



MINUTES
OF MEETING
HELD ON
19 AUGUST 2014

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

TABLE OF CONTENTS

TUESDAY 19 AUGUST 2014

1. OPENING, OBITUARIES, VISITOR.....	4
1.1 OPENING	4
1.2 OBITUARIES.....	4
2.1 RECORD OF ATTENDANCE.....	4
2.2 LEAVE OF ABSENCE.....	4
2.3 APOLOGIES	4
3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	4
4. DECLARATION OF ELECTED MEMBERS	4
5. PUBLIC QUESTION TIME	4
6. APPLICATIONS FOR LEAVE OF ABSENCE	4
7. CONFIRMATION OF MINUTES.....	4
8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION.....	5
8.1 PRESIDENT ANNOUNCEMENTS	5
9 REPORTS OF COMMITTEE AND OFFICERS.....	6
9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT	6
9.1.1 CORPORATE PLAN UPDATE.....	6
9.2 OPERATIONS.....	42
9.2.1 DOWERIN'S LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS PLAN	42
9.2.2 DOWERIN AIRSTRIP.....	44
9.2.3 EXECUTIVE RESIDENCE.....	46
9.3 FINANCE REPORT.....	48
9.3.1 FINANCE REPORT – JULY 2014.....	48
9.3.2 ACCOUNTS FOR PAYMENT – JULY 2014.....	63
9.3.3 ASSET MANAGEMENT POLICY	64
10. NEW BUSINESS OF AN URGENT NATURE.....	70
11. PETITIONS/DEPUTATIONS/PRESENTATIONS	70
12. ELECTED MEMBERS MOTIONS	70
13. CONFIDENTIAL ITEMS.....	71
13.1 CONFIDENTIAL ITEM - CEO'S REVIEW	71
14. CLOSURE OF MEETING	72

1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3:00 pm.

1.2 OBITUARIES

Mrs M. Martindale

Mrs B. Mincherton

2.1 RECORD OF ATTENDANCE

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

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

L.G. Hagboom	Rural South Ward
--------------	------------------

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

A Dowerin resident submitted questions for public question time, but the President decided that the question were not to be put to the meeting due to the proponent not attending the meeting.

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2424) Moved: T.A. Jones Seconded: T.W. Quartermaine Carried: 7/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 15 JULY 2014 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

8.1 PRESIDENT ANNOUNCEMENTS

Wyalkatchem CRC – opening of centre

Attended WALGA AGM - Perth

Lord Mayor's Reception

AROC Dinner – Perth

HACC Information Session – Dowerin Community Club

AROC Meeting – Toodyay

Deputy President attended Sport & Recreation Industry Awards in Perth - Winner

9 REPORTS OF COMMITTEE AND OFFICERS

9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

9.1.1 CORPORATE PLAN UPDATE

Date:	13 August 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

(2425) Moved: D.P. Hudson Seconded: S.V. Brookes Carried: 7/0

THAT COUNCIL RECEIVES THE AUGUST 2014 CORPORATE PLAN STATUS REPORT.

**CORPORATE PLAN
2013 – 2017
STATUS REPORT**

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
C 1 Maintain a liveable and safe environment for all					
C.1.1 Support and retain police services					
Liaise with the WA Police Department to ensure that 2 officers remain in Dowerin	Annually	-	CEO	<ul style="list-style-type: none"> 2 Officers in Dowerin 	
Continue to support a strong relationship with local officers based on a good rapport and regular communication	LEMC Meeting Quarterly	-	CEO, STAFF	<ul style="list-style-type: none"> Minutes of LEMC Meeting 	March 2014 - Next Quarterly meeting to be held 10/4/14
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> Property inspection and report – housing to a suitable standard 	
Inspect and spray for termites at Police Housing	Annually		Property Officer	<ul style="list-style-type: none"> Completion of works 	June 2014 - Termite Inspections complete
C.1.2 Promote and encourage participation in voluntary based emergency services					
Work with local emergency services to assist with promotion and organisation in volunteer drives	LEMC Meeting Quarterly & On request	-	CSO/CDO		<p>April 2014 - Event held 29th 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"> A mock disaster sufficiently planned, organised and 	April 2014 - Event held 29 th March 2014

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

'mock disaster' in Dowerin in conjunction with local emergency services as a volunteer drive/awareness campaign				<ul style="list-style-type: none"> implemented within 12 months 10% increase in volunteers 	February 2014 - Initial stages of planning have commenced. Disaster Drill is planned for 29 March 2014.
C.1.3 Continue to support the Animal Ranger Service					
Residents have access to the services of a ranger to assist with stray dogs and related issues	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> Advertise ranger services locally to residents 	June 2014 - Ranger has been engaged recently for issues with barking dogs
Continue to provide snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> 3 staff fully trained in snake handling 	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
C.1.4 Continue to produce a high quality extensive road network					
Dowerin/Meckering Road -Reconstruction & Widening	2014/2015	\$429,000	Works Manager	<ul style="list-style-type: none"> Regional Road Funding received Completion of road works 	<p>April 2014 - Completed April 2014</p> <p>April 2014 - Work commenced 20/3/2014, wet mixing commenced 7/4/2014</p> <p>March 2014 - Work to commence 24 March 2014</p>
Cunderdin/Minnivale Road – Reconstruction & Widening	2013/2014	\$265,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	<p>Completed 26 May 2014</p> <p>March 2014 - Work completed 22/3/2014</p> <p>February 2014 - Work commenced 3/2/2014</p> <p>February 2014 - Sealing to be completed week of 24 March 2014</p>
Koorda-Wongan Hills Road - gravel shoulder reconstruction	2013/2014	\$61,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	Completed 6 June 2014

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Moonijin West Road – Gravel Re-sheet	2013/2014	\$32,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	
Rabbit Proof Fence Road – Tree Pruning	2013/2014	\$16,000	Works Manager	<ul style="list-style-type: none"> Completion of works 	Completed November 15 2013
Nambling South Rd – Tree Pruning	2013/2014	\$9,500	Works Manager	<ul style="list-style-type: none"> Completion of works 	Completed October 30 2013
Clinic Road –Tree Pruning	2013/2014	11,500	Works Manager	<ul style="list-style-type: none"> Completion of works 	
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> Complete road audit inspection 	
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed road program document 	
Invest in 2 x large trucks	2014	\$250,000	Works Manager	<ul style="list-style-type: none"> Acquisition of 2 trucks 	<p>June 2014 - Draft Budget Meeting approval for quotes</p> <p>June 2014 - Quotes sought via WALGA eQuotes – July 2014</p>
Traffic Control Course	Every 3 years – Next Prior to 2014	\$400 per participant	Works Manager	<ul style="list-style-type: none"> All staff training complete and up to date 	<p>January 2014 - Outside works crew completed traffic Control course 31/1/2014</p> <p>January 2014 - Parks and Gardens staff will undertake training in May</p>
C.2 Pride & Participation in our community					
C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days					
Community Events Program	Reviewed annually	\$8860 + external grant funding	CSO CDO FM	<ul style="list-style-type: none"> Coordination of events within budget 	Draft Version of 2014 events calendar has been created
Programs/activities for older people (e.g. Seniors)	3 programs annually		CSO	<ul style="list-style-type: none"> 3 programs annually Successful grant funding 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

week excursions)					
Programs/activities for youth (e.g. School Holiday Programs)	4 programs annually		CSO	<ul style="list-style-type: none"> • 4 programs annually • Successful grant funding 	<p>April 2014 - National Youth Week – Wheatbelt Masquerade Ball held in Dowerin on 5th April</p> <p>April 2014 - Funding application for \$1000 for National Youth Week 2014 was approved to support a Wheatbelt Masquerade Ball for teenagers in years 7 – 12 from the whole region. Event is planned for 4th April 2014.</p> <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 4th April 2014.</p> <hr/> <p>March 2014 - Ride a Bike Right – Bike Safety program held at DDHS on 24th 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 24th March 2014</p>
Programs/activities for families/adults (e.g. Movie in the Park)	2 programs annually		CSO	<ul style="list-style-type: none"> • 2 programs annually • Successful grant funding 	<p>December 2013 - Million Stars Movies event held 21/12/2013</p> <p>December 2013 - The Thank A Volunteer Day Grant money will be used to put towards the Million Stars Movie this year</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Christmas Event	December		CSO	<ul style="list-style-type: none"> • Successful organisation of event 	
Miscellaneous	3 Programs annually		CSO	<ul style="list-style-type: none"> • 3 Programs annually 	
Be Active Programs	2 Programs annually		CSO	<ul style="list-style-type: none"> • 2 Programs annually • Successful grant funding • Level of Participation 	
Community Breakfasts	Australia Day Anzac Day	\$1500	CSO	<ul style="list-style-type: none"> • Australia Day • Anzac Day 	<p>June 2014 - Complete</p> <p>April 2014 - 2014 Anzac Day Breakfast – Event Held</p> <p>2014 Australia Day Breakfast – Event Held</p>
NRM Programs/Days	2 Programs annually	\$1000	CSO	<ul style="list-style-type: none"> • 3 Programs annually 	June 2014 - National Tree Day – 26 July 2014
Create an annual program of community events	January 2013		CSO	<ul style="list-style-type: none"> • Liaise with all clubs/organisation to gain feedback for their program of events/fixtures • Developed and distributed in January 2013 	Draft Version of 2014 events calendar has been created.
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> • Increase in successful funding • Increase in grants advertised in local media 	Continue to inform community and clubs of grants as we become aware of them
C.2.2 Continue to provide support for local clubs and organisations					
Facilitate the Kidsport program on behalf of DSR	March/April and October		Administration	<ul style="list-style-type: none"> • Increased awareness of Kidsport program • Number of Kidsport applications 	<p>June 2014 - Administration Staff have reviewed and updated Kidsport database for clubs and individuals</p> <hr/> <p>April 2014 - KidSport has once again been promoted by the Shire of Dowerin at the local winter sports registration day held on 4th April 2014</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	•	<p>CDO has received notification from Lotterywest for successful grant application of \$15,000 for Lil Tigers Early Learning Centre</p> <hr/> <p>CSO currently assisting the Bowling Club with a Summer Barefoot Bowls Competition that will be held over February and March 2014</p> <hr/> <p>Dowerin Hockey Club successful with \$1000 grant for the Woodhouse Clinic</p> <hr/> <p>CDO assisted Dowerin Hockey Club with application to DSR as part of the ARC program for \$1000 to assist with the Woodhouse Academy Coaching Clinic</p>
C.2.3 Continue to provide quality facilities to hold events					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	• Develop a detailed program of maintenance for all shire owned facilities	March 2014 - FM - Stage 1 commenced as part of Asset Management
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	• Annual review of bookings/usage of facilities	
Replace downpipe at Town Hall and paint exterior	2013/14	\$1095	Maintenance Officer	• Completion of works	
C.2.4 Invest and improve communication technology for the benefit of the community of Dowerin					
Conduct community survey to gain feedback	August 2013		CDO	• Develop, conduct and advertise survey	September 2013 - Complete

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

regarding shire website usage				<ul style="list-style-type: none"> Analyse results of survey, compile report 	Survey conducted in September 2013
Research potential web hosting companies	September 2013		CDO	<ul style="list-style-type: none"> Gain at least 3 quotes for web hosting and website design Confirm and contract web host 	November 2013 – Complete Survey conducted in November 2013
Research possibility of developing Dowerin App	September 2013		CDO	<ul style="list-style-type: none"> Gain feedback from professionals Gain quotation for App development 	
Organise complete rebuild of Dowerin Website	Completed by February 2014	\$2250	CDO	<ul style="list-style-type: none"> Utilise feedback from surveys Complete rebuild and launch of new website 	May 2014 - Complete New website is now live Rebuild of the website is nearing completion with the majority of information now populated onto the new site. Webarena will finalise the design and make the site live within the next week. Rebuild is scheduled to be completed by the end of March 2014, CDO currently updating content to be uploaded into the new website Webarena are currently in the process of re-designing and rebuilding the Dowerin Community Website
Increase utilisation of Dowerin Shire Facebook page	Ongoing		CDO	<ul style="list-style-type: none"> Increase number of 'likes'/community usage of this facility 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Develop Community Account	Dowerin Twitter	November 2013		CDO	<ul style="list-style-type: none"> Develop Twitter Account Promote twitter account to gain followers Utilise Twitter Account for Harvest Ban/Fire Ban information for the upcoming Harvest Season. 	
C.3 Improved Community Health and Well-being						
C.3.1 Expand the provision of medical services in Dowerin						
Continue to advertise and promote the doctors service currently operating in Dowerin	Monthly or when required			CDO	<ul style="list-style-type: none"> Adverts in local media, on website, Facebook etc... Increase in utilisation of service 	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"> Doctor available in Dowerin 	<p>June 2014 – Council recommendations for extra three month provision of service, extra marketing through DEM, October review</p> <p>June 2014 – May Agenda Item to Council</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"> Secure services of a qualified Podiatrist and Diabetes specialist in Dowerin 	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"> Conduct a survey/initiate comments box to gain feedback from community Report findings to GP Network 	
C.3.2 Continue to support the Home and Community Care Service						
Develop community HACC notice board/portfolio to keep community/potential	2013			HACC CEO	<ul style="list-style-type: none"> Increase utilisation of HACC services 	CDO has included HACC information and newsletters on the new Dowerin Community Website

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

clients informed of HACC services					3 HACC Brochures have been developed HACC Committee AGM 16 th April 2014
Review services/facilities provided to clients	Annually		HACC CEO	<ul style="list-style-type: none"> Annual report 	
Maintain the HACC building	Reviewed annually	\$4100	Maintenance Officer	<ul style="list-style-type: none"> Property inspection and report 	<p>July 2014 – Maintenance budget to Draft Budget Meeting 2/07/14</p> <p>May 2014 – FM & Property Officer completed 2014 Property Inspections</p>
C.3.3 Maintain High Quality Sporting Facilities					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> 	
Watering Program – Hockey Field & Football Field	October - March		Parks & Gardens WM	<ul style="list-style-type: none"> Suitable surface for winter sports season & cricket 	<p>July 2014 – Hockey Field leveling works to Draft Budget Meeting 2/07/14</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"> Completed Program 	
Apply Grosorb to Football & Hockey Fields	January & October		Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	
Apply Gypsum to Football & Hockey Fields	September		Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	Applied in late September

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Verti-mowing to Football & Hockey Fields	September Annually	Bi-	Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	
Verti Draining	September		Parks & Gardens WM	<ul style="list-style-type: none"> Completed Program 	
C.3.4 Investigate Options available for alternative sporting and recreational pursuits					
Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> Develop a new plan for the Dowerin Gym prior to budgeting process 2014 Forward plan/budget to FM 	<p>May 2014 – CDO has submitted a grant application to Lotterywest requesting \$29,893</p> <p>CDO has contacted Lotterywest to enquire as to funding for a community based gym. A proposal and grant application has been developed.</p> <p>RDA Funding was discontinued.</p>
Research and complete a detailed plan for the proposed Dowerin Maze	April 2014		Parks & Gardens WM	<ul style="list-style-type: none"> Completion of a plan of works complete with budget Forward plan/budget to WM & FM 	
Develop a summer corporate sports program	November – March		CSO	<ul style="list-style-type: none"> Research Toodyay Corporate sports program Advertise for expressions of interest locally Run Program successfully 	
Re-establish the Dowerin Outdoor Gym	December 2013		WM	<ul style="list-style-type: none"> Install Gym Equipment in new location 	<p>December 2013 – Complete</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>
Review the Dowerin Bike	2013/14		CDO	<ul style="list-style-type: none"> Complete review and update Bike Plan 	<p>February 2014 – Complete (Review in 2015)</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Plan			FM		CDO has contacted the Dept of Transport and grants will be available to pay for a consultant to update the Dowerin Bike Plan (2005) in August 2015
C.4 Maintain and increase training and education opportunities					
C.4.1 Continue to support and promote Dowerin District High School					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the school Develop plan of events/activities that the Shire can assist with 	<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"> Up to date information regarding the school on Shire Website Promotion of news and events on social media and in local paper 	DDHS promoted on Dowerin Community Website
C.4.2 Support & Promote the Community Resource Centre					
Meet with CRC Coordinator	Quarterly		FM CDO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the CRC Develop plan of events/activities that the Shire can assist with 	CDO scheduled a meeting for 10 th Feb 2014 however the CRC was forced to cancel due to staffing issues – will reschedule.
Gain community feedback regarding training opportunities/courses that could be run from	Reviewed annually twice		CDO	<ul style="list-style-type: none"> Survey on survey monkey Advertise on Facebook 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

					<p>been established and first meeting has taken place. This committee will drive this project through to fruition</p> <p>A discussion paper entitled ‘Destination Dowerin’ has been established and recommendations drawn up. This document will be discussed at the December meeting of Council</p>
C.5.2 Develop a property maintenance calendar/program					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer Property Officer	<ul style="list-style-type: none"> Completed program Implementation of program 	<p>June 2014 – Property Income/Expense spreadsheet developed</p> <p>June 2014 – Property Maintenance spreadsheet developed</p> <p>FM - Stage 1 Commenced as part of Asset Management</p>
C.6 Maintain the provision of High Quality Infrastructure					
C.6.1 Maintain Dowerin’s Recreation Services and the Dowerin Community Club					
Contribute to the Tennis Court and Bowling Green asset replacement fund	Annually	\$16,000	FM	<ul style="list-style-type: none"> Annual increase of % in funds 	<p>June 2014 – Draft Budget Meeting 2/07/14</p> <p>FM - Included in 13/14 budget</p>
Continue to maintain the Recreation Reserve	Annually		FM	<ul style="list-style-type: none"> Annual increase of % in reserve 	<p>June 2014 – Draft Budget Meeting 2/07/14</p> <p>FM - Included in 13/14 budget</p>
Monitor the lifecycle of the Dowerin Memorial Swimming Pool	Reviewed October & April Annually		Pool Manager CEO	<ul style="list-style-type: none"> Annual report regarding pool lifecycle Implementation of pool replacement 	<p>June 2014 – Council forum to be conducted in near future (month to be advised)</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

					<p><i>June 2014 – CDO investigated funding opportunities for feasibility study</i></p> <p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p>
Plan the replacement of the Basketball/Netball Court surface	2014	Seek Quote	CEO CDO FM	<ul style="list-style-type: none"> • Complete assessment of need • Liaise with DEM and clubs • Research surface options • Lodge grant applications if required 	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>FM - Recreation Reserve fund allocation</p>
Assist Rifle Club with upgrades to facility	February 2014	\$22,000	CDO	<ul style="list-style-type: none"> • Contact DSR regarding eligibility for small grants program • Seek other suitable funding provider 	<p><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>CDO has asked DSR to provide a list of Rifle Clubs in the region who have recently upgraded their facilities to find out how their facilities were funded.</p>
C.6.2 Investigate and develop youth facilities and services					
Support PCYC with programs and facility	Review quarterly		CSO CDO	<ul style="list-style-type: none"> • Contact PCYC with regular grant opportunities (school holiday program) • Assist with promotion 	<p>Wheatbelt Masquerade Ball held 5th April</p> <p>CSO is assisting PCYC with a funding application for</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

				of events & activities when required	National Youth Week. If successful the funds will be used to hold the Masquerade Ball on 5 th April 2014 – Grant Successful
Revitalise the Skate Park facility	2014/2015		CDO CSO FM	<ul style="list-style-type: none"> • Conduct audit of skate park • Conduct workshop with students/kids utilising facility to find out any improvements required • Assess Budget • Submit grant applications if required 	FM - Recreation Reserve fund allocation
C.6.3 Continue to support the development of the Dowerin Community Child Care facility					
Assist with the renovation of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> • Completion of works 	<p>June 2014 – Works complete</p> <p>FM - Included in 13/14 budget</p> <p>Labour provided by Maintenance Officer Peter Worts</p>
Assist with payroll, banking etc	2014/2015		FM	<ul style="list-style-type: none"> • Smooth running of the facility 	<p>June 2014 – CEO & FM: Meeting scheduled 23/07/14 with Childcare President & Treasurer to review future need and arrangements</p> <p>Arrangements being developed for Administration Staff to take on elements of Childcare Administration Duties.</p>
C.6.4 Develop seniors facilities and be recognised as an aged friendly community					
Conduct satisfaction survey of HACC and Medical services in Dowerin	2014		HACC	<ul style="list-style-type: none"> • Gain public satisfaction level re: HACC and level of medical services Shire provides • Highlight problem/successful areas 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> Annual review 	May 2014 - Complete
Investigate further aged care housing options	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term accommodation strategy 	
C.6.5 Improve town site footpaths					
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas 	<p>June 2014 – Draft Budget Meeting 2/07/14</p> <p>June 2014 - Audit completed 6th June 2014 – Approx 500m of footpath needs repair/replacing</p> <p>Proposal has been made for the allocation of \$10,000 per year for footpath improvements</p>
Update Bike Plan	2013/2014		CDO WM	<ul style="list-style-type: none"> Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes 	July 2014 – Grants are available for this in September
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> Completed application Successful grant funding 	July 2014 – This will be dependent on updated bike plan
C.7 Retain and improve on our attractive town and streetscape					
C.7.1 Manage and revive old/empty buildings along the main street					

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Research and develop a standard 'Streetscape Policy;	2014		CEO CDO EHO Council	<ul style="list-style-type: none"> Development, adoption and implementation of policy 	<p>July 2014 – FM and CDO to attend Restart your Street Workshop on 18th July 2014</p> <p>June 2014 – Council forum to be conducted in near future (month to be advised)</p>
C.7.2 Continue the beautification of public spaces utilising water wise principals					
Repaint the Sundial	2014		WM CSO	<ul style="list-style-type: none"> Completed works 	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"> Secure location for facility development Successful community engagement Successful grant funding if required 	<p>June 2014 – Grant was not approved, CSO will investigate alternative options</p> <p>Still awaiting notification</p> <p>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the school.</p> <p>Meeting held with CRC & 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"> Deeper understanding of water wise principals Increase in implantation of water wise principals in community areas 	
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program					

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Rebrand and revitalise the Dowerin Tidy Towns Committee	February 2014		CSO	<ul style="list-style-type: none"> Develop new name and focus of former Tidy Towns Committee Successful appointment of new committee 	
Include 3 clean up/planting busy bees in annual events calendar (including Clean Up Australia Day)	Review Annually		CSO	<ul style="list-style-type: none"> Program of clean ups and busy bees 	March 2014 - Successful Annual Clean Up Australia Day on March 8 nd 2014
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards 	Very basic guidelines have been laid out. Will promote in either autumn or spring.
Implement a noxious weed control program	Reviewed annually		WM	<ul style="list-style-type: none"> Roadsides sprayed for noxious weeds 	<p>May 2014 – Working with Ag Department on controlling Wheel Cactus</p> <p>Roadside spraying being carried out in conjunction with roadside burning</p> <p>Spraying of luv grass carried out 27/28 March 2014</p>
THEME TWO: LOCAL ECONOMY & BUSINESS					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
EB.1 A diverse and growing economic base that will provide local employment					
EB.1.1 Increase availability of light industrial land					
Review & adopt Avon Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> Respond to draft plan – re: changes Adoption of plan WDC 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Implement recommendations from Avon Region Industry Plan	2014	2014/15 Budget	CEO	<ul style="list-style-type: none"> Engage with Stakeholders Application to RDAP for assistance to develop potential industrial sites. Make a TPS amendment to rezone areas to industrial. Develop industrial land in partnership with landholders 	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> Increase number of industrial lots available 	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
EB.1.2 Investigate alternative economic development opportunities					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> Review & update of report 	July 2014 – Surveys updated and distributed amongst Dowerin's youth population.
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"> Increased awareness of services needed in Dowerin Website update Despatch articles 	
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> Meeting with CEO of Wyalkatchem, Koorda & Goomalling regarding shared services 	Meeting with NEWROC regarding resource sharing 25/2/14
Support and promote a	Review annually	\$1000	CDO	<ul style="list-style-type: none"> Secure vet service Promote service locally 	June 2014 – Complete 2014

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

vet service to town			Maintenance Officer		<p>First visit from Wheatbelt Vet Service was on 20th November which was successful</p> <p>The Wheatbelt Vet has now agreed to visit Dowerin on a Monthly Basis and will operate from the former Tennis Club rooms</p>
EB.2 A Growing Tourism Industry					
EB.2.1 Market Dowerin and region as a tourist destination					
Continue to advertise in tourism publications (Cooks Tours, Eastern Wheatbelt Visitor Guide, Australia's Golden Outback etc)	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> • Updated publications • Variety of publications • Accommodation providers to complete Visitor Statistics Form 	June 2014 – Draft Budget Meeting 2/07/14
Investigate additional free advertising avenues	Reviewed annually		CSO	<ul style="list-style-type: none"> • Increased exposure to a wide variety of people/regions • Accommodation providers to complete Visitor Statistics Form 	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
Expand and increase Social Media Marketing	2014		CSO	<ul style="list-style-type: none"> • Increased number of 'likes' and more community interaction 	<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>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

EB.2.2 Continue to work with key stakeholders to provide quality events					
Work with DEM to create a memorable event for the 50th Dowerin GWN Machinery Field Days	2013 – August 2014		FM CDO CSO	<ul style="list-style-type: none"> A successful 50th Anniversary event Including: <ul style="list-style-type: none"> 50 tractors Entrance Statement Photobook 	<p>June 2014 – FM & WM meeting with DEM Entrance committee to finalise plans for wall finishing's, landscaping, lighting, driveway material</p> <p>June 2014 – FM and WM arranged driveway and footpath concreting, wall footings, electricity & water conduits installed, brick laying for wall</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> <p>Smith Sculptors would like to present a photo montage of their idea of the Entrance Statement to the working group in next few weeks- date to be arranged.</p>
Establish an annual 4wd event in Dowerin as a regional and possibly inter region/interstate event	May – August 2014		CSO	<ul style="list-style-type: none"> Establishment of suitable contacts Enhancement of the 4wd track Successful event 	<p>June 2014 - WA 4WD Association Gathering is booked for 12th & 13th July</p>
EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities					
Establish a farm tour concept	2014		CSO	<ul style="list-style-type: none"> Create a plan for the farm tour concept Meet and discuss concept with local accommodation providers Establish a list of willing 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

				<p>farmers/property owners willing to part take in this program</p> <ul style="list-style-type: none"> Market the program regionally and to the metro area 	
EB.2.4 Continue to develop and market 4WD opportunities and activities					
Market Dowerin as a destination for 4WD enthusiasts	2013-2014		CSO	<ul style="list-style-type: none"> Include Dowerin 4wd experience in 4wd related publications Establish a 4wd connections (distribution list) 	<p>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.</p> <p>CSO volunteered at the 4WD & Adventure Show on Saturday 9th 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"> Regular group bookings at 4WD Track and camp grounds 	<p>June 2014 - Eastern Hills Four Wheel Drive Club has expressed an interest in coming to Dowerin soon</p> <p>Freedom All Wheel Drive Club has booked in a weekend in June</p> <p>2014 WA 4WD Association gathering is booked for 12th and 13th July</p>
Contact all WA based 4WD clubs and send an information pack	Monthly		CSO	<ul style="list-style-type: none"> Welcome email to 4WD distribution list Monthly updates to 4WD distribution list Regular group bookings at 4WD Track and camp grounds 	<p>Complete 2014</p> <p>A mailing list of all 4WD Clubs in WA has been created and an initial pack has been sent outlining what we can offer.</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Look into paid & free advertising in 4WD publications/websites	November 2013		CSO	<ul style="list-style-type: none"> • Include free advertising to 4wd publications/websites • Greater exposure in 4WD world 	<p>CSO has created a list of 4WD magazines, websites and publications that we could advertise in.</p> <p>First article will be submitted to Offroad Online, to be published in the 2014.</p>
EB.2.5 Develop further accommodation options within Dowerin					
Conduct audit of vacant land within the town site for feasible short term accommodation park purposes	2014		CDO	<ul style="list-style-type: none"> • Develop options for the site of a new short term accommodation facility 	<p>May 2014 - Complete</p> <p>Completed see report 'Destination Dowerin'</p>
Conduct audit of visitors, neighbouring communities and DEM as to number/style of accommodation options that should be available	2014		CSO CDO	<ul style="list-style-type: none"> • A deeper understanding of the level/type/number of short term accommodation facilities that would be suitable 	<p>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.</p>
Develop concept plans of the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> • Plan of a short term accommodation facility 	<p>Master Plan has been received</p> <p>Quote received from MCG Architects for Concept Plan development</p> <p>FM - Economic Reserve fund allocation</p>
Gain quotes for scope of works (earthworks, power, construction of permanent ablution facilities, bunk house accommodation and chalet/unit accommodation	2014/2015	To budget	CDO	<ul style="list-style-type: none"> • Detailed quotes received • Budget for project drawn up 	<p>May 2014 – CDO has contacted Paul Rafferty regarding a quote for a QS for this project</p> <p>Awaiting feedback from MCG regarding Quantity Surveyor</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

EB.2.6 Continue developing the Wheatbelt Heritage Rail Project					
Continue to support Project Manager Chris Le Marshall	2013/2014		CEO FM CDO WM	<ul style="list-style-type: none"> Provide support via telephone, email and in person 	<p>June 2014 – 2 meetings</p> <p>May 2014 – Weekly meetings have been implemented</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"> Wheatbelt Heritage Rail to be accredited for main line operation 	Accreditation paper work completed and submitted on 6 th December
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> Assist and ensure rolling stock arrives in Dowerin safely 	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> The successful delivery of rail construction material on site 	<p>May 2014 – Track to be completed at Minnivale by Friday 13th June</p> <p>Sleepers from Dwellingup picked up in October 2013</p> <p>More construction material Picked up from Bibra Lake 7/2/2014</p>
Commence and complete the shire of Dowerin's contribution to the earthworks at the Minnivale site	November 2013		WM	<ul style="list-style-type: none"> Removal of dirt Grading 	December 2013 - Completed
THEME THREE: CARING FOR OUR ENVIRONMENT					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	

ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt					
ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 rd May (tentatively)
Improve facilities, signage etc in order to stream recycling process	December 2013	\$3700	CSO WM	<ul style="list-style-type: none"> Successful grant funding for works Design, printing and installation of signage Expansion of the area with the installation of new concrete pad 	<p>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 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 4th December 2013</p> <p>Large 660ltr recycle bins have been purchased</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

					Twin box wool press purchased December 2013
ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre through increased awareness via print media, emails and website updates	Monthly		CSO	<ul style="list-style-type: none"> The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed 	<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"> Plan and develop a waste/recycling workshop at Dowerin District High School If successful plan a community workshop targeting men's shed, CRC etc... 	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
ENV 1.3 Encourage efficient use of natural resources					
Shire to lead by example	Review half yearly		CEO WM	<ul style="list-style-type: none"> Parks & Gardens adopt more water wise principles in parks and gardens Ensure all lights are turned off at Shire office/depot after use 	
Promote and encourage local involvement in the annual 'Earth Hour' event	March 2014		CSO	<ul style="list-style-type: none"> Advertise in local media/website Create and implement an event to mark Earth Hour and increase 	Due to a large volume of other events taking place this event did not happen in Dowerin in 2014

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

				awareness of this event locally	
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> Develop an energy saving action plan Research annual statistics Council adopt energy saving action plan Implement energy saving action plan 	
ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group					
Support program by way of use of Shire text messaging service to alert farmers of upcoming drum muster events	Monthly		FM	<ul style="list-style-type: none"> Send monthly text messages to distribution list 	<p>June 2014 – SMS reminders sent out monthly by administration staff</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"> Include upcoming drum musters in Council Comments 	
ENV 1.5 Continue oil recycling program					
Relocate oil facility from Stewart Street to the Amery Refuse site	July 2014	2014/15	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	<p>June 2014 – FM following up oil pick up – WREN Oil have not visited as yet</p> <p>May 2014 – FM contacted WREN Oil to arrange oil pick up at earliest convenience</p> <p>February 2014 – FM/OSH Rep initiated discussion at Feb OSH Meeting in regards to relocation progress</p> <p>December 2013 – OSH Coordinator’s site report and</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

					<i>action plan received</i>
Promote and educate oil recycling program to local residents	Quarterly		WM CDO	<ul style="list-style-type: none"> 4 advertisements in local media annually 	
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Continue to support the role of the Natural Resource Management Officer					
Include funding in the annual budget for the role of Natural Resource Management Officer	Annually	\$23,000	FM CEO	<ul style="list-style-type: none"> Ensure that there is an active NRMO at the Shire of Dowerin 	
Seek and take advantage of training programs for NRMO	Review monthly	\$1500	NRMO	<ul style="list-style-type: none"> Regular searches for training opportunities 2 training courses annually 	
Provide support and direction to NRMO	Ongoing – reviewed monthly		CEO CDO NRMO	<ul style="list-style-type: none"> Discuss projects and NRMO role at Monthly Management Meetings 	
Develop a monthly NRMO newsletter to local landholders	Monthly		NRMO	<ul style="list-style-type: none"> Establish a newsletter format that can be used monthly to email farmers about NRMO activities including grants 	
ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot	Annually		NRMO	<ul style="list-style-type: none"> Promotion at least 2 weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Promote and conduct Fox	Spring & Autumn		NRMO	<ul style="list-style-type: none"> Submit expression of interest into baiting 	

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Baiting Program (twice yearly)	annually			<ul style="list-style-type: none"> program with Wheatbelt NRM • Advertise locally • Successful planning and implementation of baiting program 	
THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
LG. 1 Maintain and further develop an efficient and informative organisation					
LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs					
Develop workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> • Present Workforce plan to council • Adoption of workforce plan • Annual review of workforce plan 	<p>July 2014 - Complete</p> <p>June 2013 – FM Included in 13/14 budget</p> <p>May 2013 – FM Budget Review to assess need and cost allocation</p>
Implement the workforce plan	2013		CEO WM FM	<ul style="list-style-type: none"> • Implementation of workforce plan 	<p>August 2014 - Complete</p> <p>June 2013 – FM conducted Admin Salary cost allocations review – staff time diaries</p>
LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> • Research • Development of plan & policy 	FM - Stage 1 Research and preparation commenced
Implementation of plan & policy	June 2014 To be reviewed annually		FM	<ul style="list-style-type: none"> • Council endorse plan • Customer feedback (survey) 	FM - Preparation for bi-annual customer feedback survey
LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities					

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Provide training opportunities and PD opportunities	Review Monthly	\$41,000	CEO	<ul style="list-style-type: none"> • Create councillor training section in CEO info report • Create staff training section in FM info report • Update training register 	December 2013 – FM including Staff Training Update to Council in Information Report
LG. 1. 4 Ensure information is communicated to the public regularly and effectively					
Provide weekly council information to the public via the Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> • Weekly Council Comments segment in local paper 	<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"> • Regular status updates of events, activities or reminders on facebook 	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> • 2 newsletters per year 	December 2013 – Christmas Newsletter
Ensure website is up to date	Reviewed weekly		CDO	<ul style="list-style-type: none"> • Ensure website is always up to date with latest news, events etc... 	<p>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.</p> <p><i>Ongoing</i></p>
LG. 1. 5 Provide opportunities for the community to have input into Council's decision making					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> • At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services) 	June 2014 – Council forum to be conducted in near future (month to be advised)
Promote and encourage attendance at public question time at monthly council meetings	Monthly		CDO CEO	<ul style="list-style-type: none"> • Advertise in local media • Invite school council to part take once per year 	June 2014 – Questions on Notice included in June Council Agenda

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
LG. 2 Strong leadership and governance					
LG. 2.1 Review Strategic Community Plan					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums					
Participate in regional groups/organisations	Reviewed annually	Annual Subs	CEO STAFF	Involvement in WDC, GECZ, WALGA. LGMA WA	
LG. 2.3 Collaborate with other surrounding shires to strengthen the region					
Continue to attend and participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> Attendance at AROC meetings 	<p>June 2014 – CEO & President attended June AROC meeting</p> <p>May 2014 – CEO & President attended May AROC meeting</p> <p>April 2014 – CEO & President attended April AROC meeting</p>

MINUTES OF ORDINARY MEETING OF COUNCIL – 19 AUGUST 2014

					March 2014 – CEO & President attended March AROC meeting
Continue to attend regional road group meetings	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> Attendance at Regional Road Group Meetings 	

9.2 OPERATIONS

9.2.1 DOWERIN'S LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS PLAN

Date:	12 August 2014
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil.
Author:	Dacre Alcock

Summary

Council is to consider adopting Dowerin's Local Emergency Management Arrangements Plan (LEMA) and submitting it to the Wheatbelt District Emergency Management Committee. (WDEMC)

Background

All local governments are required by the Emergency Management Act 2005 to adopt a Local Emergency Management Arrangements (LEMA) Plan. This document has been provided as an attachment.

Once Council adopts the LEMA the document needs to be forwarded to the Wheatbelt DEMC for their approval.

Comment

Council originally endorsed the LEMA in November 2010. The original plan had inconsistencies and did not align with district policy. The revised LEMA is now completed and ready to be adopted by Council.

There are number of key positions in the plan and these have been filled by the following:

Local Emergency Management Chair - Cr Dale Metcalf

Local Emergency Management Committee

Dale Metcalf	Shire of Dowerin
Dacre Alcock	Shire of Dowerin
Vaughan Webb	WA Police
Phil Pickering	Chief Bush Fire Control Officer & Dowerin Ambulance Service
Lisa Begley	Dowerin Home and Community Care
Norma Metcalf	Local Crisis Care
Sonia King	Dowerin Events Management
Barb Garner	Dowerin DHS
Torben Bendtsen	DFES - Northam

Once the Dowerin LEMA is adopted it then needs to be presented to the Wheatbelt District Emergency Management Committee for approval.

Consultation

Neighbouring local governments
Dowerin LEMC
Yvette Grigg, Community Emergency Management Officer and SEMC Secretariat

Financial Implications

Nil.

Policy Implications

Emergency Management Act 2005.

Statutory Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.2.1

(2426) Moved: S.V. Brookes Seconded: T.W. Quartermaine Carried: 7/0

THAT COUNCIL ADOPTS DOWERIN'S LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS PLAN AND SUBMITS IT TO THE WHEATBELT DISTRICT EMERGENCY MANAGEMENT COMMITTEE.

9.2.2 DOWERIN AIRSTRIP

Date: 13 August 2014
Applicant: N/A
Location: Shire of Dowerin
File Ref: ADM
Disclosure of Interest: Nil.
Author: Dacre Alcock

Summary

Council is to consider restricting access to the Dowerin Airstrip by installing gates and blocking off access to the airstrip

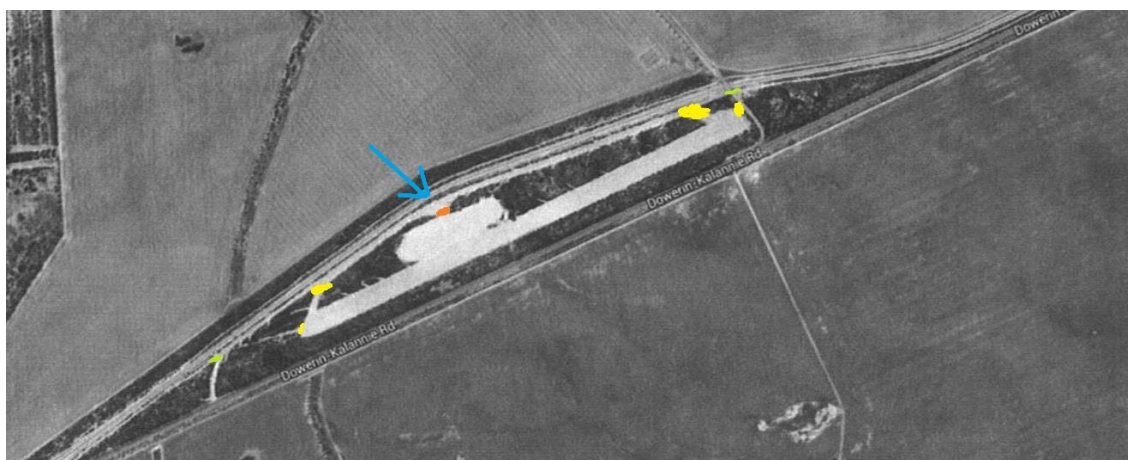
Background

The Dowerin Airstrip was recently cut up by a vehicle which makes this the 5th time in 12 months that this has occurred.

After the recent damage to the airstrip Council had to close the airstrip for two days while the grade and roller was mobilised 40km's and then for the 6 hour grading maintenance.

Comment

Council needs to look at restricting access to the airstrip to prevent vehicles damaging the runway surface. The cost to repair the surface from the recent damage was \$1700 in wages, overheads and plant costs.



There are many options available to restricting access to the Dowerin Airstrip, keeping in mind that the access track to the immediate south of the railway line is also utilized for access along the railway line and the western access is used as access to private property. I suggest that the access indicated in red in the above map be gated with the accesses highlighted in yellow be blocked off.

The cost of installing the gate and work to block access will be considerably cheaper than regularly repairing the runway surface. Further to this it will also make the airstrip safer for the planes landing there.

Consultation

Phil Pickering – local emergency services representative.

CR Coote

Coiln Smith, Leading Hand

Financial Implications

The cost of purchasing and installing the gates.

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.2.2

(2427) Moved: W.E. Coote Seconded: D.P. Hudson Carried: 7/0

THAT COUNCIL RESTRICTS ACCESS TO THE DOWERIN AIRSTRIP BY INSTALLING GATES AND BLOCKING OFF ACCESS TO THE AIRSTRIP.

9.2.3 EXECUTIVE RESIDENCE

Date:	13 August 2014
Applicant:	Boekeman Machinery
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil.
Author:	Dacre Alcock

Summary

Council is to consider a request from Boekeman Machinery for the Shire of Dowerin to build an executive residence that they would then lease for a minimum of 5 years.

Background

In July 2014 Boekeman Machinery appointed a Service Manager based out of the Dowerin branch. The Service Manager position is a new position that is integral to the continued growth of the business in Dowerin.

While a private rental has been sourced for this position Boekeman Machinery have indicated that they would prefer to rent a larger residence than what they currently have. They also believe that an executive residence will help retain a suitable manager for this position.

Comment

Council currently rents two executive residences to Department of Housing to house the police officers. Council receives a very good rent for these two properties and Stuart Boekeman has indicated that they would be prepared to pay a similar rent for a similar residence. He has also agreed in principle to a 5 year lease if such a residence was available.

At the moment the Shire of Dowerin has no such residences available for rent and would need to build one. The estimated cost for an executive residence would be in the vicinity of \$350,000 to \$400,000.

Council will also need to consider at some point the new residence will be located.

For the construction of the residence I would recommend that the planning/tenders to be done in 2014/15 with construction to be done predominantly in 2015/16 budget and funded through combination of loan funds, municipal funds and sale of another residence.

Consultation

Stuart Boekeman, Boekeman Machinery.

Financial Implications

The cost of building of residence is unbudgeted for 2014/15.

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.2.3

(2428) Moved: G.B. Ralph Seconded: T.W. Quartermaine Carried: 7/0

THAT COUNCIL

1. **AGREES IN PRINCIPLE TO BUILDING AN EXECUTIVE RESIDENCE FOR THE PURPOSE OF LEASING THE RESIDENCE TO BOEKEMAN MACHINERY FOR MINIMUM PERIOD OF 10 YEARS; AND**
2. **WILL CONSIDER TENDER AND LEASE DOCUMENTS AT A FUTURE COUNCIL MEETING.**

9.3 FINANCE REPORT

9.3.1 FINANCE REPORT – JULY 2014

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

Summary

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

Background

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

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

- Statement of Financial Activity

	31-July-14	30-June-14	31-July-13
Municipal Fund	\$240,533	\$384,609	\$1,177,705
Plant Reserve	\$250,893	\$250,893	\$101,617
LSL Reserve	\$130,806	\$130,806	\$105,640
Land & Buildings Reserve	\$19,285	\$19,285	\$16,797
Recreation Facility Reserve	\$167,826	\$167,826	\$156,623
Community Bus Reserve	\$33,714	\$33,714	\$28,630
Community Housing Res	\$35,356	\$35,356	\$34,150
Sewerage Reserve	\$768,244	\$768,243	\$701,815
Economic Develop Reserve	\$302,275	\$302,275	\$467,345
Tennis Court Replacement	\$6,000	\$6,000	\$0
Bowling Green Replacement	\$10,000	\$10,000	\$0
Consolidated Funds	\$1,964,932	\$2,109,007	\$2,790,322

Sundry Debtors at 31 July 2014

Current	\$247,658	Main Road Grants
30 days	\$134	
60 days	\$3275	Dept of Environment Grant Payment
90 days	\$670	
Total	<u>\$251,662</u>	

Reserve Funds

The total balance of funds held in the various Reserve Funds at 30 June 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

COUNCIL DECISION – ITEM 9.3.1

(2429) Moved: D.P. Hudson Seconded: T.W. Quartermaine Carried: 7/0

THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 31 JULY 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 30 JUNE 2015

TABLE OF CONTENTS

Statement of Financial Activity

Notes to and Forming Part of the Statement

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

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

NOTE	2013/14 Revised Budget \$	June 2014 Y-T-D Budget \$	June 2014 Actual \$
Operating			
Revenues/Sources			
Governance	8,700	8,700	58,971
General Purpose Funding	745,853	667,384	797,726
Law, Order, Public Safety	29,100	29,100	38,661
Health	297,585	297,585	310,403
Education and Welfare	1,560	1,560	28,317
Housing	111,054	111,054	115,634
Community Amenities	204,089	202,689	206,986
Recreation and Culture	346,740	346,440	226,162
Transport	650,527	650,527	664,741
Economic Services	9,200	6,500	34,166
Other Property and Services	10,500	10,500	6,973
	<u>2,414,908</u>	<u>2,332,039</u>	<u>2,488,740</u>
(Expenses)/(Applications)			
Governance	(297,880)	(297,880)	(361,757)
General Purpose Funding	(79,648)	(79,648)	(79,802)
Law, Order, Public Safety	(78,201)	(78,201)	(108,305)
Health	(357,439)	(357,439)	(379,795)
Education and Welfare	(14,463)	(14,463)	(37,305)
Housing	(157,363)	(157,363)	(202,579)
Community Amenities	(330,132)	(330,132)	(333,573)
Recreation & Culture	(566,310)	(566,310)	(733,699)
Transport	(1,494,111)	(1,494,111)	(1,553,738)
Economic Services	(137,445)	(137,445)	(219,657)
Other Property and Services	(13,194)	(13,194)	(15,568)
	<u>(3,526,186)</u>	<u>(3,526,186)</u>	<u>(4,025,778)</u>
Net Operating Result Excluding Rates	(1,111,278)	(1,194,147)	(1,537,038)
Adjustments for Non-Cash (Revenue) and Expenditure			
(Profit)/Loss on Asset Disposals	2,000	2,000	0
Movement in Accrued Interest	0	0	0
Movement in Accrued Salaries and Wages	0	0	(24,150)
Movement in Deferred Pensioner Rates/ESL	0	0	0
Movement in Employee Benefit Provisions	0	0	25,166
Rounding	0	0	0
Depreciation on Assets	1,320,385	1,320,385	1,484,306
Capital Revenue and (Expenditure)			
Purchase Land Held for Resale	0	0	0
Purchase of Land and Buildings	(1,526,068)	(1,526,068)	(1,109,093)
Purchase of Vehicles & Plant	(40,000)	(40,000)	(36,909)
Purchase of Furniture & Equipment	0	0	(4,865)
Purchase of Tools & Equipment	0	0	(5)
Purchase of Infrastructure Assets - Sewerage	0	0	0
Purchase of Infrastructure Assets - Roads	(945,130)	(945,130)	(787,189)
Purchase of Infrastructure Assets - Footpaths	0	0	0
Purchase of Infrastructure Assets - Drainage	0	0	0
Purchase of Infrastructure Assets - Signs	(7,950)	(7,950)	(7,678)
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0
Purchase of Infrastructure Assets - Street Lighting	0	0	0
Proceeds from Disposal of Assets	10,000	0	0
Repayment of Debentures	(54,912)	(54,912)	(54,912)
Proceeds from New Debentures	0	0	0
Advances to Community Groups	0	0	0
Self-Supporting Loan Principal Income	0	0	0
Provision AROC	0	0	0
Payment Long Service Leave	0	0	0
Transfers to Restricted Assets (Reserves)	0	0	(292,043)
Transfers from Restricted Asset (Reserves)	0	0	180,261
Net Current Assets July 1 B/Fwd	848,643	848,643	1,460,972
Net Current Assets Year to Date	<u>(458,392)</u>	<u>(551,261)</u>	<u>343,229</u>
Amount Raised from Rates	<u>(1,045,918)</u>	<u>(1,045,918)</u>	<u>(1,046,405)</u>

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

-3

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

3. ACQUISITION OF ASSETS	2014/15 Adopted Budget \$	2014/15 Revised Budget \$	July 2014 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance			
<i>Other Governance</i>			
Furn - Photocopier	4,865	4,865	0.00
Law, Order & Public Safety			
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0.00
Housing			
<i>Other Housing</i>			
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
Health			
<i>Other Health</i>			
Furn - Hacc Equipment	0	0	0.00
Community Amenities			
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	0.00
Recreation and Culture			
<i>Other Recreation & Sport</i>			
Tools - Mowers/Tools	0	0	0.00
Community Club	0	0	0.00
Land - New Sports Complex	0	0	0.00
<i>Other Culture</i>			
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	267,460	267,460	5,512.10
Roads - Signs	6,950	6,950	2,812.50
Roads - Unclassified	252,418	252,418	0.00
Roads - State 20/20	439,953	439,953	0.00
<i>Road Plant Purchases</i>			
Plant - Loader	400,000	400,000	0.00
Other Plant	24,000	24,000	0.00
Plant - Works Manager Vehicle	0	0	0.00
Tools - Compressor	0	0	0.00
Economic Services			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	515,000	515,000	7,932.31
Other Property & Services			
<i>Unclassified</i>			
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	<u>1,910,646</u>	<u>1,910,646</u>	<u>16,256.91</u>
By Class			
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	7,932.31
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	959,831	959,831	5,512.10
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	6,950	6,950	2,812.50
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>1,910,646</u>	<u>1,910,646</u>	<u>16,256.91</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

4. DISPOSALS OF ASSETS

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

By Program	Written Down Value		Sale Proceeds		Profit(Loss)	
	2014/15 Budget \$	July 2014 Actual \$	2014/15 Budget \$	July 2014 Actual \$	2014/15 Budget \$	July 2014 Actual \$
Transport						
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)	-

By Class of Asset	Written Down Value		Sale Proceeds		Profit(Loss)	
	2014/15 Budget \$	July 2014 Actual \$	2014/15 Budget \$	July 2014 Actual \$	2014/15 Budget \$	July 2014 Actual \$
Transport						
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		0	0.00
Loss on Asset Disposals		(23,428)	0.00
		<u>(23,428)</u>	<u>0.00</u>

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$	2014/15 Budget \$	2014/15 Actual \$
Recreation & Culture									
Loan 97 - Recreation Complex	529,355	0	0	57,181	0	472,174 0	529,355	21,428	0
Loan 98 - Dowerin Events M'ment		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 mtce
2. Actual interest repayments include accrued interest adjustments where applicable.
3. Proposed new loan for Recreation Complex may be self funded from Reserve Funds.

(b) New Debentures - 2014/15

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Loan 98 - Dowerin Events M'ment	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 30 JUNE 2015

	2014/15 Adopted Budget \$	July 2014 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
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) Plant Replacement & Reconditioning Reserve		
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>
(c) Land & Building Reserve		
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>
(e) Recreation Facilities Reserve		
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>
(f) Community Housing Project Reserve		
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>
(g) Community Bus Reserve		
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>
(h) Sewerage Asset Preservation Reserve		
Opening Balance	768,243	768,244
Amount Set Aside / Transfer to Reserve	94,034	0
Amount Used / Transfer from Reserve	0	0
	<u>862,277</u>	<u>768,244</u>
(i) Economic Development Reserve		
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>
(j) Tennis Court Replacement Reserve		

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>
(k) Bowling Green Replacement Reserve		
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>
Total Cash Backed Reserves	<u><u>2,004,907</u></u>	<u><u>1,724,399</u></u>

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

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Long Service Leave Reserve	14,578	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>344,969</u>	<u>0</u>

Transfers from Reserves

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

	2013/14 B/Fwd Per 2014/15 Budget \$	2013/14 B/Fwd Per Financial Report \$	July 2014 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	311,356	240,533
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	1,724,400	1,724,400
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	23,458	1,033,408
Sewerage Rates Outstanding	13,320	16,397	132,113
Rubbish Rates Outstanding	9,156	11,102	80,672
Sundry Debtors	9,524	75,230	251,102
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	1,486	2,755	(15)
GST Receivable	0	17,049	12,733
Provision For Doubtful Debts	0	0	0
Inventories	12,672	13,303	13,303
	<u>3,362,064</u>	<u>2,277,107</u>	<u>3,488,249</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(117,401)	(47,284)
Excess Rates	(34,591)	(78,504)	(1,516)
Accrued Expenditure	0	0	0
Department Transport	0	(25,889)	(24,648)
GST Payable	(33,251)	(9,428)	(20,435)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(3,480)	(3,879)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(5,172)	(5,764)
Leave Provisions - Current	(175,250)	(198,516)	(198,516)
	<u>(741,411)</u>	<u>(438,390)</u>	<u>(302,042)</u>
NET CURRENT ASSET POSITION	2,620,653	1,838,717	3,186,207
Less: Cash - Reserves - Restricted	(1,872,648)	(1,724,400)	(1,724,400)
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	0	0
Adjustment for Trust Transactions Within Muni	0	5,360	5,360
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,643</u>	<u>250,483</u>	<u>1,598,295</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 30 JUNE 2014

8. RATING INFORMATION

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

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

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

9. TRUST FUNDS

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

Detail	Balance 01-Jul-13 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	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	0	27,503
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Building Deposits	5,000	0	0	5,000
AROC Funds	64,198	0	0	64,198
	<u>111,782</u>	<u>380</u>	<u>0</u>	<u>112,162</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

10. OPERATING STATEMENT

	July 2014 Actual \$	2014/15 Adopted Budget \$	2013/14 Actual \$
OPERATING REVENUES			
Governance	2	38,700	58,971
General Purpose Funding	1,100,350	2,551,480	1,844,129
Law, Order, Public Safety	0	31,180	38,661
Health	74,251	293,872	310,500
Education and Welfare	9,295	81,653	28,317
Housing	10,785	131,917	116,201
Community Amenities	204,501	218,723	207,095
Recreation and Culture	1,956	71,046	226,162
Transport	224,159	698,614	664,741
Economic Services	640	7,200	34,166
Other Property and Services	2,422	14,000	7,832
TOTAL OPERATING REVENUE	1,628,361	4,138,385	3,536,774
OPERATING EXPENSES			
Governance	45,418	328,767	361,894
General Purpose Funding	12,512	96,960	79,909
Law, Order, Public Safety	9,086	99,050	108,568
Health	31,381	346,773	396,275
Education and Welfare	10,349	94,831	37,305
Housing	12,713	177,523	202,589
Community Amenities	27,910	301,177	335,636
Recreation & Culture	45,817	627,744	735,411
Transport	184,605	1,422,616	1,553,971
Economic Services	32,597	187,138	224,176
Other Property and Services	(23,220)	2,997	96,484
TOTAL OPERATING EXPENSE	389,168	3,685,574	4,132,219
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	1,239,193	452,811	(595,445)

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

11. BALANCE SHEET

	July 2014 Actual \$	2013/14 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	1,964,933	2,117,813
Trade and Other Receivables	1,510,013	145,991
Inventories	13,303	13,303
TOTAL CURRENT ASSETS	<u>3,488,249</u>	<u>2,277,107</u>
NON-CURRENT ASSETS		
Other Receivables	28,118	27,788
Inventories	0	0
Property, Plant and Equipment	9,258,491	9,302,922
Infrastructure	19,615,939	19,680,137
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>28,902,548</u>	<u>29,010,847</u>
TOTAL ASSETS	<u>32,390,797</u>	<u>31,287,954</u>
CURRENT LIABILITIES		
Trade and Other Payables	132,312	268,660
Long Term Borrowings	0	0
Provisions	198,516	198,516
TOTAL CURRENT LIABILITIES	<u>330,828</u>	<u>467,176</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	529,355	529,355
Provisions	11,517	11,517
TOTAL NON-CURRENT LIABILITIES	<u>540,872</u>	<u>540,872</u>
TOTAL LIABILITIES	<u>871,700</u>	<u>1,008,048</u>
NET ASSETS	<u>31,519,097</u>	<u>30,279,906</u>
EQUITY		
Trust Imbalance	(5,360)	(5,360)
Retained Surplus	29,687,704	28,448,512
Reserves - Cash Backed	1,708,400	1,708,400
Reserves - Asset Revaluation	128,678	128,678
TOTAL EQUITY	<u>31,519,422</u>	<u>30,280,230</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 JUNE 2015

12. FINANCIAL RATIOS

	2013 YTD	2013	2012	2011
Current Ratio	8.818	1.67	1.44	1.25

The above ratio is calculated as follows:

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

9.3.2 ACCOUNTS FOR PAYMENT – JULY 2014

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

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.3.2

(2430) Moved: S.V. Brookes Seconded: D.P. Hudson Carried: 7/0

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

9.3.3 ASSET MANAGEMENT POLICY

Date:	12 August 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Asset Management Policy Version 1

Summary

This report presents the proposed Council Asset Management Policy.

The Asset Management Policy sets out the Council's commitment to manage and care for its assets, as an integral part of its delivery of services to the community.

Asset Management is a major responsibility of Council in undertaking its primary objective of achieving the best outcomes for the local community having regard to the long term and cumulative effects of decisions.

Background

Recent amendments to the Local Government Act require councils to account for and plan for the existing assets under their ownership, and any new assets subsequently acquired. Each Council is required to prepare an asset management strategy and asset management plans to support the Community Strategic Plan and Corporate Plan that are now required as part of the integrated planning framework that has been introduced.

The asset management strategy must include a Council endorsed asset management policy. An asset management policy has been prepared and is now proposed for adoption by Council.

Consultation

The proposed Asset Management Policy has been developed in consultation with CEO, Works Manager and CDO. Council's Community Strategic Plan and Corporate Plan have been considered and utilised as guiding documents for this Policy.

Following adoption of the Asset Management Policy, Council's Asset Management Strategy is to be developed and presented to Council for consideration. It is anticipated that actions within the Strategy will include the preparation of Service Plans in consultation with Council staff and the community and also the further development of Asset Management Plans.

Level of public participation	Promises to public/stakeholders	Examples of techniques to use
Inform	Make policy available	Council Website

Risk Management

Risks	Likelihood	Consequence	Rating	Mitigation Action
Not having an Adopted Asset Management Policy.	Low	High	Moderate	Council adopt the Policy.
Missing important elements of Asset Management in the development of the Policy.	Low	High	Moderate	Elements of the Policy have been cross checked with CSP and Corporate Plan. Consultation with Council staff.

Policy Implications

There are no identified conflicts with existing Council Policies.

Financial Implications

The Council is the custodian of community assets with a replacement value of over \$28 million. The estimated required renewal funding is \$1.39 million per year over the next 10 years.

Statutory Implications

Legislation relevant to the Asset Management Policy are:

- Local Government Act 1995 (the Act)
- Local Government (Financial Management) Regulations 1996 (Regulations)
- AASBs and Australian Interpretations
- Road Management Act

Strategic Implications

Community Strategic Plan
Corporate Plan

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 9.3.3

(2431) Moved: T.A. Jones Seconded: S.V. Brookes Carried: 7/0

THAT COUNCIL ADOPT THE SHIRE OF DOWERIN ASSET MANAGEMENT POLICY VERSION 1.

ATTACHMENT: ASSET MANAGEMENT POLICY Version 1

COUNCIL Shire of Dowerin	POLICY NAME ASSET MANAGEMENT	DOC NO	
		VERSION 1	DATE 19 AUGUST '14
CONTROLLER:	APPROVED BY:	REVIEW DATE	
CHIEF EXECUTIVE OFFICER	SHIRE OF DOWERIN COUNCIL	AUGUST 2018	

1.0 Purpose To set guidelines for implementing consistent asset management processes throughout Shire of Dowerin.

2.0 Objective To ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council’s services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

3.0 Scope This policy applies to all Council activities.

4.0 Policy **4.1 Background**

4.1.1 Council is committed to implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council’s priorities for service delivery.

4.1.2 Council owns and uses approximately \$28,978,001 of non-current assets to support its core business of delivery of service to the community.

4.1.3 Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.

4.1.4 Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.

4.1.5 A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on;

- Members of the public and staff;
- Council's financial position;
- The ability of Council to deliver the expected level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

4.2 Principles

4.2.1 A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.

4.2.2 All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.

4.2.3 Asset management principles will be integrated within existing planning and operational processes.

4.2.4 Asset Management Plans will be developed for major service/asset categories. The plans will be informed by community consultation and financial planning and reporting.

4.2.5 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.

4.2.6 Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will form the basis of annual budget estimates with the service and risk consequences of variations in defined asset renewals and budget resources documented in budget documentation.

4.2.7 Service levels defined in adopted asset management plans will form the basis of annual budget estimates with the service and risk consequences of variations in defined services levels and budget resources documented in budget documentation.

4.2.8 Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.

4.2.9 Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian

Standards.

4.2.10 Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.

4.2.11 Future service levels will be determined in consultation with the community.

4.2.12 Training in asset and financial management will be provided for councillors and relevant staff.

5.0 Legislation and Compliance Local Government Act 1995 (the Act)
Local Government (Financial Management) Regulations 1996 (Regulations)
AASBs and Australian Interpretations

6.0 Related Documents Asset Management Strategy and associated Asset Management Plans.

Responsibility **Councillors** are responsible for adopting the policy, allocation of resources, providing high level oversight of the delivery of the organisation's asset management strategy and plan and maintaining accountability mechanisms to ensure that organisational resources are appropriately utilized to address the organisation's strategic plans and priorities.

The **Chief Executive Officer** has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.

Review Date This policy has a life of 4 years. It will be reviewed in August 2018

Council Meeting Date 19 August 2014

© Copyright, All rights reserved.

To be read in conjunction with the NAMS.PLUS2 ebook guidelines.

The Institute of Public Works Engineering Australia

- 10. NEW BUSINESS OF AN URGENT NATURE**
- 11. PETITIONS/DEPUTATIONS/PRESENTATIONS**
- 12. ELECTED MEMBERS MOTIONS**

Council Meeting adjourned at 4:05 pm

Council Meeting resumed at 4:22 pm

13. CONFIDENTIAL ITEMS

CEO declared a financial interest in 13.1 Confidential Item – CEO's Review

CEO, WM and FM left Chambers at 4:23 pm

13.1 CONFIDENTIAL ITEM - CEO'S REVIEW

CEO, WM and FM returned to Chambers at 4:45 pm

CONFIDENTIAL

14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5:55pm.

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

.....

D.E. Metcalf

PRESIDENT

.....

Date