



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

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## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Metcalf opened the meeting at 3:01pm.

### 1.2 OBITUARIES

Mr Derek Livall

Mrs Pam Charles

Mr Jack Griffiths

### 2.1 RECORD OF ATTENDANCE

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

### 2.2 LEAVE OF ABSENCE

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

Nil

## 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

(2451) Moved: SV Brookes Seconded: TW Quartermaine Carried: 7/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 21 OCTOBER 2014 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

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

### **8.1 PRESIDENT ANNOUNCEMENTS**

Fiddlesticks Music Festival – sponsored by Rio Tinto at Dowerin Town Hall.

WALGA Library Forum – formation of committee to review Library operations across the state.

Work Camp Visit – with CEO to discuss issues with Cemetery works.

Cunderdin Agricultural College – Presentation Day attendance.

## 9 REPORTS OF COMMITTEE AND OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 9.1.1 CORPORATE PLAN UPDATE

Date:	13 November 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**

(2452)            Moved: WE Coote            Seconded: TW Quartermaine    Carried: 7/0

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

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



# MINUTES OF ORDINARY MEETING OF COUNCIL – 18 NOVEMBER 2014

THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
<b>C 1 Maintain a liveable and safe environment for all</b>					
<b>C.1.1 Support and retain police services</b>					
Liaise with the WA Police Department to ensure that 2 officers remain in Dowerin	Annually	-	CEO	<ul style="list-style-type: none"> <li>2 Officers in Dowerin</li> </ul>	
Continue to support a strong relationship with local officers based on a good rapport and regular communication	LEMC Meeting Quarterly	-	CEO, STAFF	<ul style="list-style-type: none"> <li>Minutes of LEMC Meeting</li> </ul>	<b>Next LEMC meeting to be held in February 2015.</b>
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> <li>Property inspection and report – housing to a suitable standard</li> </ul>	
Inspect and spray for termites at Police Housing	Annually		Property Officer	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>October 2014 – insect spraying complete</b>
<b>C.1.2 Promote and encourage participation in voluntary based emergency services</b>					
Work with local emergency services to assist with promotion and organisation in volunteer drives	LEMC Meeting Quarterly & On request	-	CSO/CDO		<p>April 2014 - Event held 29<sup>th</sup> March 2014</p> <p>February 2014 - A Volunteer drive is planned in conjunction with the Disaster Drill scheduled for 29 March 2014.</p>
Plan and implement a	6 months		CSO	<ul style="list-style-type: none"> <li>A mock disaster sufficiently planned, organised and</li> </ul>	April 2014 - Event held 29 <sup>th</sup> March 2014

## MINUTES OF ORDINARY MEETING OF COUNCIL – 18 NOVEMBER 2014

'mock disaster' in Dowerin in conjunction with local emergency services as a volunteer drive/awareness campaign				<ul style="list-style-type: none"> <li>implemented within 12 months</li> <li>10% increase in volunteers</li> </ul>	February 2014 - Initial stages of planning have commenced. Disaster Drill is planned for 29 March 2014.
<b>C.1.3Continue to support the Animal Ranger Service</b>					
Residents have access to the services of a ranger to assist with stray dogs, cats and related issues	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> <li>Advertise ranger services locally to residents</li> </ul>	<p>October 2014 - Ranger has been engaged recently for issues with barking dogs</p> <p><b>November 2014 - Ranger has been engaged recently for issues with straying cats</b></p>
Continue to provide snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> <li>3 staff fully trained in snake handling</li> </ul>	February 2014 - Only two qualified snake handlers now with the Shire – WM currently investigating if there is any further interest in training further staff up
<b>C.1.4Continue to produce a high quality extensive road network</b>					
Dowerin/Meckering Road -Reconstruction & Widening	2014/2015	\$429,000	Works Manager	<ul style="list-style-type: none"> <li>Regional Road Funding received</li> </ul>	<b>Due to Commence work in February 2015</b>
Cunderdin/Minnivale Road – Reconstruction & Widening	2014/2015	\$265,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> <li>Roads to recovery funded</li> </ul>	<b>Completed 10 October 2014</b>
Thornett Road Gravel Patching and pruning	2014/2015	\$38,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed in November 2014</b>
Nambling South Road – Gravel Re-sheet	2014/2015	\$31,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Commenced work 14<sup>th</sup> October 2014</b>
Nambling South Road – Tree Pruning	2014/2015	\$16,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed October 17 2014</b>

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Meckering road – Tree Pruning	2014/2015	\$9,500	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed October 8 2014</b>
54 Gate Rd –Tree Pruning	2014/2015	47,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> <li>Complete road audit inspection</li> </ul>	
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> <li>Completed road program document</li> </ul>	
Invest in 2 x large trucks	2014	\$250,000	Works Manager	<ul style="list-style-type: none"> <li>Acquisition of 2 trucks</li> </ul>	<i>July 2015 Equotes accepted for two trucks</i> <b>November 2014 due to have trucks delivered</b>
Traffic Control Course	Every 3 years – Next Prior to 2014	\$400 per participant	Works Manager	<ul style="list-style-type: none"> <li>All staff training complete and up to date</li> </ul>	<b>Works Manager has completed advanced traffic management course in October 2015.</b>
<b>C.2 Pride &amp; Participation in our community</b>					
<b>C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days</b>					
Community Events Program	Reviewed annually	\$8860 + external grant funding	CSO CDO FM	<ul style="list-style-type: none"> <li>Coordination of events within budget</li> </ul>	Draft Version of 2014 events calendar has been created
Programs/activities for older people (e.g. Seniors week excursions)	3 programs annually		CSO	<ul style="list-style-type: none"> <li>3 programs annually</li> <li>Successful grant funding</li> </ul>	
Programs/activities for youth (e.g. School Holiday	4 programs annually		CSO	<ul style="list-style-type: none"> <li>4 programs annually</li> <li>Successful grant funding</li> </ul>	April 2014 - National Youth Week – Wheatbelt

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Programs)					<p>April 2014 - Assisting PCYC with a funding application for National Youth Week 2014 to hold a Masquerade Ball for teenagers in years 8 – 12 from the whole region. Event is planned for 4<sup>th</sup> April 2014.</p> <hr/> <p>March 2014 - Ride a Bike Right – Bike Safety program held at DDHS on 24<sup>th</sup> March 2014</p> <p>March 2014 - Bike Week 2014 –The RAC Grass Roots Program Grant Application was successful for \$1,686 to support the 'Ride a Bike Right' bike/scooter safety program on 24<sup>th</sup> March 2014</p>
Programs/activities for families/adults (e.g. Movie in the Park)	2 programs annually		CSO	<ul style="list-style-type: none"> <li>• 2 programs annually</li> <li>• Successful grant funding</li> </ul>	October 2014 - Million Stars Movies event held 10/10/2014
Christmas Event	December		CSO	<ul style="list-style-type: none"> <li>• Successful organisation of event</li> </ul>	<b>Will be assisting with the Christmas to be held at the DCC on December 20th</b>
Miscellaneous	3 Programs annually		CSO	<ul style="list-style-type: none"> <li>• 3 Programs annually</li> </ul>	
Be Active Programs	2 Programs annually		CSO	<ul style="list-style-type: none"> <li>• 2 Programs annually</li> <li>• Successful grant funding</li> <li>• Level of Participation</li> </ul>	
Community Breakfasts	Australia Day Anzac Day	\$1500	CSO	<ul style="list-style-type: none"> <li>• Australia Day</li> <li>• Anzac Day</li> </ul>	<b>2015 Australia Day Breakfast – Being planned</b>

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NRM Programs/Days	2 Programs annually	\$1000	CSO	<ul style="list-style-type: none"> <li>3 Programs annually</li> </ul>	<i>June 2014 - National Tree Day – 26 July 2014</i>
Create an annual program of community events	January 2013		CSO	<ul style="list-style-type: none"> <li>Liaise with all clubs/organisation to gain feedback for their program of events/fixtures</li> <li>Developed and distributed in January 2013</li> </ul>	Draft Version of 2014 events calendar has been created.
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> <li>Increase in successful funding</li> <li>Increase in grants advertised in local media</li> </ul>	Continue to inform community and clubs of grants as we become aware of them
<b>C.2.2 Continue to provide support for local clubs and organisations</b>					
Facilitate the Kidsport program on behalf of DSR	March/April and October		Administration	<ul style="list-style-type: none"> <li>Increased awareness of Kidsport program</li> <li>Number of Kidsport applications</li> </ul>	<i>June 2014 - Administration Staff have reviewed and updated Kidsport database for clubs and individuals</i>  Ongoing program
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> <li></li> </ul>	CDO has received notification from Lotterywest for successful grant application of \$15,000 for Lil Tigers Early Learning Centre          Dowerin Hockey Club successful with \$1000 grant for the Woodhouse Clinic
<b>C.2.3 Continue to provide quality facilities to hold events</b>					
Initiate a maintenance	February 2014		Works Manager	<ul style="list-style-type: none"> <li>Develop a detailed program of maintenance</li> </ul>	March 2014 - FM - Stage 1 commenced as part of Asset

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program schedule for Council Buildings			Finance Manager	for all shire owned facilities	Management
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> <li>Annual review of bookings/usage of facilities</li> </ul>	
Replace downpipe at Town Hall and paint exterior	2013/14	\$1095	Maintenance Officer	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
<b>C.2.4 Invest and improve communication technology for the benefit of the community of Dowerin</b>					
Conduct community survey to gain feedback regarding shire website usage	August 2013		CDO	<ul style="list-style-type: none"> <li>Develop, conduct and advertise survey</li> <li>Analyse results of survey, compile report</li> </ul>	<b>September 2013 - Complete</b> Survey conducted in September 2013
Research potential web hosting companies	September 2013		CDO	<ul style="list-style-type: none"> <li>Gain at least 3 quotes for web hosting and website design</li> <li>Confirm and contract web host</li> </ul>	<b>November 2013 – Complete</b> Survey conducted in November 2013
Research possibility of developing Dowerin App	September 2013		CDO	<ul style="list-style-type: none"> <li>Gain feedback from professionals</li> <li>Gain quotation for App development</li> </ul>	
Organise complete rebuild of Dowerin Website	Completed by February 2014	\$2250	CDO	<ul style="list-style-type: none"> <li>Utilise feedback from surveys</li> <li>Complete rebuild and launch of new website</li> </ul>	<b>May 2014 - Complete</b> New website is now live
Increase utilisation of Dowerin Shire Facebook	Ongoing		CDO	<ul style="list-style-type: none"> <li>Increase number of 'likes'/community usage of this facility</li> </ul>	<i>Ongoing</i>

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page					
Develop Dowerin Community Twitter Account	November 2013		CDO	<ul style="list-style-type: none"> <li>Develop Twitter Account</li> <li>Promote twitter account to gain followers</li> <li>Utilise Twitter Account for Harvest Ban/Fire Ban information for the upcoming Harvest Season.</li> </ul>	
<b>C.3 Improved Community Health and Well-being</b>					
<b>C.3.1 Expand the provision of medical services in Dowerin</b>					
Continue to advertise and promote the doctors service currently operating in Dowerin	Monthly or when required		CDO	<ul style="list-style-type: none"> <li>Adverts in local media, on website, Facebook etc...</li> <li>Increase in utilisation of service</li> </ul>	CDO has included information regarding the doctors service in the local paper and on the website with successful results in terms of increased usage of the doctor by the community
Maintain the Dowerin Doctors Service	Review annually	\$20,000 (shire) \$20,000 (DEM)	CEO	<ul style="list-style-type: none"> <li>Doctor available in Dowerin</li> </ul>	<p><i>June 2014 – Council recommendations for extra three month provision of service, extra marketing through DEM, October review</i></p> <p><b>Council decided at the October 2014 Council Meeting to discontinue the Dowerin Doctor Service.</b></p> <p><b>A subcommittee has been formed to discuss further doctor services opportunities.</b></p>
Work in conjunction with GP Network to secure services of a podiatrist and diabetes specialist	November 2013		CEO	<ul style="list-style-type: none"> <li>Secure services of a qualified Podiatrist and Diabetes specialist in Dowerin</li> </ul>	April 2014 – Complete
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> <li>Conduct a survey/initiate comments box to gain feedback from community</li> <li>Report findings to GP Network</li> </ul>	

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<b>C.3.2 Continue to support the Home and Community Care Service</b>					
Develop community HACC notice board/portfolio to keep community/potential clients informed of HACC services	2013		HACC CEO	<ul style="list-style-type: none"> <li>Increase utilisation of HACC services</li> </ul>	<p>CDO has included HACC information and newsletters on the new Dowerin Community Website</p> <p>3 HACC Brochures have been developed</p> <p>HACC Committee AGM 16<sup>th</sup> April 2014</p>
Review services/facilities provided to clients	Annually		HACC CEO	<ul style="list-style-type: none"> <li>Annual report</li> </ul>	
Maintain the HACC building	Reviewed annually	\$4100	Maintenance Officer	<ul style="list-style-type: none"> <li>Property inspection and report</li> </ul>	<p><i>July 2014 – Maintenance budget to Draft Budget Meeting 2/07/14</i></p> <p>May 2014 – FM &amp; Property Officer completed 2014 Property Inspections</p>
<b>C.3.3 Maintain High Quality Sporting Facilities</b>					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> <li></li> </ul>	
Watering Program – Hockey Field & Football Field	October - March		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Suitable surface for winter sports season &amp; cricket</li> </ul>	<p><b><i>October 2014 – Hockey Field levelling works has been completed</i></b></p> <p>Ongoing</p> <p>Lawn Doctor to give guidance on best way give more level playing surface</p>
Apply fertiliser to Football and Hockey fields	December, March and September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	



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Apply Grosorb to Football & Hockey Fields	January & October		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Apply Gypsum to Football & Hockey Fields	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	Applied in late September
Verti-mowing to Football & Hockey Fields	September Annually	Bi-	Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Verti Draining	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
<b>C.3.4 Investigate Options available for alternative sporting and recreational pursuits</b>					
Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> <li>Develop a new plan for the Dowerin Gym prior to budgeting process 2014</li> <li>Forward plan/budget to FM</li> </ul>	<p><b>September 2014 – CDO was successful in obtaining grant funds from Lotterywest - \$29,893</b></p> <p><b>October 2014 – works have commenced on the gym project. Badminton have relocated to DEM Boardroom.</b></p>
Research and complete a detailed plan for the proposed Dowerin Maze	April 2014		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completion of a plan of works complete with budget</li> <li>Forward plan/budget to WM &amp; FM</li> </ul>	
Develop a summer corporate sports program	November – March		CSO	<ul style="list-style-type: none"> <li>Research Toodyay Corporate sports program</li> <li>Advertise for expressions of interest locally</li> <li>Run Program successfully</li> </ul>	
Re-establish the Dowerin Outdoor Gym	December 2013		WM	<ul style="list-style-type: none"> <li>Install Gym Equipment in new location</li> </ul>	<p><b>December 2013 – Complete</b></p> <p>December 2013 - 6 Dec the outdoor gym equipment was relocated to the area in between the former tennis courts and club rooms</p>

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Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	<b>Grant application submitted in October 2015 to revise the bike plan</b>
<b>C.4 Maintain and increase training and education opportunities</b>					
<b>C.4.1 Continue to support and promote Dowerin District High School</b>					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the school</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	<p>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the DDHS</p> <p>A meeting was held with CSO, Police, Kylie Fowler and 2 other staff members along with all students from year 7 – 10 to discuss National Youth Week. Students will be heavily involved in the planning and implementation of this event</p>
Promote DDHS in print media and website	Review annually		CDO	<ul style="list-style-type: none"> <li>Up to date information regarding the school on Shire Website</li> <li>Promotion of news and events on social media and in local paper</li> </ul>	DDHS promoted on Dowerin Community Website
<b>C.4.2 Support &amp; Promote the Community Resource Centre</b>					
Meet with CRC Coordinator	Quarterly		FM CDO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the CRC</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	CDO scheduled a meeting for 10 <sup>th</sup> Feb 2014 however the CRC was forced to cancel due to staffing issues – will reschedule.
Gain community feedback regarding training opportunities/courses that could be run from	Reviewed annually twice		CDO	<ul style="list-style-type: none"> <li>Survey on survey monkey</li> <li>Advertise on Facebook</li> </ul>	

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the CRC					
<b>C.4.3 Support and encourage local apprenticeships &amp; traineeships</b>					
Lead by example by commencing an office traineeship at the shire	November 2013		CEO FM	<ul style="list-style-type: none"> <li>Appointment of a trainee</li> </ul>	<p><b>November 2014 – due for completion</b></p> <p>Rhian Hathaway commenced a 12mth traineeship with the Shire as of November 2013</p>
Support and actively promote those local businesses providing traineeships/apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> <li>At least 4 stories per year in local media</li> <li>Increased interest in other businesses in apprentice/traineeships</li> </ul>	
Work in conjunction with DEM to provide 2 Leeuwin youth scholarships annually	January	\$3600	CDO Cnr Jones Cnr Quartermaine	<ul style="list-style-type: none"> <li>2 youth scholarships presented each year</li> </ul>	<p><b>June 2014 – Christopher Spark attended Leeuwin Voyage</b></p> <p>Christopher Spark and Kane Ralph have now been booked onto Leeuwin Voyage Adventures.</p> <p>9 Nominations were received in total. Committee met on 31<sup>st</sup> December and nominations were presented anonymously and rated. Once ratings were taken place each nomination was discussed at length.</p> <p>Leadership Award – Kane Ralph</p> <p>Endeavour Award – Christopher Spark</p> <p>Applications for the 2014 Youth Scholarship Program are currently been advised and nominations are being taken at the Shire Office</p>

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C.5 Increase and maintain a range of affordable housing for singles, families and seniors						
C.5.1 Develop a Housing & Accommodation Strategy						
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"><li>Distribution of surveys</li><li>Analysis of survey</li></ul>	<b>April 2014 – Complete</b>  Feedback from Community Strategic Plan has indicated a need for accommodation park  Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way	
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"><li>Completed map of vacant lots</li></ul>	<b>April 2014 – Completed</b> – see discussion forum Destination Dowerin	
Investigate options to expand number of existing aged care units on Goldfields Road	April 2014		CDO			
Research and implement a farmhouse revitalisation program	April 2014		CDO	<ul style="list-style-type: none"><li>Implement program as part of strategy</li></ul>		
Create detailed Housing and Accommodation Strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"><li>Completed report</li><li>Adoption of report by council</li><li>Implementation of strategy</li></ul>	Master Plan has been developed and approved by the Short Term Accommodation Steering Committee  Short Term Accommodation Steering Committee has	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 18 NOVEMBER 2014

					<p>been established and first meeting has taken place. This committee will drive this project through to fruition</p> <p><b>Forum session was held at the September 2014 Council Meeting. Next meeting to be held on 28/10/14</b></p>
<b>C.5.2 Develop a property maintenance calendar/program</b>					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer Property Officer	<ul style="list-style-type: none"> <li>Completed program</li> <li>Implementation of program</li> </ul>	<p><i>June 2014 – Property Income/Expense spreadsheet developed</i></p> <p><i>June 2014 – Property Maintenance spreadsheet developed</i></p> <p>FM - Stage 1 Commenced as part of Asset Management</p>
<b>C.6 Maintain the provision of High Quality Infrastructure</b>					
<b>C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club</b>					
Contribute to the Tennis Court and Bowling Green asset replacement fund	Annually	\$16,000	FM	<ul style="list-style-type: none"> <li>Annual increase of % in funds</li> </ul>	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>FM - Included in 14/15 budget</p>
Continue to maintain the Recreation Reserve	Annually		FM	<ul style="list-style-type: none"> <li>Annual increase of % in reserve</li> </ul>	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>FM - Included in 14/15 budget</p>
Monitor the lifecycle of the Dowerin Memorial Swimming Pool	Reviewed October & April Annually		Pool Manager CEO	<ul style="list-style-type: none"> <li>Annual report regarding pool lifecycle</li> <li>Implementation of pool replacement</li> </ul>	<i>June 2014 – CDO investigated funding opportunities for feasibility study</i>

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Plan the replacement of the Basketball/Netball Court surface	2014	Seek Quote	CEO CDO FM	<ul style="list-style-type: none"> <li>• Complete assessment of need</li> <li>• Liaise with DEM and clubs</li> <li>• Research surface options</li> <li>• Lodge grant applications if required</li> </ul>	FM - Recreation Reserve fund allocation
Assist Rifle Club with upgrades to facility	February 2014	\$22,000	CDO	<ul style="list-style-type: none"> <li>• Contact DSR regarding eligibility for small grants program</li> <li>• Seek other suitable funding provider</li> </ul>	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>DSR has advised that the Rifle Club would be ineligible for the CSRFF Small Grants due to the fact Electronic Targets are deemed ‘specialised equipment’</p> <p>CDO has contacted Lotterywest in order to seek their advice in regard to funding opportunities for this project. Lotterywest will not support this project.</p> <p><b>Future report to Council in December</b></p>
<b>C.6.2 Investigate and develop youth facilities and services</b>					
Support PCYC with programs and facility	Review quarterly		CSO CDO	<ul style="list-style-type: none"> <li>• Contact PCYC with regular grant opportunities (school holiday program)</li> <li>• Assist with promotion of events &amp; activities when required</li> </ul>	<p>Wheatbelt Masquerade Ball held 5<sup>th</sup> April</p> <p>CSO is assisting PCYC with a funding application for National Youth Week. If successful the funds will be used to hold the Masquerade Ball on 5<sup>th</sup> April 2014 – Grant Successful</p>
Revitalise the Skate Park facility	2014/2015		CDO CSO FM	<ul style="list-style-type: none"> <li>• Conduct audit of skate park</li> <li>• Conduct workshop with students/kids utilising facility to find out any</li> </ul>	FM - Recreation Reserve fund allocation

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				<ul style="list-style-type: none"> <li>improvements required</li> <li>Assess Budget</li> <li>Submit grant applications if required</li> </ul>	
<b>C.6.3 Continue to support the development of the Dowerin Community Child Care facility</b>					
Assist with the renovation of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<i>June 2014 – Works complete</i> <b>October 2014 – laying of lawn completed</b>  FM - Included in 13/14 budget Labour provided by Maintenance Officer Peter Worts
Assist with payroll, banking etc	2014/2015		FM	<ul style="list-style-type: none"> <li>Smooth running of the facility</li> </ul>	<b>November 2014 –MOU presented to Council</b>
<b>C.6.4 Develop seniors facilities and be recognised as an aged friendly community</b>					
Conduct satisfaction survey of HACC and Medical services in Dowerin	2014		HACC	<ul style="list-style-type: none"> <li>Gain public satisfaction level re: HACC and level of medical services Shire provides</li> <li>Highlight problem/successful areas</li> </ul>	
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> <li>Annual review</li> </ul>	<b>May 2014 - Complete</b>
Investigate further aged care housing options	2014		CDO CEO	<ul style="list-style-type: none"> <li>Development of a housing &amp; short term accommodation strategy</li> </ul>	
<b>C.6.5 Improve town site footpaths</b>					
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> <li>Complete Footpath audit highlighting problem areas</li> </ul>	<b>June 2014 - Audit completed 6<sup>th</sup> June 2014 – Included 500m of footpath needs repair/replacing in 14/15</b>

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					<b>Budget</b>
Update Bike Plan	2013/2014		CDO WM	<ul style="list-style-type: none"> <li>Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes</li> </ul>	<b>October 2014 – Grants has been applied for to upgrade bike plan.</b>
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> <li>Completed application</li> <li>Successful grant funding</li> </ul>	<b>September 2014 Grant Application – This will be dependent on updated bike plan</b>
<b>C.7 Retain and improve on our attractive town and streetscape</b>					
<b>C.7.1 Manage and revive old/empty buildings along the main street</b>					
Research and develop a standard 'Streetscape Policy;	2014		CEO CDO EHO Council	<ul style="list-style-type: none"> <li>Development, adoption and implementation of policy</li> </ul>	<p><i>July 2014 – FM and CDO to attend Restart your Street Workshop on 18<sup>th</sup> July 2014</i></p> <p><i>June 2014 – Council forum to be conducted in near future (month to be advised)</i></p>
<b>C.7.2 Continue the beautification of public spaces utilising water wise principals</b>					
Repaint the Sundial	2014		WM CSO	<ul style="list-style-type: none"> <li>Completed works</li> </ul>	CDO has discussed this project with Works Manager and Peter Worts in order to gain an idea of a timeframe as to when the work can commence
Develop the Community Garden concept	2014	\$2500	CSO	<ul style="list-style-type: none"> <li>Secure location for facility development</li> <li>Successful community engagement</li> <li>Successful grant funding if required</li> </ul>	<p><i>June 2014 – Grant was not approved, CSO will investigate alternative options</i></p> <p>Still awaiting notification</p>



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					<p>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the school.</p> <p>Meeting held with CRC &amp; HACC in December. Funding application to be lodged to assist with initial set up costs.</p>
Arrange training for Parks & Gardens officers in water wise principals	2014		WM P&G	<ul style="list-style-type: none"> <li>• Deeper understanding of water wise principals</li> <li>• Increase in implantation of water wise principals in community areas</li> </ul>	
<b>C.7.3 Encourage community pride &amp; participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program</b>					
Rebrand and revitalise the Dowerin Tidy Towns Committee	February 2014		CSO	<ul style="list-style-type: none"> <li>• Develop new name and focus of former Tidy Towns Committee</li> <li>• Successful appointment of new committee</li> </ul>	
Include 3 clean up/planting busy bees in annual events calendar (including Clean Up Australia Day	Review Annually		CSO	<ul style="list-style-type: none"> <li>• Program of clean ups and busy bees</li> </ul>	March 2014 - Successful Annual Clean Up Australia Day on March 8 <sup>nd</sup> 2014
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> <li>• Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards</li> </ul>	Very basic guidelines have been laid out. Will promote in either autumn or spring.
Implement a noxious weed control program	Reviewed annually		WM	<ul style="list-style-type: none"> <li>• Roadsides sprayed for noxious weeds</li> </ul>	<p><b>May 2014 – Working with Ag Department on controlling Wheel Cactus – Ongoing spraying to be done in November 2014</b></p> <p>Roadside spraying being carried out in conjunction with roadside burning</p>

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					Spraying of luv grass carried out 27/28 March 2014
<b>THEME TWO: LOCAL ECONOMY &amp; BUSINESS</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>EB.1 A diverse and growing economic base that will provide local employment</b>					
<b>EB.1.1 Increase availability of light industrial land</b>					
Review & adopt Avon Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> <li>Respond to draft plan – re: changes</li> <li>Adoption of plan WDC</li> </ul>	
Implement recommendations from Avon Region Industry Plan	2014	2014/15 Budget	CEO	<ul style="list-style-type: none"> <li>Engage with Stakeholders</li> <li>Application to RDAP for assistance to develop potential industrial sites.</li> <li>Make a TPS amendment to rezone areas to industrial.</li> <li>Develop industrial land in partnership with landholders</li> </ul>	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> <li>Increase number of industrial lots available</li> </ul>	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
<b>EB.1.2 Investigate alternative economic development opportunities</b>					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> <li>Review &amp; update of report</li> </ul>	July 2014 – Surveys updated and distributed amongst Dowerin's youth population.

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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 opportunities in regional media and on the Dowerin website	Review annually		CDO	<ul style="list-style-type: none"> <li>Increased awareness of services needed in Dowerin</li> <li>Website update</li> <li>Despatch articles</li> </ul>	
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> <li>Meeting with CEO of Wyalkatchem, Koorda &amp; Goomalling regarding shared services</li> </ul>	Meeting with NEWROC regarding resource sharing 25/2/14
Support and promote a vet service to town	Review annually	\$1000	CDO  Maintenance Officer	<ul style="list-style-type: none"> <li>Secure vet service</li> <li>Promote service locally</li> </ul>	<p><i>June 2014 – Complete 2014</i></p> <p>First visit from Wheatbelt Vet Service was on 20<sup>th</sup> November which was successful</p> <p><b>Vet will relocate to the Dowerin hall Change rooms from November 2014.</b></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"> <li>Updated publications</li> <li>Variety of publications</li> <li>Accommodation providers to complete Visitor Statistics Form</li> </ul>	<i>June 2014 – Draft Budget Meeting 2/07/14</i>
Investigate additional free advertising avenues	Reviewed annually		CSO	<ul style="list-style-type: none"> <li>Increased exposure to a wide variety of people/regions</li> <li>Accommodation providers to complete</li> </ul>	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing

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				Visitor Statistics Form	
Expand and increase Social Media Marketing	2014		CSO	<ul style="list-style-type: none"> <li>Increased number of 'likes' and more community interaction</li> </ul>	<p>CSO and Linda Vernon (Tourism Officer for Newtravel) have made a push for Newtravel to create a 2-3 minute Destination Marketing tool based video for the Wheatbelt Way Self Drive Tour. It will be publicised via youtube. CSO is part of the working group to create this.</p> <p>Commitment of posting 1-2 status updates on Facebook on days of work. CSO has created a calendar for regular updates</p>
<b>EB.2.2 Continue to work with key stakeholders to provide quality events</b>					
Work with DEM to create a memorable event for the 50th Dowerin GWN Machinery Field Days	2013 – August 2014		FM CDO CSO	<ul style="list-style-type: none"> <li>A successful 50<sup>th</sup> Anniversary event</li> </ul> <p>Including:</p> <ul style="list-style-type: none"> <li>50 tractors</li> <li>Entrance Statement</li> <li>Photobook</li> </ul>	<p><i>June 2014 – FM &amp; WM meeting with DEM Entrance committee to finalise plans for wall finishing's, landscaping, lighting, driveway material</i></p> <p><i>June 2014 – FM and WM arranged driveway and footpath concreting, wall footings, electricity &amp; water conduits installed, brick laying for wall</i></p> <p><b>October 2014 – a DEM working group meeting was had to finalise the new entrance.</b></p> <p>Following the December meeting of Council DEM decided not to go ahead with the Town Entry Statement and have now produced a proposal to redevelop and tidy up the entrance into the field days site and sporting ground from Memorial Ave.</p>
Establish an annual 4wd event in Dowerin as a	May – August 2014		CSO	<ul style="list-style-type: none"> <li>Establishment of suitable contacts</li> <li>Enhancement of the</li> </ul>	<p><i>June 2014 - WA 4WD Association Gathering is booked for 12<sup>th</sup> &amp; 13<sup>th</sup> July</i></p>

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regional and possibly inter region/interstate event				<ul style="list-style-type: none"> <li>4wd track</li> <li>Successful event</li> </ul>	
<b>EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities</b>					
Establish a farm tour concept	2014		CSO	<ul style="list-style-type: none"> <li>Create a plan for the farm tour concept</li> <li>Meet and discuss concept with local accommodation providers</li> <li>Establish a list of willing farmers/property owners willing to part take in this program</li> <li>Market the program regionally and to the metro area</li> </ul>	
<b>EB.2.4 Continue to develop and market 4WD opportunities and activities</b>					
Market Dowerin as a destination for 4WD enthusiasts	2013-2014		CSO	<ul style="list-style-type: none"> <li>Include Dowerin 4wd experience in 4wd related publications</li> <li>Establish a 4wd connections (distribution list)</li> </ul>	<p><i>June 2014 – First article will be submitted to Offroad Online, to be hopefully published in mid-2014 in conjunction with Wheatbelt Way Self Drive Trail.</i></p> <p>CSO volunteered at the 4WD &amp; Adventure Show on Saturday 9<sup>th</sup> November in the Aust Golden Outback Marquee. Talked to many about Dowerin's new 4WD Track etc</p>
Develop marketing campaign for "Torture Track & Tours" and group events			CSO	<ul style="list-style-type: none"> <li>Regular group bookings at 4WD Track and camp grounds</li> </ul>	<p><i>June 2014 - Eastern Hills Four Wheel Drive Club has expressed an interest in coming to Dowerin soon</i></p> <p>Freedom All Wheel Drive Club has booked in a weekend in June</p>

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					2014 WA 4WD Association gathering is booked for 12 <sup>th</sup> and 13 <sup>th</sup> July
Contact all WA based 4WD clubs and send an information pack	Monthly		CSO	<ul style="list-style-type: none"> <li>Welcome email to 4WD distribution list</li> <li>Monthly updates to 4WD distribution list</li> <li>Regular group bookings at 4WD Track and camp grounds</li> </ul>	<b>Complete 2014</b>  A mailing list of all 4WD Clubs in WA has been created and an initial pack has been sent outlining what we can offer.
Look into paid & free advertising in 4WD publications/websites	November 2013		CSO	<ul style="list-style-type: none"> <li>Include free advertising to 4wd publications/websites</li> <li>Greater exposure in 4WD world</li> </ul>	CSO has created a list of 4WD magazines, websites and publications that we could advertise in.  First article will be submitted to Offroad Online, to be published in the 2014.
<b>EB.2.5 Develop further accommodation options within Dowerin</b>					
Conduct audit of vacant land within the town site for feasible short term accommodation park purposes	2014		CDO	<ul style="list-style-type: none"> <li>Develop options for the site of a new short term accommodation facility</li> </ul>	<b>May 2014 - Complete</b>  Completed see report 'Destination Dowerin'
Conduct audit of visitors, neighbouring communities and DEM as to number/style of accommodation options that should be available	2014		CSO CDO	<ul style="list-style-type: none"> <li>A deeper understanding of the level/type/number of short term accommodation facilities that would be suitable</li> </ul>	CSO has developed a Visitor Statistic form and will speak personally to each of the accommodation providers in town to encourage them to utilise the form.
Develop concept plans of the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> <li>Plan of a short term accommodation facility</li> </ul>	Master Plan has been received

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					Quote received from MCG Architects for Concept Plan development FM - Economic Reserve fund allocation
Gain quotes for scope of works (earthworks, power, construction of permanent ablution facilities, bunk house accommodation and chalet/unit accommodation)	2014/2015	To budget	CDO	<ul style="list-style-type: none"> <li>Detailed quotes received</li> <li>Budget for project drawn up</li> </ul>	<b>Sept 2014 – Contractor has finalised the QS for this project. Committee to discuss this at the next meeting on 28/10/14</b>
<b>EB.2.6 Continue developing the Wheatbelt Heritage Rail Project</b>					
Continue to support Project Manager Chris Le Marshall	2013/2014		CEO FM CDO WM	<ul style="list-style-type: none"> <li>Provide support via telephone, email and in person</li> </ul>	<p><i>June 2014 – 2 meetings</i></p> <p><i>May 2014 – Weekly meetings have been implemented</i></p> <p><b>Revised accreditation application submitted in July 2014 – due for decision February 2015</b></p> <p>FM - Cost allocation and spreadsheet developed and shared with consultant via dropbox</p>
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> <li>Wheatbelt Heritage Rail to be accredited for main line operation</li> </ul>	Accreditation paper work completed and submitted on 6 <sup>th</sup> December
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> <li>Assist and ensure rolling stock arrives in Dowerin safely</li> </ul>	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
Assist with the coordination and delivery	2013		WM	<ul style="list-style-type: none"> <li>The successful delivery of rail construction material on site</li> </ul>	<b>March 2015 – Track to be completed at Minnivale</b>

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of rail construction material.					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"> <li>Removal of dirt</li> <li>Grading</li> </ul>	December 2013 - Completed
<b>THEME THREE: CARING FOR OUR ENVIRONMENT</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt</b>					
<b>ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre</b>					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 <sup>rd</sup> May (tentatively)
Improve facilities, signage etc in order to stream recycling process	December 2013	\$3700	CSO WM	<ul style="list-style-type: none"> <li>Successful grant funding for works</li> <li>Design, printing and installation of signage</li> <li>Expansion of the area with the installation of new concrete pad</li> </ul>	<p>April 2014 – Complete 2014</p> <p>Extensive signage has been purchased along with additional bins to make the volunteers lives easier at the recycling shed.</p> <p>Additional signage to be purchased with small amount of</p>



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					<p>funding leftover from Waste Authority Grant</p> <p>Dept of Environment Regulation – WA Waste Authority Grant was successful. Funds used to lay a cement pad in front of the Recycling Shed, purchased 5 x 480lt bins and additional signage to make where to deposit recyclables clearer to the public.</p> <p>A new cement apron at the front of the recycle shed was completed on 4<sup>th</sup> December 2013</p> <p>Large 660ltr recycle bins have been purchased</p> <p>Twin box wool press purchased December 2013</p>
<b>ENV 1.2 Promote waste minimization and sustainable waste disposal</b>					
Increase the recyclable waste going through the Dowerin Recycling Centre through increased awareness via print media, emails and website updates	Monthly		CSO	<ul style="list-style-type: none"> <li>The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed</li> </ul>	<p>Fortnightly newsletter continues</p> <p>Template for newsletter has been created. Will begin with fortnightly newsletter and assess from there.</p>
Work in conjunction with Dowerin District High School to conduct waste/recycling workshops with the school kids	2014		CSO	<ul style="list-style-type: none"> <li>Plan and develop a waste/recycling workshop at Dowerin District High School</li> <li>If successful plan a community workshop targeting men's shed, CRC etc...</li> </ul>	Initial discussions with the school regarding the possibility of holding a recycling workshop with the students. Deputy Principal would like to hold the first in late term 2
<b>ENV 1.3 Encourage efficient use of natural resources</b>					

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Shire to lead by example	Review half yearly		CEO WM	<ul style="list-style-type: none"> <li>Parks &amp; Gardens adopt more water wise principles in parks and gardens</li> <li>Ensure all lights are turned off at Shire office/depot after use</li> </ul>	
Promote and encourage local involvement in the annual 'Earth Hour' event	March 2014		CSO	<ul style="list-style-type: none"> <li>Advertise in local media/website</li> <li>Create and implement an event to mark Earth Hour and increase awareness of this event locally</li> </ul>	Due to a large volume of other events taking place this event did not happen in Dowerin in 2014
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> <li>Develop an energy saving action plan</li> <li>Research annual statistics</li> <li>Council adopt energy saving action plan</li> <li>Implement energy saving action plan</li> </ul>	
<b>ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group</b>					
Support program by way of use of Shire text messaging service to alert farmers of upcoming drum muster events	Monthly		FM	<ul style="list-style-type: none"> <li>Send monthly text messages to distribution list</li> </ul>	<p><i>June 2014 – SMS reminders sent out monthly by administration staff</i></p> <p>February 2014 – FM set up a reminder in Dowerin Calendar for admin staff</p>
Promote drum muster program in local media	Monthly		CDO	<ul style="list-style-type: none"> <li>Include upcoming drum musters in Council Comments</li> </ul>	
<b>ENV 1.5 Continue oil recycling program</b>					
Relocate oil facility from Stewart Street to the Amery Refuse site	July 2014	2014/15	WM	<ul style="list-style-type: none"> <li>Relocation of facility and rehabilitation of current location</li> </ul>	<b>September 2014 – waste oil facility has been relocated to the Amery refuse site.</b>

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					<p><i>June 2014 – FM following up oil pick up – WREN Oil have not visited as yet</i></p> <p><i>May 2014 – FM contacted WREN Oil to arrange oil pick up at earliest convenience</i></p> <p><i>February 2014 – FM/OSH Rep initiated discussion at Feb OSH Meeting in regards to relocation progress</i></p> <p><i>December 2013 – OSH Coordinator's site report and action plan received</i></p>
Promote and educate oil recycling program to local residents	Quarterly		WM CDO	<ul style="list-style-type: none"> <li>4 advertisements in local media annually</li> </ul>	
<b>ENV: 2. Protect and conserve our natural environment</b>					
<b>ENV 2.1 Continue to support the role of the Natural Resource Management Officer</b>					
Include funding in the annual budget for the role of Natural Resource Management Officer	Annually	\$23,000	FM CEO	<ul style="list-style-type: none"> <li>Ensure that there is an active NRMO at the Shire of Dowerin</li> </ul>	
Seek and take advantage of training programs for NRMO	Review monthly	\$1500	NRMO	<ul style="list-style-type: none"> <li>Regular searches for training opportunities</li> <li>2 training courses annually</li> </ul>	
Provide support and direction to NRMO	Ongoing – reviewed monthly		CEO CDO NRMO	<ul style="list-style-type: none"> <li>Discuss projects and NRMO role at Monthly Management Meetings</li> </ul>	
Develop a monthly NRMO	Monthly		NRMO	<ul style="list-style-type: none"> <li>Establish a newsletter</li> </ul>	

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newsletter to local landholders				format that can be used monthly to email farmers about NRMO activities including grants	
<b>ENV 2.2 Work to manage native and feral flora and fauna</b>					
Promote and conduct Annual Fox Shoot	Annually		NRMO	<ul style="list-style-type: none"> <li>Promotion at least 2 weeks before event</li> <li>Emails to farmers and articles in local media</li> <li>Successful plan and running of the event</li> </ul>	
Promote and conduct Fox Baiting Program (twice yearly)	Spring & Autumn annually		NRMO	<ul style="list-style-type: none"> <li>Submit expression of interest into baiting program with Wheatbelt NRM</li> <li>Advertise locally</li> <li>Successful planning and implementation of baiting program</li> </ul>	
<b>THEME FOUR: LOCAL GOVERNMENT LEADERSHIP</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>LG. 1 Maintain and further develop an efficient and informative organisation</b>					
<b>LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs</b>					
Develop workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> <li>Present Workforce plan to council</li> <li>Adoption of workforce plan</li> <li>Annual review of workforce plan</li> </ul>	<b>July 2014 - Complete</b>  June 2013 – FM Included in 13/14 budget  May 2013 – FM Budget Review to assess need and cost allocation
Implement the workforce plan	2013		CEO	<ul style="list-style-type: none"> <li>Implementation of workforce plan</li> </ul>	<b>August 2014 - Complete</b>

## MINUTES OF ORDINARY MEETING OF COUNCIL – 18 NOVEMBER 2014

			WM FM		June 2013 – FM conducted Admin Salary cost allocations review – staff time diaries
<b>LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors</b>					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> <li>Research</li> <li>Development of plan &amp; policy</li> </ul>	FM - Stage 1 Research and preparation commenced
Implementation of plan & policy	June 2014 To be reviewed annually		FM	<ul style="list-style-type: none"> <li>Council endorse plan</li> <li>Customer feedback (survey)</li> </ul>	FM - Preparation for bi-annual customer feedback survey
<b>LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities</b>					
Provide training opportunities and PD opportunities	Review Monthly	\$41,000	CEO	<ul style="list-style-type: none"> <li>Create councillor training section in CEO info report</li> <li>Create staff training section in FM info report</li> <li>Update training register</li> </ul>	<i>December 2013 – FM including Staff Training Update to Council in Information Report</i>
<b>LG. 1. 4 Ensure information is communicated to the public regularly and effectively</b>					
Provide weekly council information to the public via the Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> <li>Weekly Council Comments segment in local paper</li> </ul>	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> <li>Regular status updates of events, activities or reminders on facebook</li> </ul>	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> <li>2 newsletters per year</li> </ul>	December 2013 – Christmas Newsletter
Ensure website is up to date	Reviewed weekly		CDO	<ul style="list-style-type: none"> <li>Ensure website is always up to date with latest news, events etc...</li> </ul>	<i>June 2014 – FM requested all administration staff to update new Shire webpage as their home page and to set aside time to explore different areas of site each week and report back to CDO.</i>

## MINUTES OF ORDINARY MEETING OF COUNCIL – 18 NOVEMBER 2014

					<i>Ongoing</i>
<b>LG. 1. 5 Provide opportunities for the community to have input into Council's decision making</b>					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> <li>At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services)</li> </ul>	<i>Ongoing</i>
Promote and encourage attendance at public question time at monthly council meetings	Monthly		CDO CEO	<ul style="list-style-type: none"> <li>Advertise in local media</li> <li>Invite school council to part take once per year</li> </ul>	<i>June 2014 – Questions on Notice included in June Council Agenda</i>
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
<b>LG. 2 Strong leadership and governance</b>					
<b>LG. 2.1 Review Strategic Community Plan</b>					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
<b>LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums</b>					
Participate in regional	Reviewed annually	Annual Subs	CEO	Involvement in WDC, GECZ,	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 18 NOVEMBER 2014

groups/organisations			STAFF	WALGA. LGMA WA	
<b>LG. 2.3 Collaborate with other surrounding shires to strengthen the region</b>					
Continue to attend and participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> <li>Attendance at AROC meetings</li> </ul>	<p><b>August 2014 – CEO &amp; President attended June AROC meeting</b></p> <p>May 2014 – CEO &amp; President attended May AROC meeting</p> <p>April 2014 – CEO &amp; President attended April AROC meeting</p> <p>March 2014 – CEO &amp; President attended March AROC meeting</p>
Continue to attend regional road group meetings	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> <li>Attendance at Regional Road Group Meetings</li> </ul>	

## 9.2 OPERATIONS

### 9.2.1 ANNUAL ELECTORS MEETING

Date:	13 November 2014
Applicant:	CEO
Location:	N/A
File Ref:	ADM0202
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### **Summary**

Council to set a date for the 2014 Annual Electors Meeting

#### **Comment**

The Annual report for 2013/14 is currently being completed for presentation to Council. At the time of writing the Audit Report for 2013/14 had not been received. Hopefully the report will be ready by the November Council otherwise it will be presented to the December Council meeting for adoption.

Council needs to set a date for the Annual Electors Meeting and advertise this locally. It is proposed that Council holds the Annual Meeting of Electors at 6.30pm in the Lesser Hall on Tuesday 16<sup>th</sup> December 2014 after the December Council Meeting.

#### **Statutory Implications**

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

##### **Section 5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

##### **Section 5.53. Annual reports**

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
  - (a) a report from the mayor or president;
  - (b) a report from the CEO;

##### **Section 5.54. Acceptance of annual reports**

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

*\* Absolute majority required.*



- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

**Policy Implications**

Nil

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

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**COUNCIL DECISION – ITEM 9.2.1**

(2453) Moved: SV Brookes Seconded: TA Jones Carried: 7/0

**THAT COUNCIL GIVES LOCAL PUBLIC NOTICE OF THE ANNUAL ELECTORS MEETING TO BE HELD AT 6.30PM, TUESDAY 16 DECEMBER 2014 AT THE LESSER HALL.**

## 9.2.2 MEMORANDUM OF UNDERSTANDING – DOWERIN COMMUNITY CHILDCARE

Date: 14 November 2014  
Applicant: Shire of Dowerin  
Location: Lot 10 Cottrell Street  
File Ref: ADM 0033  
Disclosure of Interest: Nil  
Author: Dacre Alcock

### Summary

That Council considers a Memorandum of Understanding (MOU) between the Shire of Dowerin and the Dowerin Community Childcare.

### Background

The premise at Lot 10 Cottrell Street, Dowerin was leased to the Dowerin Community Childcare in September 2013 for three years. This lease was completed then due to the requirement for the Dowerin Community Childcare had tenure of the premises for licensing application purposes. In the lease there are a number of items that have been included in the draft MOU.

When the Dowerin Community Childcare opened in March 2014 the Shire of Dowerin took on the responsibility of payroll and invoicing customers.

At the September 2014 Council Meeting a delegation from the Dowerin Community Childcare made a presentation to Council. The presentation provided Council with a high level of information regarding the startup and operations of the Lil Tigers Early Learning centre.

At the October 2014 Council meeting Council considered a draft MOU which was then forwarded onto the Dowerin Community Childcare Management Committee for their comment and feedback on the draft MOU.

### Comment

Feedback received from the Dowerin Community Childcare is as follows:

- Overall the Dowerin Community Childcare is pleased with the Draft MOU as it outlines the roles and responsibilities of each party.
- Further clarification required on the “assisting the Lil tigers committee with the recruitment of senior staff at Lil Tigers”. Senior staff was changed to Coordinator. “Assisting” means that the Shire of Dowerin will not be the lead agency in hiring a Coordinator.
- Lil Tigers will be responsible for carrying out staff inductions and annual staff reviews.
- The Dowerin Community Childcare Committee has suggested a quarterly review of the MOU be carried out. The MOU now includes “The CEO and Lil Tigers are to review the operations of this MOU on a quarterly basis”.

The amended MOU has been included as an attachment.

### Consultation

Dowerin Community Childcare Inc. Management Committee

Chairperson, Kezia Metcalf

Financial Implications

Provision has been made in the 2014/15 budget for Council's expenditure included in draft MOU with the Dowerin Community Child Care facility.

Policy Implications

Nil.

Statutory Implications

**Theme 1 Community**

**C.6 Maintain the provision of High Quality Infrastructure**

C.6.3 Continue to support the development of the Dowerin Community Child Care facility

Strategic Implications

Nil

Voting Requirements

Simple majority

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.2.2**

(2454) Moved: SV Brookes Seconded: DP Hudson Carried: 7/0

**THAT COUNCIL ENDORSES THE MEMORANDUM OF UNDERSTANDING – DOWERIN COMMUNITY CHILDCARE AND SENDS IT TO THE DOWERIN COMMUNITY CHILDCARE INC COMMITTEE FOR THEIR ENDORSEMENT.**

**SHIRE OF DOWERIN**

And

**DOWERIN COMMUNITY CHILDCARE INC**

**Memorandum of Understanding**

**The parties to this Memorandum of Understanding are:**

The **SHIRE OF DOWERIN** of 13 Cottrell Street, Dowerin, Western Australia

and;

**DOWERIN COMMUNITY CHILDCARE INC** of 10 Cottrell Street, Dowerin, Western Australia

**BACKGROUND**

This agreement describes the mutual understanding between the **SHIRE OF DOWERIN** hereinafter referred to as '**the Shire**' and **DOWERIN COMMUNITY CHILDCARE INC** hereinafter referred to as '**Lil Tigers**' for the purpose of this document.

This agreement shall begin on \_\_\_\_\_ November 2014 and end on 30<sup>th</sup> September 2016.

**DEFINITIONS**

In this MOU, unless the context otherwise requires, the following expressions shall have the following meanings:

'**the Shire**' means Shire of Dowerin

"**Lil Tigers**" means Dowerin Community Childcare Inc.

"**the premise**" means 10 Cottrell Street, Dowerin

**OBLIGATIONS & COMMITMENTS OF THE PARTIES**

**The Shire agrees to:**

- Provide the premise to Lil Tigers for the purpose of operating an early learning centre inclusive of utilities, pest control and building insurance.
- The annual rental for the premise shall be the minimum annual rates as determined by Council for that financial year.
- Carry out the ground maintenance at the premise.
- Carry out the payroll function on behalf of Lil Tiger and will issue an invoice for the total of wages and superannuation at the end of each month to Lil Tigers.
- The Lil Tigers to be covered by the Shire's Workers Compensation Insurance.
- Provide industrial relations and human resource advice to Lil Tigers Coordinator and Committee.
- Assist the Lil Tigers committee with the recruitment of the Coordinator at Lil Tigers.
- Carry out invoicing of Lil Tigers clients.

**Lil Tigers agrees to:**

- Manage the Lil Tigers Early Learning Centre.
- Submit financial statements on a quarterly basis.
- There being no structural changes to the premise without the consent of the Shire. Lil Tigers may carry out minor building maintenance (e.g. painting of rooms) in consultation with the Shire CEO.
- Major building upgrade requests for the premise to be given by Lil Tigers to the Shire by May of each year so that such requests can be considered during the Shires annual budget deliberations.
- Hold and keep current a policy for Public Liability for \$10m cover and produce evidence of this policy to the Shire each financial year.
- Insure the contents of the premise.
- Payroll information to be provided to the Shire within required timeframes.
- Carry out annual performance reviews and staff inductions.
- Maintain the premise to the current Education and Care Regulations.

**TERMINATION**

Either party may terminate this MOU by giving to the other not less than 3 months notice in writing.

**DISPUTE RESOLUTION**

In the event of any dispute arising out of or in relation to the obligations of the Parties or a breach thereof, the Parties agree to try, in good faith to settle the dispute by mediation.

**MANAGEMENT REVIEWS OF THE MOU**

The CEO and Lil Tigers are to review the operations of this MOU on a quarterly basis.

**FUTURE AGREEMENT TERMS**

At least 3 months prior to the completion of this agreement, the Shire will contact Lil Tigers to renegotiate a new agreement.

**CONFIDENTIALITY**

The Parties agree to keep confidential and not to disclose, communicate or divulge to anyone any confidential information received through or for the purposes of this MOU.

**EXECUTED**

\_\_\_\_\_  
Dacre Alcock  
Shire of Dowerin CEO  
**Date:**

\_\_\_\_\_  
Kezia Metcalf  
Dowerin Community Childcare Inc. Chairperson  
**Date:**

### 9.2.3 COMMUNITY WATER SUPPLY PROGRAM

Date:	14 November 014
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM0275
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### Summary

That Council considers submitting a grant application for the Community Water Supply Program to increase the catchment of the field days dam and extend the dam water supply to Centenary Park and the Shire Office gardens.

#### Background

Back in 2006/07 the Shire of Dowerin developed the field days dam project funded through a grant from the Department of Environment. This dam unfortunately has not met the expectations of the expert advice received at the time and would not have filled past 10% of its capacity since its completion. The catchment of water through the field days site and land to the east has not provided enough flow during good rain events to fill this dam.

During the 2013/14 financial year the Shire of Dowerin used \$14,849 to water Centenary Park and the Shire Office gardens. This is a significant amount of expenditure but not surprising due to the large grassed areas.

The Community Water Supply Program application information has been included for Councillors information. The Enhancement of Rural Town Water Supplies would be the funding category the Shire of Dowerin would be eligible for. This Program aims to enhance the amenity of rural communities by improving non-potable water supplies for rural towns, providing water for “townscape” improvement and assisting with water conservation projects. Townscape improvement includes activities such as the irrigation of sporting grounds and public open space. Proposals to provide water for townscape improvement that reduce scheme water consumption will also be considered for funding.

#### Comment

The grant proposal is for the following:

#### **Step 1 - Increase the catchment to the Field Days Dam**

It is acknowledged the catchment for the field days dam is not sufficient and water from other areas needs to be harvested to increase the catchment. It is recommended that the water that flows down each side of Metcalf Street be redirected into the field days dam. Minor works would be required to redefine the road gutters and clear them of any plant growth. A reasonably sized culvert will need to be positioned east of the field days dam to harvest water runoff from the north side of Metcalf Street. Additional works will be done on the catchment between Metcalf Street and the dam. Also minor works on the drainage on Maisey Street will also be done to maximize the water runoff into the already existing catchment for the field day's dam.

#### **Step 2 – Upgrade the power supply at the field days dam to 2 phase**

The pump system at the field days dam requires 2 phases to operate the pump system that were installed. This would enable water in the dam to be pumped onto the oval/parks or back to the town dam.

**Step 3 Extend the water supply from Fraser Street/Cottrell Street to between the HACC building and the Town Hall**

To get a dam water supply to supply the Centenary Park and Shire Office Gardens the water pipe needs to be extended. The closest point to extend the water supply from is the Fraser Street and Cottrell Street Intersection. This is a distance of approximately 440m. A pump and tank system would also need to be connected and installed in the Shire Office precinct.

In short Council needs to decide if it wants to increase the catchment for the field days dam and if it wants to decrease water costs in maintaining Centenary Park and the Shire Office Gardens.

Financial Implications

Council will need to fund 30% of the project. Council funding does include in kind works which will be significant for this project and could make up 30% of the cost; therefore the cash contribution will be minimal.

Statutory Implications

Nil.

Consultation

Steven Geerdink

Sonia King

Michael Allen, Department of Water

Policy Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.2.3**

(2455)      Moved: DP Hudson      Seconded: TA Jones      Carried: 7/0

**THAT COUNCIL SUPPORTS A GRANT APPLICATION THROUGH THE COMMUNITY WATER SUPPLY PROGRAM TO INCREASE THE WATER CATCHMENT TO THE FIELD DAYS DAM AND EXTEND THE WATER SUPPLY TO CENTENARY PARK AND THE SHIRE OFFICE GARDENS.**





**9.3 FINANCE REPORT****9.3.1 FINANCE REPORT – OCTOBER 2014**

Date: 6 November 2014  
Applicant: N/A  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Sonia King  
Attachments: Monthly Statements

Summary

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

Background

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

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

- Statement of Financial Activity

	<b>31-Oct-14</b>	<b>30-June-14</b>	<b>31-Oct-13</b>
Municipal Fund	\$822,145	\$384,609	\$1,832,980
Plant Reserve	\$250,893	\$250,893	\$102,943
LSL Reserve	\$130,806	\$130,806	\$107,755
Land & Buildings Reserve	\$19,285	\$19,285	\$18,767
Recreation Facility Reserve	\$167,826	\$167,826	\$162,221
Community Bus Reserve	\$33,714	\$33,714	\$28,820
Community Housing Res	\$35,356	\$35,356	\$34,371
Sewerage Reserve	\$768,244	\$768,243	\$711,723
Economic Develop Reserve	\$302,275	\$302,275	\$468,007
Tennis Court Replacement	\$6,000	\$6,000	\$0
Bowling Green Replacement	\$10,000	\$10,000	\$0
<b>Consolidated Funds</b>	<b>\$2,546,543</b>	<b>\$2,109,007</b>	<b>\$3,467,587</b>

**Sundry Debtors at 31 October 2014**

Current	\$3,892
30 days	\$350
60 days	\$44
90 days	\$227
Total	<b>\$4,513</b>

**Reserve Funds**

The total balance of funds held in the various Reserve Funds at 31 October 2014 is as detailed in the financial statements.

**Consultation**

Nil

**Financial Implications**

Nil

**Policy Implications**

Nil

**Statutory Implications**

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

**Strategic Implications**

Nil

**Voting Requirements**

Simple Majority

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**COUNCIL DECISION – ITEM 9.3.1**

(2456) Moved: DP Hudson Seconded: TW Quartermaine Carried: 7/0

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



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

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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

NOTE	2014/15 Revised Budget \$	October 2014 Y-T-D Budget \$	October 2014 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
<b>Operating</b>					
<b>Revenues/Sources</b>					
Governance	38,700	12,892	9,325	(3,567)	(27.67%)
General Purpose Funding	1,458,389	361,246	348,141	(13,105)	(3.63%)
Law, Order, Public Safety	31,180	10,384	11,889	1,505	14.49%
Health	293,872	137,140	144,470	7,330	5.34%
Education and Welfare	79,853	26,616	22,896	(3,720)	(13.98%)
Housing	131,917	43,964	41,276	(2,688)	(6.11%)
Community Amenities	218,723	207,311	206,508	(803)	(0.39%)
Recreation and Culture	71,046	45,063	26,924	(18,139)	(40.25%) ▼
Transport	697,414	278,018	227,807	(50,211)	(18.06%) ▼
Economic Services	7,200	1,496	68,738	67,242	4494.79% ▲
Other Property and Services	9,000	3,000	3,950	950	31.67%
	3,037,294	1,127,130	1,111,924	(15,206)	(1.35%)
<b>(Expenses)/(Applications)</b>					
Governance	(328,767)	(116,540)	(139,352)	(22,812)	(19.57%) ▲
General Purpose Funding	(96,960)	(32,308)	(33,520)	(1,212)	(3.75%)
Law, Order, Public Safety	(99,050)	(32,996)	(34,396)	(1,400)	(4.24%)
Health	(346,773)	(115,556)	(137,666)	(22,110)	(19.13%) ▲
Education and Welfare	(94,831)	(31,596)	(36,792)	(5,196)	(16.45%) ▲
Housing	(177,523)	(59,128)	(83,654)	(24,526)	(41.48%) ▲
Community Amenities	(301,177)	(100,328)	(136,200)	(35,872)	(35.75%) ▲
Recreation & Culture	(627,744)	(209,140)	(271,158)	(62,018)	(29.65%) ▲
Transport	(1,421,416)	(473,756)	(494,677)	(20,921)	(4.42%)
Economic Services	(184,999)	(61,628)	(190,839)	(129,211)	(209.66%) ▲
Other Property and Services	2,003	732	(21,882)	(22,614)	3089.34% ▼
	(3,677,235)	(1,232,244)	(1,580,136)	(347,892)	28.23%
<b>Net Operating Result Excluding Rates</b>	(639,941)	(105,114)	(468,212)	(363,098)	345.43%
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposals	23,428	7,808	0	(7,808)	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	(330)	(330)	0.00%
Movement in Employee Benefit Provisions	14,578	4,856	0	(4,856)	100.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	442,616	442,616	0.00%
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(515,000)	(171,664)	(92,501)	79,163	46.12% ▼
Purchase of Vehicles & Plant	(424,000)	(141,332)	0	141,332	100.00% ▼
Purchase of Furniture & Equipment	(4,865)	(30,952)	0	30,952	100.00% ▼
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(696,293)	(227,056)	(187,116)	39,940	17.59% ▼
Purchase of Infrastructure Assets - Footpaths	0	(16,028)	0	16,028	100.00% ▼
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	(6,950)	(2,312)	(6,477)	(4,165)	(180.15%)
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	0	0	0	0.00%
Repayment of Debentures	(57,181)	(22,652)	0	22,652	100.00% ▼
Proceeds from New Debentures	117,000	39,000	0	(39,000)	(100.00%) ▼
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	0	0	0	0	0.00%
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(374,970)	(124,968)	0	124,968	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
<b>Net Current Assets July 1 B/Fwd</b>	<b>848,643</b>	<b>848,643</b>	<b>235,473</b>	<b>(613,170)</b>	<b>72.25%</b>
<b>Net Current Assets Year to Date</b>	<b>(607,337)</b>	<b>1,156,443</b>	<b>1,021,667</b>	<b>(134,776)</b>	<b>11.65%</b>
<b>Amount Raised from Rates</b>	<b>(1,098,214)</b>	<b>(1,098,214)</b>	<b>(1,098,214)</b>	<b>0</b>	<b>(0.00%)</b>

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

3. ACQUISITION OF ASSETS	2014/15 Adopted Budget \$	2014/15 Revised Budget \$	October 2014 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
<u>Other Governance</u>			
Furn - Photocopier	4,865	4,865	0
<b>Law, Order &amp; Public Safety</b>			
<u>Fire Prevention</u>			
Vehicle - Fire Trucks	0	0	0
<b>Housing</b>			
<u>Other Housing</u>	0		
Land - Purchase Land	0	0	0
New House	0	0	0
<b>Health</b>			
<u>Other Health</u>			
Furn - Hacc Equipment	0	0	0
<b>Community Amenities</b>			
<u>Other Community Amenities</u>			
Land - Recycling Shed	0	0	0
<b>Recreation and Culture</b>			
<u>Other Recreation &amp; Sport</u>			
Tools - Mowers/Tools	0	0	0
Community Club	0	0	11,601
Land - New Sports Complex	0	0	0
<u>Other Culture</u>			
Furn - Museum Software	0	0	0
Land - Museum Shed	0	0	0
<b>Transport</b>			
<u>Construction - Roads, Bridges, Depots</u>			
Roads - Roads To Recovery	267,460	267,460	187,116
Roads - Signs	6,950	6,950	6,477
Roads - Unclassified	-11,120	-11,120	0
Roads - State 20/20	439,953	439,953	0
<u>Road Plant Purchases</u>			
Plant - Loader	400,000	400,000	0
Other Plant	24,000	24,000	0
Plant - Works Manager Vehicle	0	0	0
Tools - Compressor	0	0	0
<b>Economic Services</b>			
<u>Other Economic Services</u>			
Wheatbelt Heritage Rail Project	515,000	515,000	80,900
<b>Other Property &amp; Services</b>			
<u>Unclassified</u>			
Tools - Capital	0	0	0
Tools - Chainsaws/Tools	0	0	0
	<u>1,647,108</u>	<u>1,647,108</u>	<u>286,094</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	515,000	515,000	92,501
Vehicles & Plant	424,000	424,000	0.00
Furniture & Equipment	4,865	4,865	0.00
Tools & Equipment	0	0	0.00
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	696,293	696,293	187,116
Infrastructure - Footpaths	0	0	0
Infrastructure - Drainage	0	0	0
Infrastructure - Signs	6,950	6,950	6,477
Infrastructure - Parks & Ovals	0	0	0
Infrastructure - Street Lighting	0	0	0
	<u>1,647,108</u>	<u>1,647,108</u>	<u>286,094</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

4. DISPOSALS OF ASSETS

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

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

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

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

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

Note:

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

(b) New Debentures - 2014/15

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

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

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



Opening Balance	6,000	6,000
Amount Set Aside / Transfer to Reserve	6,210	0
Amount Used / Transfer from Reserve	0	0
	<u>12,210</u>	<u>6,000</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	10,000	10,000
Amount Set Aside / Transfer to Reserve	10,350	0
Amount Used / Transfer from Reserve	0	0
	<u>20,350</u>	<u>10,000</u>
<b>Total Cash Backed Reserves</b>	<u><b>2,004,907</b></u>	<u><b>1,724,398</b></u>

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

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Long Service Leave Reserve	14,578	0
Plant Replacement & Reconditioning Reserve	8,781	0
Land & Building Reserve	675	0
Recreation Facilities Reserve	33,874	0
Community Housing Project Reserve	9,456	0
Community Bus Reserve	5,180	0
Sewerage Asset Preservation Reserve	94,034	0
Economic Development Reserve	161,831	0
Tennis Court Replacement Reserve	6,210	0
Bowling Club Replacement Reserve	10,350	0
	<u><b>344,969</b></u>	<u><b>0</b></u>

**Transfers from Reserves**

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

	2013/14 B/Fwd Per 2014/15 Budget \$	2013/14 B/Fwd Per Financial Report \$	October 2014 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,343,603	248,496	822,145
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	0	0
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	25,703	207,961
Sewerage Rates Outstanding	13,320	15,438	38,010
Rubbish Rates Outstanding	9,156	11,084	24,838
Sundry Debtors	9,524	75,066	4,438
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	1,486	2,755	(11,590)
GST Receivable	0	18,834	27,471
Provision For Doubtful Debts	0	0	0
Inventories	12,672	22,458	35,985
	<u>3,362,064</u>	<u>501,891</u>	<u>1,149,258</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(105,245)	(36,455)
Excess Rates	(34,591)	(78,504)	(2,005)
Accrued Expenditure	0	0	0
Department Transport	0	0	1,443
GST Payable	(33,251)	(9,413)	(8,258)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(3,480)	13,124
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(5,253)	(2,620)
Leave Provisions - Current	(175,250)	(198,516)	(198,516)
	<u>(741,411)</u>	<u>(400,411)</u>	<u>(233,287)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,620,653</b>	<b>101,480</b>	<b>915,971</b>
Less: Cash - Reserves - Restricted	(1,872,648)	0	0
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	130,806	130,806
Adjustment for Interfund Transfers Imbalance Within Muni	0	(31,292)	(25,432)
Adjustment for Trust Transactions Within Muni	0	34,479	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>848,643</u></b>	<b><u>235,473</u></b>	<b><u>1,021,667</u></b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

8. RATING INFORMATION

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

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

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

9. TRUST FUNDS

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

Detail	Balance 01-Jul-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	360	0	5,260
Key Deposits	610	20	0	630
Tidy Towns	2,818	0	0	2,818
Dowerin Child care	-295	0	0	-295
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	27,503	0	(815)	26,688
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Building Deposits	5,000	0	0	5,000
AROC Funds	64,198	0	0	64,198
	111,782	380	(1,215)	110,947

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

10. OPERATING STATEMENT

	October 2014 Actual \$	2014/15 Adopted Budget \$	2013/14 Actual \$
<b>OPERATING REVENUES</b>			
Governance	9,325	38,700	58,971
General Purpose Funding	1,446,355	2,551,480	1,845,545
Law, Order, Public Safety	11,889	31,180	38,661
Health	144,470	293,872	310,500
Education and Welfare	22,896	81,653	28,317
Housing	41,276	131,917	116,201
Community Amenities	206,508	218,723	207,095
Recreation and Culture	26,924	71,046	226,162
Transport	227,807	698,614	664,741
Economic Services	68,738	7,200	33,936
Other Property and Services	3,950	14,000	7,832
<b>TOTAL OPERATING REVENUE</b>	<b>2,210,138</b>	<b>4,138,385</b>	<b>3,537,960</b>
<b>OPERATING EXPENSES</b>			
Governance	139,352	328,767	367,425
General Purpose Funding	33,520	96,960	84,364
Law, Order, Public Safety	34,396	99,050	108,568
Health	137,666	346,773	396,275
Education and Welfare	36,792	94,831	37,305
Housing	83,654	177,523	202,589
Community Amenities	136,200	301,177	335,874
Recreation & Culture	271,158	627,744	735,411
Transport	494,677	1,422,616	1,574,564
Economic Services	190,839	187,138	224,176
Other Property and Services	21,882	2,997	94,357
<b>TOTAL OPERATING EXPENSE</b>	<b>1,580,136</b>	<b>3,685,574</b>	<b>4,160,909</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>630,002</b>	<b>452,811</b>	<b>(622,949)</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

11. BALANCE SHEET

	October 2014 Actual \$	2013/14 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	822,145	330,553
Trade and Other Receivables	291,129	148,881
Inventories	35,985	22,458
<b>TOTAL CURRENT ASSETS</b>	<b>1,149,259</b>	<b>501,892</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	23,918	23,588
Inventories	0	0
Property, Plant and Equipment	9,107,904	9,227,982
Infrastructure	23,823,764	23,860,532
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>32,955,586</b>	<b>33,112,102</b>
<b>TOTAL ASSETS</b>	<b>34,104,845</b>	<b>33,613,994</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	63,557	230,681
Long Term Borrowings	57,181	57,181
Provisions	198,516	198,516
<b>TOTAL CURRENT LIABILITIES</b>	<b>319,254</b>	<b>486,378</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	472,175	472,175
Provisions	11,517	11,517
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>483,692</b>	<b>483,692</b>
<b>TOTAL LIABILITIES</b>	<b>802,946</b>	<b>970,070</b>
<b>NET ASSETS</b>	<b>33,301,899</b>	<b>32,643,924</b>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	29,146,792	28,516,790
Reserves - Cash Backed	0	0
Reserves - Asset Revaluation	4,238,915	4,238,915
<b>TOTAL EQUITY</b>	<b>33,385,707</b>	<b>32,755,705</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

12. FINANCIAL RATIOS

	2014 YTD	2013	2012	2011
Current Ratio	6.099	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 – OCTOBER 2014

Date: 6 November 2014  
Applicant: N/A  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Sonia King  
Attachments: List of Accounts October 2014

#### Background

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

#### Comment

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

#### Statutory Implications

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

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

#### Policy Implications

Nil.

#### Voting Requirements

Simple Majority

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### COUNCIL DECISION – ITEM 9.3.2

(2457) Moved: DP Hudson Seconded: SV Brookes Carried: 7/0

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



**9.3.3 BUDGET AMENDMENT – DOWERIN GYM FEES**

Date: 10 November 2014

Applicant: N/A

Location: N/A

File Ref:

Disclosure of Interest: Nil

Author: Sonia King

Attachments:

Summary

Renovations for the new Dowerin All Hours Gym have commenced with completion anticipated for February 2015. The fees and charges for the gym operation have been reviewed and are recommended to Council for adoption.

Background

The Dowerin All Hours Gym is to be located in the old Dowerin Tennis Club Rooms. Renovations have now commenced at this location. The timeline developed for this project indicates that the Dowerin All Hours Gym should be ready for operation by February 2015. In preparation for the marketing phase of the project, it is necessary for Council to determine appropriate fees and charges so that these charges may be advertised and pre-enrolment for memberships can take place.

There are a number of other Local Government's that provide a gym service to their community, offering varying levels of membership and fee options. The membership and fee structure of four 'community gyms' have been reviewed, with details provided below.

<u>Local Government</u>	<u>Goomalling</u>	<u>Mukinbudin</u>	<u>Pingelly</u>	<u>Brookton</u>
<b>Hours:</b>	Operating Hours		All Hours	All Hours
<b>Classes:</b>	Includes all		Classes extra fee	Classes extra fee
<b>Operated by:</b>	classes		Shire of Pingelly	Shire of Brookton
<b>Induction:</b>	Shire of		& WA Police	
	Goomalling		Not required	Required
	Not required			
<u>Payment Options</u>	Casual	12 month	12 month	6 Month
	1 Month			12 Month
	12 Month			
<u>Fees</u>				
Adult	\$300 annual	\$125 annual	\$55 annual	\$258 annual
Concession	\$150 annual	\$62.50 annual	\$27.50 annual	\$130 annual
Family/Couple	\$540 annual	\$175 annual	NA	NA
Concession	\$270 annual	\$87.50 annual	NA	NA
Student	NA	NA	\$38.50	\$130 annual
Community/Sport Club				
• Adult	NA	\$10 per session	NA	\$50 annual
• Student/Conc				

	NA	NA	NA	\$25 annual
<b><u>Other</u></b>				
Swipe Card Deposit	NA	\$30	Code access	\$0
Swipe Card Replacement	NA	\$30	Code access	\$30

Most community gyms that are run in a similar manner as proposed in the Dowerin Community Gym Business Plan, offer an optional membership and attractive fee structure to cater for the community. Although it is important to look at how to operate without always relying on external funding or donations, the intention is not to operate as a commercial business. The development of an appropriate fee structure should consider the maintenance and support service expenses, as well as the ongoing funding availability from various sources, such as membership fees, facility hire charges and the Shire of Dowerin budget allocations.

#### Comment

Other considerations are:

- Members of the gym would be required to undertake a gym induction in order to understand the correct use of equipment and sign an insurance waiver before being issued with an access key/fob/swipe card.
- Gym Inductions will be completed by a Shire of Dowerin recommended and certified instructor for a cost of \$20 per person, which will be incorporated into the annual membership fee.
- Membership will be required to be aged 18+ unless a member aged between 14 and 18 is accompanied by a parent/guardian at the times of use. Membership is not available to children under 14 years of age.
- In accordance with Lotterywest funding agreement, senior/concession/pensioner membership will be 50% of adult fee.
- Access card cost to be factored into membership price and replacement card fee charged.

The following proposed fees and charges for the Dowerin All Hours Gym have been developed with consideration of the Dowerin Community Gym Business Plan, the Lotterywest Funding Agreement and relevant fees and charges of similar gyms in surrounding areas.

ADULT	\$150	Covers membership, induction and access card
STUDENT	\$75	Discounted membership, induction and access card
CONCESSION/SENIORS*	\$75	Discounted membership, induction and access card
REPLACEMENT CARD FEE	\$30	Covers cost to replace access card
COMMERCIAL ACTIVITIES/SESSION**	\$10	Covers extra admin and facility use costs.

\* Must present valid senior or concession card

\*\*All participants of group sessions must be gym members and have completed induction.

Statutory Implications

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide. Fees and charges are to be imposed (generally) when adopting the budget and must be resolved by an absolute majority.

In determining the amount of a fee or charge for a service or goods a local government is required to take into account the following factors (s 6.17) –

- (a) The cost to the local government of providing the service or goods;
- (b) The importance of the service or goods to the community; and
- (c) The price at which the service or goods could be provided by an alternative provider.

Fees and charges can be imposed or amended during the year but only by an absolute majority decision of Council.

Section 6.19 of the *Local Government Act 1995* requires public notice if fees and charges are amended or adopted after the budget has been adopted.

Policy Implications

Nil

Strategic Implications

Community Strategic Plan 2013 – 2023

Consultation

The fees and charges of surrounding and comparable facilities have been reviewed. There has been no community consultation on this item.

Financial Implications

Amendment to 14/15 Budget Fees and Charges Schedule.

Recreation Reserve Fund

Voting Requirements

Absolute Majority

**COUNCIL DECISION – ITEM 9.3.3**

(2458) Moved: SV Brookes Seconded: TW Quartermaine Carried: 7/0

**THAT COUNCIL ADD THE FOLLOWING FEES TO THE ADOPTED 2014/15 FEES AND CHARGES SCHEDULE:**

<b>ADULT MEMBERSHIP</b>	<b>\$150</b>
<b>STUDENT MEMBERSHIP</b>	<b>\$75</b>
<b>CONCESSION/SENIORS MEMBERSHIP</b>	<b>\$75</b>
<b>REPLACEMENT CARD FEE</b>	<b>\$30</b>
<b>COMMERCIAL ACTIVITIES</b>	<b>\$10 PER SESSION</b>

#### 9.3.4 REQUEST FOR SUPPORT – CHAPLAINCY SERVICE

Date:	11 November 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	1. Letter from DDHS 2. YouthCARE Fact Sheet

##### Summary

This report presents a request for financial assistance for the Dowerin District High School Chaplain and details proposed support from the Shire of Dowerin for consideration by Council.

##### Background

Council has supported the DDHS Chaplaincy Program in principle in previous years and has contributed funds as necessary, dependent upon external funding availability. The program has previously relied upon the National School Chaplaincy Program Funding which is managed and distributed by the YouthCARE Council.

Unfortunately, due to recent high court decision the National funding for this program has been removed and alternative funding sources are now required for the School Chaplaincy Program to continue after the end of 2014. The Dowerin District High School has requested that Council consider making a contribution to enable the continuation of the School Chaplaincy Program.

##### Comment

The Dowerin District High School, on behalf of the Dowerin YouthCARE Council, has approached the Shire of Dowerin President requesting Council support for the chaplain program at the school. The chaplain provides ongoing counselling, support and mentoring for students and forms a very important part of the schools student services. Within the student body of Dowerin District High School there are a number of students who require extra support at times throughout the year and the school chaplain plays an important role in easing that burden, enabling the students to devote greater attention to their social and academic progress.

The Dowerin YouthCARE Council are actively seeking funding from external sources including the Shire of Dowerin, however should funding arrangements become available in the new year, the program may not require extra financial support from the Shire. For this reason it is recommended that Council allocate funds for the 2015 school year, dependent upon external funding availability for the Dowerin YouthCARE Council in 2015.

##### Statutory Implications

Nil

##### Policy Implications

Nil

##### Strategic Implications

Community Strategic Plan 2013-2023

Consultation

No community consultation was considered necessary in relation to this report.

Financial Implications

It is recommended that \$3,000 be allocated from the 14/15 Budget account, Youth – Initiatives to support the employment costs for the chaplain at the Dowerin District High School.

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.3.4**

(2459)              Moved: SV Brookes      Seconded: TA Jones      Carried: 5/2

**THAT COUNCIL SUPPORTS THE DOWERIN DISTRICT HIGH SCHOOL CHAPLAINCY PROGRAM WITH A CONTRIBUTION OF \$3,000 TOWARD THE EMPLOYMENT COSTS OF THE SCHOOL CHAPLAIN FOR THE 2015 SCHOOL YEAR IN THE EVENT THAT THEY DO NOT RECEIVE EXTERNAL FUNDING FOR THE 2015 PROGRAM.**



**Dowerin District High School**

TEACHER DEVELOPMENT SCHOOL - MATHEMATICS

Memorial Ave, Dowerin, W.A. 6461

Telephone: 08 96311030

Fax: 08 96311180

ABN: 72 133 688 385

The Shire President  
Dowerin Shire  
Cottrell Street  
Dowerin 6461

Dear Dale

You may be aware that, because of a recent high court decision, the government is no longer able to fund the National School Chaplaincy and Student Welfare Program. Our Chaplain is employed with funding from this source. YouthCARE is our 'Funding Recipient'. Their role is to manage the finances associated with employing the Chaplain and provide support to the Chaplain and the Dowerin YouthCARE Council. YouthCARE has agreed to fund the Chaplain at Dowerin District High School for the remainder of the year. It is unknown what arrangement will be in place in 2015. At the very best, the minimum cost to the school/community will be \$3 000.

The school and community greatly value the contributions of the Chaplain towards the wellbeing of the students, staff and wider school community. Because of the uncertainty of external funding, we are committed to raising money to ensure the continuity of this program.

Further to previous conversations with you regarding the School Chaplaincy Program, I would like to request that the Shire consider making a contribution towards the future costs. This money would be held in trust with the P & C until it is required.

Please acceptance our sincere thanks for your consideration of this request.

Kind regards

Barbara Garner  
Principal  
Chair, Dowerin YouthCARE Council

August 22<sup>nd</sup> 2014.





## What does a YouthCARE chaplain do?



At YouthCARE we believe school chaplaincy matters. By focusing on the wellbeing of students, parents and teachers in WA school communities, we're making a real difference to educational outcomes.

C	<b>Carer</b>	Providing pastoral care, being there for the whole school community, showing people that they matter.
	<b>Christian</b>	Representing the churches in the local area, providing a Christian presence, a chaplain is not in a formal religious teaching role, but rather a pastoral care role, respecting the rights of individuals and their belief systems.
H	<b>Helper</b>	The chaplain's role is not just about helping kids. Our initiatives support teachers, parents and the whole community. The chaplain empowers people to grow, celebrating their successes, giving high fives and hope, helping students to develop resilience to work through challenges.
A	<b>Accessible</b>	When things do go pear shaped, it's about being there, helping and working with the school's student services teams to make a meaningful difference.
	<b>Available</b>	Children, parents and teachers can make appointments to see the chaplain and talk through issues. Where necessary, the chaplain will refer them to appropriate external bodies and/or organisations for further assistance. The chaplain is also available as an extra resource for teachers.
P	<b>Peacemaker</b>	Relationships matter, therefore the chaplain can play an important role in mediation and conflict resolution.
	<b>Program Facilitator</b>	The chaplain is involved in various programs that support learning and academic progress, making a difference to educational outcomes – all because our schools matter.
	<b>Prayer Partner</b>	The chaplain, at the request of students, teachers and parents, fulfils a spiritual role within the school, is never pushy, but offers prayer where and when appropriate.
L	<b>Listener</b>	The chaplain is a listening ear in times of need and will keep confidentiality as required in pastoral care situations. However, any concerns that may relate to any form of 'abuse' or where a child may be 'at risk', are reported to the Principal, as required by the Department of Education and the law.
A	<b>Activity Organiser</b>	Being involved in regular school activities such as outings, carnivals, assemblies, special events and camps enables the chaplain to get to know students, their parents and the teachers. It also builds the foundation of trust.
I	<b>Individual's Defender</b>	Chaplains value each person in the school community and understand the importance of individuals, respecting and honouring the diversity of views among the communities they are serving, reaching out to those in need by providing holistic services aimed at inspiring hope.
N	<b>Not a teacher</b>	Teachers have process, discipline and system guidelines to work through, chaplains have a role to provide pastoral care and build relationships with students, teachers and parents. Chaplains can come alongside students, informally and non-intrusively, so that they can develop trust and a confidence in knowing that there is someone independent to turn to.

[youthcare.org.au](http://youthcare.org.au)



10. NEW BUSINESS OF AN URGENT NATURE
11. PETITIONS/DEPUTATIONS/PRESENTATIONS
12. ELECTED MEMBERS MOTIONS
13. CONFIDENTIAL ITEMS
14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5:18pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 16 December 2014.*

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***D.E. Metcalf***

**PRESIDENT**

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***Date***