



**MINUTES**  
**OF MEETING**  
**HELD ON**  
**16 DECEMBER 2014**

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## **1. OPENING, OBITUARIES, VISITOR**

### **1.1 OPENING**

President Metcalf opened the meeting at 3pm.

### **1.2 OBITUARIES**

Mrs Nancy Clarke (nee Jones)

Mr Herman Geerdink

### **2.1 RECORD OF ATTENDANCE**

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

### **2.2 LEAVE OF ABSENCE**

### **2.3 APOLOGIES**

S.L. King	Finance Manager
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### **2.4 GUESTS**

Mr Kane Ralph – left the meeting at 3.25pm.

Miss Carly Ralph – left the meeting at 3.25pm.

## **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**

(2460) Moved: SV Brookes Seconded: TW Quartermaine Carried: 8/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 18 NOVEMBER 2014 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

## **8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

Mr Kane Ralph addressed Council on his recent trip on the Leeuwin Sailing Ship. He thanked Council for the opportunity and recommended the sailing adventure as a great learning experience. The President thanked Kane for his address to Council and was pleased to hear that he enjoyed the Leeuwin adventure.

Kane and Carly Ralph left the meeting at 3.25pm.

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

### **9.1 PRESIDENT ANNOUNCEMENTS**

- Went to the Avon Link opening of the new service in Toodyay
- Attended the December AROC meeting
- Attended the Medical Center meeting with the Goomalling Shire
- Attended the GECZ meeting
- Attended the DEM Board meeting
- Attended the DDHS School concert

## 10 REPORTS OF COMMITTEE AND OFFICERS

### 10.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 10.1.1 CORPORATE PLAN UPDATE

Date:	9 December 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 2013-2017 at its November 2013 Council meeting. Within the Plan, Council included an enabling Strategy which in addition to setting out a range of implementation actions includes a reporting requirement in support of the Plan.

##### Comment

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

##### Consultation

Nil

##### Financial Implications

Nil

##### Policy Implications

Policy development to be determined.

##### Statutory Implications

Nil

##### Strategic Implications

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

##### Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 10.1.1**

(2461)                      Moved: TA Jones                      Seconded: TW Quartermaine                      Carried: 8/0

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

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



# MINUTES OF ORDINARY MEETING OF COUNCIL – 16 DECEMBER 2014

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

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Dowerin in conjunction with local emergency services as a volunteer drive/awareness campaign				<ul style="list-style-type: none"> <li>implemented within 12 months</li> <li>10% increase in volunteers</li> </ul>	February 2014 - Initial stages of planning have commenced. Disaster Drill is planned for 29 March 2014.
<b>C.1.3Continue to support the Animal Ranger Service</b>					
Residents have access to the services of a ranger to assist with stray dogs, cats and related issues	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> <li>Advertise ranger services locally to residents</li> </ul>	<p>October 2014 - Ranger has been engaged recently for issues with barking dogs</p> <p><b>November 2014 - Ranger has been engaged recently for issues with straying cats</b></p>
Continue to provide snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> <li>3 staff fully trained in snake handling</li> </ul>	February 2014 - Only two qualified snake handlers now with the Shire – WM currently investigating if there is any further interest in training further staff up
<b>C.1.4Continue to produce a high quality extensive road network</b>					
Dowerin/Meckering Road -Reconstruction & Widening	2014/2015	\$429,000	Works Manager	<ul style="list-style-type: none"> <li>Regional Road Funding received</li> </ul>	<b>Due to Commence work in February 2015</b>
Cunderdin/Minnivale Road – Reconstruction & Widening	2014/2015	\$265,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> <li>Roads to recovery funded</li> </ul>	<b>Completed 10 October 2014</b>
Thornett Road Gravel Patching and pruning	2014/2015	\$38,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed in November 2014</b>
Nambling South Road – Gravel Re-sheet	2014/2015	\$31,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Commenced work 14<sup>th</sup> October 2014</b>
Nambling South Road – Tree Pruning	2014/2015	\$16,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed October 17 2014</b>

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

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					<p>April 2014 - Assisting PCYC with a funding application for National Youth Week 2014 to hold a Masquerade Ball for teenagers in years 8 – 12 from the whole region. Event is planned for 4<sup>th</sup> April 2014.</p> <p>March 2014 - Bike Week 2014 –The RAC Grass Roots Program Grant Application was successful for \$1,686 to support the 'Ride a Bike Right' bike/scooter safety program on 24<sup>th</sup> March 2014</p>
Programs/activities for families/adults (e.g. Movie in the Park)	2 programs annually		CSO	<ul style="list-style-type: none"> <li>2 programs annually</li> <li>Successful grant funding</li> </ul>	October 2014 - Million Stars Movies event held 10/10/2014
Christmas Event	December		CSO	<ul style="list-style-type: none"> <li>Successful organisation of event</li> </ul>	<b>Will be assisting with the Christmas to be held at the DCC on December 20th</b>
Miscellaneous	3 Programs annually		CSO	<ul style="list-style-type: none"> <li>3 Programs annually</li> </ul>	
Be Active Programs	2 Programs annually		CSO	<ul style="list-style-type: none"> <li>2 Programs annually</li> <li>Successful grant funding</li> <li>Level of Participation</li> </ul>	
Community Breakfasts	Australia Day Anzac Day	\$1500	CSO	<ul style="list-style-type: none"> <li>Australia Day</li> <li>Anzac Day</li> </ul>	<b>2015 Australia Day Breakfast – Being planned</b>
NRM Programs/Days	2 Programs annually	\$1000	CSO	<ul style="list-style-type: none"> <li>3 Programs annually</li> </ul>	<i>June 2014 - National Tree Day – 26 July 2014</i>
Create an annual program of community events	January 2013		CSO	<ul style="list-style-type: none"> <li>Liaise with all clubs/organisation to gain feedback for their program of events/fixtures</li> <li>Developed and distributed in January 2013</li> </ul>	<b>Draft Version of 2015 events calendar has been created.</b>

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

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C.2.4 Invest and improve communication technology for the benefit of the community of Dowerin					
Conduct community survey to gain feedback regarding shire website usage	August 2013		CDO	<ul style="list-style-type: none"> <li>Develop, conduct and advertise survey</li> <li>Analyse results of survey, compile report</li> </ul>	<b>September 2013 - Complete</b> Survey conducted in September 2013
Research potential web hosting companies	September 2013		CDO	<ul style="list-style-type: none"> <li>Gain at least 3 quotes for web hosting and website design</li> <li>Confirm and contract web host</li> </ul>	<b>November 2013 – Complete</b> Survey conducted in November 2013
Research possibility of developing Dowerin App	September 2013		CDO	<ul style="list-style-type: none"> <li>Gain feedback from professionals</li> <li>Gain quotation for App development</li> </ul>	
Organise complete rebuild of Dowerin Website	Completed by February 2014	\$2250	CDO	<ul style="list-style-type: none"> <li>Utilise feedback from surveys</li> <li>Complete rebuild and launch of new website</li> </ul>	<b>May 2014 - Complete</b> New website is now live
Increase utilisation of Dowerin Shire Facebook page	Ongoing		CDO	<ul style="list-style-type: none"> <li>Increase number of 'likes'/community usage of this facility</li> </ul>	Ongoing
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>	
C.3 Improved Community Health and Well-being					
C.3.1 Expand the provision of medical services in Dowerin					
Continue to advertise and promote the doctors	Monthly or when required		CDO	<ul style="list-style-type: none"> <li>Adverts in local media, on website, Facebook etc...</li> <li>Increase in utilisation of</li> </ul>	CDO has included information regarding the doctors service in the local paper and on the website with

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service currently operating in Dowerin				service	successful results in terms of increased usage of the doctor by the community
Maintain the Dowerin Doctors Service	Review annually	\$20,000 (shire) \$20,000 (DEM)	CEO	<ul style="list-style-type: none"> <li>Doctor available in Dowerin</li> </ul>	<p><i>June 2014 – Council recommendations for extra three month provision of service, extra marketing through DEM, October review</i></p> <p><i>Council decided at the October 2014 Council Meeting to discontinue the Dowerin Doctor Service.</i></p> <p><i>A subcommittee has been formed to discuss further doctor services opportunities.</i></p>
Work in conjunction with GP Network to secure services of a podiatrist and diabetes specialist	November 2013		CEO	<ul style="list-style-type: none"> <li>Secure services of a qualified Podiatrist and Diabetes specialist in Dowerin</li> </ul>	April 2014 – Complete
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> <li>Conduct a survey/initiate comments box to gain feedback from community</li> <li>Report findings to GP Network</li> </ul>	
<b>C.3.2 Continue to support the Home and Community Care Service</b>					
Develop community HACC notice board/portfolio to keep community/potential clients informed of HACC services	2013		HACC CEO	<ul style="list-style-type: none"> <li>Increase utilisation of HACC services</li> </ul>	<p>CDO has included HACC information and newsletters on the new Dowerin Community Website</p> <p>3 HACC Brochures have been developed</p> <p>HACC Committee AGM 16<sup>th</sup> April 2014</p>
Review services/facilities provided to clients	Annually		HACC CEO	<ul style="list-style-type: none"> <li>Annual report</li> </ul>	
Maintain the HACC building	Reviewed annually	\$4100	Maintenance Officer	<ul style="list-style-type: none"> <li>Property inspection and report</li> </ul>	<i>July 2014 – Maintenance budget to Draft Budget Meeting 2/07/14</i>

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					May 2014 – FM & Property Officer completed 2014 Property Inspections
<b>C.3.3 Maintain High Quality Sporting Facilities</b>					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		•	
Watering Program – Hockey Field & Football Field	October - March		Parks & Gardens WM	• Suitable surface for winter sports season & cricket	<i>October 2014 – Hockey Field levelling works has been completed</i> Ongoing Lawn Doctor to give guidance on best way give more level playing surface
Apply fertiliser to Football and Hockey fields	December, March and September		Parks & Gardens WM	• Completed Program	
Apply Grosorb to Football & Hockey Fields	January & October		Parks & Gardens WM	• Completed Program	
Apply Gypsum to Football & Hockey Fields	September		Parks & Gardens WM	• Completed Program	Applied in late September
Verti-mowing to Football & Hockey Fields	September Bi-Annually		Parks & Gardens WM	• Completed Program	
Verti Draining	September		Parks & Gardens WM	• Completed Program	
<b>C.3.4 Investigate Options available for alternative sporting and recreational pursuits</b>					
Development of alternative plan for the	April 2014		CDO	• Develop a new plan for the Dowerin Gym prior to budgeting process 2014	<i>September 2014 – CDO was successful in obtaining grant funds from Lotterywest - \$29,893</i>



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Dowerin Gym				<ul style="list-style-type: none"> <li>Forward plan/budget to FM</li> </ul>	<b>October 2014 – works have commenced on the gym project. Badminton have relocated to DEM Boardroom.</b>
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>	<b>December 2013 – Complete</b>  December 2013 - 6 Dec 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>Grant application submitted in October 2014 to revise the bike plan</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 the school	Annually		CDO CSO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the school</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the DDHS  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

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Promote DDHS in print media and website	Review annually		CDO	<ul style="list-style-type: none"> <li>Up to date information regarding the school on Shire Website</li> <li>Promotion of news and events on social media and in local paper</li> </ul>	DDHS promoted on Dowerin Community Website
<b>C.4.2 Support &amp; Promote the Community Resource Centre</b>					
Meet with CRC Coordinator	Quarterly		FM CDO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the CRC</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	CDO scheduled a meeting for 10 <sup>th</sup> Feb 2014 however the CRC was forced to cancel due to staffing issues – will reschedule.
Gain community feedback regarding training opportunities/courses that could be run from the CRC	Reviewed annually twice		CDO	<ul style="list-style-type: none"> <li>Survey on survey monkey</li> <li>Advertise on Facebook</li> </ul>	
<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>	<b>February 2015 – due for completion</b>  Rhian Hathaway commenced a 12mth traineeship with the Shire as of November 2013
Support and actively promote those local businesses providing traineeships/apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> <li>At least 4 stories per year in local media</li> <li>Increased interest in other businesses in apprentice/traineeships</li> </ul>	
Work in conjunction with DEM to provide 2 Leeuwin youth	January	\$3600	CDO Cnr Jones	<ul style="list-style-type: none"> <li>2 youth scholarships presented each year</li> </ul>	<i>June 2014 – Christopher Spark attended Leeuwin Voyage</i>  Christopher Spark and Kane Ralph have now been

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scholarships annually			Cnr Quartermaine		<p>booked onto Leeuwin Voyage Adventures.</p> <p><b>Kane Ralph will talk about his trip at the December 2014 Council Meeting</b></p> <p><b>Applications for the 2015 Youth Scholarship Program are currently being advised and nominations are being taken at the Shire Office</b></p> <p><b>Nominations close on 18<sup>th</sup> December for Leeuwin Voyage 2015</b></p>
<b>C.5 Increase and maintain a range of affordable housing for singles, families and seniors</b>					
<b>C.5.1 Develop a Housing &amp; Accommodation Strategy</b>					
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"> <li>Distribution of surveys</li> <li>Analysis of survey</li> </ul>	<p><b>April 2014 – Complete</b></p> <p>Feedback from Community Strategic Plan has indicated a need for accommodation park</p> <p>Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback &amp; statistics from the Wheatbelt Way</p>
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed map of vacant lots</li> </ul>	<p><b>April 2014 – Completed</b> – see discussion forum Destination Dowerin</p>
Investigate options to expand number of existing aged care units on Goldfields Road	April 2014		CDO		

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

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

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				when required	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>	<i>June 2014 – Works complete</i> <i>October 2014 – laying of lawn completed</i>  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>	<b>November 2014 –MOU presented to Council and adopted</b>
<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>	
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> <li>Annual review</li> </ul>	May 2014 - Complete

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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>	<i>June 2014 - Audit completed 6<sup>th</sup> June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget</i>
Update Bike Plan	2013/2014		CDO WM	<ul style="list-style-type: none"> <li>Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes</li> </ul>	<b>October 2014 – Grants has been applied for to upgrade bike plan.</b>
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> <li>Completed application</li> <li>Successful grant funding</li> </ul>	<b>September 2015 Grant Application – This will be dependent upon the updated bike plan being completed.</b>
<b>C.7 Retain and improve on our attractive town and streetscape</b>					
<b>C.7.1 Manage and revive old/empty buildings along the main street</b>					
Research and develop a standard 'Streetscape Policy;	2014		CEO CDO EHO Council	<ul style="list-style-type: none"> <li>Development, adoption and implementation of policy</li> </ul>	<i>July 2014 – FM and CDO to attend Restart your Street Workshop on 18<sup>th</sup> July 2014</i>  <i>June 2014 – Council forum to be conducted in near future (month to be advised)</i>
<b>C.7.2 Continue the beautification of public spaces utilising water wise principals</b>					
Repaint the Sundial	2014		WM CSO	<ul style="list-style-type: none"> <li>Completed works</li> </ul>	CDO has discussed this project with Works Manager and Peter Worts in order to gain an idea of a timeframe as to

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					when the work can commence
Develop the Community Garden concept	2014	\$2500	CSO	<ul style="list-style-type: none"> <li>Secure location for facility development</li> <li>Successful community engagement</li> <li>Successful grant funding if required</li> </ul>	<p><i>June 2014 – Grant was not approved, CSO will investigate alternative options</i></p> <p>Still awaiting notification</p> <p>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the school.</p> <p>Meeting held with CRC &amp; HACC in December. Funding application to be lodged to assist with initial set up costs.</p>
Arrange training for Parks & Gardens officers in water wise principals	2014		WM P&G	<ul style="list-style-type: none"> <li>Deeper understanding of water wise principals</li> <li>Increase in implantation of water wise principals in community areas</li> </ul>	
<b>C.7.3 Encourage community pride &amp; participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program</b>					
Rebrand and revitalise the Dowerin Tidy Towns Committee	February 2014		CSO	<ul style="list-style-type: none"> <li>Develop new name and focus of former Tidy Towns Committee</li> <li>Successful appointment of new committee</li> </ul>	
Include 3 clean up/planting busy bees in annual events calendar (including Clean Up Australia Day	Review Annually		CSO	<ul style="list-style-type: none"> <li>Program of clean ups and busy bees</li> </ul>	March 2014 - Successful Annual Clean Up Australia Day on March 8 <sup>nd</sup> 2014
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> <li>Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards</li> </ul>	Very basic guidelines have been laid out. Will promote in either autumn or spring.
Implement a noxious	Reviewed annually		WM	<ul style="list-style-type: none"> <li>Roadsides sprayed for</li> </ul>	<b>May 2014 – Working with Ag Department on</b>



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

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

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

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Establish an annual 4wd event in Dowerin as a regional and possibly inter region/interstate event	May – August 2014		CSO	<ul style="list-style-type: none"> <li>Establishment of suitable contacts</li> <li>Enhancement of the 4wd track</li> <li>Successful event</li> </ul>	<i>June 2014 - WA 4WD Association Gathering is booked for 12<sup>th</sup> &amp; 13<sup>th</sup> July</i>
<b>EB.2.3 Develop ‘experience’ based opportunities that add to existing tourist activities</b>					
Establish a farm tour concept	2014		CSO	<ul style="list-style-type: none"> <li>Create a plan for the farm tour concept</li> <li>Meet and discuss concept with local accommodation providers</li> <li>Establish a list of willing farmers/property owners willing to part take in this program</li> <li>Market the program regionally and to the metro area</li> </ul>	
<b>EB.2.4 Continue to develop and market 4WD opportunities and activities</b>					
Market Dowerin as a 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>	<i>June 2014 – First article will be submitted to Offroad Online, to be hopefully published in mid-2014 in conjunction with Wheatbelt Way Self Drive Trail.</i>  CSO volunteered at the 4WD & 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
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>	<i>June 2014 - Eastern Hills Four Wheel Drive Club has expressed an interest in coming to Dowerin soon</i>  Freedom All Wheel Drive Club has booked in a weekend

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					in June  2014 WA 4WD Association gathering is booked for 12 <sup>th</sup> and 13 <sup>th</sup> July
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>	<b>Complete 2014</b>  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 publications/websites	November 2013		CSO	<ul style="list-style-type: none"> <li>Include free advertising to 4wd publications/websites</li> <li>Greater exposure in 4WD world</li> </ul>	CSO has created a list of 4WD magazines, websites and publications that we could advertise in.  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>	<b>May 2014 - Complete</b>  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	2014/2015	To budget	CDO	<ul style="list-style-type: none"> <li>Plan of a short term accommodation facility</li> </ul>	Master Plan has been received

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the proposed facility.			FM		Quote received from MCG Architects for Concept Plan development  FM - Economic Reserve fund allocation
Gain quotes for scope of works (earthworks, power, construction of permanent ablution facilities, bunk house accommodation and chalet/unit accommodation	2014/2015	To budget	CDO	<ul style="list-style-type: none"> <li>Detailed quotes received</li> <li>Budget for project drawn up</li> </ul>	<i>Sept 2014 – Contractor has finalised the QS for this project. Committee to discuss this at the next meeting on 28/10/14</i>
<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>	<i>June 2014 – 2 meetings</i>  <i>May 2014 – Weekly meetings have been implemented</i>  <b>Revised accreditation application submitted in July 2014 – due for decision February 2015</b>  <b>Work for the Dole program has commenced in November 2014. This is a 6 month project.</b>
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	2013		WM	<ul style="list-style-type: none"> <li>The successful delivery of rail construction material on site</li> </ul>	<b>March 2015 – Track to be completed at Minnivale</b>

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material.					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>	December 2013 - Completed
<b>THEME THREE: CARING FOR OUR ENVIRONMENT</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt</b>					
<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>April 2014 – Complete 2014</p> <p>Extensive signage has been purchased along with additional bins to make the volunteers lives easier at the recycling shed.</p> <p>Additional signage to be purchased with small amount of funding leftover from Waste Authority Grant</p>

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					<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>
<b>ENV 1.2 Promote waste minimization and sustainable waste disposal</b>					
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
<b>ENV 1.3 Encourage efficient use of natural resources</b>					
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> </ul>	



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

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

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ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot	Annually		NRMO	<ul style="list-style-type: none"> <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>	
THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
LG. 1 Maintain and further develop an efficient and informative organisation					
LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs					
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>	<b>July 2014 - Complete</b>  June 2013 – FM Included in 13/14 budget  May 2013 – FM Budget Review to assess need and cost allocation
Implement the workforce plan	2013		CEO WM FM	<ul style="list-style-type: none"> <li>Implementation of workforce plan</li> </ul>	<b>August 2014 - Complete</b>  June 2013 – FM conducted Admin Salary cost allocations review – staff time diaries
LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors					

## MINUTES OF ORDINARY MEETING OF COUNCIL – 16 DECEMBER 2014

Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> <li>Research</li> <li>Development of plan &amp; policy</li> </ul>	FM - Stage 1 Research and preparation commenced
Implementation of plan & policy	June 2014 To be reviewed annually		FM	<ul style="list-style-type: none"> <li>Council endorse plan</li> <li>Customer feedback (survey)</li> </ul>	FM - Preparation for bi-annual customer feedback survey
<b>LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities</b>					
Provide training opportunities and PD opportunities	Review Monthly	\$41,000	CEO	<ul style="list-style-type: none"> <li>Create councillor training section in CEO info report</li> <li>Create staff training section in FM info report</li> <li>Update training register</li> </ul>	<i>December 2013 – FM including Staff Training Update to Council in Information Report</i>
<b>LG. 1. 4 Ensure information is communicated to the public regularly and effectively</b>					
Provide weekly council information to the public via the Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> <li>Weekly Council Comments segment in local paper</li> </ul>	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> <li>Regular status updates of events, activities or reminders on facebook</li> </ul>	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> <li>2 newsletters per year</li> </ul>	December 2013 – Christmas Newsletter
Ensure website is up to date	Reviewed weekly		CDO	<ul style="list-style-type: none"> <li>Ensure website is always up to date with latest news, events etc...</li> </ul>	<i>June 2014 – FM requested all administration staff to update new Shire webpage as their home page and to set aside time to explore different areas of site each week and report back to CDO.</i>  <i>Ongoing</i>
<b>LG. 1. 5 Provide opportunities for the community to have input into Council's decision making</b>					
Create specialty forums in	Quarterly		CEO	<ul style="list-style-type: none"> <li>At least 4 forums annually</li> </ul>	<i>Ongoing</i>

## MINUTES OF ORDINARY MEETING OF COUNCIL – 16 DECEMBER 2014

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

## MINUTES OF ORDINARY MEETING OF COUNCIL – 16 DECEMBER 2014

Continue to attend and participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> <li>Attendance at AROC meetings</li> </ul>	<p><b>December 2014 – CEO &amp; President attended December AROC meeting</b></p> <p><i>August 2014 – CEO &amp; President attended June AROC meeting</i></p>
Continue to attend regional road group meetings	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> <li>Attendance at Regional Road Group Meetings</li> </ul>	

## 10.2 OPERATIONS

### 10.2.1 ANNUAL REPORT AND AUDITED FINANCIALS

Date: 10 December 2014  
Applicant: CEO  
Location: N/A  
File Ref: ADM0202  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### Summary

Council is to consider adopting the 2013/14 Annual Report and Audited Annual Financial Statements and receive the Management Audit Report for the year ended 30 June 2014 from Council's Auditors.

#### Comment

The Annual Report 2013/14 including Annual Financial Statements and Auditors Report has been included as a separate attachment.

The auditors report was received on the 4th December 2014. The auditor's management report highlighted two management issues.

1. As required under Part 2, Section 5 (2) (c) of the Local Government Financial Management Regulations 1996, the CEO must undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 years) and report the local government of those reviews.

This review has been completed and is presented to Council at agenda item 9.3.3.

2. It was noted from our review of the Shires bank accounts during the year that some months were not performed.

Bank Reconciliations were being completed within the accounting software package on a regular basis, but hard copies were not kept for individual months. Staff have since reverted back to doing bank reconciliations manually on a monthly basis.

#### Statutory Implications

Local Government Act 1995

#### 5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.
- (2) The annual report is to contain —
  - (a) a report from the mayor or president;
  - (b) a report from the CEO;
  - [(c), (d) deleted]

- (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
- (f) the financial report for the financial year;
- (g) such information as may be prescribed in relation to the payments made to employees;
- (h) the auditor's report for the financial year;
- (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;
- (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —
  - (i) the number of complaints recorded in the register of complaints;
  - (ii) how the recorded complaints were dealt with; and
  - (iii) any other details that the regulations may require;and
  - (i) such other information as may be prescribed.

[Section 5.53 amended by No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6.]

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

\* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended by No. 49 of 2004 s. 49.]

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Policy Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute Majority



**COUNCIL DECISION – ITEM 10.2.1**

(2462)                      Moved: SV Brookes                      Seconded: TA Jones                      Carried: 8/0

**THAT COUNCIL:**

- 1. ADOPTS THE 2013/14 ANNUAL REPORT AND THE AUDITED 2013/14 ANNUAL FINANCIAL STATEMENTS; AND**
- 2. NOTES THE MANAGEMENT ISSUES RAISED BY THE AUDIT REPORT.**



Perth Office

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## INDEPENDENT AUDIT REPORT TO THE SHIRE OF DOWERIN

### Report on the Financial Report

We have audited the accompanying financial report of the Shire of Dowerin which comprises the statement of financial position as at 30 June 2014 and the statement of comprehensive income by nature or type, statement of comprehensive income by program, statement of changes in equity, statement of cash flows and rate setting statement for the year ended on that date, and a summary of significant accounting policies and other explanatory notes.

#### *Council's Responsibility for the Financial Report*

The Council is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended). This responsibility includes establishing and maintaining internal control relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We conducted our audit in accordance with Australian Auditing Standards. These Auditing Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### *Independence*

In conducting our audit, we have complied with the independence requirements of Australian professional ethical pronouncements.

Byfields Pty Ltd ACN 150 608 398

DIRECTORS: Andrew Northcott B.Com CPA • Craig Lane B.Com CPA • Dale Woodruff B.Bus CPA • Jon Bush B.Com CPA  
Leanne Oliver B.Com CPA • Neil Hooper B.Com CPA • Simon Northey B.Bus CPA • Glenn Waldoock B.Bus CPA • Roger Thomson B.Bus CA  
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*Statutory Compliance*

During the course of our audit we become aware of the following matter which did not comply with the Local Government (Financial Management) Regulations 1996 (as amended) or the Local Government Act 1995.

**Financial Management Review**

As required under Part 2, Section 5 (2) (c) of the Local Government (Financial Management Regulations) 1996, the CEO must undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews. As at balance date, a financial management review had not been undertaken.

Other than the above, we noted no other significant matters that should be raised or brought to the attention of Council.

**Auditor's Opinion**

In our opinion, other than the matter noted above;

The financial report of Shire of Dowerin is in accordance with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended) including:

- i) giving a true and fair view of the Shire's financial position as at 30 June 2014 and of their performance for the year ended on that date; and
- ii) complying with Australian Accounting Standards (including the Australian Accounting Interpretations) the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).



LEANNE OLIVER RCA  
Director

BYFIELDS  
BELMONT WA

Date: 4 December 2014



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The President  
Shire of Dowerin  
PO Box 111  
DOWERIN WA 6461

MAIL REGISTER  
N/A ACTION BY  
FILE NO

**Management Report for the Year Ended 30 June 2014**

It is a recommendation by the department as outlined in section 5.3.6 of the Local Government Accounting Manual that as part of the local governments general systems of internal controls that a reconciliation of all restricted and non-restricted bank accounts be performed at the very least once a month.

We recommend that as part of the shires end of month processing that all of the shires bank accounts be reconciled and any anomalies be investigated.

accounts be reconciled and any anomalies be investigated

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Other than the above, we noted no other significant matters that should be raised or brought to the attention of Council.

We enclose our account in relation to the preparation of these documents. It would be appreciated if payment of this account is returned with the documents as attached.

We thank you for the kind assistance provided during the audit. If you wish to discuss any of the above items or require any further information, please contact us immediately.

Yours sincerely

A handwritten signature in black ink, appearing to read 'LKO', with a stylized flourish at the end.

LEANNE K OLIVER  
Director



### 10.2.2 GOOMALLING MEDICAL CENTRE – FINANCIAL CONTRIBUTION

Date: 9 December 2014  
Applicant: CEO  
Location: N/A  
File Ref: ADM0243  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### Summary

That Council considers a Memorandum of Understanding (MOU) with the Shire of Goomalling outlining the financial contribution to the annual operating loss of the Goomalling Medical Centre by the Shire of Dowerin to the Shire of Goomalling.

#### Background

On Tuesday 14 October 2014 the Shire of Dowerin met with the Shire of Goomalling and staff from the Goomalling Medical Centre to discuss the operations and finances of the Goomalling Medical Centre.

On Wednesday 3<sup>rd</sup> December the Shire of Dowerin met with representatives of the Shire of Goomalling to discuss further the operations and finances of the Goomalling Medical Centre.

Council has also discussed the issue of doctor/medical services during forums held after the October and November Council meetings.

The Shires of Dowerin and Goomalling CEO's met on Friday 5<sup>th</sup> December to develop a draft MOU between the Shires of Dowerin and Goomalling.

#### Comment

From the meeting held between the two CEO's a draft MOU was developed with the intention that the draft MOU would be presented to both Council's at their respective December Council's meetings for discussion and adoption. The draft MOU has been drafted for the purpose of outlining the financial contribution from the Shire of Dowerin to the Shire of Goomalling for an operating loss at the Goomalling Medical Centre. The draft MOU has been included as an attachment.

While Council is not required to make a financial contribution to the Goomalling Medical Centre it is acknowledged that the Shire of Dowerin has many residents that use that centre and that it would be in the best interest for the Shire of Dowerin to contribute to any loss incurred. If the Draft MOU is adopted by Council the start date for the agreement would be the 1<sup>st</sup> January 2015.

Further to the MOU document a draft Terms of Reference is being develop for the Goomalling Medical Centre Advisory Committee. At the time of writing this report that document had not been completed.

#### Financial Implications

Council has budgeted \$20,000 for Doctors expenses in the 2014/15 Budget.

Statutory Implications

Nil.

Policy Implications

Nil

Strategic Implications

Corporate Plan

Voting Requirements

Simple Majority

---

**COUNCIL DECISION – ITEM 10.2.2**

(2463)                      Moved: DP Hudson                      Seconded: LG Hagboom                      Carried: 7/1

**THAT COUNCIL:**

- 1. ADOPTS THE DRAFT MEMORANDUM OF UNDERSTANDING BETWEEN THE SHIRES OF DOWERIN AND GOOMALLING WITH THE ADDITION THAT ANY ANNUAL OPERATING PROFIT BE PUT IN A MEDICAL CENTRE RESERVE;**
- 2. AUTHORISES THE PRESIDENT AND CEO TO SIGN THE MEMORANDUM OF UNDERSTANDING; AND**
- 3. THAT THE AGREEMENT BE SUBJECTED TO A BIENNIAL REVIEW.**



## **MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding (MOU) is entered into by and between the Shires of Goomalling and Dowerin.

### **A. Purpose.**

This MOU is to outline the financial contribution to the annual operating loss of the Goomalling Medical Centre by the Shire of Dowerin to the Shire of Goomalling.

### **B. Roles and Responsibilities.**

Shire of Goomalling agrees to:

1. Be responsible for the management of the Goomalling Medical Centre.
2. Provide monthly financial statements to the Shire of Dowerin by the 10<sup>th</sup> day of the following month.
3. Having two Council Representatives and the Chief Executive Officer on the Goomalling Medical Centre Advisory Committee.

Shire of Dowerin agrees to:

1. Contribute 33% to the operating loss of the Goomalling Medical Practice up to an annual maximum of \$25,000. For incomplete years this will be done on a pro rata basis.
2. The operating loss is only to include direct costs attributed to the Goomalling Medical Practice. The operating loss is not to include Council administration costs and overheads, depreciation, leave liabilities, accruals, Doctors accommodation and vehicle costs.
3. Paying its percentage contribution to the operating loss on a quarterly basis.
4. Having two Council Representatives and the Chief Executive Officer on the Goomalling Medical Centre Advisory Committee.



**C. MOU Duration.**

This MOU will commence on \_\_\_\_\_ and will continue until the MOU is amended or ceased by one of the parties.

For one of the parties to cease this agreement 3 months notice is to be given.

**D. MOU Amendments.**

This Memorandum of Understanding is the complete agreement between Shire of Goomalling and Shire of Dowerin may be amended only by written agreement signed by each of the parties involved.

**Shire of Goomalling**

President:	_____	_____	_____
	Signature	Printed Name	Date

CEO:	_____	_____	_____
	Signature	Printed Name	Date

**Shire of Dowerin**

President:	_____	_____	_____
	Signature	Printed Name	Date

CEO:	_____	_____	_____
	Signature	Printed Name	Date

### 10.2.3 2015 COUNCIL MEETING DATES

Date: 10 December 2014  
Applicant: N/A  
Location: N/A  
File Ref: ADM 0380  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### Summary

Council is to consider dates and starting times for 2015 Council Meetings.

#### Background

Nil.

#### Comment

It is a legislative requirement for the public in general to be advised in advance of all meeting dates, place and starting times to facilitate attendance or participation in Council Meetings.

Unforeseen circumstances may dictate a change to this schedule and local advertising will inform Electors accordingly.

Generally from start to finish of a Council Meeting including officer reports and one visitor presentation most meetings should be finished within three hours.

Date	Venue	Time
Tuesday 17 February 2015	Shire of Dowerin Chambers	3pm
Tuesday 17 March 2015	Shire of Dowerin Chambers	3pm
Tuesday 21 April 2015	Shire of Dowerin Chambers	3pm
Tuesday 19 May 2015	Shire of Dowerin Chambers	3pm
Tuesday 16 June 2015	Shire of Dowerin Chambers	3pm
Tuesday 21 July 2015	Shire of Dowerin Chambers	3pm
Tuesday 18 August 2015	Shire of Dowerin Chambers	3pm
Tuesday 15 September 2015	Shire of Dowerin Chambers	3pm
Tuesday 20 October 2015	Shire of Dowerin Chambers	3pm
Tuesday 17 November 2015	Shire of Dowerin Chambers	3pm
Tuesday 15 December 2015	Shire of Dowerin Chambers	3pm

#### Financial Implications

Nil.

Policy Implications

Nil.

Statutory Implications

Local Government (Administration) Regulations 1996

*12 Public notice of council or committee meetings*

- (1) “At least once a year Local Government is to give local public notice of the dates on what and the time and place at which:  
a) the Ordinary Council Meetings  
b) Committee Meetings  
are to be held in the next 12 months.*
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation 1)*
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO’s opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3) then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO’s opinion, is practicable.*

Strategic Implications

Nil.

Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 10.2.3**

(2464) Moved: SV BROOKES Seconded: DP HUDSON Carried: 8/0

**THAT THE FOLLOWING COUNCIL MEETING DATES, VENUE AND STARTING TIME FOR 2015 BE ADOPTED AND ADVERTISED:**

Date	Venue	Time
Tuesday 17 February 2015	Shire of Dowerin Chambers	3pm
Tuesday 17 March 2015	Shire of Dowerin Chambers	3pm
Tuesday 21 April 2015	Shire of Dowerin Chambers	3pm
Tuesday 19 May 2015	Shire of Dowerin Chambers	3pm
Tuesday 16 June 2015	Shire of Dowerin Chambers	3pm
Tuesday 21 July 2015	Shire of Dowerin Chambers	3pm
Tuesday 18 August 2015	Shire of Dowerin Chambers	3pm
Tuesday 15 September 2015	Shire of Dowerin Chambers	3pm
Tuesday 20 October 2015	Shire of Dowerin Chambers	3pm
Tuesday 17 November 2015	Shire of Dowerin Chambers	3pm
Tuesday 15 December 2015	Shire of Dowerin Chambers	3pm

Council adjourned the Council Meeting at 4.00pm.

Council Resumed the Council Meeting at 4.20pm.

Mr Linton Thomas, EHO/ Building Officer entered the meeting at 4.20pm.

### 10.3 ENVIRONMENTAL HEALTH OFFICERS REPORT

#### 10.3.1 PLANNING APPROVAL – P & J MILLSTEED

Date:	8 <sup>th</sup> December 2014
Applicant:	P & J Millsteed
Location:	Lot 1 O’Loughlen Street Dowerin
File Ref	A779
Disclosure of Interest	Nil
Author:	Linton Thomas

#### Summary

The Millsteed residence faces west onto Maisey but the Lot is actually located in O’Loughlen Street.

Their proposed extensions will come to 4.1m of the boundary fence, some 3.4m over the actual building set-back for O’Loughlen Street.

#### Consultation

The Millsteeds actually had 2 Lots of land facing both Maisey and O’Loughlen Streets and they built their house facing Maisey Street.

The O’Loughlen Street lot front boundary has been fenced to 1.8m in height and has been that way for a long time.

Some years ago they did an extension at the rear of the Maisey Street lot which encroached onto the O’Loughlen Street Lot. At the time I recommended that they should amalgamate these Lots into one.

This is what they have done and it is now known to be Lot 1, O’Loughlen Street.

Mr. & Mrs Millsteed seek Council approval to vary the building set-back requirements to 4.1m of the O’Loughlen Street

#### Financial Implications

Nil

#### Policy Implications

None

#### Statutory Implications

Dowerin Local Planning Scheme No. 2

Strategic Implications

None

Voting Requirements

Simple Majority

---

**COUNCIL DECISION – ITEM 10.3.1**

(2465)              Moved: WE Coote                      Seconded: SV Brookes                      Carried: 8/0

**THAT COUNCIL AGREES TO ALLOW THE BUILDING SETBACK TO COME TO 4.1 METRES FROM THE O'LOGHLEN STREET BOUNDARY.**

### 10.3.2 PLANNING APPROVAL – J COUPER

Date: 10<sup>th</sup> December 2014  
Applicant: James Couper  
Location: Lot 26757 Nambling South Road  
File Ref: A318  
Disclosure of Interest: Nil  
Author: Linton Thomas

#### Summary

Mr. James Couper of 686 Nambling South Road (N/SRd) wishes to relocate a timber framed transportable house from Merredin to Loc 26757 N/S Rd.

He requests Council to relax the condition of asbestos removal before entering the district (Council Policy) until the house is relocated at the aforementioned address.

Mr. Couper wishes to have Council approval under the existing Local Planning Scheme No.2 to have another house located on the Loc as other housing is on this same location.

#### Consultation

CEO and Health/Building Surveyor.

#### Comment

Council has a Policy which would have been developed in the early 1990's and adopted by most Councils in the Wheatbelt that I am aware of, which stated that the asbestos on any relocated home be removed prior to entering the district.

Furthermore, a bond was required to ensure that the relocation and re-habitation was satisfactorily completed and if not, the money would be used to either complete the work or demolish and remove the building from the property.

The Policy came about because of the Health Act of 1911 – Asbestos Regulations 1992 made it illegal to reuse asbestos products in any way shape or form.

Also up to the introduction of the Building Act 2011 and Regulations, any relocation was to be treated as a new building/construction and the current laws at the time would apply.

There has been a recent change since the introduction of the Building Act 2011 in that we now have to assess the building as at the time it was constructed and as such does not need to meet the current requirements of the Building Code in relation mainly referencing the energy efficiency provisions of the Code as they are today.

Under the Council Policy, it was an opportune time to introduce extra insulation whilst recladding the relocated house.

Having contacted the Merredin Shire, they do not have any restrictions on the depositing of asbestos products at their refuse site apart from the \$125 p/cm. which balk some customers.

Council needs to be mindful that this condition of removal prior to the introduction of the house into the district was imposed on the Wass residence (Merredin-Goomalling Rd) which has not been habituated at this point in time but likely to be very soon.

Asbestos removal of any more than 10sqm is required to be removed by a Registered Asbestos Removalist which we are required to advise (under the Health Act 911 Asbestos Regulations 1992) to anyone who wishes to remove asbestos.

The Registered Asbestos Removalists rules and requirements are administered by the Dept of Environment (DER) and WorkSafe not the Shire.

There may be a possible scenario where the applicant may not remove the asbestos when it arrives at his property and that the \$5,000 bond may be cheaper than getting the asbestos removed by a qualified and registered removalist and the cost of recladding.

Council would be unlikely to agree to legal action in enforcing the Policy and as such, it has never been tested in a Court of Law that I am aware of. Such actions I believe, could be expensive.

To date the Policy has worked and not a lot of old (cut down houses) have been brought into the district and that that have, the policy has proven successful.

If Council was to approve of this request, the imposition of a “substantial” bond should be applied. I recommend that bond be increased by \$5,000 to \$10,000.

#### Financial Implications

Possible legal actions

#### Policy Implications

The breaking of the existing Policy would negate its effectiveness and would be unfair to those that have complied in the past.

Reviewing the policy to substantially increase the bond may be more effective and save back-lash from those previous applicants.

#### Statutory Implications

Dowerin Town Planning Scheme No. 3

#### Strategic Implications



None

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 10.3.2**

(2466)              Moved: TA Jones                      Seconded: LG Hagboom                      Carried: 8/0

**THAT COUNCIL:**

- (A) GRANTS PERMISSION FOR ANOTHER HOUSE TO BE ALLOWED ON LOCATION NO. 26757 SOUTH NAMBLING ROAD;**
- (B) INCREASES THE BOND TO \$20,000 DUE TO THE ABSESTOS REMOVAL BEING CARRIED OUT AFTER THE HOUSE IS DELIVERED ONSITE;**
- (C) IMPOSES A MAXIMUM OF 180 DAYS IN WHICH TO REMOVE THE ASBESTOS FROM THE HOUSE AND PROPERTY AND DEPOSIT SAME AT THE SHIRE’S REFUSE SITE IN ACCORDANCE TO CURRENT REGULATIONS SET BY THE DEPARTMENT OF ENVIRONMENT AND REGULATION AND WHEN COMPLETED, REFUND 75% OF THE BOND AND;**
- (D) REFUNDS THE REMAINING BOND WHEN THE HOUSE HAS BEEN COMPLETED AND READY FOR HABITION AS DEFINED BY THE COUNCILS BUILDING AND ENVIRONMENTAL HEALTH SURVEYOR; AND**
- (E) RETAINS THE BOND IF THE HOUSE IS NOT COMPLETED WITHIN 2 YEARS OF THE FORMAL BUILDING APPROVAL.**

Mr Linton Thomas, EHO/ Building Officer left the meeting at 5.05pm.

**10.4 FINANCE REPORT****10.4.1 FINANCE REPORT – AS AT NOVEMBER 2014**

Date:	9 December 2014
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Dacre Alcock
Attachments:	Monthly Statements

Summary

I present the financial statements for the period 1 July 2014 to 30 November 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-Nov-14</b>	<b>30-Jun-14</b>	<b>30-Nov-13</b>
Municipal Fund	\$791,937	\$384,609	\$1,832,980
Plant Reserve	\$250,893	\$250,893	\$102,943
LSL Reserve	\$130,806	\$130,806	\$107,755
Land & Buildings Reserve	\$19,285	\$19,285	\$18,993
Recreation Facility Reserve	\$167,826	\$167,826	\$162,221
Community Bus Reserve	\$33,714	\$33,714	\$28,820
Community Housing Res	\$35,356	\$35,356	\$34,371
Sewerage Reserve	\$768,244	\$768,243	\$711,723
Economic Develop Reserve	\$302,275	\$302,275	\$468,007
Tennis Court Replacement	\$6,000	\$6,000	\$0
Bowling Green Replacement	\$10,000	\$10,000	\$0
<b>Consolidated Funds</b>	<b>\$2,516,336</b>	<b>\$2,109,007</b>	<b>\$3,467,813</b>

**Sundry Debtors at 30<sup>th</sup> November 2014**

Current	\$1,100
30 days	\$137
60 days	\$289
90 days	\$180
Total	<u>\$1,706</u>

Reserve Funds

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

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 10.4.1**

(2467)      Moved: TW Quartermaine      Seconded: DP Hudson      Carried: 8/0

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



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

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Statement of Financial Activity

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- 9 Trust Funds
- 10 Operating Statement
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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

NOTE	2014/15 Revised Budget \$	November 2014 Y-T-D Budget \$	November 2014 Actual \$	Variances Actuals to Budget \$	Variances Actual Budget to Y-T-D %
<b>Operating</b>					
<b>Revenues/Sources</b>					
Governance	38,700	16,115	9,416	(6,699)	(41.57%) ▼
General Purpose Funding	1,453,266	491,425	691,697	200,272	40.75% ▲
Law, Order, Public Safety	31,180	12,980	12,192	(788)	(6.07%) ▼
Health	293,872	142,021	146,425	4,404	3.10% ▲
Education and Welfare	81,653	34,020	30,751	(3,269)	(9.61%) ▼
Housing	131,917	54,955	51,321	(3,634)	(6.61%) ▼
Community Amenities	218,723	208,558	208,773	215	0.10% ▲
Recreation and Culture	68,907	46,155	63,058	16,903	36.62% ▲
Transport	697,414	376,267	483,970	107,703	28.62% ▲
Economic Services	9,339	2,760	68,931	66,171	2397.50% ▲
Other Property and Services	9,000	3,750	7,097	3,347	89.25% ▲
	3,033,971	1,389,006	1,773,631	384,625	27.69% ▲
<b>(Expenses)/(Applications)</b>					
Governance	(328,757)	(143,050)	(162,907)	(19,857)	(13.88%) ▼
General Purpose Funding	(96,960)	(40,385)	(42,338)	(1,953)	(4.84%) ▼
Law, Order, Public Safety	(99,050)	(41,245)	(40,967)	278	0.67% ▲
Health	(346,773)	(144,445)	(166,553)	(22,108)	(15.31%) ▼
Education and Welfare	(94,831)	(39,495)	(45,836)	(6,341)	(16.06%) ▼
Housing	(177,523)	(73,910)	(94,230)	(20,320)	(27.49%) ▼
Community Amenities	(301,177)	(125,410)	(159,443)	(34,033)	(27.14%) ▼
Recreation & Culture	(627,744)	(261,425)	(379,691)	(118,266)	(45.24%) ▼
Transport	(1,573,109)	(592,195)	(645,528)	(53,333)	(9.01%) ▼
Economic Services	(187,138)	(77,925)	(205,850)	(127,925)	(164.16%) ▼
Other Property and Services	(4,197)	915	(1,588)	(2,503)	(273.55%) ▼
	(3,837,259)	(1,538,570)	(1,944,931)	(406,361)	26.41% ▼
<b>Net Operating Result Excluding Rates</b>	(803,288)	(149,564)	(171,300)	(21,736)	14.53% ▼
<b>Adjustments for Non-Cash</b>					
<b>(Revenue) and Expenditure</b>					
(Profit)/Loss on Asset Disposals	23,428	9,760	(4,493)	(14,253)	146.03% ▼
Movement in Accrued Interest	0	0	0	0	0.00% ▼
Movement in Accrued Salaries and Wages	0	0	0	0	0.00% ▼
Movement in Deferred Pensioner Rates/ESL	0	0	(330)	(330)	0.00% ▼
Movement in Employee Benefit Provisions	0	0	0	0	0.00% ▼
Rounding	0	0	0	0	0.00% ▼
Depreciation on Assets	1,484,312	618,463	535,632	(82,831)	13.39% ▼
<b>Capital Revenue and (Expenditure)</b>					
Purchase Land Held for Resale	0	0	0	0	0.00% ▼
Purchase of Land and Buildings	(515,000)	(214,580)	(108,981)	105,599	49.21% ▼
Purchase of Vehicles & Plant	(380,760)	(176,665)	(361,760)	(185,095)	(104.77%) ▼
Purchase of Furniture & Equipment	(64,865)	(38,690)	0	38,690	100.00% ▲
Purchase of Tools & Equipment	0	0	0	0	0.00% ▼
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00% ▼
Purchase of Infrastructure Assets - Roads	(959,831)	(288,450)	(258,710)	29,740	10.31% ▼
Purchase of Infrastructure Assets - Footpaths	(48,100)	(20,035)	0	20,035	100.00% ▼
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00% ▼
Purchase of Infrastructure Assets - Signs	(6,950)	(2,890)	(8,709)	(5,819)	(201.35%) ▼
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00% ▼
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00% ▼
Proceeds from Disposal of Assets	257,300	0	127,300	127,300	0.00% ▼
Repayment of Debentures	(67,964)	(28,315)	0	28,315	100.00% ▼
Proceeds from New Debentures	117,000	48,750	117,000	68,250	140.00% ▲
Advances to Community Groups	(117,000)	0	(117,000)	(117,000)	0.00% ▼
Self-Supporting Loan Principal Income	10,784	0	0	0	0.00% ▼
Provision AROC	0	0	0	0	0.00% ▼
Payment Long Service Leave	0	0	0	0	0.00% ▼
Transfers to Restricted Assets (Reserves)	(374,969)	(156,210)	0	156,210	100.00% ▼
Transfers from Restricted Asset (Reserves)	64,460	0	0	0	0.00% ▼
Net Current Assets July 1 B/Fwd	283,229	283,229	235,622	(47,607)	16.81% ▼
Net Current Assets Year to Date	(0)	983,017	1,082,485	99,468	(10.12%) ▼
<b>Amount Raised from Rates</b>	<b>(1,098,214)</b>	<b>(1,098,214)</b>	<b>(1,098,214)</b>	<b>0</b>	<b>(0.00%)</b>

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

	2014/15 Adopted Budget \$	2014/15 Revised Budget \$	November 2014 Actual \$
<b>3. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b>By Program</b>			
<b>Governance</b>			
<i>Other Governance</i>			
Furn - Photocopier	4,865	4,865	0
<b>Law, Order &amp; Public Safety</b>			
<i>Fire Prevention</i>			
Vehicle - Fire Trucks	0	0	0
<b>Housing</b>			
<i>Other Housing</i>	0		
Land - Purchase Land	0	0	0
New House	0	0	0
<b>Health</b>			
<i>Other Health</i>			
Furn - Hacc Equipment	0	0	0
<b>Community Amenities</b>			
<i>Other Community Amenities</i>			
Land - Recycling Shed	0	0	0
<b>Recreation and Culture</b>			
<i>Other Recreation &amp; Sport</i>			
Tools - Mowers/Tools	0	0	0
Community Club	0	0	11,601
Gymnasium	60,000	60,000	0
<i>Other Culture</i>			
Furn - Museum Software	0	0	0
Land - Museum Shed	0	0	0
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	267,460	267,460	247,298
Roads - Signs	6,950	6,950	8,709
Roads - Unclassified	252,418	252,418	0
Roads - State 20/20	439,953	439,953	11,412
Footpath/Cycleways	48,100	48,100	0
<i>Road Plant Purchases</i>			
Plant - Loader	361,760	361,760	361,760
Other Plant	19,000	19,000	0
Plant - Works Manager Vehicle	0	0	0
Tools - Compressor	0	0	0
<b>Economic Services</b>			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	515,000	515,000	97,380
<b>Other Property &amp; Services</b>			
<i>Unclassified</i>			
Tools - Capital	0	0	0
Tools - Chainsaws/Tools	0	0	0
	<u>1,975,506</u>	<u>1,975,506</u>	<u>738,160</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land & Buildings	515,000	515,000	108,981
Vehicles & Plant	380,760	380,760	361,760
Furniture & Equipment	64,865	64,865	0
Tools & Equipment	0	0	0
Infrastructure - Sewerage	0	0	0
Infrastructure - Roads	959,831	959,831	258,710
Infrastructure - Footpaths	48,100	48,100	0
Infrastructure - Drainage	0	0	0
Infrastructure - Signs	6,950	6,950	8,709
Infrastructure - Parks & Ovals	0	0	0
Infrastructure - Street Lighting	0	0	0
	<u>1,975,506</u>	<u>1,975,506</u>	<u>738,160</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

4. DISPOSALS OF ASSETS

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

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

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

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2014/15 Adopted Budget \$	November 2014 Actual \$
0	5,905.00
(23,428)	(1,412.00)
(23,428)	4,493.00

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

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

Note:

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

(b) New Debentures - 2014/15

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



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

	2014/15 Adopted Budget \$	November 2014 Actual \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
<b>(a) Long Service Leave Reserve</b>		
Opening Balance	130,806	130,806
Amount Set Aside / Transfer to Reserve	14,578	0
Amount Used / Transfer from Reserve	0	0
	<u>145,384</u>	<u>130,806</u>
<b>(b) Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	250,893	250,893
Amount Set Aside / Transfer to Reserve	8,781	0
Amount Used / Transfer from Reserve	(64,460)	0
	<u>195,214</u>	<u>250,893</u>
<b>(c) Land &amp; Building Reserve</b>		
Opening Balance	19,285	19,285
Amount Set Aside / Transfer to Reserve	675	0
Amount Used / Transfer from Reserve	0	0
	<u>19,960</u>	<u>19,285</u>
<b>(e) Recreation Facilities Reserve</b>		
Opening Balance	167,826	167,826
Amount Set Aside / Transfer to Reserve	33,874	0
Amount Used / Transfer from Reserve	0	0
	<u>201,700</u>	<u>167,826</u>
<b>(f) Community Housing Project Reserve</b>		
Opening Balance	35,356	35,356
Amount Set Aside / Transfer to Reserve	9,456	0
Amount Used / Transfer from Reserve	0	0
	<u>44,812</u>	<u>35,356</u>
<b>(g) Community Bus Reserve</b>		
Opening Balance	33,714	33,714
Amount Set Aside / Transfer to Reserve	5,180	0
Amount Used / Transfer from Reserve	0	0
	<u>38,894</u>	<u>33,714</u>
<b>(h) Sewerage Asset Preservation Reserve</b>		
Opening Balance	768,243	768,243
Amount Set Aside / Transfer to Reserve	94,034	0
Amount Used / Transfer from Reserve	0	0
	<u>862,277</u>	<u>768,243</u>
<b>(i) Economic Development Reserve</b>		
Opening Balance	302,275	302,275
Amount Set Aside / Transfer to Reserve	191,831	0
Amount Used / Transfer from Reserve	0	0
	<u>494,106</u>	<u>302,275</u>
<b>(j) Tennis Court Replacement Reserve</b>		

Opening Balance	6,000	6,000
Amount Set Aside / Transfer to Reserve	6,210	0
Amount Used / Transfer from Reserve	0	0
	<u>12,210</u>	<u>6,000</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	10,000	10,000
Amount Set Aside / Transfer to Reserve	10,350	0
Amount Used / Transfer from Reserve	0	0
	<u>20,350</u>	<u>10,000</u>
<b>Total Cash Backed Reserves</b>	<u><b>2,034,907</b></u>	<u><b>1,724,398</b></u>

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

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Long Service Leave Reserve	14,578	0
Plant Replacement & Reconditioning Reserve	8,781	0
Land & Building Reserve	675	0
Recreation Facilities Reserve	33,874	0
Community Housing Project Reserve	9,456	0
Community Bus Reserve	5,180	0
Sewerage Asset Preservation Reserve	94,034	0
Economic Development Reserve	191,831	0
Tennis Court Replacement Reserve	6,210	0
Bowling Club Replacement Reserve	10,350	0
	<u><b>374,969</b></u>	<u><b>0</b></u>

**Transfers from Reserves**

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

	2013/14 B/Fwd Per 2014/15 Budget \$	2013/14 B/Fwd Per Financial Report \$	November 2014 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	330,553	330,553	867,922
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	0	0	0
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	25,703	25,703	167,673
Sewerage Rates Outstanding	15,438	15,438	35,500
Rubbish Rates Outstanding	11,084	11,084	19,175
Sundry Debtors	75,230	75,230	1,707
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services levy	2,755	2,755	(1,995)
GST Receivable	18,834	18,834	61,901
Provision For Doubtful Debts	0	0	0
Inventories	22,458	22,458	35,985
	502,055	502,055	1,187,868
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(54,466)	(105,245)	(18,363)
Excess Rates	(78,504)	(78,504)	(2,393)
Accrued Expenditure	0	0	0
Department Transport	0	0	(18,772)
GST Payable	(9,413)	(9,428)	(17,496)
PAYG Payable	0	0	0
Payroll Creditors	(3,480)	(3,480)	12,897
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(5,253)	(5,253)	(2,740)
Leave Provisions - Current	(198,516)	(198,516)	(198,516)
	(349,632)	(400,426)	(245,383)
<b>NET CURRENT ASSET POSITION</b>	152,423	101,629	942,485
Less: Cash - Reserves - Restricted	0	0	0
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	130,806	130,806	130,806
Adjustment for Interfund Transfers Imbalance Within Muni	0	(31,292)	(25,432)
Adjustment for Trust Transactions Within Muni	0	34,479	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u>283,229</u>	<u>235,622</u>	<u>1,082,485</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

8. RATING INFORMATION

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

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

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the reve 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 considering the extent of any increase in rating over the level adopted in the previous year.

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

9. TRUST FUNDS

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

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

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

10. OPERATING STATEMENT

	November 2014 Actual \$	2014/15 Adopted Budget \$	2013/14 Actual \$
<b>OPERATING REVENUES</b>			
Governance	9,416	38,700	58,971
General Purpose Funding	1,789,911	2,551,480	1,845,545
Law, Order, Public Safety	12,192	31,180	38,661
Health	146,425	293,872	310,500
Education and Welfare	30,751	81,653	28,317
Housing	51,321	131,917	116,201
Community Amenities	208,773	218,723	207,095
Recreation and Culture	63,058	68,907	226,162
Transport	483,970	697,414	664,741
Economic Services	68,931	9,339	33,936
Other Property and Services	7,097	9,000	7,832
<b>TOTAL OPERATING REVENUE</b>	<b>2,871,845</b>	<b>4,132,185</b>	<b>3,537,960</b>
<b>OPERATING EXPENSES</b>			
Governance	162,907	328,757	367,425
General Purpose Funding	42,338	96,960	84,364
Law, Order, Public Safety	40,967	99,050	108,568
Health	166,553	346,773	396,275
Education and Welfare	45,836	94,831	37,305
Housing	94,230	177,523	202,589
Community Amenities	159,443	301,177	335,874
Recreation & Culture	379,691	627,744	735,411
Transport	645,528	1,573,109	1,574,564
Economic Services	205,850	187,138	224,176
Other Property and Services	1,588	4,197	94,357
<b>TOTAL OPERATING EXPENSE</b>	<b>1,944,931</b>	<b>3,837,257</b>	<b>4,160,909</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>926,914</b>	<b>294,928</b>	<b>(622,949)</b>



SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

11. BALANCE SHEET

	November 2014 Actual \$	2013/14 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	867,922	330,553
Trade and Other Receivables	283,960	148,881
Inventories	35,985	22,458
<b>TOTAL CURRENT ASSETS</b>	<b>1,187,867</b>	<b>501,892</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	140,918	23,588
Inventories	0	0
Property, Plant and Equipment	9,312,121	9,227,982
Infrastructure	23,855,791	23,860,532
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>33,308,830</b>	<b>33,112,102</b>
<b>TOTAL ASSETS</b>	<b>34,496,697</b>	<b>33,613,994</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	75,654	230,681
Long Term Borrowings	57,181	57,181
Provisions	198,516	198,516
<b>TOTAL CURRENT LIABILITIES</b>	<b>331,351</b>	<b>486,378</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	589,175	472,175
Provisions	11,517	11,517
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>600,692</b>	<b>483,692</b>
<b>TOTAL LIABILITIES</b>	<b>932,043</b>	<b>970,070</b>
<b>NET ASSETS</b>	<b>33,564,654</b>	<b>32,643,924</b>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	29,443,704	28,516,790
Reserves - Cash Backed	0	0
Reserves - Asset Revaluation	4,238,915	4,238,915
<b>TOTAL EQUITY</b>	<b>33,682,619</b>	<b>32,755,705</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

12. FINANCIAL RATIOS

	2014 YTD	2013	2012	2011
Current Ratio	5.923	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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#### 10.4.2 ACCOUNTS FOR PAYMENT – NOVEMBER 2014

Date: 9 December 2014  
Applicant: N/A  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Dacre Alcock  
Attachments: List of Accounts November 2014

##### Background

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

##### Comment

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

##### Statutory Implications

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

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

##### Policy Implications

Nil.

##### Voting Requirements

Simple Majority

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#### **COUNCIL DECISION – ITEM 10.4.2**

(2468) Moved: TA Jones                      Seconded: DP Hudson      Carried: 8/0

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

### 10.4.3 FINANCIAL MANAGEMENT REVIEW

Date: 9 December 2014  
 Applicant: N/A  
 Location: N/A  
 File Ref: ADM135  
 Disclosure of Interest: Nil  
 Author: Dacre Alcock  
 Attachments: List of Accounts November 2014

#### Summary

Council to consider a Financial Management Review undertaken by the CEO of the Shire of Dowerin's financial systems.

#### Background

The CEO is required to undertake a financial management review of Council's systems at least every 4 years. Council's Auditors have pointed out that such a review is overdue to be carried out.

#### Comment

In accordance with the requirements outlined within the Local Government (Financial Management) Regulation 5 (2) (c), a review of the Financial Management Systems at the Shire of Dowerin has been undertaken. This report summarises the findings and observations of the review and makes recommendations as appropriate to improve any weaknesses in systems and controls.

The recommendations from the review are highlighted below.

Scope	Recommendations
1. Wages and salaries	All time sheets need to be signed off by the line manager.
2. Bank reconciliations	That the Finance Manager and the CEO are to sign off on the completed bank reconciliations.
3. Purchases and payables	That purchase orders be issued for all purchases according to Council's purchasing policy. Finance Manager or CEO needs to sign off on balanced ledgers.
4. Receipts and receivables	Finance Manager or CEO needs to sign off on balanced ledgers.
5. Rates	Finance Manager or CEO needs to sign off on balanced ledgers.
6. Fees and charges	Nil.
7. Online Payments	Nil
8. IT environment and controls	An overall security plan for access to the Shire's financial system be developed and implemented with annual reviews by management.

#### Statutory Implications

**Local Government (Financial Management) Regulation**

**5. Financial management duties of the CEO**

- 2 (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

Policy Implications

Nil.

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 10.4.3**

(2469) Moved: TW Quartermaine Seconded: TA Jones Carried: 8/0

**THAT COUNCIL RECEIVES THE FINANCIAL MANAGEMENT REVIEW NOVEMBER 2014.**

### **Financial Management Review - November 2014**

#### **Summary**

In accordance with the requirements outlined within the Local Government (Financial Management) Regulation 5 (2) (c), a review of the Financial Management Structures at the Shire of Dowerin has been undertaken by Chief Executive Officer.

This report summarises the findings and observations of the review and makes recommendations as appropriate to improve any weaknesses in systems and controls.

#### **Objectives**

The primary objective of the review was to provide assurance to the Council that its Financial Management Systems are being effectively managed and have effective controls.

This includes a review of proper segregation of functional responsibilities and a system of authorisation and recording adequate to provide accounting control of assets, liabilities, revenues and expenses

#### **Scope**

The following financial systems and procedures of Council were the subject of this review:

1. Wages and salaries
2. Bank reconciliations
3. Purchases and payables
4. Receipts and receivables
5. Rates
6. Fees and charges
7. Online Payments
8. IT environment and controls

### **2.0 Review and Findings**

#### **2.1 Wages and Salaries**

##### **Operations**

Testing of wages for several individual employees was carried out to ensure that the employee existed, the correct rate was used, correct hours were paid, the timesheet was completed and authorised and the allocation was correctly posted.

##### **Findings**

It Vision's Synergysoft is used for the processing of wages and salaries. A review of wage allocation is carried out by the Payroll Officer. Where amount differs from a previous fortnight, the change is reviewed to ensure correct hours and rates have been applied. This then checked by the Finance Manager who signs off on any changes in wages and salaries in that fortnight.

This is matched to a system generated audit trail of the payroll system. The audit trail lists any change that has been made including bank account details, rate of pay, new employees, terminated employees and change of address. Responsibility for signing wage and salary payments is delegated to two independent signatories, independent of the payroll preparation process.

Individual timesheets were checked against time card entry and the hours posted. While all hours were found to be correct some time sheets were not signed off on by the line manager.

#### **Recommendations**

All time sheets need to be signed off by the line manager.

### **2.2 Bank Reconciliations**

#### **Procedures**

Bank reconciliations were examined to ensure they are up to date, prepared promptly and balance to supporting documentation.

#### **Findings**

Bank reconciliations for municipal, reserve and trust are conducted by the Finance Manager. Administration staff checks the bank statement daily making sure direct debits / Bpay have been receipted and the direct debits have been processed.

As at 30 September 2014 the bank reconciliations have been completed promptly. However these bank reconciliations have not been signed off on.

Reconciliations have all supporting documentation attached including outstanding deposits, cheques and payables. The reconciliations balance back to the general ledger.

#### **Recommendations**

That the Finance Manager and the CEO are to sign off on the completed bank reconciliations.

### **2.3 Purchases and Payables**

#### **Procedures**

Purchases and payables were reviewed to ensure purchase of goods and services are initiated only on the basis of appropriate authorisation, allocated correctly and authorised appropriately for payment.

### **Findings**

The sample of invoices tested had relevant authorisations within purchasing policy limits. However two invoices did not have purchase orders written out or were written out incorrectly. Quotations were obtained according to Council's purchasing policy.

The allocations of expenditure within the sample were correct and authorised appropriately for payment. Internal controls are maintained and operating effectively.

Cheques and online payments have been authorised as per Council's delegation to the CEO.

The creditor's ledger balanced with the general ledger at the 30 September 2014.

### **Recommendations**

That purchase orders be issued for all purchases according to Council's purchasing policy.

Finance Manager or CEO needs to sign off on balanced ledgers.

## **2.4 Receipts and Sundry Debtors**

### **Procedures**

A sample of receipts were selected and tested to ensure correct allocations and authorisations were in place. Individual receipt detail, bank deposit and general ledger allocations were traced to ensure the procedures were correctly performed. New procedures for receipting direct debits and Bpay were analysed.

### **Findings**

Cash receipts are accurately and promptly recorded. The daily receipting of direct deposits and Bpay is proving to be effective and posting periods are correct at the start and end of the month. End of month reconciliations are prepared.

Effective collection procedures are being carried out the existence of 1 account being outstanding over 3 months.

The sundry debtor's ledger balanced with the general ledger at the 30 September 2014.

### **Recommendations**

Finance Manager or CEO needs to sign off on balanced ledgers.

## **2.5 Rates**

### **Procedures**

Rates procedures were reviewed to ensure they were effectively controlled and documented appropriately.

### **Findings**

The monthly internal controls around the rating process encompass all major procedures including reconciliations of rates monies owed with dates due. These are initialled by the rates officer undertaking the process. All notices including instalment and final notices have been issued within required timeframes.

The percentage of outstanding rates (excluding deferred and prepayments) as at June 30 2014 was 2.5%. This very low and indicates that debt collection procedures are working.

The rates ledger balanced with the general ledger at the 30 September 2014.

### **Recommendations**

Finance Manager or CEO needs to sign off on balanced ledgers.

## **2.6 Fees and Charges**

### **Procedures**

A sample of fees and charges were reviewed to ensure compliance with legislative requirements.

### **Findings**

Fees and charges are adopted by Council with the budget on an annual basis.

Spot checking of receipts found that there was a correct allocation of fees and charges as detailed in the adopted budget.

### **Recommendations**

Nil.

## **2.7 Online Payments**

### **Procedures**

The procedure for online payments was conducted to ensure that two employees are required to independently authorise payments.

#### **Findings**

The implementation of business banking has fulfilled the control requirements for this process. Two signatories on an account are required to login to banking independently using a combination of user and bank controlled security measures.

#### **Recommendations**

Nil

### **2.8 IT Environment and Controls**

#### **Procedures**

The financial IT environment was examined, assessing controls around financial records, including a review of password controls, the authorisation and setup of levels of access and system backups.

#### **Findings**

Passwords are not changed regularly. Only management are aware of the administrator passwords.

While the levels of access can be set on an individual basis, there is no overall security plan for each position relating to individual officer needs. User permissions are set up according to a similar or previous officer, which may result in historical errors being replicated.

System backups are completed daily. Council's IT support company periodically check the integrity of the backup system and keep a back up of data off site for the Shire of Dowerin.

#### **Recommendations**

An overall security plan for access to the Shire's financial system be developed and implemented with annual reviews by management.

### **3.0 Conclusion**

The internal controls around the all financial procedures are comprehensive, well documented and properly authorised. The few recommendations are minor and will be implemented in due course to complement the best practise approach to financial management.



- 11. NEW BUSINESS OF AN URGENT NATURE
- 12. ELECTED MEMBERS MOTIONS
- 13. CONFIDENTIAL ITEMS
- 14. CLOSURE OF MEETING

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 5.40pm.

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

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***D.E. Metcalf***

**PRESIDENT**

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***Date***