



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

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3.01pm.

1.2 OBITUARIES

Mrs Dorothy Maisey

Mrs Mavis Norris

2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	Town Ward
G.B. Ralph	Deputy President	Rural South Ward
T.W. Quartermaine		Town Ward
S.V. Brookes (3.02pm)		Town Ward
D.P Hudson		Town Ward
W.E. Coote		Rural North Ward
T.A. Jones		Rural North Ward
L.G. Hagboom		Rural South Ward
D.J. Alcock	Chief Executive Officer	
S.F. Geerdink	Works Manager	

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

S.L. Dwaal Finance Manager

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2374) Moved: S.V. Brookes Seconded: T.A. Jones Carried: 8/0

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

8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

8.1 PRESIDENT ANNOUNCEMENTS

Attended a NEWOC meeting to discuss LG reform issues.

Met with Chris Le Marshall and Brookfield staff regarding the Wheatbelt Heritage Rail Project.

Attended a heritage rail dinner at the DCC to thank Gold Con Constructions for the work they have carried out at the Minnivale Wheat Bin.

Went on the Dalwallinu visit.

9 REPORTS OF COMMITTEE AND OFFICERS

9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

9.1.1 CORPORATE PLAN UPDATE

Date:	12 March 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

(2375) Moved: T.W. Quartermaine Seconded: S.V. Brookes Carried: 8/0

THAT COUNCIL RECEIVES THE MARCH 2014 CORPORATE PLAN STATUS REPORT.

CORPORATE PLAN
2013 – 2017
STATUS REPORT

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THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
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 	Next Quarterly meeting to be held 10/4/14
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> 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 29 March 2014.
Plan and implement a 'mock disaster' in Dowerin in conjunction	6 months		CSO	<ul style="list-style-type: none"> A mock disaster sufficiently planned, organised and implemented within 12 months 	Initial stages of planning have commenced. Disaster Drill is planned for 29 March 2014.

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with local emergency services as a volunteer drive/awareness campaign				<ul style="list-style-type: none"> 10% increase in volunteers 	
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 24 March 2014
Cunderdin/Minnivale Road – Reconstruction & Widening	2013/2014	\$265,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	Work commenced 3/2/2014 Sealing to be completed week of 24 March 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

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Clinic Road –Tree Pruning	2013/2014	11,500	Works Manager	<ul style="list-style-type: none"> • Completion of works 	
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> • Complete road audit 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 	Assisting PCYC with a funding application for National Youth Week 2014 to hold a Masquerade Ball for teenagers in years 8 – 12 from the whole region. Event is planned for 4 th April 2014. Funding application for \$1000 for National Youth Week 2014 was approved to support a Wheatbelt Masquerade Ball for teenagers in years 7 – 12 from the whole region. Event is planned for 4th April 2014.
Bike Week 2014 –The RAC Grass Roots Program Grant					

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					Application was successful for \$1,686 to support the 'Ride a Bike Right' bike/scooter safety program on 24 th March 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 	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

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					CDO assisted Dowerin Hockey Club with application to DSR as part of the ARC program for \$1000 to assist with the Woodhouse Academy Coaching Clinic
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

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					March 2014, CDO currently updating content to be uploaded into the new website
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					

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Develop community HACC notice board/portfolio to keep community/potential clients informed of HACC services	2013		HACC CEO	<ul style="list-style-type: none"> Increase utilisation of HACC services 	3 HACC Brochures have been developed HACC Committee AGM 16th April 2014
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			
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	<ul style="list-style-type: none"> Completed Program 	

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			WM		
C.3.4 Investigate Options available for alternative sporting and recreational pursuits					
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 	Funding was discontinued.
Research and complete a detailed plan for the proposed Dowerin Maze	April 2014		Parks & Gardens WM	<ul style="list-style-type: none"> 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 	

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				events on social media and in local paper	
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>

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					Leadership Award – Kane Ralph Endeavour Award – Christopher Spark
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	April 2014		CDO	<ul style="list-style-type: none"> Completed report 	A discussion paper entitled 'Destination Dowerin' has

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and recommendations to council				<ul style="list-style-type: none"> Adoption of report by council Implementation of strategy 	<p>been established and recommendations drawn up. This document will be discussed at the December meeting of Council</p> <p>Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition</p>
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

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Assist Rifle Club with upgrades to facility	February 2014	\$22,000	CDO	<ul style="list-style-type: none"> • Contact DSR regarding eligibility for small grants program • Seek other suitable funding provider 	<p>DSR has advised that the Rifle Club would be ineligible for the CSRFF Small Grants due to the fact Electronic Targets are deemed 'specialised equipment'</p> <p>CDO has contacted Lotterywest in order to seek their advice in regard to funding opportunities for this project. Lotterywest will not support this project.</p> <p>CDO has asked DSR to provide a list of Rifle Clubs in the region who have recently upgraded their facilities to find out how their facilities were funded.</p>
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 5th 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 of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> • Completion of works 	FM - Included in 13/14 budget Labour provided by Maintenance Officer Peter Worts
Assist with payroll,	2014/2015		FM	<ul style="list-style-type: none"> • Smooth running of the 	Arrangements being developed for Administration Staff

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banking etc...				facility	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 standard 'Streetscape Policy;	2014		CEO EHO Council	<ul style="list-style-type: none"> Development, adoption and implementation of policy 	

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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 	Successful Annual Clean Up Australia Day on March 2nd 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.
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 	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> Increase number of industrial lots available 	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
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					
Review ‘gaps in services’ and advertise	Review annually		CDO	<ul style="list-style-type: none"> Increased awareness of services needed in Dowerin 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 MARCH 2014

opportunities in regional media and on the Dowerin website				<ul style="list-style-type: none"> 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 	<p>First visit from Wheatbelt Vet Service was on 20th November which was successful</p> <p>The Wheatbelt Vet has now agreed to visit Dowerin on a Monthly Basis and will operate from the former Tennis Club rooms</p>
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 updates
EB.2.2 Continue to work with key stakeholders to provide quality events					

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Work with DEM to create a memorable event for the 50th Dowerin GWN Machinery Field Days	2013 – August 2014		FM CDO CSO	<ul style="list-style-type: none"> 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 destination for 4WD enthusiasts	2013-2014		CSO	<ul style="list-style-type: none"> Include Dowerin 4wd experience in 4wd related publications Establish a 4wd connections 	CSO volunteered at the 4WD & Adventure Show on Saturday 9 th November in the Aust Golden Outback Marquee. Talked to many about Dowerin's new 4WD Track etc

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				(distribution list)	
Develop marketing campaign for “Torture Track & Tours” and group events			CSO	<ul style="list-style-type: none"> 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.
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

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					FM - Economic Reserve fund allocation
Gain quotes for scope of works (earthworks, power, construction of permanent ablation 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 Minnivale site	November 2013		WM	<ul style="list-style-type: none"> Removal of dirt Grading 	Completed 6 th December 2013

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	Monthly		CSO	<ul style="list-style-type: none"> • The introduction of a regular 'recycling centre' update in local paper/website including funds raised 	Template for newsletter has been created. Will begin with fortnightly newsletter and assess from there.

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through increased awareness via print media, emails and website updates				and distributed	
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	Monthly		FM	<ul style="list-style-type: none"> Send monthly text 	FM - Reminder set up in Dowerin Calendar for admin

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of use of Shire text messaging service to alert farmers of upcoming drum muster events				messages to distribution list	staff
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 	

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				activities including grants	
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 	<p>FM - Included in 13/14 budget</p> <p>FM - Budget Review to assess need and cost allocation</p>
Implement the workforce plan	2013		CEO WM FM	<ul style="list-style-type: none"> 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	December 2013		FM	<ul style="list-style-type: none"> Research 	FM - Stage 1 Research and preparation commenced

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plan & policy				<ul style="list-style-type: none"> Development of plan & policy 	
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	Monthly		CDO	<ul style="list-style-type: none"> Advertise in local media Invite school council to 	

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question time at monthly council meetings			CEO	part take once per year	
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 Subs	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 	Next Meeting Monday 7 April 2014
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 FUTURE OF LOCAL GOVERNMENT CONFERENCE – MELBOURNE

Date:	11 February 2014
Applicant:	CEO
Location:	N/A
File Ref:	ADM0173
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

Report recommends that Council consider sending representatives to the Future of Local Government Conference in Melbourne 21 -22 May 2014.

Background

Cr Metcalf, Cr Jones and I attended last year's conference and found that it was a very beneficial conference to attend. Previous to that Cr Dale Metcalf also attended this conference in 2011 and 2012. Cr Metcalf reported back to Council very positively about both of those events. I also attended in 2011.

Comment

The conference program has been included as an attachment. The conference in the past has been a very full two day program with an impressive list of speakers and this conference appears to be similar. The highlights of the conference have been advertised as:

“The tenth Future of Local Government National Summit will be held on May 21-22. This year's event will include some real highlights:

- *A Commission of Inquiry into ‘Rewiring Public Services: is there a better way? What is the game plan: do we take the ‘high road’ or the ‘low road’?*
- *Jeff Kennett asking if there is a future for Local Government.*
- *Graham Sansom (Panel Chair, NSW LG Review) assessing whether shared services will replace amalgamations as the preferred future direction for the sector*
- *A number of leading edge LG case studies demonstrating innovation and collaboration. “*

The cost of sending a delegate to this conference is relatively cheap when you can get flights, 3 night's accommodation and conference registration for just over the cost of the registration for last year's WALGA State Conference \$1,350.

Costing's per delegate ex GST	\$
Flights	400
Accommodation 3 nights	510
Conference	540
Total	1,450

I recommend that Council send up to three Councillors and the CEO to this conference. As the conference commences the day after the May Council Meeting, I also recommend that Council puts back the May Council Meeting to Tuesday 27th May 2014.

Public Consultation

Nil

Financial Implications

Council only budgeted \$3000 for Members Conferences in the 2013/14 Budget. By sending three Councillors to this conference this line item will go slightly over budget by approximately \$1350.

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Nil

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 9.2.1

(2376) Moved: W.E. Coote Seconded: G.B. Ralph Carried: 8/0

THAT COUNCIL;

- 1. AUTHORISES CR METCALF, CR COOTE AND THE CEO TO ATTEND THE 2014 FUTURE OF LOCAL GOVERNMENT CONFERENCE; AND**
- 2. GIVES LOCAL PUBLIC NOTICE OF THE CHANGE OF DATE FOR THE MAY COUNCIL MEETING TO TUESDAY 27TH MAY 2014.**

10TH ANNIVERSARY NATIONAL SUMMIT!

The Future of Local Government

.....is full of opportunity
(the train has left the station!)

May 21-22, 2014
Rydges Melbourne, 186 Exhibition Street

THE CHALLENGE:
There must be a better way, so let's decide on it and make it happen

Too much of this: 

We need to articulate what the future of LG looks like or others will do it for us.

and not enough of this:



The choice is simple: will we take the

THE LOW ROAD
BUSINESS AS USUAL

- G3 x funding silos = inefficiency galore
- Most things done 560 different ways
- Community expectations not met
- LG costs rising rapidly
- Many Councils not sustainable: '2 speed LG' (metro vs rural)
- Not addressing the strategic challenges of change
- Perception LG delivers poor value for money, focussed on regulation
- Growing scope of LG activities
- Ad hoc collaboration
- LG reactive and too busy
- Imposed amalgamation is the 'quick fix'
- Loss of local identity

= an unsustainable future

OR

THE HIGH ROAD
SUSTAINABLE COUNCILS

- Service transformations for communities: 24x7
- Core services identified
- Local priorities funded
- Place-based funding (untied)
- More support for those Councils in greatest need
- New infrastructure funding model
- Regional structure to share services and collaborate, where advantageous: do more with less
- LG pursues real collaboration and efficiency
- Protect local democracy & strengthen local say
- Facilitating adaptive community cultures
- Better relationships with other levels of Govt
- Councils of the Future Program (opt-in)
- Create the capacity to move to the new economy

= value added Councils of the Future, connecting governments and leading community change

What is our game plan?

Summit Highlight: A Commission of Inquiry into 'Rewiring Public Services to Improve Community Outcomes: there must be a better way'.

This event is excitedly brought to you by the Municipal Association of Victoria



Also, what every LG leader needs to know:

- How to deliver the High Road: a draft blueprint for transformation
- Councils doing great things: transformative case studies (with WOW)
- Next steps: this needs to be discussed at your Council table
- Tools for the Future to support the journey

Who should attend?
Anyone who wants to make a difference

WEDNESDAY, MAY 21	
9am	WELCOME, BILL MCARTHUR, MAV PRESIDENT
9.10am	THE 10 YEAR FUTURE OF LOCAL GOVERNMENT JOURNEY, AN OVERVIEW', (MAV) <div style="float: right; background-color: #ffcc00; padding: 5px; text-align: center;"> 10TH ANNIVERSARY NATIONAL SUMMIT! </div>
9.35am	'The Challenges Facing Local Government', Dr Felicity-ann Lewis, President, Australian Local Government Association (ALGA). The president of the Australian Local Government Association (ALGA) and the Mayor City of Marion, Dr Felicity-ann Lewis, was named as South Australia's Australian of the Year for 2014. While Dr Lewis is best known outside the state for her tireless campaigning and lobbying on behalf of local government and community issues across Australia, the state award has also recognised her substantial contribution to the reconciliation movement and settlement of migrants and refugees. Dr Lewis has served as the Mayor of Marion for nearly 14 years and was also the head of the South Australian Local Government Association prior to her election as ALGA President.
10.05am	'Is there a future for LG?', Jeff Kennett, former Premier of Victoria. Jeff Kennett was Premier of Victoria between 1992 and 1999. He was the President of Hawthorn Football Club from 2005 - 2011. He is the founding Chairman of beyondblue, a national depression initiative. During his term as Premier, the number of Councils in Victoria was reduced from 210 to 78.
10.50am	MORNING TEA
11.20am	'Rewiring Public Services, Rejuvenating Democracy', Paul Raynes, Program Director, Local Government Association (UK) Rewiring Public Services is an ambitious campaign, developed by the UK Local Government Association, which provides much-needed solutions as to how to deliver public services within an ever-tightening fiscal environment. The objective of the campaign is to lobby for a radical transformation of the way local government works and its relationship with other levels of government. Following several months of discussions with LGA members in early 2013, a list of key propositions has been drawn up that the LGA wants to see adopted in full or in part within party manifestos and implemented by whoever forms the next Government in 2015. Rewiring Public Services has been discussed and debated in the media and in Parliament. It's time to have the debate or discussion in the most important place of all, your council. Paul Raynes is Programme Director of the Local Government Association, with particular responsibility for economic issues, culture, and local democracy. He led LGA campaigns on place-based budgets, regional economic devolution, local democracy, and quango accountability. He joined the LGA in 2006 from Essex County Council, where he founded the Strategic Policy Unit. A former Treasury official who headed the private office of three cabinet ministers in the 1990s, Paul also worked in the British Embassy in Paris on the lead-up to the introduction of the euro, and as a financial editorial-writer.
12.15pm	'The Importance of Innovation in Local Government', Dave Barry, CEO, Alpine Shire Council Dave Barry is a strong believer in innovation and its ability to deliver improved outcomes for Councils and communities. He has been involved in several award-winning local government initiatives which have been recognised at the national level. Dave has been instrumental in utilising technology to be the enabler to achieve significant efficiency improvements. An Irishman, Mr Barry graduated in Galway with a degree in electronic engineering before emigrating to Australia in 2003.
12.50pm	LUNCH
1.45pm	'Amalgamations or ?', Graham Sansom, Adjunct Professor, UTS Centre for Local Government, NSW. Graham Sansom is an Adjunct Professor at the University of Technology, Sydney. Until recently he was Director of the UTS Centre for Local Government and also the Australian Centre of Excellence for Local Government. From 1994-98 he was CEO of the Australian Local Government Association. Graham has many years experience in local and State Government, having held senior positions with local Councils, a regional organisation of Councils, and State agencies in New South Wales and Western Australia. From 2009-11 Graham served on the steering committee of the Australian Council of Local Government, and in 2011 he was a member of the Commonwealth's Expert Panel on constitutional recognition of local government. Graham also has extensive international experience. Until last year he was a board member of the Commonwealth Local Government Forum, and edited the Commonwealth Journal of Local Government. He has undertaken a wide range of local government development projects in Asia, South Africa and the Pacific. In the last two years he has chaired NSW Independent LG Review Panel and been a member of the South Australian LGA Local Excellence Expert Panel.
2.30pm	Good Practice Case Studies: Local Government leading the way <ul style="list-style-type: none"> 1. GovCloud (Qld.), Jack O'Keefe 2. The Swift Library Consortium, Kevin Ruzbridge 3. Patchwork, Dominic Campbell (FutureGov) 4. The Office of the Future, Di Ashton, Cardinia Council 5. Community Planning, Louiso White, Golden Plains Shire Council 6. Place-based strategies to tackle disadvantage, Sharon Fraser, Central Goldfields Shire Council <ul style="list-style-type: none"> • Councils in the Cloud: one system • Cloud system > user benefits • Cloud system > win for all • Smarter activity-based working • Listening to the community • Small Councils can deliver
TBA	AFTERNOON TEA
4.20pm	Local Government in the Cloud in an open, contestable framework, Peter Barnet, Telstra The MAV has entered into a strategic partnership with Telstra to build an open, contestable cloud platform that will provide Councils with an open choice from a range of products. It is non-transactional in nature and given the movement of society into the cloud, this has real implications for all Councils. The local government sector has real choices as to how it moves into cloud technology: what is the preferred roadmap?
4.45pm	Key messages from day 1
5pm	Informal networking session
6pm	CLOSE



THURSDAY, MAY 22

9am 'Councils leading the way in the UK', **Dominic Campbell, FutureGov (UK)**
 Dominic Campbell is a digital government specialist and social innovator with a background in government policy, communications and technology-led change. He is an experienced organisational change agent with senior management experience in implementing successful change initiatives within the local government sector, with a primary interest in emerging uses of new media and "social" strategies to deliver public service transformation and social innovation. Having spent five years in Local Government in London, Dominic established FutureGov in early 2008. A team of 20, FutureGov supports government – particularly local government – in the UK, Europe and the United States to better understand new media and draw on social technology-based strategies and tools in the areas of business improvement and improved citizen engagement. Dominic will describe how Council collaboration and technology are converging in the UK.

9.40am 'Local Government Reform in New South Wales', **Donna Galvin, Executive Manager, The Wellington, Blayney Cabonne (WBC) Strategic Alliance.**
 The Councils of Wellington, Blayney and Cabonne, in the outback of New South Wales, originally formed their Strategic Alliance in 2003 as an alternative model for local government reform. In 2005 Central Tablelands Water joined the Alliance. The Alliance is a voluntary cooperative arrangement between the member councils for the purpose of sharing resources and identifying efficiencies. The WBC Strategic Alliance has demonstrated how four Councils collaborating together can overcome the path of 'imposed amalgamation'. From small beginnings to now designing a shared service entity, Donna Galvin will describe how real Council collaboration can win out and protect local identity in an environment where there are now strong moves to amalgamations and regional government. But does the WBC Alliance have enough size and scale for shared services in the future?

10.20am MORNING TEA

10.45am **The Commission of Inquiry into 'Rewiring Public Services to improve Community Outcomes: There Must Be a Better Way'.**
 To discuss the Future of Local Government in context we really need to review the efficiency and effectiveness of current public sector services and ask if they are delivering the outcomes required by Australian communities in a rapidly changing world. Is there a better way? To process these issues, the The Commission of Inquiry will hear evidence and produce recommendations.

- The Commissioners are:**
- Professor Graham Sansom, former Chair of the NSW Independent LG Review Panel and a member of the South Australian LGA Local Excellence Expert Panel
 - Peter Johnstone, former Council CEO (Boroondara and Moreland)
 - Phil Shanahan, former Council CEO (several)
 - Rebecca McKenzie, current Council CEO (Mitchell)
 - Tracey Slatter, current Council CEO (Port Phillip and formerly Calac Otway)
 - Paul Raynes (Program Director, UK Local Government Association)
 - Donna Galvin, The Wellington, Blayney Cabonne (WBC) Strategic Alliance

- The Commission will:**
- receive a number of submissions from expert local government sources
 - receive input from Summit participants
 - identify key issues
 - identify strategic options and make recommendations for the local government sector in the future

The present system of government, as typified in the schematic below, is not delivering the outcomes required. There must be a better way. The task of the Commission is to find it and identify the role of local government.



12.30pm LUNCH

1.15pm Commission of Inquiry: strategic options and recommendations to be discussed at all Councils

2.30pm Next steps (involving your Council) and Tools for the Future

3.15pm CLOSE




COST:
\$594 (including GST) *No single day registrations are available.*

TO REGISTER:
For online registration and conference details go to www.mav.asn.au/events
(click on 'upcoming events' and scroll down to May 21).


QUERIES:
jhennessy@mav.asn.au

NOTE:
Program subject to change.

ACCOMMODATION:
Suggest:
Mercure Hotel,
13 Spring Street, Melbourne.
Toll free: 1 800 813442.
or
Rydges Melbourne,
186 Exhibition Street
(03 96620511)



To keep track of the Future of Local Government news items,
please Google 'YouTube Future of Local Government'
<http://www.youtube.com/channel/UCmGdUeRCfGY7TyDZZaXw39A>



10TH ANNIVERSARY NATIONAL SUMMIT!

9.2.2 CERTIFICATE IV FITNESS TRAINER

Date: 11 March 2014
Applicant: Rebecca Windsor
Location: N/A
File Ref: ADM
Disclosure of Interest: Nil
Author: Dacre Alcock

Summary

Report recommends that Council considers a request from Rebecca Windsor to pay 50% of the enrolment cost for the Certificate IV Fitness Trainer Course.

Background

Previously the shire of Dowerin has assisted local people in gaining Certificate III in Fitness. Rebecca Windsor was one of these who received such assistance. Since obtaining that certificate Rebecca has ran regular fitness classes including Konga, Boxing and Water Aerobics as well as taking on the gentle gym classes for Dowerin HACC.

It is a pre requisite for Rebecca to obtain the Certificate IV in Fitness qualification so that she can undertake the Living Longer Living Stronger course through Dowerin HACC.

Comment

Council has an opportunity to assist a local person in obtaining fitness training qualifications. Rebecca Windsor has proven in the past that Council's investment in her certificate III in Fitness was successful due to the numerous classes she has run in the past two years.

While Rebecca will be receiving a commercial gain by running the various fitness classes she undertakes, by her taking on these various training courses she is filling a void that the Shire of Dowerin is not in a position to provide.

Public Consultation

Nil.

Financial Implications

There will be an unbudgeted cost to the Shire of Dowerin of \$1,820 if Council elects to pay 50% of the enrolment cost for the Certificate IV Fitness Trainer Course.

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Strategic Implications

Nil

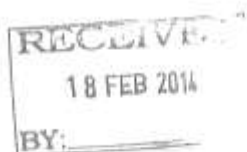
Voting Requirements

Absolute majority

COUNCIL DECISION – ITEM 9.2.2

(2377) Moved: S.V. Brookes Seconded: L.G. Hagboom Carried: 8/0

THAT COUNCIL AUTHORISES UNBUDGETED EXPENDITURE OF \$1,820 TO REIMBURSE REBECCA WINDSOR 50% OF THE COST OF THE CERTIFICATE IV FITNESS TRAINER COURSE.



Rebecca Windsor
PO Box 165
Dowerin WA 6461
0439 949 991
rebecca.windsor@hotmail.com
ABN: 313 50 773 904

17 February 2014

Dacre Alcock
Shire of Dowerin
C/O Post Office
Dowerin WA 6461

MAIL REGISTERED ✓
NO ATT BY Dacre
FILE NO APM0057

Dear Mr Alcock,

RE: Application for course fee assistance – Certificate IV Fitness Trainer

In 2012 I completed my Certificate III in Fitness allowing me to facilitate group exercise classes. I have seen the value in further educating myself to a Certificate IV level in fitness instruction.

HACC asked me recently to run Gentle Gym on a permanent basis which I feel honoured to do. But to assist me with understanding fully the exercise requirements for seniors, I plan on completing a Living Longer Living Stronger 2-day course. It is highly relevant training for the senior community. I cannot enrol in this course without a Certificate IV qualification.

Total fees for Certificate IV are \$3,640.00 which I have paid in full. I enquire today as to whether the Shire could assist with half of these course fees as previously done with my Cert III.

I am again completing this through the nationally recognised Australian Institute of Fitness (AIF).

An invoice/receipt is being sent out to me which I can forward to you for your information as needed.

I appreciate your consideration.

Yours sincerely,

Rebecca Windsor

9.2.3 WHEATBELT AGED SUPPORT AND CARE SOLUTION/S

Date:	11 MARCH 2014
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0380
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

Council to receive the Wheatbelt Aged Support and Care Solution/s (WASCS) Project Report prepared by Verso Consulting.

Background

The Wheatbelt Aged Support and Care Solution/s (WASCS) Project Report was prepared by Verso Consulting on behalf of the Avon Regional Organisation of Councils (AROC), Central Coast and Central Midlands (CC & CM), Central East Aged Care Alliance (CEACA) Dryandra (Narrogin and adjacent shires), 4WD and Lakes (Wagin and adjacent shires and Lake Grace), Roe Regional Organisation of Councils (ROEROC) and South East Avon Voluntary Organisation of Councils (SEAVROC).

In 2012, the North East Wheatbelt and Wheatbelt East Regional Organisations of Councils formed the Central East Aged Care Alliance (CEACA) to undertake a study through Verso Consulting to determine aged care needs in the Central East Wheatbelt and a process of implementation. The initial project covered the 11 local government areas in the Central Eastern Wheatbelt and the second project covered the remaining 32 Wheatbelt Local Government Area's (LGAs).

The project group was funded by the following partners:

- Southern Inland Health Initiative —funded by Royalties for Regions
- Wheatbelt Development Commission
- Regional Development Australia
- Wheatbelt Local Governments

The primary aim was the development of tailored solutions and action plans that deliver improved future delivery of aged support and care. The Wheatbelt Aged Support and Care Solution/s (WASCS) Project Report summarise's the outcomes of two major projects which aimed to develop and implement a holistic regional solution to allow ageing residents to remain in their communities for as long as possible.

Comment

The Project involved a partnership between 32 Local Governments, the Wheatbelt Development Commission and other agencies including a total of 31 community consultation meetings. Each Local Government Authority was provided with a Needs Study report specific to their individual

Shire as well as a Needs Study for their sub-region. The Needs Studies include demographic characteristics, the emerging policy context, the findings from community forums and consultations, aged care services levels, planning & analysis of aged care levels and aged care solutions from literature collected.

The final element saw the development of the Wheatbelt Aged Support and Care Solution/s Report which outlines the context of the project, the findings and implications, the recommendations and action plan. The Report provides a direction to develop and implement infrastructure and service level solutions to address the urgent need for aged care accommodation, services and facilities in the Wheatbelt.

The report and other related documents were provided by the Wheatbelt Development Commission who has requested that Council receive the reports which have been provided as a separate attachment. The report is framed around the following points.

- Continued development of age friendly communities;
- Further development of older persons housing;
- Extended community aged support and care; and
- Reshaping residential aged care

Financial Implications

Nil at this time.

Consultation

Nil.

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

(2378) Moved: T.A. Jones Seconded: S.V. Brookes Carried: 8/0

THAT COUNCIL RECEIVES THE WHEATBELT AGED SUPPORT AND CARE SOLUTION/S (WASCS) PROJECT REPORT PREPARED BY VERSO CONSULTING.

9.3 FINANCE REPORT

9.3.1 FINANCE REPORT – FEBRUARY 2014

Date:	11 March 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 28 February 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

	28-Feb-14	30-Jun-13	28-Feb-2013
Municipal Fund	\$987,134	\$1,447,487	\$235,309
Plant Reserve	\$103,586	\$101,617	\$101,021
LSL Reserve	\$108,068	\$105,640	\$105,120
Office Equipment Reserve	\$0	\$0	\$0
Land & Buildings Reserve	\$18,768	\$16,797	\$16,644
Recreation Facility Reserve	\$164,305	\$156,623	\$153,984
Community Bus Reserve	\$29,172	\$28,630	\$23,913
Community Housing Res	\$34,788	\$34,150	\$33,679
Sewerage Reserve	\$714,778	\$701,815	\$664,180
Economic Develop Reserve	\$473,217	\$467,345	\$461,599
Land Care Reserve	\$0	\$0	\$8,343
Tennis Replacement	\$0	\$0	\$0
Bowling Green Replacement	\$	\$0	\$0
Consolidated Funds	\$2,633,814	\$3,060,104	\$1,822,852

Sundry Debtors at 28 February 2014

Current	\$1,529
30 days	\$52
60 days	\$40
90 days	\$23,513
Total	\$25,059

Reserve Funds

The total balance of funds held in the various Reserve Funds at 28 February 2014 is as detailed in the financial statements.

Consultation

Nil.

Financial Implications

Nil.

Policy Implications

Nil.

Statutory Implications

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

Strategic Implications

Nil.

Voting Requirements

Nil.

COUNCIL DECISION – ITEM 9.3.1

(2379) Moved: D.P. Hudson Seconded: T.W. Quartermaine Carried: 8/0

THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013 TO 28 FEBRUARY 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 28 FEBRUARY 2014

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Statement of Financial Activity

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- 6 Reserves
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- 8 Rating Information
- 9 Trust Funds
- 10 Operating Statement
- 11 Balance Sheet
- 12 Financial Ratios

MINUTES OF ORDINARY MEETING OF COUNCIL – 18 MARCH 2014

NOTE	2013/14 Revised Budget \$	February 2014 Y-T-D Budget \$	February 2014 Actual \$	Variations Actuals to Budget \$	Actual Budget to Y-T-D %
Operating					
Revenues/Sources					
Governance	8,700	5,784	54,850	48,766	843.12%
General Purpose Funding	745,853	444,888	392,408	(52,480)	(11.80%)
Law, Order, Public Safety	29,100	19,392	37,180	17,788	91.73%
Health	297,585	198,352	220,377	22,025	11.10%
Education and Welfare	1,560	1,040	2,795	1,755	186.75%
Housing	111,054	74,016	78,122	4,106	5.55%
Community Amenities	204,089	198,424	198,261	1,857	0.95%
Recreation and Culture	346,740	282,608	176,895	(105,913)	(37.48%)
Transport	650,527	465,863	545,406	79,803	17.09%
Economic Services	9,200	4,328	3,805	(523)	(12.08%)
Other Property and Services	10,500	7,000	6,873	(27)	(0.39%)
	<u>2,414,908</u>	<u>1,899,696</u>	<u>1,716,652</u>	<u>16,957</u>	<u>1.00%</u>
(Expenses)/(Applications)					
Governance	(297,880)	(201,832)	(276,286)	(74,434)	(36.88%)
General Purpose Funding	(79,648)	(53,080)	(59,870)	(6,790)	(12.79%)
Law, Order, Public Safety	(78,201)	(52,072)	(68,556)	(16,484)	(31.66%)
Health	(357,439)	(238,240)	(265,319)	(27,079)	(11.37%)
Education and Welfare	(14,463)	(9,816)	(14,592)	(4,976)	(51.78%)
Housing	(137,363)	(91,504)	(148,777)	(57,273)	(62.59%)
Community Amenities	(330,132)	(219,904)	(241,390)	(21,486)	(9.77%)
Recreation & Culture	(566,310)	(377,328)	(607,335)	(230,007)	(60.86%)
Transport	(1,494,111)	(985,944)	(915,689)	80,255	8.08%
Economic Services	(137,445)	(91,560)	(124,588)	(33,028)	(36.07%)
Other Property and Services	(33,194)	(21,992)	14,431	36,423	165.62%
	<u>(3,526,186)</u>	<u>(2,353,072)</u>	<u>(2,707,951)</u>	<u>(354,879)</u>	<u>15.08%</u>
Net Operating Result Excluding Rates	(1,111,278)	(653,377)	(991,299)	(337,922)	51.72%
Adjustments for Non-Cash					
(Revenues) and (Expenditure)					
(Profit)/Loss on Asset Disposals	2,000	1,328	0	(1,328)	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(I/S)	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	880,080	959,446	79,366	(9.02%)
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(1,526,068)	(1,017,376)	(892,050)	125,326	12.32%
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)	(624,968)	(306,857)	318,111	50.90%
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	(7,950)	(5,304)	(6,335)	(1,031)	(19.44%)
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	612,329	(72.15%)
Net Current Assets Year to Date	<u>(458,392)</u>	<u>434,944</u>	<u>1,143,968</u>	<u>709,024</u>	<u>(163.02%)</u>
Amount Raised from Rates	(1,045,918)	(1,045,918)	(1,046,407)	(489)	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 28 FEBRUARY 2014

3. ACQUISITION OF ASSETS	2013/14 Adopted Budget \$	2013/14 Revised Budget \$	February 2014 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance			
<u>Other Governance</u>			
Furn - Photocopier	0	0	4,865.00
Furn - It Equipment	0	0	0.00
Vehicle - Coo	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			
<u>Fire Prevention</u>			
Vehicle - Fire Trucks	0	0	0.00
	0	0	0
Housing			
<u>Other Housing</u>			
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
	0	0	0
Health			
<u>Other Health</u>			
Furn - Hacc Equipment	0	0	0.00
	0	0	0
Community Amenities			
<u>Other Community Amenities</u>			
Land - Recycling Shed	0	0	237.82
	0	0	0
Recreation and Culture			
<u>Other Recreation & Sport</u>			
Tools - Mowers/Tools	0	0	4.50
Community Club	326,068	326,068	369,724.47
Land - New Sports Complex	0	0	0.00
<u>Other Culture</u>			
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
	0	0	0
Transport			
<u>Construction - Roads, Bridges, Depots</u>			
Roads - Roads To Recovery	284,573	284,573	63,594.14
Roads - Signs	7,950	7,950	6,335.44
Roads - Unclassified	219,502	219,502	66,540.51
Roads - State 20/20	441,055	441,055	176,721.86
<u>Road Plant Purchases</u>			
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			
<u>Other Economic Services</u>			
Wheatbelt Heritage Rail Project	1,200,000	1,200,000	522,087.26
	0	0	0
Other Property & Services			
<u>Unclassified</u>			
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>1,248,594.00</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	692,049.55
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	306,856.51
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	7,950	7,950	6,335.44
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,519,148</u>	<u>2,519,148</u>	<u>1,248,594.00</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 28 FEBRUARY 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 \$	February 2014 Actual \$	2013/14 Budget \$	February 2014 Actual \$	2013/14 Budget \$	February 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 \$	February 2014 Actual \$	2013/14 Budget \$	February 2014 Actual \$	2013/14 Budget \$	February 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 \$	February 2014 Actual \$
0	0.00
(2,000)	0.00
<u>(2,000)</u>	<u>0.00</u>

SHIRE OF DOWERIN
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD 1 JULY 2013 TO 28 FEBRUARY 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	12,128
	584,267	0	0	54,912	27,178	529,355	557,089	23,697	12,128

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces mtcw
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 28 FEBRUARY 2014

	2013/14 Adopted Budget \$	February 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	7,882
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 28 FEBRUARY 2014

	2012/13 B/Fwd Per 2011/12 Budget \$	2012/13 B/Fwd Per Financial Report \$	February 2014 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	1,449,989	987,134
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	17,588	16,601	170,299
Sewerage Rates Outstanding	13,320	16,182	21,513
Rubbish Rates Outstanding	9,156	10,997	14,973
Sundry Debtors	9,524	43,125	25,059
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	1,486	1,622	734
GST Receivable	0	28,412	11,876
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>2,953,047</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(101,023)	(47,700)
Excess Rates	(34,591)	(36,620)	(29,482)
Accrued Expenditure	0	0	0
Department Transport	0	0	(29,077)
GST Payable	(33,251)	(4,519)	(763)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(4,537)	(3,893)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(6,795)	(2,040)
Leave Provisions - Current	(175,250)	(162,871)	(162,871)
	<u>(741,411)</u>	<u>(316,365)</u>	<u>(275,826)</u>
NET CURRENT ASSET POSITION	2,620,653	2,967,951	2,677,221
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>1,143,968</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 28 FEBRUARY 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	1,665,400	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 receiv 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 th Government services/facilities.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 28 FEBRUARY 2014

9. TRUST FUNDS

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

Detail	Balance 01-Jul-11 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Skateboard Park	0	0	0	0
Nomination Deposits	0	400	0	400
Deposit Land Purchase	0	0	0	0
Housing Rental Bonds	4,060	0	400	4,460
Dowerin Art Group	0	0	0	0
BCITF Levy	0	0	0	0
Key Deposits	710	0	(100)	610
Tidy Towns	2,818	0	0	2,818
Impounded Vehicles	0	0	0	0
Young & Restless	0	5,760	(5,760)	0
Dowerin Child care	9,186	50	0	9,236
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	22,573	0	(975)	21,598
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Companion Club	0	0	0	0
Amery Acres Sandalford	0	0	0	0
AROC Funds	61,978	1,165	0	63,143
	<u>107,973</u>	<u>7,375</u>	<u>(6,435)</u>	<u>108,913</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 28 FEBRUARY 2014

10. OPERATING STATEMENT

	February 2014 Actual \$	2013/14 Adopted Budget \$	2012/13 Actual \$
OPERATING REVENUES			
Governance	54,550	8,700	105,264
General Purpose Funding	1,438,811	1,791,780	2,689,519
Law, Order, Public Safety	37,180	29,100	228,961
Health	220,377	297,585	271,639
Education and Welfare	2,795	1,560	1,560
Housing	78,122	111,054	103,704
Community Amenities	198,281	204,089	203,486
Recreation and Culture	176,695	346,740	1,426,617
Transport	545,466	650,527	747,806
Economic Services	3,805	9,200	1,271,468
Other Property and Services	6,973	10,500	18,718
TOTAL OPERATING REVENUE	2,763,055	3,460,835	7,068,743
OPERATING EXPENSES			
Governance	276,266	297,880	397,485
General Purpose Funding	59,870	79,648	94,134
Law, Order, Public Safety	68,556	78,201	107,069
Health	265,319	357,439	343,711
Education and Welfare	14,592	14,463	13,928
Housing	148,777	137,363	201,313
Community Amenities	241,390	330,132	353,686
Recreation & Culture	607,335	566,310	661,925
Transport	915,689	1,494,111	1,443,787
Economic Services	124,588	137,445	373,260
Other Property and Services	(14,431)	33,194	53,760
TOTAL OPERATING EXPENSE	2,707,951	3,526,186	4,044,058
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	55,104	(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 28 FEBRUARY 2014

11. BALANCE SHEET

	February 2014 Actual \$	2012/13 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,633,814	3,144,665
Trade and Other Receivables	244,454	116,941
Inventories	74,779	22,712
TOTAL CURRENT ASSETS	<u>2,953,047</u>	<u>3,284,318</u>
NON-CURRENT ASSETS		
Other Receivables	27,788	27,788
Inventories	0	0
Property, Plant and Equipment	9,321,843	8,777,403
Infrastructure	19,483,874	19,739,166
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>28,833,505</u>	<u>28,544,357</u>
TOTAL ASSETS	<u>31,786,552</u>	<u>31,828,675</u>
CURRENT LIABILITIES		
Trade and Other Payables	114,456	179,145
Long Term Borrowings	27,734	54,912
Provisions	162,871	162,871
TOTAL CURRENT LIABILITIES	<u>305,061</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>855,774</u>	<u>947,641</u>
NET ASSETS	<u>30,930,778</u>	<u>30,881,034</u>
EQUITY		
Trust Imbalance	(5,360)	0
Retained Surplus	29,160,781	29,139,739
Reserves - Cash Backed	1,646,680	1,612,619
Reserves - Asset Revaluation	128,678	128,678
TOTAL EQUITY	<u>30,930,779</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 28 FEBRUARY 2014

12. FINANCIAL RATIOS

	2013 YTD	2013	2012	2011
Current Ratio	6.632	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 28 FEBRUARY 2014

12. FINANCIAL RATIOS

	2013 YTD	2013	2012	2011
Current Ratio	6.632	1.67	1.44	1.25

The above ratio is calculated as follows:

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

Date:	12 March 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia Dwaal
Attachments:	List of Accounts March 2014

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.3.2

(2380) Moved: S.V. Brookes Seconded: D.P. Hudson Carried: 8/0

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

9.3.3 COUNCIL POLICY REVIEW – RECRUITMENT AND SELECTION POLICY

Date:	12 March 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia Dwaal
Attachment:	Draft Recruitment and Selection Policy

Background

Council's Policy Manual is an important document of Council as it provides direction to Staff, Management and Councillors. Many of the policies are required by, or relate to, legislation and in most instances help manage Council's exposure to risk.

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

Comment

Council's current Policy Manual does not include a Recruitment and Selection Policy for staff appointments. The new Recruitment and Selection Policy has been developed to articulate the various ways in which an appointment can be made within the guiding principles of merit, compliance and cost effectiveness. The proposed policy allows for different processes depending on the circumstances present and is far more reflective of the flexibility required within a small organisation.

Statutory Implications

Nil

Planning and Policy Implications

Shire of Dowerin Corporate Plan 2013-15

Shire of Dowerin Workforce Plan 2013-17

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 9.3.3

(2381) Moved: T.A. Jones Seconded: T.W. Quartermaine Carried: 8/0

THAT COUNCIL ADOPTS THE RECRUITMENT AND SELECTION POLICY.



RECRUITMENT AND SELECTION POLICY

Policy Owner:	Corporate Services
Distribution:	All Employees
Date of Approval:	
File Reference:	

Statement Council is committed to ensuring recruitment and selection of prospective employees is in accordance with relevant employment legislation.

Effective employee selection and the subsequent management of employees are critical to the success of the Council and the provision of services to the community. This success depends on Council's ability to identify, attract and develop employees.

Council is committed to an effective and professional method of selecting employees that is consistent with organisational values.

Council aims to attract and appoint highly skilled and motivated employees who will aim to meet agreed objectives and performance improvement goals. For every recruitment and selection decision, the Chief Executive Officer will aim to ensure the best person for the job is appointed.

Objective

- To provide clear guidance to the Chief Executive Officer by the Council on the values and application of recruitment and selection policy for all employees.

Procedure **Equal Employment Opportunity Policy**

Selection to positions within the Council is based on the principles of appointment on merit and the provision of equal employment opportunity. The appointment of employees must be made on the basis of the individual capacity of the person having particular regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

Selection on the basis of merit means that the grounds for the decision must directly relate to the inherent requirements of the position and prevents those decisions being made on unjustified discriminatory grounds such as:

- Race, colour, national or ethnic origin or nationality.
- Gender, sexual preference, marital status, pregnancy, status as parent or carer.
- Religious or political belief or activity, industrial activity.
- Age, physical features, disability, medical records.
- Personal association with a person who is identified by reference to any of the listed attributes.

Further information and understanding of the Council's commitment to EEO, refer to the Council's EEO policy.

Encouragement to Existing Employees to Apply for Vacancies

The Council is committed to fostering the process of developing and promoting existing employees where possible.

Reviewed	Next Review	Record No
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The objective of internal recruitment is to utilise the talent that already exists in the Council and to provide every opportunity for employees to advance and develop to their full potential (this may include direct selection/appointment). On occasions it may be determined that the required skills to not exist internally, and this will be reflected in the recruitment strategy.

Confidentiality

All inquiries and applications for vacancies from internal and external applicants will be treated with the strictest confidentiality.

Conflicts of Interest

No person shall be appointed, other than by a merit selection process, where such a person is directly related to an employee of the Council or where some other conflict of interest may exist.

Family and other close personal relationships as well as business relationships must be declared by prospective members of Interview Panels in relation to candidates.

Guidelines Recruitment Authorisation

To ensure alignment with the Council's strategic goals and budget allocations, all new or replacement positions identified as requiring recruitment, must be authorised by the Chief Executive Officer.

The Manager of the vacant position must provide the Chief Executive Officer with a written report outlining the need for the position taking into account the department's staffing requirement and Council's strategic and operational management plans. The Manager must also provide:

- Position Description and Selection Criteria

The position description is a written statement of the primary tasks, functions, responsibilities, interactions, qualifications and experience attached to a specific position. The position description should be reviewed by the Manager to ensure that is up to date, reflects the requirements of the position and properly adheres to the principles of merit and equal employment opportunity.

The position description is the basis for identifying the key selection criteria for the position. The selection criteria include the knowledge, skills, experience and qualifications the ideal candidate should possess to successfully fulfil the functions of the position. The selection criteria will facilitate an accurate and merit based assessment against the applicant's skills and abilities.

- Classification and Remuneration Assessment

All positions will undergo either Award classification assessment or market value analysis to determine appropriate classification or remuneration levels.

Reviewed	Next Review	Record No
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Strategies

Recruitment Strategy

The most appropriate strategy for recruitment will be adopted to ensure the timely and effective use of resources and to maximise the successful performance of the role for the Council. Whilst the Council is committed to providing opportunities for existing employees to apply for vacancies with the Council, the recruitment mix (advertisements, internal applications, external applications etc), will be determined by a range of elements, including the role, required skills and abilities, existing skill base and organisational needs.

At the discretion of the Chief Executive Officer, vacant positions may be filled by:

- An internal recruitment process;
- An external recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
- By direct selection.

Direct Selection

The Chief Executive Officer may, at their discretion, select on merit a prospective employee (internal or external) for appointment to a position without advertising the vacancy.

Direct selections will be made in the following circumstances:

- Where a position requires a high degree of specialist knowledge or skill;
- Where a major re-organisation has taken place, jobs have been re-designed, and/or where exiting employees must be accommodated within the new organisational structure; or
- Where direct selection is in the best interests of the smooth operation of the Council.
- External direct selections will be generally only be made in the case of short term casual or temporary employment.

Internal Recruitment

The Chief Executive Officer may elect to fill the vacancy by inviting applications from Council employees. This process can be utilised where a number of potential candidates with the required specialist knowledge or skills have been identified within the Council workforce.

The advertising of all internal vacancies will be co-ordinated through Management. Internal positions will be advertised on staff noticeboards and employees will be given at least five working days to apply for internally advertised positions.

Internal applicants for positions must address the selection criteria established for the position and provide a current resume.

External Advertising and Applications

The Chief Executive Officer may elect to recruit persons externally through placing an advertisement in the local or regional newspaper and Council website or listing the vacancy with a specialist recruitment agency.

All externally advertised positions will also be advertised on staff noticeboards, with internal applications being invited from current employees. The Manager of the position will be appointed as the contact officer for all advertised positions.

Reviewed	Next Review	Record No
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Acknowledgement of applications

All applicants will receive written confirmation of their application and an outline of the recruitment process.

Interview Panel

Interview panels will comprise of the direct Manager and at least one other Council Officer. Members of the panel must possess the following qualities:

- Knowledge of the work area.
- An understanding of the nature of the work concerned and its relationship to the organisational functions.
- An understanding of the Council's selection policies and procedures.
- Where practicable, a gender balance on the panel is desirable.

Short listing of Applicants

The purpose of short listing is to select from the applicants received a smaller group to proceed to the interview stage.

The first step in short listing is to assess if the applicants appear to meet the essential criteria based on their application. It is not necessary that every applicant who meets the essential criteria be interviewed. Ideally the number of candidates for interview should be three or four.

At least two members of the selection panel must be involved in the short listing process.

Interview Assessment Guidelines

Interview panels will be provided with an appropriate Interview Assessment Guide. The guide will include a series of behavioural based questions relating to the key performance requirements of the position and based on the defined selection criteria.

Interviews

All positions require a minimum of one round of interviews prior to the final selection being made. Candidate responses to the selection criteria will be scored using a standardised scoring process.

A formal selection report must be provided to the Chief Executive Officer for approval prior to an offer of the position being made to the preferred candidate. The panel shall, where possible, reach consensus on the applicant with the most merit to fill the position. Where consensus cannot be reached, or where two or more applicants are considered equal by the panel, the relevant information will be referred to the Chief Executive Officer for determination.

Record Keeping

During the recruitment and selection process, applications and information relating to applications will be recorded and stored appropriately.

Once the recruitment process has been finalised and an appointment confirmed, internal applications will be transferred to the personnel files. External applications will be stored in accordance with the provisions of the *Archives Act 1983* and *Personal Information Protection Act 2004*.

Reviewed

Next Review

Record No



The report recommending the appointment of the successful candidate will be filed to ensure transparency of the process if disputes should arise.

Application and Personal Information Form

Successful applicants will be required to complete an *Application and Personal Information* form which will ensure that the Council is provided with relevant employment information including personal details, education background, employment history and referees.

Identity Check

Successful applicants should provide a certified copy of suitable photographic identification such as a driver's licence or passport.

Reference Checks and Academic Results

Reference checks of at least two recent employment or educational based referees must be undertaken. Applicants may also be required to provide certified copies or originals of academic results, professional qualifications or work related licences.

Criminal History Record Checks

Applicants may be required to provide a current national criminal history record check. All applicants for employment must declare any information of prior serious misconduct in their past employment and relevant criminal offences in the *Application and Personal Information* form.

Bankruptcy Check

A bankruptcy check may be required for applicants applying for senior financial positions within the Council.

Pre-Employment Health Assessment

A pre-employment health assessment will be required as part of the recruitment process for all positions.

Job Offers and Employment Commencement

On approval from the Chief Executive Officer and the completion of the required pre-employment checks, the successful applicant will be offered the position.

Employment Agreements/Contracts

All successful applicants will receive a letter of appointment (Award based employee) or a letter of offer and employment contract (common law contract).

The letter of appointment and letter of offer/employment contract are some of the most important documents that may be issued by the Council. Together with the prospective employee's acceptance, it forms the basis of the contract of employment. Documenting the employment relationship will ensure that the prospective employee knows on what terms they are agreeing to work, thus minimising any doubt, as well as the likelihood of any future disputes.

The offer of employment should contain the following information as a minimum:

Reviewed	Next Review	Record No
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- Position title and duties together with a copy of the position description
- Employee's classification, wage rate and payment arrangements
- Duration of employment
- Supervisor authority
- Hours of work and place of work
- Superannuation details
- Leave entitlements
- Probationary period and review mechanisms
- Termination mechanisms
- References to the applicable award, industrial agreement and employee policies and procedures.

The employment documents must be signed and returned by the applicant prior to the commencement of employment.

Should at any time during the period of employment, any of the terms and conditions of employment need to be changed or varied for whatever reason, a new contract of employment should be completed and the employee must agree prior to the variations or change taking place.

A personnel file containing the employee's application for employment, interview reports, letter/contracts of employment and pre-employment checks will be set up by the payroll officer. All personnel information will be kept on this file and will be made available to the individual employee to view on request.

Probationary Period

All new employees may be appointed subject to a three month probationary period.

The employee's performance will be formally reviewed at least twice during the three month period. The Manager should provide the employee with feedback on their work performance and any areas where unsatisfactory performance has been identified.

Should a probationary employee be demonstrably not suitable for the position on the basis of their capacity and abilities, their employment may be terminated subject to the provisions of the relevant employment legislation, the relevant Award or contractual entitlements and Council's staffing policies.

Legislation The following legislation should be considered in conjunction with this policy:

- *Local Government Act*
- *Fair Work Act 2009 (Commonwealth)*
- *Equal Employment Opportunity Act 1984 (Commonwealth)*
- *Sex Discrimination Act 1984 (Commonwealth)*
- *Racial Discrimination Act 1975 (Commonwealth)*
- *Disability Discrimination Act 1992 (Commonwealth)*

Reviewed	Next Review	Record No
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9.4 ENVIRONMENTAL HEALTH OFFICERS REPORT

Environmental Health / Building Officer, Mr Linton Thomas entered the meeting at 3.35pm.

9.4.1 ADMINISTRATION – PLANNING APPROVAL BEAR & O’NEILL

Date:	11 th March 2014
Applicant:	Ray Bear & Lorraine O’Neill
Location:	N/A
File Ref	4 Council Services
Disclosure of Interest	Nil
Signature:	_____
Author:	Linton Thomas
Chief Executive Officer	_____

Summary:

Messrs Bear & O’Neill are seeking planning approval to construct a rammed earth house on their lot located at Lot 92 Nambling Road, Dowerin.

Background:

Council’s Town planning Scheme indicates that construction of a house or a shed on farmland which has not previously had Planning Approval for similar constructions, the applicants must seek the initial approval.

Comment:

This application is straight forward and I do not see any issues.

Consultation:

Chief Executive Officer
Dowerin Town Planning Scheme.

Financial Implications:

Nil

Policy Implications:

Statutory Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COUNCIL DECISION – ITEM 9.4.1

(2382) Moved: S.V. Brookes Seconded: L.G. Hagboom Carried: 8/0

THAT COUNCIL APPROVES THE PLANNING APPLICATION FOR A HOUSE AT LOT 92 NAMBLING, DOWERIN.

9.4.2 ADMINISTRATION – PLANNING APPROVAL MACNAMARRA

Date: 11th March 2014
Applicant: PVJ Nominees (MacNamarra)
Location: N/A
File Ref 4 Council Services
Disclosure of Interest Nil
Signature: _____
Author: Linton Thomas
Chief Executive Officer _____

Summary:

Messrs Bryce & Lauren MacNamarra of PVJ Nominees are seeking planning approval to construct a 3rd house on their land located at Loc 24304 Railway Road, Dowerin.

Background:

Council's Town planning Scheme indicates that construction of a house or a shed on farmland which has not previously had Planning Approval for similar constructions, the applicants must seek the initial approval.

Approval is also required for a 2nd house on the same Lot and In this case it will be a 3rd house on the same location.

Comment:

This application is straight forward and I do not see any issues as two of the houses will be occupied by family and the other house is for a worker.

Consultation:

Chief Executive Officer
Dowerin Town Planning Scheme.

Financial Implications:

Nil

Policy Implications:

Statutory Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COUNCIL DECISION – ITEM 9.4.2

(2383) Moved: S.V. Brookes Seconded: W.E. Coote Carried: 8/0

THAT COUNCIL APPROVES THE PLANNING APPLICATION FOR A 3RD HOUSE AT LOC 24304 RAILWAY ROAD, DOWERIN.

9.4.3 ADMINISTRATION – FINANCIAL HARDSHIP POLICY

Date: 11th March 2014
Applicant: Shire
Location: N/A
File Ref 4 Council Services
Disclosure of Interest Nil
Signature: _____
Author: Linton Thomas
Chief Executive Officer _____

Summary:

The Economic Regulation Authority (ERA) have advised that the Council has to develop a Financial Hardship Policy in accordance to the Water Services Code of Conduct.

This was reported at Council's December meeting and calls for any submissions was advertised in the Dowerin Dispatch newsletter prior to Christmas.

No submissions have come forward.

Background:

One of the perplexing requirements was that the proposed Policy was to be vetted by organisations that deal with welfare type situations such as Centrelink or the Salvation Army.

Comment:

This is very difficult to achieve in small country towns and the ERA has now suggested that we use the local sporting organisations and the like.

I propose that the committee of the Community Club committee be consulted and to seek any comments from them. If they see no changes are necessary they could reply that they endorse the proposed policy without changes.

A copy of the proposed Hardship Policy is as an attachment to this report.

Consultation:

Chief Executive Officer
Economic Regulation Authority
WALGA

Financial Implications:

Nil

Policy Implications:

Statutory Implications:

Nil

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COUNCIL DECISION – ITEM 9.4.2

(2384) Moved: S.V. Brookes Seconded: D.P. Hudson Carried: 8/0

THAT COUNCIL SEEKS THE COMMENTS AND ENDORSEMENT OF THE PROPOSED FINANCIAL HARDSHIP POLICY FROM THE DOWERIN COMBINED CURCHES GROUP.

Environmental Health / Building Officer, Mr Linton Thomas left the meeting at 3.57pm.

The meeting was adjourned at 3.57pm.

The meeting resumed at 4.16pm.

10. NEW BUSINESS OF AN URGENT NATURE

10.1.1 LATE ITEMS – APPROVAL TO CONSIDER

Location

Date: 18 March 2014

Applicant: N/A

Location: Nil

Author: Dacre Alcock

Summary:

Council is requested to consider a Late Agenda Item

Comment:

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

Consultation:

Nil

Policy Implications:

Nil

Statutory Implications:

Shire of Dowerin – Standing Orders Local Law 2001

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

In cases of urgency or other special circumstance, matters may, with the consent of the person presiding be raised without notice and decided by the meeting.

Any member may move that the urgent business proposed to be raised by the presiding person not be accepted and if carried by a majority of members present, the urgent business is not accepted.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COUNCIL DECISION – ITEM 10.1.1

(2385) Moved: T.A. Jones Seconded: S.V. Brookes Carried: 8/0

THAT THE LATE AGENDA ITEM IS TO CONSIDER THE FINAL REPORT FOR THE CLOSURE OF SECTIONS OF IRVINE AND COWPER ROADS.

10.1.2 CLOSURE OF SECTIONS OF IRVINE AND COWPER ROADS

Date: 18 March 2014
Applicant: Shire of Dowerin
Location: Irvine and Cowper Roads
File Ref
Disclosure of Interest Nil
Author: Dacre Alcock

Summary:

Council to consider final report on the closure of sections of Irvine and Cowper Roads

Background:

At the March 2008 Council Meeting it was resolved by Council to advertise the proposed closure of a portion of Irvine Road to enable the new CBH Receiving Site development. CBH have indicated their interest in purchasing the closed portion of Irvine Road to complement the new CBH Receiving Site.

At the April 2013 Council Meeting it was resolved by Council to advertise the proposed closure of a portion of Cowper Road to enable the realignment of Rifle Range Road.

The Shire of Dowerin as required has advertised both of these closures and requested submissions on the two proposals. No objections to the road closures were received. There was one verbal request that the open portion of Cowper Road be given access to the Rifle Range Road Intersection.

Comment:

Due to the completion of the road realignment in June 2013 Council is now in a position to complete the two road closures by submitting it for final ratification by the Department of Lands.

CBH will purchase the closed part of Irvine Road from the intersection of Rifle Range Road to the eastern boundary of the property that they own on the existing Irvine Road. This section of road will become their responsibility.

As part of this process land transfers will take place for the creation of the new road reserve for Rifle Range Road.



Consultation:

CBH
Department of Lands

Financial Implications:

Nil

Policy Implications:

Nil

Statutory Implications:

Local Government Act (WA) 1995
Road Administration Act 1998 – Section 58

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COUNCIL DECISION – ITEM 10.1.2

(2386) Moved: S.V. Brookes Seconded: T.W. Quartermaine Carried: 8/0

THAT COUNCIL CLOSES PORTIONS OF IRVINE ROAD AND COWPER ROAD AS PER THE ATTACHED DIAGRAMS.

11. PETITIONS/DEPUTATIONS/PRESENTATIONS

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

13.1 TENDER FOR EXTERNAL AUDIT SERVICES

CONFIDENTIAL

14. CLOSURE OF MEETING

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

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 15 April 2014.

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D.E. Metcalf

PRESIDENT

.....

Date