



**MINUTES  
OF MEETING  
HELD ON  
17 JUNE 2014**

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

## TABLE OF CONTENTS

### TUESDAY 17 JUNE 2014

<b>1. OPENING, OBITUARIES, VISITOR.....</b>	<b>4</b>
<b>1.1 OPENING .....</b>	<b>4</b>
<b>1.2 OBITUARIES .....</b>	<b>4</b>
<b>2.1 RECORD OF ATTENDANCE.....</b>	<b>4</b>
<b>2.2 LEAVE OF ABSENCE.....</b>	<b>4</b>
<b>2.3 APOLOGIES .....</b>	<b>4</b>
<b>3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....</b>	<b>4</b>
<b>4. DECLARATION OF ELECTED MEMBERS .....</b>	<b>4</b>
<b>5. PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b>6. APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>4</b>
<b>7. CONFIRMATION OF MINUTES.....</b>	<b>4</b>
<b>8. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION.....</b>	<b>5</b>
<b>8.1 PRESIDENT ANNOUNCEMENTS.....</b>	<b>5</b>
<b>9 REPORTS OF COMMITTEE AND OFFICERS.....</b>	<b>6</b>
<b>9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT .....</b>	<b>6</b>
9.1.1 CORPORATE PLAN UPDATE.....	6
<b>9.2 OPERATIONS.....</b>	<b>38</b>
9.2.1 CEO PERFORMANCE REVIEW .....	38
9.2.2 LOCAL GOVERNMENT WEEK CONVENTION .....	40
9.2.3 DOWERIN DOCTOR SERVICE .....	42
<b>9.3 FINANCE REPORT .....</b>	<b>44</b>
9.3.1 FINANCE REPORT – MAY 2014.....	44
9.3.2 ACCOUNTS FOR PAYMENT – MAY 2014 .....	59
<b>10. NEW BUSINESS OF AN URGENT NATURE.....</b>	<b>61</b>
<b>11. PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>61</b>
<b>12. ELECTED MEMBERS MOTIONS .....</b>	<b>61</b>
<b>13. CONFIDENTIAL ITEMS.....</b>	<b>61</b>
<b>14. CLOSURE OF MEETING .....</b>	<b>61</b>

## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Metcalf opened the meeting at 3:00pm

### 1.2 OBITUARIES

### 2.1 RECORD OF ATTENDANCE

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

### 2.2 LEAVE OF ABSENCE

(2407) Moved: S.V. Brookes Seconded: T.W. Quartermaine Carried: 8/0

**THAT COUNCILLOR T.A. JONES BE GIVEN LEAVE OF ABSENCE FOR THE JULY ORDINARY MEETING OF COUNCIL.**

### 2.3 APOLOGIES

Nil

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

## 4. DECLARATION OF ELECTED MEMBERS

## 5. PUBLIC QUESTION TIME

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – ITEM 7.1

(2408) Moved: T.A. Jones Seconded: L.G. Hagboom Carried: 8/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 27 MAY 2014 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

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

### **8.1 PRESIDENT ANNOUNCEMENTS**

- AROC Meeting – Toodyay
- Meeting with Ray Davey & Niel Mitchell – Dowerin Shire Chambers

## 9 REPORTS OF COMMITTEE AND OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER STRATEGIC REPORT

#### 9.1.1 CORPORATE PLAN UPDATE

Date: 12 June 2014  
Applicant: N/A  
Location: Shire of Dowerin  
File Ref: ADM  
Disclosure of Interest: Nil  
Author: Dacre Alcock

##### Summary

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

##### Background

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

##### Comment

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

##### Consultation

Nil

##### Financial Implications

Nil

##### Policy Implications

Policy development to be determined.

##### Statutory Implications

Nil

##### Strategic Implications

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

##### Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 9.1.1**

(2409)            Moved: T.W. Quartermaine    Seconded: T.A. Jones    Carried: 8/0

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

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



## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 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.1.1 Support and retain police services</b>					
Liaise with the WA Police Department to ensure that 2 officers remain in Dowerin	Annually	-	CEO	<ul style="list-style-type: none"> <li>2 Officers in Dowerin</li> </ul>	
Continue to support a strong relationship with local officers based on a good rapport and regular communication	LEMC Meeting Quarterly	-	CEO, STAFF	<ul style="list-style-type: none"> <li>Minutes of LEMC Meeting</li> </ul>	Next Quarterly meeting to be held 10/4/14
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> <li>Property inspection and report – housing to a suitable standard</li> </ul>	
Spray for termites at Police Housing	Annually		Property Officer	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
<b>C.1.2 Promote and encourage participation in voluntary based emergency services</b>					
Work with local emergency services to assist with promotion and organisation in volunteer drives	LEMC Meeting Quarterly & On request	-	CSO/CDO		<p>Event held 29<sup>th</sup> March 2014</p> <p>A Volunteer drive is planned in conjunction with the Disaster Drill scheduled for 29 March 2014.</p>
Plan and implement a 'mock disaster' in Dowerin in conjunction	6 months		CSO	<ul style="list-style-type: none"> <li>A mock disaster sufficiently planned, organised and implemented within 12 months</li> </ul>	Event held 29 <sup>th</sup> March 2014

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

with local emergency services as a volunteer drive/awareness campaign				<ul style="list-style-type: none"> <li>10% increase in volunteers</li> </ul>	Initial stages of planning have commenced. Disaster Drill is planned for 29 March 2014.
<b>C.1.3Continue to support the Animal Ranger Service</b>					
Residents have access to the services of a ranger to assist with stray dogs and related issues	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> <li>Advertise ranger services locally to residents</li> </ul>	
Continue to provide snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> <li>3 staff fully trained in snake handling</li> </ul>	Only two qualified snake handlers now with the Shire – WM currently investigating if there is any further interest in training further staff up
<b>C.1.4Continue 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> <li>Completion of road works</li> </ul>	<p>Completed April 2014</p> <p>Work commenced 20/3/2014, wet mixing commenced 7/4/2014</p> <p>Work to commence 24 March 2014</p>
Cunderdin/Minnivale Road – Reconstruction & Widening	2013/2014	\$265,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<p><b>Completed 26<sup>th</sup> May 2014</b></p> <p>Work completed 22/3/2014</p> <p>Work commenced 3/2/2014</p> <p>Sealing to be completed week of 24 March 2014</p>
Koorda-Wongan Hills Road - gravel shoulder reconstruction	2013/2014	\$61,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	<b>Completed 6<sup>th</sup> June 2014</b>
Moonijin West Road – Gravel Re-sheet	2013/2014	\$32,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Rabbit Proof Fence Road – Tree Pruning	2013/2014	\$16,000	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	Completed November 15 2013
Nambling South Rd – Tree Pruning	2013/2014	\$9,500	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	Completed October 30 2013
Clinic Road –Tree Pruning	2013/2014	11,500	Works Manager	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> <li>Complete road audit inspection</li> </ul>	
Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> <li>Completed road program document</li> </ul>	
Invest in 2 x large trucks	2014	\$250,000	Works Manager	<ul style="list-style-type: none"> <li>Acquisition of 2 trucks</li> </ul>	
Traffic Control Course	Every 3 years – Next Prior to 2014	\$400 per participant	Works Manager	<ul style="list-style-type: none"> <li>All staff training complete and up to date</li> </ul>	Outside works crew completed traffic Control course 31/1/2014, Parks and Gardens staff will undertake training in May
<b>C.2 Pride &amp; Participation in our community</b>					
<b>C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days</b>					
Community Events Program	Reviewed annually	\$8860 + external grant funding	CSO CDO FM	<ul style="list-style-type: none"> <li>Coordination of events within budget</li> </ul>	Draft Version of 2014 events calendar has been created
Programs/activities for older people (e.g. Seniors week excursions)	3 programs annually		CSO	<ul style="list-style-type: none"> <li>3 programs annually</li> <li>Successful grant funding</li> </ul>	
Programs/activities for	4 programs annually		CSO	<ul style="list-style-type: none"> <li>4 programs annually</li> </ul>	National Youth Week – Wheatbelt Masquerade Ball held

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

youth (e.g. School Holiday Programs)				<ul style="list-style-type: none"> <li>Successful grant funding</li> </ul>	<p>in Dowerin on 5<sup>th</sup> April</p> <p>Funding application for \$1000 for National Youth Week 2014 was approved to support a Wheatbelt Masquerade Ball for teenagers in years 7 – 12 from the whole region. Event is planned for 4<sup>th</sup> April 2014.</p> <p>Assisting PCYC with a funding application for National Youth Week 2014 to hold a Masquerade Ball for teenagers in years 8 – 12 from the whole region. Event is planned for 4<sup>th</sup> April 2014.</p> <hr/> <p>Ride a Bike Right – Bike Safety program held at DDHS on 24<sup>th</sup> March 2014</p> <p>Bike Week 2014 –The RAC Grass Roots Program Grant Application was successful for \$1,686 to support the 'Ride a Bike Right' bike/scooter safety program on 24<sup>th</sup> March 2014</p>
Programs/activities for families/adults (e.g. Movie in the Park)	2 programs annually		CSO	<ul style="list-style-type: none"> <li>2 programs annually</li> <li>Successful grant funding</li> </ul>	<p>The Thank A Volunteer Day Grant money will be used to put towards the Million Stars Movie this year</p> <p>Million Stars Movies event held 21/12/2013</p>
Christmas Event	December		CSO	<ul style="list-style-type: none"> <li>Successful organisation of event</li> </ul>	
Miscellaneous	3 Programs annually		CSO	<ul style="list-style-type: none"> <li>3 Programs annually</li> </ul>	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

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>2014 Anzac Day Breakfast – Event Held</b>  2014 Australia Day Breakfast – Event Held
NRM Programs/Days	2 Programs annually	\$1000	CSO	<ul style="list-style-type: none"> <li>3 Programs annually</li> </ul>	
Create an annual program of community events	January 2013		CSO	<ul style="list-style-type: none"> <li>Liaise with all clubs/organisation to gain feedback for their program of events/fixtures</li> <li>Developed and distributed in January 2013</li> </ul>	Draft Version of 2014 events calendar has been created.
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> <li>Increase in successful funding</li> <li>Increase in grants advertised in local media</li> </ul>	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>	KidSport has once again been promoted by the Shire of Dowerin at the local winter sports registration day held on 4 <sup>th</sup> April 2014
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> <li></li> </ul>	CDO has received notification from Lotterywest for successful grant application of \$15,000 for Lil Tigers Early Learning Centre  CSO currently assisting the Bowling Club with a Summer Barefoot Bowls Competition that will be held over February and March 2014  Dowerin Hockey Club successful with \$1000 grant for the Woodhouse Clinic

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

					CDO assisted Dowerin Hockey Club with application to DSR as part of the ARC program for \$1000 to assist with the Woodhouse Academy Coaching Clinic
<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>	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>	
<b>C.2.4 Invest and improve communication technology for the benefit of the community of Dowerin</b>					
Conduct community survey to gain feedback regarding shire website usage	August 2013		CDO	<ul style="list-style-type: none"> <li>Develop, conduct and advertise survey</li> <li>Analyse results of survey, compile report</li> </ul>	Completed in September 2013
Research potential web hosting companies	September 2013		CDO	<ul style="list-style-type: none"> <li>Gain at least 3 quotes for web hosting and website design</li> <li>Confirm and contract web host</li> </ul>	Completed in November 2013
Research possibility of developing Dowerin App	September 2013		CDO	<ul style="list-style-type: none"> <li>Gain feedback from professionals</li> <li>Gain quotation for App development</li> </ul>	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Organise complete rebuild of Dowerin Website	Completed February 2014	by	\$2250	CDO	<ul style="list-style-type: none"> <li>Utilise feedback from surveys</li> <li>Complete rebuild and launch of new website</li> </ul>	<p>New website is now live</p> <p>Rebuild of the website is nearing completion with the majority of information now populated onto the new site. Webarena will finalise the design and make the site live within the next week.</p> <p>Rebuild is scheduled to be completed by the end of March 2014, CDO currently updating content to be uploaded into the new website</p> <p>Webarena are currently in the process of re-designing and rebuilding the Dowerin Community Website</p>
Increase utilisation of Dowerin Shire Facebook page	Ongoing			CDO	<ul style="list-style-type: none"> <li>Increase number of 'likes'/community usage of this facility</li> </ul>	
Develop Dowerin Community Twitter Account	November 2013			CDO	<ul style="list-style-type: none"> <li>Develop Twitter Account</li> <li>Promote twitter account to gain followers</li> <li>Utilise Twitter Account for Harvest Ban/Fire Ban information for the upcoming Harvest Season.</li> </ul>	
<b>C.3 Improved Community Health and Well-being</b>						
<b>C.3.1 Expand the provision of medical services in Dowerin</b>						
Continue to advertise and promote the doctors service currently	Monthly or when required			CDO	<ul style="list-style-type: none"> <li>Adverts in local media, on website, Facebook etc...</li> <li>Increase in utilisation of service</li> </ul>	CDO has included information regarding the doctors service in the local paper and on the website with successful results in terms of increased usage of the

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

operating in Dowerin					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>	
Work in conjunction with GP Network to secure services of a podiatrist and diabetes specialist	November 2013		CEO	<ul style="list-style-type: none"> <li>Secure services of a qualified Podiatrist and Diabetes specialist in Dowerin</li> </ul>	
Gain feedback from residents as to what 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>	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		<ul style="list-style-type: none"> <li></li> </ul>	
Watering Program – Hockey Field & Football	October - March		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Suitable surface for winter sports season &amp; cricket</li> </ul>	<p>Ongoing</p> <p>Lawn Doctor to give guidance on best way give more</p>



## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Field					level playing surface
Apply fertiliser to Football and Hockey fields	December, March and September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Apply Grosorb to Football & Hockey Fields	January & October		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Apply Gypsum to Football & Hockey Fields	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	Applied in late September
Verti-mowing to Football & Hockey Fields	September Bi-Annually		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
Verti Draining	September		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completed Program</li> </ul>	
<b>C.3.4 Investigate Options available for alternative sporting and recreational pursuits</b>					
Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> <li>Develop a new plan for the Dowerin Gym prior to budgeting process 2014</li> <li>Forward plan/budget to FM</li> </ul>	<p><b>CDO has submitted a grant application to Lotterywest requesting \$29,893</b></p> <p>CDO has contacted Lotterywest to enquire as to funding for a community based gym. A proposal and grant application has been developed.</p> <p>RDA Funding was discontinued.</p>
Research and complete a detailed plan for the proposed Dowerin Maze	April 2014		Parks & Gardens WM	<ul style="list-style-type: none"> <li>Completion of a plan of works complete with budget</li> <li>Forward plan/budget to WM &amp; FM</li> </ul>	
Develop a summer	November – March		CSO	<ul style="list-style-type: none"> <li>Research Toodyay</li> </ul>	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

corporate sports program				<ul style="list-style-type: none"> <li>Corporate sports program</li> <li>Advertise for expressions of interest locally</li> <li>Run Program successfully</li> </ul>	
Re-establish the Dowerin Outdoor Gym	December 2013		WM	<ul style="list-style-type: none"> <li>Install Gym Equipment in new location</li> </ul>	On the 6 <sup>th</sup> December the outdoor gym equipment was relocated to the area in between the former tennis courts and club rooms
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> <li>Complete review and update Bike Plan</li> </ul>	CDO has contacted the Dept of Transport and grants will be available to pay for a consultant to update the Dowerin Bike Plan (2005) in August 2015
<b>C.4 Maintain and increase training and education opportunities</b>					
<b>C.4.1 Continue to support and promote Dowerin District High School</b>					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the school</li> <li>Develop plan of events/activities that the Shire can assist with</li> </ul>	<p>Application for funding has been submitted for a community orchard to be established adjacent and in conjunction with the DDHS</p> <p>A meeting was held with CSO, Police, Kylie Fowler and 2 other staff members along with all students from year 7 – 10 to discuss National Youth Week. Students will be heavily involved in the planning and implementation of this event</p>
Promote DDHS in print media and website	Review annually		CDO	<ul style="list-style-type: none"> <li>Up to date information regarding the school on Shire Website</li> <li>Promotion of news and events on social media and in local paper</li> </ul>	DDHS promoted on Dowerin Community Website
<b>C.4.2 Support &amp; Promote the Community Resource Centre</b>					
Meet with CRC Coordinator	Quarterly		FM CDO	<ul style="list-style-type: none"> <li>Gain understanding of the challenges/needs of the CRC</li> <li>Develop plan of</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.

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

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

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Advertise and promote traineeships & apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> <li>At least 4 stories per year in local media</li> <li>Increased interest in other businesses in apprentice/traineeship</li> </ul>	
<b>C.5 Increase and maintain a range of affordable housing for singles, families and seniors</b>					
<b>C.5.1 Develop a Housing &amp; Accommodation Strategy</b>					
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"> <li>Distribution of surveys</li> <li>Analysis of survey</li> </ul>	<p>Feedback from Community Strategic Plan has indicated a need for accommodation park</p> <p>Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback &amp; statistics from the Wheatbelt Way</p>
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed map of vacant lots</li> </ul>	Completed – see discussion forum Destination Dowerin
Investigate options to expand number of existing aged care units on Goldfields Road	April 2014		CDO		
Research and implement a farmhouse revitalisation program	April 2014		CDO	<ul style="list-style-type: none"> <li>Implement program as part of strategy</li> </ul>	
Create detailed strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> <li>Completed report</li> <li>Adoption of report by council</li> <li>Implementation of strategy</li> </ul>	Master Plan has been developed and approved by the Short Term Accommodation Steering Committee

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

					<p>Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition</p> <p>A discussion paper entitled 'Destination Dowerin' has been established and recommendations drawn up. This document will be discussed at the December meeting of Council</p>
<b>C.5.2 Develop a property maintenance calendar/program</b>					
Collaborate all property maintenance information into a Property Maintenance Program	To be reviewed following property inspections annually		FM Maintenance Officer Property Officer	<ul style="list-style-type: none"> <li>Completed program</li> <li>Implementation of program</li> </ul>	FM - Stage 1 Commenced as part of Asset Management
<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>	FM - Included in 13/14 budget
Continue to maintain the Recreation Reserve	Annually		FM	<ul style="list-style-type: none"> <li>Annual increase of % in reserve</li> </ul>	FM - Included in 13/14 budget
Monitor the lifecycle of the Dowerin Memorial Swimming Pool	Reviewed October & April Annually		Pool Manager CEO	<ul style="list-style-type: none"> <li>Annual report regarding pool lifecycle</li> <li>Implementation of pool replacement</li> </ul>	
Plan the replacement of the Basketball/Netball Court surface	2014	Seek Quote	CEO CDO FM	<ul style="list-style-type: none"> <li>Complete assessment of need</li> <li>Liaise with DEM and clubs</li> <li>Research surface options</li> </ul>	FM - Recreation Reserve fund allocation

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

				<ul style="list-style-type: none"> <li>Lodge grant applications if required</li> </ul>	
Assist Rifle Club with upgrades to facility	February 2014	\$22,000	CDO	<ul style="list-style-type: none"> <li>Contact DSR regarding eligibility for small grants program</li> <li>Seek other suitable funding provider</li> </ul>	<p>DSR has advised that the Rifle Club would be ineligible for the CSRFF Small Grants due to the fact Electronic Targets are deemed 'specialised equipment'</p> <p>CDO has contacted Lotterywest in order to seek their advice in regard to funding opportunities for this project. Lotterywest will not support this project.</p> <p>CDO has asked DSR to provide a list of Rifle Clubs in the region who have recently upgraded their facilities to find out how their facilities were funded.</p>
<b>C.6.2 Investigate and develop youth facilities and services</b>					
Support PCYC with programs and facility	Review quarterly		CSO CDO	<ul style="list-style-type: none"> <li>Contact PCYC with regular grant opportunities (school holiday program)</li> <li>Assist with promotion of events &amp; activities when required</li> </ul>	<p>Wheatbelt Masquerade Ball held 5<sup>th</sup> April</p> <p>CSO is assisting PCYC with a funding application for National Youth Week. If successful the funds will be used to hold the Masquerade Ball on 5<sup>th</sup> April 2014 – Grant Successful</p>
Revitalise the Skate Park facility	2014/2015		CDO CSO FM	<ul style="list-style-type: none"> <li>Conduct audit of skate park</li> <li>Conduct workshop with students/kids utilising facility to find out any improvements required</li> <li>Assess Budget</li> <li>Submit grant applications if required</li> </ul>	FM - Recreation Reserve fund allocation
<b>C.6.3 Continue to support the development of the Dowerin Community Child Care facility</b>					
Assist with the renovation of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> <li>Completion of works</li> </ul>	FM - Included in 13/14 budget

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

					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>	Arrangements being developed for Administration Staff to take on elements of Childcare Administration Duties.
<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>	
Investigate further aged care housing options	2014		CDO CEO	<ul style="list-style-type: none"> <li>Development of a housing &amp; short term accommodation strategy</li> </ul>	
<b>C.6.5 Improve town site footpaths</b>					
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> <li>Complete Footpath audit highlighting problem areas</li> </ul>	<b>Audit completed 6<sup>th</sup> June 2014 – Approx 500m of footpath needs repair/replacing</b>  Proposal has been made for the allocation of \$10,000 per year for footpath improvements
Update Bike Plan	2013/2014		CDO WM	<ul style="list-style-type: none"> <li>Complete bike plan update highlighting areas that maybe suitable for funding/expansion of paths to cycle lanes</li> </ul>	
Submit grant funding	2014/2015		CDO	<ul style="list-style-type: none"> <li>Completed application</li> <li>Successful grant funding</li> </ul>	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

C.7 Retain and improve on our attractive town and streetscape					
C.7.1 Manage and revive old/empty buildings along the main street					
Research and develop a standard 'Streetscape Policy;	2014		CEO EHO Council	<ul style="list-style-type: none"> <li>Development, adoption and implementation of policy</li> </ul>	
C.7.2 Continue the beautification of public spaces utilising water wise principals					
Repaint the Sundial	2014		WM CSO	<ul style="list-style-type: none"> <li>Completed works</li> </ul>	CDO has discussed this project with Works Manager and Peter Worts in order to gain an idea of a timeframe as to when the work can commence
Develop the Community Garden concept	2014	\$2500	CSO	<ul style="list-style-type: none"> <li>Secure location for facility development</li> <li>Successful community engagement</li> <li>Successful grant funding if required</li> </ul>	<p><b>Grant was not approved, CSO will investigate alternative options</b></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>	
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program					



## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Rebrand and revitalise the Dowerin Tidy Towns Committee	February 2014		CSO	<ul style="list-style-type: none"> <li>Develop new name and focus of former Tidy Towns Committee</li> <li>Successful appointment of new committee</li> </ul>	
Include 3 clean up/planting busy bees in annual events calendar (including Clean Up Australia Day)	Review Annually		CSO	<ul style="list-style-type: none"> <li>Program of clean ups and busy bees</li> </ul>	Successful Annual Clean Up Australia Day on March 8 <sup>nd</sup> 2014
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> <li>Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards</li> </ul>	Very basic guidelines have been laid out. Will promote in either autumn or spring.
Implement a noxious weed control program	Reviewed annually		WM	<ul style="list-style-type: none"> <li>Roadsides sprayed for noxious weeds</li> </ul>	<p><b>Working with Ag Department on controlling Wheel Cactus</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	2014	2014/15 Budget	CEO	<ul style="list-style-type: none"> <li>Engage with Stakeholders</li> <li>Application to RDAP for assistance to develop</li> </ul>	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Plan				<ul style="list-style-type: none"> <li>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>	
Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> <li>Increase number of industrial lots available</li> </ul>	Meeting with Paul Bashall and owners to discuss a potential Industrial Land rezoning and subdivision – 20/3/14
<b>EB.1.2 Investigate alternative economic development opportunities</b>					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> <li>Review &amp; update of report</li> </ul>	
<b>EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services</b>					
Review 'gaps in services' and advertise opportunities in regional 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>First visit from Wheatbelt Vet Service was on 20<sup>th</sup> November which was successful</p> <p>The Wheatbelt Vet has now agreed to visit Dowerin on a</p>

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

					Monthly Basis and will operate from the former Tennis Club rooms
<b>EB.2 A Growing Tourism Industry</b>					
<b>EB.2.1 Market Dowerin and region as a tourist destination</b>					
Continue to advertise in tourism publications (Cooks Tours, Eastern Wheatbelt Visitor Guide, Australia's Golden Outback etc)	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> <li>Updated publications</li> <li>Variety of publications</li> <li>Accommodation providers to complete Visitor Statistics Form</li> </ul>	
Investigate additional free advertising avenues	Reviewed annually		CSO	<ul style="list-style-type: none"> <li>Increased exposure to a wide variety of people/regions</li> <li>Accommodation providers to complete Visitor Statistics Form</li> </ul>	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing
Expand and increase Social Media Marketing	2014		CSO	<ul style="list-style-type: none"> <li>Increased number of 'likes' and more community interaction</li> </ul>	<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>	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.

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

					Smith Sculptors would like to present a photo montage of their idea of the Entrance Statement to the working group in next few weeks- date to be arranged.
Establish an annual 4wd event in Dowerin as a regional and possibly inter region/interstate event	May – August 2014		CSO	<ul style="list-style-type: none"> <li>• Establishment of suitable contacts</li> <li>• Enhancement of the 4wd track</li> <li>• Successful event</li> </ul>	<b>2014 WA 4WD Association Gathering is booked for 12<sup>th</sup> &amp; 13<sup>th</sup> July</b>
<b>EB.2.3 Develop 'experience' based opportunities that add to existing tourist activities</b>					
Establish a farm tour concept	2014		CSO	<ul style="list-style-type: none"> <li>• Create a plan for the farm tour concept</li> <li>• Meet and discuss concept with local accommodation providers</li> <li>• Establish a list of willing farmers/property owners willing to part take in this program</li> <li>• Market the program regionally and to the metro area</li> </ul>	
<b>EB.2.4 Continue to develop and market 4WD opportunities and activities</b>					
Market Dowerin as a destination for 4WD enthusiasts	2013-2014		CSO	<ul style="list-style-type: none"> <li>• Include Dowerin 4wd experience in 4wd related publications</li> <li>• Establish a 4wd connections (distribution list)</li> </ul>	<p><b>First article will be submitted to Offroad Online, to be hopefully published in mid-2014 in conjunction with Wheatbelt Way Self Drive Trail.</b></p> <p>CSO volunteered at the 4WD &amp; Adventure Show on</p>

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

					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>	<p><b>Eastern Hills Four Wheel Drive Club has expressed an interest in coming to Dowerin soon</b></p> <p>Freedom All Wheel Drive Club has booked in a weekend in June</p> <p>2014 WA 4WD Association gathering is booked for 12<sup>th</sup> and 13<sup>th</sup> July</p>
Contact all WA based 4WD clubs and send an information pack	Monthly		CSO	<ul style="list-style-type: none"> <li>Welcome email to 4WD distribution list</li> <li>Monthly updates to 4WD distribution list</li> <li>Regular group bookings at 4WD Track and camp grounds</li> </ul>	A mailing list of all 4WD Clubs in WA has been created and an initial pack has been sent outlining what we can offer.
Look into paid & free advertising in 4WD publications/websites	November 2013		CSO	<ul style="list-style-type: none"> <li>Include free advertising to 4wd publications/websites</li> <li>Greater exposure in 4WD world</li> </ul>	<p>CSO has created a list of 4WD magazines, websites and publications that we could advertise in.</p> <p>First article will be submitted to Offroad Online, to be published in the 2014.</p>
<b>EB.2.5 Develop further accommodation options within Dowerin</b>					
Conduct audit of vacant land within the town site for feasible short term accommodation park purposes	2014		CDO	<ul style="list-style-type: none"> <li>Develop options for the site of a new short term accommodation facility</li> </ul>	Completed see report 'Destination Dowerin'

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Conduct audit of visitors, neighbouring communities and DEM as to number/style of accommodation options that should be available	2014		CSO CDO	<ul style="list-style-type: none"> <li>A deeper understanding of the level/type/number of short term accommodation facilities that would be suitable</li> </ul>	CSO has developed a Visitor Statistic form and will speak personally to each of the accommodation providers in town to encourage them to utilise the form.
Develop concept plans of the proposed facility	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> <li>Plan of a short term accommodation facility</li> </ul>	<p>Master Plan has been received</p> <p>Quote received from MCG Architects for Concept Plan development</p> <p>FM - Economic Reserve fund allocation</p>
Gain quotes for scope of works (earthworks, power, construction of permanent ablution facilities, bunk house accommodation and chalet/unit accommodation	2014/2015	To budget	CDO	<ul style="list-style-type: none"> <li>Detailed quotes received</li> <li>Budget for project drawn up</li> </ul>	<p><b>CDO has contacted Paul Rafferty regarding a quote for a QS for this project</b></p> <p>Awaiting feedback from MCG regarding Quantity Surveyor</p>
<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>	<p><b>Weekly meetings have been implemented</b></p> <p>FM - Cost allocation and spreadsheet developed and shared with consultant via dropbox</p>
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> <li>Wheatbelt Heritage Rail to be accredited for main line operation</li> </ul>	Accreditation paper work completed and submitted on 6 <sup>th</sup> December
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> <li>Assist and ensure rolling stock arrives in Dowerin safely</li> </ul>	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> <li>The successful delivery of rail construction material on site</li> </ul>	<b>Track to be completed at Minnivale by Friday 13<sup>th</sup> June</b> Sleepers from Dwellingup picked up in October 2013 More construction material Picked up from Bibra Lake 7/2/2014
Commence and complete the shire of Dowerin's contribution to the earthworks at the Minnivale site	November 2013		WM	<ul style="list-style-type: none"> <li>Removal of dirt</li> <li>Grading</li> </ul>	Completed 6 <sup>th</sup> December 2013
<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>	Extensive signage has been purchased along with additional bins to make the volunteers lives easier at the recycling shed.  Additional signage to be purchased with small amount of funding leftover from Waste Authority Grant

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

					<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>					



## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Shire to lead by example	Review half yearly		CEO WM	<ul style="list-style-type: none"> <li>Parks &amp; Gardens adopt more water wise principles in parks and gardens</li> <li>Ensure all lights are turned off at Shire office/depot after use</li> </ul>	
Promote and encourage local involvement in the annual 'Earth Hour' event	March 2014		CSO	<ul style="list-style-type: none"> <li>Advertise in local media/website</li> <li>Create and implement an event to mark Earth Hour and increase awareness of this event locally</li> </ul>	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>	FM - Reminder set up in Dowerin Calendar for admin staff
Promote drum muster program in local media	Monthly		CDO	<ul style="list-style-type: none"> <li>Include upcoming drum musters in Council Comments</li> </ul>	
<b>ENV 1.5 Continue oil recycling program</b>					
Relocate to oil facility from Stewart Street to the Amery Refuse site	July 2014	2014/15	WM	<ul style="list-style-type: none"> <li>Relocation of facility and rehabilitation of current location</li> </ul>	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

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>	
<b>ENV 2.2 Work to manage native and feral flora and fauna</b>					
Promote and conduct Annual Fox Shoot	Annually		NRMO	<ul style="list-style-type: none"> <li>Promotion at least 2 weeks before event</li> <li>Emails to farmers and articles in local media</li> <li>Successful plan and running of the event</li> </ul>	
Promote and conduct Fox Baiting Program (twice	Spring & Autumn annually		NRMO	<ul style="list-style-type: none"> <li>Submit expression of interest into baiting program with</li> </ul>	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

yearly)				<ul style="list-style-type: none"> <li>Wheatbelt NRM</li> <li>Advertise locally</li> <li>Successful planning and implementation of baiting program</li> </ul>	
<b>THEME FOUR: LOCAL GOVERNMENT LEADERSHIP</b>					
<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
<b>LG. 1 Maintain and further develop an efficient and informative organisation</b>					
<b>LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs</b>					
Develop workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> <li>Present Workforce plan to council</li> <li>Adoption of workforce plan</li> <li>Annual review of workforce plan</li> </ul>	FM - Included in 13/14 budget 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>	FM - Admin Salary cost allocations reviewed – staff time diaries
<b>LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors</b>					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> <li>Research</li> <li>Development of plan &amp; policy</li> </ul>	FM - Stage 1 Research and preparation commenced
Implementation of plan & policy	June 2014 To be reviewed annually		FM	<ul style="list-style-type: none"> <li>Council endorse plan</li> <li>Customer feedback (survey)</li> </ul>	FM - Preparation for bi-annual customer feedback survey
<b>LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities</b>					
Provide training opportunities and PD opportunities	Review Monthly	\$41,000	CEO	<ul style="list-style-type: none"> <li>Create councillor training section in CEO info report</li> <li>Create staff training section in FM info report</li> <li>Update training register</li> </ul>	

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

<b>LG. 1. 4 Ensure information is communicated to the public regularly and effectively</b>					
Provide weekly council information to the public via the Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> <li>Weekly Council Comments segment in local paper</li> </ul>	
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> <li>Regular status updates of events, activities or reminders on facebook</li> </ul>	
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> <li>2 newsletters per year</li> </ul>	
Ensure website is up to date	Reviewed weekly		CDO	<ul style="list-style-type: none"> <li>Ensure website is always up to date with latest news, events etc...</li> </ul>	
<b>LG. 1. 5 Provide opportunities for the community to have input into Council's decision making</b>					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> <li>At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services)</li> </ul>	
Promote and encourage attendance at public question time at monthly council meetings	Monthly		CDO CEO	<ul style="list-style-type: none"> <li>Advertise in local media</li> <li>Invite school council to part take once per year</li> </ul>	
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
<b>LG. 2 Strong leadership and governance</b>					
<b>LG. 2.1 Review Strategic Community Plan</b>					

## MINUTES OF ORDINARY MEETING OF COUNCIL – 17 JUNE 2014

Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
<b>LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums</b>					
Participate in regional groups/organisations	Reviewed annually	Annual Subs	CEO STAFF	Involvement in WDC, GECZ, WALGA. LGMA WA	
<b>LG. 2.3 Collaborate with other surrounding shires to strengthen the region</b>					
Continue to attend and participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> <li>Attendance at AROC meetings</li> </ul>	Next Meeting Monday 7 April 2014
Continue to attend regional road group meetings	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none"> <li>Attendance at Regional Road Group Meetings</li> </ul>	

## 9.2 OPERATIONS

### 9.2.1 CEO PERFORMANCE REVIEW

Date:	12 June 2014
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Dacre Alcock
Author:	Dacre Alcock

#### Summary

Report recommends Council undertake the performance review of the Chief Executive Officer at the July 2014 Council Meeting.

#### Background

Council is required to conduct a performance review of the CEO annually. Council last conducted the CEO's annual performance review at the July 2013 Council Meeting.

#### Comment

The CEO review has been conducted by full Council in the past with each Councillor provided with a review form for use prior to conducting a consolidated review. The review form has been provided as a separate attachment.

As agreed to commence the process, the CEO will prepare and present to Council a self assessment of his performance. A copy of the agreed review form will be provided to the President. The self assessment together with salary review proposal will be presented at the meeting.

It is proposed that the review take place at the July 2013 Council Meeting.

#### Consultation

Nil

#### Financial Implications

Council is required to review annually the remuneration of the CEO and adjustments, if any, will need to be included in the forthcoming budget.

#### Policy Implications

Nil.

#### Statutory Implications

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

#### **5.38. Annual review of certain employees' performances**

*The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the*

employment.

**Contract of Employment – Dacre John Alcock**

*Council will ensure that a review of the CEO's performance is conducted annually or more frequently if the Council or the CEO perceives there is a need to do so.*

*The Council shall give the CEO a minimum of ten working days notice in writing that a performance review is to be conducted to enable the CEO sufficient time to prepare.*

*Where an external facilitator is to be used, both parties must agree to the nominated facilitator.*

*The CEO will prepare and submit to the council and/or facilitator an assessment of his/her own performance prior to the assessment by council.*

*The final report on the performance of the CEO is to be forwarded to council for consideration to either accept or reject the report.*

Strategic Implications

Nil

Voting Requirements

Simple majority

---

**COUNCIL DECISION – ITEM 9.2.1**

(2410)              Moved: T.A. Jones              Seconded: L.G. Hagboom              Carried: 8/0

**THAT COUNCIL UNDERTAKES THE ANNUAL REVIEW OF THE CHIEF EXECUTIVE OFFICER FOR 2013/2014 AT THE JULY 2014 COUNCIL MEETING.**

### 9.2.2 LOCAL GOVERNMENT WEEK CONVENTION

Date: 12 June 2014  
Applicant: WALGA  
Location: N/A  
File Ref: ADM0167  
Disclosure of Interest: Nil  
Author: Dacre Alcock

#### Summary

This report recommends that Council does not send any representatives to the WA Local Government Convention held in Perth on Wednesday 6th August to Friday 8<sup>th</sup> August 2014.

#### Background

Information and Registration brochures have been received for this years' Local Government Week Convention. The convention proper will be run from Wednesday 6th August to Friday 8<sup>th</sup> August 2014 and will be held at the Perth Convention and Exhibition Centre. A copy of the convention information and registration has been included as a separate attachment. The Annual General Meeting of the Western Australian Local Government Association will be held on Wednesday 6<sup>th</sup> August starting at 1.30pm.

Council decided at the March 2014 Council Meeting to send Cr Metcalf, Cr Coote and the CEO to the 2014 Future of Local Government Conference in Melbourne on 21 and 22 May 2014.

The conference brochure has been included as a separate attachment.

#### Comment

Council is not required to send any amount of Councillors and Staff to the Local Government Week Convention. I will only attend if Councillors nominate for the conference.

In the past three years Council has not sent any delegates to the conference.

There is value in attending the WALGA AGM and Council may choose to nominate Councillors to just attend that free event with two Councillors being Councils voting delegates. Cr Metcalf has attended the AGM in past years.

Further to this AROC is organising a dinner on the Friday of Local Government Week. If any Councillors are interested in attending that please let me know.

#### Financial Implications

The cost of the basic registration is \$1,475 per delegate.

Council will allocate funding in the 2014/15 depending on the number of delegates nominated for the conference.

#### Public Consultation

Nil.

#### Policy Implications

Council Policy Adopted 06/2003: Page 4



Local Government Week

Council authorises the President, Deputy President, two elected members on a rotating basis, and the Chief Executive Officer to attend the annual convention of Local Government Week with Council to cover registration and accommodation expenses. The President and Deputy President are appointed as Councils voting delegates at the conference.

Statutory Implications

Nil.

Strategic Implications

Nil.

Voting Requirements

Simple Majority

**COUNCIL DECISION – ITEM 9.2.2**

(2411)                      Moved: L.G. Hagboom                      Seconded: T.W. Quartermaine                      Carried: 8/0  
**THAT COUNCIL DOES NOT SEND ANY DELEGATES TO THE 2014 WA LOCAL GOVERNMENT CONVENTION.**

### 9.2.3 DOWERIN DOCTOR SERVICE

Date: 12 June 2014  
Applicant: N/A  
Location: N/A  
File Ref: ADM0152  
Disclosure of Interest: Dacre Alcock  
Author: Dacre Alcock

#### Summary

This report is to consider the future of the Dowerin Doctor Service.

#### Background

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

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

The projected year to date deficit is \$56,662 that equates to a \$16,662 budget deficit. 421 patients have visited the Doctor at a subsidy by the Shire of Dowerin of \$134 per visit.

#### Comment

The Shire of Dowerin's corporate plan highlights the requirement for provision of medical services in the Shire of Dowerin. One of the actions in the plan is to review the doctor service annually.

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

Firstly it has provided the Shire of Dowerin with a Doctor Service which was Council's first objective. Unfortunately the financial viability of the service has not been achieved to date. Since Cr Metcalf's local notice to the community regarding the future of the Doctor Service patient numbers have increased by 40%. While that is a great increase in patient numbers, some of the increase could be attributed to what was occurring in neighbouring medical centres.

For the Doctor Service to become financially viable with the current level of contributions by the Shire of Dowerin and DEM patient numbers will need to average 20 patients per day. While this seems achievable in the eleven months of the service this has proved not to be the case.

Due to the increase in patient numbers in the past two months I recommend to Council that Shire of Dowerin gives the Dowerin Doctor Service a further 6 months to show that it is a financially sustainable service.

#### Financial Implications

Council will to make a budget allocation in the 2014/15 Budget for the Doctor Service to continue.

#### Public Consultation

Nil.

#### Policy Implications

Council Policy

Statutory Implications

Nil.

Strategic Implications

CORPORATE PLAN

C.3 Improved Community Health and Well-being

C.3.1 Expand the provision of medical services in Dowerin

Voting Requirements

Simple Majority

---

**COUNCIL DECISION – ITEM 9.2.3**

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

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

## 9.3 FINANCE REPORT

## 9.3.1 FINANCE REPORT – MAY 2014

Date: 9 June 2014  
 Applicant: N/A  
 Location: N/A  
 File Ref:  
 Disclosure of Interest: Nil  
 Author: Sonia King

Summary

I present the financial statements for the period 1 July 2013 to 31 May 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>31-May-14</b>	<b>30-Jun-13</b>	<b>31-May-13</b>
Municipal Fund	\$510,590	\$1,447,487	\$1,277,261
Plant Reserve	\$104,938	\$101,617	\$101,163
LSL Reserve	\$109,770	\$105,640	\$105,300
Office Equipment Reserve	\$0	\$0	\$19,016
Land & Buildings Reserve	\$19,116	\$16,797	\$16,767
Recreation Facility Reserve	\$165,766	\$156,623	\$154,353
Community Bus Reserve	\$29,436	\$28,630	\$23,913
Community Housing Res	\$35,167	\$34,150	\$33,696
Sewerage Reserve	\$724,575	\$701,815	\$664,995
Economic Develop Reserve	\$477,068	\$467,345	\$461,670
Land Care Reserve	\$0	\$0	\$8,343
Tennis Replacement	\$0	\$0	\$0
Bowling Green Replacement	\$0	\$0	\$0
<b>Consolidated Funds</b>	<b>\$2,176,426</b>	<b>\$3,060,104</b>	<b>\$2,866,593</b>

**Sundry Debtors at 31 May 2014**

Current	\$47,929
30 days	\$568
60 days	\$147
90 days	\$277
Total	<b>\$48,845</b>

**Reserve Funds**

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

**Consultation**

Nil.

**Financial Implications**

Nil.

**Policy Implications**

Nil.

**Statutory Implications**

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

**Strategic Implications**

Nil.

**Voting Requirements**

Simple Majority

---

**COUNCIL DECISION – ITEM 9.3.1**

(2413)              Moved: D.P. Hudson              Seconded: T.A. Jones              Carried: 8/0

**THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT 1 BE RECEIVED.**



**SHIRE OF DOWERIN**  
**MONTHLY STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014**

**TABLE OF CONTENTS**

Statement of Financial Activity

Notes to and Forming Part of the Statement

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

**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014**

NOTE	2013/14 Revised Budget \$	May 2014 Y-T-D Budget \$	May 2014 Actual \$
<b>Operating</b>			
<b>Revenues/Sources</b>			
Governance	8,700	7,953	58,971
General Purpose Funding	745,853	611,721	764,576
Law, Order, Public Safety	29,100	26,664	31,874
Health	297,585	272,734	279,904
Education and Welfare	1,560	1,430	3,215
Housing	111,054	101,772	106,277
Community Amenities	204,089	201,098	205,759
Recreation and Culture	346,740	330,461	201,089
Transport	650,527	604,340	662,248
Economic Services	9,200	5,951	10,617
Other Property and Services	10,500	9,625	6,973
	<u>2,414,908</u>	<u>2,173,749</u>	<u>2,331,503</u>
<b>(Expenses)/(Applications)</b>			
Governance	(297,880)	(273,769)	(322,982)
General Purpose Funding	(79,648)	(72,985)	(76,806)
Law, Order, Public Safety	(78,201)	(71,599)	(92,748)
Health	(357,439)	(327,580)	(347,808)
Education and Welfare	(14,463)	(13,222)	(30,300)
Housing	(157,363)	(144,155)	(181,126)
Community Amenities	(330,132)	(302,368)	(310,197)
Recreation & Culture	(566,310)	(518,826)	(661,075)
Transport	(1,494,111)	(1,389,423)	(1,332,916)
Economic Services	(137,445)	(125,895)	(176,218)
Other Property and Services	(13,194)	(11,913)	8,378
	<u>(3,526,186)</u>	<u>(3,231,735)</u>	<u>(3,523,798)</u>
<b>Net Operating Result Excluding Rates</b>	<b>(1,111,278)</b>	<b>(1,057,986)</b>	<b>(1,192,295)</b>
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>			
(Profit)/Loss on Asset Disposals	2,000	1,826	0
Movement in Accrued Interest	0	0	0
Movement in Accrued Salaries and Wages	0	0	(24,150)
Movement in Deferred Pensioner Rates/ESL	0	0	0
Movement in Employee Benefit Provisions	0	0	4,130
Rounding	0	0	0
Depreciation on Assets	1,320,385	1,210,110	1,238,184
<b>Capital Revenue and (Expenditure)</b>			
Purchase Land Held for Resale	0	0	0
Purchase of Land and Buildings	(1,526,068)	(1,398,892)	(1,055,121)
Purchase of Vehicles & Plant	(40,000)	(40,000)	(36,909)
Purchase of Furniture & Equipment	0	0	(4,865)
Purchase of Tools & Equipment	0	0	(5)
Purchase of Infrastructure Assets - Sewerage	0	0	0
Purchase of Infrastructure Assets - Roads	(945,130)	(861,256)	(786,392)
Purchase of Infrastructure Assets - Footpaths	0	0	0
Purchase of Infrastructure Assets - Drainage	0	0	0
Purchase of Infrastructure Assets - Signs	(7,950)	(7,293)	(6,376)
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0
Purchase of Infrastructure Assets - Street Lighting	0	0	0
Proceeds from Disposal of Assets	10,000	0	0
Repayment of Debentures	(54,912)	(27,456)	(27,178)
Proceeds from New Debentures	0	0	0
Advances to Community Groups	0	0	0
Self-Supporting Loan Principal Income	0	0	0
Provision AROC	0	0	0
Payment Long Service Leave	0	0	0
Transfers to Restricted Assets (Reserves)	0	0	(53,220)
Transfers from Restricted Asset (Reserves)	0	0	0
Net Current Assets July 1 B/Fed	848,643	848,643	1,460,972
Net Current Assets Year to Date	<u>(456,392)</u>	<u>(286,386)</u>	<u>563,179</u>
<b>Amount Raised from Rates</b>	<b><u>(1,045,918)</u></b>	<b><u>(1,045,918)</u></b>	<b><u>(1,046,403)</u></b>

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

-0

Page 1

SHIRE OF DOWERIN NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014			
	2013/14 Adopted Budget \$	2013/14 Revised Budget \$	May 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>			
<u>Other Governance</u>			
Furn - Photocopier	0	0	4,865.00
Furn - IT Equipment	0	0	0.00
Vehicle - Coo	40,000	40,000	36,909.09
Furn - Laptop (Sat Sac)	0	0	0.00
Furn - Office Equipment	0	0	0.00
	0		
<b>Law, Order &amp; Public Safety</b>	0		
<u>Fire Prevention</u>	0		
Vehicle - Fire Trucks	0	0	0.00
	0		
<b>Housing</b>	0		
<u>Other Housing</u>	0		
Land - Purchase Land	0	0	0.00
New House	0	0	0.00
	0		
<b>Health</b>	0		
<u>Other Health</u>	0		
Furn - Haec Equipment	0	0	0.00
	0		
<b>Community Amenities</b>	0		
<u>Other Community Amenities</u>	0		
Land - Recycling Shed	0	0	237.82
	0		
<b>Recreation and Culture</b>	0		
<u>Other Recreation &amp; Sport</u>	0		
Tools - Mowers/Tools	0	0	4.50
Community Club	326,068	326,068	411,760.26
Land - New Sports Complex	0	0	0.00
<u>Other Culture</u>	0		
Furn - Museum Software	0	0	0.00
Land - Museum Shed	0	0	0.00
	0		
<b>Transport</b>	0		
<u>Construction - Roads, Bridges, Depots</u>	0		
Roads - Roads To Recovery	284,573	284,573	260,742.48
Roads - Signs	7,850	7,850	6,376.33
Roads - Unclassified	219,502	219,502	66,540.51
Roads - State 20/20	441,055	441,055	429,108.78
<u>Road Plant Purchases</u>	0		
Plant - Loader	0	0	0.00
Other Plant	0	0	0.00
Plant - Works Manager Vehicle	0	0	0.00
Tools - Compressor	0	0	0.00
	0		
<b>Economic Services</b>	0		
<u>Other Economic Services</u>	0		
Wheelbelt Heritage Rail Project	1,200,000	1,200,000	643,123.25
<b>Other Property &amp; Services</b>	0		
<u>Unclassified</u>	0		
Tools - Capital	0	0	0.00
Tools - Chainsaws/Tools	0	0	0.00
	0		
	<u>2,519,148</u>	<u>2,519,148</u>	<u>1,889,668.02</u>
<b>By Class</b>			
Land Held for Resale - Current	0	0	0.00
Land Held for Resale - Non Current	0	0	0.00
Land & Buildings	1,526,068	1,526,068	1,055,121.33
Vehicles & Plant	40,000	40,000	36,909.09
Furniture & Equipment	0	0	4,865.00
Tools & Equipment	0	0	4.50
Infrastructure - Sewerage	0	0	0.00
Infrastructure - Roads	945,130	945,130	786,391.77
Infrastructure - Footpaths	0	0	0.00
Infrastructure - Drainage	0	0	0.00
Infrastructure - Signs	7,850	7,850	6,376.33
Infrastructure - Parks & Ovals	0	0	0.00
Infrastructure - Street Lighting	0	0	0.00
	<u>2,519,148</u>	<u>2,519,148</u>	<u>1,889,668.02</u>



SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 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)	
	2013/14 Budget \$	May 2014 Actual \$	2013/14 Budget \$	May 2014 Actual \$	2013/14 Budget \$	May 2014 Actual \$
Governance						
Housing						
Recreation & Culture						
Transport						
DD - Ford Territory	12,000		10,000		(2,000)	-
Other Property & Services						
	12,000	-	10,000	-	(2,000)	-

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

Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2013/14 Adopted Budget \$	May 2014 Actual \$
0	0.00
(2,000)	0.00
(2,000)	0.00

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-12	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$	2013/14 Budget \$	2013/14 Actual \$
<b>Recreation &amp; Culture</b>									
Loan 97 – Recreation Complex	584,267	0	0	54,912	27,178	529,355	557,089	23,697	12,128
	584,267	0	0	54,912	27,178	529,355	557,089	23,697	12,128

Note:

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

(b) New Debentures - 2011/12

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

SHIRE OF DOWERIN  
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

	2013/14 Adopted Budget \$	May 2014 Actual \$
<b>6. RESERVES</b>		
<b>Cash Backed Reserves</b>		
(a) <b>Long Service Leave Reserve</b>		
Opening Balance	105,640	105,640
Amount Set Aside / Transfer to Reserve	24,730	4,130
Amount Used / Transfer from Reserve	0	0
	<u>130,370</u>	<u>109,770</u>
(b) <b>Plant Replacement &amp; Reconditioning Reserve</b>		
Opening Balance	101,617	101,617
Amount Set Aside / Transfer to Reserve	149,402	3,321
Amount Used / Transfer from Reserve	0	0
	<u>251,019</u>	<u>104,938</u>
(c) <b>Land &amp; Building Reserve</b>		
Opening Balance	16,797	16,797
Amount Set Aside / Transfer to Reserve	749	2,319
Amount Used / Transfer from Reserve	0	0
	<u>17,546</u>	<u>19,116</u>
(e) <b>Recreation Facilities Reserve</b>		
Opening Balance	156,623	156,623
Amount Set Aside / Transfer to Reserve	3,850	9,143
Amount Used / Transfer from Reserve	0	0
	<u>160,473</u>	<u>165,766</u>
(f) <b>Community Housing Project Reserve</b>		
Opening Balance	34,150	34,150
Amount Set Aside / Transfer to Reserve	7,603	1,017
Amount Used / Transfer from Reserve	0	0
	<u>41,753</u>	<u>35,167</u>
(g) <b>Community Bus Reserve</b>		
Opening Balance	28,630	28,630
Amount Set Aside / Transfer to Reserve	5,045	806
Amount Used / Transfer from Reserve	0	0
	<u>33,675</u>	<u>29,436</u>
(h) <b>Sewerage Asset Preservation Reserve</b>		
Opening Balance	701,815	701,814
Amount Set Aside / Transfer to Reserve	80,423	22,761
Amount Used / Transfer from Reserve	0	0
	<u>782,238</u>	<u>724,575</u>
(i) <b>Economic Development Reserve</b>		
Opening Balance	467,345	467,345
Amount Set Aside / Transfer to Reserve	16,156	9,723
Amount Used / Transfer from Reserve	(15,000)	0
	<u>468,501</u>	<u>477,068</u>
(j) <b>Tennis Court Replacement Reserve</b>		

Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	6,000	0
Amount Used / Transfer from Reserve	0	0
	<u>6,000</u>	<u>0</u>
<b>(k) Bowling Green Replacement Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	10,000	0
Amount Used / Transfer from Reserve	0	0
	<u>10,000</u>	<u>0</u>
<b>Total Cash Backed Reserves</b>	<u><b>1,901,575</b></u>	<u><b>1,665,836</b></u>

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

**Summary of Transfers  
To Cash Backed Reserves**

**Transfers to Reserves**

Long Service Leave Reserve	24,730	4,130
Plant Replacement & Reconditioning Reserve	149,402	3,321
Land & Building Reserve	749	2,319
Recreation Facilities Reserve	3,850	9,143
Community Housing Project Reserve	7,603	1,017
Community Bus Reserve	5,045	806
Sewerage Asset Preservation Reserve	80,423	22,781
Economic Development Reserve	16,156	9,723
Tennis Court Replacement Reserve	6,000	0
Bowling Club Replacement Reserve	10,000	0
	<u><b>303,958</b></u>	<u><b>53,220</b></u>

**Transfers from Reserves**

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	0	0
Land & Building Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	(15,000)	0
Tennis Court Replacement Reserve	0	0
Bowling Green Replacement Reserve	0	0
	<u><b>(15,000)</b></u>	<u><b>0</b></u>
<b>Total Transfer to/(from) Reserves</b>	<u><b>288,958</b></u>	<u><b>53,220</b></u>

## SHIRE OF DOWERIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

	2012/13 B/Fwd Per 2011/12 Budget \$	2012/13 B/Fwd Per Financial Report \$	May 2014 Actual \$
<b>NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	1,343,603	1,449,989	510,590
Cash - Restricted Unspent Grants	82,057	82,057	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	1,612,619	1,665,839
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	16,601	35,484
Sewerage Rates Outstanding	13,320	16,182	17,691
Rubbish Rates Outstanding	9,166	10,997	11,803
Sundry Debtors	9,524	43,125	48,845
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	0	0
Emergency Services Levy	1,486	1,622	2,965
GST Receivable	0	28,412	29,765
Provision For Doubtful Debts	0	0	0
Inventories	12,672	22,712	33,758
	<u>3,362,064</u>	<u>3,284,316</u>	<u>2,366,740</u>
<b>LESS: CURRENT LIABILITIES</b>			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(101,023)	(37,228)
Excess Rates	(34,591)	(36,620)	(5,543)
Accrued Expenditure	0	0	0
Department Transport	0	0	(24,543)
GST Payable	(33,251)	(4,519)	(4,681)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	(4,537)	(3,256)
FBT Payable	0	0	0
Withholding Tax	0	0	0
Other Payables	(4,443)	(6,795)	(5,052)
Leave Provisions - Current	(175,250)	(162,871)	(162,871)
	<u>(741,411)</u>	<u>(316,365)</u>	<u>(243,174)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>2,620,653</b>	<b>2,967,951</b>	<b>2,113,566</b>
Less: Cash - Reserves - Restricted	(1,872,648)	(1,612,619)	(1,665,839)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	105,640	109,770
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	5,360
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<b>848,643</b>	<b>1,460,972</b>	<b>563,179</b>

## SHIRE OF DOWERIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

## 8. RATING INFORMATION

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

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

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the revenue to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received other than rates and also bearing 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 2013 TO 31 MAY 2014

## 9. TRUST FUNDS

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

Detail	Balance 01-Jul-11 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Skateboard Park	0	0	0	0
Nomination Deposits	0	400	0	400
Deposit Land Purchase	0	0	0	0
Housing Rental Bonds	4,060	0	400	4,460
Dowerin Art Group	0	0	0	0
BCITF Levy	0	0	0	0
Key Deposits	710	0	(100)	610
Tidy Towns	2,818	0	0	2,818
Impounded Vehicles	0	0	0	0
Young & Restless	0	0	(0)	0
Dowerin Child care	9,186	222	0	9,408
HACC vehicle	2,025	0	0	2,025
Recreation Steering Comm Fund	22,573	33,706	(9,032)	47,247
Yellow Ribbon	247	0	0	247
HACC Fundraising	2,265	0	0	2,265
Centenary Park Committee	2,111	0	0	2,111
Companion Club	0	0	0	0
Amery Acres Sandalford	0	0	0	0
Building Deposits	0	5,000	0	5,000
AROC Funds	61,978	1,165	0	63,143
	107,973	40,493	(8,732)	139,734



## SHIRE OF DOWERIN

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

## 10. OPERATING STATEMENT

	May 2014 Actual \$	2013/14 Adopted Budget \$	2012/13 Actual \$
<b>OPERATING REVENUES</b>			
Governance	58,971	8,700	105,264
General Purpose Funding	1,810,979	1,791,780	2,689,519
Law, Order, Public Safety	31,874	29,100	228,961
Health	279,904	297,585	271,639
Education and Welfare	3,215	1,560	1,560
Housing	106,277	111,054	103,704
Community Amenities	205,759	204,089	203,486
Recreation and Culture	201,089	346,740	1,426,617
Transport	662,248	650,527	747,806
Economic Services	10,617	9,200	1,271,468
Other Property and Services	6,973	10,500	18,718
<b>TOTAL OPERATING REVENUE</b>	<b>3,377,906</b>	<b>3,460,835</b>	<b>7,068,743</b>
<b>OPERATING EXPENSES</b>			
Governance	322,982	297,880	397,485
General Purpose Funding	76,806	79,648	94,134
Law, Order, Public Safety	92,748	78,201	107,069
Health	347,808	357,439	343,711
Education and Welfare	30,300	14,463	13,928
Housing	181,126	157,363	201,313
Community Amenities	310,197	330,132	353,686
Recreation & Culture	661,075	566,310	661,925
Transport	1,332,916	1,494,111	1,443,787
Economic Services	176,218	137,445	373,260
Other Property and Services	(8,378)	13,194	53,760
<b>TOTAL OPERATING EXPENSE</b>	<b>3,523,798</b>	<b>3,526,186</b>	<b>4,044,058</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b><u>(145,892)</u></b>	<b><u>(65,351)</u></b>	<b><u>3,024,685</u></b>



SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

11. BALANCE SHEET

	May 2014 Actual \$	2012/13 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	2,176,428	3,144,665
Trade and Other Receivables	146,553	116,941
Inventories	33,758	22,712
<b>TOTAL CURRENT ASSETS</b>	<b>2,356,739</b>	<b>3,284,318</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	27,788	27,788
Inventories	0	0
Property, Plant and Equipment	9,347,308	8,777,403
Infrastructure	19,820,745	19,739,166
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>29,195,841</b>	<b>28,544,357</b>
<b>TOTAL ASSETS</b>	<b>31,552,580</b>	<b>31,828,675</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	81,804	179,145
Long Term Borrowings	27,734	54,912
Provisions	162,871	162,871
<b>TOTAL CURRENT LIABILITIES</b>	<b>272,409</b>	<b>396,928</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	529,355	529,355
Provisions	21,358	21,358
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>550,713</b>	<b>550,713</b>
<b>TOTAL LIABILITIES</b>	<b>823,122</b>	<b>947,641</b>
<b>NET ASSETS</b>	<b>30,729,458</b>	<b>30,881,034</b>
<b>EQUITY</b>		
Trust Imbalance	(5,360)	0
Retained Surplus	28,940,627	29,139,739
Reserves - Cash Backed	1,665,839	1,612,619
Reserves - Asset Revaluation	128,678	128,678
<b>TOTAL EQUITY</b>	<b>30,729,784</b>	<b>30,881,036</b>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2013 TO 31 MAY 2014

12. FINANCIAL RATIOS

	2013 YTD	2013	2012	2011
Current Ratio	4.248	1.67	1.44	1.25

The above ratio is calculated as follows:

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

### 9.3.2 ACCOUNTS FOR PAYMENT – MAY 2014

Date: 10 June 2014  
Applicant: N/A  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Sonia King  
Attachments: List of Accounts April 2014

#### Background

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

#### Comment

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

#### Statutory Implications

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

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

#### Policy Implications

Nil.

#### Voting Requirements

Simple Majority

### **COUNCIL DECISION – ITEM 9.3.2**

(2414) Moved: T.W. Quartermaine Seconded: S.V. Brookes Carried: 8/0

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

**3:45pm - EHO entered Chambers**

**3:58pm – EHO left Chambers**

**4:20pm – Mr Ray Davey and Mr Niel Mitchell entered Chambers**

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

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 4:20pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 15 July 2014.*

.....

***D.E. Metcalf***

**PRESIDENT**

.....

***Date***