



**MINUTES
OF MEETING
HELD ON
21 APRIL 2015**

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TUESDAY 21 APRIL 2015

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

President Metcalf opened the meeting at 3.05pm.

1.2 OBITUARIES

Mr William McNee

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

| | | |
|-------------------|-------------------------|------------------|
| D.E. Metcalf | President | Town Ward |
| G.B. Ralph | Deputy President | Rural South Ward |
| T.W. Quartermaine | | Town Ward |
| D.P Hudson | | Town Ward |
| W.E. Coote | | Rural North Ward |
| D.J. Alcock | Chief Executive Officer | |
| S.F. Geerdink | Works Manager | |

2.2 LEAVE OF ABSENCE

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

2.3 APOLOGIES

| | | |
|--------------|-----------------|-------------------|
| T.A. Jones | | Rural North Ward |
| S.V. Brookes | | Town Ward |
| S.L. King | Finance Manager | (Maternity Leave) |

2.4 GUESTS

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4. DECLARATION OF ELECTED MEMBERS

Nil.

5. PUBLIC QUESTION TIME

Nil.

6. APPLICATIONS FOR LEAVE OF ABSENCE

(2489) Moved: DE Metcalf Seconded: DP Hudson Carried: 5/0

THAT CR TW QUARTERMAINE AND GB RALPH BE GRANTED LEAVE OF ABSENCE FOR THE MAY 2015 ORDINARY MEETING OF COUNCIL.

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2490) Moved: TW Quartermaine Seconded: DP Hudson Carried: 5/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 17 MARCH 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

- Attended a seminar that Helen Dullard, President Shire of Mundaring presented on “How to engage the community”. Also presentations were made on town planning and forward population projections.
- Attended a meeting held in Northam regarding the road toll in the Central Wheatbelt area.
- Lil Tigers opening
- Meeting with Mia Davies
- DEM Board Meeting and AGM
- AROC Meeting
- Shire of Dowerin/Goomalling Bowls Day
- Masonic Lodge remembrance night
- Dowerin Field Days driver trainer area – RAC are currently looking for sites.

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

10.1.1 CORPORATE PLAN UPDATE

| | |
|-------------------------|------------------|
| Date: | 15 April 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.

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

(2491) Moved: TW Quartermaine Seconded: DP Hudson Carried: 5/0

THAT COUNCIL RECEIVES THE APRIL 2015 CORPORATE PLAN STATUS REPORT.

**CORPORATE PLAN
2013 – 2017
STATUS REPORT**

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

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

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| 'mock disaster' in Dowerin in conjunction with local emergency services as a volunteer drive/awareness campaign | | | | implemented within 12 months <ul style="list-style-type: none"> 10% increase in volunteers | |
| C.1.3 Continue to support the Animal Ranger Service | | | | | |
| Residents have access to the services of a ranger to assist with stray dogs, cats and related issues | Reviewed annually | \$3000 | Works Manager | <ul style="list-style-type: none"> Advertise ranger services locally to residents | Contracting Ranger services with numerous dog issues – ongoing New arrangements have been made to dispose of unwanted cats. |
| Continue to provide snake handling services | Staff training every ** | | Works Manager | <ul style="list-style-type: none"> 3 staff fully trained in snake handling | Only one qualified snake handler |
| C.1.4 Continue to produce a high quality extensive road network | | | | | |
| Dowerin/Meckering Road -Reconstruction & Widening | 2014/2015 | \$429,000 | Works Manager | <ul style="list-style-type: none"> Regional Road Funding received | Worked commenced in February 2015 Sealing works to commence 17 April 2015 |
| Cunderdin/Minnivale Road – Reconstruction & Widening | 2014/2015 | \$265,000 | Works Manager | <ul style="list-style-type: none"> Completion of works Roads to recovery funded | Completed 10 October 2014 |
| Thornett Road Gravel Patching and pruning | 2014/2015 | \$38,000 | Works Manager | <ul style="list-style-type: none"> Completion of works | Completed in November 2014 |
| Nambling South Road – Gravel Re-sheet | 2014/2015 | \$31,000 | Works Manager | <ul style="list-style-type: none"> Completion of works | Completed in November 2014 |
| Nambling South Road – Tree Pruning | 2014/2015 | \$16,000 | Works Manager | <ul style="list-style-type: none"> Completion of works | Completed October 17 2014 |
| Meckering road – Tree | 2014/2015 | \$9,500 | Works Manager | <ul style="list-style-type: none"> Completion of works | Completed October 8 2014 |

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

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| families/adults (e.g. Movie in the Park) | | | | | 10/10/2014 |
| Christmas Event | December | | CSO | <ul style="list-style-type: none"> Successful organisation of event | Assisted with the Christmas Party to be held at the DCC on December 20th |
| Miscellaneous | 3 Programs annually | | CSO | <ul style="list-style-type: none"> 3 Programs annually | |
| Be Active Programs | 2 Programs annually | | CSO | <ul style="list-style-type: none"> 2 Programs annually Successful grant funding Level of Participation | |
| Community Breakfasts | Australia Day Anzac Day | \$1500 | CSO | <ul style="list-style-type: none"> Australia Day Anzac Day | 2015 Australia Day Breakfast – successful event with 174 people attending. |
| NRM Programs/Days | 2 Programs annually | \$1000 | CSO | <ul style="list-style-type: none"> 3 Programs annually | <i>June 2014 - National Tree Day – 26 July 2014</i> |
| Create an annual program of community events | January 2013 | | CSO | <ul style="list-style-type: none"> Liaise with all clubs/organisation to gain feedback for their program of events/fixtures Developed and distributed in January 2013 | Draft Version of 2015 events calendar has been created. |
| Identify opportunities for grant funding | Checked weekly | | CSO | <ul style="list-style-type: none"> Increase in successful funding Increase in grants advertised in local media | Continue to inform community and clubs of grants as we become aware of them |
| C.2.2 Continue to provide support for local clubs and organisations | | | | | |
| Facilitate the Kidsport program on behalf of DSR | March/April and October | | Administration | <ul style="list-style-type: none"> Increased awareness of Kidsport program Number of Kidsport applications | <i>June 2014 - Administration Staff have reviewed and updated Kidsport database for clubs and individuals</i> Ongoing program |
| Provide information and support for Funding & Governance of clubs | Ongoing | | CDO CSO | <ul style="list-style-type: none"> | |
| C.2.3 Continue to provide quality facilities to hold events | | | | | |

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| 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.2.4 Invest and improve communication technology for the benefit of the community of Dowerin | | | | | |
| Research potential web hosting companies | September 2013 | | CDO | <ul style="list-style-type: none"> Gain at least 3 quotes for web hosting and website design Confirm and contract web host | November 2013 – Complete Survey conducted in November 2013 |
| Research possibility of developing Dowerin App | September 2013 | | CDO | <ul style="list-style-type: none"> Gain feedback from professionals Gain quotation for App development | |
| Organise complete rebuild of Dowerin Website | Completed February 2014 | by \$2250 | CDO | <ul style="list-style-type: none"> Utilise feedback from surveys Complete rebuild and launch of new website | May 2014 - Complete New website is now live |
| Increase utilisation of Dowerin Shire Facebook page | Ongoing | | CDO | <ul style="list-style-type: none"> Increase number of 'likes'/community usage of this facility | Ongoing |
| Develop Dowerin Community Twitter Account | November 2013 | | CDO | <ul style="list-style-type: none"> Develop Twitter Account Promote twitter account to gain followers Utilise Twitter Account for Harvest Ban/Fire Ban information for the upcoming Harvest Season. | |
| C.3 Improved Community Health and Well-being | | | | | |

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| C.3.1 Expand the provision of medical services in Dowerin | | | | | |
|---|--------------------------|------------------------------------|---------------------|---|---|
| Continue to advertise and promote the doctors service currently operating in Dowerin | Monthly or when required | | CDO | <ul style="list-style-type: none"> Adverts in local media, on website, Facebook etc... Increase in utilisation of service | |
| Maintain the Dowerin Doctors Service | Review annually | \$20,000 (shire) \$20,000 (DEM) | CEO | <ul style="list-style-type: none"> Doctor available in Dowerin | <p><i>Council decided at the October 2014 Council Meeting to discontinue the Dowerin Doctor Service.</i></p> <p><i>A subcommittee has been formed to discuss further doctor services opportunities.</i></p> |
| Work in conjunction with GP Network to secure services of a podiatrist and diabetes specialist | November 2013 | | CEO | <ul style="list-style-type: none"> Secure services of a qualified Podiatrist and Diabetes specialist in Dowerin | April 2014 – Complete |
| Gain feedback from residents as to what further medical services may be required | Reviewed annually | | CEO CDO | <ul style="list-style-type: none"> Conduct a survey/initiate comments box to gain feedback from community Report findings to GP Network | |
| C.3.2 Continue to support the Home and Community Care Service | | | | | |
| Develop community HACC notice board/portfolio to keep community/potential clients informed of HACC services | 2013 | | HACC CEO | <ul style="list-style-type: none"> Increase utilisation of HACC services | <p>CDO has included HACC information and newsletters on the new Dowerin Community Website</p> <p>3 HACC Brochures have been developed</p> |
| Review services/facilities provided to clients | Annually | | HACC CEO | <ul style="list-style-type: none"> Annual report | Quality Improvement Plan has been finalised – March 2015. |
| Maintain the HACC building | Reviewed annually | \$4100 | Maintenance Officer | <ul style="list-style-type: none"> Property inspection and report | May 2015 –CEO & Property Officer to carry out 2015 Property Inspections |
| C.3.3 Maintain High Quality Sporting Facilities | | | | | |

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| Adhere to the sports surfaces maintenance program budget | Reviewed Annually | \$55,700 | | • | |
| Watering Program – Hockey Field & Football Field | October - March | | Parks & Gardens WM | • Suitable surface for winter sports season & cricket | <i>October 2014 – Hockey Field levelling works has been completed</i> Ongoing Lawn Doctor to give guidance on best way give more level playing surface |
| Apply fertiliser to Football and Hockey fields | December, March and September | | Parks & Gardens WM | • Completed Program | |
| Apply Grosorb to Football & Hockey Fields | January & October | | Parks & Gardens WM | • Completed Program | |
| Apply Gypsum to Football & Hockey Fields | September | | Parks & Gardens WM | • Completed Program | Applied in late September 2014 |
| Verti-mowing to Football & Hockey Fields | September Annually Bi- | | Parks & Gardens WM | • Completed Program | |
| Verti Draining | September | | Parks & Gardens WM | • Completed Program | |
| C.3.4 Investigate Options available for alternative sporting and recreational pursuits | | | | | |
| Development of alternative plan for the Dowerin Gym | April 2014 | | CDO | • Develop a new plan for the Dowerin Gym prior to budgeting process 2014 • Forward plan/budget to FM | February 2014 – Gym project completed. Open day held on Thursday 19th February@ 5pm. Lottery West Grant Acquittal yet to be completed. |
| Research and complete a detailed plan for the proposed Dowerin Maze | April 2014 | | Parks & Gardens WM | • Completion of a plan of works complete with budget • Forward plan/budget to WM & FM | |

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| Develop a summer corporate sports program | November – March | | CSO | <ul style="list-style-type: none"> • Research Toodyay Corporate sports program • Advertise for expressions of interest locally • Run Program successfully | |
| Review the Dowerin Bike Plan | 2013/14 | | CDO FM | <ul style="list-style-type: none"> • Complete review and update Bike Plan | Grant application submitted in October 2014 to revise the bike plan |
| C.4 Maintain and increase training and education opportunities | | | | | |
| C.4.1 Continue to support and promote Dowerin District High School | | | | | |
| Liaise with senior staff at the school | Annually | | CDO CSO | <ul style="list-style-type: none"> • Gain understanding of the challenges/needs of the school • Develop plan of events/activities that the Shire can assist with | |
| Promote DDHS in print media and website | Review annually | | CDO | <ul style="list-style-type: none"> • Up to date information regarding the school on Shire Website • Promotion of news and events on social media and in local paper | DDHS promoted on Dowerin Community Website |
| C.4.2 Support & Promote the Community Resource Centre | | | | | |
| Meet with CRC Coordinator | Quarterly | | FM CDO | <ul style="list-style-type: none"> • Gain understanding of the challenges/needs of the CRC • Develop plan of events/activities that the Shire can assist with | |
| Gain community feedback regarding training opportunities/courses that could be run from the CRC | Reviewed annually twice | | CDO | <ul style="list-style-type: none"> • Survey on survey monkey • Advertise on Facebook | |

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| C.4.3 Support and encourage local apprenticeships & traineeships | | | | | |
|--|---------------|--------|--------------------------------------|---|--|
| Lead by example by commencing an office traineeship at the shire | November 2013 | | CEO FM | <ul style="list-style-type: none"> Appointment of a trainee | <p>May 2015 – due for completion</p> <p>Rhian Hathaway commenced a 12mth traineeship with the Shire as of November 2013 – 6 month extension has been given</p> |
| Support and actively promote those local businesses providing traineeships/apprenticeships | Quarterly | | CDO | <ul style="list-style-type: none"> At least 4 stories per year in local media Increased interest in other businesses in apprentice/traineeships | |
| Work in conjunction with DEM to provide 2 Leeuwin youth scholarships annually | January | \$3600 | CDO Cnr Jones Cnr Quartermaine | <ul style="list-style-type: none"> 2 youth scholarships presented each year | <p><i>June 2014 – Christopher Spark attended Leeuwin Voyage</i></p> <p>Christopher Spark and Kane Ralph have now been booked onto Leeuwin Voyage Adventures.</p> <p>Kane Ralph talked about his trip at the December 2014 Council Meeting</p> <p>Nominations closed 18th December for Leeuwin Voyage 2015 and no nominations were received.</p> |
| C.5 Increase and maintain a range of affordable housing for singles, families and seniors | | | | | |
| C.5.1 Develop a Housing & Accommodation Strategy | | | | | |
| Research need for accommodation for rental/purchase/size/type including short term accommodation | April 2014 | | CDO | <ul style="list-style-type: none"> Distribution of surveys Analysis of survey | <p>Feedback from Community Strategic Plan has indicated a need for accommodation park</p> <p>Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way</p> <p>Include in 2015/16 Budget.</p> |

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| 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 |
| Investigate options to expand number of existing aged care units on Goldfields Road | April 2014 | | CDO | | |
| Research and implement a farmhouse revitalisation program | April 2014 | | CDO | <ul style="list-style-type: none"> Implement program as part of strategy | |
| Create detailed Housing and Accommodation Strategy and recommendations to council | April 2014 | | CDO | <ul style="list-style-type: none"> Completed report Adoption of report by council Implementation of strategy | <p>Master Plan has been developed and approved by the Short Term Accommodation Steering Committee</p> <p>Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition</p> <p>Include in 2015/16 Budget.</p> |
| C.5.2 Develop a property maintenance calendar/program | | | | | |
| Collaborate all property maintenance information into a Property Maintenance Program | To be reviewed following property inspections annually | | FM Maintenance Officer Property Officer | <ul style="list-style-type: none"> Completed program Implementation of program | <p>June 2014 – Property Income/Expense spreadsheet developed</p> <p>June 2014 – Property Maintenance spreadsheet developed</p> <p>FM - Stage 1 Commenced as part of Asset Management</p> |
| C.6 Maintain the provision of High Quality Infrastructure | | | | | |
| C.6.1 Maintain Dowerin's Recreation Services and the Dowerin Community Club | | | | | |

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| Contribute to the Tennis Court and Bowling Green asset replacement fund | Annually | \$16,000 | FM | <ul style="list-style-type: none"> Annual increase of % in funds | <p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>Ongoing</p> |
| Continue to maintain the Recreation Reserve | Annually | | FM | <ul style="list-style-type: none"> Annual increase of % in reserve | <p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>Ongoing</p> |
| Monitor the lifecycle of the Dowerin Memorial Swimming Pool | Reviewed October & April Annually | | Pool Manager CEO | <ul style="list-style-type: none"> Annual report regarding pool lifecycle Implementation of pool replacement | <p><i>June 2014 – CDO investigated funding opportunities for feasibility study</i></p> |
| Plan the replacement of the Basketball/Netball Court surface | 2014 | Seek Quote | CEO CDO FM | <ul style="list-style-type: none"> Complete assessment of need Liaise with DEM and clubs Research surface options Lodge grant applications if required | |
| Assist Rifle Club with upgrades to facility | February 2014 | \$22,000 | CDO | <ul style="list-style-type: none"> Contact DSR regarding eligibility for small grants program Seek other suitable funding provider | <p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>DSR has advised that the Rifle Club would be ineligible for the CSRFF Small Grants due to the fact Electronic Targets are deemed ‘specialised equipment’</p> <p>CDO has contacted Lotterywest in order to seek their advice in regard to funding opportunities for this project. Lotterywest will not support this project.</p> <p>Future report to Council</p> |
| C.6.2 Investigate and develop youth facilities and services | | | | | |
| Support PCYC with programs and facility | Review quarterly | | CSO CDO | <ul style="list-style-type: none"> Contact PCYC with regular grant opportunities (school holiday program) Assist with promotion | |

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| | | | | of events & activities when required | |
| Revitalise the Skate Park facility | 2014/2015 | | CDO CSO FM | <ul style="list-style-type: none"> Conduct audit of skate park Conduct workshop with students/kids utilising facility to find out any improvements required Assess Budget Submit grant applications if required | |
| C.6.3 Continue to support the development of the Dowerin Community Child Care facility | | | | | |
| Assist with the renovation of the facility | 2013/2014 | \$15,000 | FM | <ul style="list-style-type: none"> Completion of works | <i>June 2014 – Works complete</i> <i>October 2014 – laying of lawn completed</i> |
| Assist with payroll, banking etc | 2014/2015 | | FM | <ul style="list-style-type: none"> Smooth running of the facility | November 2014 –MOU presented to Council and adopted First MOU Meeting was held 3 February 2015. |
| C.6.4 Develop seniors facilities and be recognised as an aged friendly community | | | | | |
| Conduct satisfaction survey of HACC and Medical services in Dowerin | 2014 | | HACC | <ul style="list-style-type: none"> Gain public satisfaction level re: HACC and level of medical services Shire provides Highlight problem/successful areas | |
| Review Disability Inclusion Plan | Annually | | EHO | <ul style="list-style-type: none"> Annual review | May 2014 - Complete |
| Investigate further aged care housing options and facilities. | 2014 | | CDO CEO | <ul style="list-style-type: none"> Development of a housing & short term accommodation strategy | In conjunction with AROC an Age Friendly Community Planning Audit has been finalised – March 2015. Grant application to WDC – to upgrade public facilities to a value of \$60,000 |
| C.6.5 Improve town site footpaths | | | | | |

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| Conduct audit of current footpaths | 2014 | | WM | <ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas | <i>June 2014 - Audit completed 6th June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget</i> |
| Update Bike Plan | 2013/2014 | | CDO WM | <ul style="list-style-type: none"> Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes | October 2014 – Grant has been applied for to upgrade bike plan. |
| Submit grant funding | 2014/2015 | | CDO | <ul style="list-style-type: none"> Completed application Successful grant funding | September 2015 Grant Application – This will be dependent upon the updated bike plan being completed. |
| C.7 Retain and improve on our attractive town and streetscape | | | | | |
| C.7.1 Manage and revive old/empty buildings along the main street | | | | | |
| Research and develop a standard ‘Streetscape Policy; | 2014 | | CEO CDO EHO Council | <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> |
| C.7.2 Continue the beautification of public spaces utilising water wise principals | | | | | |
| Repaint the Sundial | 2014 | | WM CSO | <ul style="list-style-type: none"> Completed works | CDO has discussed this project with Works Manager and Peter Worts in order to gain an idea of a timeframe as to when the work can commence |
| Develop the Community Garden concept | 2014 | \$2500 | CSO | <ul style="list-style-type: none"> Secure location for facility development Successful community engagement Successful grant funding if required | <i>June 2014 – Grant was not approved, CSO will investigate alternative options</i> Still awaiting notification Application for funding has been submitted for a |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | |
|--|-------------------|--|-----------|---|--|
| | | | | | community orchard to be established adjacent and in conjunction with the school. Meeting held with CRC & HACC in December. Funding application to be lodged to assist with initial set up costs. |
| Arrange training for Parks & Gardens officers in water wise principals | 2014 | | WM P&G | <ul style="list-style-type: none"> • Deeper understanding of water wise principals • Increase in implantation of water wise principals in community areas | |
| C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program | | | | | |
| Rebrand and revitalise the Dowerin Tidy Towns Committee | February 2014 | | CSO | <ul style="list-style-type: none"> • Develop new name and focus of former Tidy Towns Committee • Successful appointment of new committee | <i>Clean up Australia Day held 7th March 2015.</i> |
| Include 3 clean up/planting busy bees in annual events calendar (including Clean Up Australia Day | Review Annually | | CSO | <ul style="list-style-type: none"> • Program of clean ups and busy bees | |
| Implement a 'Great Front Yard' Competition | 2014 | | CSO | <ul style="list-style-type: none"> • Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards | Very basic guidelines have been laid out. Will promote in either autumn or spring. |
| Implement a noxious weed control program | Reviewed annually | | WM | <ul style="list-style-type: none"> • Roadsides sprayed for noxious weeds | <p><i>May 2014 – Working with Ag Department on controlling Wheel Cactus – Ongoing spraying to be done in December 2014</i></p> <p>Roadside spraying being carried out in conjunction with roadside burning</p> <p>Spraying of luv grass carried out 27/28 March 2014</p> |

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | |
|--|-------------------|--------|----------------------------|---|---|
| media and on the Dowerin website | | | | <ul style="list-style-type: none"> Despatch articles | |
| Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services | 2014 | | CEO CDO | <ul style="list-style-type: none"> Meeting with CEO of Wyalkatchem, Koorda & Goomalling regarding shared services | |
| Support and promote a vet service to town | Review annually | \$1000 | CDO Maintenance Officer | <ul style="list-style-type: none"> Secure vet service Promote service locally | <p><i>June 2014 – Complete 2014</i></p> <p>First visit from Wheatbelt Vet Service was on 20th November which was successful</p> <p>Vet has relocated to the Dowerin hall Change rooms - November 2014.</p> |
| EB.2 A Growing Tourism Industry | | | | | |
| EB.2.1 Market Dowerin and region as a tourist destination | | | | | |
| Continue to advertise in tourism publications (Cooks Tours, Eastern Wheatbelt Visitor Guide, Australia's Golden Outback etc) | Reviewed annually | \$800 | CSO | <ul style="list-style-type: none"> Updated publications Variety of publications Accommodation providers to complete Visitor Statistics Form | <i>June 2014 – Draft Budget Meeting 2/07/14</i> |
| Investigate additional free advertising avenues | Reviewed annually | | CSO | <ul style="list-style-type: none"> Increased exposure to a wide variety of people/regions Accommodation providers to complete Visitor Statistics Form | Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing |
| Expand and increase Social Media Marketing | 2014 | | CSO | <ul style="list-style-type: none"> Increased number of 'likes' and more community interaction | <p>CSO and Linda Vernon (Tourism Officer for Newtravel) have made a push for Newtravel to create a 2-3 minute Destination Marketing tool based video for the Wheatbelt Way Self Drive Tour. It will be publicised via youtube. CSO is part of the working group to create this.</p> <p>Commitment of posting 1-2 status updates on Facebook</p> |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | |
|---|--------------------|--|------------------|---|--|
| | | | | | on days of work. CSO has created a calendar for regular updates |
| EB.2.2 Continue to work with key stakeholders to provide quality events | | | | | |
| Work with DEM to create a memorable event for the 50th Dowerin GWN Machinery Field Days | 2013 – August 2014 | | FM CDO CSO | <ul style="list-style-type: none"> • A successful 50th Anniversary event Including: <ul style="list-style-type: none"> - 50 tractors - Entrance Statement - Photobook | October 2014 – a DEM working group meeting was had to finalise the new entrance. |
| Establish an annual 4wd event in Dowerin as a regional and possibly inter region/interstate event | May – August 2014 | | CSO | <ul style="list-style-type: none"> • Establishment of suitable contacts • Enhancement of the 4wd track • Successful event | <i>Ongoing</i> |
| EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities | | | | | |
| Establish a farm tour concept | 2014 | | CSO | <ul style="list-style-type: none"> • Create a plan for the farm tour concept • Meet and discuss concept with local accommodation providers • Establish a list of willing farmers/property owners willing to part take in this program • Market the program regionally and to the metro area | |
| EB.2.4 Continue to develop and market 4WD opportunities and activities | | | | | |
| Market Dowerin as a destination for 4WD enthusiasts | 2013-2014 | | CSO | <ul style="list-style-type: none"> • Include Dowerin 4wd experience in 4wd related publications • Establish a 4wd connections | <i>Ongoing</i> |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | |
|--|---------------|-----------|------------|--|--|
| | | | | (distribution list) | |
| Contact all WA based 4WD clubs and send an information pack | Monthly | | CSO | <ul style="list-style-type: none"> Welcome email to 4WD distribution list Monthly updates to 4WD distribution list Regular group bookings at 4WD Track and camp grounds | <p>Complete 2014</p> <p>A mailing list of all 4WD Clubs in WA has been created and an initial pack has been sent outlining what we can offer.</p> |
| Look into paid & free advertising in 4WD publications/websites | November 2013 | | CSO | <ul style="list-style-type: none"> Include free advertising to 4wd publications/websites Greater exposure in 4WD world | CSO has created a list of 4WD magazines, websites and publications that we could advertise in. |
| EB.2.5 Develop further accommodation options within Dowerin | | | | | |
| Conduct audit of vacant land within the town site for feasible short term accommodation park purposes | 2014 | | CDO | <ul style="list-style-type: none"> Develop options for the site of a new short term accommodation facility | <p>May 2014 - Complete</p> <p>Completed see report 'Destination Dowerin'</p> |
| Conduct audit of visitors, neighbouring communities and DEM as to number/style of accommodation options that should be available | 2014 | | CSO CDO | <ul style="list-style-type: none"> A deeper understanding of the level/type/number of short term accommodation facilities that would be suitable | CSO has developed a Visitor Statistic form and will speak personally to each of the accommodation providers in town to encourage them to utilise the form. |
| Develop concept plans of the proposed facility. | 2014/2015 | To budget | CDO FM | <ul style="list-style-type: none"> Plan of a short term accommodation facility | <p>Master Plan has been completed</p> <p>Include in 2015/16 Budget.</p> |
| Gain quotes for scope of works (earthworks, power, construction of permanent ablution facilities, bunk house accommodation and chalet/unit | 2014/2015 | To budget | CDO | <ul style="list-style-type: none"> Detailed quotes received Budget for project drawn up | <i>Sept 2014 – Contractor has finalised the QS for this project. Committee to discuss this at the next meeting on 28/10/14</i> |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | |
|---|------------------|-----------------------|----------------------------|--|--|
| accommodation | | | | | |
| EB.2.6 Continue developing the Wheatbelt Heritage Rail Project | | | | | |
| Continue to support Project Manager Chris Le Marshall | 2013/2014 | | CEO FM CDO WM | <ul style="list-style-type: none"> Provide support via telephone, email and in person | <p><i>June 2014 – 2 meetings</i></p> <p><i>May 2014 – Weekly meetings have been implemented</i></p> <p>Revised accreditation application submitted in July 2014 – due for decision February 2015</p> <p>Work for the Dole program has commenced in November 2014. This is a 6 month project.</p> |
| Completion of accreditation process | 2013 | | C. Le Marshall | <ul style="list-style-type: none"> Wheatbelt Heritage Rail to be accredited for main line operation | Accreditation paper work completed and 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 | May 2015 – Track to be completed at Minnivale |
| Commence and complete the shire of Dowerin's contribution to the earthworks at the Minnivale site | November 2013 | | WM | <ul style="list-style-type: none"> Removal of dirt Grading | December 2013 - Completed |
| THEME THREE: CARING FOR OUR ENVIRONMENT | | | | | |
| <i>ACTIONS</i> | <i>TIMEFRAME</i> | <i>ESTIMATED COST</i> | <i>OFFICER RESPONSIBLE</i> | <i>KEY PERFORMANCE INDICATION</i> | |
| ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt | | | | | |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre | | | | | |
|---|---------------|--------|-----------|---|--|
| A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow | | | | | First Recycling Blitz morning to be held on 3 rd May (tentatively) |
| Improve facilities, signage etc in order to stream recycling process | December 2013 | \$3700 | CSO WM | <ul style="list-style-type: none"> • Successful grant funding for works • Design, printing and installation of signage • Expansion of the area with the installation of new concrete pad | <p>April 2014 – Complete 2014</p> <p>Extensive signage has been purchased along with additional bins to make the volunteers lives easier at the recycling shed.</p> <p>Additional signage to be purchased with small amount of funding leftover from Waste Authority Grant</p> <p>Dept of Environment Regulation – WA Waste Authority Grant was successful. Funds used to lay a cement pad in front of the Recycling Shed, purchased 5 x 480lt bins and additional signage to make where to deposit recyclables clearer to the public.</p> <p>A new cement apron at the front of the recycle shed was completed on 4th December 2013</p> <p>Large 660ltr recycle bins have been purchased</p> <p>Twin box wool press purchased December 2013</p> |
| ENV 1.2 Promote waste minimization and sustainable waste disposal | | | | | |
| Increase the recyclable | Monthly | | CSO | <ul style="list-style-type: none"> • The introduction of a regular 'recycling | |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

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|--|--------------------|--|-----------|--|---|
| waste going through the Dowerin Recycling Centre through increased awareness via print media, emails and website updates | | | | centre' update in local paper/website including funds raised and distributed | |
| Work in conjunction with Dowerin District High School to conduct waste/recycling workshops with the school kids | 2014 | | CSO | <ul style="list-style-type: none"> Plan and develop a waste/recycling workshop at Dowerin District High School If successful plan a community workshop targeting men's shed, CRC etc... | Initial discussions with the school regarding the possibility of holding a recycling workshop with the students. Deputy Principal would like to hold the first in late term 2 |
| ENV 1.3 Encourage efficient use of natural resources | | | | | |
| Shire to lead by example | Review half yearly | | CEO WM | <ul style="list-style-type: none"> Parks & Gardens adopt more water wise principles in parks and gardens Ensure all lights are turned off at Shire office/depot after use | <i>FEB 2015 – Adopted Draft MOU Waterwise Council</i> |
| Promote and encourage local involvement in the annual 'Earth Hour' event | March 2014 | | CSO | <ul style="list-style-type: none"> Advertise in local media/website Create and implement an event to mark Earth Hour and increase awareness of this event locally | Due to a large volume of other events taking place this event did not happen in Dowerin in 2014 |
| Develop an Energy Saving Action Plan including solar energy usage on community buildings | February 2014 | | CEO | <ul style="list-style-type: none"> Develop an energy saving action plan Research annual statistics Council adopt energy saving action plan Implement energy saving action plan | |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group | | | | | |
|---|----------------------------|----------|------------|--|---|
| Support program by way of use of Shire text messaging service to alert farmers of upcoming drum muster events | Monthly | | FM | <ul style="list-style-type: none"> Send monthly text messages to distribution list | <i>June 2014 – SMS reminders sent out monthly by administration staff</i> |
| Promote drum muster program in local media | Monthly | | CDO | <ul style="list-style-type: none"> Include upcoming drum musters in Council Comments | |
| ENV 1.5 Continue oil recycling program | | | | | |
| Relocate oil facility from Stewart Street to the Amery Refuse site | July 2014 | 2014/15 | WM | <ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location | <i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i> |
| Promote and educate oil recycling program to local residents | Quarterly | | WM CDO | <ul style="list-style-type: none"> 4 advertisements in local media annually | |
| ENV: 2. Protect and conserve our natural environment | | | | | |
| ENV 2.1 Continue to support the role of the Natural Resource Management Officer | | | | | |
| Include funding in the annual budget for the role of Natural Resource Management Officer | Annually | \$23,000 | FM CEO | <ul style="list-style-type: none"> Ensure that there is an active NRMO at the Shire of Dowerin | |
| Seek and take advantage of training programs for NRMO | Review monthly | \$1500 | NRMO | <ul style="list-style-type: none"> Regular searches for training opportunities 2 training courses annually | |
| Provide support and direction to NRMO | Ongoing – reviewed monthly | | CEO CDO | <ul style="list-style-type: none"> Discuss projects and NRMO role at Monthly Management Meetings | |
| ENV 2.2 Work to manage native and feral flora and fauna | | | | | |
| Promote and conduct | Annually | | NRMO | <ul style="list-style-type: none"> Promotion at least 2 | |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | |
|--|-------------------------------------|-----------------------|----------------------------|---|---|
| Annual Fox Shoot | | | | <ul style="list-style-type: none"> weeks before event • Emails to farmers and articles in local media • Successful plan and running of the event | |
| Promote and conduct Fox Baiting Program (twice yearly) | Spring & Autumn annually | | NRMO | <ul style="list-style-type: none"> • Submit expression of interest into baiting program with Wheatbelt NRM • Advertise locally • Successful planning and implementation of baiting program | |
| THEME FOUR: LOCAL GOVERNMENT LEADERSHIP | | | | | |
| <i>ACTIONS</i> | <i>TIMEFRAME</i> | <i>ESTIMATED COST</i> | <i>OFFICER RESPONSIBLE</i> | <i>KEY PERFORMANCE INDICATION</i> | |
| LG. 1 Maintain and further develop an efficient and informative organisation | | | | | |
| LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs | | | | | |
| Develop workforce plan | August 2013 to be reviewed annually | | FM | <ul style="list-style-type: none"> • Present Workforce plan to council • Adoption of workforce plan • Annual review of workforce plan | <p>July 2014 - Complete</p> <p>June 2013 – FM Included in 13/14 budget</p> <p>May 2013 – FM Budget Review to assess need and cost allocation</p> |
| Implement the workforce plan | 2013 | | CEO WM FM | <ul style="list-style-type: none"> • Implementation of workforce plan | <p>August 2014 - Complete</p> <p>June 2013 – FM conducted Admin Salary cost allocations review – staff time diaries</p> |
| LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors | | | | | |
| Develop customer service | December 2013 | | FM | <ul style="list-style-type: none"> • Research • Development of plan & | FM - Stage 1 Research and preparation commenced |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | |
|--|--------------------------------------|----------|------------|--|--|
| plan & policy | | | | policy | |
| Implementation of plan & policy | June 2014 To be reviewed annually | | FM | <ul style="list-style-type: none"> • Council endorse plan • Customer feedback (survey) | FM - Preparation for bi-annual customer feedback survey |
| LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities | | | | | |
| Provide training opportunities and PD opportunities | Review Monthly | \$41,000 | CEO | <ul style="list-style-type: none"> • Create councillor training section in CEO info report • Create staff training section in FM info report • Update training register | <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 information to the public via the Council Comments in the Dowerin Despatch | Weekly | | CDO | <ul style="list-style-type: none"> • Weekly Council Comments segment in local paper | <i>Ongoing</i> |
| Provide regular updates to facebook users on Shire Facebook page | 3 times per week | | CDO CSO | <ul style="list-style-type: none"> • Regular status updates of events, activities or reminders on facebook | <i>Ongoing</i> |
| Provide Resident/Rate payer newsletters | August and December annually | | CDO | <ul style="list-style-type: none"> • 2 newsletters per year | December 2013 – Christmas Newsletter |
| Ensure website is up to date | Reviewed weekly | | CDO | <ul style="list-style-type: none"> • Ensure website is always up to date with latest news, events etc... | <i>June 2014 – FM requested all administration staff to update new Shire webpage as their home page and to set aside time to explore different areas of site each week and report back to CDO.</i> <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) | <i>Ongoing</i> |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | |
|---|-----------|--|-------------------------|--|---|
| Continue to attend regional road group meetings | Quarterly | | CEO WM Cr Hagboom | <ul style="list-style-type: none"> Attendance at Regional Road Group Meetings | <i>Cr Hudson Attended February and March 2015 KSRRG Meeting</i> |
|---|-----------|--|-------------------------|--|---|

10.2 OPERATIONS

10.2.1 GOOMALLING MEDICAL CENTRE ADVISORY COMMITTEE MEMBERS

| | |
|-------------------------|---------------|
| Date: | 14 APRIL 2015 |
| Applicant: | N/A |
| Location: | N/A |
| File Ref: | ADM |
| Disclosure of Interest: | Nil |
| Author: | Dacre Alcock |

Summary

Report recommends that Council nominates two Council representatives to the Goomalling Medical Centre Advisory Committee.

Background

As part of the Memorandum of Understanding (MOU) entered into by and between the Shires of Goomalling and Dowerin for the Goomalling Medical Centre, the Shire of Dowerin is to nominate two representatives to the Goomalling Medical Centre Advisory Committee. It is anticipated that the group will meet quarterly.

The first meeting is due to be held on Tuesday 5th May 2015 at 6pm at the Goomalling CRC meeting room.

Comment

The role of the Goomalling Medical Centre Advisory Committee is to meet and discuss the operations of the Goomalling Medical Centre.

At the first meeting terms of reference will need to be adopted which will include the election of a chairperson and a secretary for the group. I believe that this will be a work in progress, but is a step in the right direction. At the time of writing this report I have not received the Goomalling Medical Centre's financial report.

I recommend that Council also appoint at least one proxy delegate to the group.

Public Consultation

Nil

Financial Implications

Nil.

Policy Implications

Nil

Statutory Implications

Nil.

Strategic Implications

Nil

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.2.1

(2492) Moved: GB Ralph Seconded: TW Quartermaine Carried: 5/0

THAT COUNCIL AUTHORISES CR METACLF AND CR HUDSON TO BE THE DELEGATES TO THE GOOMALLING MEDICAL CENTRE ADVISORY COMMITTEE WITH CR BROOKES BEING A PROXY DELEGATE.

10.3 FINANCE REPORT

10.3.1 FINANCE STATEMENTS – MARCH 2015

| | |
|-------------------------|--------------------|
| Date: | 12 March 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 2014 to 31 March 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

| | 31-Mar-15 | 30-Jun-14 | 31-Mar-14 |
|-----------------------------|--------------------|--------------------|--------------------|
| Municipal Fund | \$777,083 | \$384,609 | \$1,054,739 |
| Plant Reserve | \$255,359 | \$250,893 | \$104,938 |
| LSL Reserve | \$133,134 | \$130,806 | \$109,770 |
| Land & Buildings Reserve | \$19,628 | \$19,285 | \$19,116 |
| Recreation Facility Reserve | \$170,813 | \$167,826 | \$165,766 |
| Community Bus Reserve | \$34,314 | \$33,714 | \$29,436 |
| Community Housing Res | \$35,985 | \$35,356 | \$35,167 |
| Sewerage Reserve | \$782,303 | \$768,243 | \$724,575 |
| Economic Develop Reserve | \$307,685 | \$302,275 | \$477,068 |
| Tennis Court Replacement | \$6,109 | \$6,000 | \$0 |
| Bowling Green Replacement | \$10,183 | \$10,000 | \$0 |
| Consolidated Funds | \$2,532,596 | \$2,109,007 | \$2,720,575 |

Sundry Debtors at 31st March 2015

| | | |
|---------|-----------------|------------------|
| Current | \$20,167 | Main Roads Grant |
| 30 days | \$130 | |
| 60 days | \$106 | |
| 90 days | \$602 | |
| Total | <u>\$21,005</u> | |

Reserve Funds

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

(2493) Moved: DP Hudson Seconded: TW Quartermaine Carried: 5/0

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

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Statement of Financial Activity

Notes to and Forming Part of the Statement

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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

| NOTE | 2014/15 Revised Budget \$ | February 2015 Y-T-D Budget \$ | February 2015 Actual \$ | Variations Actuals to Budget \$ | Variations Actual Budget to Y-T-D % |
|---|------------------------------------|--|----------------------------------|--|---|
| Operating | | | | | |
| Revenues/Sources | | | | | |
| Governance | 38,700 | 29,007 | 18,827 | (10,180) | (35.09%) ▼ |
| General Purpose Funding | 1,453,266 | 1,038,261 | 1,089,099 | 50,838 | 4.90% |
| Law, Order, Public Safety | 31,180 | 23,364 | 19,309 | (4,055) | (17.36%) |
| Health | 293,872 | 220,353 | 210,600 | (9,753) | (4.43%) |
| Education and Welfare | 81,653 | 61,236 | 52,975 | (8,261) | (13.49%) ▼ |
| Housing | 131,917 | 98,919 | 91,624 | (7,295) | (7.37%) |
| Community Amenities | 218,723 | 213,546 | 212,607 | (939) | (0.44%) |
| Recreation and Culture | 68,907 | 59,079 | 92,258 | 33,179 | 56.16% ▲ |
| Transport | 697,414 | 549,285 | 606,393 | 57,108 | 10.40% ▲ |
| Economic Services | 9,339 | 4,977 | 78,991 | 74,014 | 1487.12% ▲ |
| Other Property and Services | 9,000 | 6,750 | 27,315 | 20,565 | 304.67% ▲ |
| | <u>3,033,971</u> | <u>2,304,777</u> | <u>2,499,998</u> | <u>195,221</u> | <u>8.47%</u> |
| (Expenses)/(Applications) | | | | | |
| Governance | (328,757) | (249,090) | (311,889) | (62,799) | (25.21%) ▲ |
| General Purpose Funding | (96,960) | (72,693) | (74,133) | (1,440) | (1.98%) |
| Law, Order, Public Safety | (99,050) | (74,241) | (64,858) | 9,383 | 12.64% ▼ |
| Health | (346,773) | (260,001) | (265,352) | (5,351) | (2.06%) |
| Education and Welfare | (94,831) | (71,091) | (77,858) | (6,767) | (9.52%) |
| Housing | (177,523) | (133,038) | (134,417) | (1,379) | (1.04%) |
| Community Amenities | (301,177) | (225,747) | (230,799) | (5,052) | (2.24%) |
| Recreation & Culture | (627,744) | (470,565) | (575,242) | (104,677) | (22.24%) ▲ |
| Transport | (1,573,109) | (1,179,711) | (1,129,761) | 49,950 | 4.23% |
| Economic Services | (187,138) | (140,265) | (264,000) | (123,735) | (88.22%) ▲ |
| Other Property and Services | (4,197) | (3,006) | 3,770 | 6,776 | 225.42% ▼ |
| | <u>(3,837,259)</u> | <u>(2,879,448)</u> | <u>(3,124,539)</u> | <u>(245,091)</u> | <u>8.51%</u> |
| Net Operating Result Excluding Rates | (803,288) | (574,671) | (624,541) | (49,870) | 8.68% |
| Adjustments for Non-Cash | | | | | |
| (Revenue) and Expenditure | | | | | |
| (Profit)/Loss on Asset Disposals | 23,428 | 17,568 | (4,493) | (22,061) | 125.57% ▼ |
| Movement in Accrued Interest | 0 | 0 | 0 | 0 | 0.00% |
| Movement in Accrued Salaries and Wages | 0 | 0 | 0 | 0 | 0.00% |
| Movement in Deferred Pensioner Rates/ESL | 0 | 0 | (330) | (330) | 0.00% |
| Movement in Employee Benefit Provisions | 0 | 0 | 2,328 | 2,328 | 0.00% |
| Rounding | 0 | 0 | 0 | 0 | 0.00% |
| Depreciation on Assets | 1,484,312 | 1,113,234 | 760,129 | (353,105) | 31.72% ▼ |
| Capital Revenue and Expenditure | | | | | |
| Purchase Land Held for Resale | 0 | 0 | 0 | 0 | 0.00% |
| Purchase of Land and Buildings | (515,000) | (386,244) | (132,634) | 253,610 | 65.66% ▼ |
| Purchase of Vehicles & Plant | (380,760) | (285,570) | (365,560) | (79,990) | (28.01%) ▲ |
| Purchase of Furniture & Equipment | (64,865) | (69,642) | (75,538) | (5,896) | (8.47%) |
| 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 | (959,831) | (719,847) | (518,879) | 200,968 | 27.92% ▼ |
| Purchase of Infrastructure Assets - Footpaths | (48,100) | (36,063) | 0 | 36,063 | 100.00% ▼ |
| Purchase of Infrastructure Assets - Drainage | 0 | 0 | 0 | 0 | 0.00% |
| Purchase of Infrastructure Assets - Signs | (6,950) | (5,202) | (10,325) | (5,123) | (98.48%) ▲ |
| 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 | 257,300 | 0 | 127,300 | 127,300 | 0.00% |
| Repayment of Debentures | (67,964) | (50,967) | 0 | 50,967 | 100.00% ▼ |
| Proceeds from New Debentures | 117,000 | 87,750 | 117,000 | 29,250 | 33.33% ▲ |
| Advances to Community Groups | (117,000) | 0 | (117,000) | (117,000) | 0.00% |
| Self-Supporting Loan Principal Income | 10,784 | 0 | 0 | 0 | 0.00% |
| Provision AROC | 0 | 0 | 0 | 0 | 0.00% |
| Payment Long Service Leave | 0 | 0 | 0 | 0 | 0.00% |
| Transfers to Restricted Assets (Reserves) | (374,969) | (281,178) | (31,115) | 250,063 | 88.93% ▼ |
| Transfers from Restricted Asset (Reserves) | 64,460 | 0 | 0 | 0 | 0.00% |
| Net Current Assets July 1 B/Fwd | 283,229 | 283,229 | 235,622 | (47,607) | 16.81% |
| Net Current Assets Year to Date | <u>(0)</u> | <u>190,611</u> | <u>460,178</u> | <u>269,567</u> | <u>(141.42%)</u> |
| Amount Raised from Rates | <u>(1,098,214)</u> | <u>(1,098,214)</u> | <u>(1,098,214)</u> | <u>0</u> | <u>(0.00%)</u> |

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

| | 2014/15 Adopted Budget \$ | 2014/15 Revised Budget \$ | February 2015 Actual \$ |
|---|------------------------------------|------------------------------------|----------------------------------|
| 3. ACQUISITION OF ASSETS | | | |
| The following assets have been acquired during the period under review: | | | |
| By Program | | | |
| Governance | | | |
| <u>Other Governance</u> | | | |
| Furn - Photocopier | 4,865 | 4,865 | 0 |
| Law, Order & Public Safety | | | |
| <u>Fire Prevention</u> | | | |
| Vehicle - Fire Trucks | 0 | 0 | 0 |
| Housing | | | |
| <u>Other Housing</u> | 0 | | |
| Land - Purchase Land | 0 | 0 | 0 |
| New House | 0 | 0 | 0 |
| Health | | | |
| <u>Other Health</u> | | | |
| Furn - Hacc Equipment | 0 | 0 | 0 |
| Community Amenities | | | |
| <u>Other Community Amenities</u> | | | |
| Land - Recycling Shed | 0 | 0 | 0 |
| Recreation and Culture | | | |
| <u>Other Recreation & Sport</u> | | | |
| Tools - Mowers/Tools | 0 | 0 | 0 |
| Community Club | 0 | 0 | 11,601 |
| Gymnasium | 60,000 | 60,000 | 75,538 |
| <u>Other Culture</u> | | | |
| Furn - Museum Software | 0 | 0 | 0 |
| Land - Museum Shed | 0 | 0 | 0 |
| Transport | | | |
| <u>Construction - Roads, Bridges, Depots</u> | | | |
| Roads - Roads To Recovery | 267,460 | 267,460 | 252,678 |
| Roads - Signs | 6,950 | 6,950 | 10,325 |
| Roads - Unclassified | 252,418 | 252,418 | 87,068 |
| Roads - State 20/20 | 439,953 | 439,953 | 179,133 |
| Footpath/Cycleways | 48,100 | 48,100 | 0 |
| <u>Road Plant Purchases</u> | | | |
| Plant - Loader | 361,760 | 361,760 | 361,760 |
| Other Plant | 19,000 | 19,000 | 3,800 |
| Plant - Works Manager Vehicle | 0 | 0 | 0 |
| Tools - Compressor | 0 | 0 | 0 |
| Economic Services | | | |
| <u>Other Economic Services</u> | | | |
| Wheatbelt Heritage Rail Project | 515,000 | 515,000 | 121,033 |
| Other Property & Services | | | |
| <u>Unclassified</u> | | | |
| Tools - Capital | 0 | 0 | 0 |
| Tools - Chainsaws/Tools | 0 | 0 | 0 |
| | <u>1,975,506</u> | <u>1,975,506</u> | <u>1,102,936</u> |
| By Class | | | |
| Land Held for Resale - Current | 0 | 0 | 0 |
| Land Held for Resale - Non Current | 0 | 0 | 0 |
| Land & Buildings | 515,000 | 515,000 | 132,634 |
| Vehicles & Plant | 380,760 | 380,760 | 365,560 |
| Furniture & Equipment | 64,865 | 64,865 | 75,538 |
| Tools & Equipment | 0 | 0 | 0 |
| Infrastructure - Sewerage | 0 | 0 | 0 |
| Infrastructure - Roads | 959,831 | 959,831 | 518,879 |
| Infrastructure - Footpaths | 48,100 | 48,100 | 0 |
| Infrastructure - Drainage | 0 | 0 | 0 |
| Infrastructure - Signs | 6,950 | 6,950 | 10,325 |
| Infrastructure - Parks & Ovals | 0 | 0 | 0 |
| Infrastructure - Street Lighting | 0 | 0 | 0 |
| | <u>1,975,506</u> | <u>1,975,506</u> | <u>1,102,936</u> |

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 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) | |
|------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|
| | 2014/15 Budget \$ | February 2015 Actual \$ | 2014/15 Budget \$ | February 2015 Actual \$ | 2014/15 Budget \$ | February 2015 Actual \$ |
| Transport | | | | | | |
| Asset 08002 Mitsubishi Truck | 75,364 | 65,062 | 63,650 | 63,650 | (11,714) | (1,412) |
| Asset 08003 Mitsubishi Truck | 75,364 | 57,745 | 63,650 | 63,650 | (11,714) | 5,905 |
| Housing | 130,000 | | 130,000 | | - | |
| | 280,728 | 122,807 | 257,300 | 127,300 | (23,428) | 4,493 |

| <u>By Class of Asset</u> | Written Down Value | | Sale Proceeds | | Profit(Loss) | |
|------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|
| | 2014/15 Budget \$ | February 2015 Actual \$ | 2014/15 Budget \$ | February 2015 Actual \$ | 2014/15 Budget \$ | February 2015 Actual \$ |
| Transport | | | | | | |
| Asset 08002 Mitsubishi Truck | 75,364 | 65,062 | 63,650 | 63,650 | (11,714) | (1,412) |
| Asset 08003 Mitsubishi Truck | 75,364 | 57,745 | 63,650 | 63,650 | (11,714) | 5,905 |
| Housing | 130,000 | | 130,000 | | - | |
| | 280,728 | 122,807 | 257,300 | 127,300 | (23,428) | 4,493 |

Summary

Profit on Asset Disposals
Loss on Asset Disposals

| 2014/15 Adopted Budget \$ | February 2015 Actual \$ |
|------------------------------------|----------------------------------|
| 0 | 5,905.00 |
| (23,428) | (1,412.00) |
| <u>(23,428)</u> | <u>4,493.00</u> |

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

| Particulars | Principal 1-Jul-12 | New Loans | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---------------------------------|-----------------------|-------------------------|-------------------------|-------------------------|-------------------------|--------------------------|-------------------------|-------------------------|-------------------------|
| | | 2014/15 Budget \$ | 2014/15 Actual \$ | 2014/15 Budget \$ | 2014/15 Actual \$ | 2014/15 Budget \$ | 2014/15 Actual \$ | 2014/15 Budget \$ | 2014/15 Actual \$ |
| Recreation & Culture | | | | | | | | | |
| Loan 97 - Recreation Complex | 529,355 | 0 | 0 | 57,181 | 0 | 472,174 | 529,355 | 21,428 | 11,003 |
| Loan 98 - Dowerin Events M'ment | | 117,000 | 117,000 | 10,783 | 0 | 106,217 | 117,000 | 2,139 | 0 |
| | 529,355 | 117,000 | 117,000 | 67,964 | 0 | 578,391 | 646,355 | 23,567 | 11,003 |

Note:

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

(b) New Debentures - 2014/15

| Particulars/Purpose | Amount Borrowed | | Institution | Term (Years) | Total Interest & Charges \$ | Interest Rate % | Amount Used | | Balance Unspent \$ |
|---------------------------------|-----------------|--------------|-------------|-----------------|--------------------------------------|-----------------------|--------------|--------------|--------------------------|
| | Budget \$ | Actual \$ | | | | | Budget \$ | Actual \$ | |
| Loan 98 - Dowerin Events M'ment | 117,000 | 117,000 | WATC | 5 | - | 3.25 | 117,000 | 0 | - |

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

| | 2014/15 Adopted Budget \$ | February 2015 Actual \$ |
|---|------------------------------------|----------------------------------|
| 6. RESERVES | | |
| Cash Backed Reserves | | |
| (a) Long Service Leave Reserve | | |
| Opening Balance | 130,806 | 130,806 |
| Amount Set Aside / Transfer to Reserve | 14,578 | 2,328 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>145,384</u> | <u>133,134</u> |
| (b) Plant Replacement & Reconditioning Reserve | | |
| Opening Balance | 250,893 | 250,893 |
| Amount Set Aside / Transfer to Reserve | 8,781 | 4,466 |
| Amount Used / Transfer from Reserve | (64,460) | 0 |
| | <u>195,214</u> | <u>255,359</u> |
| (c) Land & Building Reserve | | |
| Opening Balance | 19,285 | 19,285 |
| Amount Set Aside / Transfer to Reserve | 675 | 343 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>19,960</u> | <u>19,628</u> |
| (e) Recreation Facilities Reserve | | |
| Opening Balance | 167,826 | 167,826 |
| Amount Set Aside / Transfer to Reserve | 33,874 | 2,987 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>201,700</u> | <u>170,813</u> |
| (f) Community Housing Project Reserve | | |
| Opening Balance | 35,356 | 35,356 |
| Amount Set Aside / Transfer to Reserve | 9,456 | 629 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>44,812</u> | <u>35,985</u> |
| (g) Community Bus Reserve | | |
| Opening Balance | 33,714 | 33,714 |
| Amount Set Aside / Transfer to Reserve | 5,180 | 600 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>38,894</u> | <u>34,314</u> |
| (h) Sewerage Asset Preservation Reserve | | |
| Opening Balance | 768,243 | 768,243 |
| Amount Set Aside / Transfer to Reserve | 94,034 | 14,059 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>862,277</u> | <u>782,302</u> |
| (i) Economic Development Reserve | | |
| Opening Balance | 302,275 | 302,275 |
| Amount Set Aside / Transfer to Reserve | 191,831 | 5,410 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>494,106</u> | <u>307,685</u> |
| (j) Tennis Court Replacement Reserve | | |

| | | |
|--|-------------------------|-------------------------|
| Opening Balance | 6,000 | 6,000 |
| Amount Set Aside / Transfer to Reserve | 6,210 | 110 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>12,210</u> | <u>6,110</u> |
| (k) Bowling Green Replacement Reserve | | |
| Opening Balance | 10,000 | 10,000 |
| Amount Set Aside / Transfer to Reserve | 10,350 | 183 |
| Amount Used / Transfer from Reserve | 0 | 0 |
| | <u>20,350</u> | <u>10,183</u> |
| Total Cash Backed Reserves | <u>2,034,907</u> | <u>1,755,513</u> |

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

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

| | | |
|--|-----------------------|----------------------|
| Long Service Leave Reserve | 14,578 | 2,328 |
| Plant Replacement & Reconditioning Reserve | 8,781 | 4,466 |
| Land & Building Reserve | 675 | 343 |
| Recreation Facilities Reserve | 33,874 | 2,987 |
| Community Housing Project Reserve | 9,456 | 629 |
| Community Bus Reserve | 5,180 | 600 |
| Sewerage Asset Preservation Reserve | 94,034 | 14,059 |
| Economic Development Reserve | 191,831 | 5,410 |
| Tennis Court Replacement Reserve | 6,210 | 110 |
| Bowling Club Replacement Reserve | 10,350 | 183 |
| | <u>374,969</u> | <u>31,115</u> |

Transfers from Reserves

| | | |
|--|------------------------|----------------------|
| Long Service Leave Reserve | 0 | 0 |
| Plant Replacement & Reconditioning Reserve | (64,460) | 0 |
| Land & Building Reserve | 0 | 0 |
| Recreation Facilities Reserve | 0 | 0 |
| Community Housing Project Reserve | 0 | 0 |
| Community Bus Reserve | 0 | 0 |
| Sewerage Asset Preservation Reserve | 0 | 0 |
| Economic Development Reserve | 0 | 0 |
| Tennis Court Replacement Reserve | 0 | 0 |
| Bowling Green Replacement Reserve | 0 | 0 |
| | <u>(64,460)</u> | <u>0</u> |
| Total Transfer to/(from) Reserves | <u>310,509</u> | <u>31,115</u> |

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

| | 2013/14 B/Fwd Per 2014/15 Budget \$ | 2013/14 B/Fwd Per Financial Report \$ | February 2015 Actual \$ |
|--|--|--|----------------------------------|
| NET CURRENT ASSETS | | | |
| Composition of Estimated Net Current Asset Position | | | |
| CURRENT ASSETS | | | |
| Cash - Unrestricted | 330,553 | 330,553 | 646,924 |
| Cash - Restricted Unspent Grants | 0 | 0 | 0 |
| Cash - Restricted Unspent Loans | 0 | 0 | 0 |
| Cash - Restricted Reserves | 0 | 0 | 0 |
| Receivables (Budget Purposes Only) | 0 | 0 | 0 |
| Council Rates Outstanding | 25,703 | 25,703 | 24,899 |
| Sewerage Rates Outstanding | 15,438 | 15,438 | 31,039 |
| Rubbish Rates Outstanding | 11,084 | 11,084 | 14,958 |
| Sundry Debtors | 75,230 | 75,230 | 21,006 |
| Accrued Income | 0 | 0 | 0 |
| Loans Club/Institutions - Current | 0 | 0 | 0 |
| Emergency Services levy | 2,755 | 2,755 | 8,412 |
| GST Receivable | 18,834 | 18,834 | 15,214 |
| Provision For Doubtful Debts | 0 | 0 | 0 |
| Inventories | 22,458 | 22,458 | 15,419 |
| | 502,055 | 502,055 | 777,871 |
| LESS: CURRENT LIABILITIES | | | |
| Payables and Provisions (Budget Purposes Only) | 0 | 0 | 0 |
| Sundry Creditors | (54,466) | (105,245) | (93,889) |
| Excess Rates | (78,504) | (78,504) | (6,079) |
| Accrued Expenditure | 0 | 0 | 0 |
| Department Transport | 0 | 0 | (167,028) |
| GST Payable | (9,413) | (9,428) | (13,895) |
| PAYG Payable | 0 | 0 | 0 |
| Payroll Creditors | (3,480) | (3,480) | (5,343) |
| FBT Payable | 0 | 0 | 0 |
| Withholding Tax | 0 | 0 | 0 |
| Other Payables | (5,253) | (5,253) | (1,248) |
| Leave Provisions - Current | (198,516) | (198,516) | (198,516) |
| | (349,632) | (400,426) | (485,998) |
| NET CURRENT ASSET POSITION | 152,423 | 101,629 | 291,873 |
| Less: Cash - Reserves - Restricted | 0 | 0 | 0 |
| Less: Cash - Unspent Grants - Restricted | 0 | 0 | 0 |
| Add Back : Liabilities Supported by Reserves | 130,806 | 130,806 | 133,134 |
| Adjustment for Interfund Transfers Imbalance Within Muni | 0 | (31,292) | (25,432) |
| Adjustment for Trust Transactions Within Muni | 0 | 34,479 | 0 |
| ESTIMATED SURPLUS/(DEFICIENCY) C/FWD | 283,229 | 235,622 | 460,178 |

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

8. RATING INFORMATION

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

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

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

9. TRUST FUNDS

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

| Detail | Balance 01-Jul-13 \$ | Amounts Received \$ | Amounts Paid (\$) | Balance \$ |
|-------------------------------|----------------------------|---------------------------|-------------------------|----------------|
| Housing Rental Bonds | 4,900 | 360 | 0 | 5,260 |
| Key Deposits | 610 | 20 | 0 | 630 |
| Tidy Towns | 2,818 | 0 | 0 | 2,818 |
| Dowerin Child care | -295 | 295 | 0 | 0 |
| HACC vehicle | 2,025 | 0 | 0 | 2,025 |
| Recreation Steering Comm Fund | 27,503 | 13,587 | (18,954) | 22,136 |
| Yellow Ribbon | 247 | 0 | (247) | 0 |
| HACC Fundraising | 2,265 | 0 | 0 | 2,265 |
| Centenary Park Committee | 2,111 | 0 | (2,111) | 0 |
| Building Deposits | 5,000 | 20,000 | 0 | 25,000 |
| AROC Funds | 64,198 | 0 | 0 | 64,198 |
| | <u>111,782</u> | <u>34,262</u> | <u>(21,712)</u> | <u>124,332</u> |

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

10. OPERATING STATEMENT

| | February 2015 Actual \$ | 2014/15 Adopted Budget \$ | 2013/14 Actual \$ |
|---|----------------------------------|------------------------------------|-------------------------|
| OPERATING REVENUES | | | |
| Governance | 18,827 | 38,700 | 58,971 |
| General Purpose Funding | 2,187,313 | 2,551,480 | 1,845,545 |
| Law, Order, Public Safety | 19,309 | 31,180 | 38,661 |
| Health | 210,600 | 293,872 | 310,500 |
| Education and Welfare | 52,975 | 81,653 | 28,317 |
| Housing | 91,624 | 131,917 | 116,201 |
| Community Amenities | 212,607 | 218,723 | 207,095 |
| Recreation and Culture | 92,258 | 68,907 | 226,162 |
| Transport | 606,393 | 697,414 | 664,741 |
| Economic Services | 78,991 | 9,339 | 34,085 |
| Other Property and Services | 27,315 | 9,000 | 7,832 |
| TOTAL OPERATING REVENUE | 3,598,212 | 4,132,185 | 3,538,108 |
| OPERATING EXPENSES | | | |
| Governance | 311,889 | 328,757 | 367,425 |
| General Purpose Funding | 74,133 | 96,960 | 84,364 |
| Law, Order, Public Safety | 64,858 | 99,050 | 108,568 |
| Health | 265,352 | 346,773 | 396,275 |
| Education and Welfare | 77,858 | 94,831 | 37,305 |
| Housing | 134,417 | 177,523 | 202,589 |
| Community Amenities | 230,799 | 301,177 | 335,874 |
| Recreation & Culture | 575,242 | 627,744 | 735,411 |
| Transport | 1,129,761 | 1,573,109 | 1,574,564 |
| Economic Services | 264,000 | 187,138 | 224,176 |
| Other Property and Services | (3,770) | 4,197 | 94,357 |
| TOTAL OPERATING EXPENSE | 3,124,539 | 3,837,257 | 4,160,909 |
| CHANGE IN NET ASSETS RESULTING FROM OPERATIONS | 473,673 | 294,928 | (622,800) |

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

11. BALANCE SHEET

| | February 2015 Actual \$ | 2013/14 Actual \$ |
|--------------------------------------|----------------------------------|-------------------------|
| CURRENT ASSETS | | |
| Cash and Cash Equivalents | 646,924 | 330,553 |
| Trade and Other Receivables | 115,527 | 149,044 |
| Inventories | 15,419 | 22,458 |
| TOTAL CURRENT ASSETS | <u>777,870</u> | <u>502,055</u> |
| NON-CURRENT ASSETS | | |
| Other Receivables | 140,918 | 23,588 |
| Inventories | 0 | 0 |
| Property, Plant and Equipment | 9,215,424 | 9,227,982 |
| Infrastructure | 23,948,984 | 23,860,532 |
| Work in Progress | 0 | 0 |
| TOTAL NON-CURRENT ASSETS | <u>33,305,326</u> | <u>33,112,102</u> |
| TOTAL ASSETS | <u>34,083,196</u> | <u>33,614,157</u> |
| CURRENT LIABILITIES | | |
| Trade and Other Payables | 316,268 | 230,696 |
| Long Term Borrowings | 28,880 | 57,181 |
| Provisions | 198,516 | 198,516 |
| TOTAL CURRENT LIABILITIES | <u>543,664</u> | <u>486,393</u> |
| NON-CURRENT LIABILITIES | | |
| Trade and Other Payables | 0 | 0 |
| Long Term Borrowings | 589,175 | 472,175 |
| Provisions | 11,517 | 11,517 |
| TOTAL NON-CURRENT LIABILITIES | <u>600,692</u> | <u>483,692</u> |
| TOTAL LIABILITIES | <u>1,144,356</u> | <u>970,085</u> |
| NET ASSETS | <u>32,938,840</u> | <u>32,644,072</u> |
| EQUITY | | |
| Trust Imbalance | 0 | 0 |
| Retained Surplus | 28,990,609 | 28,516,938 |
| Reserves - Cash Backed | 0 | 0 |
| Reserves - Asset Revaluation | 4,238,915 | 4,238,915 |
| TOTAL EQUITY | <u>33,229,524</u> | <u>32,755,853</u> |

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015

12. FINANCIAL RATIOS

| | 2015 YTD | 2014 | 2013 | 2012 |
|---------------|-------------|------|------|------|
| Current Ratio | 1.895 | 1.67 | 1.44 | 1.25 |

The above ratio is calculated as follows:

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

10.3.2 ACCOUNTS FOR PAYMENT – APRIL 2015

| | |
|-------------------------|-----------------------------|
| Date: | 12 April 2015 |
| Applicant: | N/A |
| Location: | N/A |
| File Ref: | |
| Disclosure of Interest: | Nil |
| Author: | Dacre Alcock |
| Attachments: | List of Accounts April 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

(2494) Moved: DP Hudson Seconded: WE Coote Carried: 5/0
THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE MARCH 2015 MEETING OF THE COUNCIL, AS PER ATTACHMENT 2, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

10.3.3 BUDGET REVIEW 2014/15

| | |
|-------------------------|---------------|
| Date: | 14 April 2015 |
| Applicant: | N/A |
| Location: | N/A |
| File Ref: | |
| Disclosure of Interest: | Nil |
| Author: | Dacre Alcock |

Summary

I present the 2014/15 Budget Review for the period 1 July 2014 to 31 March 2015

Background

The Local Government (Financial Management) Regulations 33A sets out the requirement for the review of the budget

33A. Review of budget

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government’s financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
**Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Comment

The Shire of Dowerin’s Budget Review covers the period 1 July 2014 to 31 March 2015. Significant variances to the budget have been set at a minimum of \$5,000. Where these variances in particular are to do with wages, plant costs or overheads for a particular general ledger account these variances have been dealt with at the schedule of accounts pertaining to Public Works Overheads (page 42), Plant Operation Costs (page 43), Administration Overheads (Page 45) and Salaries and Wages (page 46).

Before I get to the significant variances I point out the following:

- Depreciation doesn't have an effect on the year end cash position as it is a non cash item. In quite a few instances throughout the financials depreciation figures vary significantly from the budget to the actual figures. The revaluation of assets at the 30th June 2014 has affected some of those budget estimates.
- Other Health (Page 15) – This program is predominantly Dowerin HACC. This is a grant funded program with any surplus grant funds carried over to the next financial year as reserve funds. A deficit can be offset against reserve funds.

Below are Variances that have a significant bearing on the end of year carried forward.

A base figure of \$5,000 has been used as the lower limit to be included in most cases

| Page | Account | Description | Exp/Income | Up/Down | Variance | Running Balance Surplus/ (Deficit) |
|------|---------|---------------------------|-------------|---------|----------|--|
| | | | | | | 0 |
| 3 | 0181 | Grants - General Purpose | Income | Up | 5,132 | 5,132 |
| 3 | 0311 | Grants - Federal Roads | Income | Down | -3,627 | 1,505 |
| 6 | 0572 | Govern - FBT | Expenditure | Up | -5,000 | -3,495 |
| 6 | 412 | Govern - Staff Training | Expenditure | Down | 4,000 | 505 |
| 26 | 3312 | Town Hall - Maintenance | Expenditure | Up | -4,000 | -3,495 |
| 28 | 3602 | Sports Ovals & Amenities | Expenditure | Up | -9,000 | -12,495 |
| 28 | 3622 | Parks, Gardens & Reserves | Expenditure | Up | -7,000 | -19,495 |
| 28 | 3632 | Recreation Centre | Expenditure | Up | -7,000 | -26,495 |
| 31 | 4184 | Roads - Roads To Recovery | Expenditure | Down | 22,000 | -4,495 |
| 32 | 4884 | Roads - State 20/20 | Expenditure | Down | 15,000 | 10,505 |
| 32 | 4612 | Roads - Rural Maintenance | Expenditure | Up | -10,000 | 505 |
| 32 | 5012 | Roads - Town Maintenance | Expenditure | Up | -4,000 | -3,495 |
| 32 | 6063 | Grant - Roads to Recovery | Income | Down | -11,000 | -14,495 |
| 42 | 7682 | Works - Training | Expenditure | Down | 5,000 | -9,495 |
| 43 | 7802 | Plant - Fuel | Expenditure | Down | 10,000 | 505 |
| 43 | 7822 | Plant - Parts & Repairs | Expenditure | Up | -30,000 | -29,495 |
| 46 | 8000 | Salaries and Wages | Expenditure | Down | 15,000 | -14,495 |

As per the running balance on the above table it is predicted that at the year end the carried forward amount will be in deficit by \$14,195. Staff are expecting for this to figure to be lower by the 30 June 2015, due to some possible cost savings. Council could decide to lower its reserves transfers at year by the amount of the deficit or carry forward a deficit to the 2014/15 budget. I recommend that Council carry forward the deficit to next year's budget.

Consultation

Nil.

Financial Implications

Any resultant carried forward surplus or deficit at 30 June 2015 will be the starting point for the 2015/16 budget.

Policy Implications

Nil.

Statutory Implications

WA Local Government Financial Regulation 33A

Strategic Implications

Nil.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.3.3

(2495) Moved: TW Quartermaine Seconded: DP Hudson Carried: 5/0

THAT COUNCIL ADOPTS THE 2014/15 BUDGET REVIEW WITH THE FOLLOWING VARIATIONS FOR THE PERIOD 1 JULY 2014 TO 31 MARCH 2015:

| Page | Account | Description | Exp/Income | Up/Down | Variance | Running Balance Surplus/ (Deficit) |
|------|---------|---------------------------|-------------|---------|----------|--|
| | | | | | | 0 |
| 3 | 0181 | Grants - General Purpose | Income | Up | 5,132 | 5,132 |
| 3 | 0311 | Grants - Federal Roads | Income | Down | -3,627 | 1,505 |
| 6 | 0572 | Govern - FBT | Expenditure | Up | -5,000 | -3,495 |
| 6 | 412 | Govern - Staff Training | Expenditure | Down | 4,000 | 505 |
| 26 | 3312 | Town Hall - Maintenance | Expenditure | Up | -4,000 | -3,495 |
| 28 | 3602 | Sports Ovals & Amenities | Expenditure | Up | -9,000 | -12,495 |
| 28 | 3622 | Parks, Gardens & Reserves | Expenditure | Up | -7,000 | -19,495 |
| 28 | 3632 | Recreation Centre | Expenditure | Up | -7,000 | -26,495 |
| 31 | 4184 | Roads - Roads To Recovery | Expenditure | Down | 22,000 | -4,495 |
| 32 | 4884 | Roads - State 20/20 | Expenditure | Down | 15,000 | 10,505 |
| 32 | 4612 | Roads - Rural Maintenance | Expenditure | Up | -10,000 | 505 |
| 32 | 5012 | Roads - Town Maintenance | Expenditure | Up | -4,000 | -3,495 |
| 32 | 6063 | Grant - Roads to Recovery | Income | Down | -11,000 | -14,495 |
| 42 | 7682 | Works - Training | Expenditure | Down | 5,000 | -9,495 |
| 43 | 7802 | Plant - Fuel | Expenditure | Down | 10,000 | 505 |
| 43 | 7822 | Plant - Parts & Repairs | Expenditure | Up | -30,000 | -29,495 |
| 46 | 8000 | Salaries and Wages | Expenditure | Down | 15,000 | -14,495 |

10.4 WORKS MANAGER'S OFFICERS REPORT

10.4.1 MAJOR PLANT REPLACEMENT PROGRAM 2015-16 TO 2024-25

| | |
|-------------------------|----------------|
| Date: | 14 April 2015 |
| Applicant: | N/A |
| Location: | Nil |
| File Ref: | ADM 0339 |
| Disclosure of Interest: | Nil |
| Author: | Steve Geerdink |

Summary

This report seeks Council to review the Plant Replacement Program for the period 2015-16 to 2024-25 with the inclusion of the Water Truck and Street Sweeper to be included for replacement in 2015-16.

Background

Council has maintained a Major Plant Replacement Program to guide decision making in regard to the changeover of major plant items.

The Program has been reviewed by the administration and is presented to Council for consideration.

With the eminent commencement of the preliminary budget preparation for 2015-16 it is essential that some guidance is given regarding proposed changeover of plant.

Comment

The following assumptions have been made to build the Plant Replacement Program:

All Major Plant items have been scheduled for a seven year changeover.

Large Trucks have been scheduled for a 5 year changeover.

Utilities including small trucks have been scheduled for a minimum ten year changeover except the Refuse Site utility which has not been included for changeover.

Executive vehicles have been scheduled for a three to four year changeover according to expected annual kilometers travelled.

The Multi Tyre Roller, Tractor/Mower, Water Truck, Street Sweeper and Skid Steer Loader have not been included on a specific changeover schedule but will be assessed individually each year. The Water Truck and Street Sweeper are both under consideration for changeover in 2015/16.

The purpose of a planned schedule of changeovers is to avoid having to changeover numerous vehicles in any one given year. This will also facilitate reserve fund levels being maintained. Ideal reserve funding levels are assessed at between \$150,000 to \$200,000, this would enable Council to purchase a large item of equipment in an out of budget scenario.

In the 2015-16 financial year replacement of Councils 120M Cat Grader and Works Managers vehicle have been scheduled for change over, plus the inclusion of the Water Truck and Street Sweeper.

However Councils 1988 Mercedes Water Truck currently has a defect notice on it (Yellow Sticker). Council has had two time extensions since a defect notice was placed on this vehicle; this has been

made possible by fixing minor faults listed by each inspection. At this point expiry date of current notice is 27/4/2015 with only more major costly repairs required including, panel repairs, springs, sway bars, bushes and shackles, headlights, numerous oil leaks and air leaks to be rectified by that date. Estimated cost for these repairs for removal of defect notice is \$15,000.00-\$20,000.00.

These costs do not include other issues this vehicle has; including temperamental transmission and fuel pump. In October 2013 Council spent close to \$5000.00 on the transmission and fuel problems. The Water Truck was acquired in September 2009 for \$40,000.00. Since then it has become an essential part of Councils plant, it is used on all construction and gravel sheeting projects, it has also been required to cart water to the work camp due to faults in the camps water supply service and has been used as a nurse tanker at 2 fires so far.

Council has had to hire a Water Truck of equivalent size at a cost of \$500.00 per day when the current vehicle was broken down. The Water Truck is used a minimum of 40 days per year and this equates to \$20,000.00 per year at current hire prices.

Councils 1999 Dulevo Street Sweeper is a vehicle that has begun to break down more frequently requiring constant repairs. Some of these repairs are taking longer and becoming more costly as parts to suit this machine are becoming rare. The sweeper is used minimum twice a week in Stewart Street to keep in a clean presentable state and it is very obvious when machine is not working as leaves and nuts from trees cover the street in a couple of days. It is also used for cleaning of basketball shed prior to and after Field Days and prior to netball commencing. The Street Sweeper was acquired in July 1999.

The current sweeper is just adequate for the area it cleans when operational but not large enough for town site, currently an outside contractor is hired in at least once a year some years twice at a cost of approx. \$2000.00-\$2500.00 each time. A larger machine would make the cleaning of town site possible nullifying the need to hire in an outside contractor.

I recommend that Council does not repair the Mercedes Water Truck and includes the replacement of the Water Truck and Street Sweeper in the 2015/16 Plant Replacement program.

Financial Implications

Council will need to consider inclusion the 2015/16 program in its 2015/16 Budget deliberations.

Statutory Implications

Nil

Consultation

CEO

Mr Roly Van Gelderan (MFR)

Mr Ralph Thaxter

Voting Requirement

Simple Majority

COUNCIL DECISION – ITEM 10.4.1

(2496) Moved: WE Coote Seconded: GB Ralph Carried: 5/0

THAT COUNCIL;

- 1. DOES NOT REPAIR THE MERCEDES WATER TRUCK D040; AND**
- 2. ADOPTS THE MAJOR PLANT REPLACEMENT PROGRAM 2015/16 TO 2024/25 WITH THE INCLUSION OF COUNCILS 1988 MERCEDES WATER TRUCK AND 1999 DELIVO STREET SWEEPER FOR CHANGEOVER IN THE 2015/16 PROGRAM**

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| Inflation Factor | 100.00% | 103.00% | 106.09% | 109.27% | 112.55% | 115.93% | 119.41% | 122.99% | 126.68% | 130.48% | 134.39% |
|--|-------------|-------------|------------|-------------|---------|-------------|-------------|------------|-------------|---------|-------------|
| | 2014-15 | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
| Grader Cat120M D.010 (July08) 6452hrs | | \$319,300 | | | | | | | \$392,699 | | |
| Trade | | (\$133,900) | | | | | | | (\$164,680) | | |
| Balance ex Plant Reserve | | \$50,000 | | | | | | | \$0 | | |
| Balance ex Muni Fund | | \$135,400 | | | | | | | \$228,019 | | |
| Grader Cat 12M D.007 (Nov10) 4285 hrs | | | | \$360,600 | | | | | | | \$443,492 |
| Trade | | | | (\$152,982) | | | | | | | (\$188,148) |
| Balance ex Plant Reserve | | | | \$120,000 | | | | | | | \$0 |
| Balance ex Muni Fund | | | | \$87,618 | | | | | | | \$255,344 |
| Front End Loader D006 (Nov12) 2184 hrs | | | | | | \$347,782 | | | | | |
| Trade | | | | | | (\$144,909) | | | | | |
| Balance ex Plant Reserve | | | | | | \$0 | | | | | |
| Balance ex Municipal Fund | | | | | | \$202,873 | | | | | |
| 2 x Tip Truck D003 & D004 (Dec 15) 10,000km | \$361,760 | | | | | | \$453,740 | | | | |
| Trade | (\$127,300) | | | | | | (\$238,810) | | | | |
| Balance ex Plant Reserve | \$64,460 | | | | | | \$0 | | | | |
| Balance ex Municipal Fund | \$170,000 | | | | | | \$214,929 | | | | |
| Dual Cab Hino 300 Truck D005 (Feb12) 87,855km | | | | | | | | \$98,390 | | | |
| Trade | | | | | | | | (\$27,057) | | | |
| Balance ex Plant Reserve | | | | | | | | \$0 | | | |
| Balance ex Municipal Fund | | | | | | | | \$71,333 | | | |
| Community Bus (Apr 10) | | | \$90,000 | | | | | | \$120,343 | | |
| Trade | | | (\$48,000) | | | | | | (\$57,005) | | |
| Balance ex Bus Reserve | | | \$42,000 | | | | | | \$63,339 | | |
| Balance ex Municipal Fund | | | \$0 | | | | | | (\$0) | | |
| Hino 500 Truck D009 (Feb12) 98,546km | | | | | | | | \$110,689 | | | |
| Trade | | | | | | | | (\$24,597) | | | |
| Balance ex Plant Reserve | | | | | | | | \$0 | | | |
| Balance ex Municipal Fund | | | | | | | | \$86,091 | | | |
| Roller Multi Tyre D014 (Sep03) 4820 hrs | | | | \$174,836 | | | | | | | |
| Trade | | | | (\$60,100) | | | | | | | |
| Balance ex Plant Reserve | | | | \$0 | | | | | | | |
| Balance ex Municipal Fund | | | | \$114,736 | | | | | | | |
| Case Tractor/Mower D030 (Mar13) 915hrs | | | | | | | | | | | |
| Water Truck D040 (2nd Hand 09) 221,662 KM | | \$75,000 | | | | | | | | | |
| Trade | | (\$5,000) | | | | | | | | | |
| Balance ex Plant Reserve | | \$70,000 | | | | | | | | | |
| Balance ex Municipal Fund | | \$0 | | | | | | | | | |
| Dulevo Street Sweeper D043 (1999) 1842 hrs | | \$78,000 | | | | | | | | | |
| Trade | | (\$5,000) | | | | | | | | | |
| Balance ex Plant Reserve | | \$0 | | | | | | | | | |
| Balance ex Municipal Fund | | \$73,000 | | | | | | | | | |

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 APRIL 2015

| | | | | | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Gardener's Ute Ford Ranger D008 (Sept 09) 102,561 | | | | | | \$28,982 | | | | | |
| Trade | | | | | | (\$3,478) | | | | | |
| Balance ex Plant Reserve | | | | | | \$0 | | | | | |
| Balance ex Municipal Fund | | | | | | \$25,504 | | | | | |
| Gardener's Ute Ford Courier D07 (Oct 05) 122,884 km | | | \$23,000 | | | | | | | | |
| Trade | | | (\$3,183) | | | | | | | | |
| Balance ex Plant Reserve | | | \$0 | | | | | | | | |
| Balance ex Municipal Fund | | | \$19,817 | | | | | | | | |
| HACC Ute Hilux D013 (Jun 05) 118,081 km | | | | | | | | | \$29,136 | | |
| Trade | | | | | | | | | (\$3,800) | | |
| Balance ex Plant Reserve | | | | | | | | | \$0 | | |
| Balance ex Municipal Fund | | | | | | | | | \$25,335 | | |
| Refuse Site Ute Toyota Hilux D018 (Nov 02) 85,662 km | | | | | | | | | \$28,287 | | |
| Trade | | | | | | | | | (\$3,690) | | |
| Balance ex Plant Reserve | | | | | | | | | \$0 | | |
| Balance ex Municipal Fund | | | | | | | | | \$24,597 | | |
| Skid Steer Loader Mustang 2054 D012 (Dec 07) 2357 hrs' | | | \$68,959 | | | | | | | | |
| Trade | | | (\$15,914) | | | | | | | | |
| Balance ex Plant Reserve | | | \$0 | | | | | | | | |
| Balance ex Municipal Fund | | | \$53,045 | | | | | | | | |
| CEO Ford Territory - 0D (July 2013) 39,463km | | | | | | \$45,020 | | | | \$52,191 | |
| Trade | | | | | | (\$15,757) | | | | (\$18,267) | |
| Balance ex Plant Reserve | | | | | | \$0 | | | | \$0 | |
| Balance ex Municipal Fund | | | | | | \$29,263 | | | | \$33,924 | |
| MFA Ford Falcon Sedan D0 (Jul 12) 68,026km | | | \$31,827 | | | | | \$35,822 | | | |
| Trade | | | (\$12,731) | | | | | (\$14,329) | | | |
| Balance ex Plant Reserve | | | \$0 | | | | | \$0 | | | |
| Balance ex Municipal Fund | | | \$19,096 | | | | | \$21,493 | | | |
| WM Ford Territory - D02 (Aug 12) 127,419 km | | \$41,200 | | | | \$45,020 | | | \$49,195 | | \$53,757 |
| Trade | | (\$14,420) | | | | (\$15,757) | | | (\$17,218) | | (\$18,815) |
| Balance ex Plant Reserve | | \$0 | | | | \$0 | | | \$0 | | \$0 |
| Balance ex Municipal Fund | | \$26,780 | | | | \$29,263 | | | \$31,977 | | \$34,942 |
| TOTAL ESTIMATED EXPENDITURE | \$361,760 | \$435,500 | \$213,786 | \$535,436 | \$90,041 | \$376,764 | \$489,561 | \$286,561 | \$542,178 | \$52,191 | \$497,249 |
| Estimated Funding | | | | | | | | | | | |
| Proceeds of Trade Vehicles | \$127,300 | \$158,320 | \$79,827 | \$213,082 | \$31,514 | \$148,387 | \$253,139 | \$72,563 | \$225,485 | \$18,267 | \$206,963 |
| Transfer from Plant Reserve | \$64,460 | (\$120,000) | \$42,000 | \$120,000 | \$0 | \$0 | \$0 | \$0 | \$63,339 | \$0 | \$0 |
| Municipal Funding | \$170,000 | \$235,180 | \$91,959 | \$202,354 | \$58,526 | \$228,377 | \$236,422 | \$213,998 | \$253,354 | \$33,924 | \$290,286 |
| TOTAL ESTIMATED FUNDING | \$361,760 | \$273,500 | \$213,786 | \$535,436 | \$90,041 | \$376,764 | \$489,561 | \$286,561 | \$542,178 | \$52,191 | \$497,249 |
| Plant and Bus Reserve | | | | | | | | | | | |
| Opening Balance | \$284,075 | \$228,137 | \$114,981 | \$184,472 | \$86,197 | \$255,359 | \$266,497 | \$276,880 | \$317,163 | \$263,340 | \$498,270 |
| Interest (3%) | \$8,522 | \$6,844 | \$3,449 | \$5,534 | \$2,586 | \$7,661 | \$7,995 | \$8,306 | \$9,515 | \$7,900 | \$14,948 |
| Transfer to Reserve Funds | \$0 | \$0 | \$108,042 | \$16,191 | \$166,575 | \$3,478 | \$2,388 | \$31,977 | \$0 | \$227,031 | \$0 |
| Transfer from Reserve Funds | (\$64,460) | (\$120,000) | (\$42,000) | (\$120,000) | \$0 | \$0 | \$0 | \$0 | (\$63,339) | \$0 | \$0 |
| Closing Balance | \$228,137 | \$114,981 | \$184,472 | \$86,197 | \$255,359 | \$266,497 | \$276,880 | \$317,163 | \$263,340 | \$498,270 | \$513,219 |

10.5 ENVIRONMENTAL HEALTH OFFICERS REPORT

10.5.1 PLANNING APPROVAL – P. MCKENNA

| | |
|-------------------------|---|
| Date: | 14th April 2015 |
| Applicant: | Peter McKenna |
| Location: | Lot Cnr. Goom/Merredin and Nambling North Roads |
| File Ref | 4 Council Services |
| Disclosure of Interest: | Nil |
| Author: | Linton Thomas |

Summary

In March 2007 Council adopted a Policy to control the use of sea containers in the district, particularly in the town with regard to commercial and residential premises.

The Policy only deals with sea containers within the town sites of the Shire.

Background

Mr. McKenna has a sea container on his Lot and wishes to have another 2 so as to store his equipment and motor bikes etc.

His view is that the sea containers are much more secure than an ordinary shed and obviously a decent size shed would cost more than a couple of sea containers.

Comment

Normally I would not bring a singular sea container application to Council as I would treat it as a single Town Planning Application just like sheds in the farming areas.

The reason for treating such as a TPA was so we had an idea of what was going on out there in the small Lots west of town.

Councilors may remember that farm sheds and the like are not required to have a Building Permit apply to them. We are one of about 5 Shires that have that ruling but it will change next time they review the Building Act.

Council may like to revisit the Policy and decree a limit to the numbers of sea containers that can be placed on a rural Lot.

Whilst under the present Policy, numbers were not considered and if Council wants to limit the numbers, then it should move a motion to alter the existing Policy before deciding on this application.

Consultation

Dowerin Town Planning Scheme.

Financial Implications

Nil

Policy Implications

Following the requirements of Council's Outbuilding Policy

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.5.1

THAT COUNCIL;

- 1. AMENDS THE SEA CONTAINER POLICY TO LIMIT THE NUMBER ON ANY ONE LOCATION TO A MAXIMUM OF 3 CONTAINER UNITS.**
- 2. APPROVES THE APPLICATION FROM MR. PETER MCKENNA TO HAVE A TOTAL OF 3 SEA CONTAINERS ON HIS PROPERTY LOCATED AT THE CORNER OF GOOMALLING/MERREDIN ROAD AND NAMBLING NORTH ROAD.**

Council decided to defer this item to revisit the Sea Container Policy at the May 2015 Council Meeting before making a decision on this application.

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5.30pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 19th May 2015.

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D.E. Metcalf

PRESIDENT

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Date