



MINUTES
OF MEETING
HELD ON
20 OCTOBER 2015

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3:01pm

1.2 OBITUARIES

Master Claude Alexander Morgan Collard

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

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

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

A.J. Metcalf	Town Ward
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2.4 GUESTS

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DECLARATION OF ELECTED MEMBERS

4.1 OATH OF ALLEGIANCE AND DECLARATION OF NEW ELECTED MEMBERS

The newly elected Councillors WE Coote (Rural North Ward), BN Walsh (Town Ward) and RI Trepp (Rural South Ward) are to make the Oath of Allegiance as Elected members of the Shire of Dowerin.

4.2 ELECTION OF SHIRE PRESIDENT

CEO Dacre Alcock will declare all positions vacant and call for nominations for the position of

President of the Shire of Dowerin.

(2535) Moved: G.B. Ralph Seconded: D.P. Hudson

THAT CR DALE METCALF BE ELECTED PRESIDENT.

4.3 ELECTION OF DEPUTY SHIRE PRESIDENT

The President will call for nominations for the position of Deputy President of the Shire of Dowerin.

(2536) Moved: D.P. Hudson Seconded: W.E. Coote Carried 7/0

THAT CR GRAHAM RALPH BE ELECTED DEPUTY PRESIDENT.

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2537) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 7/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 15 SEPTEMBER 2015 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

Travel to Dubai and Europe.

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

10.1.1 CORPORATE PLAN UPDATE

Date:	13 October 2015
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

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

Background

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

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

Comment

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

Consultation

Nil

Financial Implications

Nil

Policy Implications

Policy development to be determined.

Statutory Implications

Nil

Strategic Implications

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

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.1

(2538) Moved: G.B. Ralph Seconded: T.A. Jones Carried: 7/0

THAT COUNCIL RECEIVES THE SEPTEMBER 2015 CORPORATE PLAN STATUS REPORT.

**CORPORATE PLAN
2015 – 2019
STATUS REPORT**

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THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
C 1 Maintain a liveable and safe environment for all					
C.1.1 Support and retain police services					
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 	LEMC meeting was held in May 2015. Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting Thursday 29 th October 2015
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 	
C.1.2 Promote and encourage participation in voluntary based emergency services					
Partner with local emergency services	LEMC Meeting Quarterly & On request		CEO		Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting Thursday 29 th October 2015
C.1.3 Continue to support the Animal Ranger Service					
Residents have access to the services of a ranger	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> Advertise ranger services locally to residents 	Contracting Ranger services with numerous dog and cat issues – ongoing
Snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> 3 staff fully trained in snake handling 	Only one qualified snake handler
C.1.4 Continue to produce a high quality extensive road network					
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> Complete road audit inspection 	Planned for March 2016
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed road program document 	Presented to Council in June 2015.
Produce and implement plant replacement program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed plant replacement program p document 	Presented to Council in April 2015.
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas 	June 2014 - Audit completed 6 th June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget
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	CSO CDO	<ul style="list-style-type: none"> Coordination of events within budget 	Draft Version of 2015 events calendar and has been created and will be included in the Draft Budget

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		grant funding	FM		2015/16
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					
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> • 	Facilitate the Kidsport program on behalf of DSR for 2015/16 Financial Year – funding has been received.
C.2.3 Continue to provide quality facilities to hold events					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	<ul style="list-style-type: none"> • Develop a detailed program of maintenance for all shire owned facilities 	Stage 1 commenced as part of Asset Management
Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> • Annual review of bookings/usage of facilities 	
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 Medical services available to Dowerin residents	Monthly or when required		CDO	<ul style="list-style-type: none"> • Adverts in local media, on website, Facebook etc... • Increase in utilisation of service 	Goomalling Medical Practice mail out sent out in June 2015 Cr Hudson, Cr Metcalf and CEO attended the Goomalling Medical Practice meeting 29/6/15 Next meeting Tuesday 27 th October
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					
Promote and Review services/facilities provided by Dowerin HACC	Annually		HACC CEO	<ul style="list-style-type: none"> • Increase utilisation of HACC services • Annual report 	3 HACC Brochures have been developed Quality Improvement Plan has been finalised – March 2015.
C.3.3 Maintain High Quality Sporting Facilities					
Adhere to the sports surfaces maintenance	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> • 	Sept 2015 - Cricket Pitch has been revamped with turf being relayed surrounding the pitch. Mowing of oval

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program budget					will conducted weekly over summer months.
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>February 2014 – Gym project completed. Open day held on Thursday 19th February@ 5pm.</p> <p>Lottery West Grant Acquittal completed in May 2015 – funding received.</p> <p>Sept 2015 – door software updated so more than 100 cards can be issued – now up to 500.</p>
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> Complete review and update Bike Plan 	Sept 2015 - Initial Bike Plan meeting has taken place
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 	
C.4.2 Support & Promote the Community Resource Centre					
Meet with the Dowerin CRC	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 	Ongoing monthly meetings with CSO, CDO and CRC Coordinator.
C.4.3 Support and encourage local apprenticeships & traineeships					
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 Cr Jones Cr Quartermaine	<ul style="list-style-type: none"> 2 youth scholarships presented each year 	Damien Allsopp has been selected to go on the Leeuwin in 2015.
C.5 Increase and maintain a range of affordable housing for singles, families and seniors					
C.5.1 Develop a Housing & Accommodation Strategy					

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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 	Feedback from Community Strategic Plan has indicated a need for accommodation park Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way NSRF Grant was submitted in July 2015
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 	April 2014 – Completed – see discussion forum Destination Dowerin
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 	Master Plan has been developed and approved by the Short Term Accommodation Steering Committee Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition
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 	<i>June 2014 – Property Income/Expense spreadsheet developed</i> <i>June 2014 – Property Maintenance spreadsheet developed</i> FM - Stage 1 Commenced as part of Asset Management
C.6 Maintain the provision of High Quality Infrastructure					
C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club					
Maintain Dowerin's Recreation Facilities	Annually	\$16,000	FM	<ul style="list-style-type: none"> Annual increase of % in funds 	<i>June 2015 –Budget Meeting 21/07/14</i> Ongoing
C.6.2 Continue to support the development of the Dowerin Community Child Care facility					
Assist with the maintenance and management of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> Completion of works Smooth running of the facility 	<i>June 2014 – Works complete</i> <i>November 2014 –MOU presented to Council and adopted</i> <i>First MOU Meeting was held 3 February 2015.October 2014 – laying of lawn completed</i>
C.6.4 Develop seniors facilities and be recognised as an aged friendly community					
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> Annual review 	<i>May 2014 - Complete</i>
Investigate further aged care housing options and	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term 	In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being

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facilities.				accommodation strategy	obtained for works.
C.7 Retain and improve on our attractive town and streetscape					
C.7.1 Manage and revive community spaces and business district areas					
Research and develop a standard 'Streetscape Policy;	2014		CEO CDO	<ul style="list-style-type: none"> Development, adoption and implementation of policy 	<i>June 2014 – Council forum to be conducted in near future (month to be advised)</i>
Beautification of public spaces	2014		WM P&G	<ul style="list-style-type: none"> Deeper understanding of water wise principals Increase in implantation of water wise principals in community areas 	<i>Replant the planter boxes outside the post office with native plants Staff have been trained in water wise best practice</i>
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program					
Program of clean ups and busy bees	February 2014		CSO	<ul style="list-style-type: none"> Develop new name and focus of former Tidy Towns Committee Successful appointment of new committee 	<i>Clean up Australia Day held 7th March 2015.</i> Local residents have been given notice to clean up their residential yards by the end of October 2015.
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.

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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 	
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> Increase number of industrial lots available 	
EB.1.2 Investigate alternative economic development opportunities					
Review the ‘Broader Horizon’s in Dowerin’ report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> Review & update of report 	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 	Supported and promoted a vet service to town
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 	
EB.2 A Growing Tourism Industry					
EB.2.1 Market Dowerin and region as a tourist destination					
Continue to advertise in tourism publications	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 and Expand and increase Social Media Marketing	Reviewed annually		CSO	<ul style="list-style-type: none"> Increased exposure to a wide variety of people/regions Accommodation statistics 	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
EB.2.2 Continue to work with key stakeholders to provide quality events					

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Support DEM twith the Dowerin GWN Machinery Field Days	August each year		FM CDO	<ul style="list-style-type: none"> • A successful 50th Anniversary event - 	October 2014 – a DEM working group meeting was had to finalise the new entrance.
Establish an annual 4wd event in Dowerin	May – August 2014		CSO	<ul style="list-style-type: none"> • Enhancement of the 4wd track • Successful event 	<i>Ongoing</i>
EB.2.3 Develop further accommodation options within Dowerin					
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 	Master Plan has been completed Include in 2016/17 Budget.
EB.2.5 Continue developing the Wheatbelt Heritage Rail Project					
Continue to support the Project	2013/2014		CEO WM FM CDO	<ul style="list-style-type: none"> • Provide support via telephone, email and in person 	
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 has been submitted – awaiting decision.
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 	<i>Mid 2015 – Track to be completed at Minnivale</i>

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THEME THREE: CARING FOR OUR ENVIRONMENT					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
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) Workcamp are assisting regularly with recycling.
ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre	Monthly		CSO	<ul style="list-style-type: none"> The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed 	
ENV 1.3 Encourage efficient use of natural resources					
Water wise gardens	Review half yearly		CEO WM	<ul style="list-style-type: none"> Parks & Gardens adopt more water wise principles in parks and gardens 	<i>FEB 2015 – Adopted Draft MOU Waterwise Council July 2015 – National Tree Garden</i>
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 Ensure all lights are turned off at Shire office/depot after use 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					
Promote and support drum muster program	Monthly		FM	<ul style="list-style-type: none"> Send monthly text messages to distribution list 	<i>Ongoing</i>
ENV 1.5 Continue oil recycling program					
Promote and educate oil recycling program to local	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of 	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been</i>

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residents				current location	<i>relocated to the Amery refuse site.</i>
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Manage NRM programs and initiatives					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> Ensure that Council's nature reserves are maintained. 	
ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<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 	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> Advertise locally Successful planning and implementation of control program 	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>

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THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
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					
Workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> Adoption of workforce plan Annual review of workforce plan 	Aug 2014 - Complete Currently being reviewed by staff Council to discuss in November 2015
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"> Development of plan & policy 	FM - Stage 1 Research and preparation commenced
LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities					
Provide training opportunities and PD opportunities	Review Monthly		CEO	<ul style="list-style-type: none"> Create councillor training section in CEO info report Create staff training section in FM info report 	<i>December 2013 – FM including Staff Training Update to Council in Information Report</i>
LG. 1. 4 Ensure information is communicated to the public regularly and effectively					
Provide weekly 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
Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> Ensure website is always up to date with latest news, events etc... 	<i>Ongoing</i>
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) 	<i>Ongoing</i>
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
LG. 2 Strong leadership and governance					

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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	<i>Plan was reviewed during forum sessions at the March and April 2015 Council Meetings – and was adopted at the May 2015 Council Meeting</i>
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
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	<i>CEO and President attended August 2015 GECZ</i>
LG. 2.3 Collaborate with other surrounding shires to strengthen the region					
Continue to participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> Attendance at AROC meetings 	<i>June 2015 – CEO & President attended June AROC meeting</i>
Continue to attend regional road group	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> Attendance at Regional Road Group Meetings 	Cr Hudson to attend next meeting on 19th October 2015.

10.2 OPERATIONS

10.2.1 DELEGATES TO COUNCIL COMMITTEES/ORGANISATIONS

Date:	12 October 2015
Applicant:	Dacre Alcock
Location:	N/A
File Ref:	ADM 0290
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

Report recommends Council review its representatives to committees.

Background

As the newly elected Councillors will be sworn on at the October Council it is an opportune time to review Council's committees and its representation on those committees.

The current list of Council committees and its representation is listed below.

Table 1

Committee/Organisation	Representative
Finance and Audit Committee	DE Metcalf, DP Hudson and TW Quartermaine
DEM/ Shire - Capital Works Committee	TW Quartermaine, WE Coote and GB Ralph
Avon Regional Organisation Councils (AROC)	DE Metcalf and (Proxy) GB Ralph
Dowerin Bush Fire Advisory Committee	WE Coote and (Proxy) LG Hagboom
Dowerin Events Management Board	DE Metcalf
Great Eastern Zone – WALGA	DE Metcalf and CEO
HACC Management Committee	TA Jones
Kellerberrin Sub-Regional Road Group	LG Hagboom and (Proxy) DP Hudson
Dowerin Local Emergency Management	DE Metcalf
Wheatbelt Workcamp Committee	CEO and CSO
Australia Day Honours Committee	SV Brookes, GB Ralph and CEO
Leeuwin Youth Scholarship Committee	TW Quartermaine, TA Jones and CDO
Goomalling Medical Centre Advisory Committee	DE Metcalf, DP Hudson and CEO
Short Term Accommodation Committee	

Comment

Council is represented on a diverse range of local government, community and regional committees. While Councils representation on the majority of these committees is beneficial to our community, continued representation needs to be assessed in terms of its benefit provided in line with Councils objectives.

The Wheatbelt Workcamp Committee is a committee that goes through a nomination process which occurs in February of each year. By nominating you are not guaranteed on being successful. If a Councillor wishes to nominate for that committee I will organise a nomination form to be submitted in February 2016.

With regards to AROC, Dowerin Local Emergency Management Committee and Dowerin Events

Management Board it is recommended that the President be a representative to each of those.

The relevance of the DEM Shire – Capital Works Committee is questionable and I have deleted this committee.

Within this context, it is recommended Council appoint representatives to the following committees as follows:

Committee/Organisation	Representative
Finance and Audit Committee	President DE Metcalf, DP Hudson, RI Trepp
Avon Regional Organisation Councils (AROC)	President DE Metcalf and (Proxy) GB Ralph
Dowerin Bush Fire Advisory Committee	WE Coote and (Proxy) AJ Metcalf
Dowerin Events Management Board	President DE Metcalf
Great Eastern Zone – WALGA	President DE Metcalf and CEO
HACC Management Committee	TA Jones
Kellerberrin Sub-Regional Road Group	DP Hudson and (Proxy) WE Coote
Dowerin Local Emergency Management	President DE Metcalf
Wheatbelt Work camp Committee	CEO and CSO
Australia Day Honours Committee	BN Walsh, GB Ralph and CEO
Leeuwin Youth Scholarship Committee	TA Jones, RI Trepp and CDO
Goomalling Medical Centre Advisory Committee	DP Hudson, RI Trepp, CEO and (Proxy) DE Metcalf
Short Term Accommodation Committee	TA Jones, WE Coote, BN Walsh, DP Hudson, CDO, CEO, FM

Consultation

Nil.

Financial Implications

Nil.

Policy Implications

Nil.

Statutory Implications

Local Government Act 1995 s. 5.98 (2)b & (3)

Local Government (Administration) Regulations 1996 – Clause 32

Strategic Implications

Nil

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.2.1

(2539) Moved: T.A. Jones Seconded: R.I. Trepp Carried: 7/0

THAT COUNCIL APPOINTS DELEGATES TO THE FOLLOWING COMMITTEES AND ORGANISATIONS:

Committee/Organisation	Representative
Finance and Audit Committee	President DE Metcalf, DP Hudson, RI Trepp
Avon Regional Organisation Councils (AROC)	President DE Metcalf and (Proxy) GB Ralph
Dowerin Bush Fire Advisory Committee	WE Coote and (Proxy) AJ Metcalf
Dowerin Events Management Board	President DE Metcalf
Great Eastern Zone – WALGA	President DE Metcalf and CEO
HACC Management Committee	TA Jones
Kellerberrin Sub-Regional Road Group	DP Hudson and (Proxy) WE Coote
Dowerin Local Emergency Management	President DE Metcalf
Wheatbelt Work camp Committee	CEO and CSO
Australia Day Honours Committee	BN Walsh, ** and CEO
Leeuwin Youth Scholarship Committee	TA Jones, RI Trepp and CDO
Goomalling Medical Centre Advisory Committee	DP Hudson, RI Trepp, CEO and (Proxy) DE Metcalf
Short Term Accommodation Committee	TA Jones, WE Coote, BN Walsh, DP Hudson, CDO, CEO, FM

10.2.2 AMERY ACRES LEASE

Date:	12 October 2015
Applicant:	n/a
Location:	Amery Reserve No. 49356 Avon Location 321
File Ref:	ADM 0243
Disclosure of Interest:	Nil
Author:	Dacre Alcock

Summary

Council is to consider calling expressions of interest for the cropping lease on Amery Acres Reserve.

Background

In the past Council has awarded the Amery Acres cropping lease to community groups.

At the February 2011 Council Meeting Council decided to lease Amery Acres to the Dowerin Recreation Steering Committee for five years until 31st March 2016. Funds raised were to be used on finalising the bin storage area, barbecue area, outside furniture and memorabilia/honour boards, with remaining funds to be placed in a capital replacement for the Dowerin Community Club.

Comment

With the current lease due to expire on the 31st March 2016, Council needs to decide to call expressions of interest for the Amery Acres cropping lease and for what period of time.

Expressions of Interest will be required to outline the following in their application:

- Purpose for which cropping proceeds will be utilised
- Copy of last audited annual financial statement and recent bank statement
- Proposed cropping program for the period of the lease.

Council will consider each proposal's overall strategic objective and as a guide will evaluate submissions against the following criteria;

- Funding objective
- Organisation contribution
- Community benefit

Financial Implications

Nil.

Public Consultation

Nil.

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

Nil.

Noting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.2.2

(2540) Moved: W.E. Coote Seconded: D.P. Hudson Carried: 7/0

THAT COUNCIL ADVERTISES THE LEASE OF AMERY ACRES FOR A PERIOD OF BETWEEN 1 TO 5 YEARS FROM THE 1ST APRIL 2016 WITH APPLICATIONS TO CLOSE ON 4TH DECEMBER 2015.

10.2.3 DOWERIN RECREATION STRATEGY 2015-2025

Date: 12th October 2015
Applicant: N/A
Location:
File Ref:
Disclosure of Interest: Nil
Author: Louise Hagboom

Summary

Report recommends Council seeks public submissions for the Dowerin Recreation Strategy 2015-2025.

Background

The Dowerin Recreation Strategy is a forward planning document that outlines council's strategic direction to sport and recreation facilities and services in Dowerin over the next 10 years. In 2008 the Dowerin Recreation Strategy was the catalyst for the Dowerin Community Club development.

Comment

This document has been re-written to include the comments and feedback from the September Council Meeting. The document has been sent to the Department of Sport and Recreation for their feedback also.

The results of the Dowerin Recreation Strategy 2015-2025 have been based on feedback from a community survey and a sporting club survey. All priorities have been ranked as either a low, medium or immediate priority.

This document has been drawn up in house at and is now ready for public comment to ensure that the strategies and recommendations in place are appropriate and ranked accordingly.

Please find attached the Recreation Strategy Document and results of the community and sporting club surveys.

Consultation

CEO

Community Feedback via survey

Club Surveys

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority.

COUNCIL DECISION – ITEM 10.2.3

(2541) Moved: G.S. Ralph Seconded: D.P. Hudson Carried: 7/0

THAT COUNCIL SEEKS PUBLIC SUBMISSIONS ON THE DOWERIN RECREATION STRATEGY 2015-2025.

10.2.4 COMMEMORATIVE WALK OF AUSTRALIA DAY AWARD WINNERS

Date: 9/10/2015

Applicant: N/A

Location: N/A

File Ref:

Disclosure of Interest: Nil

Author: Misty Richards

Summary

Council to consider allocating \$4,000 to create a commemorative walk within the new native garden, to recognise the winners of the Australia Day Active Citizenship Awards over the last 10 years.

Background

In recognition of the people who have been awarded the Australia Day Active Citizenship Awards, CSO would like to install plaques on posts with the details of the winners on them and creating a walk of fame through the newly completed native garden bed on the Eastern Side of Centenary Park.

Comment

Dowerin has been awarding the Premiers Australia Day Active Citizenship Awards to individuals and community groups for 10 years. In the past many community members have mentioned that they would like to see something created within town to recognise the winners – whether this is an honour board within the Shire Office or a commemorative walk with plaques etc.

CSO requests approval from Council to purchase and install 10 plaques and posts to install in the new garden on the eastern side of Centenary Park. Centenary Park is a central hub in Dowerin and the commemorative walk would be a linking walkway from the Park through to the Skate Park and would improve greenspace within Dowerin.

One additional post and pole will need to be purchased each year for the recipients of that year's award with a maximum of 25 years' worth of recipients on the walk of fame. Services would be sought from the Wheatbelt Workcamp to assist with the poles and installing the plaques on the posts to keep installation/labour costs to a minimum.

Please see attachment for images similar to what will be installed.

Consultation

Nil

Financial Implications

Allocate up to \$4,000 in order to create this commemorative walk in the park, to recognise the winners of the Australia Day Active Citizenship Awards over the last 10 years.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.2.4

(2542) Moved: Seconded: Carried:

THAT COUNCIL AGREES TO:

- 1. ENDORSE THE PROPOSAL TO DEVELOP AN AUSTRALIA DAY AWARDS WALK OF FAME IN THE NATIVE GARDEN ON THE EASTERN SIDE OF CENTENARY PARK.**
- 2. FINANCIALLY SUPPORT THE PROJECT OF APPROXIMATELY \$4,000.**

COUNCIL REQUEST:

- **FURTHER INVESTIGATION INTO A RANGE OF OPTIONS AND PRODUCTS AVAILABLE FOR USE;**
- **AND THAT STAFF CONSULTS WITH DOWERIN EVENTS MANAGEMENT TO INCORPORATE A BROADER RANGE OF COMMUNITY CONTRIBUTION AND ACKNOWLEDGEMENT AS PART OF THE 'WALK OF FAME' CONCEPT.**



Council adjourned at 4:10pm
Council resumed at 4:30pm
EHO entered Chambers at 4:30pm
EHO left Chambers at 4:36pm

10.3 FINANCE REPORT**10.3.1 FINANCE STATEMENTS – SEPTEMBER 2015**

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

Summary

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

Background

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

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

- Statement of Financial Activity

	30-Sep-15	30-Jun-15	30-Sep-14
Municipal Fund	\$1,344,958	\$906,642	\$1,043,917
Plant Reserve	\$150,291	\$150,291	\$250,893
LSL Reserve	\$155,425	\$155,425	\$130,806
Land & Buildings Reserve	\$19,966	\$19,966	\$19,285
Recreation Facility Reserve	\$173,751	\$173,751	\$167,826
Community Bus Reserve	\$39,213	\$39,213	\$33,714
Community Housing Res	\$44,473	\$44,473	\$35,356
Sewerage Reserve	\$851,521	\$851,521	\$768,244
Economic Develop Reserve	\$312,977	\$312,977	\$302,275
Tennis Court Replacement	\$12,215	\$12,215	\$6,000
Bowling Green Replacement	\$40,360	\$40,360	\$10,000
All Hours Gym Reserve	\$5,000	\$5,000	\$0
Consolidated Funds	\$3,150,150	\$2,711,834	\$2,768,316

Sundry Debtors at 30th September 2015

Current	\$15,812
30 days	\$2,596
60 days	\$24
90 days	\$24
Total	\$18,456

Reserve Funds

The total balance of funds held in the various Reserve Funds at 30 September 2015 is as detailed in the financial statements.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.1

(2543) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 7/0

THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT 1 BE RECEIVED.



SHIRE OF DOWERIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

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Statement of Financial Activity

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- 9 Trust Funds
- 10 Operating Statement
- 11 Balance Sheet
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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

NOTE	2015/16 Revised Budget \$	September 2015 Y-T-D Budget \$	September 2015 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %
Operating					
Revenues/Sources					
Governance	39,050	9,759	3,399	(6,360)	(65.17%) ▼
General Purpose Funding	758,721	174,132	169,044	(5,088)	(2.92%) ▼
Law, Order, Public Safety	26,000	6,495	178	(6,317)	(97.26%) ▼
Health	255,022	63,744	78,785	15,041	23.60% ▲
Education and Welfare	92,748	23,187	27,252	4,065	17.53%
Housing	136,077	34,014	32,890	(1,124)	(3.30%) ▼
Community Amenities	217,584	202,094	212,213	10,119	5.01%
Recreation and Culture	38,552	14,860	15,462	602	4.05%
Transport	1,233,174	387,030	570,064	183,034	47.29% ▲
Economic Services	7,200	1,122	2,275	1,153	102.76%
Other Property and Services	10,000	2,499	1,049	(1,450)	(58.02%) ▼
	<u>2,814,128</u>	<u>918,936</u>	<u>1,112,611</u>	<u>193,675</u>	<u>21.08%</u>
(Expenses)/(Applications)					
Governance	(366,666)	(100,264)	(132,554)	(32,290)	(32.20%) ▲
General Purpose Funding	(91,972)	(22,992)	(25,195)	(2,203)	(9.58%) ▼
Law, Order, Public Safety	(75,835)	(18,951)	(9,022)	9,929	52.39% ▼
Health	(313,334)	(78,303)	(100,813)	(22,510)	(28.75%) ▲
Education and Welfare	(114,785)	(28,686)	(32,593)	(3,907)	(13.62%) ▼
Housing	(168,559)	(42,105)	(42,508)	(403)	(0.96%) ▼
Community Amenities	(270,867)	(67,680)	(62,493)	5,187	7.66%
Recreation & Culture	(640,573)	(160,086)	(117,462)	42,624	26.63% ▼
Transport	(1,186,627)	(296,622)	(288,199)	8,423	2.84%
Economic Services	(175,755)	(43,926)	(57,214)	(13,288)	(30.25%) ▲
Other Property and Services	(4,246)	(1,023)	(17,418)	(16,395)	(1602.64%) ▲
	<u>(3,409,219)</u>	<u>(860,638)</u>	<u>(885,471)</u>	<u>(24,833)</u>	<u>2.89%</u>
Net Operating Result Excluding Rates	(595,091)	58,298	227,140	168,842	289.62%
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	(69,044)	(17,265)	0	17,265	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	14,663	3,666	0	(3,666)	100.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	0	0	0.00%
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(400,000)	(99,999)	(2,726)	97,273	97.27% ▼
Purchase of Vehicles & Plant	(467,209)	(116,799)	(465,709)	(348,910)	(298.73%) ▲
Purchase of Furniture & Equipment	(4,865)	(1,215)	(1)	1,214	99.92%
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(1,380,757)	(342,408)	(54,238)	288,170	84.16% ▼
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	0	0	(42)	(42)	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	70,974	0	(70,974)	(100.00%) ▼
Repayment of Debentures	(59,543)	(20,454)	0	20,454	100.00% ▼
Proceeds from New Debentures	0	0	0	0	0.00%
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	22,272	5,568	0	(5,568)	(100.00%) ▼
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(486,608)	(121,653)	0	121,653	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,643	848,643	804,607	(44,036)	5.19%
Net Current Assets Year to Date	<u>(1,423,377)</u>	<u>1,411,518</u>	<u>1,682,234</u>	<u>270,716</u>	<u>(19.18%)</u>
Amount Raised from Rates	<u>(1,144,162)</u>	<u>(1,144,162)</u>	<u>(1,068,556)</u>	<u>75,606</u>	<u>(6.61%)</u>

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

3. ACQUISITION OF ASSETS	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	September 2015 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	1.00
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	723,842	723,842	18,416.47
Roads - Signs	0	0	42.00
Roads - Unclassified	258,832	258,832	35,821.14
Roads - State 20/20	398,083	398,083	0.00
<i>Road Plant Purchases</i>			
Plant - Loader	319,300	319,300	314,400.00
Other Plant	110,909	110,909	110,909.09
Plant - Works Manager Vehicle	37,000	37,000	40,400.00
Tools - Compressor	0	0	0.00
Economic Services			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	400,000	400,000	2,725.61
Other Property & Services			
<i>Unclassified</i>			
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>522,715.31</u>
By Class			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	400,000	400,000	2,725.61
Vehicles & Plant	467,209	467,209	465,709.09
Furniture & Equipment	4,865	4,865	1.00
Tools & Equipment	0	0	0.00
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	1,380,757	1,380,757	54,237.61
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	0	0	42.00
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,252,831</u>	<u>2,252,831</u>	<u>522,715.31</u>

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

4. DISPOSALS OF ASSETS

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

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

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

Summary

Profit on Asset Disposals
 Loss on Asset Disposals

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

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

Note:

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

(b) New Debentures - 2014/15

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

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

	2015/16 Adopted Budget \$	September 2015 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
Opening Balance	155,425	155,425
Amount Set Aside / Transfer to Reserve	14,663	0
Amount Used / Transfer from Reserve	0	0
	<u>170,088</u>	<u>155,425</u>
(b) Plant Replacement & Reconditioning Reserve		
Opening Balance	150,291	150,291
Amount Set Aside / Transfer to Reserve	4,509	0
Amount Used / Transfer from Reserve	(62,000)	0
	<u>92,800</u>	<u>150,291</u>
(c) Land & Building Reserve		
Opening Balance	19,966	19,966
Amount Set Aside / Transfer to Reserve	39,226	0
Amount Used / Transfer from Reserve	0	0
	<u>59,192</u>	<u>19,966</u>
(e) Recreation Facilities Reserve		
Opening Balance	173,751	173,751
Amount Set Aside / Transfer to Reserve	35,213	0
Amount Used / Transfer from Reserve	0	0
	<u>208,964</u>	<u>173,751</u>
(f) Community Housing Project Reserve		
Opening Balance	44,473	44,473
Amount Set Aside / Transfer to Reserve	10,317	0
Amount Used / Transfer from Reserve	0	0
	<u>54,790</u>	<u>44,473</u>
(g) Community Bus Reserve		
Opening Balance	39,213	39,213
Amount Set Aside / Transfer to Reserve	5,176	0
Amount Used / Transfer from Reserve	0	0
	<u>44,389</u>	<u>39,213</u>
(h) Sewerage Asset Preservation Reserve		
Opening Balance	851,521	851,521
Amount Set Aside / Transfer to Reserve	95,188	0
Amount Used / Transfer from Reserve	0	0
	<u>946,709</u>	<u>851,521</u>
(i) Economic Development Reserve		
Opening Balance	312,977	312,977
Amount Set Aside / Transfer to Reserve	259,389	0
Amount Used / Transfer from Reserve	0	0
	<u>572,366</u>	<u>312,977</u>
(j) Tennis Court Replacement Reserve		
Opening Balance	12,215	12,215
Amount Set Aside / Transfer to Reserve	6,366	0
Amount Used / Transfer from Reserve	0	0
	<u>18,581</u>	<u>12,215</u>

(k) Bowling Green Replacement Reserve		
Opening Balance	40,360	40,360
Amount Set Aside / Transfer to Reserve	11,211	0
Amount Used / Transfer from Reserve		0
	<u>51,571</u>	<u>40,360</u>
(l) All Hours Gym Reserve		
Opening Balance	5,000	5,000
Amount Set Aside / Transfer to Reserve	5,350	0
Amount Used / Transfer from Reserve		0
	<u>10,350</u>	<u>5,000</u>
Total Cash Backed Reserves	<u>2,219,450</u>	<u>1,805,192</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	14,663	0
Plant Replacement & Reconditioning Reserve	4,509	0
Land & Building Reserve	39,226	0
Recreation Facilities Reserve	35,213	0
Community Housing Project Reserve	10,317	0
Community Bus Reserve	5,176	0
Sewerage Asset Preservation Reserve	95,188	0
Economic Development Reserve	259,389	0
Tennis Court Replacement Reserve	6,366	0
Bowling Club Replacement Reserve	11,211	0
All Hours Gym Reserve	5,350	0
	<u>486,608</u>	<u>0</u>

Transfers from Reserves

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	(62,000)	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
All Hours Gym Reserve	0	0
	<u>(62,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>424,608</u>	<u>0</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

6. RESERVES (Continued)

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

Long Service Leave Reserve

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

Plant Replacement & Reconditioning Reserve

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

Land & Building Reserve

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

Office Equipment Reserve

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

Recreation Facilities Reserve

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

Community Housing Project Reserve

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

Community Bus Reserve

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

Sewerage Asset Preservation Reserve

- to be used to preserve sewerage assets

Economic Development Reserve

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

Community Health Reserve

- temporarily closed.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

	2014/15 B/Fwd Per 2014/15 Budget \$	2014/15 B/Fwd Per Financial Report \$	September 2015 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	854,714	1,344,958
Cash - Restricted Unspent Grants	82,057	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	0	1,805,192
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	25,196	273,166
Sewerage Rates Outstanding	13,320	12,687	31,061
Rubbish Rates Outstanding	9,156	7,513	27,711
Sundry Debtors	9,524	35,577	18,456
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	22,272	22,272
Emergency Services levy	1,486	1,471	(22,133)
GST Receivable	0	46,205	86,327
Provision For Doubtful Debts	0	0	0
Inventories	12,672	20,805	9,777
	<u>3,362,064</u>	<u>1,026,440</u>	<u>3,596,787</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(77,982)	(28,545)
Excess Rates	(34,591)	(76,737)	(28,672)
Accrued Expenditure	0	0	0
Department Transport	0	0	0
GST Payable	(33,251)	(4,405)	(20,174)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	0	136
FBT Payable	0	0	0
Withholding Tax	0	0	(30)
Other Payables	(4,443)	(1,814)	(3,721)
Leave Provisions - Current	(175,250)	(216,320)	(216,320)
	<u>(741,411)</u>	<u>(377,258)</u>	<u>(297,326)</u>
NET CURRENT ASSET POSITION	2,620,653	649,182	3,299,461
Less: Cash - Reserves - Restricted	(1,872,648)	0	(1,805,192)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	155,425	155,425
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,643</u>	<u>804,607</u>	<u>1,682,234</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

8. RATING INFORMATION

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

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

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the revenue to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received other than rates and also bearing 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 2015 TO 30 SEPTEMBER 2015

9. TRUST FUNDS

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

Detail	Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	0	(480)	4,420
Key Deposits	610	0	0	610
Tidy Towns	2,818	0	0	2,818
HACC vehicle	2,025	0	0	2,025
HACC Fundraising	2,509	0	0	2,509
Building Deposits	10,000	0	0	10,000
AROC Funds	61,548	0	0	61,548
	<u>84,410</u>	<u>0</u>	<u>(480)</u>	<u>83,930</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

10. OPERATING STATEMENT

	September 2015 Actual \$	2015/16 Adopted Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	3,399	39,050	44,564
General Purpose Funding	1,313,207	1,902,892	3,254,927
Law, Order, Public Safety	178	26,000	29,364
Health	78,785	255,022	263,446
Education and Welfare	27,252	94,548	93,081
Housing	32,890	136,077	125,738
Community Amenities	212,213	217,584	259,096
Recreation and Culture	15,462	49,052	137,648
Transport	570,064	1,233,174	675,266
Economic Services	2,275	10,536	114,065
Other Property and Services	1,049	10,000	29,893
TOTAL OPERATING REVENUE	2,256,774	3,973,935	5,027,088
OPERATING EXPENSES			
Governance	132,554	336,666	409,296
General Purpose Funding	25,195	91,972	96,437
Law, Order, Public Safety	9,022	75,835	84,666
Health	100,813	313,334	338,732
Education and Welfare	32,593	128,270	118,633
Housing	42,508	168,559	170,030
Community Amenities	62,493	311,867	316,138
Recreation & Culture	117,462	630,187	744,342
Transport	288,199	1,186,627	1,503,505
Economic Services	57,214	179,091	335,915
Other Property and Services	17,418	4,246	8,223
TOTAL OPERATING EXPENSE	885,471	3,426,654	4,125,918
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>1,371,303</u>	<u>547,281</u>	<u>901,171</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

11. BALANCE SHEET

	September 2015 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	3,150,151	2,659,906
Trade and Other Receivables	436,861	150,921
Inventories	9,777	20,805
TOTAL CURRENT ASSETS	<u>3,596,789</u>	<u>2,831,632</u>
NON-CURRENT ASSETS		
Other Receivables	107,776	107,776
Inventories	0	0
Property, Plant and Equipment	9,601,397	9,129,462
Infrastructure	24,262,625	24,208,346
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>33,971,798</u>	<u>33,445,584</u>
TOTAL ASSETS	<u>37,568,587</u>	<u>36,277,216</u>
CURRENT LIABILITIES		
Trade and Other Payables	109,792	189,724
Long Term Borrowings	81,822	81,822
Provisions	216,320	216,320
TOTAL CURRENT LIABILITIES	<u>407,934</u>	<u>487,866</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	496,483	496,483
Provisions	23,224	23,224
TOTAL NON-CURRENT LIABILITIES	<u>519,707</u>	<u>519,707</u>
TOTAL LIABILITIES	<u>927,641</u>	<u>1,007,573</u>
NET ASSETS	<u>36,640,946</u>	<u>35,269,643</u>
EQUITY		
Trust Imbalance	0	0
Retained Surplus	30,596,839	29,225,536
Reserves - Cash Backed	1,805,192	1,805,192
Reserves - Asset Revaluation	4,238,915	4,238,915
TOTAL EQUITY	<u>36,640,946</u>	<u>35,269,643</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 SEPTEMBER 2015

12. FINANCIAL RATIOS

	2015 YTD	2015	2014	2013
Current Ratio	7.095	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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10.3.2 ACCOUNTS FOR PAYMENT – 7 SEPTEMBER TO 12 OCTOBER 2015

Date: 13 October 2015
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Sonia King – Finance Manager
Attachments: List of Accounts 7 September to 12 October 2015

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.2

(2544) Moved: T.A. Jones Seconded: B.N. Walsh Carried: 7/0

THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE SEPTEMBER 2015 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

LIST OF ACCOUNTS - 7 September to 12 October 2015

MUNICIPAL PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
EFT3564	09/09/2015	AVON WASTE	Rubbish contract	-2513	2513
EFT3565	09/09/2015	Abbott & Co Printers	Business Cards- Finance Manager	-189	
EFT3566	09/09/2015	BOEKEMAN MACHINERY	Repairs D014 (Roller) - Battery & fix air con belt D010 (Grader) - Replace window	-832	
EFT3567	09/09/2015	BOC LIMITED	Gas rental - oxygen	-129	
EFT3568	09/09/2015	DOWERIN IGA EXPRESS	Refreshments and Cleaning Supplies	-175	
EFT3569	09/09/2015	LANDGATE	Mining Tenements	-38	
EFT3570	09/09/2015	DOWERIN BULK TRANSPORT PTY LTD	Blue metal and metal dust carting	-4197	
EFT3571	09/09/2015	DOWERIN TYRE AND EXHAUST	Tyre supply & repairs Tyres & Safety checkpoint D009 Fit old tyre to D010 (grader) Battery for Chipper	-2639	
EFT3572	09/09/2015	DOWERIN ROADHOUSE	Fuel for Jet Wash trailer	-27	
EFT3573	09/09/2015	ELDERS LIMITED	PPE - WORK BOOTS	-328	
EFT3574	09/09/2015	EASTERN HILLS SAWS & MOWERS	Repairs to mower	-400	
EFT3575	09/09/2015	ENDEAVOUR COMMUNITY NEWSPAPER INC	Living in the Wheatbelt Forum Advertising	-28	
EFT3576	09/09/2015	JK WILLIAMS & CO	August Account PPE - Trousers Clothesline Coach Screws Pressure Pump 2x Sliding Door Lock Lawn Mower Reticulation Supplies Sundries	-2616	
EFT3577	09/09/2015	KEY SOURCE RAIL PTY LTD	Repairs & Parts for Track Gauge	-432	
EFT3578	09/09/2015	MIDWAY MAINTENANCE	Repairs to basketball shed (inc Materials, Crane, Labour)	-6568	
EFT3579	09/09/2015	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	2 way for D010	-199	
EFT3580	09/09/2015	WESFARMERS KLEENHEAT GAS	Yearly gas rental - 43 Stacy Street	-34	
EFT3581	09/09/2015	WESTRAC EQUIPMENT	Parts for Loader	-466	
EFT3582	09/09/2015	REBECCA WINDSOR	Gym Inductions	-60	60
EFT3583	23/09/2015	AVON WASTE	Rubbish Collection 26/06/2015	-2307	2307
EFT3584	23/09/2015	Building & Health Surveying Services	EHO Contract	-4374	
EFT3585	23/09/2015	CUTTING EDGES PTY LTD	Grader blades and assembly	-896	
EFT3586	23/09/2015	DOWERIN COMMUNITY RESOURCE CENTRE	Advertising Charges Living in the Wheatbelt Forum Enrolling to Vote Sale of 58 Stacy St & Water Truck	-165	
EFT3587	23/09/2015	DOWERIN & DISTRICTS	Fertilizer & Seat washers for spray	-104	

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

		FARM SHED	unit		
EFT3588	23/09/2015	ELDERS LIMITED	Chemical - Glyphosate - Spraying verges	-926	
EFT3589	23/09/2015	ENERGY AND WATER OMBUDSMAN (WA) LIMITED	Annual Levy 2015/2016	-55	
EFT3590	23/09/2015	Force	Hire of Truck Mounted Knuckle Boom	-871	
EFT3591	23/09/2015	SHIRE OF GOOMALLING	Contribution to Medical Surgery	-13750	
EFT3592	23/09/2015	ALL-WAYS FOODS	Cleaning Supplies	-196	
EFT3593	23/09/2015	Gym Care	Gym Equipment - Treadmill	-3850	
EFT3594	23/09/2015	Emma Judith HARDY	Police Clearance Refund - TRELIS Training	-32	
EFT3595	23/09/2015	JR & A HERSEY	Hersey Account Bulk Glass Cleaner Bulk Insect Repellent Bulk Line Marker and Spray and Mark Bulk Air Fresheners Sundries	-1250	
EFT3596	23/09/2015	LAWN DOCTOR TURF FARM	Vertidrainning Football and Hockey Ovals	-3383	
EFT3597	23/09/2015	OUR COMMUNITY PTY LTD	Our Community Subscription	-330	
EFT3598	23/09/2015	SETON AUSTRALIA PTY LTD	Push/Pull Signs - DCC	-59	
EFT3599	23/09/2015	TOTAL HYGIENE SERVICES	Toilet Supplies	-127	
EFT3600	23/09/2015	WA LOCAL GOVERNMENT ASSOCIATION	Annual Domain Name Hosting Fee	-55	
EFT3601	23/09/2015	WESTRAC EQUIPMENT	New 12M Grader and Trade In	-200693	
EFT3602	30/09/2015	AVON WASTE	Rubbish Collection	-2343	2343
EFT3603	30/09/2015	COMMERCIAL HOTEL DOWERIN	Refreshments for Council	-50	
EFT3604	30/09/2015	ESTEEM PLUS	LIWF - Maggie Dent	-5590	5590
EFT3605	30/09/2015	GEVERS GODDARD JONES PTY LTD	Support Subscription	-400	
EFT3606	30/09/2015	ALL-WAYS FOODS	Bulk Cleaning Supplies	-169	
EFT3607	30/09/2015	KENNARDS HIRE PTY LTD	Hire of Lawn Coring Machine	-402	
EFT3608	30/09/2015	PUBLIC LIBRARIES WESTERN AUSTRALIA	PLWA Subscription	-108	
EFT3609	30/09/2015	5Rivers Plumbing & Gas	Plumbing repairs	-190	
EFT3610	30/09/2015	SONYA RALPH CATERING	LIWF Catering	-1100	
EFT3611	30/09/2015	DIANA SPENCER	Refund for LIWF	-40	40
EFT3612	30/09/2015	SHERIDANS FOR BADGES	Name Badges- Council	-427	
EFT3613	30/09/2015	REBECCA WINDSOR	Gym Inductions	-40	40
EFT3614	07/10/2015	ADVANCED AUTOLOGIC PTY LTD	Sundries - Truck wash, grease, aerosol	-385	
EFT3615	07/10/2015	B T EQUIPMENT	Repairs to loader D012 Air con condenser, lift cable, skid steer	-8223	
EFT3616	07/10/2015	CARDNO PTY LTD	Professional Services - Bike Plan	-6930	
EFT3617	07/10/2015	DOWERIN IGA EXPRESS	Refreshments	-159	
EFT3618	07/10/2015	DOWERIN BAKERY AND NEWS	September Account - Paper and refreshments	-64	
EFT3619	07/10/2015	LANDGATE	Mining Tenements	-38	
EFT3620	07/10/2015	JR & A HERSEY	Depot sundries	-112	
EFT3621	07/10/2015	KENNARDS HIRE PTY LTD	Hire of turf cutter - Cricket Pitch	-167	

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EFT3622	07/10/2015	LENIP PTY LTD	50 x 20kg bags Asphalt	-1719	
EFT3623	07/10/2015	MIDWAY MAINTENANCE	Install Banner Pole (Labour & Materials)	-788	
EFT3624	07/10/2015	OFFICEMAX AUSTRALIA LIMITED	Stationery	-77	
EFT3625	07/10/2015	QUICK CORPORATE AUSTRALIA PTY LTD	Stationery - 2016 Diaries	-215	
EFT3626	07/10/2015	5Rivers Plumbing & Gas	Repair leaking toilet cistern Public Toilets	-344	
EFT3627	07/10/2015	RALPH THAXTER	Parts & Repairs to Generator	-52	
EFT3628	07/10/2015	WESFARMERS KLEENHEAT GAS	Yearly Gas Rental	-385	
EFT3629	07/10/2015	WILSONS SIGN SOLUTIONS	Honour board updates	-158	
EFT3630	07/10/2015	WESTRAC EQUIPMENT	Hydraulic Hose	-61	
EFT3631	07/10/2015	REBECCA WINDSOR	Gym Inductions	-40	40
EFT3632	07/10/2015	WURTH AUSTRALIA PTY LTD	Sundries Blade Windscreen Aerosol Fuses Cleaner	-691	
EFT3633	07/10/2015	ZACKS	Gym keycard stickers	-179	
EFT3634	07/10/2015	JK WILLIAMS & CO	September Account Hammer Drill Retic Fittings for National Tree Day Mobile Data Recharge Door for Archives Room Gym Software and new cards Sundries	-3359	
DDDOWO	30/09/2015	Department of Transport		-30160	
TOTAL \$				-320456	12933
MUNICIPAL CHEQUES					
2030	02/10/2015	SHIRE OF DOWERIN	Licensing course allowance - E.Hardy	-250	
2031	06/10/2015	SHIRE OF DOWERIN	Postage	-169	
2032	06/10/2015	SHIRE OF DOWERIN	Petty Cash	-194	
10025	09/09/2015	STARTRACK EXPRESS	Freight - loader parts	-29	
10026	09/09/2015	SYNERGY	Electricity AUG 15	-3827	
10027	09/09/2015	TELSTRA	Telephone charges	-782	
10028	23/09/2015	COURIER AUSTRALIA	Freight - Admin Stationery and Library	-46	
10029	23/09/2015	SYNERGY	Power Usage	-10559	
10030	23/09/2015	TELSTRA	Telephone charges	-1111	
10031	23/09/2015	WATER CORPORATION	Water Usage	-109	
10032	23/09/2015	WESTNET PTY LTD	Internet Service Charges	-747	
10033	24/09/2015	AUSTRALIAN TAX OFFICE	Payroll deductions	-4551	4551
10034	24/09/2015	SHIRE OF DOWERIN	Shire Office Petty Cash	-194	
10035	30/09/2015	CHILD SUPPORT AGENCY	Payroll deductions	-353	353
10036	30/09/2015	W E & J M COOTE	Materials & Repairs Museum Exhibition Hall Town Hall Stacy Street House	-8537	
10037	30/09/2015	LGRCEU	Payroll deductions	-39	
10038	30/09/2015	WORKWEAR GROUP PTY LTD	Uniform - E.Hardy	-387	
10039	30/09/2015	SYNERGY	Power Usage	-1594	

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

10040	30/09/2015	TELSTRA	Telephone Charges	-84	
10041	07/10/2015	RACHEL BUCK	Emergency Tower Power Usage	-173	
10042	07/10/2015	COURIER AUSTRALIA	Freight	-37	
10043	07/10/2015	STARTRACK EXPRESS	Freight for Filters	-56	
10044	07/10/2015	TELSTRA	Mobile telephone charges	-1616	
10045	07/10/2015	WATER CORPORATION	Water Usage	-38	
10046	07/10/2015	WESTNET PTY LTD	Internet charges	-194	
TOTAL \$				-35675	4904
SUPERANNUATION PAYMENTS					
DD8923.1	09/09/2015	WA SUPER	Payroll deductions	-3483	3483
DD8923.2	09/09/2015	CHILDCARE SUPER	Superannuation contributions	-99	99
DD8923.3	09/09/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-32	32
DD8923.4	09/09/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-58	58
DD8923.5	09/09/2015	Australian Super	Superannuation contributions	-642	642
DD8923.6	09/09/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-412	412
DD8923.7	09/09/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8923.8	09/09/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8923.9	09/09/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-126	126
DD8927.1	23/09/2015	WA SUPER	Payroll deductions	-2848	2848
DD8927.2	23/09/2015	CHILDCARE SUPER	Superannuation contributions	-78	78
DD8927.3	23/09/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-21	21
DD8927.4	23/09/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-64	64
DD8927.5	23/09/2015	Australian Super	Superannuation contributions	-180	180
DD8927.6	23/09/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-395	395
DD8927.7	23/09/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8927.8	23/09/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8927.9	23/09/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-125	125
DD8943.1	07/10/2015	WA SUPER	Payroll deductions	-2854	2854
DD8943.2	07/10/2015	CHILDCARE SUPER	Superannuation contributions	-108	108
DD8943.3	07/10/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-20	20
DD8943.4	07/10/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-81	81
DD8943.5	07/10/2015	Australian Super	Superannuation contributions	-180	180
DD8943.6	07/10/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-458	458
DD8943.7	07/10/2015	AMP Life Limited	Superannuation contributions	-214	214
DD8943.8	07/10/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-101	101
DD8943.9	07/10/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-113	113
DD8923.10	09/09/2015	CBUS	Superannuation contributions	-162	162
DD8923.11	09/09/2015	PRIME SUPER	Superannuation contributions	-176	176

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 OCTOBER 2015

DD8923.12	09/09/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-129	129
DD8923.13	09/09/2015	HOSTPLUS	Superannuation contributions	-61	61
DD8927.10	23/09/2015	CBUS	Superannuation contributions	-162	162
DD8927.11	23/09/2015	PRIME SUPER	Superannuation contributions	-168	168
DD8927.12	23/09/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-161	161
DD8927.13	23/09/2015	HOSTPLUS	Superannuation contributions	-60	60
DD8943.10	07/10/2015	CBUS	Superannuation contributions	-162	162
DD8943.11	07/10/2015	PRIME SUPER	Superannuation contributions	-168	168
DD8943.12	07/10/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-160	160
DD8943.13	07/10/2015	HOSTPLUS	Superannuation contributions	-30	30
TOTAL				-14918	14918
PAYROLL PAYMENTS					
Pays 09/09	09/09/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 09/09	-43955	
Pays 23/09	23/09/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 23/09	-37651	
Pays 07/10	07/10/2015	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	Payroll 07/10/2015	-38513	
TOTAL \$				-120120	

TRUST PAYMENTS		
NIL		
TOTAL \$		-0

MUNICIPAL TOTALS	
EFT TRANSACTIONS	\$320,456.00
SUPER PAYMENTS	\$14,918.00
CHEQUES	\$35,675.00
PAYROLL PAYMENTS	\$120,120.00
TOTAL	\$491,169.00

10.3.3 FREEDOM OF INFORMATION POLICY & STATEMENT

Date:	13 October 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King – Freedom of Information Coordinator
Attachment:	DRAFT Freedom of Information Policy & DRAFT Freedom of Information Statement

Background

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

This report proposes endorsement of the Freedom of Information Policy and Statement and subsequent implementation with the Shire of Dowerin organisation.

Comment

Council's current Policy Manual does not include a Freedom of Information Policy or Statement. In accordance with the Section 96 of the *Freedom of Information Act, 1992* it is a requirement of Council to undertake an annual review of its Freedom of Information Statement. The next review of the statement will be due in October 2016.

Statutory Implications

As reflected in the Background Section above this review is undertaken in accordance the *Freedom of Information Act, 1992* – Section 96.

Planning and Policy Implications

The Freedom of Information Statement is classed as a Council Policy and is referred to by staff when dealing with any Freedom of Information application/items relevant to this legislation.

Shire of Dowerin Corporate Plan 2013-15

Shire of Dowerin Workforce Plan 2013-17

Risk Assessment

Should Council not endorse a Freedom of Information Statement and implement an annual review process, it would be in breach of the legislation.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.2

(2545) Moved: T.A. Jones Seconded: G.S. Ralph Carried: 7/0

THAT COUNCIL ADOPTS THE FREEDOM OF INFORMATION POLICY AND FREEDOM OF INFORMATION STATEMENT.



FREEDOM OF INFORMATION POLICY

Policy Owner:	Governance
Distribution:	All Employees
Person Responsible:	CEO
Date of Approval:	21 October 2015
File Reference:	FOI

Objective This Policy is designed to provide guidelines for staff regarding Freedom of Information Requests.

- To assist the public to obtain access to documents and records held by the Shire of Dowerin.
- To allow documents to be obtained promptly (and at the lowest reasonable cost) unless they are “exempt” within the provisions of the Act.

Policy Statement

The Shire of Dowerin will provide a general right of access to documents and records of the Shire in accordance with the provisions of the Freedom of Information Act 1992 and the guidelines of this Policy.

Guidelines

- The Shire of Dowerin Chief Executive Officer delegates the role of “FOI Coordinator” for the Shire to staff member(s) who are to be suitably trained with respect to FOI Coordinator responsibilities. The staff member(s) are hereby given delegated authority to perform that function within the requirements of the Act.
- The Shire of Dowerin Chief Executive Officer assume the role of “Decision Maker” and is hereby authorised to make decisions regarding access to information.
- The Chief Executive Officer is appointed to review an application should the applicant be dissatisfied with the results of their application.
- Procedures for determining access, exemptions, personal information, review, and the preparation of information statements shall be in accordance with the Freedom of Information Implementation Guidelines prepared by the Office of the Information Commissioner, Perth.



SHIRE OF DOWERIN
FREEDOM OF INFORMATION STATEMENT

INTRODUCTION

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local government, to prepare and publish annually, an Information Statement.

The Information Statement must set out –

- The Agency's Mission Statement
- Details of Legislation administered
- Details of the agency structure
- Details of decision making functions
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency
- The operation of FOI in the agency

This document has been prepared by the Shire of Dowerin to satisfy Part 5 of the Act and is correct as at October 2015. Copies of this document may be obtained from –

Freedom of Information Co-ordinator

Shire of Dowerin

PO Box 111

DOWERIN WA 6461

Or on the Shire of Dowerin website at www.dowerin.wa.gov.au

Enquiries may be made to that office on telephone 08 9631 1202 Monday to Friday 8:30am to 4:00pm or email finance@dowerin.wa.gov.au



COUNCIL INFORMATION STATEMENT

**Freedom of Information
THE COUNCIL INFORMATION STATEMENT
ACCESS TO COUNCIL DOCUMENTS
DOCUMENTS TO BE PROVIDED OUTSIDE OF FOI WHEREVER POSSIBLE**

The Shire of Dowerin is an open and accountable Local Government and wherever possible will make documents available for public inspection outside of the *Freedom of Information Act*. The general public can view a variety of Council publications at the Shire Offices at 13 Cottrell Street Dowerin or online at Council's website address which is www.dowerin.wa.gov.au

If members of the public wish to obtain **copies** of any documents, then a **charge may apply**.

Emailed copies of public documents will be provided free of charge.

FOI PROCEDURES AND ACCESS ARRANGEMENTS

FOI Operations

The Shire of Dowerin supports an open and accountable local government and will endeavour to make information available promptly and at the least possible cost. As previously stated whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to:

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the Shire Offices with any application fee payable.

Applications and enquiries should be addressed or delivered to:

Freedom Information Coordinator
Shire of Dowerin 13 Cottrell Street DOWERIN WA 6461

Acknowledgment of Applications

Applications will be acknowledged in writing and you will be notified of the decision as quickly as possible and no later than 45 days after the application is received.



Freedom of Information Charges

A scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary.

No fees or charges apply for personal information or amendment of personal information about yourself (e.g. your medical records; details of employment etc).

Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged, and there may be other charges imposed by the agency as follows:

- \$30 per hour of staff time or pro rata for part of an hour for dealing with an application. (Agencies cannot charge for locating the documents within the scope of your request.)
- \$30 per hour (or pro rata for part of an hour) for supervision by staff when access is given to view documents; or the time taken by staff to prepare a transcript from a tape or make photocopies.
- 30 cents per photocopy.
- Actual cost incurred by the agency for preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents.

Deposits

- Advance deposit may be required of the estimated charges 25%
- For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable may be waived in certain circumstances.

Access Arrangements

Access to documents can be granted by way of inspection, emailed electronic copy, a "hard" paper copy of a document, a copy of an audio or video tape, a computer disc, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Edited Copies of Documents

As a general rule Council will provide edited copies of documents where part of the document may be subject under the schedule of exemptions of the Freedom of Information Act for various reasons (eg, commercial considerations) or where there would be disclosure of personal or private information about an individual.

Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the officer who made the decision. This is the Manager, Corporate Services



- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision will be able to seek an **internal review** by the Chief Executive Officer. If you disagree with the result of the CEO's decision then you can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.

LEGISLATION ADMINISTERED

The Shire of Dowerin is established under the Local Government Act 1995, and has the responsibility for the administration of this Act within the municipality. Other major legislation which the Shire of Dowerin is wholly or partly responsible for administering is –

- Bush Fires Act
- Dog Act
- Litter Act
- Health Act
- Environmental Protection Act
- Town Planning & Development Act
- Dividing Fencings Act
- Off Road Vehicles Act
- Freedom of Information Act
- Occupational Health, Safety & Welfare Act
- Building Codes of Australia
- Library Board Act

Council is also responsible for statutory control and obligations within the following legislations –

- Health Act
- Main Roads Act
- Environment Protection Act
- Building Act
- Dog Act
- Caravan and Camping Act
- Litter Act
- Liquor Licensing Act
- Land Administration Act
- Town Planning Act
- Road Traffic Act



ORGANISATION STRUCTURE

Council is the policy making body of the Shire of Dowerin. To implement Council decisions, it is necessary to employ professional staff. Management of the staff is through senior officers. The Chief Executive Officer, who is employed by the Council and has delegated authority, manages the day to day running of the Shire and provides advice to Council and directs the activities of staff through the Managers/Coordinators.

FUNCTIONS

The elected members of Council act as one body, dealing with the business of the Dowerin local government area in accordance with relevant statutes, local laws and policies. As a body, Council meets on the third Tuesday of each month.

Meetings commence at 3.00 pm sharp and any member of the public is welcome to attend. Limited time is set aside for the public to ask questions of the Council. Questions are generally taken on notice as a reply may not be immediately forthcoming due to the need to either research the matter raised or to seek clarification of the matter from a third-party. Desirably, questions should be submitted in writing at least 3 days before the Council meeting is to take place in order that a response can (hopefully) be provided at the meeting.

Occasionally, Council may hold a special meeting outside of these times, especially where it is required to deal with an urgent matter of business. Notice of a Special Meeting of Council will be advertised in the beforehand. Again, any member of the public is welcome to attend a Special Meeting of Council and ask questions of the Council within the allotted public question time.

Where a person requests a matter to be dealt with by the Council, or is required to have a matter (such as a land development proposal or application) to be dealt with by the Council, such a request (or proposal or application) must be submitted in writing to the Chief Executive Officer (CEO) at least 30 days before the date of the Ordinary Meeting of Council (OCM) at which it is requested to be considered and determined. Inclusion of the matter in the meeting agenda will be subject to all relevant and pertinent information being provided by the person making the request (or by the proponent or applicant), all comments from relevant authorities and agencies who may be affected by the matter having been received, and either no public or stakeholder notification beforehand is required, or where required, such notification has been completed and the submission period has expired.

A request received less than 30 days before the next Ordinary Meeting of Council may be presented to Council for consideration and determination only at the discretion of the CEO and subject to the above criteria (where applicable).

DOCUMENTS HELD BY THE SHIRE OF DOWERIN

The following documents are available for public inspection at the Shire of Dowerin free of charge. Members of the public may purchase copies of these documents. The charges for these documents are set annually by the Council and the Fees and Charges manual may be inspected at



the Shire Offices during normal office hours. Some of the documents or related information is available online.

- Policy Manual
- Annual Budget
- Annual Report
- Standing Orders
- Strategic Plan
- Freedom of Information Statement
- Tender Register
- Code of Conduct
- Council Minutes & Agendas (unless classified as confidential)
- Electoral Rolls
- Rates and Charges
- Local Laws
- Various leaflets and brochures

The Shire of Dowerin holds a number of different types of documents for which a Freedom of Information request for information should be submitted. These include letters and general correspondence, internal reports, external reports to other agencies, plans, memorandums, drawings and videos.

Information is held in the Shire's filing system, which is managed by an electronic records management system.

Personal information is held in personnel files in the Shire's records system.

OPERATION OF FOI IN THE SHIRE OF DOWERIN

What is the Freedom of Information Act all about?

- It gives you the legally enforceable right to access records held by both State and Local Government agencies. You do not need to demonstrate any connection to or reason for seeking access to these records.
- It gives you the right to apply to have personal information we hold that you believe is inaccurate to be altered (at no cost).
- It obliges the Shire of Dowerin to make available certain information about the way it operates.

What are considered to be records?

The Act defines records as –

- Any paper based records eg. Memos, correspondence, maps, plans, photos etc.
- Any sound based records, eg. cds etc.
- Any image based records eg. Roll films, micrographics, video tapes, optical disks etc.



- Any digital based records eg. Computer tapes, floppy disks, cds etc.

Who do I contact to make enquiries?

You may ring the Shire of Dowerin Freedom of Information Co-ordinator on 08 9631 1202 between the hours of 8.30am to 4.00pm Monday to Friday if you have any queries. Alternatively, you can send an email to finance@dowerin.wa.gov.au

How do I lodge an application?

You must lodge your application in writing –

- give enough information so that the documents can be identified
- give an Australian address to which notices can be sent
- be lodged at the Shire of Dowerin with any application fee payable
- give enough information so that the documents can be identified

Lodgement of Applications

Applications may be lodged –

By Post, addressed to –

FOI Coordinator
Sonia King
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

Or in Person to –

Shire of Dowerin
13 Cottrell Street
DOWERIN WA 6461

11. NEW BUSINESS OF AN URGENT NATURE

11.1.1 LATE ITEMS – APPROVAL TO CONSIDER

Date: 20 October 2015
Applicant: N/A
Location: Nil
Author: Dacre Alcock

Summary:

Council is requested to consider a Late Agenda Item

Comment:

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

Consultation:

Nil

Policy Implications:

Nil

Statutory Implications:

Shire of Dowerin – Standing Orders Local Law 2001

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

1. In cases of urgency or other special circumstance, matters may, with the consent of the person presiding be raised without notice and decided by the meeting.
2. Any member may move that the urgent business proposed to be raised by the presiding person not be accepted and if carried by a majority of members present, the urgent business is not accepted.

Strategic Implications:

Nil

Voting Requirements:

Simple Majority

COUNCIL DECISION – ITEM 11.1.1

(2546) Moved: T.A. Jones Seconded: D.P. Hudson Carried: 7/0

THAT THE LATE AGENDA ITEM IS TO CONSIDER CONTRACTING TMR CONSULTING SERVICES FOR THE DOWERIN SHORT TERM ACCOMMODATION PROJECT.

11.1.2 TMR CONSULTING SERVICES – DOWERIN SHORT TERM ACCOMMODATION

Date:	19 th October 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Louise Hagboom
Attachments:	TMR Consulting Services, Proposal for Services RAC Media Release: Monkey Mia Caravan Park Dowerin Short Term Accommodation Precinct Master Plan

Background

The Shire of Dowerin identified the immediate need for investment in short-term accommodation through the development of the Dowerin Community Strategic Plan and therefore the development of a short term accommodation precinct forms an integral part of the Dowerin Corporate Plan (section EB. 2 3 Develop further accommodation options in Dowerin) which was adopted by Council in November 2013.

Accommodation within the Shire is in critically short supply with a mere 28 beds available to let through the Dowerin Caratel and Dowerin Commercial Hotel. During the Field Days demand for the available accommodation far outstrips supply, necessitating private billeting arrangements, camping or sourcing accommodation outside of the town.

Shire Staff continue to search and secure grant funding that may be available to financially support the development of this project, however due to the general scope of the project and limited sources of funding available, Council should consider that the Short Term Accommodation Precinct presents a viable and attractive investment opportunity for large corporate companies (e.g. RAC)

Comment

CDO has approached TMR Consulting Services (Rebekah Burgess) to work in conjunction with the Shire of Dowerin in order to develop a professional and well planned business prospectus which, upon completion can be used to pitch the project to potential investors.

TMR Consulting Services will work with the Shire of Dowerin to prepare a business prospectus for the Dowerin Accommodation Precinct which highlights key statistical and financial information to present a holistic and compelling case for investment. The prospectus can be used as a visual aide and reference source to assist discussions with potential investors.

Consultation

Cnr Hudson

CEO

Rebekah Burgess (TMR Consulting Services)

Statutory Implications

Nil

Financial Implications

Council will be required to allocate out of budget expenditure of \$6910 (including GST) to contract

the services of TMR Consulting for the development of the Business Prospectus. Use the Economic Development Reserve to finance the expenditure.

Policy Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 11.1.2

(2547) Moved: T.A. Jones Seconded: B.N. Walsh Carried: 7/0

COUNCIL AGREES TO:

- 1. SEEK INVESTMENT OPPORTUNITIES TO FINANCIALLY SUPPORT THE DEVELOPMENT OF THE DOWERIN SHORT TERM ACCOMMODATION PRECINCT**
- 2. ALLOCATE \$6910 INC GST OF OUT OF BUDGET EXPENDITURE TO CONTRACT TMR CONSULTING SERVICES FOR THE DEVELOPMENT OF A BUSINESS PROSPECTUS.**



TMR Consulting Services

TMR Consulting Services
PO Box 5
MECKERING WA 6405
P: (08) 9625 1504
M: 0428 871 202

ABN 37 806 970 683

TMR CONSULTING SERVICES PROPOSAL FOR SERVICES

For the Shire of Dowerin

OVERVIEW

TMR Consulting Services is pleased to submit this proposal for services to support the Shire of Dowerin in preparing a business prospectus for the Dowerin Accommodation Precinct. TMR Consulting Services understands that the Dowerin Accommodation Precinct is a collaborative initiative of the Shire of Dowerin and Dowerin Events Management which aims to establish quality short-term accommodation adjacent to the site of the Dowerin Field Days.

The Objective

The objective of this project is to develop a compelling business prospectus for the Dowerin Accommodation Precinct, which will be used as an aide to attract private investment in the development of the facility. This private investment will complement funds already secured and/or those being sort through grants.

Context

The Shire of Dowerin has identified the immediate need for investment in short-term accommodation to support its aspirations for growth in the tourism sector and to enable the expansion of the hugely successful Dowerin Field Days.

Accommodation within the Shire is in critically short supply, with a mere 28 beds available to let through the Dowerin Caratal and Dowerin Commercial Hotel. During the Field Days demand for the available accommodation far outstrips supply, necessitating private billeting arrangements, camping or sourcing accommodation outside of the town.

The Shire of Dowerin believes that the Short Term Accommodation Precinct presents a viable and attractive investment opportunity and is seeking to develop a business prospectus, which can be used to pitch the project to potential investors.

PROPOSAL

TMR Consulting Services will work with the Shire of Dowerin to prepare a business prospectus for the Dowerin Accommodation Precinct which highlights key statistical and financial information to present a holistic and compelling case for investment. The prospectus can be used as a visual aide and reference source to assist discussions with potential investors. TMR Consulting Services can also conduct research to identify potential investors and assist in preparing additional support documentation (e.g. graphic presentations) if required, however these services are not included in this initial proposal.

Project Deliverables

Deliverable	Description
Business Prospectus	The Business Prospectus will present a concise overview of the project including its objectives, anticipated outcomes (including revenue potential) and the level of investment required.

Timeline for Execution

Key project dates are outlined below.

Description	Start Date	End Date	Duration
Draft Business Prospectus	TBA	TBA	
Final Business Prospectus	TBA	TBA	

Supplied Material

The following materials are to be supplied by the Shire of Dowerin for this project. For TMR Consulting Services to meet project milestones, this material must be supplied on schedule. The due dates included in the following table represent a best guess based on current proposed project dates:

Materials to be supplied by the Shire of Dowerin	Due Date
Business and Management Plan for the Dowerin Accommodation Precinct	TBA
Financials including development costs, secured funding and maintenance/operating cost projections.	TBA
Master Plans, architectural drawings and/or other visual representations of the Accommodation Precinct	TBA

PRICING

The following table details the pricing for delivery of the services outlined in this proposal.

Services Cost	Price
Development of Business Prospectus including attendance at up to two working party meetings – 50 hours at a rate of \$125 per hour	\$6,250
Graphic Design of Prospectus (Estimate only)	\$600
GST on Graphic Design	\$60
TOTAL Inc. GST	\$6,910

Disclaimer: The prices listed in the preceding table are an estimate for the services discussed. Estimates are subject to change if project specifications are changed or costs for outsourced services change before a contract is executed. The graphic design of the prospectus will be outsourced. TMR Consulting Services is not registered for GST and so no GST will be charged for the services rendered by TMR Consulting Services.

QUALIFICATIONS

Rebekah Burges as the principal consultant of TMR Consulting Services, will be responsible for the delivery of the agreed services as outlined in this proposal. Rebekah has a diverse employment history having worked in the Western Australian resources industry for a number of years before transitioning to the not-for-profit sector and managing a small regional development organization.

Rebekah was employed with Rio Tinto at the Argyle Diamond Mine, from 2006 until 2010 and filled the roles of Organizational Effectiveness Advisor and HR Advisor in Programme Management and Logistics. Successes during her tenure with Rio Tinto included providing support in the development of an integrated talent and performance management system for the organizations global operations and the design and implementation of a 15 module leadership program.

In January 2010, Rebekah was offered and accepted the position of Executive Officer with Regional Development Australia (RDA) Wheatbelt Inc. In this position Rebekah was responsible for managing the day to day operations of the organization and ensuring adherence to the organisations' funding agreement with the Commonwealth Government. This included developing and maintaining a Strategic Regional Plan for the Wheatbelt and completing detailed Annual Business Plan's and various research and performance reports. Rebekah concluded her employment with RDA Wheatbelt in July 2015.

Rebekah served a three year term as a director on the board of Heartlands WA Inc. and has been an active member on a number of regional groups including the Wheatbelt Health MOU, Wheatbelt Workforce Development Alliance and the Wheatbelt Aged Care and Solutions oversight committee.

Rebekah's formal qualifications include a Bachelor of Arts with first class honours in psychology, a Master's Degree in Industrial and Organisational Psychology and a Certificate IV in Business Frontline Management.

CONCLUSION

TMR Consulting looks forward to working with the Shire of Dowerin and supporting your efforts to secure investment in the Dowerin Accommodation Precinct.

If you have questions on this proposal, feel free to contact me at your convenience by email at rebekah.burges@bigpond.com or by phone at 0428 871 202.

Thank you for your consideration

Rebekah Burges
Principal Consultant

Media Release



Friday 20 March 2015

RAC invests in tourism in WA's North West

RAC is pleased to announce an agreement has been signed with Aspen Parks Property Fund (Aspen) to acquire three of its tourism accommodation properties, the Monkey Mia Dolphin Resort in Shark Bay, Exmouth Cape Holiday Park and the Ningaloo Reef Resort in Coral Bay.

RAC Executive General Manager Brand and Tourism Tony Pickworth said this acquisition builds on the RAC's plan to provide its members with good quality holiday accommodation in key tourism destinations around Western Australia.

"The plan is to provide a range of consistent, reliable quality accommodation options for our members, helping to preserve the traditional WA holiday for current and future generations of West Australians," Mr Pickworth said.

"RAC is excited to invest in three iconic locations with the aim of boosting local tourism and encouraging more Western Australians to holiday at home."

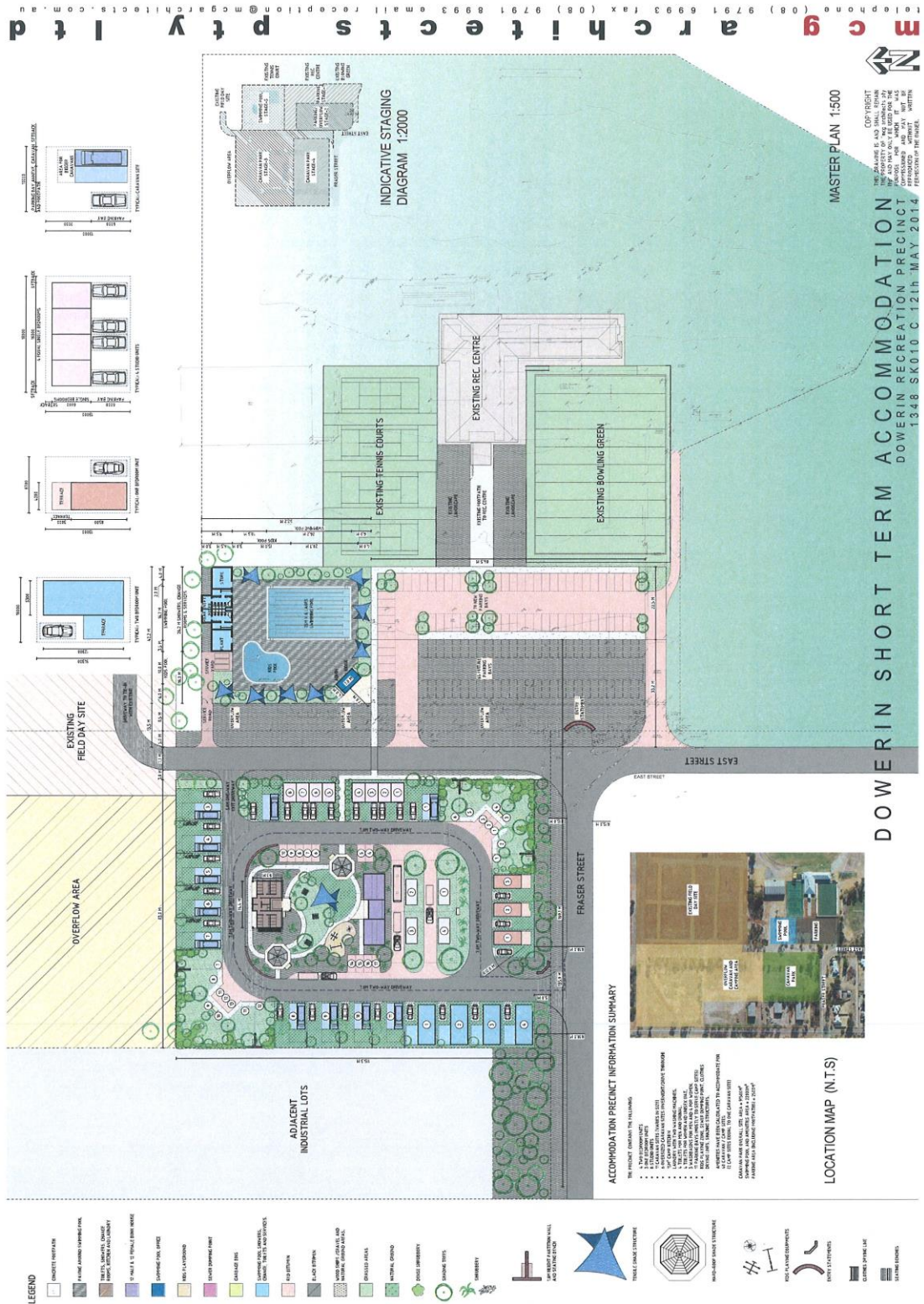
The agreement for the RAC to acquire the properties is conditional upon a number of matters, including the transfer of a number of operational licences. These conditions are likely to take some months to complete. Until completion occurs, Aspen will continue to own and manage the parks as usual.

"As a mutual organisation, the RAC continues to evolve both its member benefits and services to meet the needs of more than 800,000 members across Western Australia," he said.

Media Contact: Kylie Bonkowski 0401 703 719

rac.com.au/media

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12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 6:05pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 17 November 2015.

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D.E. Metcalf

PRESIDENT

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Date