



**MINUTES  
OF MEETING  
HELD ON  
27 MAY 2014**

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## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Metcalf opened the meeting at 3:00pm.

### 1.2 OBITUARIES

Mrs Kerry Clayton (nee Tait) – previous Dowerin resident

### 2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	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

T.W. Quartermaine	Town Ward
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### 2.3 APOLOGIES

Nil

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

## 4. DECLARATION OF ELECTED MEMBERS

## 5. PUBLIC QUESTION TIME

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – ITEM 7.1

(2398) Moved: S.V. Brookes Seconded: W.E. Coote Carried: 7/0

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

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

### **8.1 PRESIDENT ANNOUNCEMENTS**

- Germany Trip – train 280km brilliant rail system
- Klass – BMW – electric cars

## 9 REPORTS OF COMMITTEE AND OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 9.1.1 CORPORATE PLAN UPDATE

Date:	15 May 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**

(2399)            Moved: T.A. Jones            Seconded: S.V. Brookes            Carried: 7/0

**THAT COUNCIL RECEIVES THE MAY 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>	Next Quarterly meeting to be held 10/4/14
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> <li>Property inspection and report – housing to a suitable standard</li> </ul>	
Spray for termites at Police Housing	Annually		Property Officer	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
<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>Event held 29<sup>th</sup> March 2014</p> <p>A Volunteer drive is planned in conjunction with the Disaster Drill scheduled for 29 March 2014.</p>
Plan and implement a 'mock disaster' in Dowerin in conjunction	6 months		CSO	<ul style="list-style-type: none"> <li>A mock disaster sufficiently planned, organised and implemented within 12 months</li> </ul>	Event held 29 <sup>th</sup> March 2014

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with local emergency services as a volunteer drive/awareness campaign				<ul style="list-style-type: none"> <li>10% increase in volunteers</li> </ul>	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>	
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>	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> <li>Completion of road works</li> </ul>	<p><b>Completed April 2014</b></p> <p>Work commenced 20/3/2014, wet mixing commenced 7/4/2014</p> <p>Work to commence 24 March 2014</p>
Cunderdin/Minnivale Road – Reconstruction & Widening	2013/2014	\$265,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<p>Work completed 22/3/2014</p> <p>Work commenced 3/2/2014</p> <p>Sealing to be completed week of 24 March 2014</p>
Koorda-Wongan Hills Road - gravel shoulder reconstruction	2013/2014	\$61,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
Moonijin West Road –	2013/2014	\$32,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	

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Gravel Re-sheet					
Rabbit Proof Fence Road – Tree Pruning	2013/2014	\$16,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	Completed November 15 2013
Nambling South Rd – Tree Pruning	2013/2014	\$9,500	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	Completed October 30 2013
Clinic Road –Tree Pruning	2013/2014	11,500	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>	
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>	Outside works crew completed traffic Control course 31/1/2014, Parks and Gardens staff will undertake training in May
<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>	

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Programs/activities for youth (e.g. School Holiday Programs)	4 programs annually		CSO	<ul style="list-style-type: none"> <li>• 4 programs annually</li> <li>• Successful grant funding</li> </ul>	<p>National Youth Week – Wheatbelt Masquerade Ball held in Dowerin on 5<sup>th</sup> April</p> <p>Funding application for \$1000 for National Youth Week 2014 was approved to support a Wheatbelt Masquerade Ball for teenagers in years 7 – 12 from the whole region. Event is planned for 4<sup>th</sup> April 2014.</p> <p>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>Ride a Bike Right – Bike Safety program held at DDHS on 24<sup>th</sup> March 2014</p> <p>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>	<p>The Thank A Volunteer Day Grant money will be used to put towards the Million Stars Movie this year</p> <p>Million Stars Movies event held 21/12/2013</p>
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	\$1500	CSO	<ul style="list-style-type: none"> <li>• Australia Day</li> <li>• Anzac Day</li> </ul>	<b>2014 Anzac Day Breakfast – Event Held</b>

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	Anzac Day				2014 Australia Day Breakfast – Event Held
NRM Programs/Days	2 Programs annually	\$1000	CSO	<ul style="list-style-type: none"> <li>3 Programs annually</li> </ul>	
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>	<b>Continue to inform community and clubs of grants as we become aware of them</b>
<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>	KidSport has once again been promoted by the Shire of Dowerin at the local winter sports registration day held on 4 <sup>th</sup> April 2014
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> <li></li> </ul>	<p><b>CDO has received notification from Lotterywest for successful grant application of \$15,000 for Lil Tigers Early Learning Centre</b></p> <hr/> <p>CSO currently assisting the Bowling Club with a Summer Barefoot Bowls Competition that will be held over February and March 2014</p> <hr/> <p><b>Dowerin Hockey Club successful with \$1000 grant for the Woodhouse Clinic</b></p> <p>CDO assisted Dowerin Hockey Club with application to DSR as part of the ARC program for \$1000 to assist with the Woodhouse Academy Coaching Clinic</p>
<b>C.2.3 Continue to provide quality facilities to hold events</b>					

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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>	<p><b>FM – Property Inspections 13/14 completed. Report to be prepared for budget 14/15</b></p> <p>FM - Stage 1 commenced as part of Asset Management</p>
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>	Completed 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>	Completed 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>	<p><b>New website is now live</b></p> <p>Rebuild of the website is nearing completion with the majority of information now populated onto the new site. Webarena will finalise the design and make the site live within the next week.</p>

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					Rebuild is scheduled to be completed by the end of March 2014, CDO currently updating content to be uploaded into the new website  Webarena are currently in the process of re-designing and rebuilding the Dowerin Community Website
Increase utilisation of Dowerin Shire Facebook page	Ongoing		CDO	<ul style="list-style-type: none"> <li>• Increase number of 'likes'/community usage of this facility</li> </ul>	
Develop Dowerin Community Twitter Account	November 2013		CDO	<ul style="list-style-type: none"> <li>• Develop Twitter Account</li> <li>• Promote twitter account to gain followers</li> <li>• Utilise Twitter Account for Harvest Ban/Fire Ban information for the upcoming Harvest Season.</li> </ul>	
<b>C.3 Improved Community Health and Well-being</b>					
<b>C.3.1 Expand the provision of medical services in Dowerin</b>					
Continue to advertise and promote the doctors service currently operating in Dowerin	Monthly or when required		CDO	<ul style="list-style-type: none"> <li>• Advertises in local media, on website, Facebook etc...</li> <li>• Increase in utilisation of service</li> </ul>	<b>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</b>
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>	
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>	
Gain feedback from residents as to what	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> <li>• Conduct a survey/initiate comments box to gain feedback from community</li> </ul>	

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further medical services may be required				<ul style="list-style-type: none"> <li>Report findings to GP Network</li> </ul>	
<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><b>CDO has included HACC information and newsletters on the new Dowerin Community Website</b></p> <p>3 HACC Brochures have been developed 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>	<b>FM &amp; Property Officer completed 2014 Property Inspections</b>
<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>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 & Hockey Fields	January & October		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Apply Gypsum to Football & Hockey Fields	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	Applied in late September



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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>CDO has contacted Lotterywest to enquire as to funding for a community based gym. A proposal and grant application has been developed.</b></p> <p>RDA Funding was discontinued.</p>
Research and complete a detailed plan for the proposed Dowerin Maze	April 2014		Parks & Gardens WM	<ul style="list-style-type: none"> <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>	On the 6 <sup>th</sup> December the outdoor gym equipment was relocated to the area in between the former tennis courts and club rooms
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	<b>CDO has contacted the Dept of Transport and grants will be available to pay for a consultant to update the Dowerin Bike Plan (2005) in August 2015</b>
<b>C.4 Maintain and increase training and education opportunities</b>					
<b>C.4.1 Continue to support and promote Dowerin District High School</b>					
Liaise with senior staff at	Annually		CDO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the</li> </ul>	Application for funding has been submitted for a

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the school			CDO	<ul style="list-style-type: none"> <li>school</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	<p>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>	<b>DDHS promoted on Dowerin Community Website</b>
<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>	
<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>	Rhian Hathaway commenced a 12mth traineeship with the Shire as of November 2014
Support and actively promote those local	Quarterly		CDO	<ul style="list-style-type: none"> <li>At least 4 stories per year in local media</li> </ul>	

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businesses providing traineeships				<ul style="list-style-type: none"> <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>Christopher Spark and Kane Ralph have now been Booked onto Leeuwin Voyage Adventures.</b></p> <p><b>Invoice for one trip reimbursement sent to DEM</b></p> <p>9 Nominations were received in total. Committee met on 31<sup>st</sup> December and nominations were presented anonymously and rated. Once ratings were taken place each nomination was discussed at length.</p> <p>Leadership Award – Kane Ralph</p> <p>Endeavour Award – Christopher Spark</p> <p>Applications for the 2014 Youth Scholarship Program are currently been advised and nominations are being taken at the Shire Office</p>
Advertise and promote 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/traineeship</li> </ul>	
<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>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>

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Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed map of vacant lots</li> </ul>	Completed – see discussion forum Destination Dowerin
Investigate options to expand number of existing aged care units on Goldfields Road	April 2014		CDO		
Research and implement a farmhouse revitalisation program	April 2014		CDO	<ul style="list-style-type: none"> <li>Implement program as part of strategy</li> </ul>	
Create detailed 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><b>Master Plan has been developed and approved by the Short Term Accommodation Steering Committee</b></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>A discussion paper entitled ‘Destination Dowerin’ has been established and recommendations drawn up. This document will be discussed at the December meeting of Council</p>
<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><b>FM Working with Administration Officer – Rhian Hathaway and Maintenance Officer - Peter Worts to prepare plan for 14/15</b></p> <p>FM - Stage 1 Commenced as part of Asset Management</p>
<b>C.6 Maintain the provision of High Quality Infrastructure</b>					

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<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>	FM - Included in 13/14 budget
Continue to maintain the Recreation Reserve	Annually		FM	<ul style="list-style-type: none"> <li>Annual increase of % in reserve</li> </ul>	FM - Included in 13/14 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>	
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>DSR has advised that the Rifle Club would be ineligible for the CSRFF Small Grants due to the fact Electronic Targets are deemed 'specialised equipment'</p> <p>CDO has contacted Lotterywest in order to seek their advice in regard to funding opportunities for this project. Lotterywest will not support this project.</p> <p>CDO has asked DSR to provide a list of Rifle Clubs in the region who have recently upgraded their facilities to find out how their facilities were funded.</p>
<b>C.6.2 Investigate and develop youth facilities and services</b>					
Support PCYC with programs and facility	Review quarterly		CSO CDO	<ul style="list-style-type: none"> <li>Contact PCYC with regular grant opportunities (school holiday program)</li> </ul>	Wheatbelt Masquerade Ball held 5 <sup>th</sup> April

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				<ul style="list-style-type: none"> <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>	FM - Included in 13/14 budget Labour provided by Maintenance Officer Peter Worts
Assist with payroll, banking etc...	2014/2015		FM	<ul style="list-style-type: none"> <li>Smooth running of the facility</li> </ul>	<p><b>FM – Administration Officer Emma Richards has taken on the creditors tasks for the childcare. Payroll Officer Shirley Howard has taken on payroll tasks for childcare.</b></p> <p><b>Staff time to be recorded in time diaries to keep track of future needs for administration of childcare.</b></p> <p>Arrangements being developed for Administration Staff to take on elements of Childcare Administration Duties.</p>
<b>C.6.4 Develop seniors facilities and be recognised as an aged friendly community</b>					
Conduct satisfaction survey of HACC and Medical services in Dowerin	2014		HACC	<ul style="list-style-type: none"> <li>Gain public satisfaction level re: HACC and level of medical services Shire provides</li> <li>Highlight problem/successful areas</li> </ul>	<b>FM – provide monthly reports for Dowerin Doctor to management, HACC and Council.</b>

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Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> <li>Annual review</li> <li>Progress Report</li> </ul>	<b>Progress Report Due: 4 July 2014</b>
Investigate further aged care housing options	2014		CDO CEO	<ul style="list-style-type: none"> <li>Development of a housing &amp; short term accommodation strategy</li> </ul>	
<b>C.6.5 Improve town site footpaths</b>					
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> <li>Complete Footpath audit highlighting problem areas</li> </ul>	<b>Proposal has been made for the allocation of \$10,000 per year for footpath improvements</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>	
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> <li>Completed application</li> <li>Successful grant funding</li> </ul>	
<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 EHO Council	<ul style="list-style-type: none"> <li>Development, adoption and implementation of policy</li> </ul>	
<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>	<b>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</b>
Develop the Community Garden concept	2014	\$2500	CSO	<ul style="list-style-type: none"> <li>Secure location for facility development</li> </ul>	<b>Still awaiting notification</b>

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				<ul style="list-style-type: none"> <li>• Successful community engagement</li> <li>• Successful grant funding if required</li> </ul>	<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>	Successful Annual Clean Up Australia Day on March 8 <sup>th</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>Roadside spraying being carried out in conjunction with roadside burning</b></p> <p>Spraying of luv grass carried out 27/28 March 2014</p>

**THEME TWO: LOCAL ECONOMY & BUSINESS**



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

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media and on the Dowerin website				<ul style="list-style-type: none"> <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>First visit from Wheatbelt Vet Service was on 20<sup>th</sup> November which was successful</p> <p>The Wheatbelt Vet has now agreed to visit Dowerin on a Monthly Basis and will operate from the former Tennis Club rooms</p>
<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>	
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>	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.

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					Commitment of posting 1-2 status updates on Facebook on days of work. CSO has created a calendar for regular updates
<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> Including: <ul style="list-style-type: none"> <li>- 50 tractors</li> <li>- Entrance Statement</li> <li>- Photobook</li> </ul>	<p><b>FM – Memorial Street Entrance Statement reassessed and works have commenced. Various contractors employed by DEM to work with Shire of Dowerin.</b></p> <p>Following the December meeting of Council DEM</p> <p>Decided not to go ahead with the Town Entry Statement and have now produced a proposal to redevelop and tidy up the entrance into the field days site and sporting ground from Memorial Ave.</p> <p>Smith Sculptors would like to present a photo montage of their idea of the Entrance Statement to the working group in next few weeks- date to be arranged.</p>
Establish an annual 4wd event in Dowerin as a regional and possibly inter region/interstate event	May – August 2014		CSO	<ul style="list-style-type: none"> <li>• Establishment of suitable contacts</li> <li>• Enhancement of the 4wd track</li> <li>• Successful event</li> </ul>	<b>2014 WA 4WD Association Gathering is booked for 12<sup>th</sup>&amp; 13<sup>th</sup> July</b>
<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</li> </ul>	

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				<ul style="list-style-type: none"> <li>owners willing to part take in this program</li> <li>Market the program regionally and to the metro area</li> </ul>	
<b>EB.2.4 Continue to develop and market 4WD opportunities and activities</b>					
Market Dowerin as a destination for 4WD enthusiasts	2013-2014		CSO	<ul style="list-style-type: none"> <li>Include Dowerin 4wd experience in 4wd related publications</li> <li>Establish a 4wd connections (distribution list)</li> </ul>	<p><b>First article will be submitted to Offroad Online, to be hopefully published in mid-2014 in conjunction with Wheatbelt Way Self Drive Trail.</b></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><b>Eastern Hills Four Wheel Drive Club has expressed an interest in coming to Dowerin soon</b></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>	A mailing list of all 4WD Clubs in WA has been created and an initial pack has been sent outlining what we can offer.
Look into paid & free advertising in 4WD	November 2013		CSO	<ul style="list-style-type: none"> <li>Include free advertising to 4wd publications/websites</li> </ul>	CSO has created a list of 4WD magazines, websites and publications that we could advertise in.

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publications/websites				<ul style="list-style-type: none"> <li>Greater exposure in 4WD world</li> </ul>	First article will be submitted to Offroad Online, to be published in the 2014.
<b>EB.2.5 Develop further accommodation options within Dowerin</b>					
Conduct audit of vacant land within the town site for feasible short term accommodation park purposes	2014		CDO	<ul style="list-style-type: none"> <li>Develop options for the site of a new short term accommodation facility</li> </ul>	Completed see report 'Destination Dowerin'
Conduct audit of visitors, neighbouring communities and DEM as to number/style of accommodation options that should be available	2014		CSO CDO	<ul style="list-style-type: none"> <li>A deeper understanding of the level/type/number of short term accommodation facilities that would be suitable</li> </ul>	CSO has developed a Visitor Statistic form and will speak personally to each of the accommodation providers in town to encourage them to utilise the form.
Develop concept plans of the proposed facility	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> <li>Plan of a short term accommodation facility</li> </ul>	<p><b>Master Plan has been received</b></p> <p><b>FM - Invoices to the total of \$14,000 for master plan and consultation</b></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	2014/2015	To budget	CDO	<ul style="list-style-type: none"> <li>Detailed quotes received</li> <li>Budget for project drawn up</li> </ul>	<b>Awaiting feedback from MCG regarding Quantity Surveyor</b>

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chalet/unit accommodation					
<b>EB.2.6 Continue developing the Wheatbelt Heritage Rail Project</b>					
Continue to support Project Manager Chris Le Marshall	2013/2014		CEO FM CDO WM	<ul style="list-style-type: none"> <li>Provide support via telephone, email and in person</li> </ul>	FM - Cost allocation and spreadsheet developed and shared with consultant via dropbox
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>	Sleepers from Dwellingup picked up in October 2013 More construction material Picked up from Bibra Lake 7/2/2014
Commence and complete the shire of Dowerin's contribution to the earthworks at the Minnivale site	November 2013		WM	<ul style="list-style-type: none"> <li>Removal of dirt</li> <li>Grading</li> </ul>	Completed 6 <sup>th</sup> December 2013

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THEME THREE: CARING FOR OUR ENVIRONMENT					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt</b>					
<b>ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre</b>					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 <sup>rd</sup> May (tentatively)
Improve facilities, signage etc... in order to stream recycling process	December 2013	\$3700	CSO WM	<ul style="list-style-type: none"> <li>• Successful grant funding for works</li> <li>• Design, printing and installation of signage</li> <li>• Expansion of the area with the installation of new concrete pad</li> </ul>	<p><b>Extensive signage has been purchased along with additional bins to make the volunteers lives easier at the recycling shed.</b></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 office/depot after use</li> </ul>	
Promote and encourage local involvement in the annual 'Earth Hour' event	March 2014		CSO	<ul style="list-style-type: none"> <li>Advertise in local media/website</li> <li>Create and implement an event to mark Earth Hour and increase awareness of this event locally</li> </ul>	<b>Due to a large volume of other events taking place this event did not happen in Dowerin in 2014</b>
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</li> </ul>	



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				<ul style="list-style-type: none"> <li>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>	<b>FM - Meeting with Drum Muster Manager to discuss updates to online services and notifications</b>  FM - Reminder set up in Dowerin Calendar for admin staff
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 to oil facility from Stewart Street to the Amery Refuse site	July 2014	2014/15	WM FM – OSH Rep	<ul style="list-style-type: none"> <li>Relocation of facility and rehabilitation of current location</li> </ul>	<b>FM/OSH Rep – Booked Wren Oil to collect waste oil from the facility before end of May 2014 and relocation of old oil drums to the tip and commence dismantling and facility relocation</b>
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>	<b>FM – budget review to assess needs and future direction of NRMO</b>
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	Ongoing – reviewed		CEO	<ul style="list-style-type: none"> <li>Discuss projects and NRMO role at Monthly</li> </ul>	

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direction to NRMO	monthly		CDO NRMO	Management Meetings	
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 grants</li> </ul>	
<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>FM - Included in 13/14 budget</p> <p>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>	FM - Admin Salary cost allocations reviewed – staff time diaries
<b>LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors</b>					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> <li>Research</li> <li>Development of plan &amp; policy</li> </ul>	FM - Stage 1 Research and preparation commenced
Implementation of plan & policy	June 2014 To be reviewed annually		FM	<ul style="list-style-type: none"> <li>Council endorse plan</li> <li>Customer feedback (survey)</li> </ul>	FM - Preparation for bi-annual customer feedback survey
<b>LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities</b>					
Provide training opportunities and PD opportunities	Review Monthly	\$41,000	CEO	<ul style="list-style-type: none"> <li>Create councillor training section in CEO info report</li> <li>Create staff training section in FM info report</li> <li>Update training register</li> </ul>	
<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>	
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>	
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> <li>2 newsletters per year</li> </ul>	
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>	
<b>LG. 1. 5 Provide opportunities for the community to have input into Council's decision making</b>					

MINUTES OF ORDINARY MEETING OF COUNCIL – 27 MAY 2014

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>	
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>	
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
<b>LG. 2 Strong leadership and governance</b>					
<b>LG. 2.1 Review Strategic Community Plan</b>					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
<b>LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums</b>					
Participate in regional 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	Bi-monthly	\$5000	CEO	<ul style="list-style-type: none"> <li>Attendance at AROC</li> </ul>	Next Meeting Monday 7 April 2014

MINUTES OF ORDINARY MEETING OF COUNCIL – 27 MAY 2014

participate in AROC meetings			Cr Metcalf	meetings	
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 MOBILE COVERAGE PROGRAM

Date:	10 April 2014
Applicant:	CEO
Location:	N/A
File Ref:	ADM0221
Disclosure of Interest:	Nil
Author:	Dacre Alcock

#### Summary

Report recommends that Council nominates Minnivale as a mobile black spot and offers a contribution towards a mobile phone base station.

#### Background

The Federal Government's Department of Communications has made a funding commitment of \$100 Million to improve mobile coverage in regional and remote Australia by investing in telecommunications network infrastructure. I have included the letter received from the Department of Communications as an attachment.

#### Comment

This is a great opportunity for the Shire of Dowerin to nominate mobile black spots within the Shire. While there are numerous black spots within the Shire of Dowerin I recommend that Council nominates 1 specific site for the Mobile Coverage Program.

The letter outlines that some local governments may be prepared to make a contribution towards the construction of a base station. Such a contribution will not necessarily make such a location to be chosen under this program.

I recommend that Council offers land, civil works and access to existing power. Council could make a cash contribution if it so chooses.

The town site of Minnivale is a mobile black spot and with the Heritage Rail development there mobile coverage would be advantageous. The old Minnivale Tennis Courts may be a suitable site for a base station and though power is not currently connected, power is available at that location.

#### Public Consultation

Nil

#### Financial Implications

In-kind contribution via land and civil works.

Policy Implications

Nil

Statutory Implications

Nil.

Strategic Implications

Nil

Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 9.2.1**

(2400)            Moved: S.V. Brookes            Seconded: L.G. Hagboom            Carried: 7/0

**THAT COUNCIL REGISTERS ITS INTEREST TO THE MOBILE COVERAGE PROGRAMME FOR THE MINNIVALE AREA BY OFFERING LAND FOR A TOWER, CIVIL WORKS AND THE USE OF EXISTING POWER SOURCE.**



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**Australian Government**  
**Department of Communications**

Mr Dacre Alcock  
Chief Executive Officer  
Shire of Dowerin  
PO Box 111  
DOWERIN WA 6461



7 May 2014

Dear Mr Alcock

**Mobile Coverage Programme**

I am writing in relation to the Government's \$100 million Mobile Coverage Programme.

Under this Programme, the Commonwealth Government has made a funding commitment of \$100 million to improve mobile coverage and competition in regional and remote Australia, by investing in telecommunications network infrastructure.

In this letter I describe some aspects of the competitive selection process the Government expects to use, and the role that local councils can play – and I seek some specific information from your Council should you wish to provide it.

As the policy document issued by the Coalition in August 2013 stated, there are two components to this Programme, with the mobile phone network providers eligible for the first, \$80 million component, and a range of parties including these providers, as well as local government, state government and commercial entities, eligible for the second, \$20 million component.

In a Discussion Paper issued in December 2013, the Government sought comment about how best to administer the funding. Based on the feedback received the Government has decided to conduct an integrated competitive selection process across the two components.

The first step in the process is to develop a database of locations eligible for funding, based on the locations reported to the Department. To date, over 2,000 locations have been reported to the Department of Communications as having poor or no mobile phone coverage.

The next step is to supplement this database with any relevant information about each location, including particularly whether other parties such as state governments, local councils or others wish to make a contribution, either in cash or in-kind, towards the cost of building a mobile phone base station at that location.

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website <http://www.communications.gov.au>



This database will then be provided to the parties which are potential builders and operators of new mobile phone base stations. These will include Telstra, Optus and Vodafone, as well as companies which specialise in building and operating communications towers (such as Crown Castle and Broadcast Australia.)

In formal terms, it will be these parties (collectively, the 'Bidding Parties') which will lodge bids under the competitive selection process - specifying at which locations they would be prepared to build and the contribution they would make to the cost.

However, the Government envisages that there will be locations where state or local government (and in some cases other parties) will in effect act as the project proponent. In particular, this might occur where the proponent is prepared to contribute funding or other resources towards construction of a base station at the location, or to coordinate the provision of such resources from other sources.

To that end, the Government has directed the Department of Communications to give all regional councils containing areas eligible for funding under this Programme the opportunity to notify the Government of any locations within your Council area where your Council (or other third parties of which you may be aware) may be prepared to co-contribute funding, or resources, towards the construction of a base station at a particular location under the Programme.

Specifically, in respect of any such location, I request that you notify me if your Council, or any other organisation of which you are aware, is interested to do any of the following things:

- Make a financial contribution to the cost of installing the base station;
- Provide leasehold tenure for a site for a base station at zero or concessional cost;
- Provide civil works at zero or concessional cost, such as for example the cost of bulldozing an access road to the site;
- Provide access to an existing tower (such as an emergency services or other tower); or
- Provide a connection to an existing power source.

It may assist you in determining the amount of resources you allocate to respond to this letter to know that your entire local government area is eligible for funding under the Programme, and in total there are nearly 500 local government areas eligible for funding under the Programme.

Should you wish to do so, please write to me, as the official with responsibility for this Programme within the Department of Communications, to nominate any such locations and the extent of such proposed co-contribution. I would be grateful if you can also nominate a contact person in your Council with whom the Bidding Parties can consult on your co-contributions and the relevant locations. I ask that you do this by the end of June 2014 by email to [mobilecoverage@communications.gov.au](mailto:mobilecoverage@communications.gov.au)

I emphasise that there is no requirement for a location to be the subject of a co-contribution by a local council or other party before it can receive funding from the Commonwealth under the Programme.

However, the Government aims to have all relevant information gathered together in relation to a location, and made known to the Bidding Parties, before they lodge their proposals with the Government. Clearly, if a third party such as a local council has an appetite to provide a co-contribution towards the construction of a base station at a particular location, it makes sense for that information to be captured and included in the database which is provided to the Bidding Parties.

Finally, you should be aware that the selection of a location to be funded by the Commonwealth under this Programme will depend upon a number of factors. The availability of funding from sources other than the Commonwealth will not be determinative. In other words, while the Commonwealth is interested to learn from you if there are any locations where your Council is interested in providing a co-contribution, I cannot give you any assurance that such a location will necessarily be chosen for funding from the Commonwealth.

If you wish to discuss this matter further, I can be contacted on 1800 113 486 or [mobilecoverage@communications.gov.au](mailto:mobilecoverage@communications.gov.au)

Yours sincerely



Lachlann Paterson  
Assistant Secretary  
Regional Communications

### 9.2.2 MAJOR PLANT REPLACEMENT PROGRAM 2014-15 TO 2023-24

Date:	15 May 2014
Applicant:	N/A
Location:	Nil
File Ref:	ADM 0364
Disclosure of Interest:	Nil
Author:	Steve Geerdink

#### Summary

This report seeks Council to review the Plant Replacement Program for the period 2014-15 to 2023-24.

#### Background

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

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

With the eminent commencement of the preliminary budget preparation for 2014-15 it is essential that some guidance is given regarding proposed changeover of plant.

#### Comment

The Plant Replacement Program has been extended out to 10 years to fall in line with the 10 year financial plans that Council is required to have in place by the 30 June 2013. The net cost to the Municipal Fund less transfers from reserves and adding transfers to reserves has been capped at \$200,000 per year. When net expenditure is greater than \$180,000 there will be no transfer to the plant reserve, alternatively when net expenditure is less than \$180,000 plus inflation the reserve transfer will be the gap.

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

1. All Major Plant items have been scheduled for a seven year changeover.
2. Large Trucks have been rescheduled for a 5 year changeover.
3. Utilities including small trucks have been scheduled for a minimum ten year changeover except the Refuse Site utility which has not been included for changeover.
4. Executive vehicles have been scheduled for a three to four year changeover according to expected annual kilometers travelled.
5. The Multi Tyre Roller, Tractor/Mower, Water Truck and Skid Steer Loader have not been included on a specific changeover schedule but will be assessed individually each year.

The purpose of a planned schedule of changeovers is to avoid having to changeover numerous vehicles in any one given year. This will also facilitate reserve fund levels being maintained. Ideal

reserve funding levels are assessed at approximately \$300,000 which would enable Council to purchase a large item of equipment like a grader in an out of budget scenario. After 4 years this \$300,000 reserve minimum should be achieved.

Highlights of the Plant Replacement Program are:

- The two large tipping trucks were due for changeover in 2013/14, but have been pushed out by one year to the 2014/15 Budget.
- A transfer from the plant reserve of \$100,000 to fund the truck change over.

I recommend that Council in adopting this plant replacement program, budgets for the replacement of the two large tipping trucks for 2014/15.

#### Financial Implications

Council will need to include the 2014/15 plant replacement program in its 2014/15 Budget deliberations.

#### Statutory Implications

Nil

#### Consultation

CEO

#### Voting Requirement

Simple majority

### **COUNCIL DECISION – ITEM 9.2.2**

(2401)            Moved: S.V. Brookes                            Seconded: W.E. Coote                            Carried: 7/0

**THAT COUNCIL ADOPTS THE MAJOR PLANT REPLACEMENT PROGRAM 2014/15 TO 2023/24.**

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SHIRE OF DOWERIN	MAJOR PLANT REPLACEMENT PROGRAM 2014/15 to 2023/24									
	Inflation Factor	100.00%	103.00%	106.09%	109.27%	112.66%	116.16%	119.81%	123.59%	127.60%
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
<b>Grader Cat120M D.010 (July08) 5432hrs</b>		\$319,300							\$392,699	
Trade		(\$133,900)							(\$164,680)	
Balance ex Plant Reserve		\$90,000							\$160,000	
Balance ex Muni Fund		\$135,400							\$68,019	
<b>Grader Cat 12M D.007 (Nov10) 3127 hrs</b>				\$360,000						
Trade				(\$152,962)						
Balance ex Plant Reserve				\$120,000						
Balance ex Muni Fund				\$87,038						
<b>Front End Loader D008 (Nov12) 1364 hrs</b>						\$347,782				
Trade						(\$144,000)				
Balance ex Plant Reserve						\$30,000				
Balance ex Municipal Fund						\$172,873				
<b>2 x Tip Truck D003 &amp; D004 (Feb05) 180,000km</b>	\$400,000						\$453,740			
Trade	(\$180,000)						(\$236,810)			
Balance ex Plant Reserve	\$100,000						\$35,000			
Balance ex Municipal Fund	\$120,000						\$179,929			
<b>Dual Cab Hino 300 Truck D005 (Feb12) 66,816km</b>								\$68,390		
Trade								(\$27,057)		
Balance ex Plant Reserve								\$0		
Balance ex Municipal Fund								\$71,333		
<b>Community Bus (Apr 10)</b>		\$90,000					\$113,435			
Trade		(\$48,000)					(\$53,732)			
Balance ex Bus Reserve		\$42,000					\$63,266			
Balance ex Municipal Fund		\$0					(\$3,563)			
<b>Hino 505 Truck D009 (Feb12) 67,882km</b>								\$110,088		
Trade								(\$24,597)		
Balance ex Plant Reserve								\$0		
Balance ex Municipal Fund								\$86,091		
<b>Roller Multi Tyre D014 (Sep03) 4373 hrs</b>				\$174,036						
Trade				(\$60,100)						
Balance ex Plant Reserve				\$0						
Balance ex Municipal Fund				\$114,736						
<b>Case Tractor/Mower D030 (Mar13) 528hrs</b>										
Trade										
Balance ex Plant Reserve										
Balance ex Municipal Fund										
<b>Water Truck D040 (2nd Hand 09) 216,000 KM</b>									\$106,275	
Trade									(\$6,680)	
Balance ex Plant Reserve									\$0	
Balance ex Municipal Fund									\$98,695	
<b>Gardener's Ute Ford Ranger D006 (Sept 09) 74,080</b>						\$28,882				
Trade						(\$3,476)				
Balance ex Plant Reserve						\$0				
Balance ex Municipal Fund						\$25,504				
<b>Gardener's Ute Ford Courier D07 (Oct 05) 187,351 km</b>		\$25,750								
Trade		(\$3,090)								
Balance ex Plant Reserve		\$0								
Balance ex Municipal Fund		\$22,660								
<b>Maintenance Ute Hilux D013 (Jun 05) 106,290 km</b>									\$31,990	
Trade									(\$3,630)	
Balance ex Plant Reserve									\$0	
Balance ex Municipal Fund									\$27,660	
<b>Refuse Site Ute Toyota Hilux D016 (Nov 02) 81,765 km</b>								\$30,747		
Trade								(\$3,690)		
Balance ex Plant Reserve								\$0		
Balance ex Municipal Fund								\$27,057		
<b>Skid Steer Loader Mustang 2054 D012 (Dec 07) 2357 hrs</b>			\$68,959							
Trade			(\$15,914)							
Balance ex Plant Reserve			\$0							
Balance ex Municipal Fund			\$53,045							
<b>CEO Ford Territory - 0D (July 2013) 18,506km</b>					\$45,020					\$52,191
Trade					(\$15,757)					(\$18,267)
Balance ex Plant Reserve					\$0					\$0
Balance ex Municipal Fund					\$29,263					\$33,924
<b>MFA Ford Falcon Sedan 50 (Jul 12) 41,978km</b>			\$31,827				\$35,822			
Trade			(\$12,731)				(\$14,329)			
Balance ex Plant Reserve			\$0				\$0			
Balance ex Municipal Fund			\$19,096				\$21,493			
<b>WM Ford Territory - D02 (Aug 12) 86,628 km</b>		\$41,200			\$45,020			\$48,195		
Trade		(\$14,420)			(\$15,757)			(\$17,218)		
Balance ex Plant Reserve		\$0			\$0			\$23,000		
Balance ex Municipal Fund		\$26,780			\$29,263			\$8,977		
<b>TOTAL ESTIMATED EXPENDITURE</b>	<b>\$408,000</b>	<b>\$476,250</b>	<b>\$106,786</b>	<b>\$535,438</b>	<b>\$80,041</b>	<b>\$376,764</b>	<b>\$602,996</b>	<b>\$289,020</b>	<b>\$529,643</b>	<b>\$52,191</b>
<b>Estimated Funding</b>										
Proceeds of Trade Vehicles	\$180,000	\$190,410	\$28,644	\$213,082	\$31,514	\$148,387	\$306,871	\$72,563	\$175,080	\$18,267
Transfer from Plant Reserve	\$100,000	\$92,000	\$0	\$120,000	\$0	\$30,000	\$98,266	\$23,000	\$160,000	\$0
Municipal Funding	\$120,000	\$184,840	\$72,141	\$202,354	\$58,526	\$198,377	\$197,859	\$190,458	\$194,562	\$33,924
<b>TOTAL ESTIMATED FUNDING</b>	<b>\$400,000</b>	<b>\$476,250</b>	<b>\$100,786</b>	<b>\$535,438</b>	<b>\$90,041</b>	<b>\$376,764</b>	<b>\$602,996</b>	<b>\$289,020</b>	<b>\$529,643</b>	<b>\$52,191</b>
<b>Plant Reserve</b>										
Opening Balance	\$248,052	\$156,523	\$132,379	\$264,209	\$168,326	\$336,951	\$353,628	\$306,922	\$345,647	\$254,788
Interest (5%)	\$7,472	\$4,896	\$3,971	\$7,905	\$5,050	\$10,100	\$10,000	\$9,208	\$10,389	\$7,544
Transfer to Reserve Funds	\$0	\$63,160	\$127,859	\$16,191	\$168,575	\$33,478	\$40,951	\$52,517	\$58,772	\$227,031
Transfer from Reserve Funds	(\$100,000)	(\$92,000)	\$0	(\$120,000)	\$0	(\$30,000)	(\$98,266)	(\$23,000)	(\$160,000)	\$0
<b>Closing Balance</b>	<b>\$156,523</b>	<b>\$132,379</b>	<b>\$264,209</b>	<b>\$168,326</b>	<b>\$339,951</b>	<b>\$353,628</b>	<b>\$306,922</b>	<b>\$345,647</b>	<b>\$254,788</b>	<b>\$489,462</b>

**9.2.3 ROAD PROGRAM 2014/2015**

Date: 15 May 2014  
 Applicant: N/A  
 Location: N/A  
 File Ref: ADM 0290  
 Disclosure of Interest: Nil  
 Author: Steve Geerdink

Summary

This report recommends that Council endorse the 2014/15 Road Program.

Background

To assist with the 2014/15 Budget preparations I have prepared the road program for 2014/15.

Comment

Each year Council reconstructs seals, prunes vegetation and re sheets various roads within its road network. The list of roads below has been identified as the roads with the highest priority and has been included in the 2014/15 Road Program

Road	SLK	Works	Funding
Dowerin-Meckering Road	4.97-9.32	Reconstruction	R2R
Cunderdin-Minnivale	13.37-14.7	Reconstruction and widen	RRG
Rabbit Proof Fence Road	36.66-44	Twinkarri	Council
Nambling South Rd	2.51-9.25	Twinkarri	Council
Clinic Rd	8.31-17.48	Twinkarri	Council
Fifty Four Gate Road	0.0-1.6	Clearing and gravel re sheeting	Council
Nambling South Rd	20.81-22.52	Gravel re-sheeting	Council
Ucarty South Road	0-0.25	Intersection re-alignment	Council
Thornett Road	0-11.11	Gravel patching and pruning	Council
Clinic Road	4.98-8.31	Staff pruning	Council
Phillips Road	0-5.95	Staff pruning	Council
Uberin Road	0-6.87	Staff pruning	Council
Cemetery Road	0-2.5	Staff pruning	Council
Meckering Road	0-0.85	Tree removal	Council
Wongan Hills-Koorda Road	18.5-21.5	Gravel sheet road edges	Council
Montague road	0.8-1.4	Gravel re-sheet	Council

Other roads that Council should include for future works are listed below.

**ROADS TO RECOVERY**

Dowerin-Koorda Road reconstruction to be commenced from boundary 2015/16 to 2017/18

Various town streets need to be re sealed over the next 4 years. Crack sealing will need to be carried out on some of the town streets before being resealed.

**REGIONAL ROAD GROUP**

Continuing widening work on the Dowerin-Meckering Road  
Redding Road reconstruction 2015/16  
Dowerin-Kalannie Road varying SLK's dependent on deterioration  
Stewart Street 2016/17

**COUNCIL FUNDED**

Rabbit Proof Fence Road	Various SLK's
Nambling South Road	Various SLK
Cemetery Road	5.29 – 11.61
Ucarty South Road	0 – 4.0 + various other SLK's
Old Koorda-Wongan Road	0 – 13.92
Hindmarsh Back Road	6.89 – 15.11
Old Koorda Road	Various SLK's as required
Ejanding West Road	10.34 – 12.41
Quelagetting West Road	3.10 – 4.82

Council will continue to gravel sheet various bitumen road edges each year with staff pruning and twinkarri pruning to be included each year.

Financial Implications

The cost of the 2014/15 Road Program will be incorporated into the 2014/15 Budget.

Public Consultation

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

**COUNCIL DECISION – ITEM 9.2.3**

(2402)

Moved: D.P. Hudson

Seconded: T.A. Jones

Carried: 7/0

**THAT THE 2014/15 ROAD BUDGET BE ADOPTED AND INCLUDED IN THE 2014/15 BUDGET AS LISTED BELOW.**

Road	SLK	Works	Wages	Overheads	Plant Cost	Depn	Materials	Total
Dowerin-Meckering Road	4.97-9.32	Reconstruction	30,800	27,720	36,240	20,536	314,890	429,986
Cunderdin-Minnivale	13.37-14.7	Reconstruction and widen	19400	17460	18000	10200	202400	267460
Rabbit Proof Fence Road	36.66-44	Twinkarri	0	0	0	0	10800	10800
Nambling South Rd	2.51-9.25	Twinkarri	0	0	0	0	10800	10800
Clinic Rd	8.31-17.48	Twinkarri	0	0	0	0	10800	10800
Fifty Four Gate Road	0.0-1.6	Clearing and gravel re sheeting	8800	7920	10560	5984	12500	45764
Nambling South Rd	20.81-22.52	Gravel re sheeting	7200	6480	8640	4896	4600	31816
Ucarty South Road	0-0.25	Intersection re alignment	7800	7020	9360	5304	1600	31084
Thornett Road	0-11.11	Gravel patching and pruning	8600	7740	7440	4216	9550	37546
Clinic Road	4.98-8.31	Staff pruning	4000	3600	1200	680	0	9480
Phillips Road	0-5.95	Staff pruning	2400	2160	720	408	0	5688
Uberin Road	0-6.87	Staff pruning	4000	3600	1200	680	0	9480
Cemetery Road	0-2.5	Staff pruning	2400	2160	720	408	0	5688
Meckering Road	0-0.85	Tree removal	5600	5040	1680	952	0	13272
Wongan Hills-Koorda Road	18.5-21.5	Gravel sheet road edges	8000	7200	9600	5440	0	30240
Montague road	0.8-1.4	Gravel resheet	2400	2160	2880	1632	0	9072
		Total	111,400	100,260	108,240	61,336	577,740	958,976

**Council adjourned 4:11pm**

**Council resumed 4:32pm**



9.3 FINANCE REPORT

9.3.1 FINANCE REPORT – APRIL 2014

Date: 14 May 2014  
 Applicant: N/A  
 Location: N/A  
 File Ref:  
 Disclosure of Interest: Nil  
 Author: Sonia King

Summary

I present the financial statements for the period 1 July 2013 to 30 April 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-Apr-14</b>	<b>30-Jun-13</b>	<b>30-Apr-13</b>
Municipal Fund	\$756,438	\$1,447,487	\$1,079,898
Plant Reserve	\$104,938	\$101,617	\$101,163
LSL Reserve	\$109,770	\$105,640	\$105,300
Land & Buildings Reserve	\$19,116	\$16,797	\$16,797
Recreation Facility Reserve	\$165,766	\$156,623	\$154,353
Community Bus Reserve	\$29,436	\$28,630	\$23,913
Community Housing Res	\$35,167	\$34,150	\$33,696
Sewerage Reserve	\$724,575	\$701,815	\$664,995
Economic Develop Reserve	\$477,068	\$467,345	\$461,670
Tennis Replacement	\$0	\$0	\$0
Bowling Green Replacement	\$0	\$0	\$0
<b>Consolidated Funds</b>	<b>\$2,422,277</b>	<b>\$3,060,104</b>	<b>\$2,669,230</b>

**Sundry Debtors at 30 April 2014**

Current	\$6,969
30 days	\$219
60 days	\$0
90 days	\$327
Total	<b>\$7,439</b>

Reserve Funds

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

Consultation

Nil.

Financial Implications

Nil.

Policy Implications

Nil.

Statutory Implications

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

Strategic Implications

Nil.

Voting Requirements

Simple Majority

**COUNCIL DECISION – ITEM 9.3.1**

(2403) Moved: D.P. Hudson                      Seconded: T.A. Jones                      Carried: 7/0

**THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 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 2013 TO 30 APRIL 2014**

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Statement of Financial Activity

Notes to and Forming Part of the Statement

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 27 MAY 2014

NOTE	2013/14 Revised Budget \$	April 2014 Y-T-D Budget \$	April 2014 Actual \$	Variances Actuals to Budget \$	Actual Budget to Y-T-D %
<b>Operating</b>					
<b>Revenues/Sources</b>					
Governance	8,700	7,230	58,944	51,714	715.27%
General Purpose Funding	745,853	556,110	587,343	41,233	7.41%
Law, Order, Public Safety	29,100	24,240	31,800	7,560	31.19%
Health	297,585	247,940	273,404	25,464	10.27%
Education and Welfare	1,560	1,300	3,035	1,735	133.48%
Housing	111,054	92,520	97,125	4,605	4.98%
Community Amenities	204,089	199,540	205,539	5,999	3.01%
Recreation and Culture	346,740	314,510	201,057	(113,453)	(36.07%)
Transport	650,527	558,181	621,655	63,474	11.37%
Economic Services	9,200	5,410	7,185	1,775	32.81%
Other Property and Services	10,500	8,750	6,973	(1,727)	(20.31%)
	<u>2,414,908</u>	<u>2,015,731</u>	<u>2,104,060</u>	<u>88,329</u>	<u>4.38%</u>
<b>(Expenses)/(Applications)</b>					
Governance	(297,880)	(249,790)	(301,787)	(51,997)	(20.82%)
General Purpose Funding	(79,648)	(66,350)	(66,072)	278	0.42%
Law, Order, Public Safety	(78,201)	(65,090)	(64,392)	(18,302)	(29.65%)
Health	(357,439)	(297,800)	(317,799)	(19,999)	(6.72%)
Education and Welfare	(14,463)	(12,020)	(18,644)	(6,624)	(55.11%)
Housing	(157,363)	(131,050)	(178,787)	(47,737)	(36.43%)
Community Amenities	(330,132)	(274,880)	(290,614)	(15,734)	(5.72%)
Recreation & Culture	(566,310)	(471,660)	(631,150)	(159,490)	(33.81%)
Transport	(1,494,111)	(1,244,930)	(1,245,788)	(858)	(0.07%)
Economic Services	(137,445)	(114,450)	(155,693)	(41,443)	(36.21%)
Other Property and Services	(13,194)	(10,830)	(7,582)	3,248	29.99%
	<u>(3,526,186)</u>	<u>(2,938,850)</u>	<u>(3,298,506)</u>	<u>(359,656)</u>	<u>12.24%</u>
<b>Net Operating Result Excluding Rates</b>	<b>(1,111,278)</b>	<b>(923,119)</b>	<b>(1,194,448)</b>	<b>(271,329)</b>	<b>29.39%</b>
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit/Loss on Asset Disposals)	2,000	1,660	0	(1,660)	100.00%
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	(24,150)	(24,150)	0.00%
Movement in Deferred Pensioner Rates/(St)	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	0	0	4,130	4,130	0.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	1,320,385	1,100,100	1,238,184	138,084	(12.55%)
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(1,526,068)	(1,271,720)	(1,010,736)	260,984	20.52%
Purchase of Vehicles & Plant	(40,000)	(40,000)	(36,909)	3,091	7.73%
Purchase of Furniture & Equipment	0	0	(4,865)	(4,865)	0.00%
Purchase of Tools & Equipment	0	0	(5)	(5)	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(945,130)	(785,060)	(642,996)	142,084	18.10%
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	(7,950)	(6,630)	(6,335)	295	4.45%
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	(54,912)	(27,456)	(27,178)	278	1.01%
Proceeds from New Debentures	0	0	0	0	0.00%
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	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)	0	0	(53,220)	(53,220)	0.00%
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fed	848,643	848,643	1,460,972	612,329	(72.18%)
Net Current Assets Year to Date	<u>(458,392)</u>	<u>(57,664)</u>	<u>748,848</u>	<u>806,512</u>	<u>1398.64%</u>
<b>Amount Raised from Rates</b>	<b>(1,045,918)</b>	<b>(1,045,918)</b>	<b>(1,046,403)</b>	<b>(485)</b>	<b>0.05%</b>

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

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**SHIRE OF DOWERIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 2014**

3. ACQUISITION OF ASSETS	2013/14 Adopted Budget \$	2013/14 Revised Budget \$	April 2014 Actual \$
The following assets have been acquired during the period under review:			
<p>The liability for long service leave is recognised in the provision for employee benefit value of expected future payments to be made in respect of services provided by date using the projected unit credit method. Consideration is given to expected experience of employee departures and periods of service. Expected future pay yields at the reporting date on national government bonds with terms to maturity as possible, the estimated future cash outflows. Where the Council does not have settlement beyond 12 months, the liability is recognised as a current liability.</p>			
Vehicle - Fire Trucks	0	0	0.00
<b>Housing</b>	0	0	0.00
Other Housing	0	0	0.00
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
<b>Health</b>	0	0	0.00
Other Health	0	0	0.00
Furn - Hacc Equipment	0	0	0.00
<b>Community Amenities</b>	0	0	237.82
Other Community Amenities	0	0	237.82
Land - Recycling Shed	0	0	237.82
<b>Recreation and Culture</b>	0	0	4.50
Other Recreation & Sport	0	0	4.50
Tools - Mowers/Tools	0	0	4.50
Community Club	328,068	328,068	411,780.26
Land - New Sports Complex	0	0	0.00
Other Culture	0	0	0.00
<b>Total</b>	<b>328,068</b>	<b>328,068</b>	<b>411,780.26</b>
In the determination of whether an asset or liability is current or non-current, con when each asset or liability is expected to be settled. The asset or liability is cla			
<p>expected to be settled within the next 12 months, being the Council's operationa liabilities where Council does not have the unconditional right to defer settlement vested long service leave, the liability is classified as current even if not expecte 12 months. Inventories held for trading are classified as current even if not expe next 12 months except for land held for resale where it is held as non-current ba release for sale.</p>			
Plant - Works Manager Vehicle	0	0	0.00
Tools - Compressor	0	0	0.00
<b>Economic Services</b>	0	0	598,737.96
Other Economic Services	0	0	598,737.96
Wheatbelt Heritage Rail Project	1,200,000	1,200,000	598,737.96
<b>Other Property &amp; Services</b>	0	0	0.00
Unclassified	0	0	0.00
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	<b>2,519,148</b>	<b>2,519,148</b>	<b>1,701,845.90</b>
<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	1,526,068	1,526,068	1,010,736.04
Vehicles & Plant	40,000	40,000	36,809.09
Furniture & Equipment	0	0	4,865.00
Tools & Equipment	0	0	4.50
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	945,130	945,130	842,995.83
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	7,950	7,950	8,335.44
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<b>2,519,148</b>	<b>2,519,148</b>	<b>1,701,845.90</b>

SHIRE OF DOWERIN  
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 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)	
	2013/14 Budget \$	April 2014 Actual \$	2013/14 Budget \$	April 2014 Actual \$	2013/14 Budget \$	April 2014 Actual \$
Governance						
Housing						
Recreation & Culture						
Transport						
OD - Ford Territory	12,000		10,000		(2,000)	-
Other Property & Services						
	12,000	-	10,000	-	(2,000)	-

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2013/14 Budget \$	April 2014 Actual \$	2013/14 Budget \$	April 2014 Actual \$	2013/14 Budget \$	April 2014 Actual \$
Land & Buildings						
Vehicles & Plant	12,000	0	10,000	0	(2,000)	0
Furniture & Equipment						
Tools						
	12,000	0	10,000	0	(2,000)	0

Summary

Profit on Asset Disposals  
 Loss on Asset Disposals

2013/14 Adopted Budget \$	April 2014 Actual \$
0	0.00
(2,000)	0.00
<u>(2,000)</u>	<u>0.00</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 2014

5. INFORMATION ON BORROWINGS  
(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$
Recreation & Culture Loan 97 - Recreation Complex	584,267	0	0	54,812	27,178	528,355	557,009	23,697	12,128
	584,267	0	0	54,812	27,178	528,355	557,009	23,697	12,128

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces mtcie
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 - 2011/12

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Nil	0	0			-		0	0	NIL

**SHIRE OF DOWERIN**  
**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 2014**

	2013/14 Adopted Budget \$	April 2014 Actual \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	105,640	105,640
Amount Set Aside / Transfer to Reserve	24,730	4,130
Amount Used / Transfer from Reserve	0	0
	<u>130,370</u>	<u>109,770</u>
<b>(b) Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	101,617	101,617
Amount Set Aside / Transfer to Reserve	149,402	3,321
Amount Used / Transfer from Reserve	0	0
	<u>251,019</u>	<u>104,938</u>
<b>(c) Land &amp; Building Reserve</b>		
Opening Balance	16,797	16,797
Amount Set Aside / Transfer to Reserve	749	2,319
Amount Used / Transfer from Reserve	0	0
	<u>17,546</u>	<u>19,116</u>
<b>(d) Office Equipment Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	0	0
Amount Used / Transfer from Reserve	0	0
	<u>0</u>	<u>0</u>
<b>(e) Recreation Facilities Reserve</b>		
Opening Balance	156,623	156,623
Amount Set Aside / Transfer to Reserve	3,850	9,143
Amount Used / Transfer from Reserve	0	0
	<u>160,473</u>	<u>165,766</u>
<b>(f) Community Housing Project Reserve</b>		
Opening Balance	34,150	34,150
Amount Set Aside / Transfer to Reserve	7,603	1,017
Amount Used / Transfer from Reserve	0	0
	<u>41,753</u>	<u>35,167</u>
<b>(g) Community Bus Reserve</b>		
Opening Balance	28,630	28,630
Amount Set Aside / Transfer to Reserve	5,045	806
Amount Used / Transfer from Reserve	0	0
	<u>33,675</u>	<u>29,436</u>
<b>(h) Sewerage Asset Preservation Reserve</b>		
Opening Balance	701,815	701,814
Amount Set Aside / Transfer to Reserve	80,423	22,761
Amount Used / Transfer from Reserve	0	0
	<u>782,238</u>	<u>724,575</u>
<b>(i) Economic Development Reserve</b>		
Opening Balance	467,345	467,345



Amount Set Aside / Transfer to Reserve	16,156	9,723
Amount Used / Transfer from Reserve	(15,000)	0
	<u>468,501</u>	<u>477,068</u>
<b>(j) Tennis Court Replacement Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	6,000	0
Amount Used / Transfer from Reserve	0	0
	<u>6,000</u>	<u>0</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	10,000	0
Amount Used / Transfer from Reserve	0	0
	<u>10,000</u>	<u>0</u>
<b>Total Cash Backed Reserves</b>	<u><b>1,901,575</b></u>	<u><b>1,665,836</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	24,730	4,130
Plant Replacement & Reconditioning Reserve	149,402	3,321
Land & Building Reserve	749	2,319
Office Equipment Reserve	0	0
Recreation Facilities Reserve	3,850	9,143
Community Housing Project Reserve	7,603	1,017
Community Bus Reserve	5,045	806
Sewerage Asset Preservation Reserve	80,423	22,761
Economic Development Reserve	16,156	9,723
Landcare Reserve	6,000	0
Community Health Reserve	10,000	0
	<u><b>303,958</b></u>	<u><b>53,220</b></u>

**Transfers from Reserves**

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	0	0
Land & Building Reserve	0	0
Office Equipment 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	(15,000)	0
Landcare Reserve	0	0
Community Health Reserve	0	0
	<u><b>(15,000)</b></u>	<u><b>0</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>288,958</b></u>	<u><b>53,220</b></u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 2014

	2012/13 B/Fwd Per 2011/12 Budget \$	2012/13 B/Fwd Per Financial Report \$	April 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	1,449,889	756,438
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	1,612,619	1,665,839
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	16,601	69,392
Sewerage Rates Outstanding	13,320	16,182	18,600
Rubbish Rates Outstanding	9,156	10,997	12,879
Sundry Debtors	9,524	43,125	7,439
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services Levy	1,486	1,622	235
GST Receivable	0	28,412	15,485
Provision For Doubtful Debts	0	0	0
Inventories	12,672	22,712	39,349
	<u>3,362,064</u>	<u>3,284,316</u>	<u>2,585,656</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(101,023)	(43,947)
Excess Rates	(34,591)	(36,620)	(29,257)
Accrued Expenditure	0	0	0
Department Transport	0	0	(42,105)
GST Payable	(33,251)	(4,519)	(6,418)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(4,537)	(3,323)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(6,795)	(4,628)
Leave Provisions - Current	(175,250)	(162,871)	(162,871)
	<u>(741,411)</u>	<u>(316,365)</u>	<u>(292,549)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,620,653</b>	<b>2,967,951</b>	<b>2,293,107</b>
Less: Cash - Reserves - Restricted	(1,872,648)	(1,612,619)	(1,665,839)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	105,640	109,770
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	11,488
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>848,643</b>	<b>1,460,972</b>	<b>748,848</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 2014

8. RATING INFORMATION

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

All land except exempt land in the Shire of Dowerin is rated according to its Gross Rental Value (GRV) in townsites or 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 2013 TO 30 APRIL 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-11 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Skateboard Park	0	0	0	0
Nomination Deposits	0	400	0	400
Deposit Land Purchase	0	0	0	0
Housing Rental Bonds	4,060	0	400	4,460
Dowerin Art Group	0	0	0	0
BCITF Levy	0	0	0	0
Key Deposits	710	0	(100)	610
Tidy Towns	2,818	0	0	2,818
Impounded Vehicles	0	0	0	0
Young & Restless	0	5,760	(5,760)	0
Dowerin Child care	9,186	50	0	9,236
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	22,573	0	(7,103)	15,470
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Companion Club	0	0	0	0
Amery Acres Sandalford	0	0	0	0
AROC Funds	61,978	1,165	0	63,143
	<u>107,973</u>	<u>7,375</u>	<u>(12,563)</u>	<u>102,785</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 2014

10. OPERATING STATEMENT

	April 2014 Actual	2013/14 Adopted Budget	2012/13 Actual
	\$	\$	\$
<b>OPERATING REVENUES</b>			
Governance	58,944	8,700	105,264
General Purpose Funding	1,643,746	1,791,780	2,689,519
Law, Order, Public Safety	31,800	29,100	228,961
Health	273,404	297,585	271,639
Education and Welfare	3,035	1,560	1,560
Housing	97,125	111,054	103,704
Community Amenities	205,539	204,089	203,486
Recreation and Culture	201,057	346,740	1,426,617
Transport	621,655	650,527	747,806
Economic Services	7,185	9,200	1,271,468
Other Property and Services	6,973	10,500	18,718
<b>TOTAL OPERATING REVENUE</b>	<b>3,150,463</b>	<b>3,460,835</b>	<b>7,068,743</b>
<b>OPERATING EXPENSES</b>			
Governance	301,787	297,880	397,485
General Purpose Funding	66,072	79,648	94,134
Law, Order, Public Safety	84,392	78,201	107,069
Health	317,799	357,439	343,711
Education and Welfare	18,644	14,463	13,928
Housing	178,787	157,363	201,313
Community Amenities	290,614	330,132	353,686
Recreation & Culture	631,150	566,310	661,925
Transport	1,245,788	1,494,111	1,443,787
Economic Services	155,893	137,445	373,260
Other Property and Services	7,582	13,194	53,760
<b>TOTAL OPERATING EXPENSE</b>	<b>3,298,508</b>	<b>3,526,186</b>	<b>4,044,058</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(148,045)</u></b>	<b><u>(65,351)</u></b>	<b><u>3,024,685</u></b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 2014

11. BALANCE SHEET

	April 2014 Actual \$	2012/13 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,422,276	3,144,665
Trade and Other Receivables	124,031	116,941
Inventories	39,349	22,712
<b>TOTAL CURRENT ASSETS</b>	<u>2,585,656</u>	<u>3,284,318</u>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	27,788	27,788
Inventories	0	0
Property, Plant and Equipment	9,302,923	8,777,403
Infrastructure	19,677,308	19,739,166
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<u>29,008,019</u>	<u>28,544,357</u>
<b>TOTAL ASSETS</b>	<u>31,593,675</u>	<u>31,828,675</u>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	131,180	179,145
Long Term Borrowings	27,734	54,912
Provisions	162,871	162,871
<b>TOTAL CURRENT LIABILITIES</b>	<u>321,785</u>	<u>396,928</u>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	529,355	529,355
Provisions	21,358	21,358
<b>TOTAL NON-CURRENT LIABILITIES</b>	<u>550,713</u>	<u>550,713</u>
<b>TOTAL LIABILITIES</b>	<u>872,498</u>	<u>947,641</u>
<b>NET ASSETS</b>	<u>30,721,177</u>	<u>30,881,034</u>
<b>EQUITY</b>		
Trust Imbalance	(11,488)	0
Retained Surplus	28,938,474	29,139,739
Reserves - Cash Backed	1,665,839	1,612,619
Reserves - Asset Revaluation	128,678	128,678
<b>TOTAL EQUITY</b>	<u>30,721,503</u>	<u>30,881,036</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 30 APRIL 2014

12. FINANCIAL RATIOS

	2013 YTD	2013	2012	2011
Current Ratio	4.338	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 – APRIL 2014

Date:	19 May 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	List of Accounts April 2014

#### Background

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

#### Comment

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

#### Statutory Implications

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

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

#### Policy Implications

Nil.

#### Voting Requirements

Simple Majority

### **COUNCIL DECISION – ITEM 9.3.2**

(2404) Moved: L.G. Hagboom Seconded: W.E. Coote Carried: 7/0

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



**9.4 COMMUNITY DEVELOPMENT OFFICERS REPORT****9.4.1 DOWERIN COMMUNITY GYM**

Date:	30 <sup>th</sup> April 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Louise Hagboom
Attachments:	Draft Fit for Life – Dowerin Community Gym Business Plan

Background

The establishment of a gym in Dowerin has been a concept that has been high on the Dowerin Community's 'wish list' for a number of years as outlined in the Physical Activity Plans (2007 and the revised document in 2010) and more recently, in the Dowerin Community Strategic Plan. The provision of a gym would create an alternative recreation opportunity in Dowerin whereby fitness opportunities at present are largely focused on traditional team sporting pursuits.

Fit for Life - Dowerin Community Gym aims to provide the community of Dowerin with access to a safe, modern and secure gymnasium facility. The gym will be run on a membership basis with a keyless entry system to ensure that the facility will be accessible to all members 24 hours a day, 7 days per week. Membership will be available to all residents aged 14+ (those under the age of 18 must be accompanied by a parent or guardian during times of use) and will be marketed to all demographics in Dowerin, irrespective of a person's gender, ethnicity, socio-economic background or sporting ability.

Fit for Life – Dowerin Community Gym will provide the Dowerin community with another high quality, safe, stimulating and secure facility which aims to increase the livability of the district and help maintain the general health and fitness of our residents.

Comment

The Dowerin community has expressed strong support towards a gymnasium facility to be based locally within the Town (Dowerin Physical Activity Plan 2007 – 2010 and Dowerin Community Strategic Plan). This expressed need for a gymnasium in Dowerin creates an opportunity for Council to react to the changing societal trends, and match the needs of the Dowerin community, through the provision of a community gymnasium.

A number of potential locations have been assessed within the Dowerin town site and with the co-location of facilities to the Dowerin Community Club, the former Dowerin Tennis Clubrooms have been highlighted as prime location to house this venture due to its size, shape and proximity to ablutions and other sporting amenities.

Dowerin's Fit for Life - Community Gym proposal plans to utilise the unmanned gym facility option in order to cater for the busy lifestyles of local residents especially during seeding/harvest due to 24/7 access to the facility. Support for this management option has been demonstrated within the letters of support received from local residents including shift workers, farmers, a registered nurse, mothers and families.

Consultation has been made with funding provider Lotterywest who have expressed their potential to financially support a venture such as this due to the social inclusion/nature of the region aspect of this facility. An application to Lotterywest has been drawn up and aims to cover the costs associated with the internal fit out (equipment) for the facility.

Statutory Implications

Nil

Financial Implications

Allocate \$30,000 from the 2014/15 budget to be utilized in order to complete the building renovations for the development of this proposed facility.

Policy Implications

Nil.

Voting Requirements

Simple Majority

**COUNCIL DECISION – ITEM 9.4.1**

(2405)            Moved: W.E. Coote                            Seconded: T.A. Jones                            Carried: 7/0

**THAT COUNCIL AGREES TO:**

- 1. ENDORSE THE PROPOSAL TO DEVELOP A COMMUNITY GYMNASIUM UTILISING THE FORMER TENNIS CLUB ROOMS IN DOWERIN;**
- 2. FINANCIALLY SUPPORT THE PROJECT IN THE 2014/15 BUDGET, ALLOCATING \$30,000 TOWARD THE PROJECT;**
- 3. SUPPORT THE APPLICATION TO LOTTERYWEST FOR \$29,893 IN GRANT FUNDING TO ASSIST WITH THE COST OF EQUIPMENT AND FIT OUT OF THE FACILITY.**

9.5 ENVIRONMENTAL HEALTH OFFICERS REPORT

9.5.1 2013-2018 DISABILITY PLAN

Date:	20 May 2014
Applicant:	N/A
Location:	N/A
File Ref	4 Council Services
Disclosure of Interest	Nil
Author:	Linton Thomas

Summary

Council is required under the Disability Act to amend its Disability Access & Inclusion Plan to incorporate an additional outcome (No. 7) which is in regard to employing persons with a disability.

Background

Annually, Council has to report progress on implementing out Disability Access and Inclusion Plan (DAIP) which we reviewed last year and renewed it for another 5 years until 2018.

The six Outcomes Council is required to achieve are as follows;

1. **People with disability** have the same opportunities as other people to access services and events.
2. **People with disability** have the same opportunities as other people to access buildings and other facilities.
3. **People with disability** receive information in a format that will enable them to access information as readily as other people are able to access it.
4. **People with disability** receive the same level and quality of service from staff as other people receive.
5. **People with disability** have the same opportunities as other people to make complaints.
6. **People with disability** have the same opportunities as other people to participate in any public consultation.
7. **To be added.**

**People with disability** have the same opportunities as other people to obtain and maintain employment with a public authority. (No. 7 is to be adopted)

This requirement came out after we had adopted our revision of the existing Plan and they have given us until June 30th to amend it.

Last month I instigated an advertisement in the local newsletter seeking any submission in regard to bringing in Outcome No. 7 into the existing Plan. No submissions have been received.

Consultant's recommendation;

Comment

An item calling for any submissions in regard to this matter was advertised in the Dowerin Despatch Newsletter in late March 2014. (As was required)

No submissions were received.

Consultation

Disability Service Commission.

Financial Implications

Nil

Policy Implications

Alteration to our current Disability Access & Inclusion Plan 2013 -2014

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

**COUNCIL DECISION – ITEM 9.5.1**

(2406)            Moved: S.V. Brookes            Seconded: T.A. Jones            Carried: 7/0

**THAT COUNCIL AMENDS THE 2013 – 2018 DISABILITY ACCESS & INCLUSION PLAN TO INCLUDE OUTCOME NO. 7 WHICH STATES, "PEOPLE WITH DISABILTIY HAVE THE SAME OPPORTUNITIES AS OTHER PEOPLE TO OBTAIN AND MAINTAIN EMPLOYMENT WITH A PUBLIC AUTHORITY .**

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

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5:58pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 17 June 2014.*

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

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***Date***