



**MINUTES  
OF MEETING  
HELD ON  
21 OCTOBER 2014**

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## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Metcalf opened the meeting at 3:05pm.

### 1.2 OBITUARIES

Mr William (Bill) Bywater

Mrs Elaine Hills

Mr Tom Cooke

### 2.1 RECORD OF ATTENDANCE

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

### 2.2 LEAVE OF ABSENCE

### 2.3 APOLOGIES

Nil

## 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

## 4. DECLARATION OF ELECTED MEMBERS

## 5. PUBLIC QUESTION TIME

A Dowerin resident submitted questions for public question time, but the President would not accept the questions being put to the meeting.

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

(2440) Moved: SV Brookes Seconded: DP Hudson Carried: 7/0

**THAT CR LG HAGBOOM AND CR TW QUARTERMAINE BE GRANTED LEAVE OF ABSENCE FOR THE NOVEMBER 2014 ORDINARY MEETING OF COUNCIL.**

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – ITEM 7.1

(2441) Moved: SV Brookes Seconded: TW Quartermaine Carried: 7/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 16 SEPTEMBER 2014 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

## 8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

### 8.1 PRESIDENT ANNOUNCEMENTS

- Agricultural trip to Tasmania late September.
  - Economy
  - Roads
  - Dairy visit
  - Rhubarb farm
  - Sand dunes
- Work Camp BBQ successful
- Meeting at Goomalling Medical Centre
- Dowerin Events Management Board Meeting - positive review of contribution to community for past year.

## 9 REPORTS OF COMMITTEE AND OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 9.1.1 CORPORATE PLAN UPDATE

Date:	14 October 2014
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### Summary

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

#### Background

Council adopted its Corporate Plan 2013-2015 at its November 2013 Council meeting. Within the Plan, Council included an enabling Strategy which in addition to setting out a range of implementation actions includes a reporting requirement in support of the Plan.

#### Comment

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

#### Consultation

Nil

#### Financial Implications

Nil

#### Policy Implications

Policy development to be determined.

#### Statutory Implications

Nil

#### Strategic Implications

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

#### Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 9.1.1**

(2442)            Moved: TA Jones            Seconded: DP Hudson            Carried: 7/0

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

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



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

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

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

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

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

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

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

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



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& Hockey Fields			WM		
Apply Gypsum to Football & Hockey Fields	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	Applied in late September
Verti-mowing to Football & Hockey Fields	September Annually	Bi-	Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Verti Draining	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
<b>C.3.4 Investigate Options available for alternative sporting and recreational pursuits</b>					
Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> <li>Develop a new plan for the Dowerin Gym prior to budgeting process 2014</li> <li>Forward plan/budget to FM</li> </ul>	<p><b>September 2014 – CDO was successful in obtaining grant funds from Lotterywest - \$29,893</b></p> <p><b>October 2014 – works to commence on the gym project. Badminton have relocated to DEM Boardroom.</b></p>
Research and complete a detailed plan for the proposed Dowerin Maze	April 2014		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completion of a plan of works complete with budget</li> <li>Forward plan/budget to WM &amp; FM</li> </ul>	
Develop a summer corporate sports program	November – March		CSO	<ul style="list-style-type: none"> <li>Research Toodyay Corporate sports program</li> <li>Advertise for expressions of interest locally</li> <li>Run Program successfully</li> </ul>	
Re-establish the Dowerin Outdoor Gym	December 2013		WM	<ul style="list-style-type: none"> <li>Install Gym Equipment in new location</li> </ul>	<p><b>December 2013 – Complete</b></p> <p>December 2013 - 6 Dec the outdoor gym equipment was relocated to the area in between the former tennis courts and club rooms</p>
Review the Dowerin Bike Plan	2013/14		CDO	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	<b>Grant application submitted in October 2015 to revise the bike plan</b>

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

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

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

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Create detailed Housing and Accommodation Strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed report</li> <li>Adoption of report by council</li> <li>Implementation of strategy</li> </ul>	<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><b>Forum session was held at the September 2014 Council Meeting. Next meeting to be held on 28/10/14</b></p>
<b>C.5.2 Develop a property maintenance calendar/program</b>					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer Property Officer	<ul style="list-style-type: none"> <li>Completed program</li> <li>Implementation of program</li> </ul>	<p><i>June 2014 – Property Income/Expense spreadsheet developed</i></p> <p><i>June 2014 – Property Maintenance spreadsheet developed</i></p> <p>FM - Stage 1 Commenced as part of Asset Management</p>
<b>C.6 Maintain the provision of High Quality Infrastructure</b>					
<b>C.6.1 Maintain Dowerin’s Recreation Services and the Dowerin Community Club</b>					
Contribute to the Tennis Court and Bowling Green asset replacement fund	Annually	\$16,000	FM	<ul style="list-style-type: none"> <li>Annual increase of % in funds</li> </ul>	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>FM - Included in 14/15 budget</p>
Continue to maintain the	Annually		FM	<ul style="list-style-type: none"> <li>Annual increase of % in reserve</li> </ul>	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p>

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Recreation Reserve					FM - Included in 14/15 budget
Monitor the lifecycle of the Dowerin Memorial Swimming Pool	Reviewed October & April Annually		Pool Manager CEO	<ul style="list-style-type: none"> <li>Annual report regarding pool lifecycle</li> <li>Implementation of pool replacement</li> </ul>	<i>June 2014 – CDO investigated funding opportunities for feasibility study</i>
Plan the replacement of the Basketball/Netball Court surface	2014	Seek Quote	CEO CDO FM	<ul style="list-style-type: none"> <li>Complete assessment of need</li> <li>Liaise with DEM and clubs</li> <li>Research surface options</li> <li>Lodge grant applications if required</li> </ul>	FM - Recreation Reserve fund allocation
Assist Rifle Club with upgrades to facility	February 2014	\$22,000	CDO	<ul style="list-style-type: none"> <li>Contact DSR regarding eligibility for small grants program</li> <li>Seek other suitable funding provider</li> </ul>	<p><i>June 2014 – Draft Budget Meeting 2/07/14</i></p> <p>DSR has advised that the Rifle Club would be ineligible for the CSRFF Small Grants due to the fact Electronic Targets are deemed ‘specialised equipment’</p> <p>CDO has contacted Lotterywest in order to seek their advice in regard to funding opportunities for this project. Lotterywest will not support this project.</p> <p><b>Future report to Council –November/December</b></p>
<b>C.6.2 Investigate and develop youth facilities and services</b>					
Support PCYC with	Review quarterly		CSO	<ul style="list-style-type: none"> <li>Contact PCYC with regular grant</li> </ul>	Wheatbelt Masquerade Ball held 5 <sup>th</sup> April

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programs and facility			CDO	<ul style="list-style-type: none"> <li>opportunities (school holiday program)</li> <li>Assist with promotion of events &amp; activities when required</li> </ul>	CSO is assisting PCYC with a funding application for National Youth Week. If successful the funds will be used to hold the Masquerade Ball on 5 <sup>th</sup> April 2014 – Grant Successful
Revitalise the Skate Park facility	2014/2015		CDO CSO FM	<ul style="list-style-type: none"> <li>Conduct audit of skate park</li> <li>Conduct workshop with students/kids utilising facility to find out any improvements required</li> <li>Assess Budget</li> <li>Submit grant applications if required</li> </ul>	FM - Recreation Reserve fund allocation
<b>C.6.3 Continue to support the development of the Dowerin Community Child Care facility</b>					
Assist with the renovation of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<p><i>June 2014 – Works complete</i></p> <p><b>October 2014 – laying of lawn</b></p> <p>FM - Included in 13/14 budget</p> <p>Labour provided by Maintenance Officer Peter Worts</p>
Assist with payroll, banking etc	2014/2015		FM	<ul style="list-style-type: none"> <li>Smooth running of the facility</li> </ul>	<b>October 2014 – Draft MOU presented to Council</b>

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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"> <li>Gain public satisfaction level re: HACC and level of medical services Shire provides</li> <li>Highlight problem/successful areas</li> </ul>	
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> <li>Annual review</li> </ul>	May 2014 - Complete
Investigate further aged care housing options	2014		CDO CEO	<ul style="list-style-type: none"> <li>Development of a housing &amp; short term accommodation strategy</li> </ul>	
C.6.5 Improve town site footpaths					
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> <li>Complete Footpath audit highlighting problem areas</li> </ul>	<b>June 2014 - Audit completed 6<sup>th</sup> June 2014 – Included 500m of footpath needs repair/replacing in 14/14 Budget</b>
Update Bike Plan	2013/2014		CDO WM	<ul style="list-style-type: none"> <li>Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes</li> </ul>	<b>October 2014 – Grants has been applied for to upgrade bike plan.</b>
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> <li>Completed application</li> <li>Successful grant funding</li> </ul>	<b>September 2015 Grant Application – This will be dependent on updated bike plan</b>



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

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

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

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Horizon's in Dowerin' report			CEO COUNCIL		Dowerin's youth population.
<b>EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services</b>					
Review 'gaps in services' and advertise opportunities in regional media and on the Dowerin website	Review annually		CDO	<ul style="list-style-type: none"> <li>Increased awareness of services needed in Dowerin</li> <li>Website update</li> <li>Despatch articles</li> </ul>	
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> <li>Meeting with CEO of Wyalkatchem, Koorda &amp; Goomalling regarding shared services</li> </ul>	Meeting with NEWROC regarding resource sharing 25/2/14
Support and promote a vet service to town	Review annually	\$1000	CDO Maintenance Officer	<ul style="list-style-type: none"> <li>Secure vet service</li> <li>Promote service locally</li> </ul>	<p><b>June 2014 – Complete 2014</b></p> <p>First visit from Wheatbelt Vet Service was on 20<sup>th</sup> November which was successful</p> <p><b>Vet will relocate to the Dowerin hall Change rooms from November 2015.</b></p>
<b>EB.2 A Growing Tourism Industry</b>					
<b>EB.2.1 Market Dowerin and region as a tourist destination</b>					
Continue to advertise in tourism publications (Cooks Tours, Eastern Wheatbelt Visitor Guide, Australia's Golden Outback etc)	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> <li>Updated publications</li> <li>Variety of publications</li> <li>Accommodation providers to complete Visitor Statistics Form</li> </ul>	June 2014 – Draft Budget Meeting 2/07/14

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Investigate additional free advertising avenues	Reviewed annually		CSO	<ul style="list-style-type: none"> <li>Increased exposure to a wide variety of people/regions</li> <li>Accommodation providers to complete Visitor Statistics Form</li> </ul>	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"> <li>Increased number of 'likes' and more community interaction</li> </ul>	<p>CSO and Linda Vernon (Tourism Officer for Newtravel) have made a push for Newtravel to create a 2-3 minute Destination Marketing tool based video for the Wheatbelt Way Self Drive Tour. It will be publicised via youtube. CSO is part of the working group to create this.</p> <p>Commitment of posting 1-2 status updates on Facebook on days of work. CSO has created a calendar for regular updates</p>
<b>EB.2.2 Continue to work with key stakeholders to provide quality events</b>					
Work with DEM to create a memorable event for the 50th Dowerin GWN Machinery Field Days	2013 – August 2014		FM CDO CSO	<ul style="list-style-type: none"> <li>A successful 50<sup>th</sup> Anniversary event</li> </ul> <p>Including:</p> <ul style="list-style-type: none"> <li>50 tractors</li> <li>Entrance Statement</li> <li>Photobook</li> </ul>	<p><i>June 2014 – FM &amp; WM meeting with DEM Entrance committee to finalise plans for wall finishing's, landscaping, lighting, driveway material</i></p> <p><i>June 2014 – FM and WM arranged driveway and footpath concreting, wall footings, electricity &amp; water conduits installed, brick laying for wall</i></p> <p><b>October 2014 – a DEM working group meeting was had to finalise the new entrance.</b></p> <p>Following the December meeting of Council DEM decided not to go ahead with the Town Entry Statement and have now produced a proposal to redevelop and</p>

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					tidy up the entrance into the field days site and sporting ground from Memorial Ave.
Establish an annual 4wd event in Dowerin as a regional and possibly inter region/interstate event	May – August 2014		CSO	<ul style="list-style-type: none"> <li>• Establishment of suitable contacts</li> <li>• Enhancement of the 4wd track</li> <li>• Successful event</li> </ul>	<i>June 2014 - WA 4WD Association Gathering is booked for 12<sup>th</sup> &amp; 13<sup>th</sup> July</i>
<b>EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities</b>					
Establish a farm tour concept	2014		CSO	<ul style="list-style-type: none"> <li>• Create a plan for the farm tour concept</li> <li>• Meet and discuss concept with local accommodation providers</li> <li>• Establish a list of willing farmers/property owners willing to part take in this program</li> <li>• Market the program regionally and to the metro area</li> </ul>	
<b>EB.2.4 Continue to develop and market 4WD opportunities and activities</b>					
Market Dowerin as a	2013-2014		CSO	<ul style="list-style-type: none"> <li>• Include Dowerin 4wd experience in 4wd</li> </ul>	<i>June 2014 – First article will be submitted to Offroad</i>

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destination for 4WD enthusiasts				<ul style="list-style-type: none"> <li>related publications</li> <li>Establish a 4wd connections (distribution list)</li> </ul>	<p><i>Online, to be hopefully published in mid-2014 in conjunction with Wheatbelt Way Self Drive Trail.</i></p> <p>CSO volunteered at the 4WD &amp; Adventure Show on Saturday 9<sup>th</sup> November in the Aust Golden Outback Marquee. Talked to many about Dowerin's new 4WD Track etc</p>
Develop marketing campaign for "Torture Track & Tours" and group events			CSO	<ul style="list-style-type: none"> <li>Regular group bookings at 4WD Track and camp grounds</li> </ul>	<p><i>June 2014 - Eastern Hills Four Wheel Drive Club has expressed an interest in coming to Dowerin soon</i></p> <p>Freedom All Wheel Drive Club has booked in a weekend in June</p> <p>2014 WA 4WD Association gathering is booked for 12<sup>th</sup> and 13<sup>th</sup> July</p>
Contact all WA based 4WD clubs and send an information pack	Monthly		CSO	<ul style="list-style-type: none"> <li>Welcome email to 4WD distribution list</li> <li>Monthly updates to 4WD distribution list</li> <li>Regular group bookings at 4WD Track and camp grounds</li> </ul>	<p><b>Complete 2014</b></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"> <li>Include free advertising to 4wd publications/websites</li> <li>Greater exposure in 4WD world</li> </ul>	<p>CSO has created a list of 4WD magazines, websites and publications that we could advertise in.</p> <p>First article will be submitted to Offroad Online, to be published in the 2014.</p>

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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"> <li>Develop options for the site of a new short term accommodation facility</li> </ul>	<p><b>May 2014 - Complete</b></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"> <li>A deeper understanding of the level/type/number of short term accommodation facilities that would be suitable</li> </ul>	CSO has developed a Visitor Statistic form and will speak personally to each of the accommodation providers in town to encourage them to utilise the form.
Develop concept plans of the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> <li>Plan of a short term accommodation facility</li> </ul>	<p>Master Plan has been received</p> <p>Quote received from MCG Architects for Concept Plan development</p> <p>FM - Economic Reserve fund allocation</p>
Gain quotes for scope of works (earthworks, power, construction of permanent ablution facilities, bunk house accommodation and chalet/unit accommodation	2014/2015	To budget	CDO	<ul style="list-style-type: none"> <li>Detailed quotes received</li> <li>Budget for project drawn up</li> </ul>	<p><b>Sept 2014 – Contractor has finalised the QS for this project. Committee to discuss this at the next meeting on 28/10/14</b></p>
EB.2.6 Continue developing the Wheatbelt Heritage Rail Project					
Continue to support Project Manager Chris Le Marshall	2013/2014		CEO FM CDO	<ul style="list-style-type: none"> <li>Provide support via telephone, email and in person</li> </ul>	<p><i>June 2014 – 2 meetings</i></p> <p><i>May 2014 – Weekly meetings have been implemented</i></p>



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			WM		<p><b>Revised accreditation application submitted in July 2014 – due for decision February 2015</b></p> <p>FM - Cost allocation and spreadsheet developed and shared with consultant via dropbox</p>
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> <li>Wheatbelt Heritage Rail to be accredited for main line operation</li> </ul>	Accreditation paper work completed and submitted on 6 <sup>th</sup> December
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> <li>Assist and ensure rolling stock arrives in Dowerin safely</li> </ul>	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> <li>The successful delivery of rail construction material on site</li> </ul>	<p><b>March 2015 – Track to be completed at Minnivale</b></p> <p>Sleepers from Dwellingup picked up in October 2013</p> <p>More construction material Picked up from Bibra Lake 7/2/2014</p>
Commence and complete the shire of Dowerin's contribution to the earthworks at the Minnivale site	November 2013		WM	<ul style="list-style-type: none"> <li>Removal of dirt</li> <li>Grading</li> </ul>	<b>December 2013 - Completed</b>
<b>THEME THREE: CARING FOR OUR ENVIRONMENT</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt</b>					

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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 <sup>rd</sup> May (tentatively)
Improve facilities, signage etc in order to stream recycling process	December 2013	\$3700	CSO WM	<ul style="list-style-type: none"> <li>• Successful grant funding for works</li> <li>• Design, printing and installation of signage</li> <li>• Expansion of the area with the installation of new concrete pad</li> </ul>	<p><b>April 2014 – Complete 2014</b></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 4<sup>th</sup> December 2013</p> <p>Large 660ltr recycle bins have been purchased</p> <p>Twin box wool press purchased December 2013</p>

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ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre through increased awareness via print media, emails and website updates	Monthly		CSO	<ul style="list-style-type: none"> <li>The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed</li> </ul>	<p>Fortnightly newsletter continues</p> <p>Template for newsletter has been created. Will begin with fortnightly newsletter and assess from there.</p>
Work in conjunction with Dowerin District High School to conduct waste/recycling workshops with the school kids	2014		CSO	<ul style="list-style-type: none"> <li>Plan and develop a waste/recycling workshop at Dowerin District High School</li> <li>If successful plan a community workshop targeting men's shed, CRC etc...</li> </ul>	Initial discussions with the school regarding the possibility of holding a recycling workshop with the students. Deputy Principal would like to hold the first in late term 2
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"> <li>Parks &amp; Gardens adopt more water wise principles in parks and gardens</li> <li>Ensure all lights are turned off at Shire</li> </ul>	

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 OCTOBER 2014

					<p><i>May 2014 – FM contacted WREN Oil to arrange oil pick up at earliest convenience</i></p> <p><i>February 2014 – FM/OSH Rep initiated discussion at Feb OSH Meeting in regards to relocation progress</i></p> <p><i>December 2013 – OSH Coordinator’s site report and action plan received</i></p>
Promote and educate oil recycling program to local residents	Quarterly		WM CDO	<ul style="list-style-type: none"> <li>4 advertisements in local media annually</li> </ul>	
<b>ENV: 2. Protect and conserve our natural environment</b>					
<b>ENV 2.1 Continue to support the role of the Natural Resource Management Officer</b>					
Include funding in the annual budget for the role of Natural Resource Management Officer	Annually	\$23,000	FM CEO	<ul style="list-style-type: none"> <li>Ensure that there is an active NRMO at the Shire of Dowerin</li> </ul>	
Seek and take advantage of training programs for NRMO	Review monthly	\$1500	NRMO	<ul style="list-style-type: none"> <li>Regular searches for training opportunities</li> <li>2 training courses annually</li> </ul>	
Provide support and direction to NRMO	Ongoing – reviewed monthly		CEO CDO NRMO	<ul style="list-style-type: none"> <li>Discuss projects and NRMO role at Monthly Management Meetings</li> </ul>	
Develop a monthly NRMO newsletter to local landholders	Monthly		NRMO	<ul style="list-style-type: none"> <li>Establish a newsletter format that can be used monthly to email farmers about NRMO activities including</li> </ul>	

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

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 21 OCTOBER 2014

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



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

## 9.2 OPERATIONS

### 9.2.1 GP DOCTOR SERVICE – WHEATBELT GP NETWORK

Date:	14 October 2014
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM 0152
Disclosure of Interest:	Nil.
Author:	Dacre Alcock

#### Summary

Council is to consider the future of the Dowerin Doctor Service.

#### Background

In July 2013 the Shire of Dowerin in partnership with Dowerin Events Management (DEM) contracted the services of a GP Doctor from the Wheatbelt GP Network for one day a week.

Provided in the CEO's information report is a table outlining the year to date financials and patient numbers for the Dowerin Doctor Service.

At the June 2014 Council Meeting Council resolved the following;

#### **COUNCIL DECISION – ITEM 9.2.3**

(2412)            Moved: S.V. Brookes    Seconded: D.P. Hudson            Carried: 8/0

**THAT THE DOWERIN DOCTOR SERVICE CONTINUES FOR A FURTHER 3 MONTHS AND THAT THE SERVICE BE RE-EVALUATED AT THE OCTOBER 2014 ORDINARY MEETING OF COUNCIL.**

The 3 month year to date deficit is \$3,591 after the DEM and Shire Contribution. This equates to a 12 month \$14,400 budget deficit. 178 patients have visited the Doctor at a subsidy by the Shire of Dowerin of \$88 per visit. This has decreased significantly from the previous year's figures.

#### Comment

As I mentioned previously at the June 2014 Council Meeting the Shire of Dowerin's corporate plan highlights the requirement for provision of medical services in the Shire of Dowerin. One of the actions in the plan is to review the doctor service annually which was completed in June 2014.

Before Council decides on the future of the Doctor Service Council needs to consider why Council implemented the service and has it met Council's objectives.

The first objective has been achieved as it has provided the Shire of Dowerin with a Doctor Service. The second objective was for the service to be financially viable but unfortunately this has not been achieved to date though the past 6 months has seen a significant improvement in patient numbers and the bottom line.

For the Doctor Service to become financially viable with the current level of contributions by the Shire of Dowerin and DEM patient numbers will need to average 21 patients per day. On at least one day a month 21 patient numbers is achieved but not consistently enough. The service averages 14.8 patients a day.

At the June Council meeting council decided to give the GP Service a further three months to prove that it could be financially viable when including the subsidy from Council and DEM. While the patient numbers have increased from the 2013/14 financial year the service on average is losing \$300 on top of the Council/DEM subsidy per visit. 6 patients is the equivalent of \$300.

I recommend to Council solely due to the Doctor Service not meeting the required financial targets that the Doctor Service be discontinued at the end of October 2014.

Strategically I can easily make a case for such a service to be available to Dowerin residents. Therefore if Council supports the Officers Recommendation I do hope that Council is still keen to pursue additional medical services for Dowerin.

Consultation

Nil.

Financial Implications

The projected annual deficit on the Doctor Service is \$14,400.

Policy Implications

Nil.

Statutory Implications

Nil.

Strategic Implications

**Theme 1 Community**

**C.3 Improved Community Health and Well-being**

C.3.1 Expand the provision of medical services in Dowerin

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.2.1**

(2443)            Moved: TA Jones            Seconded: LG Hagboom            Carried: 7/0

**THAT COUNCIL DISCONTINUES THE GP DOCTOR SERVICE FROM THE WHEATBELT GP NETWORK FROM THE END OF OCTOBER 2014.**

**9.2.2 DRAFT MEMORANDUM OF UNDERSTANDING – DOWERIN COMMUNITY CHILDCARE**

Date: 14 October 2014  
Applicant:  
Location: Shire of Dowerin  
File Ref: ADM  
Disclosure of Interest: Nil.  
Author: Dacre Alcock

Summary

That Council considers a Draft Memorandum of Understanding (MOU) with the Dowerin Community Childcare.

Background

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

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

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

Comment

The result from the presentation to Council from the Dowerin Community Childcare was for a MOU between the Shire of Dowerin and the Dowerin Community Childcare to be drawn outlining the role of each party.

I believe that the Draft MOU clearly defines the role for each party and should alleviate any grey areas that currently exist.

If Council decides to endorse the Draft MOU, I will then send it to the Dowerin Community Childcare for comment so that the reviewed MOU can they be presented to Council for adoption at a future Council meeting.

Consultation

Dowerin Community Childcare Inc.

Finance Manager, Sonia King

Financial Implications

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

Policy Implications

Nil.

Statutory Implications

**Theme 1 Community**

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

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

Strategic Implications

Nil

Voting Requirements

Simple majority

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.2.2**

(2444)          Moved: TA Jones          Seconded: DP Hudson          Carried: 7/0

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

**SHIRE OF DOWERIN**

And

**DOWERIN COMMUNITY CHILDCARE INC**

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**Memorandum of Understanding**

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

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

and;

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

**BACKGROUND**

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

This agreement shall begin on \_\_\_\_\_ November 2014 and end on 30<sup>th</sup> September 2016.  
(this coincides with lease end date)

**DEFINITIONS**

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

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

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

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

**OBLIGATIONS & COMMITMENTS OF THE PARTIES**

**The Shire agrees to:**

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

**Lil Tigers agrees to:**

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

**TERMINATION**

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

**DISPUTE RESOLUTION**

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

**FUTURE AGREEMENT TERMS**

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

**CONFIDENTIALITY**

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

**EXECUTED**

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

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

### 9.2.3 SHIRE OF DOWERIN – REVIEW OF DELEGATIONS REGISTER

Date:	14 October 2014
Applicant:	CEO
Location:	N/A
File Ref:	ADM0243
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### Summary

That Council reviews and adopts the Delegation Register tabled as “Shire of Dowerin – Delegation Register – Reviewed by Council 21 October 2014” (Refer Attachment)

#### Background

The Local Government Act 1995 requires Councils to review the delegations to the Chief Executive Officer at least once annually. Council’s Delegation Register was last reviewed as a whole and adopted in November 2013.

#### Comment

Council may delegate the exercise of any of its powers or the discharge of any of its duties to the Chief Executive Officer other than;

- Any power or duty that requires a decision of an absolute majority,
- Accepting a tender which exceeds an amount determined by Council,
- Appointing an auditor
- Acquiring or disposing of any property valued at an amount exceeding an amount determined by Council
- Any of the local government powers under section 5.98, 5.99 & 5.100
- Borrowing money on behalf of Council
- Hearing or determining an objection of a kind referred to in section 9.5
- Any power or duty that requires approval of the Minister of Governor, or
- Such powers or duties as may be prescribed

The Chief Executive Officer may delegate to any employees the exercise of any of the CEO’s powers or the discharge of any of the CEO duties other than the power of delegation. Such delegation, where implemented, has been detailed in the Delegation Register.

In reviewing the document, there are no recommended amendments to the 2013 Delegations Register.

#### Financial Implications

Nil.

#### Statutory Implications

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

#### **s5.42. Delegation of some powers and duties to CEO**

- (1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under this Act other than those referred to in section 5.43.



\* Absolute majority required.

(2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation

Consultation

Nil.

Policy Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.2.3**

(2445)            Moved: SV Brookes      Seconded: TA Jones            Carried: 7/0

**THAT COUNCIL ADOPTS ITS DELEGATIONS MADE TO THE CHIEF EXECUTIVE OFFICER WITH THE CHANGES MADE TO THE DELEGATION REGISTER TABLED “SHIRE OF DOWERIN – DELEGATION REGISTER – REVIEWED 21 OCTOBER 2014”.**

9.3 FINANCE REPORT

9.3.1 FINANCE REPORT – AS AT SEPTEMBER 2014

Date: 13 October 2014  
 Applicant: N/A  
 Location: N/A  
 File Ref:  
 Disclosure of Interest: Nil  
 Author: Sonia King  
 Attachments: Monthly Statements

Summary

I present the financial statements for the period 1 July 2014 to 30 September 2014.

Background

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

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

- Statement of Financial Activity

	<b>30-Sept-14</b>	<b>30-June-14</b>	<b>30-Sept-13</b>
Municipal Fund	\$1,043,917	\$384,609	\$2,277,874
Plant Reserve	\$250,893	\$250,893	\$101,617
LSL Reserve	\$130,806	\$130,806	\$107,224
Land & Buildings Reserve	\$19,285	\$19,285	\$18,767
Recreation Facility Reserve	\$167,826	\$167,826	\$161,372
Community Bus Reserve	\$33,714	\$33,714	\$28,820
Community Housing Res	\$35,356	\$35,356	\$34,371
Sewerage Reserve	\$768,244	\$768,243	\$710,188
Economic Develop Reserve	\$302,275	\$302,275	\$467,345
Tennis Court Replacement	\$6,000	\$6,000	\$0
Bowling Green Replacement	\$10,000	\$10,000	\$0
<b>Consolidated Funds</b>	<b>\$2,768,316</b>	<b>\$2,109,007</b>	<b>\$3,907,804</b>

**Sundry Debtors at 30 September 2014**

Current	\$11,300	Childcare Payroll Reimb.
30 days	\$92	
60 days	\$204	
90 days	\$3,307	Recycling Grant – resent invoice for payment
Total	<b>\$14,903</b>	

Reserve Funds

The total balance of funds held in the various Reserve Funds at 30 September 2014 is as detailed in the financial statements.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.3.1**

(2446) Moved: DP Hudson Seconded: TW Quartermaine Carried: 7/0

**THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT 1 BE RECEIVED.**



**SHIRE OF DOWERIN**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014**

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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

NOTE	2014/15 Revised Budget \$	September 2014 Y-T-D Budget \$	September 2014 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %
<b>Operating</b>					
<b>Revenues/Sources</b>					
Governance	38,700	9,669	1,547	(8,122)	(84.00%) ▼
General Purpose Funding	1,458,389	360,294	345,916	(14,378)	(3.99%) ▼
Law, Order, Public Safety	31,180	7,788	0	(7,788)	(100.00%) ▼
Health	293,872	73,451	82,521	9,070	12.35% ▲
Education and Welfare	79,853	19,962	22,716	2,754	13.80% ▲
Housing	131,917	32,973	32,368	(605)	(1.83%) ▼
Community Amenities	218,723	206,064	206,378	314	0.15% ▲
Recreation and Culture	71,046	41,832	6,014	(35,818)	(85.62%) ▼
Transport	697,414	253,095	226,081	(27,014)	(10.67%) ▼
Economic Services	7,200	1,122	68,460	67,338	6001.60% ▲
Other Property and Services	9,000	2,250	3,384	1,134	50.40% ▲
	<u>3,037,294</u>	<u>1,008,500</u>	<u>995,385</u>	<u>(13,115)</u>	<u>(1.30%)</u>
<b>(Expenses)/(Applications)</b>					
Governance	(328,767)	(90,030)	(110,840)	(20,810)	(23.11%) ▲
General Purpose Funding	(96,960)	(24,231)	(27,640)	(3,409)	(14.07%) ▼
Law, Order, Public Safety	(99,050)	(24,747)	(25,563)	(816)	(3.30%) ▼
Health	(346,773)	(86,667)	(102,112)	(15,445)	(17.82%) ▲
Education and Welfare	(94,831)	(23,697)	(27,916)	(4,219)	(17.80%) ▲
Housing	(177,523)	(44,346)	(61,626)	(17,280)	(38.97%) ▲
Community Amenities	(301,177)	(75,246)	(104,575)	(29,329)	(38.98%) ▲
Recreation & Culture	(627,744)	(156,855)	(196,947)	(40,092)	(25.56%) ▲
Transport	(1,421,416)	(355,317)	(395,290)	(39,973)	(11.25%) ▲
Economic Services	(184,999)	(46,221)	(177,048)	(130,827)	(283.05%) ▲
Other Property and Services	2,003	549	(13,757)	(14,306)	(2605.83%) ▼
	<u>(3,677,235)</u>	<u>(926,808)</u>	<u>(1,243,314)</u>	<u>(316,506)</u>	<u>34.15%</u>
<b>Net Operating Result Excluding Rates</b>	<b>(639,941)</b>	<b>81,692</b>	<b>(247,929)</b>	<b>(329,621)</b>	<b>(403.49%)</b>
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposals	23,428	5,856	0	(5,856)	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	(330)	(330)	0.00%
Movement in Employee Benefit Provisions	14,578	3,642	0	(3,642)	100.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	345,502	345,502	0.00%
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(515,000)	(128,748)	(62,149)	66,599	51.73% ▼
Purchase of Vehicles & Plant	(424,000)	(105,999)	0	105,999	100.00% ▼
Purchase of Furniture & Equipment	(4,865)	(23,214)	0	23,214	100.00% ▼
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(696,293)	(170,292)	(84,545)	85,747	50.35% ▼
Purchase of Infrastructure Assets - Footpaths	0	(12,021)	0	12,021	100.00% ▼
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	(6,950)	(1,734)	(2,813)	(1,079)	(62.23%) ▼
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	0	0	0	0.00%
Repayment of Debentures	(57,181)	(16,989)	0	16,989	100.00% ▼
Proceeds from New Debentures	117,000	29,250	0	(29,250)	(100.00%) ▼
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	0	0	0	0	0.00%
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(374,970)	(93,726)	0	93,726	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,643	848,643	232,435	(616,208)	72.61%
Net Current Assets Year to Date	<u>(607,337)</u>	<u>1,514,574</u>	<u>1,278,708</u>	<u>(235,866)</u>	<u>15.57%</u>
<b>Amount Raised from Rates</b>	<b>(1,098,214)</b>	<b>(1,098,214)</b>	<b>(1,098,537)</b>	<b>(323)</b>	<b>0.03%</b>

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

3. ACQUISITION OF ASSETS	2014/15 Adopted Budget \$	2014/15 Revised Budget \$	September 2014 Actual \$
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
<i>Other Governance</i>			
Furn - Photocopier	4,865	4,865	0
<b>Law, Order &amp; Public Safety</b>			
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0
<b>Housing</b>			
<i>Other Housing</i>			
Land - Purchase Land	0	0	0
New House	0	0	0
<b>Health</b>			
<i>Other Health</i>			
Furn - Hacc Equipment	0	0	0
<b>Community Amenities</b>			
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	0
<b>Recreation and Culture</b>			
<i>Other Recreation &amp; Sport</i>			
Tools - Mowers/Tools	0	0	0
Community Club	0	0	11,601
Land - New Sports Complex	0	0	0
<i>Other Culture</i>			
Furn - Museum Software	0	0	0
Land - Museum Shed	0	0	0
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	267,460	267,460	84,545
Roads - Signs	6,950	6,950	2,813
Roads - Unclassified	-11,120	-11,120	0
Roads - State 20/20	439,953	439,953	0
<i>Road Plant Purchases</i>			
Plant - Loader	400,000	400,000	0
Other Plant	24,000	24,000	0
Plant - Works Manager Vehicle	0	0	0
Tools - Compressor	0	0	0
<b>Economic Services</b>			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	515,000	515,000	50,548
<b>Other Property &amp; Services</b>			
<i>Unclassified</i>			
Tools - Capital	0	0	0
Tools - Chainsaws/Tools	0	0	0
	<u>1,647,108</u>	<u>1,647,108</u>	<u>149,507</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	515,000	515,000	62,149
Vehicles & Plant	424,000	424,000	0.00
Furniture & Equipment	4,865	4,865	0.00
Tools & Equipment	0	0	0.00
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	696,293	696,293	84,545
Infrastructure - Footpaths	0	0	0
Infrastructure - Drainage	0	0	0
Infrastructure - Signs	6,950	6,950	2,813
Infrastructure - Parks & Ovals	0	0	0
Infrastructure - Street Lighting	0	0	0
	<u>1,647,108</u>	<u>1,647,108</u>	<u>149,507</u>

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

4. DISPOSALS OF ASSETS

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

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

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

Summary

Profit on Asset Disposals  
 Loss on Asset Disposals

2014/15 Adopted Budget \$	September 2014 Actual \$
0	0.00
(23,428)	0.00
<u>(23,428)</u>	<u>0.00</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

5. INFORMATION ON BORROWINGS  
(a) Debenture Repayments

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

Note:

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

(b) New Debentures - 2014/15

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



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

	2014/15 Adopted Budget \$	September 2014 Actual \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	130,806	130,806
Amount Set Aside / Transfer to Reserve	14,578	0
Amount Used / Transfer from Reserve	0	0
	145,384	130,806
<b>(b) Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	250,893	250,893
Amount Set Aside / Transfer to Reserve	8,781	0
Amount Used / Transfer from Reserve	(64,460)	0
	195,214	250,893
<b>(c) Land &amp; Building Reserve</b>		
Opening Balance	19,285	19,285
Amount Set Aside / Transfer to Reserve	675	0
Amount Used / Transfer from Reserve	0	0
	19,960	19,285
<b>(e) Recreation Facilities Reserve</b>		
Opening Balance	167,826	167,826
Amount Set Aside / Transfer to Reserve	33,874	0
Amount Used / Transfer from Reserve	0	0
	201,700	167,826
<b>(f) Community Housing Project Reserve</b>		
Opening Balance	35,356	35,356
Amount Set Aside / Transfer to Reserve	9,456	0
Amount Used / Transfer from Reserve	0	0
	44,812	35,356
<b>(g) Community Bus Reserve</b>		
Opening Balance	33,714	33,714
Amount Set Aside / Transfer to Reserve	5,180	0
Amount Used / Transfer from Reserve	0	0
	38,894	33,714
<b>(h) Sewerage Asset Preservation Reserve</b>		
Opening Balance	768,243	768,244
Amount Set Aside / Transfer to Reserve	94,034	0
Amount Used / Transfer from Reserve	0	0
	862,277	768,244
<b>(i) Economic Development Reserve</b>		
Opening Balance	302,275	302,275
Amount Set Aside / Transfer to Reserve	161,831	0
Amount Used / Transfer from Reserve	0	0
	464,106	302,275
<b>(j) Tennis Court Replacement Reserve</b>		

Opening Balance	6,000	6,000
Amount Set Aside / Transfer to Reserve	6,210	0
Amount Used / Transfer from Reserve	0	0
	<u>12,210</u>	<u>6,000</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	10,000	10,000
Amount Set Aside / Transfer to Reserve	10,350	0
Amount Used / Transfer from Reserve	0	0
	<u>20,350</u>	<u>10,000</u>
<b>Total Cash Backed Reserves</b>	<u><b>2,004,907</b></u>	<u><b>1,724,399</b></u>

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

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

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

**Transfers from Reserves**

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

	2013/14 B/Fwd Per 2014/15 Budget \$	2013/14 B/Fwd Per Financial Report \$	September 2014 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,343,603	248,496	1,041,100
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	1,724,400	1,724,400
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	25,703	207,961
Sewerage Rates Outstanding	13,320	15,438	47,940
Rubbish Rates Outstanding	9,156	11,084	31,302
Sundry Debtors	9,524	75,230	14,828
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	1,486	2,755	(11,590)
GST Receivable	0	18,834	28,660
Provision For Doubtful Debts	0	0	0
Inventories	12,672	22,458	15,572
	<u>3,362,064</u>	<u>2,226,455</u>	<u>3,100,173</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(105,245)	(18,117)
Excess Rates	(34,591)	(78,504)	(2,005)
Accrued Expenditure	0	0	0
Department Transport	0	0	1,141
GST Payable	(33,251)	(9,428)	(9,793)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(3,480)	(4,263)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(5,253)	(2,500)
Leave Provisions - Current	(175,250)	(198,516)	(198,516)
	<u>(741,411)</u>	<u>(400,426)</u>	<u>(234,053)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,620,653</b>	<b>1,826,029</b>	<b>2,866,120</b>
Less: Cash - Reserves - Restricted	(1,872,648)	(1,724,400)	(1,724,400)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	130,806	130,806
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	5,860
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b><u>848,643</u></b>	<b><u>232,435</u></b>	<b><u>1,278,708</u></b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

8. RATING INFORMATION

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

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

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

9. TRUST FUNDS

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

10. OPERATING STATEMENT

	September 2014 Actual \$	2014/15 Adopted Budget \$	2013/14 Actual \$
<b>OPERATING REVENUES</b>			
Governance	1,547	38,700	58,971
General Purpose Funding	1,444,130	2,551,480	1,845,545
Law, Order, Public Safety	0	31,180	38,661
Health	82,521	293,872	310,500
Education and Welfare	22,716	81,653	28,317
Housing	32,368	131,917	116,201
Community Amenities	206,378	218,723	207,095
Recreation and Culture	6,014	71,046	226,162
Transport	226,081	698,614	664,741
Economic Services	68,460	7,200	34,085
Other Property and Services	3,384	14,000	7,832
<b>TOTAL OPERATING REVENUE</b>	<b>2,093,599</b>	<b>4,138,385</b>	<b>3,538,108</b>
<b>OPERATING EXPENSES</b>			
Governance	110,840	328,767	367,425
General Purpose Funding	27,640	96,960	84,364
Law, Order, Public Safety	25,563	99,050	108,568
Health	102,112	346,773	396,275
Education and Welfare	27,916	94,831	37,305
Housing	61,626	177,523	202,589
Community Amenities	104,575	301,177	335,874
Recreation & Culture	196,947	627,744	735,411
Transport	395,290	1,422,616	1,574,564
Economic Services	177,048	187,138	224,176
Other Property and Services	13,757	2,997	94,357
<b>TOTAL OPERATING EXPENSE</b>	<b>1,243,314</b>	<b>3,685,574</b>	<b>4,160,909</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>850,285</b>	<b>452,811</b>	<b>(622,800)</b>



SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

11. BALANCE SHEET

	September 2014 Actual \$	2013/14 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,765,500	2,054,953
Trade and Other Receivables	319,102	149,044
Inventories	15,572	22,458
<b>TOTAL CURRENT ASSETS</b>	<u>3,100,174</u>	<u>2,226,455</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	23,918	23,588
Inventories	0	0
Property, Plant and Equipment	9,131,474	9,227,982
Infrastructure	23,760,721	23,860,532
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<u>32,916,113</u>	<u>33,112,102</u>
<b>TOTAL ASSETS</b>	<u>36,016,287</u>	<u>35,338,557</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	64,323	230,696
Long Term Borrowings	57,181	57,181
Provisions	198,516	198,516
<b>TOTAL CURRENT LIABILITIES</b>	<u>320,020</u>	<u>486,393</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	472,175	472,175
Provisions	11,517	11,517
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>483,692</u>	<u>483,692</u>
<b>TOTAL LIABILITIES</b>	<u>803,712</u>	<u>970,085</u>
<b>NET ASSETS</b>	<u>35,212,575</u>	<u>34,368,472</u>
<b>EQUITY</b>		
Trust Imbalance	(5,860)	0
Retained Surplus	29,271,444	28,421,157
Reserves - Cash Backed	1,708,400	1,708,400
Reserves - Asset Revaluation	4,238,915	4,238,915
<b>TOTAL EQUITY</b>	<u>35,212,899</u>	<u>34,368,472</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014

12. FINANCIAL RATIOS

	2014 YTD	2013	2012	2011
Current Ratio	7.271	1.67	1.44	1.25

The above ratio is calculated as follows:

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

Date:	13 October 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	List of Accounts September 2014

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil.

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.3.2**

(2447)      Moved: TW Quartermaine      Seconded: SV Brookes      Carried: 7/0

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

### 9.3.3 DOWERIN COMMUNITY RESOURCE CENTRE – REQUEST FOR DONATION

Date:	14 October 2014
Applicant:	Dowerin Community Resource Centre
Location:	Shire of Dowerin
File Ref:	ADM0057
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	1. Letter from CRC 2. Letter and quote from Entertainer

#### Summary

For Council to approve a financial contribution to assist with the cost of the Dowerin Community Resource Centre's New Year's Eve Family Fun Night on 31 December 2014.

#### Background

Each year Council provides a budget allocation to fund approved sponsorships and donations. These requests are usually to provide financial assistance to an individual or a group to support them in providing a service or event to the community.

The consideration of these requests is undertaken as they are received, based on the information contained in the request. The approval of such requests is at the discretion of Council, with each request considered on its own merit.

A request has been received from Dowerin Community Resource Centre for a contribution to assist with the entertainment costs of the New Year's Eve Family Fun Night. This event is being held to provide the Dowerin community with an entertaining event and family activity to celebrate and bring in the New Year. The Dowerin Community Resource Centre held a similar event two years ago, which was well received and supported by the community.

Council has previously supported similar community events, such as Movember Ball, with a financial contribution of \$1,000 towards costs.

#### Options

The following options are available to Council:

1. Approve a sponsorship of \$2,800 for Dowerin CRC to cover the cost of 3 hours of entertainment for the event, provided by Jean-Luc Marinai, The Cool Conjuror.
2. Approve a sponsorship of \$1,000 for Dowerin CRC to contribute towards entertainment costs for the event.

#### Consultation

Chief Executive Officer – Dacre Alcock

Community Service Officer – Misty Richards

#### Financial Implications

Use of funds from Community Events 14/15 budget allocation.

#### Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 9.3.3**

(2448)

Moved: SV Brookes

Seconded: TA Jones

Carried: 7/0

**THAT COUNCIL APPROVES A SPONSORSHIP OF \$1,000 FOR DOWERIN COMMUNITY RESOURCE CENTRE TO ASSIST WITH CONDUCTING THE DOWERIN CRC NEW YEAR'S EVE FAMILY FUN NIGHT, 31 DECEMBER 2014.**



PO Box 14 Dowerin W.A. 6461  
P: (08) 96 311 662  
F: (08) 96 311 664  
E: dowerin@crc.net.au

12<sup>th</sup> September 2014

MAIL REGISTER  
N/A ACTION BY  
FILE NO

Dear Sonia,

The Dowerin Community Resource Centre is holding a New Year's Eve Family fun night on Wednesday 31<sup>st</sup> December 2014.

We held a similar event 2 years ago and received tremendous support & feedback from the community. Our aim is to give back to all those who give to the community throughout the year.

All entertainment will be free of charge to the community, we will be charging an entry fee of \$20 per family.

We are hoping the Shire of Dowerin will be able to make a contribution to this year's event. *Opening.*  
We are wanting to have Jean-Luc Marinai, The Cool Conjuror, Jean was at the 50<sup>th</sup> Reunion celebration of Field Days & he was highly recommended.

Please find attached a quote from Jean-Luc Marinai, The Cool Conjuror, we will only be having him roving around for 3 hours. We are also approaching Dowerin Events Management to contribute to this as well. If you do decide to help us out, we will place your logo on all promotional material.

We believe with the bringing in of a New Year will refresh and renew enthusiasm for the future of our community.

Please feel free to contact me for further information.

Thank you for your time and for considering this request. We look forward to working with you and creating a stronger community.

Yours sincerely,

  
Melissa Stone

Proudly supported by



Government of **Western Australia**  
Department of **Regional Development**



Hi Melissa,

I hope this email find you well.

I apology about the delay of my reply. Here is some information and prices option for New Years Eve in Dowerin.

You asked me if I can have the adults included, and of course I can, as my magic is intended for adults (and also enjoyed by the children)

When I went to Dowerin for 3 hours of roving for the last event, I charged them \$1450(GST excluded). As your event is for New Years Eve the fees for 3 hours of walk around will be \$2800 with meal and accommodation provided. If you want a stage show, I can provide you with a great 30-40 minutes performance for \$1200 extra. All prices are GST excluded.

Please don't hesitate to contact me for more information or to lock in the booking.

Thank you

Jean-Luc

**Jean-Luc Marinai, The Cool Conjurer**

#### 9.3.4 LOAN 98 – DOWERIN EVENTS MANAGEMENT

Date:	14 October 2014
Applicant:	Dowerin Events Management
Location:	Shire of Dowerin
File Ref:	Legal Documents
Disclosure of Interest:	Nil
Author:	Dacre Alcock

##### Summary

Council is to consider the Master Lending Agreement with the Western Australian Treasury Corporation.

##### Background

The purpose of this report is for Council to consider the Master Lending Agreement with the Western Australian Treasury Corporation (WATC) for the self-supporting loan to Dowerin Events Management.

The Master Lending Agreement supplied by the WATC has been included as an attachment. The date on the agreement is incorrect.

##### Comment

In order to borrow funds from the WATC Council needs to agree to the Master lending Agreement.

The term of the \$117,000 loan will be 5 years with a current interest rate of 3.25% - the interest rate may change by the time the loan is finalised.

##### Consultation

Nil

##### Financial Implications

Council has included this loan in the 2014/15 Budget.

##### Policy Implications

Nil

##### Statutory Implications

Nil

##### Strategic Implications

Local Government Act 1995

##### 6.20. Power to borrow

(1) Subject to this Act, a local government may —

(a) borrow or re-borrow money; or

(b) obtain credit; or

(c) arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,

to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.

(2) Where, in any financial year, a local government proposes to exercise a power under subsection (1) (**power to borrow**) and details of that proposal have not been included in the annual budget for that financial year —

(a) unless the proposal is of a prescribed kind, the local government must give one month's local public notice of the proposal; and

(b) the resolution to exercise that power is to be by absolute majority.

(3) Where a local government has exercised a power to borrow and —

(a) it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or

(b) after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,

the local government may resolve\* to expend the money or utilize the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.

*\* Absolute majority required.*

(4) A local government is not required to give local public notice under subsection (3) —

(a) where the change of purpose has been disclosed in the annual budget of the local government for the relevant financial year; or

(b) in such other circumstances as are prescribed.

(5) A change of purpose referred to in subsection (3) is to be disclosed in the annual financial report for the year in which the change occurs.

#### Voting Requirements

Simple majority

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#### **COUNCIL DECISION – ITEM 9.3.4**

(2449) Moved: LG Hagboom Seconded: TW Quartermaine Carried: 7/0

#### **THAT THE SHIRE OF DOWERIN:**

- 1. ENTERS INTO A MASTER LENDING AGREEMENT WITH THE WESTERN AUSTRALIAN TREASURY CORPORATION AS PER THE ATTACHED DOCUMENT;**
- 2. APPROVES THE AFFIXATION OF THE COMMON SEAL OF THE SHIRE OF DOWERIN TO THE SAID MASTER LENDING AGREEMENT IN THE PRESENCE OF THE PRESIDENT AND THE CHIEF EXECUTIVE OFFICER, EACH OF WHOM SHALL SIGN THE DOCUMENT TO ATTEST THE AFFIXATION OF THE COMMON SEAL UNTO; AND**
- 3. AUTHORISES THE CHIEF EXECUTIVE OFFICER TO SIGN SCHEDULE DOCUMENTS UNDER THE MASTER LENDING AGREEMENT.**

**10. NEW BUSINESS OF AN URGENT NATURE**

Late Item – Doctor Service discussion

**COUNCIL DECISION – ITEM 10.1**

(2450) Moved: GB Ralph Seconded: SV Brookes Carried 7/0

**THAT COUNCIL RESOLVES THAT A SUBCOMMITTEE FOR DOCTOR SERVICES BE MADE UP OF COUNCILORS S.V. BROOKES, D.P. HUDSON, D.E. METCALF AND T.A. JONES.**

**11. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**12. ELECTED MEMBERS MOTIONS**

**13. CONFIDENTIAL ITEMS**

**14. CLOSURE OF MEETING**

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 6:00pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 18 November 2014.*

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***D.E. Metcalf***  
**PRESIDENT**

.....

***Date***