



AGENDA

ORDINARY COUNCIL MEETING

24 APRIL 2018

3.00PM

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

Mr Geoffrey Jones

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

Cr D.P. Hudson	President
Cr A.J. Metcalf	Deputy President
Cr R.I. Trepp	
Cr B.A. Ward	
Cr B.N. Walsh	
Cr L.G. Hagboom	
Cr J.C. Chatfield	
Cr L.H. Holberton	
A.J. Selvey	Chief Executive Officer
S.G. Fitchat	Finance Manager
G.C. Brigg	Assets & Works Manager
E.L. Richards	Council Liaison/Minutes

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

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

OFFICER RECOMMENDATION – ITEM 7.1

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 27 MARCH 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

8.1 WALGA'S QUARTERLY OVERVIEW REPORT

Attachment: 1. WALGA's Quarterly Overview Report

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 TERMS OF REFERENCE – MUSEUM COMMITTEE REINSTATEMENT

Date:	16 April 2018
Applicant:	Dowerin Museum
Location:	N/A
File Ref:	
Disclosure of Interest:	N/A
Author:	G. Southey, Coordinator Community and Economic Development
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	2. Draft Terms of Reference - Museum Committee

Summary

This item recommends that Council reinstate the Dowerin Museum committee and provides background information in support of the officer's recommendation.

Background

A Museum Committee was in place many years ago but appears to have been disbanded. At the Museum Group meeting on the 19 September 2017, the group discussed the need for reinstating the Committee. In a meeting held on the 16 March 2018 this view was confirmed and it was recommended that this matter would be presented to Council for consideration.

Comment

Representatives at the meeting determined there was a need to formalise the relationship between the Dowerin Museum Group and Council. Based on this request and discussions at the meeting, a Draft Terms of Reference (ToRs) is presented to Council with an officer's recommendation to re-establish a Dowerin Museum Committee.

As will be noted in the attached ToRs nominations to the Committee will be open to members of the Museum Group.

It is not proposed to give the Committee any delegated authority; therefore, any recommendations requiring a decision, action or resourcing would be presented for Council consideration and a decision.

Financial Implications

Nil

Risk Implications

Risks identified in the officer's recommendation to establish a Committee:

1. That the Committee does not understand its role and responsibilities and has expectations that cannot be met.

This risk is mitigated by clearly defined Terms of Reference that includes the requirement for adherence to the Code of Conduct.

Consultation

This matter was the subject of meetings with the Dowerin Museum Group and subsequent discussions with the Community & Economic Development Coordinator and the CEO.

Policy Implications

Nil

Statutory Implications

The Local Government Act 1995 s.5.10 stipulates the manner for the appointment of Committee members to committees. It should also be noted that under s.5.8 of the Local Government Act Council has the power to delegate authority (except powers as defined by s.5.17) to Committees; however; the officer's recommendation is that this Committee is not established under this section of the Act and therefore has no delegated authority. As a result, all recommendations of this Committee must be brought before Council for consideration.

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – 10.1.1

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ESTABLISH THE DOWERIN MUSEUM COMMITTEE;**
- 2. CONFIRM THE TERMS OF REFERENCE FOR THE COMMITTEE;**
- 3. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE COMMITTEE:**
 - a. Cr _____; and**
 - b. Cr _____ . (Proxy)**
- 4. CALL FOR NOMINATIONS FOR THE COMMITTEE FROM INTERESTED MEMBERS OF THE MUSEUM GROUP FOR CONSIDERATION BY COUNCIL.**

10.1.2 RFP 2018-01 AND SITE SELECTION – LOT 190 (12 ANDERSON STREET)

Date:	16 April 2018
Applicant:	Shire of Dowerin
Location:	Lot 190 (12 Anderson Street, Dowerin)
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey
Attachments:	3. Confidential – RFP 2018-01 Evaluation Report; 4. Confidential – NPV Calculations Spreadsheet; 5. Site Map – Lot 190 (12 Anderson Street, Dowerin); 6. Confidential - Total Project Costs

Summary

This item presents the proposals and evaluation report for the design and construction of a 3-bedroom/2-bathroom residential property in Dowerin and seeks a resolution from Council to progress with a contract with the preferred respondent.

Background

Following requests for a rental property in Dowerin from the Department of Communities on behalf of the Department of Education in late 2017, Council formally resolved to provide in-principle support for a proposal to construct a 3-bedroom/2-bathroom home in Dowerin for the use and occupation of the Education Department under the GROH program and authorise the CEO to seek costed proposals from builders for further consideration by Council.

In accordance with the Council resolution, the CEO developed a formal 'Request for Proposal' (RFP) document and advertised the RFP in the West Australian as required by legislation.

This item brings the proposals and evaluation report before Council and seeks Council approval to progress with the project with the preferred respondent.

Comment

At the closing date and time, four compliant proposals were received. The proposals were evaluated by the assessment panel consisting of the Assets & Works Manager, Shire of Dowerin Contract Building Surveyor/EHO and the CEO and against the following criteria.

Description of Qualitative Criteria	
<p>Criteria 1. Experience and capacity. (The panel looked for demonstrated experience in similar projects i.e. design and construction of residential properties, particularly in regional/rural areas. The panel also looked at the capacity in the organisation i.e. the personnel in the organisation and their experience.)</p>	50%
<p>Criteria 2. Project delivery and design. (The panel looked at the designs provided and how well they matched the requirements, the use of space and the inclusion of all elements. The panel also looked at the project plan.)</p>	40%
<p>Criteria 3. Local content. (The panel recognised that this was a difficult criterion to meet; it was included to ensure respondents were aware of the need to use local providers and made an effort to investigate local capacity and that it was considered in their proposal.)</p>	10%

The process undertaken by the panel is detailed in the attached confidential evaluation report.

Based on the above the recommended proposal is Modular WA due to the following:

A high score on qualitative criteria. A design that meets all requirements; a significant amount of relevant experience has been demonstrated.

Referee Checks were conducted with two previous clients and one subcontractor. All referees confirmed that Modular WA provided a quality outcome and were very good to deal with.

Price - Modular WA provided the most cost-effective proposal.

The Council Resolution in November 2018, included a requirement for the CEO to investigate the siting options and bring a recommended site before Council for consideration.

An analysis of options available has resulted in the vacant block at Lot 190 (12-14 Anderson Street) as the most suitable block. The Shire has freehold on the property. See attached site map – Attachment 5. The block is 730 m² and has a current approximate market value of \$20,000.

Financial Implications

In addition to the price offered by the respondent (Modular WA), other costs will need to be considered for the project including:

1. Earthworks and site preparation (\$15,000)
2. Sewerage Junction (\$3,000)
3. Landscaping and reticulation (\$15,000)
4. Garden Shed (\$5,000)
5. Dishwasher (\$1,000)

The total cost of these items, along with the price for the construction as per the proposal by Modular WA is attached as a confidential attachment – Attachment 6.

The budget allocation for this project has been included for formal consideration by Council in the 2017/18 Mid Year Budget Review – see Item 10.2.3 of this agenda. The decision to appoint the contractor is subject to Council's adoption of the budget amendment at Item 10.2.3 of this Agenda; therefore, if the budget amendment decision is lost, the contract decision becomes invalid, without a need to revoke it.

Risk Implications

The Shire's request to secure a 20-year lease agreement with the Department of \$700 was not able to be accommodated. The Department has stated that the rent could include an annual CPI increase. The Department has also noted that under the GROH Program they own two 3-bedroom dwellings built in 1990 and 1996 respectively; therefore, it is most likely that both these older dwellings will be reverted should demand for housing diminish in Dowerin into the future. Therefore, in their view, there is little risk to Council that this dwelling will be returned at the end of the 10-year lease period.

Consultation

WALGA

While there has been no specific community consultation on this item with the community, at recent community workshops the value and importance of the school and quality education was a strong recurrent theme.

Policy Implications

Nil

Statutory Implications

Section 6.20 of the *Local Government Act 1995* outlines Council's Power to borrow and the legislative requirements for borrowing.

The Local Government (Functions and General) Regulations 1996 - Reg 11 stipulates the requirements for calling tenders. This process has been compliant with these statutory requirements.

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – 10.1.2

THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTIONS 3.57 OF THE LOCAL GOVERNMENT ACT 1995, AND SUBJECT TO ADOPTION OF RELEVANT BUDGET ALLOCATIONS IN THE 2017/18 MID YEAR BUDGET REVIEW, RESOLVES TO:

- 1. ACCEPT THE PROPOSAL FROM MODULAR WA IN RESPONSE TO RFP TENDER 2018-01 DESIGN, MANUFACTURE, INSTALLATION/CONSTRUCTION OF ONE (1) NEW RESIDENTIAL DWELLING IN DOWERIN AS THE MOST ADVANTAGEOUS TO COUNCIL AS IT OFFERS THE BEST VALUE FOR MONEY BASED ON THE ASSESSMENT OF THE COMPLIANCE CRITERIA, QUALITATIVE CRITERIA AND PRICING STRUCTURES OFFERED UNDER RFP 2018-01;**
- 2. RECORD THE CONTRACT AMOUNT OF \$_____ IN THE MINUTES;**
- 3. ALLOCATE AN ADDITIONAL \$40,000 FOR THIS PROJECT TO COVER SITEWORKS, LANDSCAPING AND INTERNAL FITOUT;**
- 4. DELEGATE AUTHORITY, UNDER THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL REGULATION 20) REGULATIONS 1996 TO THE CEO TO PROGRESS WITH CONTRACT NEGOTIATIONS TO A SATISFACTORY CONCLUSION THAT ALLOWS FOR MINOR VARIATION IN ACCORDANCE WITH THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996, R. 20; AND**
- 5. APPROVE SITING OF THE HOUSE AT LOT 190 (12 ANDERSON STREET, DOWERIN).**

10.1.3 DRAFT PARKING LOCAL LAW 2018

Date:	18 April 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	7. Draft Shire of Dowerin Parking Local Law 2018

Summary

This report seeks Council endorsement to commence the process to make the Shire of Dowerin Parking Local Law.

Background

At the Ordinary Meeting of Council on 25 July 2017, Council finalised the Local Law statutory review process which included actions to repeal, amend or develop new local laws. The administrative review resulted in nine actions to update the Shire's Local Laws. This item progresses a gap in local laws identified at the time of the review, being a legislative framework for managing parking, particularly parking in a manner that creates obstructions and risk.

Comment

The draft Parking Local Law has been developed using the WALGA Model Local Laws as the basis for the new law. It is noted that the WALGA Model Local Laws have been reviewed and approved by the Parliamentary Joint Standing Committee on Delegated Legislation, ensuring that they represent a standardised and compliant arrangement of Local Law matters.

While the model local law includes items not currently identified as a requirement for Dowerin, the advice is to use the model local law as is to ensure it covers all possible eventualities and it is not necessary to change it should circumstances change.

Financial Implications

The direct financial implication is the cost of advertising of approximately \$500. This can be met via the Shire's approved operational budget for 2017/18.

Risk Implications

Local Laws provide a statutory tool for managing risks associated with non-compliance of Council's preferred position on various issues that arise in a community. Without adequate Local Laws Council faces a risk of not having any mechanism for managing and / or enforcing required standards.

Consultation

The proposed Parking Local Law as developed by the Shire's contract Ranger, Ms Gloria Robinson.

This matter was listed for discussion at a Councillor workshop on 27 March 2018.

The next step of this process requires six-weeks statewide public notice and recommends local public notice of the proposed Local Laws, their purpose and effect.

Policy Implications

Nil

Statutory Implications

The process for making new local laws is legislated under Section 3.12 of the *Local Government Act 1995*. Under this statutory process, the Presiding Member is required to give notice to the meeting of the purpose and effect of the proposed local law. As such, the purpose and effect of each of the proposed Local Laws is detailed in the officer's recommendation.

This stage of the process requires the Shire to give statewide public notice of the proposal to make a new local law and provide a period of at least six weeks for public submissions on the proposal.

The Shire is also required to provide a copy of the proposed local law to the Minister responsible for administering the Act under which the local law is to be made.

Following the close of public submissions on each of the Local Laws, a further report will be presented for Council's consideration in accordance with s.3.12(4), which requires Council to consider any public submissions received and then, by absolute majority decision, Council may make the Local Law where it is not significantly different from what was proposed at the commencement of the process.

If however, public submissions identify matters which require the Local Law to be significantly amended, then the s.3.12 process of statewide advertising and six week public submission period would recommence based upon the amended Local Law.

Strategic Implications

Community Strategic Plan: Theme 4 – Local Government Leadership.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.3

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.3.12 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. GIVE STATEWIDE AND LOCAL PUBLIC NOTICE OF ITS INTENTION TO MAKE THE SHIRE OF DOWERIN PARKING LOCAL LAW 2018 AS PER ATTACHMENT 7, THE PURPOSE AND EFFECT OF WHICH IS AS FOLLOWS:***

PURPOSE: TO PROVIDE FOR THE REGULATION OF PARKING IN THE SHIRE OF DOWERIN;

EFFECT: TO PRESCRIBE OBLIGATIONS THAT APPLY TO RESIDENTS AND VISITORS TO DOWERIN IN ORDER TO ENSURE RESPONSIBLE PARKING THAT REDUCES RISK AND NUISANCE TO RESIDENTS.

10.1.4 UNTIED SURPLUS POLICY

Date: 16 April 2018
Applicant: Shire of Dowerin
Location:
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey
Attachments: 8. Draft Untied Surplus Policy

Summary

This item recommends that Council adopts a policy that provides direction on the use of end of year untied surpluses.

Background

At an Audit Committee meeting in November 2017, the Audit Committee recommended that the Shire develops a policy to guide decisions on the use of untied end of year surpluses. The attached draft was developed in consultation with the Shire of Northam CEO and with the Shire's external Auditor. The draft has been reviewed by the Finance Committee and is now presented for formal consideration by Council. See Attachment 8.

Comment

Essentially, the draft policy offers three options for the allocation of untied end of year surpluses being:

- Reduction or retirement of debt;
- Transfer to reserves;
- For special / once-off projects or initiatives.

The draft policy acknowledges that end of year surpluses are not regular or reliable income streams and therefore should not be used to prop up the operational budget.

Financial Implications

There are no direct financial implications in adopting this policy; however future financial decisions will be informed by this policy.

Risk Implications

A policy reduces the risk of inconsistency in decision-making by providing a guide for staff and Council; noting that Council can choose to depart from policy if, in Council's view, departure from policy will provide the better outcome for the organisation and community.

Consultation

The Finance Committee considered the draft Policy at their meeting in February 2018 and enquired about any penalties that may be applied for early retirement or reduction of debt. Enquiries with the WA Treasury Corp confirmed that penalties may apply and therefore the draft policy was amended to reflect the requirement for a thorough analysis and calculations of this option on a case by case basis to ensure it presents the best value for money for Council.

Policy Implications

Should Council adopt this policy, it will be included in the Shire's Policy Manual.

Statutory Implications

s2.7 of the Local Government Act 1995 outlines the role of Council in determining the local government's policies. Any implementation of this policy would also need to be consistent with the requirements under s.61.4 of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.4

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE UNTIED SURPLUS POLICY.

10.1.5 REVIEW – RECRUITMENT & SELECTION POLICY

Date:	12 April 2018
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ORGN-1017121432-102
Disclosure of Interest:	Nil
Author:	Lisa Valentine – Coordinator Governance & Organisational Development
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	9. Recruitment & Selection Policy

Summary

The Recruitment and Selection Policy was adopted by Council on 18 March 2014. A review of the Shire's Recruitment and Selection policy has been completed. This policy is presented for Council's consideration and, if acceptable, adoption.

Background

The Recruitment and Selection policy provides guidance for the Chief Executive Officer to ensure the recruitment and selection of prospective employees is in accordance with relevant employment legislation.

Comment

The revised policy focusses on the various ways in which an appointment can be made within the guiding principles of merit, compliance and cost effectiveness. When the policy was originally developed it included a lot of procedural elements. These have been removed from the policy, as part of this review, and included in the Shire's procedure manual.

Financial Implications

Nil

Risk Implications

A policy reduces the risk of inconsistency in decision-making by providing a guide for staff and Council; noting that Council can choose to depart from policy if, in Council's view, departure from policy will provide the better outcome for the organisation and community.

Consultation

Mark Ridgewell – Manager Governance – City of Perth

Policy Implications

Should Council adopt the reviewed policy, it will be amended in the Shire's Policy Manual.

Statutory Implications

Section 5.40 of the *Local Government Act 1995* outlines the principles that apply to a local government in respect of its employees which include:

- a. Employees are to be selected and promoted in accordance with the principles of merit and equity; and

- b. No power with regard to matters affecting employees to be exercised on the basis of nepotism or patronage; and
- c. Employees are to be treated fairly and consistently; and
- d. There is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- e. Employees are to be provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*; and

The revised policy complies with these requirements.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.5

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S5.40 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE REVISED RECRUITMENT & SELECTION POLICY.

10.1.6 PROPOSED BRIDGING ORGANISATIONAL STRUCTURE

Date:	4 April 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	10. Current Organisational Structure 11. Proposed Bridging Organisational Structure (Confidential)

Summary

This report seeks Council consideration of a Bridging Organisational Structure for the period between the current CEO's departure and the commencement and first few months of the incoming CEO's tenure.

Background

The CEO tendered her resignation on 14 March 2018 with the resignation taking effect at close of business on Friday 8 June. At the Ordinary Meeting of Council on 27 March 2018 Council resolved to appoint WALGA to assist Council with the recruitment process. The position was advertised on 14 April with a closing date of 1 May 2018. It is anticipated an appointment would be able to be made by the end of May 2018. It is further anticipated that the successful candidate would need to give notice of approx. three months plus organize to move to Dowerin. Therefore, it is likely the incoming CEO will be able to commence by late August. Council has also resolved to appoint Gary Martin as the Acting CEO for three months following the departure of the current CEO.

The Community and Economic Development Coordinator has also tendered his resignation to take effect from late May and one of the long-standing Finance Officer's will commence maternity leave from mid-May.

Comment

Given the recent changes to personnel, particularly management personnel it is recognised that the management team, including the Manager Finance, Manager Assets and Works, the Acting CEO and subsequently the incoming CEO will require some additional senior level support from a full-time member of staff with sound organisational and corporate knowledge. Therefore, this report recommends to Council a temporary/bridging structure to support continuity and stability for the organisation through the next six months of change.

This report also stresses that it would be inappropriate for an outgoing CEO to implement a new structure as it is entirely possible and appropriate for an incoming CEO to assess the organisational need based on her or his experience, knowledge and priorities and implement a structure that best suits the circumstances. Therefore, it is essential to note that this report recommends a temporary or bridging structure for a six-month period only, not a permanent structure. Six-months is recommended to provide support for the three-month recruitment period while an Acting CEO is in place and for a further three months while the incoming CEO assesses the organisational

requirements. At the conclusion of the six-months personnel would revert to their substantive positions, unless the incoming CEO puts an alternative recommendation to Council.

The proposed bridging structure creates a new manager position, Manager Corporate and Community Services. This position would assume some community development functions of the outgoing Coordinator Community and Economic Development (CEDC) with the assistance of the Trainee. Other tasks currently performed by the CEDC, such as responsibility for the parks and gardens team and property management would be transferred to the Assets and Works Manager, assisted by the Asset Management Officer.

The bridging structure includes the following changes to the structure:

- Merges the Community and Economic Development Coordinator position and Governance and Organisational Development Coordinator position into the new Acting Manager Corporate and Community Services. This position would assume responsibility for Human Resources, IT, Records Management, Community Development and events, assisted by the new Trainee.
- Removes responsibility for Corporate Services from the Manager Finance and Corporate Services – reassigns those responsibilities to the Acting Manager Corporate and Community Services.
- Adds the Trainee into the structure;
- Moves the Parks and Gardens team under the Manager Assets and Works.
- Moves property management to the Asset Management Officer.

See Attachment 10 for the current structure; and attachment 11 for the proposed bridging structure.

Financial Implications

The Acting Manager position would attract an additional \$15,000 per annum (pro-rate for six months); however, this cost can be absorbed within the current budget by not replacing the Coordinator Community and Economic Development.

Risk Implications

The most pressing risk is the lack of continuity and loss of knowledge resulting from the departure of any staff member. This proposed bridging structure offers a way to reduce the risk to the organisation and ensure some continuity of corporate knowledge at a senior level.

Consultation

This matter was discussed with the Shire President as a concept.

The CEO has sought the advice of WALGA in preparing this report to Council. While WALGA has noted the risk of a restructure by an outgoing CEO, they understand the circumstances that require this action.

Policy Implications

The Shire's Recruitment Policy has been updated by officers and is in this agenda for Council consideration – see Item 10.1.5. This process is consistent with the updated (and previous) policy.

Statutory Implications

s.5.2 of the *Local Government Act 1995* stipulates that Council is to ensure that there is an appropriate structure for administering the local government.

The recruitment of employees is required to comply with the s. 5.40 of the *Local Government Act 1995*. Should any permanent appointments to positions be made in the future, they would require advertising to be consistent with this requirement.

Risk Implications

The proposed bridging structure addresses the risk to the organisation of a lack of senior level support in the areas of corporate services.

There is a risk that personnel may assume the structure and associated appointments are permanent; this risk will be managed by providing very clearly worded letters of temporary/acting appointment for a period of six months only, after which personnel will either return to their substantive positions or be offered a chance to apply for other roles that may be created in a future organisational structure review.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.6

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.2 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO APPROVE THE BRIDGING ORGANISATIONAL STRUCTURE AS PROPOSED FOR A PERIOD OF SIX MONTHS COMMENCING 1 MAY 2018; NOTING THAT THE BRIDGING STRUCTURE IS A TEMPORARY ARRANGEMENT FOR SIX MONTHS ONLY PENDING A REVIEW BY THE INCOMING CEO.

10.2 FINANCE REPORT

10.2.1 FINANCIAL ACTIVITY STATEMENTS – MARCH 2018

Date:	17 April 2018
Applicant:	Shire of Dowerin
Location:	
File Ref:	
Disclosure of Interest:	Nil
Author:	Susan Fitchat, Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey, Chief Executive Officer
Attachments:	12. Monthly Financial Activity Statements – March 2018

Summary

The financial statements for the period ending 31 March 2018 are presented for Council.

Background

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

The *Local Government (Financial Management) Regulations 34 & 35* set 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.

Comment

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the Shire's overall financial performance on a year to date basis, the following financial reports are attached.

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type
The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).
- Capital Acquisitions
This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.
- Note 1 – Significant Accounting Policies
This note provides details of the accounting policies relating to the Shire's accounts.
- Note 2 - Explanation of Material Variances
Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement
This note provides details of the composition of the net current asset position on a year to date basis and reconciles with the closing funding position as per the Statement of Financial Activity.
- Note 4 – Cash and Investments
This note provides Council with the details of the actual amounts in the Shire’s bank accounts and/or Investment accounts as at reporting date.
- Note 5 – Budget Amendments
This note provides council with a list of all budget amendments to date.
- Note 6 – Receivables
This note provides Council with the sundry debtors outstanding as at reporting date.
- Note 7 - Cash Backed Reserves
This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.
- Note 8 – Rating Information
This note provides details of rates levied during the year.
- Note 9 – Information on Borrowings
This note shows the Shire’s current debt position and lists all borrowings.
- Note 10 – Grants and Contributions received
This note is being redeveloped and will be provided as soon as possible.
- Note 11 – Trust Funds
This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.
- Note 12 – Capital Acquisitions
This note details the capital expenditure program for the year.

Consultation

At the Finance Committee meeting on 16 April 2018, the following actions were raised:

1. Check Current Ratio: The Current Ratio appears to be incorrect.
Response: The current ratio Equals Current assets (\$3,643,985) less restricted cash (\$1,853,262) = \$1,790,723. This is divided by Current Liabilities of \$488,204 to give a current ratio of 1:3.67.
2. Trust Account: The Trust Accounts need to be reviewed. Check with Shire Auditor about consolidating or closing some accounts as part of the 2018/19 Budget.
Response: Matter has been referred to the Shire’s Auditor for advice in how to manage this in the 2018/19 budget.
3. Year to Date Debentures: Check YTD figure for repayment of debentures – year to date shows as \$0.
Response: This is due to the incorrect profiling for repayment of debentures. This will be corrected in the May Financial Report.

4. STA Marketing: Including marketing of the STA on the Councillor Workshop agenda.
Response: Item included on 24 April 2018 Councillor Workshop Agenda.

5. Develop STA revenue / expenditure report for the STA that shows revenue against target and break even against expenditure.
Response: Report is under development and will be distributed to Councillors in a weekly update within the next week or two.

Financial Implications

The budgeted opening funding surplus was predicted to be \$1,134,516 and following the finalisation of the audit of the annual financial statements the actual closing surplus as at 30 June 2017, the result has been increased to \$1,339,634. This increase was due to adjustments required by the auditor to bring out of court settlement funds to account in FY 2017. This adjustment will be considered with the statutory budget review.

March 2018 YTD Synopsis:

With reference to the financial activity statement reports.

Revenue has been under received by \$287,727. Contributing factors include a reduction in Main Roads funds of \$52,000 (as previously advised to Council) plus an outstanding payment from Main Roads of approximately \$125,000. Also, as per previous advice the Shire's FAGs has been reduced by approximately \$80,000 and the Swimming Pool grant of \$32,000 has been discontinued. Rates outstanding is approximately \$26,000.

Expenditure from operating activities is under expensed by \$342,759 with much of this in relation to the reduced funding for materials for Roads. Other areas of underspend include Recreation and Culture and Parks and Gardens. HACC salaries are also currently underspent.

Liquidity forecast:

Note 3 Net current funding position \$1,445,379.

Presented at our last meeting our liquidity forecast for the end of March 2018 was anticipated at

\$1,666,975. All documentation has been sent to the Department of Regional Development and Local Government Division, for the Short-Term Accommodation (STA) acquittal, however it is ongoing as requests for photos and a detailed analysis and verification of expenditure is required. The funds of \$200,000 should be received once this is completed. Therefore, while the target was not achieved for March, these funds are expected to be received in April.

The liquidity forecast until end of May has been reviewed and the prediction for April is \$1,487,505, with a decrease in May, \$1,311,203.

Cash flow: grant funding to be received:

The following grant funding revenue will be received within the next one to two months: \$200,000 for the completed capital project - STA; WANDRRA operational road project

reimbursement of expenditure which is estimated at \$135,000 for February and \$87,000 for March expenditure incurred.

(NB: WANDRRA funding is quantified in the Mid Year budget review, not the original budget approved by Council in August 2018.)

Other financial implications are detailed within the context of the attached reports.

Risk Implications

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government act and Financial Management regulations.

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies.

Finances have been managed in accordance with these policies.

Statutory Implications

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

Strategic 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. The FMR r. 34(4) allows for the Statements to be presented to Council at an Ordinary Meeting of Council within 2 months after the end of the month to which the statements relate, therefore by presenting the financial statements in February, we meet our statutory obligations.

Voting Requirements

Simple Majority.

OFFICER AND COMMITTEE RECOMMENDATION – 10.2.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2018.

10.2.2 ACCOUNTS FOR PAYMENT – 1 MARCH 2018 TO 31 MARCH 2018

Date:	17 April 2018
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Susan Fitchat – Finance and Corporate Services Manager
Attachments:	13. List of accounts for March 2018 14. Credit Card Statements

Background

The attached schedules of cheques drawn and electronic payments that have been raised under delegated authority during the month since the last Council meeting are presented are presented to Council to be received.

Comment

The list as presented has been reviewed by the Finance and Corporate Services Manager and Chief Executive Officer.

Consultation

At the Finance Committee meeting on 16 April, the Finance Committee queried the value of the Shire's membership to the Sports Turf Association (EFT 5695) at \$275.00.

Action: The investigate the value to the Shire of this membership.

Response: The Assets and Works Manager does not believe this membership offers value for money. Therefore, we will advise the Association of our decision to cancel our membership and seek a refund.

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

Payments have been made under delegation.

Financial Implications

Funds expended are in accordance with Council's adopted budget for the 2017-18 financial year.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER AND COMMITTEE RECOMMENDATION – 10.2.2

THAT COUNCIL, BY SIMPLE MAJORITY, RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 MARCH 2018 TO 31 MARCH 2018.

10.2.3 MID YEAR BUDGET REVIEW 2017-2018

Date:	17 April 2018
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachment:	15. 2017-18 Budget Review Report

Summary

To present the 2017/18 Budget Review report to Council for consideration and adoption.

Background

The draft budget review was deferred at the Ordinary Meeting of Council on 27 March 2018 as the reconciliation of Synergy amendments was not complete and additional work was required.

The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comment

In reviewing the 2017-18 Budget the following items are noted and / or proposed:

- The operating funding surplus of 1,329,634 was brought forward from 2016-17;
- Financial Assistance Grants(FAGS): The Shire has been advised that it will receive a reduced amount of FAGS income resulting in a reduction of \$79,790 in General Purpose Funding. The revised amount is \$643,297 for 2017-18;
- Main Roads has advised a reduction of 42% of funding (\$52,691), which has resulted in a revised amount of \$72,769;
- Heritage Rail interpretative centre grant was successful and we shall receive \$12,500;
- Scholarship applications for 2 Finance Officers was successful, and we shall receive \$5,000.
- Traineeship application was successful, and we shall receive \$20,000;
- WANDRRA Road Flood Damage Restoration Works – revenue of \$750,000; expenditure \$900,000;
- Additional professional services expenditure for consultant Megan Shirt \$37,000 for financial services support in relation to the Long Term Financial Plan, financial statements, budget, Mid Year budget review and financial year end preparation over the period that the Shire was without a Finance Manager (August to end October 2017);
- Recruitment – changes to staff have resulted in some unbudgeted additional expenditure for recruitment, and payout of leave entitlements, including long service leave of approximately \$60,000;
- Swimming pool operational grant income of \$32,000 will not be received as that grant funding program has been discontinued by the state government.
- Capital Storm water project capture and reuse project of \$250,000. The grant of \$170,000 was not successful as the grant funding program was cut by the state government. Therefore, it is proposed that this capital project should not proceed;
- The re-roofing of the Shire Office (\$50,000) is proposed to be removed/deferred as the solar panel project is progressing on the Town Hall roof, removing the urgency for the Shire Office to be re-roofed;

- The capital expenditure for the grader replacement of \$350,000 is proposed to be postponed to 2018-19 with \$225,000 being transferred into the Plant Replacement Reserve and the original transfer from Reserve of \$120,000 not proceeding therefore leaving the Reserve in a strong position to fund to the replacement in future;
Senior rates and sewerage rebates – senior card holder rebates were calculated at the 2016/17 rate; however, the rate had been greatly reduced by the Office of State Revenue and this reduction had not been factored into the calculations. The reduction per rate payer is a shortfall of \$348.45 for 27 seniors card holders. Officers have made a provision of \$10,000 in the budget to absorb this cost.
- The replacement server purchased through operational budget is classified as non-operational therefore a budget amendment has been processed in Synergy; and provision made in the capital expenditure budget of \$18,000. There is nil effect on the total budget.

At the workshop at the March Finance Committee Meeting Council provided direction on the with regards to the projected surplus.

The recommendation was to allocate the surplus as follows:

\$ 95,000	Swimming Pool
\$ 15,000	Short Term Accommodation

The total allocation for the Swimming pool upgrade is recommended in the Mid Year Budget Review as follows:

2017/18 Budget allocation as adopted in August 2017	\$ 100,000
Transfer from Recreation Facilities Reserve	\$ 30,000
Allocation in April 2018 Mid Year Budget Review	\$ 95,000
Total Cost	\$225,000

Consultation

At the Finance Committee Meeting on 16 April 2018, the Finance Committee queried the increase of \$15,000 in expenses for Governance – Other expenses.

Action: Advise on the reason for the increase in the report to Council on the Mid Year Budget Review.

Response: The increase is due to costs for a temporary customer service officer for three months early in the financial year immediately following the resignation of two full time staff members being the Governance Coordinator and Community and Economic Development Coordinator (\$12,842.83) and the final payment to Norton Rose Fulbright for legal services (\$5018).

Statutory Requirements

Regulation 33A (Review of Budget) of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial year local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must-
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

- (b) consider the local government’s financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.
*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Strategic Implications

Objective 4.1 – An efficient and informative organisation.

Voting Requirements

Absolute Majority required.

OFFICER AND COMMITTEE RECOMMENDATION – 10.2.3

- 1. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO REGULATION 33A OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RESOLVES TO APPROVE THE 2017-18 BUDGET REVIEW AS ATTACHED AND PROVIDE A COPY OF THE DETERMINATION TO THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES WITHIN 30 DAYS.**
- 2. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECT 6.20 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**
 - i. INCLUDE \$280,000 EXPENDITURE IN THE 2017/18 BUDGET REVIEW TO PROCEED WITH THE GROH HOUSING PROJECT;**
 - ii. INCLUDE A NEW DEBENTURE OF \$280,000 FOR THE GROH HOUSING PROJECT IN THE 2017/18 BUDGET REVIEW; AND**
 - iii. GIVE ONE MONTHS' LOCAL PUBLIC NOTICE OF THE NEW DEBENTURE.**

10.2.4 SENIORS REBATE GAP WAIVER

Date: 17 April 2018
 Applicant: Shire of Dowerin
 Location: Dowerin
 File Ref:
 Disclosure of Interest: Nil
 Author: Susan Fitchat - Manager of Finance and Corporate Services
 Senior Officer: Andrea Selvey – Chief Executive Officer

Background

The pensioner senior rates rebate allowance set by the Office of State Revenue (Department of Finance), from the prior year; were carried over without amendment into 2017-2018 rates modelling Synergy parameters.

When the Synergy rates billing was processed in August 2017 the automatic rebates (discounts) on the bills were calculated at the highest rate(cap) allowed depending percentage allowed.

Allowance rebate details as follows:

Rate Year	Sewerage	LG Rates
2017-18 Senior	72.69	100.00
2016-17 Senior	232.44	\$288.70
Gap (difference)	159.75	188.70

There are 27 seniors affected; estimated up to an amount of \$9,408.15.

Officers recommend as it is late in the financial year, that the gap fees be waived and written off.

Statutory Implications

Section 6.12 (c) of the Local Government Act 1995; enables local government with the power to defer, grant discounts or write off debts; write off money owed to the local government with absolute majority.

Policy Implications

Nil

Financial Implications

The Shire has a projected surplus, liquid reserves, a current ratio of 3.67, therefore Officers recommend that the budget can accommodate the \$9,408 reduction in revenue.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority.

OFFICER RECOMMENDATION – 10.2.4

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 6.12 (C) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO WAIVE THE GAP IN THE SENIORS REBATE ALLOWANCE FOR 2017/18 RATES AND SEWERAGE CHARGES.

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	18 April 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	16. Finance Committee Meeting Minutes (Unconfirmed), 16 April 2018 17. CEO Recruitment Committee Meeting Minutes (Unconfirmed), 11 April 2018

Summary

The report formally presents the minutes of Advisory Groups and Committees of Council from the previous month.

Background

The Shire has established the following Committees of Council:

- Audit Committee;
- Finance Committee;
- Local Emergency Management Committee;
- Bush Fire Advisory Committee;
- Australia Day Committee; and
- Road Verge Management Advisory Committee.

In addition, at the Ordinary Meeting of Council on 27 March 2018, Council established the CEO Recruitment Committee.

The above Committees do not have any delegated authority; therefore, any recommendations requiring a Council decision that result from a Committee meeting must be brought before Council. This will be done via agenda items to Council.

(NB: The list above excludes those Committees that are external to the Shire, i.e. established and managed by an external group, on which the Shire has nominated representatives. Council representatives from the external committees will report back to Council verbally at the next available Council meeting. Should a decision of Council be required, an agenda item will be prepared for Council.)

Comment

The attached minutes are the unconfirmed minutes of the meetings of Committees of Council held in the previous month.

Consultation

N/A

Financial Implications

The Officer's recommendation for Council to receive the minutes of Committee meetings carries no financial commitment for Council. Should any recommendation require a financial commitment or have any implication outside the CEO's delegated authority, the matter will be referred to Council as a specific agenda item.

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Administration regulation 11 sets out the content that the minutes of council or committee meetings must contain, including:

- the names of members present at the meeting;
- details of each motion moved, the mover and the outcome of the motion;
- details of each decision made at the meeting; and
- written reasons for each decision made at a meeting that is significantly different from the committee's or council employee's recommendation.

Section 5.22(2) and (3) of the Act requires that the minutes of a council or committee meeting are to go to the next meeting of the council or committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.1

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. RECEIVE THE MINUTES OF THE:***
 - a. FINANCE COMMITTEE MEETING (UNCONFIRMED) 16 APRIL 2018; AND***
 - b. CEO RECRUITMENT COMMITTEE MEETING (UNCONFIRMED) 11 APRIL 2018.***

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

ORDINARY COUNCIL MEETING
ATTACHMENTS

Tuesday
24 April 2018
3.00pm



ATTACHMENTS

- 8.1.1 1. WALGA'S Quarterly Overview Report
- 10.1.1 2. Draft Terms of Reference - Museum Committee
- 10.1.2 3. RFP 2018-01 Evaluation Report (Confidential)
4. NPV Calculations Spreadsheet (Confidential)
5. Site Map – Lot 190 (12 Anderson Street, Dowerin)
6. Total Project Costs (Confidential)
- 10.1.3 7. Draft Shire of Dowerin Parking Local Law
- 10.1.4 8. Draft Untied Surplus Policy
- 10.1.5 9. Recruitment & Selection Policy
- 10.1.6 10. Current Organisational Structure
11. Proposed Bridging Organisational Structure (Confidential)
- 10.2.1 12. Monthly Financial Activity Statements – March 2018
- 10.2.2 13. List of accounts for March 2018
14. Credit Card Statements
- 10.2.3 15. 2017-18 Budget Review Report
- 10.3.1 16. Finance Committee Meeting Minutes (Unconfirmed), 16 April
2018
17. CEO Recruitment Committee Meeting Minutes (Unconfirmed),
11 April 2018



13 April 2018

Our Ref: RB:CC

Ms Andrea Selvey
Chief Executive Officer
Shire of Dowerin
(DX 69301) PO Box 111
Dowerin WA 6461

Dear Andrea

I am pleased to enclose your Council's WALGA Quarterly Report for the January to March 2018 quarter.

The Quarterly Reports aim to outline and capture the interactions and activities of your Council with the Association.

These reports will help demonstrate how WALGA can contribute to Members' operations and our progress towards achieving Council-specific and sector-wide advocacy goals.

We hope that the reports continue to be a starting point for ongoing conversations between your Local Government and WALGA.

We would again ask that you table this report at your next Council ordinary meeting as part of the received correspondence. I would also appreciate any feedback you may have as to the report format and content.

Your Council's Quarterly Report will be distributed to the respective Chief Executive Officer and Elected Members who have provided WALGA with contact details to receive communications.

For further information or to provide feedback, please contact Engagement Officer Serena Shand at communications@walga.asn.au or call 9213 2097.

Yours sincerely

A handwritten signature in black ink that reads "Ricky Burges".

Ricky Burges
Chief Executive Officer

WALGA Quarterly Overview Report

Q1 January – March 2018



ROADWISE ACTIVITIES



1
Number of RoadWise activities conducted in the Shire of Dowerin this quarter.

MEETINGS AND EVENTS

REGIONAL ROAD GROUP (RRG) MEETINGS

The RRGs make recommendations to the State Advisory Committee (SAC) in relation to the Annual Local Government Roads Program for their region and any other relevant issues.

The Shire of Dowerin participated in the following RRG meetings this quarter:

- Wheatbelt North RRG Meeting
- WALGA staff attend RRG meetings to provide executive support and advice.

LOCAL WASTE MANAGEMENT FOR EMERGENCY EVENTS

WALGA staff presented at the Great Eastern Country Zone meeting on Waste Management and Emergency Events, as well as a general update on waste management issues.

HAVE YOU CONSIDERED?

SUPPORT FOR LOCAL GOVERNMENT BUDGETS

It's that time of year where Local Governments are developing their budgets for the coming financial year. To ensure that finances are managed responsibly and the burden on ratepayers is minimised, it is important that Councils have an understanding of the economic environment to identify likely trends in revenue and demand for services, and to recognise risks that may prevent the projected budget outcome from being achieved.

To assist Councils with their budget preparation activities, WALGA has provided all Elected Members with a special edition of its Economic Briefing publication. This includes statistics and forecasts for the WA economy in the coming year, as well as insights into cost pressure and funding opportunities. WALGA has also provided a summary document containing information on key financial management topics including Long Term Financial Planning, Financial Indicators and Use of Debt.

CONTACTS

Chief Executive Officer

Ricky Burges
9213 2025

Deputy Chief Executive Officer

Wayne Scheggia
9213 2024

Executive Manager Business Solutions

John Filippone
9213 2020

Executive Manager Environment and Waste

Mark Batty
9213 2078

Executive Manager Finance and Marketing

Zac Donovan
9213 2038

Executive Manager Governance and Organisational Services

Tony Brown
9213 2051

Executive Manager Infrastructure

Ian Duncan
9213 2031

Executive Manager People and Place

Joanne Burges
9213 2018

WALGA Quarterly Overview Report

Q1 January – March 2018



Shire of Dowerin

This is your Council's WALGA Quarterly Report for the January to March 2018 quarter.

The Quarterly Reports aim to outline and capture the interactions and activities of your Council with the Association.

These reports will help demonstrate how WALGA can contribute to Members' operations and our progress towards achieving Council-specific and sector-wide advocacy goals.

We hope that the reports will continue to be a starting point for ongoing conversations between your Local Government and WALGA.

MEMBER SERVICES



3
Members from the Shire of Dowerin attended WALGA Training this quarter.



5
Number of times Governance advice was provided to the Shire of Dowerin.



6
Number of times Employee Relations advice was provided to the Shire of Dowerin.



2
Number of times Recruitment advice was provided to the Shire of Dowerin.



1
Number of times Preferred Supplier Arrangement (PSA) advice was provided to the Shire of Dowerin.



1
Number of times Procurement advice was provided to the Shire of Dowerin.

SECTOR ADVOCACY

ECONOMIC DEVELOPMENT PROJECT

WALGA has recently commenced a project to support Local Government economic development activities. The project aims to develop a practical framework to assist Local Governments across the State in the implementation of their economic development strategies

and activities, and to ascertain ongoing alignment with contemporary practice. To ensure the framework is relevant and meets the needs of all Local Governments, the project is being guided by a reference group. In coming months, WALGA will be undertaking research and collecting data to help inform the project and identify the best way that it can support the sector in this area.

LOCAL GOVERNMENT ROAD ASSET AND EXPENDITURE REPORT 2016-17

WALGA's annual Local Government Road Asset and Expenditure Report provides a comprehensive analysis of the investment in WA roads and acts as a supporting document, useful in inter-governmental negotiations on the allocation of road funds. WALGA sought information from all Local Governments on their road expenditure information for the financial year. The Shire of Dowerin contributed road data to the report.

PLASTIC BAG BAN

The Department of Water and Environmental Regulation released a discussion paper on the Plastic Bag Ban on Wednesday, 20 December 2017.

WALGA invited Members to provide their feedback on the discussion paper. After incorporation of the feedback from the sector and consideration by the Municipal Waste Advisory Council, an Association submission was provided to the Department on Wednesday, 28 February.

CLIMATE CHANGE POLICY STATEMENT REVIEW

WALGA is reviewing the existing policy statement on climate change, endorsed by State Council in 2009. Following on from a discussion paper WALGA released in November 2017, WALGA has now produced a draft revised climate change policy statement released for comment. After input has been received and considered, the draft policy statement will be submitted to State Council for its approval or comment. If endorsed by State Council, it will provide the basis for WALGA's climate change advocacy plan, which will be developed in consultation with the sector and further detail how WALGA will promote and advocate for Local Governments' key climate change priorities over the next few years. The Shire of Dowerin has not yet provided feedback on the draft policy statement. Submissions are open until Tuesday, 24 April.

Dowerin District Museum Committee Terms of Reference (draft)

Objectives of the Dowerin Museum Committee:

To develop a window that examines and celebrates the past and provides a platform to maintain the Dowerin community's enthusiasm, innovativeness and vibrant energy towards a prosperous future.

Methodology

The museum will expedite its objectives through:

- Collection and interpretation of the history of the district
- Conservation of the museum's collection of items, documents and oral history resources
- Providing advice to the Shire of Dowerin on the management of the Dowerin District Museum building and the historical or heritage assets within the Shire of Dowerin and assist the Shire of Dowerin to discharge its legislative and social responsibilities.

Powers of the Dowerin District Museum Committee:

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee is to meet at least quarterly, to report to Council and to provide appropriate advice and recommendations on matters relevant to its Terms of Reference.

The Shire of Dowerin owns any real property on behalf of the Dowerin District Museum. The Committee retains ownership and control of the museum collection.

Membership:

The Committee will consist of at least six members, being one elected member of Council and at least five community representatives. Elected members of Council may elect to have a proxy.

Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required.

Appointment of community representatives shall be made by Council at the recommendation of the museum.

All members shall have full voting rights.

The Committee can invite officers from relevant government and non-government agencies to attend on an ex-officio basis to provide advice and knowledge as required.

The CEO and/or the Community and Economic Development Coordinator will attend meetings in an advisory role as needed.

Reporting:

The minutes of each Committee meeting shall be presented to the next Ordinary Meeting of Council. Where a Committee recommendation requires a decision or action by Council or has a resource implication a separate agenda item will be prepared and presented to Council for consideration.

Duties and responsibilities:

The duties and responsibilities of the Committee will be to:

- Collect and interpret the history of the district
- Curate and conserve the museum's collection to the best of their ability
- Provide guidance and assistance to Council within the remit of these Terms of Reference
- Act in accordance with the Shire of Dowerin Code of Conduct.

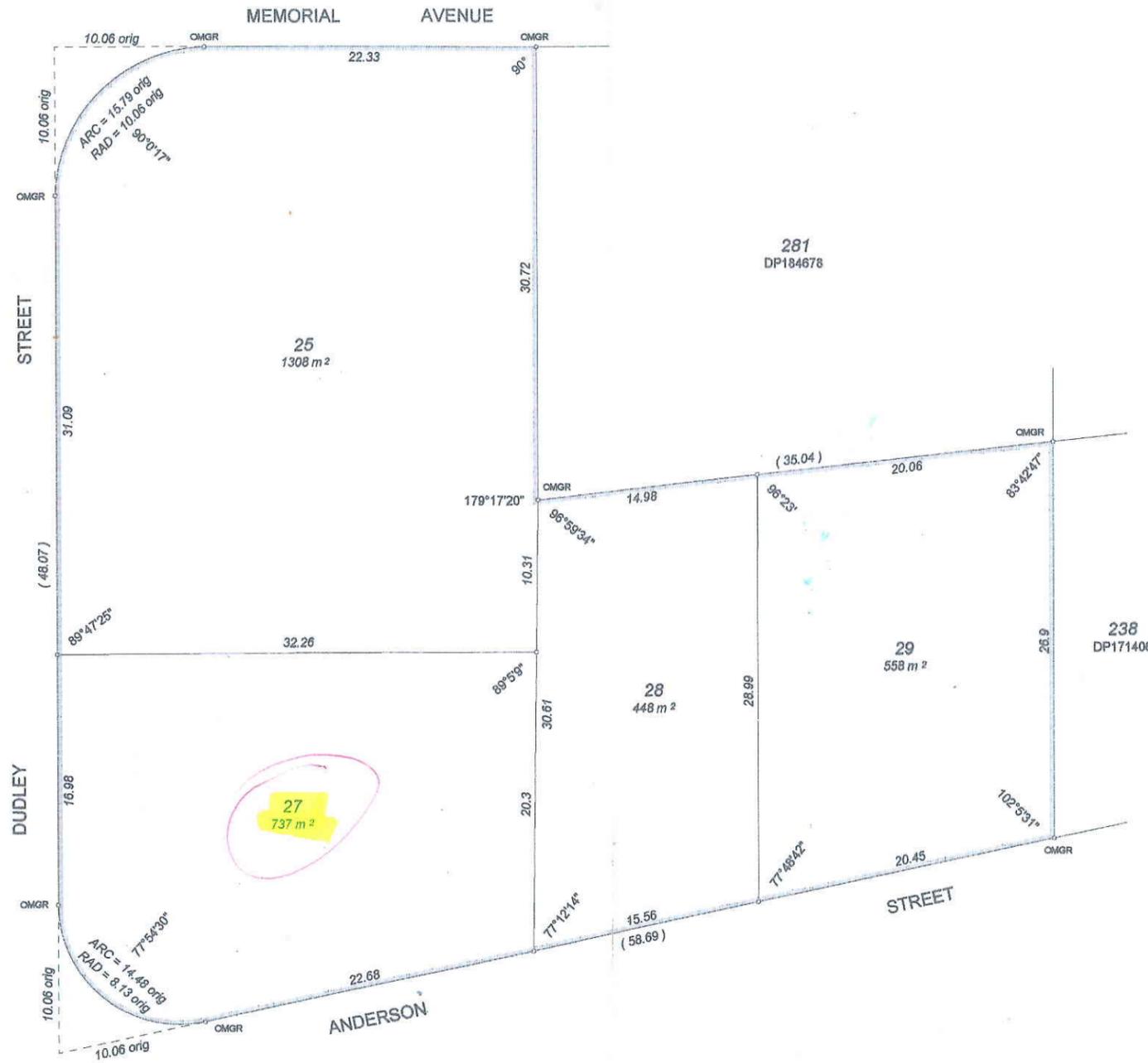
Review of the Committee:

The Committee and its Terms of Reference will be reviewed by Council at least every two years immediately following the Ordinary Local Government Elections.

LANDGATE COPY OF ORIGINAL NOT TO SCALE Mon Jan 15 12:57:21 2018 JOB 55763062

VERSION	AMENDMENT	AUTHORISED BY	DATE
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LIMITED IN DEPTH TO 12.19 METRES



HELD BY LANDGATE
IN DIGITAL FORM ONLY.

TYPE	FREEHOLD
PURPOSE	SUBDIVISION
PLAN OF	LOTS 25, 27, 28 & 29
SSA	YES/NO
DISTRICT	AVON
TOWNSITE	DOWERIN
FILE	
LOCAL AUTHORITY	SHIRE OF DOWERIN
LOCALITY	DOWERIN
FORMER TENURE	ON
LOT 190 ON DP154234 C/T 1873 - 534	INDEX DOWERIN (25) S.W.
SCALE: 1 : 250 at A2 ALL DISTANCE ARE IN METRES	FIELD BOOK 108064
0 5 10	
SURVEYOR'S CERTIFICATE - Reg 54 P. KRAFT I hereby certify that this plan is accurate and is a correct representation of the - (a) * survey; and / or (b) * calculations from measurements. (* delete if inapplicable) undertaken for the purposes of this plan and that it complies with the relevant written law(s) in relation to which it is lodged.	SURVEYOR'S CERTIFICATE - Compiled I hereby certify that this compiled plan (a) is a correct and accurate representation of the survey(s) of subject land; and (b) is in accordance with the relevant law in relation to which it is lodged.
APPROVED BY WESTERN AUSTRALIAN PLANNING COMMISSION FILE 135930 DELEGATED UNDER S.16 OF THE P & D ACT 2005 DATE	
LOGGED DATE 23-Feb-10 FEE PAID \$428.00 ADDRESS 6572682	TYPE OF VALIDATION FULL AUDIT LEGAL COMPONENT B. GILLIGAN DISCRET 450-2010-V2 CERTIFIED CORRECT I.S.C. 5 MARCH 2018 F.C.C.
IN ORDER FOR DEALINGS SUBJECT TO	
FOR INSPECTOR OF PLANS & SURVEYS DATE AUTHORIZED LAND OFFICER	
APPROVED INSPECTOR OF PLANS & SURVEYS DATE AUTHORIZED LAND OFFICER	
DEPOSITED PLAN 61670 ORIGINAL SHEET 1 OF 1 VERSION 1	

PAUL KRAFT & ASSOC
LICENSED SURVEYOR
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LOCAL GOVERNMENT ACT 1995
SHIRE OF DOWERIN
PARKING AND PARKING FACILITIES LOCAL LAW 2018

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LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

PARKING AND PARKING FACILITIES LOCAL LAW 2018

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dowerin resolved on XXXXXXXXX/2018 to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Dowerin Parking and Parking Facilities Local Law 2018*.

1.2 Commencement

This local law comes into operation 14 days after the date of publication in the *Government Gazette*.

1.3 Interpretation

In this local law unless the context otherwise requires –

Act means the *Local Government Act 1995*;

authorized person means a person appointed by the local government under section 9.10 of the Act, to perform any of the functions of an authorized person under this local law;

authorised vehicle means a vehicle authorised by the local government, CEO, authorized person or by any written law to park on a thoroughfare or parking facility;

bicycle has the meaning given to it by the Code;

bicycle path has the meaning given to it by the Code;

bus has the meaning given to it by the Code;

bus embayment has the meaning given to it by the Code;

bus stop has the meaning given to it by the Code;

bus zone has the meaning given to it by the Code;

caravan means a vehicle that is fitted or designed to allow human habitation, and which is drawn by another vehicle, or which is capable of self-propulsion;

carriageway means a portion of thoroughfare that is improved, designed or ordinarily used for vehicular traffic and includes the shoulders, and areas, including embayment's, at the side or centre of the carriageway, used for the stopping or parking of vehicles; and where a thoroughfare has two or more of those portions divided by a median strip, the expression means each of those portions, separately;

centre in relation to a carriageway, means a line or a series of lines, marks or other indications –

- (a) for a two-way carriageway – placed so as to delineate vehicular traffic travelling in different directions; or
- (b) in the absence of any such lines, marks or other indications – the middle of the main, travelled portion of the carriageway;

children's crossing has the meaning given to it by the Code;

CEO means the Chief Executive Officer of the local government;

Code means the *Road Traffic Code 2000*;

commercial vehicle means a motor vehicle constructed for the conveyance of goods or merchandise, or for the conveyance of materials used in any trade, business, industry or work whatsoever, other than a motor vehicle for the conveyance of passengers, and includes any motor vehicle that is designed primarily for the carriage of persons, but which has been fitted or adapted for the conveyance of the goods, merchandise or materials referred to, and is in fact used for that purpose;

disability parking permit means a current document issued by the National Disability Service (ACN 008 445 485), consisting of—

- (a) an Australian Disability Parking Permit; and
- (b) an ACROD Parking Program Card;

district means the district of the local government;

driver means any person driving or in control of a vehicle;

edge line for a carriageway means a line marked along the carriageway at or near the far left or the far right of the carriageway;

emergency vehicle has the meaning given to it by the Code;

footpath has the meaning given to it by the Code;

GVM (which stands for gross vehicle mass) has the meaning given to it by the Code;

Loading Zone means a parking stall which is set aside for use by commercial vehicles if there is a sign referable to that stall marked "Loading Zone";

local government means the [*insert name of local government*];

mail zone has the meaning given to it by the Code;

median strip has the meaning given to it by the Code;

motorcycle has the meaning given to it by the Code;

motor vehicle means a self-propelled vehicle that is not operated on rails; and the expression includes a trailer, semi-trailer or caravan while attached to a motor vehicle, but does not include a power assisted pedal cycle;

no parking area has the meaning given to it by the Code;

no parking sign means a sign with the words “no parking” in red letters on a white background, or the letter “P” within a red annulus and a red diagonal line across it on a white background;

no stopping area has the meaning given to it by the Code;

no stopping sign means a sign with the words “no stopping” or “no standing” in red letters on a white background or the letter “S” within a red annulus and a red diagonal line across it on a white background;

occupier has the meaning given to it by the Act;

owner

- (a) where used in relation to a vehicle licensed under the Road Traffic Act, means the person in whose name the vehicle has been registered under that Road Traffic Act;
- (b) where used in relation to any other vehicle, means the person who owns, or is entitled to possession of that vehicle; and
- (c) where used in relation to land, has the meaning given to it by the Act;

park, in relation to a vehicle, means to permit a vehicle, whether attended or not by any person, to remain stationary except for the purpose of –

- (a) avoiding conflict with other traffic; or
- (b) complying with the provisions of any law; or
- (c) taking up or setting down persons or goods (maximum of 2 minutes);

parking area has the meaning given to it by the Code;

parking facilities includes land, buildings, shelters, parking stalls and other facilities open to the public generally for the parking of vehicles and signs, notices and facilities used in connection with the parking of vehicles;

parking region means the area described in Schedule 1;

parking stall means a section or part of a thoroughfare or of a parking station which is marked or defined by painted lines, metallic studs, coloured bricks or pavers or similar devices for the purpose of indicating where a vehicle may be parked;

parking station means any land, or structure provided for the purpose of accommodating vehicles;

pedestrian crossing has the meaning given to it by the Code;

public place means any place to which the public has access whether or not that place is on private property;

reserve means any land:

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an “otherwise unvested facility” within section 3.53 of the Act;

Road Traffic Act means the *Road Traffic Act 1974*;

Schedule means a Schedule to this local law;

shared zone has the meaning given to it by the Code;

sign includes a traffic sign, inscription, road marking, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols, and which is placed on or near a thoroughfare or within a parking station or reserve for the purpose of prohibiting, regulating, guiding, directing or restricting the parking of vehicles;

special purpose vehicle has the meaning given to it by the Code;

stop in relation to a vehicle means to stop a vehicle and permit it to remain stationary, except for the purposes of avoiding conflict with other traffic or of complying with the provisions of any law;

symbol includes any symbol specified by Australian Standard 1742.11-1999 and any symbol specified from time to time by Standards Australia for use in the regulation of parking and any reference to the wording of any sign in this local law shall be also deemed to include a reference to the corresponding symbol;

taxi means a taxi within the meaning of the *Taxi Act 1994* or a taxi-car in section 47Z of the *Transport Co-ordination Act 1966*;

taxi zone has the meaning given to it by the Code;

thoroughfare has the meaning given to it by the Act;

traffic island has the meaning given to it by the Code;

trailer means any vehicle without motive power of its own, designed for attachment to a motor vehicle for the purpose of being towed, but does not include the rear portion of an articulated vehicle, or a side car;

vehicle has the meaning given to it by the Code; and

verge means the portion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property line but does not include a footpath.

1.4 Application of Particular Definitions

- (1) For the purposes of the application of the definitions 'no parking area' and 'parking area' an arrow inscribed on a traffic sign erected at an angle to the boundary of the carriageway is deemed to be pointing in the direction in which it would point, if the signs were turned at an angle of less than 90 degrees until parallel with the boundary.
- (2) Unless the context otherwise requires, where a term is used, but not defined, in this local law, and that term is defined in the Road Traffic Act or in the Code, then the term shall have the meaning given to it in that Act or the Code.

1.5 Application and pre-existing signs

- (1) Subject to subclause (2), this local law applies to the parking region.
- (2) This local law does not apply to a parking facility or a parking station that is not occupied by the local government, unless the local government and the owner or occupier of that facility or station have agreed in writing that this local law will apply to that facility or station.
- (3) The agreement referred to in subclause (2) may be made on such terms and conditions as the parties may agree.
- (4) Where a parking facility or a parking station is identified in Schedule 4, then the facility or station shall be deemed to be a parking station to which this local law applies and it shall not be necessary to prove that it is the subject of an agreement referred to in subclause (2).
- (5) A sign that –
 - (a) was erected by the local government or the Commissioner of Main Roads prior to the coming into operation of this local law; and
 - (b) relates to the parking of vehicles within the parking region, shall be deemed for the purposes of this local law to have been erected by the local government under the authority of this local law.
- (6) An inscription or symbol on a sign referred to in subclause (5) operates and has effect according to its tenor, and where the inscription or symbol relates to the stopping of vehicles, it shall be deemed for the purposes of this local law to operate and have effect as if it related to the parking of vehicles.

- (7) The provisions of Parts 2, 3, and 4 do not apply to a bicycle parked at a bicycle rail or bicycle rack.

1.6 Classes of vehicles

For the purpose of this local law, vehicles are divided into classes as follows –

- (a) buses;
- (b) caravans;
- (c) commercial vehicles;
- (d) motorcycles and bicycles;
- (e) tractors
- (f) taxis; and
- (g) all other vehicles.

1.7 Part of thoroughfare to which sign applies

Where under this local law the parking of vehicles in a thoroughfare is controlled by a sign, the sign shall be read as applying to that part of the thoroughfare which –

- (a) lies beyond the sign;
- (b) lies between the sign and the next sign beyond that sign; and
- (c) is on that side of the thoroughfare nearest to the sign.

1.8 Powers of the local government

The local government may, by resolution, prohibit or regulate by signs or otherwise, the stopping or parking of any vehicle or any class of vehicles in any part of the parking region but must do so consistently with the provisions of this local law.

PART 2 - PARKING STALLS AND PARKING STATIONS

2.1 Determination of parking stalls and parking stations

- (1) The local government may by resolution constitute, determine and vary –
 - (a) parking stalls;
 - (b) parking stations;
 - (c) permitted time and conditions of parking in parking stalls and parking stations which may vary with the locality;
 - (d) permitted classes of vehicles which may park in parking stalls and parking stations;

- (e) permitted classes of persons who may park in specified parking stalls or parking stations; and
 - (f) the manner of parking in parking stalls and parking stations.
- (2) Where the local government makes a determination under subsection (1) it shall erect signs to give effect to the determination.

2.2 Vehicles to be within parking stall on thoroughfare

- (1) Subject to subclause (2), (3) and (4), a person shall not park a vehicle in a parking stall in a thoroughfare otherwise than –
- (a) parallel to and as close to the kerb as is practicable;
 - (b) wholly within the stall; and
 - (c) headed in the direction of the movement of traffic on the side of the thoroughfare in which the stall is situated.
- (2) Subject to subclause (3) where a parking stall in a thoroughfare is set out otherwise than parallel to the kerb, then a person must park a vehicle in that stall wholly within it.
- (3) If a vehicle is too long or too wide to fit completely within a single parking stall then the person parking the vehicle shall do so within the minimum number of parking stalls needed to park that vehicle.
- (4) A person shall not park a vehicle partly within and partly outside a parking area.

2.3 Parking prohibitions and restrictions

- (1) A person shall not –
- (d) park a vehicle so as to obstruct an entrance to, or an exit from a parking station, or an access way within a parking station;
 - (e) except with the permission of the local government or an authorised person park a vehicle on any part of a parking station contrary to a sign referable to that part;
 - (f) permit a vehicle to park on any part of a parking station, if an authorised person directs the driver of such vehicle to move the vehicle; or
 - (g) park or attempt to park a vehicle in a parking stall in which another vehicle is parked but this paragraph does not prevent the parking of a motorcycle and a bicycle together in a stall marked “M/C”, if the bicycle is parked in accordance with subclause (2).
- (2) No person shall park any bicycle –
- (a) in a parking stall other than in a stall marked “M/C”; and

- (b) in such stall other than against the kerb.
- (3) Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a permissive parking stall or station (except in a parking area for persons with a disability) for twice the length of time allowed, provided that –
 - (a) the driver's vehicle displays a disability parking permit; and
 - (b) a person with a disability to which that disability parking permit relates is either the driver of or a passenger in the vehicle.

PART 3 - PARKING GENERALLY

3.1 Restrictions on parking in particular areas

- (1) Subject to subclause (2), a person shall not park a vehicle in a thoroughfare or part of a thoroughfare, or part of a parking station –
 - (a) if by a sign it is set apart for the parking of vehicles of a different class;
 - (b) if by a sign it is set apart for the parking of vehicles by persons of a different class; or
 - (c) during any period when the parking of vehicles is prohibited by a sign.
- (2) (a) This subclause applies to a driver if –
 - (i) the driver's vehicle displays a disability parking permit; and
 - (ii) a person with a disability to which the disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.
- (b) The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign.
- (3) A person shall not park a vehicle:
 - (a) in a no parking area;
 - (b) in a parking area, except in accordance with both the signs associated with the parking area and with this local law;
 - (c) in a stall marked “M/C” unless it is a motorcycle without a sidecar or a trailer, or it is a bicycle.
- (4) A person shall not park a motorcycle without a sidecar or a trailer, or a bicycle in a parking stall unless the stall is marked “M/C”.

- (5) A person shall not, without the prior permission of the local government, the CEO, or an authorised person, park a vehicle in an area designated by a sign stating, “Authorised Vehicles Only”.

3.2 Parking vehicle on a carriageway

- (1) A person parking a vehicle on a carriageway other than in a parking stall shall park it –
- (a) in the case of a two-way carriageway, so that it is as near as practicable to and parallel with, the left boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
 - (b) in the case of a one-way carriageway, so that it is as near as practicable to and parallel with either boundary of the carriageway and headed in the direction of the movement of traffic on the side of the thoroughfare on which the vehicle is parked;
 - (c) so that at least 3 metres of the width of the carriageway lies between the vehicle and the farther boundary of the carriageway, or any continuous line or median strip, or between the vehicle and a vehicle parked on the farther side of the carriageway;
 - (d) so that the front and the rear of the vehicle respectively is not less than 1 metre from any other vehicle, except a motorcycle without a trailer, or a bicycle parked in accordance with this local law; and
 - (e) so that it does not obstruct any vehicle on the carriageway,

unless otherwise indicated on a parking regulation sign or markings on the roadway.

- (2) In this clause, 'continuous dividing line' means –
- (a) a single continuous dividing line only;
 - (b) a single continuous dividing line to the left or right of a broken dividing line; or
 - (c) 2 parallel continuous dividing lines.

3.3 When parallel and right-angled parking apply

Where a traffic sign associated with a parking area is not inscribed with the words “angle parking” (or with an equivalent symbol depicting this purpose), then unless a sign associated with the parking area indicates, or marks on the carriageway indicate, that vehicles have to park in a different position, where the parking area is:

- (a) adjacent to the boundary of a carriageway, a person parking a vehicle in the parking area shall park it as near as practicable to and parallel with that boundary; and

- (b) at or near the centre of the carriageway, a person parking a vehicle in that parking area shall park it at approximately right angles to the centre of the carriageway.

3.4 When angle parking applies

- (1) This clause does not apply to:
 - (a) a passenger vehicle or a commercial vehicle with a mass including any load, of over 3 tonnes; or
 - (b) a person parking either a motor cycle without a trailer or a bicycle.
- (2) Where a sign associated with a parking area is inscribed with the words “angle parking” (or with an equivalent symbol depicting this purpose), a person parking a vehicle in the area shall park the vehicle at an angle of approximately 45 degrees to the centre of the carriageway unless otherwise indicated by the inscription on the parking sign or by marks on the carriageway.

3.5 General prohibitions on parking

- (1)
 - (a) This clause does not apply to a vehicle parked in a parking stall nor to a bicycle in a bicycle rack.
 - (b) Subclauses (2)(c), (e) and (g) do not apply to a vehicle which parks in a bus embayment.
- (2) Subject to any law relating to intersections with traffic control signals a person shall not park a vehicle so that any portion of the vehicle is –
 - (a) between any other stationary vehicles and the centre of the carriageway;
 - (b) on or adjacent to a median strip;
 - (c) obstructing a right of way, private drive or carriageway or so close as to deny a vehicle reasonable access to or egress from the right of way, private drive or carriageway;
 - (d) alongside or opposite any excavation, works, hoarding, scaffolding or obstruction on the carriageway, if the vehicle would obstruct traffic;
 - (e) on or within 10 metres of any portion of a carriageway bounded by a traffic island;
 - (f) on any footpath or pedestrian crossing;
 - (g) between the boundaries of a carriageway and any double longitudinal line consisting of two continuous lines or between a double longitudinal line consisting of a continuous line and a broken or dotted line and the boundary of a carriageway nearer to the continuous line, unless there is a distance of at least 3 metres clear between the vehicle and the double longitudinal line;

- (h) on an intersection, except adjacent to a carriageway boundary that is not broken by an intersecting carriageway;
- (i) within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug;
- (j) within 3 metres of a public letter pillar box, unless the vehicle is being used for the purposes of collecting postal articles from the pillar box; or
- (k) within 10 metres of the nearer property line of any thoroughfare intersecting the thoroughfare on the side on which the vehicle is parked,

unless a sign or markings on the carriageway indicate otherwise.

- (3) A person shall not park a vehicle so that any portion of the vehicle is within 10 metres of the departure side of –
 - (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers; or
 - (b) a children’s crossing or pedestrian crossing.
- (4) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of the approach side of –
 - (a) a sign inscribed with the words “Bus Stop” or “Hail Bus Here” (or with equivalent symbols depicting these purposes) unless the vehicle is a bus stopped to take up or set down passengers;
 - (b) a children’s crossing or pedestrian crossing.
- (5) A person shall not park a vehicle so that any portion of the vehicle is within 20 metres of either the approach side or the departure side of the nearest rail of a railway level crossing.

3.6 Authorised person may order vehicle on thoroughfare to be moved

The driver of a vehicle shall not park that vehicle on any part of a thoroughfare in contravention of this local law after an authorised person has directed the driver to move it.

3.7 Authorised person may mark tyres

- (1) An authorised person may mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers.
- (2) A person shall not remove a mark made by an authorised person so that the purpose of the affixing of such a mark is defeated or likely to be defeated.

3.8 No movement of vehicles to avoid time limitation

- (1) Where the parking of vehicles in a parking facility is permitted for a limited time, a person shall not move a vehicle within the parking facility so that the total time of parking exceeds the maximum time allowed for parking in the parking facility.
- (2) Where the parking of vehicles in a thoroughfare is permitted for a limited time, a person shall not move a vehicle along that thoroughfare so that the total time of parking exceeds the maximum time permitted, unless the vehicle has first been removed from the thoroughfare for at least 2 hours.

3.9 No parking of vehicles exposed for sale and in other circumstances

A person shall not park a vehicle on any portion of a thoroughfare –

- (a) for the purpose of exposing it for sale;
- (b) if that vehicle is not licensed under the Road Traffic Act;
- (c) if that vehicle is a trailer or a caravan unattached to a motor vehicle; or
- (d) for the purpose of effecting repairs to it, other than the minimum repairs necessary to enable the vehicle to be moved to a place other than a thoroughfare.

3.10 Parking on private land

- (1) In this clause a reference to “land” does not include land –
 - (a) which belongs to the local government;
 - (b) of which the local government is the management body under the *Land Administration Act 1997*;
 - (c) which is an “otherwise unvested facility” within section 3.53 of the Act;
 - (d) which is the subject of an agreement referred to in clause 1.5(2); or
 - (e) which is identified in Schedule 4.
- (2) A person shall not park a vehicle on land without the consent of the owner or occupier of the land on which the vehicle is parked.
- (3) Where the owner or occupier of the land, by a sign referable to that land or otherwise, consents to the parking of vehicles of a specified class or classes on the land for a limited period, a person shall not park a vehicle on the land otherwise than in accordance with the consent.

3.11 Parking on reserves

No person other than an employee of the local government in the course of his or her duties or a person authorised by the local government shall drive or park a vehicle upon

or over any portion of a reserve other than upon an area specifically set aside for that purpose.

3.12 Suspension of parking limitations for urgent, essential or official duties

- (1) Where by a sign the parking of vehicles is permitted for a limited time on a portion of a thoroughfare or parking facility, the local government, the CEO or an authorised person may, subject to the Code, permit a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties.
- (2) Where permission is granted under subclause (1), the local government, the CEO or an authorised person may prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission.

PART 4 – PARKING AND STOPPING GENERALLY

4.1 No stopping and no parking signs, and yellow edge lines

- (1) No stopping

A driver shall not stop on a length of carriageway, or in an area, to which a “no stopping” sign applies.

- (2) No parking

A driver shall not stop on a length of carriageway or in an area to which a “no parking” sign applies, unless the driver is –

- (a) dropping off, or picking up, passengers or goods;
- (b) does not leave the vehicle unattended; and
- (c) completes the dropping off, or picking up, of the passengers or goods within 2 minutes of stopping and drives on.

unattended, in relation to a vehicle, means that the driver has left the vehicle so that the driver is more than 3 metres from the closest point of the vehicle.

- (3) No stopping on a carriageway with yellow edge lines

A driver shall not stop at the side of a carriageway marked with a continuous yellow edge line.

PART 5 – STOPPING IN ZONES FOR PARTICULAR VEHICLES

5.1 Stopping in a loading zone

A person shall not stop a vehicle in a loading zone unless it is:

- (a) a motor vehicle used for commercial or trade purposes engaged in the picking up or setting down of goods; or

(b) a motor vehicle taking up or setting down passengers,

but, in any event, shall not remain in that loading zone:

(c) for longer than a time indicated on the “loading zone” sign; or

(d) longer than 30 minutes (if no time is indicated on the sign).

5.2 Stopping in a taxi zone or a bus zone

(1) A driver shall not stop in a taxi zone, unless the driver is driving a taxi.

(2) A driver shall not stop in a bus zone unless the driver is driving a public bus, or a bus of a type that is permitted to stop at the bus zone by information on or with the “bus zone” sign applying to the bus zone.

5.3 Stopping in a mail zone

A person shall not stop a vehicle in a mail zone.

5.4 Other limitations in zones

A person shall not stop a vehicle in a zone to which a traffic sign applies if stopping the vehicle would be contrary to any limitation in respect to classes of persons or vehicles, or specific activities allowed, as indicated by additional words on a traffic sign that applies to the zone.

PART 6 – OTHER PLACES WHERE STOPPING IS RESTRICTED

6.1 Stopping in a shared zone

A driver shall not stop in a shared zone unless –

(a) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies, and the driver is permitted to stop at that place under this local law;

(b) the driver stops in a parking bay and the driver is permitted to stop in the parking bay under this local law;

(c) the driver is dropping off, or picking up, passengers or goods; or

(d) the driver is engaged in door-to-door delivery or collection of goods, or in the collection of waste or garbage.

6.2 Double parking

(1) A driver shall not stop a vehicle so that any portion of the vehicle is between any other stopped vehicle and the centre of the carriageway.

(2) This clause does not apply to –

(a) a driver stopped in traffic; or

- (b) a driver angle parking on the side of the carriageway or in a median strip parking area, in accordance with this local law.

6.3 Stopping near an obstruction

A driver shall not stop on a carriageway near an obstruction on the carriageway in a position that further obstructs traffic on the carriageway.

6.4 Stopping on a bridge

- (1) A driver shall not stop a vehicle on a bridge, causeway, ramp or similar structure unless –
 - (a) the carriageway is at least as wide on the structure as it is on each of the approaches and a traffic sign does not prohibit stopping or parking; or
 - (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies, and the driver is permitted to stop at that place under this local law.

6.5 Stopping on crests, curves, etc.

- (1) Subject to subclause (2), a driver shall not stop a vehicle on, or partly on, a carriageway, in any position where it is not visible to the driver of an overtaking vehicle, from a distance of 50 metres within a built-up area, and from a distance of 150 metres outside a built-up area.
- (2) A driver may stop on a crest or curve on a carriageway that is not in a built-up area if the driver stops at a place on the carriageway, or in an area, to which a parking control sign applies, and the driver is permitted to stop at that place under this local law.

6.6 Stopping near a fire hydrant etc

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is within 1 metre of a fire hydrant or fire plug, or of any sign or mark indicating the existence of a fire hydrant or fire plug, unless –
 - (a) the driver is driving a public bus, and the driver stops in a bus zone or at a bus stop and does not leave the bus unattended; or
 - (b) the driver is driving a taxi, and the driver stops in a taxi zone and does not leave the taxi unattended.
- (2) In this clause a driver leaves the vehicle “unattended” if the driver leaves the vehicle so the driver is over 3 metres from the closest point of the vehicle.

6.7 Stopping at or near a bus stop

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is within 20 metres of the approach side of a bus stop, or within 10 metres of the departure side of a bus stop, unless –
 - (a) the vehicle is a public bus stopped to take up or set down passengers;
or
 - (b) the driver stops at a place on a length of carriageway, or in an area, to which a parking control sign applies, and the driver is permitted to stop at that place under this local law.
- (2) In this clause –
 - (a) distances are measured in the direction in which the driver is driving;
and
 - (b) a trailer attached to a public bus is deemed to be a part of the public bus.

6.8 Stopping on a path, median strip, or traffic island

The driver of a vehicle (other than a bicycle or an animal) shall not stop so that any portion of the vehicle is on a path, traffic island or median strip, unless the driver stops in an area, to which a parking control sign applies, and the driver is permitted to stop at that place under this local law.

6.9 Stopping on verge

- (1) A person shall not –
 - (a) stop a vehicle (other than a bicycle);
 - (b) stop a commercial vehicle or bus, or a trailer or caravan unattached to a motor vehicle; or
 - (c) stop a vehicle during any period when the stopping of vehicles on that verge is prohibited by a sign adjacent and referable to that verge,so that any portion of it is on a verge.
- (2) Subclause (1)(b) does not apply to a commercial vehicle when it is being loaded or unloaded with reasonable expedition with goods, merchandise or materials collected from or delivered to the premises adjacent to the portion of the verge on which the commercial vehicle is parked, provided no obstruction is caused to the passage of any vehicle or person using a carriageway or a path.

6.10 Obstructing access to and from a path, driveway, etc.

- (1) A driver shall not stop a vehicle so that any portion of the vehicle is in front of a path, in a position that obstructs access by vehicles or pedestrians to or from that path, unless –

- (a) the driver is dropping off, or picking up, passengers; or
 - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.
- (2) A driver shall not stop a vehicle on or across a driveway or other way of access for vehicles travelling to or from adjacent land, unless –
- (a) the driver is dropping off, or picking up, passengers; or
 - (b) the driver stops in a parking stall and the driver is permitted to stop in the parking stall under this local law.

6.11 Stopping near a letter box

A driver shall not stop a vehicle so that any portion of the vehicle is within 3 metres of a public letter box, unless the driver –

- (a) is dropping off, or picking up, passengers or mail; or
- (b) stops at a place on a length of carriageway, or in an area, to which a parking control sign applies, and the driver is permitted to stop at that place under this local law.

6.12 Stopping on a carriageway – heavy and long vehicles

- (1) A person shall not park a vehicle or any combination of vehicles that, together with any projection on, or load carried by, the vehicle or combination of vehicles, is 7.5 metres or more in length or exceeds a GVM of 4.5 tonnes –
- (a) on a carriageway in a built-up area, for any period exceeding 1 hour, unless engaged in the picking up or setting down of goods; or
 - (b) on a carriageway outside a built-up area, except on the shoulder of the carriageway, or in a truck bay or other area set aside for the parking of goods vehicles.
- (2) Nothing in this clause mitigates the limitations or condition imposed by any other clause or by any local law or traffic sign relating to the parking or stopping of vehicles.

6.13 Stopping on a carriageway with a bicycle parking sign

The driver of a vehicle (other than a bicycle) shall not stop on a length of carriageway to which a “bicycle parking” sign applies, unless the driver is dropping off, or picking up, passengers.

6.14 Stopping on a carriageway with motor cycle parking sign

The driver of a vehicle shall not stop on a length of carriageway, or in an area, to which a 'motor cycle parking' sign applies, or an area marked “M/C” unless –

- (a) the vehicle is a motor cycle; or
- (b) the driver is dropping off, or picking up, passengers.

6.15 Stopping on a parking area for people with disabilities

A driver shall not stop in a parking area for people with disabilities unless-

- (a) the vehicle displays an ACROD sticker; and
- (b) either the driver or a passenger in that vehicle is a person with disabilities.

PART 7 - MISCELLANEOUS

7.1 Removal of notices on vehicle

A person, other than the driver of the vehicle or a person acting under the direction of the driver of the vehicle, shall not remove from the vehicle any notice put on the vehicle by an authorised person.

7.2 Unauthorised signs and defacing of signs

A person shall not without the authority of the local government –

- (a) mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this local law;
- (b) remove, deface or misuse a sign or property, set up or exhibited by the local government under this local law or attempt to do any such act; or
- (c) affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up or exhibited by the local government under this local law.

7.3 Signs must be complied with

An inscription or symbol on a sign operates and has effect according to its tenor and a person contravening the direction on a sign commits an offence under this local law.

7.4 General provisions about signs

- (1) A sign marked, erected, set up, established or displayed on or near a thoroughfare is, in the absence of evidence to the contrary presumed to be a sign marked, erected, set up, established or displayed under the authority of this local law.

- (2) The first three letters of any day of the week when used on a sign indicate that day of the week.

7.5 Special purpose and emergency vehicles

Notwithstanding anything to the contrary in this local law, the driver of –

- (a) a special purpose vehicle may, only in the course of his or her duties and when it is expedient and safe to do so, stop, or park the vehicle in any place, at any time; and
- (b) an emergency vehicle may, in the course of his or her duties and when it is expedient and safe to do so or where he or she honestly and reasonably believes that it is expedient and safe to do so, stop, or park the vehicle at any place, at any time.

7.6 Vehicles not to obstruct a public place

- (1) A person shall not leave a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place without the permission of the local government or unless authorised under any written law.
- (2) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

PART 8 - PENALTIES

8.1 Offences and penalties

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) An offence against any provision of this local law is a prescribed offence for the purposes of section 9.16(1) of the Act.
- (3) Any person who commits an offence under this local law shall be liable, upon conviction, to a penalty not exceeding \$1,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$100 for each day or part of a day during which the offence has continued.
- (4) The amount appearing in the final column of Schedule 2 directly opposite a clause specified in that Schedule is the modified penalty for an offence against that clause.

8.2 Form of notices

For the purposes of this local law:

- (a) the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 3;
- (b) the form of the infringement notice referred to in section 9.17 of the Act is that of Form 2 in Schedule 3;

- (c) the form of the infringement notice referred to in section 9.17 of the Act which incorporates the notice referred to in section 9.13 of the Act, is that of Form 3 in Schedule 3; and
- (d) the form of the notice referred to in section 9.20 of the Act is that of Form 4 in Schedule 3.

Schedule 1 - Parking region

The parking region is the whole of the district, but excludes the following portions of the district:

1. the approach and departure prohibition areas of all existing and future traffic control signal installations as determined by the Commissioner of Main Roads;
2. prohibition areas applicable to all existing and future bridges and subways as determined by the Commissioner of Main Roads; and
3. any road which comes under the control of the Commissioner of Main Roads unless the control of parking and parking facilities on that road is carried out subject to the control and direction of the Commissioner of Main Roads or has been delegated by the Commissioner to the local government.

Schedule 2 – Prescribed offences

ITEM NO.	CLAUSE NO.	NATURE OF OFFENCE	MODIFIED PENALTY \$
1	2.2	Failure to park wholly within parking stall	60
2	2.2(4)	Failure to park wholly within parking area	60
3	2.3(1)(a)	Causing obstruction in parking station	70
4	2.3(1)(b)	Parking contrary to sign in parking station	70
5	2.3(1)(c)	Parking contrary to directions of authorised person	70
6	2.3(1)(d)	Parking or attempting to park a vehicle in a parking stall occupied by another vehicle	60
7	3.1(1)(a)	Parking wrong class of vehicle	60
8	3.1(1)(b)	Parking by persons of a different class	65
9	3.1(1)(c)	Parking during prohibited period	65
10	3.1(3)(a)	Parking in no parking area	70
11	3.1(3)(b)	Parking contrary to signs or limitations	60
12	3.1(3)(c)	Parking vehicle in motor cycle only area	60
13	3.1(4)	Parking motor cycle in stall not marked “M/C”	60
14	3.1(5)	Parking without permission in an area designated for “Authorised Vehicles Only”	70
15	3.2(1)(a)	Failure to park on the left of two-way carriageway	60
16	3.2(1)(b)	Failure to park on boundary of one-way carriageway	60
17	3.2(1)(a) or 3.2(1)(b)	Parking against the flow of traffic	65
18	3.2(1)(c)	Parking when distance from farther boundary less than 3 metres	65

19	3.2(1)(d)	Parking closer than 1 metre from another vehicle	60
20	3.2(1)(e)	Causing obstruction	70
21	3.3(b)	Failure to park at approximate right angle	60
22	3.4(2)	Failure to park at an appropriate angle	60
23	3.5(2)(a) and 6.2	Double parking	65
24	3.5(2)(b)	Parking on or adjacent to a median strip	60
25	3.5(2)(c)	Denying access to private drive or right of way	70
26	3.5(2)(d)	Parking beside excavation or obstruction so as to obstruct traffic	70
27	3.5(2)(e)	Parking within 10 metres of traffic island	65
28	3.5(2)(f)	Parking on footpath/pedestrian crossing	70
29	3.5(2)(g)	Parking contrary to continuous line markings	65
30	3.5(2)(h)	Parking on intersection	65
31	3.5(2)(i)	Parking within 1 metre of fire hydrant or fire plug	70
32	3.5(2)(j)	Parking within 3 metres of public letter box	65
33	3.5(2)(k)	Parking within 10 metres of intersection	65
34	3.5(3)(a) or (b)	Parking vehicle within 10 metres of departure side of bus stop, children's crossing or pedestrian crossing	70
35	3.5(4)(a) or (b)	Parking vehicle within 20 metres of approach side of bus stop, children's crossing or pedestrian crossing	70
36	3.5(5)	Parking vehicle within 20 metres of approach side or departure side of railway level crossing	70
37	3.6	Parking contrary to direction of authorised person	70
38	3.7(2)	Removing mark of authorised person	65
39	3.8	Moving vehicle to avoid time limitation	70

40	3.9(a)	Parking in thoroughfare for purpose of sale	60
41	3.9(b)	Parking unlicensed vehicle in thoroughfare	60
42	3.9(c)	Parking a trailer/caravan on a thoroughfare	60
43	3.9(d)	Parking in thoroughfare for purpose of repairs	60
44	3.10(1) or (2)	Parking on land that is not a parking facility without consent	70
45	3.10(3)	Parking on land not in accordance with consent	60
46	3.11	Driving or parking on reserve	60
47	4.1(1)	Stopping contrary to a “no stopping” sign	70
48	4.1(2)	Parking contrary to a “no parking” sign	70
49	4.1(3)	Stopping within continuous yellow lines	60
50	5.1	Stopping unlawfully in a loading zone	60
51	5.2	Stopping unlawfully in a taxi zone or bus zone	60
52	5.3	Stopping unlawfully in a mail zone	60
53	5.4	Stopping in a zone contrary to a sign	60
54	6.1	Stopping in a shared zone	60
55	6.3	Stopping near an obstruction	65
56	6.4	Stopping on a bridge	65
57	6.5	Stopping on crests/curves etc	65
58	6.6	Stopping near fire hydrant	65
59	6.7	Stopping near bus stop	65
60	6.8	Stopping on path, median strip or traffic island	60
61	6.9	Stopping on verge	60

62	6.10	Obstructing path, a driveway etc	60
63	6.11	Stopping near letter box	60
64	6.12	Stopping heavy or long vehicles on carriageway	65
65	6.13	Stopping in bicycle parking area	60
66	6.14	Stopping in motorcycle parking area	60
67	6.15	Stopping on a parking area for people with disabilities	120
68	7.6	Leaving vehicle so as to obstruct a public place	70
69		All other offences not specified	50

Schedule 3 – Forms

LOCAL GOVERNMENT ACT 1995

FORM 1

PARKING AND PARKING FACILITIES LOCAL LAW 2018

NOTICE TO OWNER OF VEHICLE INVOLVED IN OFFENCE

Date / /

To: (1)

of: (2)

It is alleged that on / / at (3)

at (4) your vehicle:

make: ;

model: ;

registration:,

was involved in the commission of the following offence -

.....

contrary to clause of the **Parking and Parking Facilities Local Law 2018**.

You are required under section 9.13 of the *Local Government Act 1995* to identify the person who was the driver or person in charge of the vehicle at the time when the offence is alleged to have been committed.

If you do not prove otherwise, you will be deemed to have committed the offence unless:

- (a) within 28 days after being served with this notice;
 - (i) you inform the Chief Executive Officer or another authorised officer of the local government as to the identity and address of the person who was the driver or person in charge of the vehicle at the time the offence is alleged to have been committed; and
 - (ii) you satisfy the Chief Executive Officer that the vehicle had been stolen, or was being unlawfully used, at the time the offence is alleged to have been committed; or
- (b) you were given an infringement notice for the alleged offence and the modified penalty specified in it is paid within 28 days after the notice was given or such further time as is allowed.
- (5)
- (6)

Insert:

- (1) Name of owner or 'the owner'
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Signature of authorised person
- (6) Name and title of authorised person giving notice

LOCAL GOVERNMENT ACT 1995

FORM 2

PARKING AND PARKING FACILITIES LOCAL LAW 2018

INFRINGEMENT NOTICE

Serial No

Date / /

To: (1)
of: (2)

It is alleged that on / / at (3)
at (4)
in respect of vehicle:

make: ;

model: ;

registration: ,

you committed the following offence:

.....
.....
.....

contrary to clause of the **Parking and Parking Facilities Local Law 2018**.

The modified penalty for the offence is \$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at The shire of Dowerin within a period of 28 days after the giving of this notice.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6)

(7)

Insert:

- (1) Name of alleged offender or 'the owner'
- (2) Address of alleged offender
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorised person
- (7) Name and title of authorised person giving notice

LOCAL GOVERNMENT ACT 1995

FORM 3

PARKING AND PARKING FACILITIES LOCAL LAW 2018

INFRINGEMENT NOTICE

Serial No

Date / /

To: (1)

of: (2)

It is alleged that on / / at (3)
at (4)
in respect of vehicle:

make:

model:

registration:

you committed the following offence:

.....
.....
.....

contrary to clause of the **Parking and Parking Facilities Local Law 2018**.

The modified penalty for the offence is \$

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at the shire of Dowerin within a period of 28 days after the giving of this notice.

Unless within 28 days after being served with this notice:

- (a) you pay the modified penalty; or
- (b) you:
 - (i) inform the Chief Executive Officer or another authorised officer of the local government as to the identity and address of the person who was the driver or person in charge of the above vehicle at the time the offence is alleged to have been committed; or
 - (ii) satisfy the Chief Executive Officer that the above vehicle had been stolen or was being unlawfully used at the time the offence is alleged to have been committed,

you will, in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.

If you take no action this infringement notice may be registered with the Fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6)

(7)

Insert:

- (1) Name of owner or 'the owner'
- (2) Address of owner (not required if owner not named)
- (3) Time of alleged offence
- (4) Location of alleged offence
- (5) Place where modified penalty may be paid
- (6) Signature of authorised person
- (8) Name and title of authorised person giving notice

LOCAL GOVERNMENT ACT 1995

FORM 4

PARKING AND PARKING FACILITIES LOCAL LAW 2018

WITHDRAWAL OF INFRINGEMENT NOTICE

Serial No

Date / /

To: (1)

of: (2)

Infringement Notice No. dated / /

in respect of vehicle:

make: ;

model: ;

registration:,

for the alleged offence of

.....

.....

.....

has been withdrawn.

The modified penalty of \$

- has been paid and a refund is enclosed.
- has not been paid and should not be paid.
- delete as appropriate.

(3)

(4)

Insert:

(1) Name of alleged offender to whom infringement notice was given or 'the owner'.

(2) Address of alleged offender.

(3) Signature of authorised person

(4) Name and title of authorised person giving notice

Schedule 4 – Deemed Parking Stations

Dated..... 20_____

The Common Seal of the }
Shire of Dowerin }
was affixed by authority of a }
resolution of the Council in the }
presence of: }

President

Chief Executive Officer

End Of Year Surplus Policy

Policy Owner	Chief Executive Officer
Distribution	Management
Responsible Officer	Chief Executive Officer
Date Adopted	Draft
File Reference	ORGN-1017121432-91

Objective

This Policy aims to establish parameters for the use of untied surplus funds at the end of each financial year as identified through the Annual Budget adoption process.

Policy

As part of the annual budget process Council's end of year financial position is calculated.

In the event Council is in a surplus position, the process will include a calculation of any untied surpluses.

Should an untied surplus be calculated, Council will recognise this an opportunity to progress one or more of the following financial goals:

1. Reduction or retirement of debt noting that the WA Treasury Corp is likely to impose a penalty for reduction or early retirement of debt; therefore, this option will require analysis and calculations on a case-by-case basis.
2. Transfer to one or more reserves as determined by Council guided by the Shire of Dowerin Reserves Policy;
3. To progress a one-off project or initiative.

Council recognises that untied surplus funds are not a regular or reliable revenue stream and therefore will not use untied surpluses to supplement the operational budget.

Definition:

Untied surplus: savings achieved as a result of increased revenue not tied to a particular project or initiative or from reduction in expenditure from efficiencies and / or project and initiatives that were able to be delivered under budget.

Roles and Responsibilities

Chief Executive Officer

- Responsible for implementing this policy and for bringing it to Council for annual review.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995 Section 6.14

Local Government (Financial Management) Regulations 1996 (as amended)

Shire of Dowerin Investment Policy

Shire of Dowerin Reserves Policy

Related Delegation

Chief Executive Officer

Review History

Recruitment and Selection Policy

Policy Owner	Chief Executive Officer
Distribution	All Employees
Responsible Officer	Coordinator Governance & Organisational Development
Date Adopted	Under Review
File Reference	ORGN-1017121432-102

Objective

To ensure that the recruitment and selection of employees is transparent, equitable and upholds the values of the organisation and ensures legislative requirements are met.

Policy

The Shire is committed to ensuring recruitment and selection of prospective employees is in accordance with relevant employment legislation.

Effective employee selection and the subsequent management of employees are critical to the success of the Shire's and the provision of services to the community. This success depends on the Shire's ability to identify, attract and develop employees.

The Shire is committed to an effective and professional method of selecting employees that is consistent with organisational values.

The Shire aims to attract and appoint highly skilled and motivated employees who will aim to meet agreed objectives and performance improvement goals. For every recruitment and selection decision, the Chief Executive Officer will aim to ensure the best person for the job is appointed.

Equal Employment Opportunity

Selection to positions within the Shire is based on the principles of appointment and merit and the provision of equal employment opportunity. The appointment of employees must be made on the basis of the individual capacity of the person having particular regard to the knowledge, skills, qualifications, experience and potential for future development of that person in their employment.

Selection on the basis of merit means that the grounds for the decision must directly relate to the inherent requirements of the position and prevents those decisions being made on unjustified discriminatory grounds such as:

- Race, colour, national or ethnic origin or nationality;
- Gender, sexual preference, marital status, pregnancy, status as parent or carer;
- Religious or political belief or activity, industrial activity;
- Age, physical features, disability, medical records;
- Personal association with a person who is identified by reference to any of the listed attributes.

Recruitment Authorisation

To ensure alignment with the Shire's strategic goals and budget allocations, new positions identified must be authorised by the Chief Executive Officer.

Vacancies created by a resignation are not automatically filled. The supervisor will need to review the position to determine if it is still required and if so, whether any changes are required to ensure the best strategic alignment and most effective use of limited staffing resources. This review must be presented to the Chief Executive Officer for consideration prior to recruitment progressing.

Encouragement to Existing Employees to Apply for Vacancies

The Shire is committed to fostering the process of developing and promoting existing employees where possible and the Shire will provide every opportunity for employees to advance and develop to their full potential. Internal applicants are encouraged to consider positions where they can meet the selection criteria.

Confidentiality

All enquiries and applications for vacancies from internal and external applicants will be treated with the strictest confidentiality.

Conflicts of Interest

No person shall be appointed, other than by a merit selection process, where such a person is directly related to an employee of the Shire or where some other conflict of interest may exist.

Family and other close personal relationships as well as business relationships must be declared by prospective members of recruitment panels in relation to candidates. The panel will collectively determine if the potential for the perception of a conflict of interest is too great for the member to remain on the panel.

Recruitment Strategy

The most appropriate strategy for recruitment will be adopted to ensure the timely and effective use of resources and to maximise the successful performance of the role for the Shire. Whilst the Shire is committed to providing opportunities for existing employees to apply for vacancies, the recruitment mix (advertisements, internal applications, external applications etc), will be determined by a range of elements, including the role, required skills and abilities, existing skill base and organisational needs. At the discretion of the Chief Executive Officer, vacant positions may be filled by:

- An internal recruitment process;
- An external recruitment process involving external advertising or the use of a recruitment agency for senior positions; or
- By direct selection.

Probationary Period

All new employees may be appointed subject to a probationary period to be determined by the recruitment and selection panel.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented in an open and transparent manner.

Managers and Supervisors

Managers and Supervisors have responsibility to ensure employees are aware of this policy and actively promote professional development of staff as part of this policy.

Related Documentation

Recruitment & Selection Procedure

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995 – Section 5.40

Fair Work Act 2009

Equal Employment Opportunity Act 1984

Sex Discrimination Act 1984

Racial Discrimination Act 1975

Disability Discrimination Act 1992

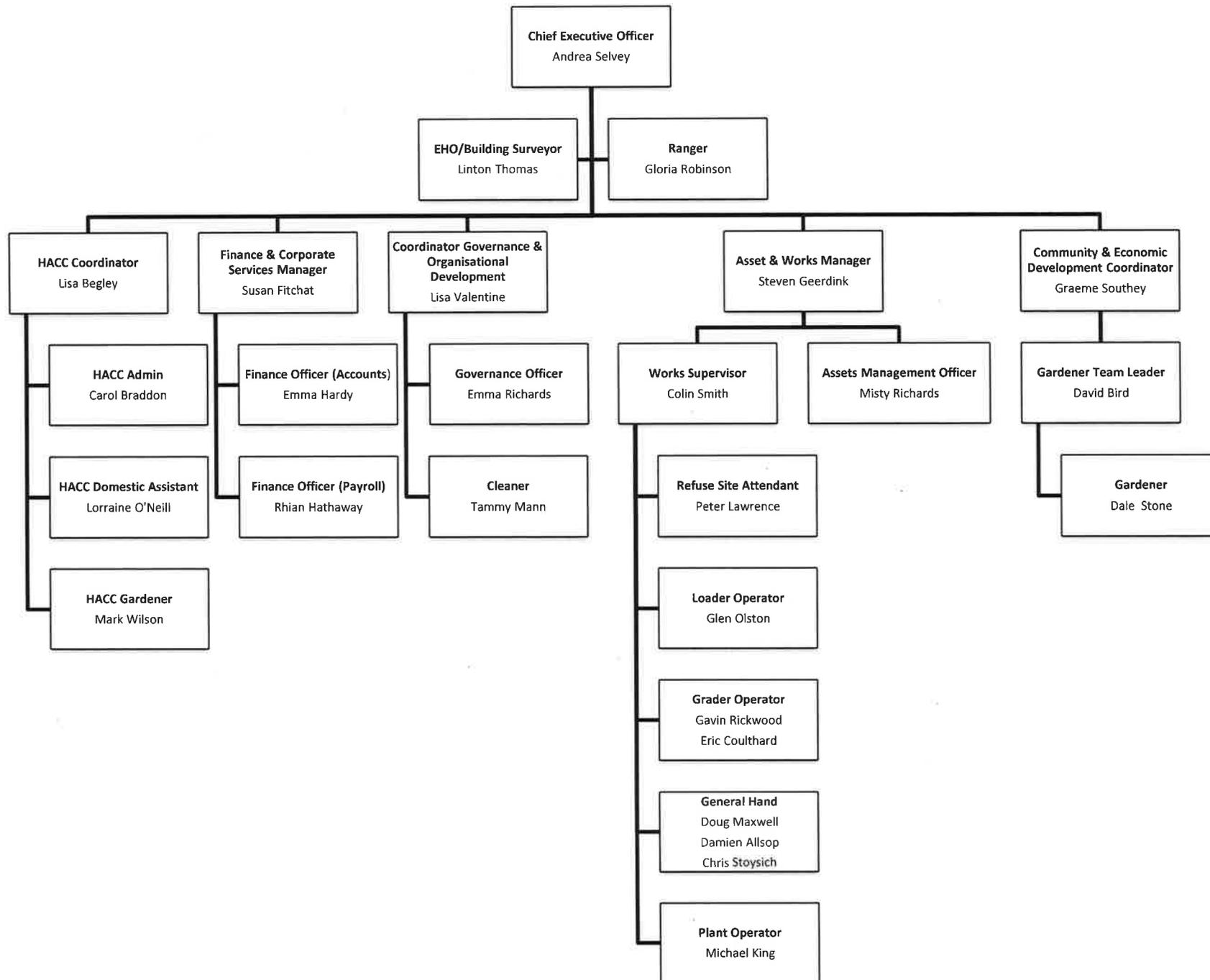
Related Delegation

NIL

Review History

Adopted 18 March 2014

CURRENT ORGANISATION STRUCTURE



SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 March 2018

LOCAL GOVERNMENT ACT 1995

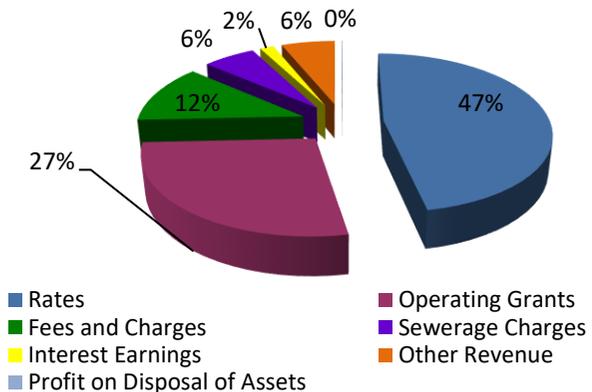
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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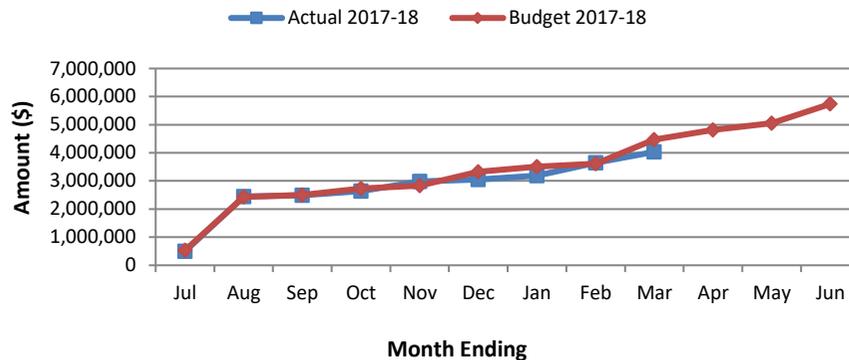
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SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 March 2018

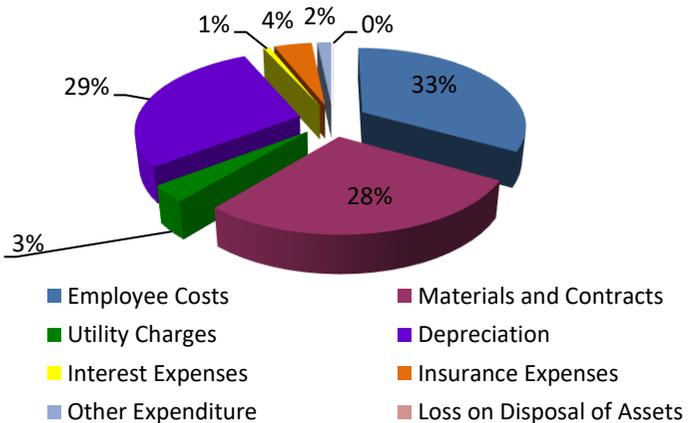
Operating Income



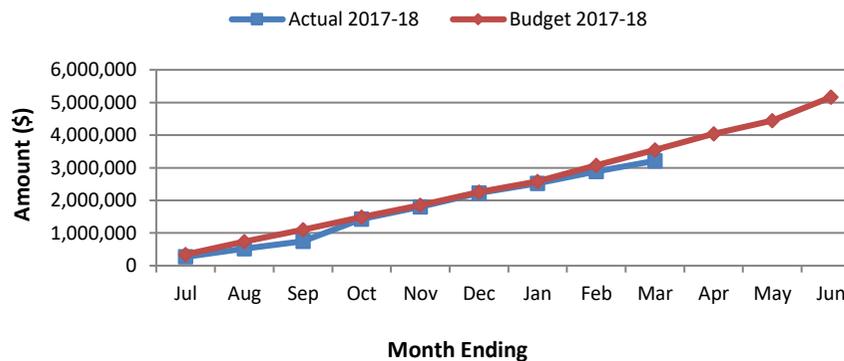
Budget Operating Income -v- YTD Actual
Refer Note 2



Operating Expenditure



Budget Operating Expenditure -v- YTD Actual
Refer Note 2



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 March 2018

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	(b)-(a)	(b)-%	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,134,516	1,134,516	1,134,516	1,339,634	205,118	18%	😊
Revenue from operating activities								
Governance		7,530	7,530	6,337	14,493	8,156	129%	😊
General Purpose Funding - Rates	8	1,247,570	1,247,570	1,251,841	1,225,316	(26,525)	(2%)	😞
General Purpose Funding - Other		786,847	786,847	612,500	549,874	(62,626)	(10%)	😞
Law, Order and Public Safety		25,310	25,310	20,601	11,431	(9,170)	(45%)	😞
Health		267,152	267,152	161,493	211,977	50,484	31%	😊
Education and Welfare		132,510	132,510	95,387	92,837	(2,550)	(3%)	😞
Housing		142,590	142,590	106,929	101,433	(5,496)	(5%)	😞
Community Amenities		235,837	235,837	251,618	255,828	4,210	2%	😊
Recreation and Culture		81,840	81,840	31,813	32,893	1,080	3%	😊
Transport		185,630	185,630	227,383	13,368	(214,015)	(94%)	😞
Economic Services		137,866	137,866	119,005	89,292	(29,713)	(25%)	😞
Other Property and Services		10,710	10,710	9,532	7,971	(1,561)	(16%)	😞
		3,261,392	3,261,392	2,894,439	2,606,712			
Expenditure from operating activities								
Governance		(479,870)	(479,870)	(395,267)	(359,660)	35,607	9%	😊
General Purpose Funding		(142,710)	(142,710)	(111,768)	(94,201)	17,567	16%	😊
Law, Order and Public Safety		(68,680)	(68,680)	(41,877)	(43,539)	(1,662)	(4%)	😊
Health		(319,910)	(319,910)	(252,466)	(216,215)	36,251	14%	😊
Education and Welfare		(166,000)	(166,000)	(127,651)	(112,101)	15,550	12%	😊
Housing		(196,250)	(196,250)	(185,491)	(192,515)	(7,024)	(4%)	😊
Community Amenities		(295,770)	(295,770)	(245,799)	(204,574)	41,225	17%	😊
Recreation and Culture		(762,647)	(762,647)	(682,468)	(616,847)	65,621	10%	😊
Transport		(1,226,750)	(1,226,750)	(1,221,064)	(1,094,903)	126,161	10%	😊
Economic Services		(354,908)	(354,908)	(269,426)	(285,896)	(16,470)	(6%)	😞
Other Property and Services		(2,950)	(2,950)	(15,442)	9,122	24,564	159%	😊
		(4,016,445)	(4,016,445)	(3,548,719)	(3,211,330)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	934,227	915,570	(18,657)	(2%)	😊
Adjust (Profit)/Loss on Asset Disposal	8	(33,600)	(33,600)	(33,600)	(779)	32,821	(98%)	😞
Movement in Leave Reserve		0	0	0	(1,387)	(1,387)		😞
Amount attributable to operating activities		349,627	349,627	246,347	308,786			
Investing Activities								
Contributions	10	1,839,985	1,839,985	1,575,036	1,427,231	(147,805)	(9%)	😞
Proceeds from Disposal of Assets	8	155,500	155,500	0	11,818	11,818		😊
Land Held for Resale		0	0	0	0	0		😊
Land and Buildings	12	(1,308,700)	(1,308,700)	(1,074,202)	(1,074,202)	0	0%	😊
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(906,553)	(435,389)	471,164	(52%)	😞
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	(14,000)	0	14,000	(100%)	😞
Infrastructure Assets - Other	13	(257,000)	(257,000)	(257,000)	0	257,000	(100%)	😞
Plant and Equipment	12	(411,737)	(411,737)	(411,737)	(30,123)	381,614	(93%)	😞
Furniture and Equipment	12	(18,300)	(18,300)	(18,300)	(31,400)	(13,100)	72%	😞
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(1,106,756)	(132,064)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		😊
Self-Supporting Loan Principal		23,756	23,756	11,782	11,782	0	0%	😊
Transfer from Reserves	7	195,844	195,844	0	0	0		😊
Repayment of Debentures	9	(117,510)	(117,510)	0	(58,219)	(58,219)		😞
Transfer to Reserves	7	(352,053)	(352,053)	0	(24,540)	(24,540)		😞
Amount attributable to financing activities		(249,963)	(249,963)	11,782	(70,976)			
Closing Funding Surplus(Deficit)	3	6,001	6,001	285,890	1,445,379			

😊 More Revenue OR Less Expenditure
 😞 Less Revenue OR More Expenditure

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 March 2018

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,134,516	1,134,516	1,134,516	1,339,634	205,118	18%	😊
Revenue from operating activities								
Rates	8	1,247,570	1,247,570	1,251,841	1,225,316	(26,525)	(2%)	
Operating Grants, Subsidies and Contributions	10	1,151,749	1,151,749	936,870	710,857	(226,013)	(24%)	😞
Fees and Charges		422,200	422,200	345,578	311,834	(33,744)	(10%)	😞
Sewerage Charges		137,807	137,807	155,809	155,716	(93)	(0%)	
Interest Earnings		57,740	57,740	25,770	41,559	15,789	61%	😊
Other Revenue		203,526	203,526	137,771	159,696	21,925	16%	😊
Profit on Disposal of Assets		40,800	40,800	40,800	1,734			
		3,261,392	3,261,392	2,894,439	2,606,712			
Expenditure from operating activities								
Employee Costs		(1,553,120)	(1,553,120)	(1,250,700)	(1,066,346)	184,354	15%	😊
Materials and Contracts		(843,690)	(843,690)	(983,319)	(900,589)	82,730	8%	😊
Utility Charges		(177,710)	(177,710)	(139,462)	(108,543)	30,919	22%	😊
Depreciation on Non-Current Assets		(1,138,280)	(1,138,280)	(934,227)	(915,570)	18,657	2%	
Interest Expenses		(39,455)	(39,455)	(20,264)	(24,395)	(4,131)	(20%)	
Insurance Expenses		(162,650)	(162,650)	(145,115)	(142,454)	2,661	2%	
Other Expenditure		(94,340)	(94,340)	(68,432)	(52,479)	15,953	23%	😊
Loss on Disposal of Assets		(7,200)	(7,200)	(7,200)	(955)	6,245	87%	
		(4,016,445)	(4,016,445)	(3,548,719)	(3,211,330)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	934,227	915,570	(18,657)	(2%)	
Movement in Leave Reserve		0	0	0	(1,387)	(1,387)		
Amount attributable to operating activities		349,627	349,627	246,347	308,786			
Investing activities								
Grants, Subsidies and Contributions	10	1,839,985	1,839,985	1,575,036	1,427,231	(147,805)	(9%)	😞
Proceeds from Disposal of Assets	8	155,500	155,500	0	11,818	11,818		😊
Land Held for Resale		0	0	0	0	0		
Land and Buildings	12	(1,308,700)	(1,308,700)	(1,074,202)	(1,074,202)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(906,553)	(435,389)	471,164	(52%)	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	(14,000)	0	14,000	(100%)	
Infrastructure Assets - Other	13	(257,000)	(257,000)	(257,000)	0	257,000	(100%)	
Plant and Equipment	13	(411,737)	(411,737)	(411,737)	(30,123)	381,614	(93%)	
Furniture and Equipment	13	(18,300)	(18,300)	(18,300)	(31,400)	(13,100)	72%	
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(1,106,756)	(132,064)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	11,782	11,782	0	0%	
Transfer from Reserves	7	195,844	195,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	(58,219)	(58,219)		😞
Transfer to Reserves	7	(352,053)	(352,053)	0	(24,540)	(24,540)		😞
Amount attributable to financing activities		(249,963)	(249,963)	11,782	(70,976)			
Closing Funding Surplus (Deficit)	3	6,001	6,001	285,890	1,445,379	1,159,489	406%	😊

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

😊 More Revenue OR Less Expenditure
😞 Less Revenue OR More Expenditure

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

SHIRE OF DOWERIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 March 2018

Capital Acquisitions

	Note	Original Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	12	1,308,700		1,074,202
Infrastructure Assets - Roads	12	1,213,927		435,389
Infrastructure Assets - Footpaths	13	14,000		0
Infrastructure Assets - Other	13	257,000		0
Plant and Equipment	13	411,737		30,123
Furniture and Equipment	13	18,300		31,400
Capital Expenditure Totals		3,223,664		1,571,113
Capital acquisitions funded by:				
Capital Grants and Contributions	10	1,839,985	57%	1,427,231
Borrowings	9	0		0
Other (Disposals & C/Fwd)		413,500	13%	11,818
Council contribution - Cash Backed Reserves	7	152,456	5%	0
Council contribution - operations		817,723	25%	\$132,064
Capital Funding Total		3,223,664		1,571,113

Note 10

The balance of the original budget vs YTD Actual is as follows:

Storm water environmental project (cancelled)	170,000.00
Short term accommodation (in progress)	200,000.00

Refer to note 10 for further details

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 1: Significant Accounting Policies

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

GENERAL PURPOSE FUNDING

LAW, ORDER, PUBLIC SAFETY

HEALTH

EDUCATION AND WELFARE

HOUSING

COMMUNITY AMENITIES

RECREATION AND CULTURE

TRANSPORT

ECONOMIC SERVICES

OTHER PROPERTY AND SERVICES

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 2: Explanation of Material

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget or greater.

- ⊕ More Revenue OR Less Expenditure
⊗ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	8,156	129%	⊕	Permanent	Good driver reimbursement, WALGA course, LGIS member dividend.
General Purpose Funding - Rates	(26,525)	(2%)			Within Variance Threshold
General Purpose Funding - Other	(62,626)	(10%)	⊗	Permanent	Financial Assistance grant has been reduced and the first quarter's payment for this financial year was received in advance in the prior financial year.
Law, Order and Public Safety	(9,170)	(45%)	⊗	Permanent	DFES subsidy has been reduced this year to \$7,815, due to underspends in 2015-16
Health	50,484	31%	⊕	Timing	Hacc grant received for the financial year
Education and Welfare	(2,550)	(3%)			Within Variance Threshold
Housing	(5,496)	(5%)	⊗	Timing	\$10,000 per annum reduction in revenue as a result of housing being included in package for Managers, however increased rental charges as of 29 January in accordance with council policy should reduce this variance from February
Community Amenities	4,210	2%			Within Variance Threshold
Recreation and Culture	1,080	3%			Within Variance Threshold
Transport	(214,015)	(94%)	⊗	Permanent	Main roads operational grant revenue is due to be received, profit on disposal of assets (non cash), and other income
Economic Services	(29,713)	(25%)	⊗	Timing	STA was operational from September 2017, therefore 2 months of no income. However, trends indicate budget estimate will be achieved.
Other Property and Services	(1,561)	(16%)		Timing	Within Variance Threshold
Operating Expense	\$	%			
Governance	35,607	9%	⊕	Timing	Members fees to be paid and training, information technology costs expected to be incurred.
General Purpose Funding	17,567	16%	⊕	Timing	Rates valuations at year end to be processed.
Law, Order and Public Safety	(1,662)	(4%)			Within Variance Threshold
Health	36,251	14%	⊕	Timing	HACC and EHO expenses are in arrears.
Education and Welfare	15,550	12%	⊕	Timing	Dowerin Childcare wages are lower than budget. These wages are reimbursed by Dowerin Childcare.
Housing	(7,024)	(4%)			Within Variance Threshold
Community Amenities	41,225	17%	⊕	Timing	Savings in recycling costs. Landcare expense to be processed.
Recreation and Culture	65,621	10%	⊕	Timing	Undespent within parks and gardens, recreation centre and utility charges.
Transport	126,161	10%	⊕	Permanent	Budget to be revised to accommodate the Wandrra road works flood damage repairs.
Economic Services	(16,470)	(6%)	⊗	Timing	Short term accomodtion (STA) slightly overspent, partially due to waterleak.
Other Property and Services	24,564	159%	⊕	Timing	Public works and admin actual overhead recovery to be reviewed.
Operating activities excluded from budget					
Depreciation	18,657	(2%)			Within Variance Threshold
Capital Revenues					
Grants, Subsidies and Contributions	(147,805)	(9%)	⊗	Timing	Grants received: 250K for the Bush Fire shed. The Storm water project for \$170K is not proceeding and \$200K is expected to be received in April 2018 for the Short Term Accommodation project
Capital Expenses					
Land and Buildings	0				
Infrastructure - Roads	471,164	(52%)		Permanent	Reduced rural and town road maintenance will be expensed in the second quarter.
Infrastructure - Footpaths	14,000	(100%)		Timing	East street footpath planned for the second quarter of the financial year.
Infrastructure Assets - Other	(257,000)	0%		Permanent	Stormwater capture and re-use project \$170K grant application was unsuccessful.
Plant and Equipment	381,614	(93%)		Timing	Budget proposal that the grader purchase be deferred until 2018-19
Furniture and Equipment	(13,100)	72%		Timing	Server capital re-allocation from operational to capital
Financing					
Proceeds from New Debentures	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Opening Funding Surplus(Deficit)	205,118	18%	⊕		The opening funding surplus is \$205K higher than budget due to end of year adjustments required by the auditors. This relates to unanticipated income.

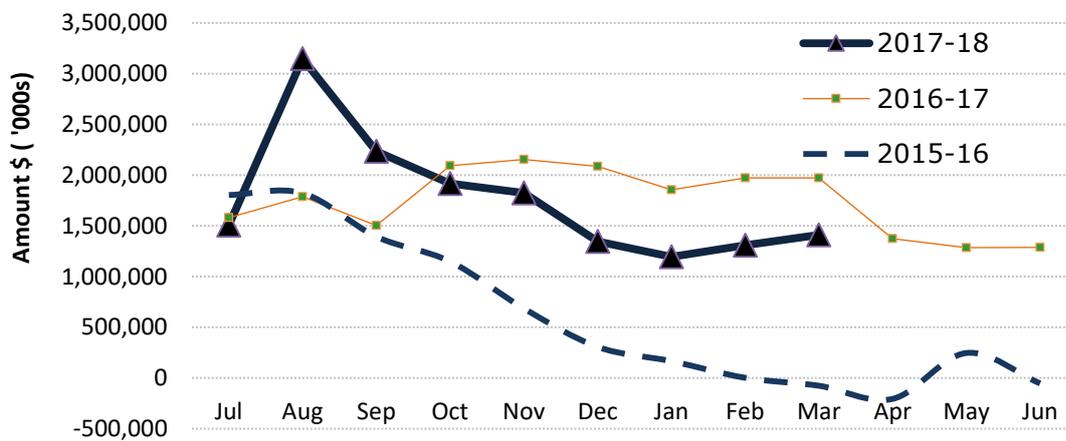
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

	Note	Last Years Actual Closing 30 June 2017	Current 31 Mar 2018
		\$	\$
Current Assets			
Cash Unrestricted	4	1,640,547	1,542,154
Cash Restricted	4	1,787,396	1,853,262
Receivables - Rates		49,852	171,158
Receivables - Other		418,576	93,874
Interest / ATO Receivable/Trust		101,647	(17,118)
Inventories		6,635	655
		4,004,654	3,643,985
Less: Current Liabilities			
Payables		(722,249)	(291,666)
Current Borrowings		(117,509)	(59,291)
Provisions		(185,111)	(137,248)
		(1,024,870)	(488,204)
Net Current Assets		2,979,784	3,155,781
Less: Cash Reserves	7	(1,787,396)	(1,811,936)
Plus: Current Borrowings included in Budget		93,753	47,317
Plus : Liabilities funded by Cash Backed Reserves		53,493	54,217
Net Current Funding Position		1,339,634	1,445,379

Note 3 - Liquidity Over the Year



Cash Restricted includes Cash Backed Reserves and the STA Retention Bond.

Current Ratio equals 1:3.67

This means that for every \$1.00 of liability Council has \$3.67 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	133,281			133,281	NAB	Variable	At Call
Cash Maximiser	1,243,763			1,243,763	NAB	2.05%	At Call
Trust Bank Account			12,108	12,108	NAB	Variable	At Call
(b) Term Deposits							
TD2361911	1,899	888,352		890,251	Bendigo	Variable	17-Aug-18
90-558-1436-NAB		923,584		923,584	NAB	2.50%	21-Jun-18
TD 2361913	162,611			162,611	Bendigo	2.70%	17-Aug-18
# STA Retention Bond		41,326		41,326	Bendigo	2.50%	24-Jul-18
	1,541,554	1,853,262	12,108	3,406,924			

Comments/Notes - Investments

The above balances are the funds held in bank accounts and on hand as at reporting date.

The Shire is holding Funds as a retention bond until the defects period for the STA is over.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 5: Budget Amendments

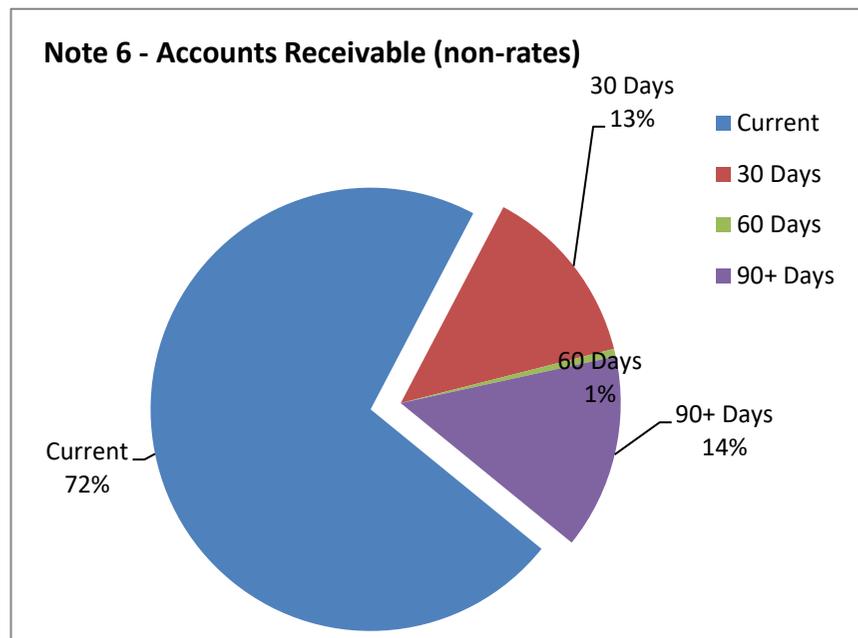
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Closing Surplus(Deficit)			\$	\$	\$ 6,001
	Budget review is in process							
Amended Budget Cash Position as per Council Resolution						0	0	0

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 6: Receivables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	13,879	2,572	107	2,745	19,303
Balance per Trial Balance					
Sundry Debtors					19,303
Total Receivables General Outstanding					19,303



Comments/Notes - Receivables General

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget	Actual YTD Closing
		Interest Earned	Interest Earned	Transfers In (+)	Transfers In (+)	Transfers Out (-)	Transfers Out (-)	Closing Balance	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	53,493	1,202	724	0	0	0	0	54,695	54,217
Plant Reserve	142,872	3,210	1,935	140,000	0	(120,000)	0	166,082	144,807
Sewerage Asset Preservation Reserve	1,043,357	23,429	14,463	71,000	0	0	0	1,137,786	1,057,820
Land & Building Reserve	146,594	3,293	1,985	42,000	0	0	0	191,887	148,579
Swimming Pool Reserve	32,456	0	440	0	0	(32,456)	0	(0)	32,895
Recreation Facilities Reserve	180,866	4,063	2,450	1,673	0	0	0	186,602	183,316
Community Housing Project Reserve	46,221	1,039	626	0	0	0	0	47,260	46,847
Community Bus Reserve	40,787	917	552	0	0	(41,704)	0	0	41,340
Economic Development Reserve	12,021	271	163	42,000	0	0	0	54,292	12,183
All Hours Gym Reserve	1,684	0	23	0	0	(1,684)	0	(0)	1,707
Bowling Green Replacement Reserve	61,461	1,381	832	10,000	0	0	0	72,842	62,293
Tennis Court Replacement Reserve	25,584	575	346	6,000	0	0	0	32,159	25,930
	1,787,396	39,380	24,540	312,673	0	(195,844)	0	1,943,605	1,811,936

Reserve funds are fully cash-backed in a term Deposit and Bank Account - Refer Note 4.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 8: Disposal of Assets

Asset Number	Asset Description	Program	YTD Actual				Budget			
			Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
			Value	Proceeds			Value	Proceeds		
			\$	\$	\$	\$	\$	\$	\$	
D0	Ford Falcon	Governance	5,539	7,273	1,734		5,200	8,000	2,800	
D002	Ford Territory	Governance	5,500	4,545		(955)	5,600	5,500		(100)
	HACC Vehicle	Health					9,100	2,000		(7,100)
D007	Grader - ACT 12M	Transport					102,000	140,000	38,000	
			11,039	11,818	1,734	(955)	121,900	155,500	40,800	(7,200)

Comments

The Ford Falcon and Ford Territory have been disposed of and a new Ford Range purchased for \$30,122

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 8: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	9.2300	182	1,333,264	123,060	0	0	123,060	123,060	0	0	123,060
GRV - Commercial/Industr	9.2300	33	256,474	23,673	0	0	23,673	23,673	0	0	23,673
GRV - Town Rural	9.2300	27	133,530	12,325	0	0	12,325	12,325	0	0	12,325
GRV - Other Towns	9.2300	0	0	0	0	0	0	0	0	0	0
UV - Rural Farmland	0.7910	295	120,307,500	951,632	(1,454)	0	950,178	951,632	0	0	951,632
Sub-Totals		537	122,030,768	1,110,690	(1,454)	0	1,109,236	1,110,690	0	0	1,110,690
Minimum Payment	\$										
GRV -Residential	706.00	48	260,468	33,888	0	0	33,888	33,888	0	0	33,888
GRV - Commercial/Industrial	706.00	18	66,871	12,708	0	0	12,708	12,708	0	0	12,708
GRV - Town Rural	706.00	16	41,551	11,296	0	0	11,296	11,296	0	0	11,296
GRV - Other Towns	206.00	19	7,659	3,914	0	0	3,914	3,914	0	0	3,914
UV - Rural Farmland	706.00	69	3,535,300	48,714	0	0	48,714	48,714	0	0	48,714
UV - Commercial/Industrial	706.00	4	400	2,824	0	0	2,824	2,824	0	0	2,824
UV - Town Rural	706.00	3	63,000	2,118	0	0	2,118	2,118	0	0	2,118
UV - Mining Tenement	206.00	3	5,867	618	0	0	618	618	0	0	618
Sub-Totals		180	3,981,116	116,080	0	0	116,080	116,080	0	0	116,080
		717	126,011,884	1,226,770	(1,454)	0	1,225,316	1,226,770	0	0	1,226,770
Concession							0				0
Amount from General Rates							1,225,316	1,226,770			1,226,770
Ex-Gratia Rates							0	20,800			20,800
Specified Area Rates							0	0			0
Totals							1,225,316	1,247,570			1,247,570

Comments - Rating Information

Rates were levied on 24th August 2017.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 9 : Information on Borrowings
(a) Debenture Repayments

Particulars	Actual		Principal Repayments		Principal Outstanding		Interest Repayments	
	01 Jul 2017	New Loans	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97 - Community Club	350,628		31,956	64,565	318,672	286,063	8,398	13,687
Economic Services								
Loan 99 - Short Term Accommodation Project	770,993		14,481	29,189	756,512	741,804	14,801	23,982
Self Supporting Loans								
Loan 98 - Dowerin Events	60,856		11,782	23,756	49,074	37,100	1,197	1,786
	1,182,477	0	58,219	117,510	1,124,258	1,064,967	24,395	39,455

Description of Debentures:	Expiry date
Loan - 97	08.06.22
Loan - 98	11.11.19
Loan - 99	04.10.36

(b) New Debentures

The Shire does not propose to raise any debt through the issue of debenture this financial year

(c) Unspent Debentures

The Shire has no unspent debentures.

(d) Overdraft

Council has an overdraft facility of \$60,000 with NAB.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 10: Non -operating Grants and Contributions

	Original Annual Budget (a)	YTD Actual Revenue (b)	YTD Variance (a)-(b)
	\$	\$	\$
Fire - Donations		360	360
Infrastructure Other			
Landcare- Town Catchment Group	170,000	0	(170,000)
Land			
Museum	12,000	10,727	(1,273)
Law, Order and Public Safety			0
DFES Grant - Bush Fire Brigade	241,000	265,333	24,333
Transport			0
Grant - Regional Roads	320,309	245,013	(75,296)
Roads To Recovery Grant - Cap	496,676	505,798	9,122
Economic Services			0
Short Term Accommodation	600,000	400,000	(200,000)
TOTALS	1,839,985	1,427,231	(412,754)
SUMMARY			
Non-operating	1,839,985	1,427,231	(413,114)
	1,839,985	1,427,231	(413,114)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 11: Trust Fund

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

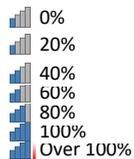
Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Mar 2018
	\$	\$	\$	\$
Housing Bonds	3,428	0	(200)	3,228
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,521	1	0	2,522
Recreation Steering Committee	0	0	0	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	0	480	(480)	0
Yellow Ribbon	247	0	0	247
	12,307	481	(680)	12,108

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 March 2018

Note 12: Capital Acquisitions

Assets	Account	Program	YTD Actual			Budget		
			New/Upgrade	Renewal	Total YTD	Original Annual Budget	YTD Budget	YTD Variance
			\$	\$	\$	\$	\$	\$
<i>Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.</i>								
LAND								
Land - Museum	3715	Governance	11,049		11,049	13,000	13,000	(1,951)
Land Total			11,049	0	11,049	13,000	13,000	(1,951)
Buildings								
Shire Office	0364	Governance		4,179	4,179	72,500	72,500	(68,321)
HACC - Capex - Building Renewal	1605	Health		0	0	21,770	21,770	(21,770)
BUILDINGS - FIRE SHED PAD	0884	Law, Order And Public Safet	270,673		270,673	264,000	264,000	6,673
SWIM POOL CAPITAL EXPENDITURE	3444	Recreation & Culture		0	0	100,000	0	0
WHEATBELT HERITAGE RAIL PROJECT	7144	Economic Services		5,797	5,797	0	0	5,797
SHORT TERM ACCOMMODATION	7145	Economic Services	782,503		782,503	837,430	821,840	(39,337)
Buildings Total			1,053,177	9,976	1,063,153	1,295,700	1,180,110	(116,957)
Furniture & Office Equip.								
FURN - PHOTOCOPIER	374	Governance		12,887	12,887	12,900	12,900	(13)
FURN - OFFICE EQUIPMENT	414	Governance		18,513	18,513	1,000	1,000	17,513
HACC - Capex - Furniture and Equipment	1624	Health		0	0	4,400	4,400	(4,400)
Furniture & Equipment Total			0	31,400	31,400	18,300	18,300	13,100
Plant , Equip. & Vehicles								
Admin Vehicles	394	Governance		30,123	30,123	29,660	29,660	463
HACC - VEHICLE PURCHASE	1604	Health		0	0	32,077	32,077	(32,077)
PLANT - GRADER	6254	Transport		0	0	350,000	350,000	(350,000)
Plant & Equipment Total			0	30,123	30,123	411,737	411,737	(381,614)
Infrastructure - Roads								
ROADS - ROADS TO RECOVERY	4184	Transport		265,384	265,384	520,776	398,505	(133,121)
ROADS - UNCLASSIFIED	4604	Transport		15,660	15,660	212,688	27,585	(11,925)
ROADS - STATE 20/20	4884	Transport		152,492	152,492	480,463	480,463	(327,971)
ROADS - SIGNS	4194	Transport		1,853	1,853	0	0	1,853
Roads Total			0	435,389	435,389	1,213,927	906,553	(471,164)
Infrastructure - Footpaths								
FOOTPATH/CYCLEWAYS	6094	Transport		0	0	14,000	14,000	(14,000)
Infrastructure - Footpaths TOTAL			0	0	0	14,000	14,000	(14,000)
Infrastructure - Other								
Infrastructure Other - Environment	2910	Transport		0	0	250,000	250,000	(250,000)
Infrastructure - other	4195	Transport			0	7,000	7,000	(7,000)
Infrastructure -Other Total			0	0	0	257,000	257,000	(257,000)
Capital Expenditure Total			1,064,226	506,888	1,571,113	3,223,664	2,800,700	(1,229,587)

Level of Completion Indicators

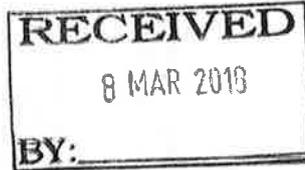


Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.



Statement for
NAB Business Visa
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
 AEDT Saturday and Sunday
 Fax 1300 363 658
 Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

DOWERIN SHIRE
 PO BOX 111
 DOWERIN WA 6461



Statement Period 30 January 2018 to 28 February 2018
 Company Account No: 4557 0498 0002 7159
 Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$632.85 DR
Payments and other credits	\$632.85 CR
Purchases, cash advances and other debits	\$643.85 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$652.85 DR

**YOUR DIRECT DEBIT PAYMENT OF \$652.85 WILL BE
 CHARGED TO ACCOUNT 000086608- 0000480807363 ON
 06/03/2018 AS PER OUR AGREEMENT.**

059/21/01/M03580/S010700/021399

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
5 Feb 2018	\$632.85 CR	DIRECT DEBIT PAYMENT	74557048033
Total for this Period:	\$632.85 CR		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billor Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3744-1887	MS ANDREA JANINE SEL	\$3,000	\$0.00	\$643.85	\$9.00	\$652.85
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$632.85 CR	\$0.00	\$0.00	\$632.85 CR
			\$632.85 CR	\$643.85 DR	\$9.00 DR	\$20.00 DR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%



Statement for
NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

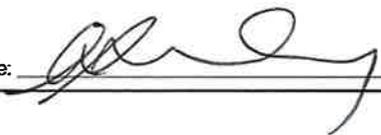
Cardholder Name: MS ANDREA JANINE SELVEY
Account No: 4557 0455 3744 1887
Statement Period: 30 January 2018 to 28 February 2018
Cardholder Limit: \$3,000

Transaction record for: MS ANDREA JANINE SELVEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
16 Feb 2018	\$200.00	POST DOWERIN LPO DOWERIN					74813848046
26 Feb 2018	\$443.85	MSFT *<E01005C3OW> MSBILL.INFO					74798068056
		RECURRING DIRECT DEBIT.					
28 Feb 2018	\$9.00	CARD FEE					74557048059
Total for this period	\$652.85		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: 

Date: _____

059/21/01/M03580/S010701/021401

SHIRE OF DOWERIN
BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Dowerin
STATEMENT OF BUDGET REVIEW
(Statutory Reporting Program)
For the Period Ended 28 February 2018

FM Reg
33A (1)

FM Reg 33A

FM Reg Sch 1

FM Reg
(33A(2A)(b))

	Note	Budget v Actual		Predicted			Material Variance
		Adopted Annual Budget	YTD Actual	Variance Permanent	Variance Timing (Carryover)	Year End (a)+(c)+(d)	
		(a)	(b)	(c)	(d)	(a)+(c)+(d)	
Net current assets at start of financial year surplus/(deficit)	2	\$ 1,134,516	\$ 1,339,633	\$ 205,117		\$ 1,339,633	▲
Revenue from operating activities (excluding rates)							
Governance		7,530	14,493	(1,066)		6,464	▼
General Purpose Funding		786,847	548,802	(79,790)		707,057	▼
Law, Order and Public Safety		25,310	11,322	(3,950)		21,360	▼
Health		267,152	210,918	1,909		269,061	▲
Education and Welfare		132,510	85,054	0		132,510	▲
Housing		142,590	88,796	55,238		197,828	▲
Community Amenities		235,837	254,741	19,430		255,267	▲
Recreation and Culture		81,840	27,389	(34,570)		47,270	▼
Transport		185,630	12,062	659,309		844,939	▲
Economic Services		137,866	83,609	12,500		150,366	▲
Other Property and Services		10,710	7,152	2,000		12,710	▲
		2,013,822	1,344,339	631,010	0	2,644,832	
Expenditure from operating activities							
Governance		(479,870)	(340,202)	(44,554)		(524,424)	▲
General Purpose Funding		(142,710)	(87,570)	(14,825)		(157,535)	▲
Law, Order and Public Safety		(68,680)	(38,762)	12,640		(56,040)	▼
Health		(319,910)	(198,414)	4,347		(315,563)	▼
Education and Welfare		(166,000)	(99,315)	(3,910)		(169,910)	▲
Housing		(196,250)	(179,654)	(42,430)		(238,680)	▲
Community Amenities		(295,770)	(190,734)	(32,160)		(327,930)	▲
Recreation and Culture		(762,647)	(571,771)	(110,734)		(873,381)	▲
Transport		(1,226,750)	(911,284)	(896,259)		(2,123,009)	▲
Economic Services		(354,908)	(265,991)	(10,020)		(364,928)	▲
Other Property and Services		(2,950)	(7,318)	(1,572)		(4,522)	▲
		(4,016,445)	(2,891,015)	(1,139,477)	0	(5,155,922)	
Operating activities excluded from budget							
Add Back Depreciation		1,138,280	813,353	107,332		1,245,612	▲
Adjust (Profit)/Loss on Asset Disposal	7	(33,600)	(779)	(24,326)		(57,926)	▼
Adjust Provisions and Accruals		0	(1,846)	0		0	
Amount attributable to operating activities		(897,943)	(735,949)	(425,461)	0	(1,323,404)	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		1,839,985	1,076,120	(35,580)		1,804,405	
Purchase of Investments						0	
Land Held for Resale						0	
Land and Buildings	6	(1,308,700)	(1,074,202)	(42,296)		(1,350,996)	▲
Plant and Equipment	6	(411,737)	(30,123)	349,537		(62,200)	▲
Furniture and Equipment	6	(18,300)	(12,887)	(17,864)		(36,164)	▲
Infrastructure Assets - Roads	6	(1,227,927)	(384,354)	13,651		(1,214,276)	▼
Infrastructure Assets - Other	6	(257,000)	0	250,000		(7,000)	▼
Proceeds from Disposal of Assets	7	155,500	11,818	228,227		383,727	▲
Amount attributable to investing activities		(1,228,179)	(413,628)	745,675	0	(482,504)	
FINANCING ACTIVITIES							
Repayment of Debentures	4	(117,510)	(58,219)	0		(117,510)	
Proceeds from New Debentures	4	0	0	0		0	
Advances to Community Groups	0	0	0	0		0	
Self-Supporting Loan Principal	4	23,756	11,782	0		23,756	
Transfer to Reserves	5	(352,053)	(24,540)	(445,000)		(797,053)	▲
Transfer from Reserves	5	195,844	0	(90,000)		105,844	▼
Amount attributable to financing activities		(249,963)	(70,976)	(535,000)	0	(784,963)	
Budget deficiency before general rates		(1,241,569)	119,079	(9,669)	0	(1,251,238)	
Estimated amount to be raised from rates		1,247,570	1,225,316	4,271		1,251,841	
Closing Funding Surplus(Deficit)	2	6,001	1,344,395	(5,398)	0	603	▼

Shire of Dowerin
STATEMENT OF BUDGET REVIEW
(Nature or Type)
For the Period Ended 28 February 2018

	Note	Budget v Actual		Predicted		
		Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	
		\$	\$	\$	\$	\$
Net current assets at start of financial year surplus/(deficit)	2	1,134,516	1,339,633	205,117		1,339,633 ▲
Revenue from operating activities (excluding rates)						
Grants, Subsidies and Contributions	4.1	1,151,749	710,857	598,019		1,749,768 ▲
Profit on Asset Disposal	4.1	40,800	1,734	18,081		58,881 ▲
Fees and Charges	4.1	422,200	285,976	4,540		426,740 ▲
Sewerage Charges	4.1	137,807	155,716	18,002		155,809 ▲
Interest Earnings	4.1	57,740	40,487	0		57,740 ▲
Other Revenue	4.1	203,526	149,568	(7,633)		195,893 ▼
		2,013,822	1,344,339	631,010	0	2,644,832
Expenditure from operating activities						
Employee Costs	4.2	(1,553,120)	(952,612)	(120,303)		(1,673,423) ▲
Materials and Contracts	4.2	(843,690)	(803,458)	(907,953)		(1,751,643) ▲
Utilities Charges	4.2	(177,710)	(102,047)	0		(177,710) ▲
Depreciation (Non-Current Assets)	4.2	(1,138,280)	(813,353)	(107,332)		(1,245,612) ▲
Interest Expenses	4.2	(39,455)	(24,395)	0		(39,455) ▲
Insurance Expenses	4.2	(162,650)	(142,454)	(134)		(162,784) ▲
Loss on Asset Disposal	4.2	(7,200)	(955)	6,245		(955) ▼
Other Expenditure	4.2	(94,340)	(51,742)	(10,000)		(104,340) ▲
		(4,016,445)	(2,891,015)	(1,139,477)	0	(5,155,922)
Funding Balance Adjustment						
Add Back Depreciation		1,138,280	813,353	107,332		1,245,612 ▲
Adjust (Profit)/Loss on Asset Disposal	7	(33,600)	(779)	(24,326)		(57,926) ▼
Adjust Provisions and Accruals		0	(1,846)	0		0
Amount attributable to operating activities		(897,943)	(735,949)	(425,461)	0	(1,323,404)
INVESTING ACTIVITIES						
Grants, Subsidies and Contributions	4.4	1,839,985	1,076,120	(35,580)		1,804,405 ▼
Land and Buildings	6	(1,308,700)	(1,074,202)	(42,296)		(1,350,996) ▲
Plant and Equipment	6	(411,737)	(30,123)	349,537		(62,200) ▼
Furniture and Equipment	6	(18,300)	(12,887)	(17,864)		(36,164) ▲
Infrastructure Assets - Roads	6	(1,227,927)	(384,354)	13,651		(1,214,276) ▼
Infrastructure Assets - Other	6	(257,000)	0	250,000		(7,000) ▼
Proceeds from Disposal of Assets	7	155,500	11,818	228,227		383,727 ▲
Amount attributable to investing activities		(1,228,179)	(413,628)	745,675	0	(482,504)
FINANCING ACTIVITIES						
Repayment of Debentures	4	(117,510)	(58,219)	0		(117,510) ▲
Proceeds from New Debentures	4	0	0	0		0
Self-Supporting Loan Principal	4	23,756	11,782	0		23,756 ▲
Transfer to Reserves	5	(352,053)	(24,540)	(445,000)		(797,053) ▲
Transfer from Reserves	5	195,844	0	(90,000)		105,844 ▲
Amount attributable to financing activities		(249,963)	(70,976)	(535,000)	0	(784,963)
Budget deficiency before general rates		(1,241,569)	119,079	(9,669)	0	(1,251,238)
Estimated amount to be raised from rates		1,247,570	1,225,316	4,271		1,251,841 ▲
Closing Funding Surplus(Deficit)	2	6,001	1,344,395	(5,398)	0	603 ▼

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical accounting estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The Local Government Reporting Entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

(b) 2016/17 Actual Balances

Balances shown in this budget review report as 2016/17 Actual.

(c) Rounding Off Figures

All figures shown in this budget review report, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the Shire obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in Note 2 Net Current Assets

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Superannuation

The Shire contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire contributes are defined contribution plans.

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 4 Net Current Assets.

(h) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(i) Inventories

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(j) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
- bituminous seals	20 years
- asphalt surfaces	25 years
Gravel roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities (Continued)

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

The mandatory measurement framework imposed by the *Local Government (Financial Management) Regulations* requires, as a minimum, all assets to be revalued at least every 3 years. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards have been made in the budget review report as necessary.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(I) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(I) Financial Instruments (Continued)

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Financial Instruments (Continued)

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment of Assets

In accordance with Australian Accounting Standards the Shire assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.

(m) Impairment of Assets (Continued)

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting this budget review report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2018.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget review report.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Employee Benefits

Short-Term Employee Benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other Long-Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(p) Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(q) Provisions

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight live basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(s) Investment in Associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

(s) Investment in Associates (Continued)

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(t) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(u) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

(v) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

(w) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF DOWERIN
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 2: NET CURRENT FUNDING POSITION

FM Reg 33A (2A)(c)	Note	Positive=Surplus (Negative=Deficit) 2017-18		
		This Period	Audited Opening Balance	Original Budget Balance
		\$	\$	\$
Current Assets				
		1,094,998	1,640,547	1,594,078
		1,853,262	1,787,396	1,787,396
		610,219	570,074	201,622
		9,786	6,635	35,256
		3,568,265	4,004,652	3,618,352
Less: Current Liabilities				
		(316,930)	(722,248)	(556,662)
		(59,291)	(117,509)	(117,509)
		(137,248)	(185,112)	(169,330)
		(513,468)	(1,024,869)	(843,501)
		(1,811,936)	(1,787,396)	(1,787,396)
		(11,974)	(23,756)	(23,941)
		59,291	117,509	117,509
		54,217	53,493	53,493
		1,344,395	1,339,633	1,134,516

Shire of Dowerin
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 3: PREDICTED VARIANCES

Line by Line adjustments can be found at Note 8, and commentary is provided in the Report to Council.

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
Grants, Subsidies and Contributions	598,019	
Reductions in Financial Assistance, Swimming pool, MRD funding and Increase in Wandrra Funding		
Profit on Asset Disposal	18,081	
This increase is due to the intended sale of Property, net deferring the trade of the Grader.		
Fees and Charges	4,540	
No Material Variance		
Sewerage Charges	18,002	
Sewerage rates levied were higher than budgeted		
Interest Earnings	0	
No Material Variance		
Other Revenue	(7,633)	
This variance is due to a reduction in Fesa and Kidsports funding.		
Predicted Variances from Operating Revenue	631,010	
4.2 OPERATING EXPENSES		
Employee Costs	(120,303)	
Employee costs are estimated to increase due to 2 terminations with long service leave and Flood Damage Works activity		
Materials and Contracts	(907,953)	
Flood Damage Works contribute \$780K additional expenditure.		
Utilities Charges	0	
No Material Variance		
Depreciation (Non-Current Assets)	(107,332)	
Depreciation has been recalculated according to recent valuations.		
Interest Expenses	0	
No Material Variance		
Insurance Expenses	(134)	
No Material Variance		
Loss on Asset Disposal	6,245	
No Material Variance		
Other Expenditure	(10,000)	
This variance relates to Seniors Rates Write offs		
Predicted Variances from Operating Revenue	(1,139,477)	
4.3 Funding Balance Adjustments		
Add Back Depreciation	107,332	
As above		
Adjust (Profit)/Loss on Asset Disposal	(24,326)	
As above		
Predicted Variances from Adjustments	83,006	
4.4 Investing Activities		
Grants, Subsidies and Contributions	(35,580)	
Land and Buildings	(42,296)	
Works proposed on the Shire Office have been deferred.		
Plant and Equipment	349,537	
The Original Budget provided funding to replace a grader. It is not proposed to replace that item in FY18.		
Furniture and Equipment	(17,864)	
This expense is for a New Server		
Infrastructure Assets - Roads	13,651	
Road funding has decreased with an offset against expenditure.		
Infrastructure Assets - Other	250,000	
The Shire did not receive funding for the Storm water Project so the Capital expense has been removed.		
Proceeds from Disposal of Assets	228,227	
This increase is due to proposed sale of property, less trade budgeted for the Grader.		
Predicted Variances from Investing Activities	745,675	

4.5 Financing Activities

Repayment of Debentures	0
No Material Variance	
Proceeds from New Debentures	0
No Material Variance	
Self-Supporting Loan Principal	0
No Material Variance	
Transfer to Reserves	(445,000)
The Original Budget included funding from Operational Income to purchase a Grader, it is proposed to transfer the funds that would have ben used in FY17/18 to reserve to replace the grader in a future year. It is proposed to sell two properties. The funds raised are proposed to be transferred to reserve.	
Transfer from Reserves	(90,000)
The Original Budget included a transfer from reserve to assist with the purchase of a grader. It is not proposed to replace that item in FY17/18.	
Predicted Variances from Financing Activities	(535,000)

4.5 Other

Estimated amount to be raised from rates	4,271
No Material Variance	
Net current assets at start of financial year surplus/(deficit)	205,117

The audited result provided an additional \$205K of funds. This was due to a payment received by the Shire in FY17/18, that the auditors required to be reported in FY16/17

COMMENT

A List of the Variances is provided at Note 6

Total Predicted Variances as per Annual Budget Review	(5,398)	0
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SHIRE OF DOWERIN
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 4 : Information on Borrowings
(a) Debenture Repayments

Particulars	Actual		Principal Repayments			Principal Outstanding			Interest Repayments		
	01 Jul 2017	New Loans	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture											
Loan 97 - Community Club	350,628		31,956	64,565	64,565	318,672	286,063	286,063	8,398	13,687	13,687
Economic Services											
Loan 99 - Short Term Accommodation Project	770,993		14,481	29,189	29,189	756,512	741,804	741,804	14,801	23,982	23,982
Self Supporting Loans											
Loan 98 - Dowerin Events	60,856		11,782	23,756	23,756	49,074	37,100	37,100	1,197	1,786	1,786
	1,182,477		58,219	117,510	117,510	1,124,258	1,064,967	1,064,967	24,395	39,455	39,455

(b) New Debentures

The Shire does not propose to raise any debt through the issue of debenture this financial year.

(c) Unspent Debentures

The Shire has no unspent debentures.

(d) Overdraft

Council has an overdraft facility of \$60,000 with NAB.

SHIRE OF DOWERIN
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 5: Cash Backed Reserve

Name	Opening Balance	Original Budget	Amended Budget	Actual Interest Earned	Original Budget	Amended Budget	Actual Transfers In (+)	Original Budget	Amended Budget	Actual Transfers Out (-)	Original Budget	Amended Budget	Actual YTD Closing Balance
		Interest Earned	Interest Earned		Transfers In (+)	Transfers Out (-)		Transfers Out (-)	Closing Balance		Closing Balance		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	53,493	1,202	1,202	724	0	0	0	0	0	0	54,695	54,695	54,217
Plant Reserve	142,872	3,210	3,210	1,935	140,000	225,000	0	(120,000)	0	0	166,082	371,082	144,807
Sewerage Asset Preservation Reserve	1,043,357	23,429	23,429	14,463	71,000	66,000	0	0	0	0	1,137,786	1,132,786	1,057,820
Land & Building Reserve	146,594	3,293	3,293	1,985	42,000	407,000	0	0	0	0	191,887	556,887	148,579
Swimming Pool Reserve	32,456	0	0	440	0	0	0	(32,456)	(32,456)	0	(0)	(0)	32,895
Recreation Facilities Reserve	180,866	4,063	4,063	2,450	1,673	1,673	0	0	(30,000)	0	186,602	156,602	183,316
Community Housing Project Reserve	46,221	1,039	1,039	626	0	0	0	0	0	0	47,260	47,260	46,847
Community Bus Reserve	40,787	917	917	552	0	0	0	(41,704)	(41,704)	0	0	0	41,340
Economic Development Reserve	12,021	271	271	163	42,000	42,000	0	0	0	0	54,292	54,292	12,183
All Hours Gym Reserve	1,684	0	0	23	0	0	0	(1,684)	(1,684)	0	(0)	(0)	1,707
Bowling Green Replacement Reserve	61,461	1,381	1,381	832	10,000	10,000	0	0	0	0	72,842	72,842	62,293
Tennis Court Replacement Reserve	25,584	575	575	346	6,000	6,000	0	0	0	0	32,159	32,159	25,930
	1,787,396	39,380	39,380	24,540	312,673	757,673	0	(195,844)	(105,844)	0	1,943,605	2,478,605	1,811,936

Reserve funds are fully cash-backed in a term Deposit and Bank Account - Refer Note 4

Original In	Amended In	Original out	Amended Out
352,053	797,053	(195,844)	(105,844)

**SHIRE OF DOWERIN
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018**

Note 6 - CAPITAL EXPENDITURE

Programme Description	Category Description	COA	Description	Budget			YTD Actual
				Original Budget	Amendments	Current Budget	
Recreation And Culture	Land Assets	3715	Land - Museum	13,000	(1,950)	11,050	11,049
	Land Assets Total			13,000	(1,950)	11,050	11,049
Governance	Buildings	0364	Shire Office	72,500	(47,500)	25,000	4,179
Law, Order, Public Safety	Buildings	0884	BUILDINGS - FIRE SHED PAD	264,000	6,673	270,673	270,673
Health	Buildings	1605	HACC - Capex - Building Renewal	21,770	0	21,770	0
Recreation And Culture	Buildings	3444	SWIM POOL CAPITAL EXPENDITURE	100,000	125,000	225,000	0
Economic Services	Buildings	7144	WHEATBELT HERITAGE RAIL PROJECT	0	0	0	5,797
Economic Services	Buildings	7145	SHORT TERM ACCOMMODATION-2017	837,430	(54,927)	782,503	782,503
Economic Services	Buildings	7145	SHORT TERM ACCOMMODATION-2018		15,000	15,000	
	Buildings Total			1,295,700	29,246	1,339,946	1,063,153
Governance	Vehicles & Plant	0394	Admin Vehicles	29,660	463	30,123	30,123
Health	Vehicles & Plant	1604	HACC - VEHICLE PURCHASE	32,077	0	32,077	0
Transport	Vehicles & Plant	6234	PLANT - LARGE PLANT ITEMS	0	0	0	0
Transport	Vehicles & Plant	6254	PLANT - GRADER	350,000	(350,000)	0	0
	Vehicles & Plant Total			411,737	(349,537)	62,200	30,123
Governance	Furniture & Equipment	0374	FURN - PHOTOCOPIER	12,900	0	12,900	12,887
Governance	Furniture & Equipment	0414	FURN - OFFICE EQUIPMENT	1,000	17,864	18,864	0
Health	Furniture & Equipment	1624	HACC - Capex - Furniture and Equipment	4,400	0	4,400	0
	Furniture & Equipment Total			18,300	17,864	36,164	12,887
Transport	Infrastructure - Roads	4184	ROADS - ROADS TO RECOVERY	520,776	0	520,776	265,384
Transport	Infrastructure - Roads	4604	ROADS - UNCLASSIFIED	212,688	(181,188)	31,500	15,660
Transport	Infrastructure - Roads	4884	ROADS - STATE 20/20	480,463	167,537	648,000	101,458
	Infrastructure - Roads Total			1,213,927	(13,651)	1,200,276	382,501
Transport	Infrastructure - Footpaths	6094	FOOTPATH/CYCLEWAYS	14,000	0	14,000	0
	Infrastructure - Footpaths Total			14,000	0	14,000	0
Transport	Infrastructure - Signs	4194	ROADS - SIGNS	0	0	0	1,853
	Infrastructure - Signs Total			0	0	0	1,853
Community Amenities	Infrastructure - Other	2910	Infrastructure Other - Environment	250,000	(250,000)	0	0
Transport	Infrastructure - Other	4195	Infrastructure - other	7,000	0	7,000	0
	Infrastructure - Other Total			257,000	(250,000)	7,000	0
	Grand Total			3,223,664	(553,028)	2,670,636	1,501,566

Shire of Dowerin
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 7: Disposal of Assets

		YTD Actual				Original Budget				Amended Budget				
Asset Number	Asset Description	Program	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Ford Falcon D0	Governance	5,539	7,273	1,734		5,200	8,000	2,800		5,539	7,273	1,734	
	Ford Territory D002	Governance	5,500	4,545		(955)	5,600	5,500		(100)	5,500	4,545		(955)
	HACC Vehicle	Health					9,100	2,000		(7,100)	5,000	6,909	1,909	
	Cat Grader 12M D007	Transport					102,000	140,000	38,000		0	0		
83	Land - Lot 13 Maisey Street						0	0			34,000	34,000		
8	House - Lot 13 Maisey Street						0				156,646	196,000	39,354	
1,014	Land - Lot 42 Stacy Street						0	0			60,000	60,000		
2010-22	House - 42 Stacy Street						0	0			59,116	75,000	15,884	
			11,039	11,818	1,734	(955)	121,900	155,500	40,800	(7,200)	325,801	383,727	58,881	(955)

SHIRE OF DOWERIN
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 8: BUDGET AMENDMENTS
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Classification	Original Budget	Proposed Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
					\$	\$	\$
	Budget Adoption	Opening Surplus/(Deficit)					6,001
	Audited Result	Opening Surplus/(Deficit)	1,134,516	1,339,633	205,117		211,118
0161	Rates - Contribution - Cbh	Operating Revenue	(20,800)	(25,071)	4,271		215,389
0181	Grants - General Purpose	Operating Revenue	(435,959)	(398,999)		36,960	178,429
0253	Aroc Equip Hire Income	Operating Revenue	0	(2,000)	2,000		180,429
0311	Grants - Federal Roads	Operating Revenue	(287,128)	(244,298)		42,830	137,599
0673	Govern - Profit On Sale Of Assets	Operating Revenue	(2,800)	(1,734)		1,066	136,533
0713	Fire - Esl Collection Fee	Operating Revenue	(4,000)	0		4,000	132,533
0733	Fire - Government Grant	Operating Revenue	(259,360)	(283,360)	24,000		156,533
0743	Fire - Infringements	Operating Revenue	0	(750)	750		157,283
0843	Dog - Pound Fees	Operating Revenue	0	700		700	156,583
1603	Hacc - Profit On Disposal Of Assets	Operating Revenue	0	(1,909)	1,909		158,492
2583	Other Hse - Profit On Disposal Of Assets	Operating Revenue	0	(55,238)	55,238		213,730
2633	Charges - Rubbish/Recycling	Operating Revenue	(77,520)	(80,110)	2,590		216,320
2843	Sewerage - Rates	Operating Revenue	(127,469)	(145,471)	18,002		234,322
2973	Landcare - Town Catchment Grant	Operating Revenue	(170,000)	0		170,000	64,322
2983	Nrmo - Reimbursements	Operating Revenue	(920)	(1,287)	367		64,689
3213	Cemetery - Income	Operating Revenue	(1,530)	0		1,530	63,159
3333	Town Hall - Hire Charges	Operating Revenue	(3,570)	(2,500)		1,070	62,089
3403	Swim Pool - Grant/Subsidy	Operating Revenue	(32,000)	0		32,000	30,089
3433	Swim Pool - Admissions	Operating Revenue	(6,000)	(8,500)	2,500		32,589
3733	Recreation - Kids Sport/Be Active Programs	Operating Revenue	(4,000)	0		4,000	28,589
3953	Museum - Grant	Operating Revenue	(12,000)	(10,727)		1,273	27,316
6023	Grant - Mrd Direct	Operating Revenue	(125,460)	(72,769)		52,691	(25,375)
6033	Grant - Regional Roads	Operating Revenue	(320,309)	(432,002)	111,693		86,318
6043	Grant - Wandrra	Operating Revenue	0	(750,000)	750,000		836,318
6293	Plant - Profit On Sale Assets	Operating Revenue	(38,000)	0		38,000	798,318
7113	Grant - Heritage Rail	Operating Revenue	0	(12,500)	12,500		810,818
0042	Rates - Admin Oheads	Operating Expenses	113,490	118,315		4,825	805,993
0112	Rates - Refunds	Operating Expenses	1,000	11,000		10,000	795,993
0202	Members - It Equip	Operating Expenses	2,000	6,000		4,000	791,993
0212	Members - Conference & Training	Operating Expenses	8,000	6,000	2,000		793,993
0222	Members - Elections	Operating Expenses	5,000	1,875	3,125		797,118
0232	Aroc Equipment Expenses	Operating Expenses	0	2,000		2,000	795,118
0252	Members - Communications	Operating Expenses	2,000	1,000	1,000		796,118
0262	Members - Receptions	Operating Expenses	6,000	8,000		2,000	794,118
0382	Govern - Admin Oheads	Operating Expenses	222,730	232,163		9,433	784,685
0412	Govern - Staff Training	Operating Expenses	20,000	22,000		2,000	782,685
0422	Govern - Long Service Leave	Operating Expenses	0	1,841		1,841	780,844
0432	Govern - Office Maint	Operating Expenses	17,150	19,000		1,850	778,994
0462	Govern - Print/Stationery	Operating Expenses	14,000	9,000	5,000		783,994
0532	Govern - Other Expenses	Operating Expenses	5,000	20,000		15,000	768,994
0542	Community Support	Operating Expenses	4,000	2,000	2,000		770,994
0552	Govern - Hr & Recruitment Expenses	Operating Expenses	4,500	25,000		20,500	750,494
0612	Govern - It Support	Operating Expenses	0	10,000		10,000	740,494
0622	Govern - Depreciation	Operating Expenses	10,800	1,000	9,800		750,294
0674	Govern - Loss On Sale Of Assets	Operating Expenses	100	955		855	749,439
0712	Fire Control	Operating Expenses	2,270	1,500	770		750,209
0782	Fire - Depreciation	Operating Expenses	33,860	23,490	10,370		760,579
0852	Animal - Control Expenses	Operating Expenses	3,000	3,500		500	760,079
0982	Other Law - Deprec	Operating Expenses	3,090	1,090	2,000		762,079
1672	Hacc - Depreciation	Operating Expenses	5,280	6,900		1,620	760,459
1722	Hacc - Administration Allocation	Operating Expenses	41,570	42,703		1,133	759,326
2402	Staff Hse - Operating	Operating Expenses	33,000	43,000		10,000	749,326
2422	Staff Hse - Deprec	Operating Expenses	39,890	65,930		26,040	723,286
2572	Other Hse - Deprec	Operating Expenses	52,970	59,360		6,390	716,896
2652	Refuse - Depreciation	Operating Expenses	1,540	1,560		20	716,876
2852	Sewerage - Depreciation	Operating Expenses	13,750	55,600		41,850	675,026
3092	Nrmo - Depreciation	Operating Expenses	2,990	1,350	1,640		676,666
3242	Amenities - Depreciation	Operating Expenses	13,930	5,860	8,070		684,736
3302	Childcare - Maintenance	Operating Expenses	7,000	11,000		4,000	680,736
3332	Halls - Depreciation	Operating Expenses	15,250	23,370		8,120	672,616
3452	Swim Pool - Admin Oheads	Operating Expenses	62,620	64,834		2,214	670,402
3492	Swim Pool - Sundries	Operating Expenses	1,500	3,500		2,000	668,402
3512	Swim Pool - Depreciation	Operating Expenses	4,740	60,660		55,920	612,482
3652	Recreation - Depreciation	Operating Expenses	201,410	247,090		45,680	566,802
3722	Kids Sports Program	Operating Expenses	3,200	0	3,200		570,002
4612	Roads - Rural Maintenance	Operating Expenses	391,810	409,588		17,778	552,224
4682	Roads - Flood Damage	Operating Expenses	0	900,000		900,000	(347,776)
5012	Roads - Town Maintenance	Operating Expenses	142,000	120,400	21,600		(326,176)
6012	Roads - Depreciation	Operating Expenses	472,550	464,830	7,720		(318,456)
6092	Plant - Depreciation	Operating Expenses	146,700	114,572	32,128		(286,328)
6432	Veh Lic - Adm Oheads	Operating Expenses	142,240	148,541		6,301	(292,629)
6502	Airfield Maintenance	Operating Expenses	2,500	4,000		1,500	(294,129)
6816	Short Term Accommodation Expenses	Operating Expenses	46,000	50,000		4,000	(298,129)
6817	Short Term Accommodation Depreciation	Operating Expenses	41,000	30,510	10,490		(287,639)
6822	Tourism - Depreciation	Operating Expenses	600	950		350	(287,989)
6882	Steam Rail Project	Operating Expenses	3,060	15,000		11,940	(299,929)
6890	Depreciation Allocated To Works	Operating Expenses	(146,700)	(118,992)		27,708	(327,637)
7082	Community Resource Centre - Deprec	Operating Expenses	15,120	15,030	90		(327,547)
7152	Economic Services - Depreciation	Operating Expenses	28,850	32,890		4,040	(331,587)
7182	Cso - Admin Oheads	Operating Expenses	23,000	23,180		180	(331,767)
7602	Works - Salaries	Operating Expenses	88,750	73,000	15,750		(316,017)
7732	Works - Admin Allocated	Operating Expenses	125,720	131,178		5,458	(321,475)
7734	Works Long Service Leave	Operating Expenses	15,300	18,000		2,700	(324,175)
7742	Less Overheads Allocated	Operating Expenses	(520,630)	(509,808)		10,822	(334,997)
7762	Works - Bonus Scheme	Operating Expenses	9,000	4,500	4,500		(330,497)
7772	Admin - Workcover	Operating Expenses	7,030	8,476		1,446	(331,943)
7782	Works - Depreciation	Operating Expenses	790	550	240		(331,703)
7842	Plant - Insur & Regn	Operating Expenses	21,420	23,000		1,580	(333,283)
7882	Plant - Alloc To Works	Operating Expenses	(245,030)	(242,190)		2,840	(336,123)
8122	Workcover - Wages Expense	Operating Expenses	0	1,082		1,082	(337,205)
8222	Admin - Depreciation	Operating Expenses	33,170	33,020	150		(337,055)
9602	Hacc - Loss On Disposal Of Assets	Operating Expenses	7,100	0	7,100		(329,955)
9912	Admin - Insurance	Operating Expenses	2,210	2,958		748	(330,703)
9932	Admin - Stationery	Operating Expenses	3,000	1,000	2,000		(328,703)
9942	Admin - Communications	Operating Expenses	16,500	12,000	4,500		(324,203)
9972	Admin - Information Technology	Operating Expenses	40,000	37,000	3,000		(321,203)
9985	Admin - Professional Services And Contracts	Operating Expenses	0	37,000		37,000	(358,203)
9993	Admin Costs Recovered	Operating Expenses	(731,370)	(760,914)	29,544		(328,659)
	Proceeds on Sale of Assets	Capital Revenue	(155,500)	(383,727)	228,227		(100,431)
	Transfer from Reserve	Capital Revenue	(195,844)	(105,844)		90,000	(190,431)
0364	Shire Office	Capital Expenses	72,500	25,000	47,500		(142,931)
0394	Admin Vehicles	Capital Expenses	29,660	30,123		463	(143,394)
0414	FURN - OFFICE EQUIPMENT	Capital Expenses	1,000	18,864		17,864	(161,258)
0884	BUILDINGS - FIRE SHED PAD	Capital Expenses	264,000	270,673		6,673	(167,931)
2910	Infrastructure Other - Environment	Capital Expenses	250,000	0	250,000		82,069
3444	SWIM POOL CAPITAL EXPENDITURE	Capital Expenses	100,000	225,000	(125,000)		(42,931)
3715	Land - Museum	Capital Expenses	13,000	11,050	1,950		(40,981)
4604	ROADS - UNCLASSIFIED	Capital Expenses	212,688	31,500	181,188		140,207
4884	ROADS - STATE 20/20	Capital Expenses	480,463	648,000		167,537	(27,330)
6254	PLANT - GRADER	Capital Expenses	350,000	0	350,000		322,670
7145	SHORT TERM ACCOMMODATION	Capital Expenses	837,430	797,503	39,927		362,597
	Transfer to Reserve	Capital Expenses	352,053	797,053		445,000	(82,403)
	Depreciation Adjustment	Non Cash Item	1,138,280	1,245,612	107,332		24,929
	Profit/Loss Adjustment	Non Cash Item	(33,600)	(57,926)		24,326	603
Amended Budget Cash Position					2,459,849	2,465,247	



Shire of Dowerin

Finance Committee Meeting Minutes

16 April 2018 – 3.00 pm

Committee Members

Cr D.P. Hudson
Cr R.I Trepp
Cr. B.N. Walsh

Observers

Andrea Selvey, Chief Executive Officer
Rhian Hathaway, Finance Officer
Emma Hardy, Finance Officer

Apology

Susan Fitchat, Finance and Corporate Services Manager

SHIRE OF DOWERIN
MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 16th April 2018 at 3.00pm
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1. DECLARATION OF OPENING

The Chair, Cr R Trepp opened the meeting at 3.00pm.

2. ATTENDANCE

Members

Cr R.I Trepp, Chair

Cr D.P. Hudson

Cr. B.N. Walsh

Observers

Andrea Selvey, Chief Executive Officer

Rhian Hathaway, Finance Officer

Emma Hardy, Finance Officer

3. DISCLOSURE OF INTEREST

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Office for inclusion in the Corporate Financial Disclosures Register.

Nil

4. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 4.1

THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19TH MARCH 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COMMITTEE RECOMMENDATION – ITEM 4.1

MOVED: CR B WALSH

SECONDED: CR D HUDSON

THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19TH MARCH 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

CARRIED 3/0

5. PRESENTATIONS

Nil

5.1 STANDING ITEM – BUSINESS ARISING FROM PREVIOUS MEETING/S

Date: 9 April 2018
File Ref:
Disclosure of Interest: Nil
Author: Susan Fitchat, Finance and Corporate Services Manager
Attachments:

Summary

This report provides an update on business arising from previous Finance Committee meetings.

Background

At the Finance Committee Meeting on the 19 March 2018, the Finance Committee queried the following:

February Financial Statements: The Committee queried why “Note 3 Current Assets Receivables – Other - \$388,407” on page 11 was different to “Note 6 Receivables \$306,228” on page 14 - a difference of \$82,179.

The Finance Manager explained that Note 3 Receivables – Other did not include Sundry Debtors. The Committee requested more detail.

Action to provide more details.

Response:

Current Assets Receivables– Other - \$388,407 on page 11 includes debts that are not included in the Note 6 Receivables \$306,228 on page 14 as follows as they are not classified as sundry debtors. Hence the difference.

Rubbish removal	:	\$29,949
Sewerage removal	:	\$46,507
Loans receivable	:	\$11,974
Emergency Services Levy	:	-\$6,251
Total	:	\$ 82,179

February Accounts Paid under Delegated Authority: EFT5649-Colin Smith - \$350 for internet.

Response: Costs incurred for internet as there is no current provider at the depot for internet use. \$50 per month from September 2017.

Action: Staff to investigate with Telstra an internet package.

Response: Telstra conducted a site visit on the 11th April to research the internet issue at the depot and will provide options in the coming weeks.

Consultation

Chief Executive Officer

Community and Economic Development Coordinator

Financial Implications

Nil

Risk

The item ensures that recommendations arising from Finance Committee meetings are considered and actioned and updates provided to the Committee.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

OFFICER RECOMMENDATION – ITEM 5.1

THAT THE FINANCE COMMITTEE NOTES THE PROGRESS ON ACTIONS AND RECOMMENDATIONS ARISING FROM PREVIOUS MEETING/S.

COMMITTEE RECOMMENDATION – ITEM 5.1

MOVED: CR B WALSH

SECONDED: CR D HUDSON

THAT THE FINANCE COMMITTEE NOTES THE PROGRESS ON ACTIONS AND RECOMMENDATIONS ARISING FROM PREVIOUS MEETING/S.

CARRIED 3/0

6. FINANCE REPORT

6.1 FINANCIAL ACTIVITY STATEMENTS – MARCH 2018

Date:	
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	9 th April 2018
Author:	Susan Fitchat, Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey, Chief Executive Officer
Attachments:	1. Monthly Financial Activity Statements – March 2018.

Summary

The financial statements for the period ending 31 March 2018 are presented for the Finance Committee review.

Background

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

The *Local Government (Financial Management) Regulations 34 & 35* set 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.

Comment

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the Shire's overall financial performance on a year to date basis, the following financial reports are attached.

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis and reconciles with the closing funding position as per the Statement of Financial Activity.

- Note 4 – Cash and Investments

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or Investment accounts as at reporting date.

- Note 5 – Budget Amendments

This note provides council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - Cash Backed Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

This note shows the Shire's current debt position and lists all borrowings.

- Note 10 – Grants and Contributions received

This note is being redeveloped and will be provided as soon as possible.

- Note 11 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

Consultation

At the Finance Committee meeting on 16 April 2018, the actions were raised:

1. Check Current Ratio: The Current Ratio appears to be incorrect.
2. Trust Account: The Trust Accounts need to be reviewed. Check with Shire Auditor about consolidating or closing some accounts as part of the 2018/19 Budget.
3. Year to Date Debentures: Check YTD figure for repayment of debentures – year to date shows as \$0 at the moment.
4. STA Marketing: Including marketing of the STA on the Councillor Workshop agenda.
5. Develop STA revenue / expenditure report for the STA that shows revenue against target and break even against expenditure.

Financial Implications

The budgeted opening funding surplus was predicted to be \$1,134,516 and following the finalisation of the audit of the annual financial statements the actual closing surplus as at 30 June 2017, the result

has been increased to \$1,339,634. This increase was due to adjustments required by the auditor to bring out of court settlement funds to account in FY 2017. This adjustment will be considered with the statutory budget review.

March 2018 YTD Synopsis:

With reference to the financial activity statement reports.

Revenue has been under received by \$287,727. Contributing factors include a reduction in Main Roads funds of \$52,000 (as previously advised to Council) plus an outstanding payment from Main Roads of approximately \$125,000. Also, as per previous advice the Shire's FAGs has been reduced by approximately \$80,000 and the Swimming Pool grant of \$32,000 has been discontinued. Rates outstanding is approximately \$26,000.

Expenditure from operating activities is under expensed by \$342,759 with much of this in relation to the reduced funding for materials for Roads. Other areas of underspend include Recreation and Culture and Parks and Gardens. HACC salaries are also currently underspent.

Liquidity forecast:

Note 3 Net current funding position \$1,445,379.

Presented at our last meeting our liquidity forecast for the end of March 2018 was anticipated at \$1,666,975. All documentation has been sent to the Department of Regional Development and Local Government Division, for the Short-Term Accommodation (STA) acquittal, however it is ongoing as requests for photos and a detailed analysis and verification of expenditure is required. The funds of \$200,000 should be received once this is completed. Therefore, while the target was not achieved for March, these funds are expected to be received in April.

The liquidity forecast until end of May has been reviewed and the prediction for April is \$1,487,505, with a decrease in May, \$1,311,203.

Cash flow: grant funding to be received:

The following grant funding revenue will be received within the next one to two months: \$200,000 for the completed capital project - STA; WANDRRA operational road project reimbursement of expenditure which is estimated at \$135,000 for February and \$87,000 for March expenditure incurred.

(NB: WANDRRA funding is quantified in the Mid Year budget review, not the original budget approved by Council in August 2018.)

Other financial implications are detailed within the context of the attached reports.

Risk Implications

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government act and Financial Management regulations.

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies.

Finances have been managed in accordance with these policies.

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority will be required at the Ordinary Meeting of Council.

Statutory Implications

Council is required to adopt monthly finance reports to comply with Reg 34(1) of the Local Government (Financial Management) Regulations 1996. The FMR r. 34(4) allows for the Statements to be presented to Council at an Ordinary Meeting of Council within 2 months after the end of the month to which the statements relate, therefore by presenting the financial statements in February, we meet our statutory obligations.

OFFICER RECOMMENDATION – ITEM 6.1

THAT THE FINANCE COMMITTEE PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2018.

COMMITTEE RECOMMENDATION – ITEM 6.1

MOVED: CR R TREPP

SECONDED: CR B WALSH

THAT THE FINANCE COMMITTEE PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2018.

CARRIED 3/0

6.2 ACCOUNTS FOR PAYMENT – 01 MARCH TO 31 MARCH 2018

Date:	9 April 2018
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Susan Fitchat – Finance and Corporate Services Manager
Attachments:	2. List of accounts for March 2018

Background

The attached schedules of cheques drawn and electronic payments that have been raised under delegated authority during the month since the last Council meeting are presented to the Finance Committee before being presented to Council to be received.

Comment

The list as presented has been reviewed by the Finance and Corporate Services Manager and Chief Executive Officer.

Consultation

At the Finance Committee meeting on 16 April, the Finance Committee queried the value of the Shire's membership to the Sports Turf Association (EFT 5695) at \$275.00.

Action: The investigate the value to the Shire of this membership.

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

Payments have been made under delegation.

Financial Implications

Funds expended are in accordance with Council's adopted budget for the 2017-18 financial year.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority will be required at the Ordinary Meeting of Council.

OFFICER RECOMMENDATION – ITEM 6.2

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 MARCH 2018 TO 31 MARCH 2018.

COMMITTEE RECOMMENDATION – ITEM 6.2

MOVED: CR R TREPP

SECONDED: CR B WALSH

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 MARCH 2018 TO 31 MARCH 2018.

CARRIED 3/0

6.3. MID YEAR BUDGET REVIEW 2017-2018

Date:	9 April 2018
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer

Summary

To provide the Finance Committee with completed Draft Budget Review report to be presented at the Ordinary Meeting of Council on 24th April 2018 for finalisation.

The draft budget review was deferred at the Ordinary Meeting of Council on 27 March 2018 as the reconciliation of Synergy amendments was not complete and additional work was required.

Background

The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comment

In reviewing the 2017-18 Budget the following items are noted and / or proposed:

- The operating funding surplus of 1,329,634 was brought forward from 2016-17;
- Financial Assistance Grants (FAGS): The Shire has been advised that it will receive a reduced amount of FAGS income resulting in a reduction of \$79,790 in General Purpose Funding. The revised amount is \$643,297 for 2017-18;
- Main Roads has advised a reduction of 42% of funding (\$52,691), which has resulted in a revised amount of \$72,769;
- Heritage Rail interpretative centre grant was successful and we shall receive \$12,500;
- Scholarship applications for 2 Finance Officers was successful, and we shall receive \$5,000.
- Traineeship application was successful, and we shall receive \$20,000;
- WANDRRA Road Flood Damage Restoration Works – revenue of \$750,000; expenditure \$900,000;
- Additional professional services expenditure for consultant Megan Shirt \$37,000 for financial services support in relation to the Long Term Financial Plan, financial statements, budget, Mid Year budget review and financial year end preparation over the period that the Shire was without a Finance Manager (August to end October 2017);
- Recruitment – changes to staff have resulted in some unbudgeted additional expenditure for recruitment, and payout of leave entitlements, including long service leave of approximately \$60,000;
- Swimming pool operational grant income of \$32,000 will not be received as that grant funding program has been discontinued by the state government.

- Capital Storm water project capture and reuse project of \$250,000. The grant of \$170,000 was not successful as the grant funding program was cut by the state government. Therefore, it is proposed that this capital project should not proceed;
- The re-roofing of the Shire Office (\$50,000) is proposed to be removed/deferred as the solar panel project is progressing on the Town Hall roof, removing the urgency for the Shire Office to be re-roofed;
- The capital expenditure for the grader replacement of \$350,000 is proposed to be postponed to 2018-19 with \$225,000 being transferred into the Plant Replacement Reserve and the original transfer from Reserve of \$120,000 not proceeding therefore leaving the Reserve in a strong position to fund to the replacement in future;
Senior rates and sewerage rebates – senior card holder rebates were calculated at the 2016/17 rate; however, the rate had been greatly reduced by the Office of State Revenue and this reduction had not been factored into the calculations. The reduction per rate payer is a shortfall of \$348.45 for 27 seniors card holders. Officers have made a provision of \$10,000 in the budget to absorb this cost.
- The replacement server purchased through operational budget is classified as non-operational therefore a budget amendment has been processed in Synergy; and provision made in the capital expenditure budget of \$18,000. There is nil effect on the total budget.

At the workshop at the March Finance Committee Meeting Council provided direction on the with regards to the projected surplus.

The recommendation was to allocate the surplus as follows:

\$ 95,000	Swimming Pool
\$ 15,000	Short Term Accommodation

The total allocation for the Swimming pool upgrade is recommended in the Mid Year Budget Review as follows:

2017/18 Budget allocation as adopted in August 2017	\$ 100,000
Transfer from Recreation Facilities Reserve	\$ 30,000
Allocation in April 2018 Mid Year Budget Review	\$ 95,000
Total Cost	\$225,000

Consultation

At the Finance Committee Meeting on 16 April 2018, the Finance Committee queried the increase in expenses for Governance – Other expenses.

Action: Advise on the reason for the increase in the report to Council on the Mid Year Budget Review.

Statutory Requirements

Regulation 33A (Review of Budget) of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial year local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must-

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

Strategic Implications

Objective 4.1 – An efficient and informative organisation.

OFFICER RECOMMENDATION – ITEM 6.3

THAT THE FINANCE COMMITTEE RECOMMENDS THE MID YEAR BUDGET REVIEW TO COUNCIL FOR FORMAL ADOPTION AS PRESENTED.

COMMITTEE RECOMMENDATION – ITEM 6.3

MOVED: CR D HUDSON

SECONDED: CR B WALSH

THAT THE FINANCE COMMITTEE RECOMMENDS THE MID YEAR BUDGET REVIEW TO COUNCIL FOR FORMAL ADOPTION AS PRESENTED.

CARRIED 3/0

6.4 SENIORS REBATE GAP WAIVER

Date: 11 April 2018
 Applicant: Shire of Dowerin
 Location: Dowerin
 File Ref:
 Disclosure of Interest: Nil
 Author: Susan Fitchat - Manager of Finance and Corporate Services
 Senior Officer: Andrea Selvey – Chief Executive Officer

Background

The pensioner senior rates rebate allowance set by the Office of State Revenue (Department of Finance), from the prior year; were carried over without amendment into 2017-2018 rates modelling Synergy parameters.

When the Synergy rates billing was processed in August 2017 the automatic rebates (discounts) on the bills were calculated at the highest rate(cap) allowed depending percentage allowed.

Allowance rebate details as follows:

Rate Year	Sewerage	LG Rates
2017-18 Senior	72.69	100.00
2016-17 Senior	232.44	\$288.70
Gap (difference)	159.75	188.70

There are 27 seniors affected; estimated up to an amount of \$9,408.15.

Officers recommend as it is late in the financial year, that the gap fees be waived and written off.

Statutory Implications

Section 6.12 (c) of the Local Government Act 1995; enables local government with the power to defer, grant discounts or write off debts; write off money owed to the local government with absolute majority.

Policy Implications

Nil

Financial Implications

The Shire has a projected surplus, liquid reserves, a current ratio of 3.67, therefore Officers recommend that the budget can accommodate the \$9,408 reduction in revenue.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority will be required at the Ordinary Meeting of Council.

OFFICER RECOMMENDATION – ITEM 6.4

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL WAIVE THE GAP IN THE SENIORS REBATE ALLOWANCE.

COMMITTEE RECOMMENDATION – ITEM 6.4

MOVED: CR D HUDSON

SECONDED: CR R TREPP

CARRIED 3/0

7. QUESTIONS FROM MEMBERS

NIL

8. URGENT BUSINESS

NIL

9. DATE OF NEXT MEETING

Date: 21 May 2018

Items for next meeting:

10. CLOSURE OF MEETING

The presiding member closed the meeting at 4.10pm.



Shire of Dowerin

CEO RECRUITMENT COMMITTEE

MEETING MINUTES

WEDNESDAY 11 APRIL 2018, 2.30PM

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1. DECLARATION OF OPENING

In the absence of a Chair, the Shire President will open the meeting.

2. ATTENDANCE

Members:

Cr DP Hudson

Cr AJ Metcalf

Administrative support:

A Selvey, Chief Executive Officer

Apologies:

Cr J Chatfield

CR R Trepp

3. DISCLOSURE OF INTEREST

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Office for inclusion in the Corporate Financial Disclosures Register.

4. ITEMS FOR DISCUSSION

6.1 ELECTION OF A CHAIR FOR THE CEO RECRUITMENT COMMITTEE

This item provides the mechanism for the Committee to elect a Chair. The CEO will call for nominations at the meeting and, if necessary, conduct a secret ballot.

OFFICER RECOMMENDATION – ITEM NO. 6.1

That the Committee elects Cr D Hudson as Chair of the Shire of Dowerin CEO Recruitment Committee.

COMMITTEE RECOMMENDATION – ITEM NO. 6.1

Moved: Cr D Hudson

Second: Cr A Metcalf

That the Committee elects Cr D Hudson as Chair of the Shire of Dowerin CEO Recruitment Committee.

CARRIED 2/0

6.2 SHIRE OF DOWERIN CEO REMUNERATION PACKAGE

Date:	9 April 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	A. Selvey, Chief Executive Officer
Author:	A. Selvey, Chief Executive Officer
Attachments:	1. Draft Remuneration Package details

Summary

This report seeks the Committee's consideration of a remuneration package to offer the incoming CEO.

Background

Following an informal information session with Lydia Highfield, Recruitment Manager at WALGA, the CEO Recruitment Committee was asked to provide WALGA with details of the remuneration package Council is prepared to offer a new CEO, noting that the package needs to be within the State Administrative Tribunal's ruling for a Band 4 Council which is currently listed as \$126,956 - \$198,210 per annum. The current incumbent has prepared the attached document based on her current package. See Attachment One.

Comment

As this Committee does not have delegated authority, the final contract would have to be presented to Council for review and approval. It is recommended that the draft contract is circulated to Council prior to that formal consideration to ensure the Council is aware of the conditions that are guiding the Committee's negotiations. Final formal approval of the contract would be done as part of the endorsement of the appointment when the Committee has a preferred candidate to recommend to Council.

NB: It is worth noting that the package as outlined in Attachment One may be subject to some negotiation by the successful candidate.

Financial Implications

The budget made adequate provision to meet the remuneration as outlined in Attachment One; however, should the preferred candidate prefer that Council provides a vehicle, rather than the cash equivalent, the purchase of a vehicle would need to be considered in the 2018/19 budget.

Consultation

Attachment One was circulated to the Committee via email on Thursday 5 April as a draft for review and comment. No changes were made as a result of this consultation.

Policy Implications

Nil

Statutory Implications

The determination for local government Chief Executive Officers is legislated under Section 7A and 7B of *The Salaries And Allowances Act 1975*.

<https://www.sat.wa.gov.au/LocalGovernmentCEOsandElectedMembers/Pages/11-April-2017---CEOs-and-Elected-Members.aspx>

Risk Implications

The remuneration package needs to balance the capacity and willingness of Council to pay with a package that is attractive to suitably qualified and experienced Chief Executive Officers.

OFFICER RECOMMENDATION – ITEM NO. 6.2

- 1. THAT THE DRAFT CEO REMUNERATION PACKAGE 2018 BE ENDORSED BY THE COMMITTEE FOR THE PURPOSE OF DRAFTING A CONTRACT WHICH, WHEN FINALISED, WILL BE CIRCULATED TO FULL COUNCIL FOR REVIEW; AND**
- 2. THE FINAL CONTRACT BE FORMALLY PRESENTED FOR COUNCIL CONSIDERATION PURSUANT TO SECTION 7A AND 7B OF THE SALARIES AND ALLOWANCES ACT 1975 FOLLOWING NEGOTIATIONS WITH THE SUCCESSFUL CANDIDATE.**

COMMITTEE DECISION – ITEM NO. 6.2

Moved: Cr A Metcalf

Second: Cr D Hudson

- 1. THAT THE DRAFT CEO REMUNERATION PACKAGE 2018 BE ENDORSED BY THE COMMITTEE FOR THE PURPOSE OF DRAFTING A CONTRACT WHICH, WHEN FINALISED, WILL BE CIRCULATED TO FULL COUNCIL FOR REVIEW; AND**
- 2. THE FINAL CONTRACT BE FORMALLY PRESENTED FOR COUNCIL CONSIDERATION PURSUANT TO SECTION 7A AND 7B OF THE SALARIES AND ALLOWANCES ACT 1975 FOLLOWING NEGOTIATIONS WITH THE SUCCESSFUL CANDIDATE.**

CARRIED 2/0

6.3 SHIRE OF DOWERIN CEO APPLICATION PACKAGE 2018

Date:	9 April 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	A. Selvey, Chief Executive Officer
Author:	A. Selvey, Chief Executive Officer
Attachments:	2. Draft Application Package details

Summary

This report seeks the Committee's consideration of an application package to commence recruitment of a new CEO.

Background

Following an informal information session with Lydia Highfield, Recruitment Manager at WALGA, the attached CEO Application Package has been drafted and is presented for Committee consideration and endorsement to commence the recruitment process.

Comment

At an informal session with Ms Highfield on Thursday 5 April, the Committee provided verbal feedback on the current context at the Shire and current priorities. The CEO subsequently provided updates on the changes to Council and Shire operations as required in the Council Information section of the package. The updated package is now presented for formal consideration and endorsement by the Committee.

Financial Implication

The cost of recruitment has been included in the 2017-18 Mid Year Budget Review.

The CEO's salary is accommodated within the operational budget.

Consultation

Attachment Two was the subject of discussion with the CEO Recruitment Committee on Thursday 5 April and updated to reflect those discussions.

Policy Implications

Nil

Statutory Implications

The determination for local government Chief Executive Officers is legislated under Section 7A and 7B of *The Salaries And Allowances Act 1975*.

Risk Implications

Nil

OFFICER RECOMMENDATION – ITEM NO. 6.3

- 1. THAT THE DRAFT SHIRE OF DOWERIN CEO APPLICATION PACKAGE 2018 BE ENDORSED BY THE COMMITTEE AND USED AS REQUIRED IN THE RECRUITMENT PROCESS.**

COMMITTEE DECISION – ITEM NO. 6.3

Moved: Cr A Metcalf

Second: Cr D Hudson

- 1. THAT THE DRAFT SHIRE OF DOWERIN CEO APPLICATION PACKAGE 2018 BE ENDORSED BY THE COMMITTEE AND USED AS REQUIRED IN THE RECRUITMENT PROCESS.**

CARRIED 2/0

7. NEXT MEETING

Date: To be confirmed

Items for next meeting:

8. CLOSURE OF MEETING

The presiding member closed the meeting at 2.55 pm.