Tribunal's website at: www.sat.wa.gov.au/LOCALGOVERNMENTELECTEDMEMBERS

9.3.5 COUNCIL POLICY REVIEW – USE OF INTERNET AND EMAIL

Date:	10 February 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia Dwaal
Attachment:	Draft Use of Internet and Email Policy

Background

Internet access and email are provided to Shire of Dowerin employees for business use. A new draft policy has been developed in order to provide management and employees with clear guidelines for use of Shire of Dowerin internet and email. The draft Use of Internet and Email Policy outlines the Shire of Dowerin policy on the provision of and use of the internet and email. The policy identifies the key principles and responsibilities of the Shire of Dowerin and its employees.

This report proposes endorsement of the new policy and subsequent implementation with the Shire of Dowerin organisation.

Comment

The proposed new Use of Internet and Email policy provides a clear statement and guidelines to the organisation on how management and employees may best utilise internet access and email for business purposes.

Statutory Implications

Nil

Planning and Policy Implications

Shire of Dowerin Code of Conduct
Shire of Dowerin Corporate Plan 2013-15

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.3.5

(2371) Moved: G.B. Ralph Seconded: W.B. Coote Carried: 8/0

THE DRAFT USE OF INTERNET AND EMAIL POLICY IS ENDORSED BY COUNCIL.



USE OF INTERNET AND EMAIL POLICY

Policy Owner:	Finance Manager
Distribution:	All Staff
Person Responsible:	CEO
Date of Approval:	
File Reference:	

Overview	<ul style="list-style-type: none"> Local government employees are accountable for their use and management of all public resources including the use of services such as the Internet and electronic mail. The responsibilities to be efficient, economical and ethical are well established in the Code of Conduct. Shire of Dowerin employees are encouraged to use the Internet and email to share information, improve communication and to exchange ideas across the agency and with other stakeholders.
-----------------	--

Objectives	<ul style="list-style-type: none"> This document outlines Shire of Dowerin policy on the provision of and use of Internet and email. This policy applies to all permanent and temporary employees, contractor staff and vendors engaged by Shire of Dowerin (collectively referred to henceforth as 'staff'). This policy applies to all use of Internet and email services where such use is undertaken through the Shire of Dowerin network, regardless of the location from which it is accessed.
-------------------	---

Policy	<p><u>Principles</u></p> <p>This policy recognises:</p> <ul style="list-style-type: none"> Internet and email services are provided by Shire of Dowerin for business use All staff have a responsibility to be ethical and efficient in their official or private use of public property and services All staff have a responsibility to be productive in the use of their work time Staff are increasingly being encouraged to engage online as part of their work Staff are also private citizens with individual personal needs and obligations Staff may need to make use of the Internet and email for personal purposes There is a reasonable limit to which employer provided Internet and email services may be used for personal purposes Staff should be provided with guidelines that clearly outline their rights and responsibilities on the use of Internet and email and that there will be consequences for any inappropriate use and/or contravention of this policy <p><u>Responsibilities</u></p> <p>In providing staff with access to Internet and email services, Shire of Dowerin will:</p> <ul style="list-style-type: none"> Provide staff with a clear statement of their responsibilities when using Internet and email Notify staff that Shire of Dowerin will monitor Internet usage and email activity <p><u>Chief Executive Officer</u></p> <p>The CEO has the responsibility of engendering a commitment to the values espoused by this policy and ensuring adequate controls are in place to administer the policy. Controls may include systems for:</p>
---------------	--

Reviewed	Next Review	Record No
----------	-------------	-----------



- Random audits
- Appropriate approvals
- Disclosure of usage
- Maintaining accurate records
- Monitoring records, and
- Access control (eg firewalls)

All controls are subject to any relevant privacy legislation and/or guidelines.

Managers

Managers and supervisors are responsible for:

- Ensuring that staff are aware of and understand the policy
- Monitoring, and where necessary, enforcing policies, and
- Providing leadership by example

IT Services

The Information Technology Services contractor is responsible for:

- Establishing appropriate security measures
- Controlling and monitoring access to email and the Internet

Staff

All staff are personally accountable in their use of work resources and share a responsibility for ensuring that:

- Official resources are used ethically
- They apply due economy and efficiency in use
- Steps are taken to protect confidentiality that appropriate to both the information involved and the service being use
- They adhere to the requirements of this policy and any associated guidelines or procedures, and
- They report breaches of this policy to their supervisor or appropriate senior officer.

Principles on Acceptable Use of Internet and Email

Unlawful and inappropriate use of the Internet and email includes, but is not limited to, creating, sending, communicating or accessing information that:

- Could damage the reputation of Shire of Dowerin
- Could be misleading or deceptive
- Could result in victimisation or harassment
- Could lead to criminal penalty
- Could expose Shire of Dowerin to civil liability
- Facilitates unauthorised access, modification or impairment of data on a computer
- Could be reasonably found to be offensive, obscene, threatening, abusive or defamatory
- Is pornographic or sexually explicit material including images, text or other offensive material
- May discriminate against, harass or vilify colleagues or any member of the public on the grounds of sex, pregnancy, age, race (including colour), nationality, descent or ethnic background, religious background, marital status, disability, HIV/AIDS and homosexuality or transgender.

Staff may be individually liable if they aid and abet others who discriminate against, harass or

Reviewed

Next Review

Record No



vilify colleagues or any member of the public.

In addition to the above, the following activities are not permitted using internet and email services provided by Shire of Dowerin. Staff must not:

- Intentionally access, create, transmit, distribute, or store any offensive information, data or material that violates Australian or State regulations or laws.
- Use Internet or email services for non-Shire of Dowerin business purposes or for personal or financial gain.
- Use their Shire of Dowerin email address for the purpose of subscribing to mailing lists except in relation to work or professional development purposes.
- Use their Shire of Dowerin email address to subscribe to social networking sites where the email address is displayed to other users, unless the CEO has provided approval to use the site in their work capacity.
- Use the Internet or email for activities that might be questionable, controversial or offensive, such as gambling, gaming, accessing chat lines, transmitting inappropriate jokes or sending junk programs.
- Transmit copyrighted material without the express permission of the owner.

The following activities are considered appropriate business use of email and the internet:

- Conducting research and investigation in support of Shire of Dowerin business functions
- Communication and information exchange including online collaboration with other Government and private organisations as required
- Communication with Shire of Dowerin clients and members of the public in relation to Shire of Dowerin business and information
- Retrieving news stories or other information of interest to the organisation
- Professional development activities, such as maintaining currency with and/or detailing issues and/or collaborating online in a field of knowledge
- Disseminating information related to Shire of Dowerin business
- Disseminating a business document for comment or information
- When requiring a record of an instruction or request

File Downloading and Uploading

The downloading from and uploading to the Internet of video and music files is prohibited unless they are work related.

Program files are not to be downloaded under any circumstances.

Recordkeeping

Business communications sent electronically become official records, subject to statutory record keeping requirements.

Reviewed

Next Review

Record No

9.3.6 PROVISION OF AUDIT SERVICES 2013/14 TO 2016/17

Date:	12 June 2013
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	Shire of Dowerin Audit Specification

Background

Council's current auditor Byfield's completed its tenure at the completion of the 2012/13 Audit which was finalised in December 2013.

The Finance and Audit Committee is required to set out a specification for the audit and then advertise for quotes/audits for the provision of audit services.

When quotations/tenders are received the Finance and Audit Committee is required to consider the quotes and recommend to Council to appoint an auditor.

Comment

Council in the past has contracted auditors for three years. Council can appoint an auditor for up to five years. I have recommended that Council appoint an auditor for 4 years.

A standard set of audit specifications has been included as an attachment. This is the minimum standard recommended by the Department of Local government.

It is advisable for Council to appoint an auditor by April so that the interim audit can be planned for May/June 2014.

Statutory Implications

Local Government Act 1995, Part 7 Division 2.

Financial Implications

Council will be required to make a budget allocation each year for Audit Services.

Policy Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.3.6

(2372) Moved: T.A. Jones Seconded: T.W. Quartermaine Carried: 8/0

THAT THE SHIRE OF DOWERIN ADVERTISES REQUESTS FOR QUOTATIONS FOR PROVISION OF ADUIT SERVICES; CLOSING ON WEDNESDAY 12TH MARCH 2014.

SHIRE OF DOWERIN



AUDIT SPECIFICATION

2013/14 TO 2016/17

SHIRE OF DOWERIN AUDIT SPECIFICATION

1. Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Dowerin. Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

2. Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

3. Term of Audit Appointment

For the financial years commencing 1 July 2013 through to 30 June 2017 (4 Years)

4. Scope of the Audit

The auditor is to:

- 4.1 Carry out such work as is necessary to form an opinion as to whether -
 - a. the accounts are properly kept; and
 - b. the annual financial report:
 - (i) is prepared in accordance with the financial records; and
 - (ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and other mandatory professional reporting requirements.
- 4.2 Give an opinion in his or her audit report on –
 - a. the financial position of the local government; and
 - b. the results of the operation of the local government.
- 4.3 Include in his or her audit report –
 - a. any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
 - b. any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law.
- 4.4 Conduct any other additional auditing requests as directed.

5. Audit Methodology and Approach

- a. The auditor is required to comply with the requirements of section 7.9 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996.
- b. An audit is to be carried out in accordance with “Auditing Standards” and “Auditing Guidance Statements” adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.
- c. The auditor is to provide the local government with a general outline of his/her methodology.
- d. The auditor is to provide the local government with a plan for the audit including:
 - i) timing of interim audit visits;
 - ii) final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
 - iii) timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means; and
 - iv) the method to be used to communicate with, and provide advice and information to, the local government.
- e. The auditor is required to produce an audit report as required by section 7.9 of the Local Government Act 1995 and, if considered appropriate by the auditor, a management report.

6. Critical Matters for Audit Consideration

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

- a. Revenue
 - i) Rates revenue
 - ii) Government grants
 - iii) User pays revenue
 - iv) Profit on sale of non-current assets
 - v) Other income
- b. Expenditure
 - i) Salary and wage costs
 - ii) Depreciation
 - iii) Materials and contract expenditure
 - iv) Loss on sale of non-current assets
 - v) Insurances
 - vi) Bad debts
 - vii) Other expenditure
- c. Current Assets
 - i) Bank and short term investments
 - ii) Receivables and prepayments
 - iii) Inventory
- d. Non-Current Assets
 - i) Property, plant, furniture and equipment
 - ii) Infrastructure and depreciation
 - iii) Other receivables
- e. Liabilities (Current and non-current)

- i) Creditors and accruals
 - ii) Loan borrowings including new loans raised
 - iii) Provision for annual and long service leave entitlements
-
- f. Reserve Funds
 - g. Contingent Liabilities
 - h. Capital Commitments
 - i. Accounting Policies and Notes to the Financial Statements
 - j. Statement of Cash Flows
 - k. Financial Ratios required by Local Government (Financial Management) Regulations 1996
 - l. Implementation of the Fair Value for Assets reporting requirements
 - m. Royalties for Regions Grant Acquittals (2)
 - n. Roads to Recovery Grant Acquittal
 - o. Any other statutory obligations

7. Hours, Fees and Expenditure

The auditor is to provide:

- a. Estimate of the time to be spent on the audit;
- b. Fees for completing the audit in accordance with this specification;
- c. Nominated auditor(s) and registered company audit number(s);
- d. Experience of the nominated auditors in completing local government audits; and
- e. A fee for any additional acquittals require by Council
- f. A fee for any additional audit services requested by Council.

8. Terms

Conditions to be noted by auditors:

- a. The auditor shall not sub contract to a third party.
- b. The auditor shall not, and has no right to, assign the audit contract to third parties.
- c. The auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit.
- d. The auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

9. Termination of Appointment

The appointment as auditor is terminated if:

- a. the auditor ceases to be a registered company auditor;
- b. the auditor ceases to be an approved auditor under Section 7.5 of the Local Government Act 1995;
- c. the auditor is a disqualified person under Section 7.4(2) of the Local Government Act 1995;
- d. the auditor resigns by notice in writing to Council;
- e. Council serves notice in writing to the auditor terminating the appointment.

10.0 Quotation Submissions

Sealed quotes clearly labelled “Audit Quote 2013/14 to 2016/17” are to be lodged at the

Shire of Dowerin no later than 4pm on Wednesday 12th March 2014

Faxed or Emailed quotes will be accepted, however it is the Auditors responsibility to confirm that quotes have been received and to supply any documentation requested.

Further information regarding this quote should be directed to the Finance Manager, Ms Sonia Dwaal at the Shire of Dowerin, phone (08) 9631 1202 or email finance@dowerin.wa.gov.au

Dacre Alcock

Chief Executive Officer

10. NEW BUSINESS OF AN URGENT NATURE

COUNCIL DECISION

(2373) Moved: L.G. Hagboom Seconded: T.W. Quartermaine Carried: 8/0

THAT COUNCIL RESCINDS DECISION 2355 FROM THE DECEMBER 2013 COUNCIL MEETING.

11. PETITIONS/DEPUTATIONS/PRESENTATIONS

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5:46pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 18 March 2014.

.....

D.E. Metcalf

PRESIDENT

.....

Date