



**MINUTES**  
**OF MEETING**  
**HELD ON**  
**15 NOVEMBER 2016**  
**3.00PM**

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## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Metcalf opened the meeting at 3.00pm.

### 1.2 OBITUARIES

## 2. RECORD OF ATTENDANCE/APOLOGIES

### 2.1 RECORD OF ATTENDANCE

D.E. Metcalf	President	Town Ward
G.B. Ralph	Deputy President	Rural South Ward
R.I. Trepp		Rural South Ward
B.N. Walsh		Town Ward
D.P. Hudson		Town Ward
A.J. Metcalf		Town Ward
W.E. Coote		Rural North Ward
T.A. Jones		Rural North Ward
A.J. Selvey	Chief Executive Officer	
S.L. King	Finance Manager	
S.F. Geerdink	Assets & Works Manager	
C.A. Morrell	Governance & Organisational Development Coordinator	

### 2.2 LEAVE OF ABSENCE

### 2.3 APOLOGIES

### 2.4 GUESTS

Lyn Phillips

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

## 4. DECLARATION OF ELECTED MEMBERS

## 5. PUBLIC QUESTION TIME

Shire of Dowerin  
PO Box 111  
Dowerin 6461

PO Box 45  
Dowerin 6461  
14/11/2016

Att: Andrea Selvey (CEO)

Dear Madam,

**1. Last Friday 11<sup>th</sup> November 2016, I was upset to see the Twinkarri machine working on Uberin Rd, near the Botherling East Rd, T-Junction.**

**2. What is the reason for the clearing** of the roadside jam trees (except for a few of the bigger ones), on both sides of the road for a distance of 1-2kms?

- **On the tight corner**, where the trees were overhanging the road, then it is presumably a safety issue.

- **On the straight stretch**, where the road is wide, I see no reason why these jam trees were destroyed; with exception of the old Sheoak that needed trimming, because it was encroaching on the road.

**3. What concerns me most is the ruthless way these trees were pruned**, as many are now a pile of sticks and leaves on the ground. A few trees remain, but have been butchered, with branches left in a lopsided fashion, that looks ugly and they may well die anyway.

**4. Would you prune the trees in Dowerin townsite with this machine?** I doubt it as there would be a public outcry, against such destruction. Not environmentally friendly?

**5. Destruction of habitat** - On Friday, I saw a lizard crawling out of the rubble, and I guess his home has been destroyed, not to mention the home of birds, that once nested in these trees. We talk about having corridors of bush along the road verges, so animals, birds, reptiles and insects can move safely, from one location to another.

**6. Biodiversity** - If we remove the vegetation, this in turn reduces the flowers available for the pollinators, needed for crops, etc..and also reduces the biodiversity of flora, so that those creatures relying on these species, will be lost to future generations. **Many species of flora are becoming rare in WA and we humans are responsible for their protection or destruction – the choice is ours.**

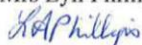
**7. Do you need a Clearing Permit to remove the trees from the batter**, and as far as I can see in this instance; the batter is very close to the fence line on Uberin Rd?

8. I understand that as yet, you have not graded the batter this time? When the grader follows the Twinkarri machine, I believe it encourages erosion and weed invasion. **Surely there is a better way, if we want to preserve what is left? Please would you consider using the Staff Pruning method for future trimming work?**

**9. As a rate payer, I would like to know, the cost of using the Twinkarri machine per hour?** Is it cheaper to use the Staff Pruning method?

I have spoken to several people, who live South of Dowerin, and they are concerned about this matter too.

Yours sincerely, Mrs Lyn Phillips



**Responses by Works Manager, Steven Geerdink.**

2. For road safety and farm machinery getting bigger.
3. With this machine we do get regrowth and we will be going back out with chainsaws to neaten any jagged cuts up.
4. No we use a cherry picker and chainsaws in town due to power lines.
6. We do not remove the vegetation, the tree is ground to mulch and the mulch is left covering the ground
7. No, for trees on the back slope and regrowth you do not require permits.
- 8 & 9. On an hourly rate comparison this would be very similar.

15<sup>th</sup> November 2016

To the Dowerin Shire Council  
Cottrell Street  
Dowerin WA 6461

Peter Spark & Kylie Spark  
Box 77  
Dowerin WA 6461

RE: Short Term Accommodation & Caravan Park

We are writing this letter to have it formally presented at Council, to set a few matters straight regarding Dowerin Roadhouse's understanding of the short term accommodation plan, as "misinformation causes confusion and anger." \* 1.

Les Criehton invited me for an informal discussion in the Shire Office to peruse the figures of the caravan park and the motel units and the possibility of purchasing them.

No formal offer was made or accepted by either party and as no records can be found of such, this clearly proves the point.

Discussions with councillors since has the figure ranging from \$200,000 to \$300,000 which fits with our recollection of a verbal offer based on land value, infrastructure and the income at the time.

No further offer or discussion has eventuated from that period, approximately 9 years ago up to the present time, leading us to believe that the Shire has no interest in buying or operating a caravan park and motel units.

No previous feasibility study has been provided and from my understanding it was unviable.

There were no formal discussions with the previous CEO Dacre Alcock in 2014 however it was common knowledge that the Roadhouse and Caravan Park were for sale and the current tenant Mrs Sylvia Whitehurst did purchase the business. ( Roadhouse and Caravan Park premise's still owned by the Spark Family )

We would also like you to provide any evidence that Kylie requested that any information provided regarding purchasing prices or terms would be strictly confidential.\* 2.

As a large family living and working in the community it beggars belief that not one of us were informed of the decision to proceed with the Short Term Accommodation precinct and had we heard we would have certainly entered in to discussions with the Shire. The public consultation clearly was lacking and the widely documented need for the community of a short term accommodation facility in Dowerin was not the general consensus from what we are hearing.

As for comments that the motel units and caravan park were "not up to scratch" or that some negative feedback was received I would like to bring to your attention that we were informed on many occasions that the accommodation was great value for money and that they did not expect to find that sort of standard in the bush and the service was brilliant.

I am sure that having dealt with the public that you are well aware that you can not please all the people all of the time.

On further comments that we had plenty of time to better the service I would like to list improvements that have been made on the motel units, caravan park and ablutions:

On-going electrical work

16 new beds

New Linen

New tv's

New air cons

New bar fridges

New floor treatments

New washing machine

(Most of which was purchased from a local business.)

And new roof for units

Plumbing that is constantly being renewed (with ongoing minister sewer issues.)

In reference to your Dowerin Short Term Accommodation Precinct Price Comparison- Surrounding Facilities, I would like to bring to your attention that it is incomplete and that it clearly states that there are loses for the towns that are listed.

We feel that after owning and operating a successful accommodation business in conjunction with the Roadhouse, that the Shire's Short Term Accommodation & Caravan Park is unwarranted, will not be viable and will also take income from existing businesses.

Whilst there are many other issues that we feel contribute to this debacle we are not here to create conflict.

We wish that this venture every success and hope that it brings all the proposed benefits that are planned and more.

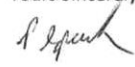
1. Dowerin Despatch Volume 36, Thursday 20<sup>th</sup> October 2016, page 5.
2. Letter dated 21<sup>st</sup> July 2016 referring to Short Term Accommodation Committee Meeting Monday 3<sup>rd</sup> February 2014.

Yours Sincerely



Kylie Spark

Yours Sincerely



Peter Spark

***Council made no response as no response appeared to be required.***

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. CONFIRMATION OF MINUTES**

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**COUNCIL DECISION – ITEM 7.1**

(2704)              Moved: Cr D Hudson              Seconded: Cr R Trepp              Carried: 8/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 18 OCTOBER 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

**9.1 PRESIDENT ANNOUNCEMENTS**

- 27 Oct - Southern Cross Radio Interview
- 2 Nov - LEMC meeting
- 4 Nov - CRC – Simulcast
- 11 Nov - MCG Architects re: STA Tender
- 12 Nov - National Library interview regarding change in grain production methods

**10. REPORTS OF COMMITTEE AND OFFICERS****10.1 OPERATIONS****10.1.1 RFT 04/2016 TENDER FOR 2 BAY SHED FOR BUSH FIRE SERVICES**

Date:	07 November 2016
Applicant:	The Shire of Dowerin
Location:	Portion of Lot 35 Memorial Avenue, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	1. Tender Evaluation Report (Confidential)

Summary

This item presents the tenders and tender evaluation report for the supply and construction of a 2-Bay Shed for Bush Fire Services and seeks a resolution from Council to award a contract to the preferred tenderer.

Background

Following advice in August 2016 that the Shire's application for funding for a new Fire Services Building was successful and that the Shire would receive \$241,120 for a 2 Appliance Bay Facility & Amenities, Council resolved to call for tenders for this project at the Ordinary Meeting of Council on 20 September 2016. Following this decision by Council, the tender was advertised in the West Australian on Saturday 24 September 2016.

This item brings the tenders and tender evaluation report before Council and seeks Council approval to award the contract for the supply and construction of a Bush Fire Services Building within the constraints of the grant funding.

Comment

Three compliant tenders and one non-compliant tender were received. The compliant tenders were evaluated by the tender assessment panel consisting of the Assets & Works Manager, Chief Bush Fire Control Officer and CEO against the following criteria.

<b>A. Price</b>  Tenderers must address the following information in an attachment and label it " <b>Price</b> "	<b>Weighting</b>  <b>50%</b>
<b>B. Relevant Experience</b>  Tenderers must address the following information in an attachment and label it " <b>Relevant Experience</b> "	<b>Weighting</b>  <b>20%</b>
<b>C. Timeliness of Delivery</b>  Tenderers must address the following information in an	<b>Weighting</b>  <b>10%</b>

<p>attachment and label it “<b>Timeliness of Delivery</b>”</p> <p>Tenderers shall provide a program of works in sufficient detail for the Principal to properly assess the offer. The project program of works submitted shall form part of the contract agreement.</p> <p>The Contractor undertakes to perform the work in accordance with the approved Project (Timeline) Schedule and relevant Quality Control requirements.</p>	
<p><b>D. Safety &amp; Risk Management</b></p> <p>Tenderers must prepare a OSH Management Documentation covering the following criteria.</p>	<p><b>Weighting</b></p> <p><b>10%</b></p>
<p><b>E. Tenderer’s Resources</b></p> <p>Tenderers must address the following information in an attachment and label it “<b>Tenderer’s Resources</b>”:</p> <p>(As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “<b>Tenderer’s Resources</b>”.)</p>	<p><b>Weighting</b></p> <p><b>10 %</b></p>

The tender assessment panel’s report is attached – see Attachment 1.

#### Consultation

The CEO and Assets & Works Manager have consulted with the Chief Bush Fire Control Officer and the DFES Area Officer for the Upper Wheatbelt.

#### Financial Implications

The Shire has received a grant of \$241,120. This funding must cover all costs associated with the project, including connection to utilities. The recommended tenderer’s submission will allow the Shire to deliver this project within budget.

The Shire’s contribution to this project is:

1. Provision of suitable land which has no financial implication ; and
2. Site works which is estimated to cost \$6000.00. This work was factored into the 2016/17 budget and will therefore have no additional financial impact.

#### Policy Implications

Council has an adopted Policy with respect to Procurement which stipulates that purchases over \$100,000 require a public tender process and for Council to select and approve the tenderer. The proposed process is compliant with this policy requirement.

Statutory Implications

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.

Strategic Implications

Strategic Community Plan – Theme 1 – Community

Objective 1.1 Maintain a liveable and safe environment for all

Voting Requirements

Simple majority

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**OFFICER RECOMMENDATION – ITEM 10.1.1**

***THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECT 3.57 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO AWARD TENDER 04/2016 SUPPLY AND CONSTRUCTION OF A 2 BAY SHED FOR BUSH FIRE SERVICES TO BUILDON CONSTRUCTION AND RECORD THE TENDER AMOUNT IN THE MINUTES.***

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**COUNCIL DECISION – ITEM 10.1.1**

(2705)                      Moved: Cr W Coote                      Seconded: Cr T Jones                      Carried: 8/0

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECT 3.57 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO REJECT ALL TENDERS FOR RFT 04/2016 SUPPLY AND CONSTRUCTION OF A 2 BAY SHED FOR BUSH FIRE SERVICES AND READVERTISE FOR TENDERS.**

***Reason Council Decision is varied from Officer Recommendation:***

***Council is of the opinion that the tenders do not offer good value for money and that re-advertising may encourage more competitive tenders.***



**10.1.2 RFT 05/2016 SHORT TERM ACCOMMODATION CONSTRUCTION TENDER**

Date: 07 November 2016  
Applicant: Shire of Dowerin  
Location: Reserve 10614 on Part Lot 192 Fraser Street, Dowerin  
File Ref:  
Disclosure of Interest: Nil  
Author: Andrea Selvey, CEO  
Attachments: 2. Architects Tender Report (Confidential)  
3. Tender Evaluation Report (Confidential)

**Summary**

This item presents the tenders and tender evaluation report for the construction of Short Term Accommodation Precinct and seeks a resolution from Council to award a contract to the preferred tenderer.

**Background**

At the Special Meeting of Council on 06 September 2016, Council resolved to approve calling for tenders for Phase One of the Dowerin Short Term Accommodation Project. At the Ordinary Meeting of Council on 18 October 2016, Council resolved to not accept any tenders due to a technical administrative error and to readvertise the tender. Therefore Tender 05/2016 was advertised with tenderers asked to address the following Mandatory Criteria:

Description of Compliance Criteria
(a) Compliance with the Specification contained in the Request.
(b) Compliance with the Conditions of Tendering this Request.
(c) Compliance with the Insurance requirement for this Request and completed clause 4.9.
(d) Compliance with and completion of the Price Schedule.

Tenderers were also asked to address the following qualitative criteria:

**Relevant Experience**

Demonstrated experience in completing similar regional projects and related Project Experience

Describe your experience in providing a similar service and supply references from other local authorities and/or organisations and include the following as a minimum:

- a. Name;
- b. Business; and
- c. Contact Numbers.

Supply details in an attachment.

**Demonstrated understanding of the project background and brief**

Describe your understanding of the requirements of this project including the extent of works to be carried out by the Shire.

Supply details in an attachment.

**Project Plan (Timeline and Methodology)**

Outline your proposed project plan including timeline and methodology.

Supply details in an attachment.

**Resources of the organisation**

Provide information about the human and other resources of your organisation that can be utilised to bring this project to successful fruition. In particular provide resumes of your proposed Contract Administrator and Site Supervisor and how their experience will benefit this project.

Supply details in an attachment.

Comment

The qualitative criteria were scored as follows:

- Price 50%
  - Experience 10%
  - Understanding 20%
  - Project Plan 10%
  - Resources 10%
- 100%

Ten Tenders were received; seven were conforming tenders and three were alternative tenders. The Architects reviewed all tenders and advised that due to the difference in the Tender Sum values between the two lowest priced tenders, it was not warranted to engage with the other tenderers at the moment. See Attachment 2 - Architects Tender Report (Confidential).

A tender assessment panel of the Assets & Works Manager, Community Development Officer, Environmental Health/Building Officer and Dowerin Events Management Event Coordinator assessed the tenders against the qualitative criteria. The recommendation from the Panel being put to Council is that the tender is awarded to Solution 4 Building.

See Attachment 3 for the Tender Evaluation Report (Confidential)

Consultation

No external community consultation has occurred in the calling for tenders.

Financial Implications

The 2016/17 Budget makes provision of \$2,273,700 for the Short Term Accommodation Project with a construction cost of \$1,503,050.00 (exclusive of GST). The recommended tenderer price is within budget allocation.

Policy Implications

Council has an adopted Policy with respect to procurement which stipulates that purchases over \$100,000 require a public tender process. The process for calling for and assessing tenders has complied with this policy requirement.

Statutory Implications

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

Strategic Implications

*Community Strategic Plan*

Objective 2.3; Strategy 2.3.5

Voting Requirements

Simple Majority

**COUNCIL DECISION – ITEM 10.1.2**

(2706)

Moved: Cr B Walsh

Seconded: Cr A Metcalf

Carried: 7/1

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECT 3.57 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES:**

- 1. TO AWARD TENDER 05/2016 CONSTRUCTION OF SHORT TERM ACCOMMODATION PRECINCT TO SOLUTION 4 BUILDING AND RECORD THE TENDER AMOUNT IN THE MINUTES.**

### 10.1.3 FINANCE COMMITTEE & ORDINARY MEETINGS OF COUNCIL - 2017 SCHEDULE

Date: 7 November 2016  
Applicant: The Shire of Dowerin  
Location: N/A  
File Ref:  
Disclosure of Interest: N/A  
Author: Andrea Selvey, CEO

#### Summary

This item seeks a Council resolution to adopt a schedule for the Finance Committee Meetings & Ordinary Meetings of Council for the 2017 calendar year.

#### Background

Under Section 5.3 of the Local Government Act, Councils are required to hold ordinary meetings no more than three months apart, although for good governance, more frequent meetings are standard practice. The Shire of Dowerin's usual practice is to hold monthly meetings, with the exception of January.

The Local Government (Administration) Regulations – Reg 12 requires Council to give local public notice of dates, times and the location of its ordinary and special meetings.

*Meetings, public notice of (Act s. 5.25(1)(g))*

*(1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which*

*(a) the ordinary council meetings; and*

*(b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months*

*2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

#### Comment

Ordinary meetings have previously been held on the third Tuesday of every month (except January when no meeting is held). It is proposed to hold the meetings on the fourth Tuesday of every month with the following exceptions:

January – no meeting;

August – third Tuesday to avoid clash with Field Days; and

December – third Tuesday due to Christmas holiday period.

Finance Committee meetings have previously been held on the third Monday of every month (except January when no meeting is held). It is proposed to hold the meetings on the Monday of the week prior to the Ordinary meeting of Council every month.

#### Consultation

Management and Councillors have discussed this matter at Councillor workshops.

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

Section 5.3 of the Local Government Act stipulates the requirement to hold regular Ordinary Meetings of Council and Reg 12 of the Local Government (Administration) Regulations requires Council to give local public notice of dates, times and the location of its ordinary and special meetings. The Officer Recommendation complies with these statutory requirements.

Strategic Implications

Nil

Voting Requirements

Simple majority

**OFFICER RECOMMENDATION – ITEM 10.1.3**

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 5.2 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE FOLLOWING SCHEDULES FOR FINANCE COMMITTEE MEETINGS FOR 2017 AND ORDINARY MEETINGS OF COUNCIL FOR 2017 AS FOLLOWS AND GIVE LOCAL PUBLIC NOTICE REGARDING THESE SCHEDULES:**

<b>FINANCE COMMITTEE MEETINGS 2017</b>		
<b>Date</b>	<b>Venue</b>	<b>Time</b>
<b>MONDAY 20 FEBRUARY 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 20 MARCH 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 17 APRIL 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 15 MAY 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 19 JUNE 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 17 JULY 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 7 AUGUST 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 18 SEPTEMBER 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 16 OCTOBER 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 20 NOVEMBER 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>MONDAY 11 DECEMBER 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>

<b>ORDINARY MEETINGS OF COUNCIL 2017</b>		
<b>Date</b>	<b>Venue</b>	<b>Time</b>
<b>TUESDAY 28 FEBRUARY 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 28 MARCH 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 25 APRIL 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 23 MAY 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 27 JUNE 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 25 JULY 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 15 AUGUST 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 26 SEPTEMBER 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 24 OCTOBER 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 28 NOVEMBER 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>
<b>TUESDAY 19 DECEMBER 2017</b>	<i>Shire of Dowerin Chambers</i>	<i>3pm</i>

**COUNCIL DECISION – ITEM 10.1.3**

(2707)

Moved: Cr R Trepp

Seconded: Cr B Walsh

Carried: 8/0

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 5.2 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE FOLLOWING SCHEDULES FOR FINANCE COMMITTEE MEETINGS FOR 2017 AND ORDINARY MEETINGS OF COUNCIL FOR 2017 AS FOLLOWS AND GIVE LOCAL PUBLIC NOTICE REGARDING THESE SCHEDULES:**

<b>FINANCE COMMITTEE MEETINGS 2017</b>		
<b>Date</b>	<b>Venue</b>	<b>Time</b>
<b>MONDAY 20 FEBRUARY 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 20 MARCH 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 17 APRIL 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 15 MAY 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 19 JUNE 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 17 JULY 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 7 AUGUST 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 18 SEPTEMBER 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 16 OCTOBER 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 20 NOVEMBER 2017</b>	Shire of Dowerin Chambers	3pm
<b>MONDAY 11 DECEMBER 2017</b>	Shire of Dowerin Chambers	3pm

<b>ORDINARY MEETINGS OF COUNCIL 2017</b>		
<b>Date</b>	<b>Venue</b>	<b>Time</b>
<b>TUESDAY 28 FEBRUARY 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 28 MARCH 2017</b>	Shire of Dowerin Chambers	3pm
<b>WEDNESDAY 26 APRIL 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 23 MAY 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 27 JUNE 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 25 JULY 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 15 AUGUST 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 26 SEPTEMBER 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 24 OCTOBER 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 28 NOVEMBER 2017</b>	Shire of Dowerin Chambers	3pm
<b>TUESDAY 19 DECEMBER 2017</b>	Shire of Dowerin Chambers	3pm

***Reason Council Decision is varied from Officer Recommendation:***

***April meeting of Council was proposed for Tuesday 25<sup>th</sup> April 2017 which falls on the Anzac day public holiday so the meeting has been changed to Wednesday 26<sup>th</sup> April 2017.***



#### 10.1.4 LOCAL PLANNING SCHEME AMENDMENT

Date:	7 November 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	4. Shire of Dowerin Local Planning Scheme 2

##### Summary

This item is to provide information for Council to consider the proposed Amendment No.1 to the Shire of Dowerin Local Planning Scheme No.2 to align the scheme with the deemed provisions contained in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 (the regulations) and to provide an overview of the regulations.

##### Background

Section 256 of the Planning and Development Act provides for the Minister for Planning to make regulations in regard to planning schemes.

*Planning and Development (Local Planning Schemes) Regulations 2015* (the regulations) came into effect on 19 October 2015. They replace the *Town Planning Regulations 1967* and associated Model Scheme Text (MST). The regulations are a major part of the planning reform agenda being undertaken by the State Government.

The regulations consist of three elements, being:

- Regulations that govern the preparation and amendment of local planning strategies and schemes, and the review of local planning schemes;
- Model Scheme Provisions (Schedule 1) that should be followed in all local planning schemes; and
- Deemed Provisions (Schedule 2) that automatically apply in every operational local planning scheme in Western Australia.

##### Local Planning Strategies and Schemes

The processes for adopting local planning strategies and schemes are consistent with those contained in the previous regulations.

##### Scheme amendments

The regulations introduce a track based approach to local planning scheme amendments that enables amendments to be classified as either a basic, standard or complex amendment.

The amendment types are defined in Regulation 34, and can be summarised as follows:

Basic: an amendment of an administrative nature including:

- correction of an administrative error
- incorporating model provisions
- compliance with the deemed provisions

- compliance with an Act or State Planning Policy
- zoning of land that is consistent with an approved structure plan, where the zones exist within the schemes

Standard: an amendment that is:

- consistent with a zone or reserve
- consistent with a local planning strategy
- consistent with a structure plan but the zones do not exist within the scheme
- considered to have minimal impact on surrounding land
- not basic or complex

Complex: an amendment that is:

- not consistent with a local planning strategy
- not addressed in a local planning strategy
- to be made at the direction of the Minister
- for a development contribution area or development contribution plan
- of a scale that is significant relative to development in the locality.

The classification of an amendment in turn influences the consultation requirements and timeframes in which the amendment must be dealt with. The public consultation requirements have been amended, in addition to timeframes now being imposed on both the local government and WAPC for processing of the amendment, as outlined in the table below:

<b>Scheme Amendment type</b>	<b>Advertising</b>	<b>Local government consideration period (post advertising)</b>	<b>WAPC timeframe to make recommendation to Minister</b>
Basic	No advertising required  Amendment to be provided to WAPC within 21 days of Council resolution to prepare or adopt	N/A	42 days
Standard	42 days	60 days post end date of submission period	60 days
Complex	60 days  WAPC examination required prior to	90 days post end date of submission period	90 days

	advertising		
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A local government can apply to the Western Australian Planning Commission (WAPC) for an extension of the consideration period. The WAPC can extend their timeframe to make a recommendation to the Minister subject to the approval of the Minister or an authorised person. There are no timeframes imposed on the Minister to make a decision.

A Council resolution will still be required to prepare or adopt a scheme amendment and the resolution will need to specify the classification of the amendment and an explanation as to why the amendment type is appropriate.

#### Model Provisions

The model provisions are to be used when new planning schemes are being prepared. They contain the scheme provisions in regard to matters such as the zones and reserves, objectives, land use permissibility, development standards and special control areas. The model provisions can be varied, subject to the approval of the Minister.

#### Deemed Provisions

Section 257B of the *Planning and Development Act* 2005 provides the ability for deemed provisions to be enforced as part of each local planning scheme to which they apply.

From the 19 October 2015, the deemed provisions contained in Schedule 2 of the regulations, form part of Scheme No. 2. Where there is a conflict or inconsistency between the provisions of Scheme No. 2 and the deemed provisions, the deemed provisions prevail. The Shire is required to comply with, and where appropriate, enforce the deemed provisions, as they form part of the Scheme.

The deemed provisions deal primarily with administrative matters of the scheme, including information to be submitted with a development application, advertising of applications, matters to be considered when determining applications and the determination of development applications.

The deemed provisions also detail when development approval is not required (exempt development).

The deemed provisions cannot be varied. Supplemental provisions can be approved by the Minister, including additional exemptions from development approval.

Amendment No.1 proposes to delete provisions which are inconsistent with the prevailing deemed provisions and amend others to ensure consistency with the deemed provisions.

#### Comment

In respect to Amendment No. 1 it is recommended that it be classified by Council as a basic amendment pursuant to Regulation 34 (c), given that it proposes to delete provisions of the Scheme which have been superseded by the deemed provisions.

In respect to the form which Council's resolution to prepare the amendment must take, new regulation 35 (1) requires that this be in a form approved by the WAPC. The Department of Planning has published a Form 2A for this purpose, and this report's recommendation is provided to be consistent with this form.

The next steps in the procedure for a basic amendment requires:

- the amendment to be forwarded to the WAPC within 21 days of passing of the resolution to prepare the amendment; and
- the amendment to be referred to the Environmental Protection Authority to determine whether it needs to be assessed under the Environmental Protection Act.

#### Consultation

The amendments have been guided by and overseen by the Department of Planning and reviewed by the Shire of Northam planning department. This matter was discussed at the Councillor Workshop on 18 October.

#### Financial Implications

Nil

#### Policy Implications

Nil

#### Statutory Implications

Section 257B of the Planning and Development Act 2005 provides the ability for deemed provisions to be enforced as part of each local planning scheme to which they apply.

#### Strategic Implications

Nil

#### Voting Requirements

Simple majority

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#### **COUNCIL DECISION – ITEM 10.1.4**

(2708) Moved: Cr D Hudson

Seconded: Cr A Metcalf

Carried: 8/0

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 75 OF THE PLANNING AND DEVELOPMENT ACT 2005 RESOLVES TO;**

**1. AMEND THE SHIRE OF DOWERIN LOCAL PLANNING SCHEME NO. 2 BY:**

**1.1 Modifying the Preamble by:**

- Inserting the following into the first paragraph after "this Scheme Text": 'the deemed provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015* Schedule 2, the supplemental provisions contained in Schedule A';
- Deleting reference to 'Scheme Text' and replace with 'deemed provisions' in the second paragraph: and
- Delete the last paragraph in its entirety.

**1.2 Inserting reference to the deemed provisions and supplemental provisions in Clause 1.4 by inserting the following new sub-clauses (b) and (c) and renumbering the sub-clauses**

accordingly:

- 1.4(b) the deemed provisions (set out in the Planning and Development (Local Planning Scheme) Regulations 2015 Schedule 2); and
- 1.4(c) the supplemental provisions contained in Schedule A;

1.3 Inserting '2005' in Clause 1.5 (g) after 'Planning and Development Act'.

1.4 Deleting reference to the following terms and replacing with the corresponding terms throughout the scheme:

- 'planning approval' with 'development approval';
- 'Council' with 'local government';
- 'Residential Planning Codes' with 'Residential Design Codes'; and
- 'Development Plan' with 'Structure Plan';

1.5 Deleting the following clauses from the Scheme Text, as they have been superseded by the deemed provisions set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 2:

- Clause 5.10;
- Parts 2, 7, 8, 9, 10 and 11 in their entirety; and
- Schedules 6, 7, 8 and 9 in their entirety.

1.6 Amending the following clauses by removing the cross reference to the clause deleted by the amendment and replace them with cross reference to the deemed provisions set out in the *Planning and Development (Local Planning Scheme) Regulations 2015* Schedule 2:

- Clause 3.4.1 (b): Part 7 of the deemed provisions;
- Clause 3.4.2 (a): Clause 67 of the deemed provisions;
- Clause 4.3.2 'A': Clause 64 of the deemed provisions;
- Clause 4.3.3 (Note 3): Clause 67 of the deemed provisions;
- Clause 4.4.2 (b): Clause 64 of the deemed provisions;
- Clause 4.8 (c): Clause 80 of the deemed provisions;
- Clause 4.9.2: Clause 64 of the deemed provisions;
- Clause 5.4.2: Clause 64 of the deemed provisions;
- Clause 5.5.2 (a): Part 8 of the deemed provisions; and
- Clause 5.5.3(a): Part 9 of the deemed provisions.

1.7 Making additional amendments to the scheme provisions as follows:

- Replacing reference to 'clause 5.4.2' in clause 5.4.1 with 'clause 4.4.2';
- Replacing two references to 'clause 5.4.1' in clause 5.4.2 with 'clause 4.4.1';
- Replacing the term 'thinks fit' with 'considers appropriate' in clause 5.5.1;
- Replacing the term 'criteria' in clause 5.5.3 (a) with "matters";
- Replacing reference to 'Schedule 10' in clause 5.6.1 with 'Schedule 6';

- Replacing reference to 'Part 4' in clause 5.7 with 'Part 3'; and
- Replacing the term 'by the Minister for Environment which' with 'under the Environmental Protection Act 1986 that' in the first sentence in Schedule 6.

1.8 Deleting the following Use Classes and associated permissibilities from Table 1 - Zoning Table:

- 'Rural Home Business' under 'Residential Uses'; and
- 'Plantation' under 'Rural Uses'.

1.9 Modifying the following Use Classes in Table 1 - Zoning Table, for consistency with Part 6 of the model definitions contained in Schedule 1 of the Regulations and to carry over associated permissibilities:

- Replace 'Short Stay accommodation' with 'Tourist Development';
- Replace 'Showroom' with 'Bulky goods showroom';
- Replace 'Private Recreation' with 'Recreation - Private';
- Replace 'Restaurant' with 'Restaurant/café';
- Replace 'Industry - general' with 'Industry';
- Replace 'Industry - mining' with 'Mining operations';
- Replace 'Industry - rural' with 'Industry - primary production';
- Replace 'Warehouse' and 'Storage' with 'Warehouse/storage';
- Replace 'Rural Pursuit' with 'Rural pursuit/hobby farm';
- Replace 'Agroforestry' with 'Tree Farm';
- Re-ordering use classes in the sub-sections to retain alphabetical sequence; and
- Replacing 'camping ground' with 'camping area' for consistency with Schedule 1.

1.10 Modifying 'Schedule 1 - Dictionary of defined words and expressions' to establish consistency with land use terms contained in Part 6 of Schedule 1 of the model provisions for local planning schemes, or having the same meaning as the Residential Design Codes.

- Replacing the term 'words and expressions' in the heading with 'terms';
- Modifying the introductory paragraph to read 'Unless otherwise listed below, the terms used in the scheme have the same meaning as the general definitions and land use terms contained in Part 6 of Schedule 1 of the model provisions for local planning schemes in the Planning and Development (Local Planning Schemes) Regulations 2015, or have the same meaning as defined in State Planning Policy 3.1 - Residential Design Codes';

1.11 Inserting the following additional definitions to Schedule 1 - Dictionary of defined terms and expressions as follows and re-order the definitions to retain alphabetical sequence:

- **Fast food outlet** means premises used for the preparation, sale and serving of food to customers in a form ready to be eaten without further preparation, primarily off the premises, but does not include a lunch bar.
- **Industry - cottage** means - a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which -

(a) does not cause injury to or adversely affect the amenity of the neighbourhood;

- (b) where operated in a residential zone, does not employ any person other than a member of the occupier's household;
  - (c) is conducted in an out-building which is compatible with the principle uses to which land in the zone in which it is located may be put;
  - (d) does not occupy an area in excess of 50 square metres; and
  - (e) does not display a sign exceeding 0.2 square metres in area.
- **Industry - Hazardous** means an Industry which, when in operation and when all measures proposed to minimise its impact on the locality have been employed (including measures to isolate the industry from existing or likely future development on other land in-the locality), would pose a significant risk in relation to the locality, to human health, life or property, or to the biophysical environment. Examples of such industry include oil refineries and chemical plants but would generally exclude light, rural or service industries.
  - **Industry - service** means
    - (a) an industry - light carried out from premises which may have a retail shop front and from which goods manufactured on the premises may be sold; or
    - (b) premises having a retail shop front and used as a depot for receiving goods to be serviced.
  - **Lunch bar** means premises or part of premises used for the sale of takeaway food (in a form ready to be consumed without further preparation) within industrial or commercial areas.

1.12 Deleting the following definitions in 'Schedule 1 - Dictionary of defined words and expressions':

- Plant Nursery;
- Rural Home Business;
- 'Short Stay Accommodation'; and
- 'Transport Depot'.

1.13 Adding 'Schedule A - Supplemental provisions to the deemed provisions and inserting the following provisions:

These provisions are to be read in conjunction with the deemed provisions (Schedule 2) contained in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Clause 61(1):

- (k)** the erection or installation of a sign or advertisement of a class specified in Schedule 5 of this Scheme that applies in respect of the sign unless the sign is to be erected or installed -
- (i) on a place included on a heritage list prepared in accordance with this Scheme; or
  - (ii) on land located within an area designated under this Scheme as a heritage area.

(l) the erection or extension of a single house on a lot if a single house is a permitted (“P”) use in the zone (where the R Codes do not apply) in which that lot is located, where the development standards set out in the Scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:

- (i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
- (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
- (iii) included on a heritage list prepared in accordance with this Scheme; or
- (iv) within an area designated under the Scheme as a heritage area; or
- (v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29.

(m) the erection or extension of an outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house if a single house is a permitted (“P”) in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:

- (i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
- (ii) the subject of an order under the *Heritage of Western Australia Act 1990* Part 6; or
- (iii) included on a heritage list prepared in accordance with this Scheme; or
- (iv) within an area designated under the Scheme as a heritage area; or
- (v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29.

(n) the demolition of any building or structure except where the building or structure is:

- (i) located in a place that has been entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
- (vi) the subject of an order under Part 6 the *Heritage of Western Australia Act 1990*; or
- (ii) included on the heritage list prepared in accordance with this Scheme; or
- (iii) located within an area designated under the Scheme as a heritage area.

1.14 Renumbering the remaining scheme provisions and schedules sequentially and updating any cross referencing to the new clause numbers and deemed provisions as required.

**2. RESOLVE, PURSUANT TO REGULATION 35(2) OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 (THE REGULATIONS), THAT AMENDMENT NO.1 IS A BASIC AMENDMENT IN ACCORDANCE WITH REGULATION 34(C),**



**AS IT PROPOSES TO AMEND THE SCHEME TEXT TO DELETE PROVISIONS THAT HAVE BEEN SUPERSEDED BY THE DEEMED PROVISIONS IN SCHEDULE 2 OF THE REGULATIONS;**

- 3. AUTHORISE COUNCIL OFFICERS TO PREPARE THE SCHEME AMENDMENT DOCUMENTATION;**
- 4. AUTHORISE THE AFFIXING OF THE COMMON SEAL TO AND ENDORSE THE SIGNING OF THE AMENDMENT DOCUMENTATION;**
- 5. PURSUANT TO SECTION 81 OF THE PLANNING AND DEVELOPMENT ACT 2005 REFERS AMENDMENT NO.1 TO THE ENVIRONMENTAL PROTECTION AUTHORITY;**
- 6. PURSUANT TO REGULATION 58 OF THE REGULATIONS, PROVIDES AMENDMENT NO.1 TO THE WESTERN AUSTRALIAN PLANNING COMMISSION.**

#### 10.1.5 LOCAL LAWS REVIEW

Date:	7 November 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO

##### Summary

This report provides Council with information on the statutory requirement to commence a review of the Shire's suite of Local Laws and to consider adopting a Local Law to repeal superseded, obsolete and defunct Local Laws.

##### Background

This item proposes to initiate a review of the Shire's suite of Local Laws. Section 3.16 of the Local Government Act 1995 ('Act') requires that each Local Law is to be reviewed within 8 years of the day from which it commenced. No Local Law review has apparently been undertaken to date.

Current Local Laws are listed below:

- Swimming Pool – Gazetted 19/2/1969
- Dowerin and Minnivale Cemeteries – Gazetted 9/2/1970 (as amended)
- Health – Gazetted 20/11/1998
- Standing Orders – Gazetted 8/1/2002
- Activities on Thoroughfares – Gazetted 8/1/2002
- Local Government Property – Gazetted 8/1/2002
- Refuse Disposal Facilities – Gazetted 3/7/2007
- Dogs – Gazetted 29/2/2008
- Fencing – Gazetted 30/9/2008
- Waste – Gazetted 15/6/2010

##### Comment

The purpose of a Local Law review is to assess the relevance of each current Local Law and to consider whether or not the Local Law should remain unchanged; be amended; or be repealed if found to be no longer relevant to its intended purpose. These Local Laws are available for inspection on the Department of Local Government and Communities Website <https://www.dlgs.wa.gov.au/LegislationCompliance/Pages/Local%20Laws%20Register.aspx#k=> or in hardcopy at the Shire of Dowerin Administration Office.

A further intention of a Local Law review is to assess current Local Laws that are clearly superseded, obsolete or redundant that should be repealed.

##### **Review Process**

The Local Laws review process required by the Act involves the following steps:

1. Council determines to commence a review.

2. Statewide Public Notice is given stating that:
  - (a) the Local Government proposes to review the Local Laws;
  - (b) a copy of the Local Laws may be inspected or obtained at any place specified in the notice;
  - (c) submissions about the Local Laws may be made before a date specified in the notice, which must be not less than 6 weeks after the notice has been given.
3. Local public notice must also be given.
4. Local Government is to consider any submissions received during consultation period.
5. Local Government is to prepare a report to Council.
6. Council to consider the report and may determine (by absolute majority decision) whether or not to repeal or amend the Local Laws.

#### Consultation

WALGA has provided information will assist in this process. This matter was discussed at the Councillor workshop on 18 October 2016.

#### Financial Implications

The financial implications associated with a Local Laws Review will be limited to the statutory advertising costs for Statewide and Local Public Notice estimated at \$500.00.

#### Policy Implications

Nil

#### Statutory Implications

Section 3.16 of the Local Government Act 1995 ('Act') requires that each Local Law is to be reviewed within 8 years of the day from which it commenced.

#### Strategic Implications

Local Laws can provide the legislative basis for Councils to make and enforce strategic decision about the good governance and management of the Shire. Maintaining a modern and appropriate suite of Local Laws assists a Local Government manage its regulatory, public health and safety, and property management functions.

#### Voting Requirements

Simple majority

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#### **COUNCIL DECISION – ITEM 10.1.5**

(2709)

Moved: Cr A Metcalf

Seconded: Cr T Jones

Carried: 8/0

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.16 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO COMMENCE A REVIEW OF THE SHIRE OF DOWERIN LOCAL LAWS AND GIVE STATEWIDE AND LOCAL NOTICE OF THE REVIEW.**

#### 10.1.6 PRISONER EMPLOYMENT PROGRAM APPLICANT

Date:	7 November 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Steve Geerdink

##### Summary

This report seeks Council consideration of a Prisoner Employment Program applicant request.

##### Background

The Department of Corrective Services provides a range of career and employment services to support prisoners into sustainable employment options. The Prisoner Employment Program (PEP) is one such strategy to assist in sustainable employment options.

The intention of any PEP activity is to prepare the prisoner for their eventual release and increase likelihood of their successful re-entry into the community.

Since the inception of the Wheatbelt Work Camp in 2012, Council has had a very good relationship with the camp including participation with the Prisoner Employment Program. In the past four years, the Shire of Dowerin has provided paid employment through PEP for three Wheatbelt Work Camp prisoners. Upon successful completion of their PEP, two of these participants have remained as current Council employees and Shire of Dowerin community members and the third participant has continued to reside and work in the local area.

The prisoner employment program works by Council taking a worker on who is nearing the end of their sentence. They commence under the term static worker, where they work for Council at no cost.

When the worker enters the last 6 months of their sentence, they may be eligible for paid employment where the money earned is held in an account for their use following their release. When the worker is on paid PEP they also pay rent to Corrective Services.

##### Comment

Since 2012 Council have made allocations to the salaries budget for the prisoner employment program. This allocation was not included this financial year as during the time Councils 2016-17 budget was being developed staff were concentrating on budgeting on compliance and Governance as a priority.

Currently we have a worker from the Wheatbelt Work camp Brendan Jordan on static who will be eligible for PEP from the end of January 2017, he has indicated a strong desire to undertake his PEP with the Shire of Dowerin. With PEP the applicant needs to lodge an application through Corrective Services 3 months prior to being able to commence paid employment. Brendan has brought a high skill level in many areas including welding and fabricating to operation most of our large vehicles on various worksites.

Pay rates for PEP participants at the Shire of Dowerin are based on Level 2 of the Municipal Employees (WA) Interim Award 2011.

Financial Implications

Allocation of \$17,000.00 would be required which can be catered for in the 2016/17 original budget due to lower than anticipated YTD expenditure in Salaries and Wages as at 31 October 2016. The decrease in expenditure is due to the a delay in recruitment for internal positions.

Consultation

Chief Executive Officer – Andrea Selvey

Finance Manager – Sonia King

Department of Corrective Services - Wheatbelt Work Camp

Policy Implications

Shire of Dowerin Recruitment Policy

Statutory Implications

Prisons Act 1981

Industrial Relations Act 1979

Strategic Implications

Community Strategic Plan

Shire of Dowerin Workforce Plan

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 10.1.6**

(2710)

Moved: Cr D Hudson

Seconded: Cr A Metcalf

Carried: 8/0

**THAT COUNCIL ;**

- 1. CONSIDER THE CURRENT APPLICATION FOR PEP PARTICIPATION FOR 2016/2017,**
- 2. APPROVE ALLOCATION OF \$17,000.00 OF SURPLUS SALARIES AND WAGES FUNDS FOR PEP PARTICIPANT AT LEVEL 2 OF THE MUNICIPAL EMPLOYEES (WA) INTERIM AWARD 2011.**

#### 10.1.7 DOWERIN D.H.S. REQUEST TO WAIVE SWIMMING POOL ENTRY FEES

Date:	08 November 2016
Applicant:	Dowerin District High School
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	5. Letter from Dowerin District High School

##### Summary

This item seeks a resolution of Council in relation to a request from Dowerin District High School to waive fees for student use of the Dowerin Memorial Swimming Pool (the Pool) for various events and activities in 2017.

##### Background

The Shire received a letter from Dowerin District High School on 8 November 2016 (see Attachment 5) requesting complementary access to the Pool for the following events:

1. Cadet Training Course, 2016
2. Swimming Lessons, 2017
3. Swimming Trials, 2017
4. Swimming Carnivals, 2017
5. Cadets Training.

The Shire has allowed free access to the Pool in previous years.

##### Comment

This item is being brought before Council as the value of the sponsorship support is substantial and the 2016/17 Fees and Charges adopted by Council does not include this sponsorship. While the CEO and Management staff support this request, the CEO does not have delegated authority to waive Council adopted fees and charges. Council may choose to delegate some authority to waive fees, within a set limit, as part of the review of delegations when the updated Delegations Register is presented for formal consideration by Council in the near future. However, it is likely waiving fees of approximately \$2000 would be outside any delegation limit set by Council. Where sponsorship in the form of waiving of fees and charges is likely to be recurring, it is possible for Council to consider such sponsorship as part of the annual budget and factor the appropriate discount into the fees and charges in a manner that is transparent and can be accounted for. This option can be further discussed with Council as part of the 2017/18 budget process.

##### Consultation

Finance Manager

Assets & Works Manager

##### Financial Implications

Should Council resolve as per the officer's recommendation the monetary value in foregone revenue would be estimated at approx \$2000. This is calculated by multiplying the cost of entry for a child

(i.e. \$3.50) by anticipated numbers for each event and deducting approximately 50% to allow for families who have season passes and would therefore be eligible for entry for these events at no additional cost. As it has been the practice to allow free entry in previous years, this approach is not anticipated to have any impact the Swimming Pool's revenue projections in the 2016/17 budget.

Policy Implications

Nil

Statutory Implications

*LOCAL GOVERNMENT ACT 1995 - SECT 6.12 refers to the Power to defer, grant discounts, waive or write off debts.*

*(1) Subject to subsection (2) and any other written law, a local government may —*

*(b) waive or grant concessions in relation to any amount of money;*

Strategic Implications

Strategic Community Plan

Objective 1.2 - Pride and Participation in our Community.

Voting Requirements

Simple majority

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**COUNCIL DECISION – ITEM 10.1.7**

(2711)              Moved: Cr R Trepp                      Seconded: Cr D Hudson                      Carried: 8/0

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 6.12 OF THE LOCAL GOVERNMENT ACT RESOLVES TO SUPPORT THE DOWERIN DISTRICT HIGH SCHOOL POOL EVENTS AND ACTIVITIES BY ALLOWING FREE ENTRY FOR PARTICIPANTS AND SPECTATORS AT THE FOLLOWING ACTIVITIES AND EVENTS:**

- 1. CADET TRAINING COURSE, 2016;**
- 2. SWIMMING LESSONS, 2017;**
- 3. SWIMMING TRIALS, 2017;**
- 4. SWIMMING CARNIVALS, 2017; AND**
- 5. CADETS TRAINING, 2017.**

## 10.2 FINANCE REPORT

### 10.2.1 FINANCE REPORT – 31 OCTOBER 2016

Date:	10 November 2016
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King – Finance Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	6. Monthly Financial Activity Statements – October 2016

#### Summary

I present the financial statements for the period 1 July 2016 to 31 October 2016.

#### Background

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

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

#### 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:

- Statement of Financial Activity – Statutory Reporting Program

This report provides details of the Shire's operating revenues and expenditures on a year to date basis, by Program and Nature or Type. The report has been further extrapolated to 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 report (Note 3).

- Capital Acquisitions

This report provides year to date budget performance (by line item) in respect of the following capital expenditure activities

- Land and Buildings
- Infrastructure Assets – Roads
- Net Current Funding Position (Note 3)

This report provides details of the composition of the net current asset position on a year to date basis, and reconciles with the net current position as per the Statement of Financial Activity by Program (pg.3) and Statement of Financial Activity by Nature or Type (pg. 4).

- Cash Backed Reserves (Note 7)

This report provides summary details of transfers to and from reserve funds, and also associated



interest earnings on reserve funds, on a year to date basis.

Additional reports and/or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

#### Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 October 2016 is as detailed in the financial statements at Note 7.

#### Consultation

Finance Committee

#### Financial Implications

Any financial implications are detailed within the context of this report.

#### Policy Implications

Nil

#### Statutory Implications

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

#### Strategic Implications

Nil

#### Voting Requirements

Simple Majority

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#### **COUNCIL DECISION – ITEM 10.2.1**

(2712)                      Moved: Cr W Coote                      Seconded: Cr B Walsh                      Carried: 8/0

**THAT THE COUNCIL RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 OCTOBER 2016, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.**

**10.2.2 ACCOUNTS FOR PAYMENT – 5 OCTOBER TO 4 NOVEMBER 2016**

Date: 9 November 2016  
Applicant: Shire of Dowerin  
Location: Dowerin  
File Ref:  
Disclosure of Interest: Nil  
Author: Emma Hardy – Finance Officer  
Senior Officer: Sonia King – Finance Manager  
Attachments: List of Accounts  
Credit Card Summaries

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil

Voting Requirements

Simple Majority

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**COUNCIL DECISION – ITEM 10.2.2**

(2713) Moved: Cr D Hudson                      Seconded: Cr A Metcalf                      Carried: 8/0

**THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE OCTOBER 2016 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).**

# LIST OF ACCOUNTS

## 05/10/2016 - 04/11/2016

### MUNICIPAL FUND

ELECTRONIC PAYMENTS					
Voucher	Date	Name	Description	Amount	Contra
167		Cheque 2063 in Octobers List of Accounts			
168		Credit Card Payment - Australia Post (October Statement)			
169	07/10/2016	Puma Energy	HACC/Depot/Admin - October Fuel Usage	-1230.68	
170		T Mann Manual Super Payment - Cheque 10242			
171		E Coulthard Manual Super Payment - Cheque 10242			
172	04/10/2016	NAB Business VISA	September VISA Usage. Depot - Software for Traffic Management renewal. STA - Construction Tender Advertising. Members Expenses - Councillor iPad Credit. Advertising - Bush Fire Shed Tender Advertising. Card Fees x3	-1976.45	-718.20
<b>TOTAL</b>				<b>-\$3,207.13</b>	<b>-\$718.20</b>
EFT	Date	Name	Description	Amount	Contra
EFT4311	07/10/2016	AVON VALLEY GLASS	16 Anderson St - Replace cracked glass window	-310.10	
EFT4312	07/10/2016	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	Australia Day Breakfast - Citizen of the Year Awards	-495.00	
EFT4313	07/10/2016	BOEKEMAN MACHINERY	D005 HINO - Starter Motor. Spray Tank - Connector.	-1985.96	
EFT4314	07/10/2016	CARRINGTON ASSOCIATES	STA - Contract documentation, Contract administration - Plumbing & Hydraulics	-5500.00	-5500.00
EFT4315	07/10/2016	DOWERIN IGA EXPRESS	Admin Office - Milk, Council Refreshments, Depot - Coffee, Tip - Insect Repellents, Sewerage - Hand Sanitiser, Rec Centre - Soap	-188.15	
EFT4316	07/10/2016	DOWERIN BAKERY AND NEWS	Council Refreshments	-53.40	
EFT4317	07/10/2016	DOWERIN ENGINEERING WORKS	Field Days Toilets - Patio Tube	-147.22	
EFT4318	07/10/2016	DOWERIN COMMUNITY RESOURCE CENTRE	Area Promotion - 4x Visitor Despatch sales	-4.00	-4.00
EFT4319	07/10/2016	DOWERIN TYRE AND EXHAUST	Town Dam Pump - Drive belt	-18.00	
EFT4320	07/10/2016	DOWERIN ROADHOUSE	HACC Meals on Wheels - August & September 2016. D0 Falcon - Fuel.	-500.06	
EFT4321	07/10/2016	3em Engineering Consultants Pty Ltd	STA - Preliminary & concept design, Design & documentation (100% stage 1+2)	-5368.00	-5368.00
EFT4322	07/10/2016	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	Emergency Services Levy	-1846.00	-1846.00
EFT4323	07/10/2016	FAIRFAX MEDIA PUBLICATIONS PTY LTD	HR/Recruitment - Advertising Gov & Org position	-371.27	
EFT4324	07/10/2016	GEVERS GODDARD JONES PTY LTD	HACC - Support subscription June - Nov	-425.00	
EFT4325	07/10/2016	ALL-WAYS FOODS	Cleaning Supplies - stainless steel polish, toilet paper, jumbo parablocks, gleem lotion, hand towel, domestos, garbage bags, plastic cups, tissues.	-859.33	

## ORDINARY MEETING OF COUNCIL AGENDA – 15 NOVEMBER 2016

EFT4326	07/10/2016	JR & A HERSEY	OHS - Safety Glasses	-195.58	
EFT4327	07/10/2016	JK WILLIAMS & CO	AROC Van - 7 pin plug. HACC Gardens - Spark plug, terminal cleaner, Spark plug for blower. Minnivale Campsite - Actizyme. WHR - Fittings for water leak at CBH bin. Tip Shed - Reverse cycle air conditioner. Lesser Hall - Curtain hooks. Pool - Hinges, screws and lattice for pool screens, lattice. Depot - Gas refill, poly adapters (100) 15mm, 2x 12 volt plugs, 8m electrical wire, 2x trailer plugs, rotary hammer, PVC Elbow, pressurised sprayer, hook snap. Signs - Cement. 36 Stacy St - Silicone, Spindle, Tap repair kit, Tap adapters, Laundry tap. Rec Centre - Whirly bird for Badminton court roof. Centenary Park - Fertilizer. Civic Centre Gardens - Fertilizer. Stewart St - PVC Fittings. Field Days - Cement, Tek screws (7 boxes), Screw driver sets, Screws & killrust, Valve box, Dynabolts & Shower head. Field Days Toilets - Gate fittings, Lattice (4) 2.4m, 1 door handle. 2/13 Stacy St - Robe hooks. D/11 Hilda St - Hinges, window rollers, clothesline wire. DCC - Mouse baits & padlock. Tools - Wood saw. D010 Grader - Hose. Post Hole Borer - Bolts for muffler.	-3280.96	
EFT4328	07/10/2016	JMG BUILDING SURVEYORS	STA - Schematic design review of Stage 1	-2420.00	-2420.00
EFT4329	07/10/2016	MCG ARCHITECTS PTY LTD	STA - Design development 100% milestone, Contract documentation 100% milestone	-45925.00	-45925.00
EFT4330	07/10/2016	ONESTEEL DISTRIBUTION	Gym Patio - New posts, downpipes, flat bars	-427.44	
EFT4331	07/10/2016	IXOM OPERATIONS PTY LTD	Swimming Pool - Chlorine service fee 01/09/2016 - 30/09/2016	-40.92	
EFT4332	07/10/2016	PERFECT COMPUTER SOLUTIONS	IT Support - Repairs to laptop, set up new user cs1 emails & laptop, reset EHO password	-510.00	
EFT4333	07/10/2016	QUICK CORPORATE AUSTRALIA PTY LTD	HACC Stationery - Diaries, Toners (4), Table planner, biscuits, coffee. Admin Stationery - Diaries, calendars, Clips, Markers, Scissors, Staples.	-749.86	
EFT4334	07/10/2016	5Rivers Plumbing & Gas	Reserve Standpipe - Test backflow devices. Turriff Rd Standpipe - Test backflow device and replace faulty valve. Hewitt St - Test backflow devices. Town Standpipe - Test backflow devices.	-1839.51	
EFT4335	07/10/2016	SUSTAINABILITY	STA - Commercial Energy Efficiency Report	-1089.00	-1089.00
EFT4336	07/10/2016	SEEK LIMITED	Advertising - Community & Economic Development position	-297.00	
EFT4337	07/10/2016	TERPKOS ENGINEERING	STA - Structural Engineer - 100% Milestone	-9185.00	-9185.00
EFT4338	07/10/2016	WA LOCAL GOVERNMENT ASSOCIATION	Staff Training - S.King Monthly Annual Reporting, R.Hathaway & E.Hardy Accounts receivable, Accounts payable, rates clerical and rates debt collection.	-4251.50	

## ORDINARY MEETING OF COUNCIL AGENDA – 15 NOVEMBER 2016

EFT4339	07/10/2016	WESFARMERS KLEENHEAT GAS	ILU - Yearly gas rental, 19 O'Loughlen St - Yearly gas rental	-343.90	
EFT4340	07/10/2016	MD & RC WINDSOR	3/13 Stacy St - Repairs to fly screen, install picture hooks. Gym - Modifications to downpipe. 2/13 Stacy St - Repairs to cupboard doors and door handle.	-330.00	
EFT4341	07/10/2016	REBECCA WINDSOR	Gym Inductions - Scott, Armistead, Scott	-60.00	-60.00
EFT4342	07/10/2016	WHEATBELT BUSINESS NETWORK	Area Promotion - Workshop with Main Street Businesses	-550.00	
EFT4343	07/10/2016	ZACKS	Area Promotion - 1000 Dowerin Tourism brochures	-870.00	
EFT4344	13/10/2016	CARRINGTON ASSOCIATES	STA - Contract documentation, Contract administration - plumbing & hydraulics	-5500.00	-5500.00
EFT 4345	<b>CANCELLED - 18/10/2016 (Creditor A25)</b>				
EFT 4346	<b>CANCELLED - 18/10/2016 (Creditor A35)</b>				
EFT 4347	<b>CANCELLED - 18/10/2016 (Creditor A39)</b>				
EFT4348	21/10/2016	AVON WASTE	Rubbish Collection - Recycling & Waste	-4725.84	-4725.84
EFT4349	21/10/2016	DALWALLINU CONCRETE	STA - Pipes & Headwalls. Williams Nth Rd - Pipes	-4048.00	
EFT4350	21/10/2016	ID FLEET HIRE	Plant Hire - Woodchipper 1 weeks hire	-2065.00	
EFT4351	21/10/2016	LINQAGE INTERNATIONAL	WHR - Consulting Fees	-5500.00	-5500.00
EFT4352	21/10/2016	POTS & TANGLES	Area Promotion - Tammy Minson Contract Payment	-590.00	
EFT4353	24/10/2016	CHILD SUPPORT AGENCY	Payroll deductions	-179.00	-179.00
EFT4354	27/10/2016	CHILD SUPPORT AGENCY	Payroll deductions	-358.00	-358.00
EFT4355	27/10/2016	AVON VALLEY GLASS	3/13 Stacy St - 3x window locks	-85.20	
EFT4356	27/10/2016	BOEKEMAN MACHINERY	D014 Roller - Repair issue with starter motor. D005 HINO - Fan belt & Air Con belt. D012 Loader - 20L Hydraulic oil.	-1348.09	
EFT4357	27/10/2016	BUNNINGS GROUP LIMITED	Stewart St - Anti slip paint. Pool - Emergency shower pipe insulation.	-198.28	
EFT4358	27/10/2016	CDA AIR CONDITIONING & REFRIGERATION	19 Cottrell St - Remainder of air conditioning payment	-5608.00	
EFT4359	27/10/2016	DOWERIN TYRE AND EXHAUST	D007 Grader - 4x tyres. D018 Hilux - Puncture repair. D007 Grader - Puncture repair. D013 Hilux - 2x new tyres. D02 Territory - Wheel balance & rotate.	-7040.00	
EFT4360	27/10/2016	DOWERIN & DISTRICTS FARM SHED	Football Oval - Herbicide, fertilizer and retic fittings. Hockey Oval - Herbicide, fertilizer and retic fittings. Sewerage - Nitrile gloves. Info Bay - Spectrum jet, lawn mower blades	-2694.85	
EFT4361	27/10/2016	FLYS 'R' GONE	Spider/Insect Spraying - 4 O'Loughlen St, 18 O'Loughlen St, 26 O'Loughlen St, 12 Cottrell St, 19 Cottrell St, A/11 Hilda St, B/11 Hilda St, C/11 Hilda St, 1/13 Stacy St, 3/13 Stacy St, 36 Stacy St, 43 Stacy St, CHP Units, Museum, 16 Anderson St, 18 Anderson St, Public Toilets, Lil Tigers ELC, Swimming Pool. Ant Treatment - 18 O'Loughlen St, 26 O'Loughlen St.	-3503.50	
EFT4362	27/10/2016	FAIRFAX MEDIA PUBLICATIONS PTY LTD	HR/Recruitment - Community & economical development officer	-351.87	

## ORDINARY MEETING OF COUNCIL AGENDA – 15 NOVEMBER 2016

EFT4363	27/10/2016	GRIFFIN VALUATION ADVISORY	12 Cottrell St - Valuation due to offer to purchase	-1320.00	
EFT4364	27/10/2016	GOOMALLING FARM SHED	Depot - Water Crystals	-15.80	
EFT4365	27/10/2016	AUSTRALIAS GOLDEN OUTBACK	Area Promotion - Editorial in 2017 AGO Holiday Planner	-1675.00	
EFT4366	27/10/2016	JOELECTRICS	Centenary Park - Repairs to BBQ element. STA - Check electrical cables.	-699.00	
EFT4367	27/10/2016	JTAGZ	Animal Control - 200 x 2019 exp tags, 200 x 2020 exp tags	-209.00	
EFT4368	27/10/2016	C KAY - RURAL CINEMA	Community Events - Cinema Hire	-850.00	
EFT4369	27/10/2016	LOCAL GOVERNMENT SUPERVISOR ASSOC	Works - Renewal of LGSA Membership September 2016 - September 2017	-55.00	
EFT4370	27/10/2016	LGIS LIABILITY	LGIS LIABILITY INSURANCE 30/06/2016 - 30/06/2017 Second Instalment	-9667.77	
EFT4371	27/10/2016	LGIS PROPERTY	LGIS PROPERTY INSURANCE 30/06/2016 - 30/06/2017 Second Instalment	-28363.24	
EFT4372	27/10/2016	MCG ARCHITECTS PTY LTD	STA - Contract administration 10% milestone & travel	-4840.00	-4840.00
EFT4373	27/10/2016	LGIS WORKCARE	LGIS WORKERS COMPENSATION INSURANCE 30/06/2016 - 30/06/2017 Second Instalment	-19532.49	
EFT4374	27/10/2016	MARKETFORCE	HR/Recruitment - Organisational Development position advertising. STA - Advertising for construction tender. HR/Recruitment - Advertising for Governance Officer position.	-762.74	
EFT4375	27/10/2016	NEWTRAVEL INC	NEWTRAVEL - 2016/17 Council contributions	-4500.00	
EFT4376	27/10/2016	NAVSDRON PTY LTD	Regulations/Compliance - Assistance with 2015/16 bank reconciliations	-2750.00	
EFT4377	27/10/2016	ONESTEEL DISTRIBUTION	Gym Patio - Colorbond sheeting & steel	-517.99	
EFT4378	27/10/2016	PUBLIC LIBRARIES WESTERN AUSTRALIA	Library - PLWA Membership 2016/17	-110.00	
EFT4379	27/10/2016	RURAL RANGER SERVICES	Animal Control - Ranger Services 4/10/2016	-217.65	
EFT4380	27/10/2016	STARTRACK EXPRESS	Freight for fuel filters and oil	-32.41	
EFT4381	27/10/2016	RALPH THAXTER	Bus - Supply & fit new windscreen	-696.15	
EFT4382	27/10/2016	TERPKOS ENGINEERING	STA - Sand testing & sand pad preparation	-1650.00	-1650.00
EFT4383	27/10/2016	WA LOCAL GOVERNMENT ASSOCIATION	Review of Swimming Pool Contract	-1155.00	
EFT4384	27/10/2016	MD & RC WINDSOR	Gym Patio - Replace poles & downpipes	-2822.60	
EFT4385	27/10/2016	WESTRAC EQUIPMENT	D007 Grader - Manifold & shin repairs. D006 Loader - Oil & Fuel Filters. D010 Grader - Oil & Fuel filters.	-3282.91	
EFT4386	27/10/2016	Western Australian Treasury Corporation	Loan 98 Repayment - Field Days Loan	-12770.96	-12770.96
EFT4387	03/11/2016	AVON WASTE	Recycling & waste rubbish collection	-2362.92	-2362.92
EFT4388	03/11/2016	Building & Health Surveying Services	EHO - October contract	-4357.49	
EFT4389	03/11/2016	CUTTING EDGES PTY LTD	D006 Loader - Cutting edges	-1100.73	
EFT4390	03/11/2016	CONTRACT AQUATIC SERVICES	Pool Management - Chemicals, Equipment servicing, off season turnover program.	-5148.00	
EFT4391	03/11/2016	DOWERIN BAKERY AND NEWS	Council refreshments and newspapers	-31.40	

## ORDINARY MEETING OF COUNCIL AGENDA – 15 NOVEMBER 2016

EFT4392	03/11/2016	DOWERIN COMMUNITY RESOURCE CENTRE	Admin Other - 6x local phone books	-30.00	
EFT4393	03/11/2016	ALL-WAYS FOODS	HACC Cleaning Supplies - Toilet paper, Nitrile gloves, Bin bags, Chux roll. Cleaning Supplies - Wringer bucket, toilet duck, mop heads.	-439.94	
EFT4394	03/11/2016	GOOMALLING FARM SHED	STA - cement. Signs - cement.	-756.00	
EFT4395	03/11/2016	JK WILLIAMS & CO	Councillors - 1 fax machine. Pool - fittings for pool screens. Depot - pressure sprayer. Depot - Pressure cleaner. Sundial Stewart St - Paint. HACC Office - Step Ladder. Various other sundries.	-2135.44	
EFT4396	03/11/2016	R MUNNS	Short Term Accommodation - Set out sand pad levels	-384.38	-384.38
EFT4397	03/11/2016	ONESTEEL DISTRIBUTION	36 Stacy St - Repairs to fence	-83.60	
EFT4398	03/11/2016	IXOM OPERATIONS PTY LTD	Swimming Pool - 2x Chlorine gas cylinders 70kg	-904.68	
EFT4399	03/11/2016	PIANO MAGIC	Town Hall - Tune piano	-260.00	
EFT4400	03/11/2016	POTS & TANGLES	Area Promotion - Tammy Minson contract payment	-600.00	
EFT4401	03/11/2016	QUICK CORPORATE AUSTRALIA PTY LTD	Admin Stationary - Lever arch files, biscuits, diaries, dividers, highlighters, paper, pens, post it notes, sheet protectors, safety vests, first aid kits, labelling tape.	-888.47	
EFT4402	03/11/2016	RURAL RANGER SERVICES	Animal Control - Ranger services 27/10/16	-104.50	
EFT4403	03/11/2016	MD & RC WINDSOR	Field Days Office - Repairs to leak in office roof	-41.25	
EFT4404	03/11/2016	REBECCA WINDSOR	Gym Inductions - Savage, Jennings, Harris, Stephens, Morrell	-100.00	-100.00
<b>TOTAL</b>				<b>-\$252,457.30</b>	<b>-\$109,768.10</b>

### CHEQUE PAYMENTS

CHQ	Date	Name	Description	Amount	Contra
2064	31/10/2016	SHIRE OF DOWERIN	D040 HINO - Registration until 31/12/2016	-61.10	
2065	31/10/2016	TONY TAIT PAINT & DECOR	36 Stacy St - Painting master bedroom	-800.00	
10231	07/10/2016	RACHEL BUCK	Emergency Tower - Electricity reimbursement	-160.19	
10232	07/10/2016	COURIER AUSTRALIA	Sewerage System - Water samples freight	-10.30	
10233	07/10/2016	LUPTONS LIQUID WASTE	Sewerage System - Pump out sewerage ponds	-660.00	
10234	07/10/2016	WATER CORPORATION	Turriff Rd Standpipe - Water usage	-39.48	
10235	07/10/2016	F A & J L WINDSOR	Tip - Pushing up green waste	-1000.00	
10236	21/10/2016	SYNERGY	Street Lighting - Electricity Usage	-2189.25	
10237	21/10/2016	TELSTRA	Mobiles - Telephone usage	-342.62	
10238	21/10/2016	WATER CORPORATION	Shire Properties - Water usage	-5047.54	
10239	24/10/2016	LGRCEU	Payroll deductions	-19.40	-19.40
10240	03/11/2016	COURIER AUSTRALIA	Library - Freight	-36.36	
10241	03/11/2016	LGRCEU	Payroll deductions	-38.80	-38.80
10242	03/11/2016	WA SUPER	Superannuation Contribution - T Mann & E Coulthard	-342.69	
10243	03/11/2016	SYNERGY	DCC - Electricity usage	-1374.95	-550.00

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10244	03/11/2016	GOOMALLING MEDICAL SURGERY	HR/Recruitment - Employee Medical	-199.38	
10245	03/11/2016	TELSTRA	Admin/HACC/Depot - Telephone usage	-2036.84	
<b>TOTAL</b>				<b>-\$14,358.90</b>	<b>-\$608.20</b>
<b>SUPER PAYMENTS</b>					
DD	Date	Name	Description	Amount	Contra
DD9295.1	05/10/2016	WA SUPER	Payroll deductions	-2834.36	
DD9295.2	05/10/2016	CHILDCARE SUPER	Superannuation contributions	-12.93	
DD9295.3	05/10/2016	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
DD9295.4	05/10/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-23.03	
DD9295.5	05/10/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-71.98	
DD9295.6	05/10/2016	Australian Super	Superannuation contributions	-355.84	
DD9295.7	05/10/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-498.16	
DD9295.8	05/10/2016	AMP Life Limited	Superannuation contributions	-632.38	
DD9295.9	05/10/2016	ASGARD SUPER	Superannuation contributions	-90.77	
DD9298.1	05/10/2016	WA SUPER	Superannuation contributions	-166.69	
DD9315.1	19/10/2016	WA SUPER	Payroll deductions	-2742.00	
DD9315.2	19/10/2016	CHILDCARE SUPER	Superannuation contributions	-6.46	
DD9315.3	19/10/2016	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
DD9315.4	19/10/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-25.26	
DD9315.5	19/10/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-73.74	
DD9315.6	19/10/2016	Australian Super	Superannuation contributions	-517.59	
DD9315.7	19/10/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-490.19	
DD9315.8	19/10/2016	AMP Life Limited	Superannuation contributions	-449.27	
DD9315.9	19/10/2016	ASGARD SUPER	Superannuation contributions	-90.77	
DD9317.1	05/10/2016	WA SUPER	Superannuation contributions	-176.00	
DD9341.1	02/11/2016	WA SUPER	Payroll deductions	-2800.28	
DD9341.2	02/11/2016	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
DD9341.3	02/11/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-25.26	
DD9341.4	02/11/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-57.93	
DD9341.5	02/11/2016	Australian Super	Superannuation contributions	-561.71	
DD9341.6	02/11/2016	AMP Life Limited	Superannuation contributions	-356.93	
DD9341.7	02/11/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-439.48	
DD9341.8	02/11/2016	ASGARD SUPER	Superannuation contributions	-113.47	
DD9341.9	02/11/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30	
DD9295.10	05/10/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30	
DD9295.11	05/10/2016	CBUS	Superannuation contributions	-161.71	
DD9295.12	05/10/2016	PRIME SUPER	Superannuation contributions	-315.08	
DD9295.13	05/10/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-122.21	



# ORDINARY MEETING OF COUNCIL AGENDA – 15 NOVEMBER 2016

DD9295.14	05/10/2016	HOSTPLUS	Superannuation contributions	-84.73	
DD9315.10	19/10/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30	
DD9315.11	19/10/2016	CBUS	Superannuation contributions	-161.70	
DD9315.12	19/10/2016	PRIME SUPER	Superannuation contributions	-192.49	
DD9315.13	19/10/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-153.38	
DD9315.14	19/10/2016	HOSTPLUS	Superannuation contributions	-80.49	
DD9341.10	02/11/2016	CBUS	Superannuation contributions	-161.70	
DD9341.11	02/11/2016	PRIME SUPER	Superannuation contributions	-192.49	
DD9341.12	02/11/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-140.00	
DD9341.13	02/11/2016	HOSTPLUS	Superannuation contributions	-89.91	
<b>TOTAL</b>				<b>-\$15,889.54</b>	<b>0.00</b>
<b>PAYROLL PAYMENTS</b>					
	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
	05/10/2016	Payroll Direct Debit of Net Pays	Payroll 05/10/2016	-44933.81	
	19/10/2016	Payroll Direct Debit of Net Pays	Payroll 19/10/2016	-43387.81	
	02/11/2016	Payroll Direct Debit of Net Pays	Payroll 02/11/2016	-42306.90	
<b>TOTAL</b>				<b>-130628.52</b>	<b>0.00</b>
<b>MUNICIPAL TOTALS</b>					
				<b>Amount</b>	<b>Contra</b>
EFT TRANSACTIONS				-\$255,664.43	-\$110,486.30
CHEQUES				-\$14,358.90	-\$608.20
SUPER PAYMENTS				-\$15,889.54	\$0.00
PAYROLL PAYMENTS				-\$130,628.52	\$0.00
<b>TOTAL</b>				<b>- \$416,541.39</b>	<b>-\$111,094.50</b>



Statement for  
**NAB Business Visa**  
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
 Tel 13 10 12 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 August 2016 to 28 September 2016  
 Company Account No: 4557 0498 0002 7159  
 Facility Limit: \$16,000

#### Your Account Summary

Balance from previous statement	\$4,558.25 DR
Payments and other credits	\$4,558.25 CR
Purchases, cash advances and other debits	\$1,949.45 DR
Interest and other charges	\$27.00 DR
<b>Closing Balance</b>	<b>\$1,976.45 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$1,976.45 WILL BE  
 CHARGED TO ACCOUNT 000086608- 0000480807363 ON  
 04/10/2016 AS PER OUR AGREEMENT.**

27/2/21/01/M02967/S008130/016259

see reverse for transaction details

## September Statement

Mr Steven Geerdink

XXXX XXXX XXXX 7475

Emma Hardy

Account Summary	
Previous Balance	\$2,021.25
Payments and Credits	\$2,021.25
Purchases and Advances	\$412.50
Interest, Fees and Charges	\$9.00
Closing Balance	\$421.50

Date	Receipt	Order Number	GL Account	Details	GST	Amount
8.09.2016	Y	11254	1026.001.595	Software for Traffic Management renewal	\$ 37.50	\$ 412.50
			105020.09	Card Fee	\$ -	\$ 9.00

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

22

7-11-16

1

Finance Manager

## September Statement

**Mrs Sonia Louise King**

XXXX XXXX XXXX 8849

Emma Hardy

Account Summary	
Previous Balance	\$9.00
Payments and Credits	\$9.00
Purchases and Advances	\$0.00
Interest, Fees and Charges	\$9.00
Closing Balance	\$9.00

Date	Receipt	Order Number	GL Account	Details	GST	Amount
			105020	Card Fee	\$ -	\$ 9.00
Total					\$ -	\$ 9.00

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

*[Signature]*

7-11-16

**CEO**

  
Works Manager

**NAB VISA Card Reconciliation****September Statement**

Cardholder Name:

Ms Andree Selvey

Card Number:

XXXX XXXX XXXX 1887

Prepared By:

Emma Hardy

**Account Summary**

Previous Balance	\$2,528.00
Payments and Credits	\$2,528.00
Purchases and Advances	\$1,536.95
Interest, Fees and Charges	\$9.00
Closing Balance	\$1,545.95

Date	Receipt	Order Number	GL Account	Details	GST	Amount
12.09.2016	Y	11365	171450.05	STA Tender Advertising	\$ 65.30	\$ 718.20
21.09.2016	Exp Dec	11366	102520	Telstra - Councillor iPad Credit	\$ 16.36	\$ 180.00
21.09.2016	Exp Dec	11366	102520	Telstra - Councillor iPad Credit	\$ 16.36	\$ 180.00
26.09.2016	Y	10566	104820.05	Bushfire Shed Tender Advertising	\$ 41.66	\$ 458.75
			105020	Card Fee	\$ 9.00	\$ 9.00
<b>Total</b>					<b>\$ 139.68</b>	<b>\$ 1,545.95</b>

**Employee Declaration**

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

Cardholder Signature:

Date:

Checked By:

CEO

Finance Manager

**10.2.3 BUDGET AMENDMENT – ANIMAL CONTROL FEES & CHARGES**

Date: 10 November 2016  
 Applicant: Shire of Dowerin  
 Location: N/A  
 File Ref:  
 Disclosure of Interest: Nil  
 Author: Sonia King – Finance Manager  
 Senior Officer: Andrea Selvey – Chief Executive Officer  
 Attachments: Nil

**Background**

The 2016/2017 budget was adopted by Council on 5 August 2016. Throughout the year variations occur. It is the purpose of this report to bring these to the attention of Council.

Following the recent appointment of Ranger Services for the Shire of Dowerin, staff have reviewed the current schedule of fees for animal control. It is proposed to amend the 2016/2017 Fees and Charges Schedule to include fee variations and additional Animal Control fees in accordance with Statutory Regulations and for the purpose of service cost recovery.

**Comment**

It is recommended the required fee additions and variations to the Adopted Fees and Charges for 2016/2017 as outlined below are approved.

**1. Addition: Animal Control**

- a. Dog Surrender Fee (at pound)
- b. Sustenance
- c. First Aid Treatment of Dog or Cat
- d. Return of Registered Dog – First Occurrence
- e. For destruction of dog or cat at owners request
- f. Application of Licence as Approved Kennel Establishment
- g. Approved Kennel Establishment Licence and Annual Renewal
- h. Application to Keep More than The Prescribed Number of Dogs

**2. Variation: Animal Control**

- a. Impound Fees

Animal Control				
108530	Dog Annual Registration - Sterilised Dog/Bitch	Per Year	\$20.00	R 17 Dog Regulations 2013
108530	Dog Three Year Registration - Sterilised Dog/Bitch	Per Three Years	\$42.50	R 17 Dog Regulations 2013
108630	Dog Life Registration - Sterilised	Life	\$100.00	R 17 Dog Regulations 2013
108530	Dog Annual Registration - Unsterilised	Per Year	\$50.00	R 17 Dog Regulations 2013

## ORDINARY MEETING OF COUNCIL AGENDA – 15 NOVEMBER 2016

	Dog/Bitch			
108530	Dog Three Year Registration - Unsterilised Dog/Bitch	Per Three Years	\$120.00	R 17 Dog Regulations 2013
108630	Dog Life Registration - Unsterilised	Life	\$100.00	R 17 Dog Regulations 2013
108530	Dog Concession - Working Dogs - 25% of fee	Per Year		R 17 Dog Regulations 2013
108530	Dog Concession - Pensioners - 50% of fee	Per Year		R 17 Dog Regulations 2013
108530	Dog Registration - Exemption Application Fee	Per Application	\$100.00	S6.16 LG Act 1995
108530	Dog Surrender Fee	Per Dog	\$75.00	S6.16 LG Act 1995
108430	Impound Fees	Per Day	\$75.00	R 17 Dog Regulations 2013
108430	Sustenance	Per Day	\$20.00	R 17 Dog Regulations 2013
108430	First Aid Treatment of Dog or Cat		Cost Recovery	S6.16 LG Act 1995
NA	Return of Registered Dog – First Occurrence		NC	S6.16 LG Act 1995
108530	For the destruction of dog or cat at owners request		\$75.00	R 17 Dog Regulations 2013
108530	Application of Licence as Approved Kennel Establishment	Per Application	\$100.00	R 17 Dog Regulations 2013
108530	Approved Kennel Establishment Licence & Annual Renewal	Per Licence	\$50.00	R 17 Dog Regulations 2013
108530	Application to Keep More Than The Prescribed Number of Dogs	Per Application	\$50.00	R 17 Dog Regulations 2013
108530	Replacement Tag Fee – Dog and Cat	Per Tag	\$2.00	S6.16 LG Act 1995
108630	Hire of Cat Trap	Bond	\$20.00	S6.16 LG Act 1995
108630	Cat Annual Registration - Sterilised Cat	Per Year	\$20.00	Cl 1 Schedule 3 Cat Regulations 2011
108630	Cat Three Year Registration - Sterilised Cat	Per Year	\$42.50	Cl 1 Schedule 3 Cat Regulations 2011
108630	Cat Life Registration	Life	\$100.00	Cl 1 Schedule 3 Cat Regulations 2011
108630	Cat Concession - Pensioners - 50% of fee	Per Year		Cl 1 Schedule 3 Cat Regulations 2011

### Statutory Implications

Local Government LGA s. 6.16(3) statutory requirements for amendments requires that changes or additions to fees and charges schedule are to be imposed when adopting the annual budget but may be –

- (a) imposed during a financial year; and
- (b) amended from time to time during a financial year

Absolute majority is required.

### Financial Implications

The proposed variations and additions to the 2016/17 fees and charges schedule are not anticipated to have significant impact on the original budget as the fees imposed will largely aid in recovering costs for Ranger services.

### Planning and Policy Implications

Nil

### Voting Requirements

Absolute Majority

## **COUNCIL DECISION – ITEM 10.2.3**

(2714) Moved: Cr B Walsh                      Seconded: Cr A Metcalf                      Carried: 8/0

**THAT COUNCIL APPROVES THE REQUIRED BUDGET VARIATIONS TO THE ADOPTED BUDGET 2016/2017 AS OUTLINED BELOW:**

### **1. Addition: Animal Control**

- a. Dog Surrender Fee (at pound)
- b. Sustenance
- c. First Aid Treatment of Dog or Cat
- d. Return of Registered Dog – First Occurrence
- e. For destruction of dog or cat at owners request
- f. Application of Licence as Approved Kennel Establishment
- g. Approved Kennel Establishment Licence and Annual Renewal
- h. Application to Keep More than The Prescribed Number of Dogs

### **2. Variation: Animal Control**

- a. Impound Fees

<b>Animal Control</b>				
108530	Dog Annual Registration - Sterilised Dog/Bitch	Per Year	\$20.00	R 17 Dog Regulations 2013
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## ORDINARY MEETING OF COUNCIL AGENDA – 15 NOVEMBER 2016

108630	Dog Life Registration - Unsterilised	Life	\$100.00	R 17 Dog Regulations 2013
108530	Dog Concession - Working Dogs - 25% of fee	Per Year		R 17 Dog Regulations 2013
108530	Dog Concession - Pensioners - 50% of fee	Per Year		R 17 Dog Regulations 2013
108530	Dog Registration - Exemption Application Fee	Per Application	\$100.00	S6.16 LG Act 1995
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108630	Cat Three Year Registration - Sterilised Cat	Per Year	\$42.50	Cl 1 Schedule 3 Cat Regulations 2011
108630	Cat Life Registration	Life	\$100.00	Cl 1 Schedule 3 Cat Regulations 2011
108630	Cat Concession - Pensioners - 50% of fee	Per Year		Cl 1 Schedule 3 Cat Regulations 2011

### 10.3 MINUTES TO BE RECEIVED

#### 10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	8 November 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	7. Minutes of the Wheatbelt Heritage Rail Advisory Committee Meeting, 13 <sup>th</sup> October 2016 8. Minutes of the Finance Committee Meeting, 17 <sup>th</sup> October 2016 9. Minutes of the Local Emergency Management Committee (LEMC) Meeting, 2 <sup>nd</sup> November 2016

#### 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 Area Emergency Management Committee;
- Bush Fire Advisory Committee;
- Wheatbelt Heritage Rail 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.

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

---

**COUNCIL DECISION – ITEM 10.3.1**

(2715)                      Moved: Cr D Hudson                      Seconded: Cr R Trepp                      Carried: 8/0

**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. WHEATBELT HERITAGE RAIL COMMITTEE MEETING (CONFIRMED), 13<sup>TH</sup> OCTOBER 2016;**
  - b. FINANCE COMMITTEE MEETING (CONFIRMED), 17<sup>TH</sup> OCTOBER 2016; AND**
  - c. LEMC MEETING (UNCONFIRMED), 2<sup>ND</sup> NOVEMBER 2016.**

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

**12. ELECTED MEMBERS MOTIONS**

**13. CONFIDENTIAL ITEMS**

**14. CLOSURE OF MEETING**

There being no further business Cr Dale Metcalf (President) declared the meeting closed at 4.15pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 20<sup>th</sup> December 2016.*

.....

***D.E. Metcalf***

**PRESIDENT**

.....

***Date***

# ORDINARY COUNCIL MEETING ATTACHMENTS

Tuesday  
15 November 2016  
3.00pm



## ATTACHMENTS

10.1.1

1. Bush Fire Tender Evaluation Report (CONFIDENTIAL)

10.1.2

2. STA Architects Tender Report (CONFIDENTIAL)

3. STA Tender Evaluation Report (CONFIDENTIAL)

10.1.4

4. Local Planning Scheme 2

10.1.7

5. Letter from Dowerin District High School

10.2.1

6. Monthly Financial Report 2016

10.3.1

7. WHR Minutes 13.10.2016

8. Finance Minutes 17.10.2016

9. LEMC Minutes 2.11.2016

[GO TO CONTENTS OF PAGE](#)

# **SHIRE OF DOWERIN**

## **LOCAL PLANNING SCHEME NO. 2**

### **SCHEME TEXT**

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*As gazetted 24 January 2014*

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#### **DISCLAIMER**

This is a copy of the Local Planning Scheme produced from an electronic version of the Scheme held and maintained by the Department of Planning. Whilst all care has been taken to accurately portray the current Scheme provisions, no responsibility shall be taken for any omissions or errors in this documentation.

Consultation with the respective Local Government Authority should be made to view a legal version of the Scheme.

Please advise the Department of Planning of any errors or omissions in this document.

**Prepared by the Department of Planning**

**Original Town Planning Scheme Gazettal Date: 3 September 1999**

## SHIRE OF DOWERIN LPS 2 - TEXT AMENDMENTS

[illegible]



## **Preamble**

This Local Planning Scheme of the Shire of Dowerin consists of this Scheme Text, the deemed provisions (set out in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2), the supplemental provisions contained in Schedule A and the Scheme Maps. The Scheme Text should be read with the Local Planning Strategy for the Shire.

Part 2 of the deemed provisions sets out the Local Planning Framework. At the core of this Framework is the Local Planning Strategy which sets out the long-term planning directions for the local government, applies State and regional planning policies and provides the rationale for the zones and other provisions of the Scheme. In addition to the Local Planning Strategy, the Framework provides for Local Planning Policies that set out the general policies of the local government on matters within the Scheme.

# **Shire of Dowerin**

## **Local Planning Scheme No. 2**

The Shire of Dowerin under the powers conferred by the *Planning and Development Act 2005* makes the following Local Planning Scheme.

## Table of Contents

- Part 1 **Preliminary** - sets out the Scheme title, responsible authority for implementing the Scheme, definitions used in the Scheme, Scheme area, contents, purpose, aims and relationship to other Schemes and laws.
- Part 2 **Reserves** - sets out the local reserves that apply in the Scheme area and related provisions.
- Part 3 **Zones and the use of land** - sets out the zones which apply in the Scheme area and the uses which may require approval or may be prohibited.
- Part 4 **General development requirements** - sets out the planning requirements that may apply to a particular use or development in a zone.
- Part 5 **Special control areas** - sets out particular provisions which may apply in addition to the zone requirements and generally concerns landscape, environmental, built form, and land and site management issues.

### Schedules

Schedule 1	Dictionary of defined terms
Schedule 2	Additional uses
Schedule 3	Restricted uses
Schedule 4	Special use zones
Schedule 5	Exempted advertisements
Schedule 6	Environmental conditions
Schedule A	Supplemental provisions to the deemed provisions

## PART 1 - PRELIMINARY

---

### 1.1 CITATION

1.1.1 The Shire of Dowerin Scheme No. 2 (“**the Scheme**”) comes into operation on its Gazettal date.

1.1.2 The following is hereby revoked -

- Shire of Dowerin Town Planning Scheme No 1.

### 1.2 RESPONSIBLE AUTHORITY

The Shire of Dowerin is the responsible authority for implementing the Scheme.

### 1.3 SCHEME AREA

The Scheme applies to the Scheme area that covers the entire local government district of the Shire of Dowerin as shown on the Scheme Map.

### 1.4 CONTENTS OF SCHEME

The Scheme comprises -

- (a) the Scheme Text;
- (b) the deemed provisions (set out in the *Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2*);(c) the supplemental provisions contained in Schedule A; and
- (d) the Scheme Map (Sheets 1 - 8).

The Scheme is to be read in conjunction with the Local Planning Strategy.

### 1.5 PURPOSES OF SCHEME

The purposes of the Scheme are to -

- (a) set out the local government’s planning aims and intentions for the Scheme area;
- (b) set aside land as reserves for public purposes;
- (c) zone land within the Scheme area for the purposes defined in the Scheme;
- (d) control and guide land use and development;
- (e) set out procedures for the assessment and determination of development applications;
- (f) make provision for the administration and enforcement of the Scheme; and
- (g) address other matters set out in Schedule Seven to the *Planning and Development Act 2005*.

### 1.6 THE AIMS OF THE SCHEME

The aims of the Scheme are -

- To assist the effective implementation of regional plans and policies including the State Planning Strategy.

- To ensure there is a sufficient supply of serviced and suitable land for housing, employment, commercial activities, community facilities, recreation and open space.
- To assist employment and economic growth by facilitating the timely provision of suitable land for retail, commercial, industrial, entertainment and tourist developments, as well as providing opportunities for home-based employment.
- To facilitate a diverse and integrated network of open space catering for both active and passive recreation, consistent with the needs of the community.
- To promote the sustainable use of rural land for agricultural purposes whilst accommodating other rural activities.
- To protect and enhance the environmental values and natural resources of the local government area and to promote ecologically sustainable land use and development.
- To safeguard and enhance the character and amenity of the built and natural environment of the local government area.

## 1.7 DEFINITIONS

1.7.1 Unless the context otherwise requires, words and expressions used in the Scheme have the same meaning as they have -

- (a) in the *Planning and Development Act*; or
- (b) if they are not defined in that Act -
  - (i) in the Dictionary of defined words and expressions in Schedule 1; or
  - (ii) in the Residential Design Codes.

1.7.2 If there is a conflict between the meaning of a word or expression in the Dictionary in Schedule 1, the Model Scheme Text and the meaning of that word or expression in the Residential Design Codes -

- (a) in the case of a residential development, the definition in the Residential Design Codes prevails; and
- (b) in any other case the definition in Schedule 1 prevails.

1.7.3. Notes, and instructions printed in italics, are not part of the Scheme.

## 1.8 RELATIONSHIP WITH LOCAL LAWS

Where a provision of the Scheme is inconsistent with a local law, the provision of the Scheme prevails.

## 1.9 RELATIONSHIP WITH OTHER SCHEMES

There are no other Schemes of the Shire of Dowerin which apply to the Scheme area.

## **PART 2 - RESERVES**

---

### **2.1 RESERVES**

Certain lands within the Scheme area are classified as Local Reserves.

### **2.2 REGIONAL RESERVES**

There are no regional reserves in the Scheme area.

### **2.3 LOCAL RESERVES**

'Local Reserves' are delineated and depicted on the Scheme Map according to the legend on the Scheme Map.

### **2.4 USE AND DEVELOPMENT OF LOCAL RESERVES**

2.4.1 A person must not -

- (a) use a Local Reserve; or
- (b) commence or carry out development on a Local Reserve, without first having obtained development approval under Part 7 of the deemed provisions

2.4.2 In determining an application for development approval the local government is to have due regard to -

- (a) the matters set out in clause 67 of the deemed provisions;
- (b) the ultimate purpose intended for the Local Reserve; and
- (c) the Use Classes permitted in the Zoning Table.

2.4.3 In the case of land reserved for the purposes of a public authority, the local government is to consult with that authority before determining an application for development approval.

## **PART 3 - ZONES AND THE USE OF LAND**

---

### **3.1 ZONES**

3.1.1 The Scheme area is classified into the zones shown on the Scheme Map.

3.1.2 The zones are delineated and depicted on the Scheme Map according to the legend on the Scheme Map.

### **3.2 OBJECTIVES OF THE ZONES**

The objectives of the zones are -

#### **Residential zone**

The objectives are:

- To provide for predominantly residential development with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes of Western Australia.
- Non-residential uses shall be compatible in character, scale and operation with the predominant residential use.
- A non-residential use shall only be permitted if the use does not detract from the amenity of the area.

### **Commercial zone**

The objectives are:

- To maintain a compact and accessible centre.
- To centralise commercial and service functions.
- To maintain safety and efficiency of traffic flows and provide for adequate facilities for the storage and circulation of vehicles.
- To preclude the storage of bulky and unsightly goods where they may be in public view.
- To maintain the compatibility with the general streetscape for all new buildings in terms of scale, height, style, materials, street alignment and design of facades.
- To provide sheltered places for pedestrians.
- To reduce uses attracting large volumes of heavy vehicle traffic other than to service retail outlets.
- To provide for residential uses only where the uses are combined with a commercial use, e.g. hotel, or where the residential uses occupy a floor level where it is impracticable or inappropriate to establish a shop or office.

### **Light Industrial zone**

The objectives are:

- To provide for service industries and light industries that will not have a detrimental affect on nearby residential areas.
- To provide for a range of employment opportunities.

### **Industrial zone**

The objectives are:

- To provide for general industry, the storage and distribution of goods and associated uses, which by the nature of their operations should be separated from residential areas.
- To provide a location for diverse industries that would otherwise have a detrimental impact on the other uses in close vicinity.
- To encourage the provision of landscaping to ensure the industrial development is appropriately screened from the main road.
- To provide a location where separate heavy vehicular access is provided.

- To provide a location for depots, warehouses, and large vehicle parking and servicing areas.
- To provide for a range of employment opportunities.

### **Townsite zone**

The objectives are:

- To maintain a small town atmosphere.
- To maintain the status quo of uses within the zone.
- To allow a variety of uses necessary to service the normal functions of a small townsite.
- To provide for residential development and a range of commercial, industrial and other uses considered appropriate in small towns.

### **Special Use zone**

The objectives are:

- To provide an area where special uses can be operated under the specific control of the local government in order to maintain the safety, health and welfare of surrounding users.
- To enable the local government to impose specific conditions to restrict the use and operation of any development that would normally not fit within the ambit of any other zone in this Scheme.

### **Rural Residential zone**

The objectives are:

- To provide for closer settlement on land that is suitable for such a purpose, without impacting on the continued rural operation of adjoining land.
- To provide for development that maintains the rural character of the locality, maintains a high level of amenity and minimises disturbance to the landscape through construction of buildings and structures, clearing, earthworks and access roads.
- To ensure development is compatible with the predominantly rural nature and amenity of the zone.
- To allow for cluster subdivision and other innovative rural residential designs, having consideration for conservation values.
- To ensure that rural residential areas are within easy access to community facilities and services.
- To encourage the provision of vegetation and fauna corridors and the revegetation of the land to adequately protect any areas or sites of conservation value within the design.
- To encourage rural residential subdivision by permitting a range of lot sizes in conventional subdivision.
- To ensure that wherever possible Rural Residential areas use existing local roads or develop road networks independent of the Goomalling-Merredin route. In order



to protect the function and safety of the Goomalling-Merredin route these developments should not create additional direct access to the route.

### **Rural zone**

The objectives are:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.
- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

The zones are delineated and depicted on the Scheme Map according to the legend thereon.

### **3.3 TABLE 1 - ZONING TABLE**

3.3.1 The Zoning Table indicates, subject to the provisions of the Scheme, the uses permitted in the Scheme area in the various zones. The permissibility of any uses is determined by cross-reference between the list of use classes on the left-hand side of the Zoning Table and the list of zones at the top of the Zoning Table.

3.3.2 The symbols used in the cross-reference in the Zoning Table have the following meanings -

‘P’ means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;

‘D’ means that the use is not permitted unless the local government has exercised its discretion by granting development approval;

‘A’ means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions.;

‘X’ means a use that is not permitted by the Scheme.

**TABLE 1 - ZONING TABLE (PART 1 OF 2)**

USE CLASSES	ZONES						
	RESIDENTIAL	COMMERCIAL	LIGHT INDUSTRY	GENERAL INDUSTRY	TOWNSITE	RURAL RESIDENTIAL	RURAL
<b>RESIDENTIAL USES</b>							
Aged or dependent persons dwelling	D	X	X	X	A	X	X
Caretaker's dwelling	X	D	D	D	X	X	X
Grouped dwelling	P	D	X	X	D	X	X
Home business	D	D	X	X	D	D	D
Home occupation	D	D	X	X	D	D	D
Home office	D	D	X	X	D	D	D
Home store	A	D	X	X	A	D	A
Lodging house	A	D	X	X	A	X	X
Park home park	X	A	X	X	A	X	X
Residential building	A	X	X	X	A	X	X
Single house	P	A	X	X	P	P	P
<b>TOURIST AND ENTERTAINMENT USES</b>							
Amusement parlour	X	D	X	A	X	X	X
Bed and breakfast	A	D	X	X	A	D	D
Camping area	X	X	X	X	X	X	A
Hotel	X	P	X	X	X	X	X
Motel	X	D	X	X	X	X	X
Tavern	X	P	X	X	X	X	X
Tourist development	X	D	X	X	D	D	A
<b>OTHER USES</b>							
Funeral parlour	X	A	X	P	A	X	X
Service utility	D	D	D	D	D	D	D
Telecommunications infrastructure	A	D	P	P	D	A	D
Veterinary centre	X	A	D	P	A	D	A
<b>COMMERCE USES</b>							
Betting agency	X	P	X	X	A	X	X
Bulky goods showroom	X	P	P	P	A	X	X
Cinema/theatre	X	P	X	X	D	X	X
Consulting rooms	X	D	D	X	A	X	X
Convenience store	A	P	X	X	A	X	X
Dry cleaning premises	X	D	D	D	A	X	X
Fast food outlet	X	D	X	X	A	X	X
Lunch bar	X	P	P	P	A	X	X
Market	X	D	X	D	A	X	X
Medical centre	X	D	X	X	A	X	X
Motor vehicle, boat or caravan sales	X	D	D	X	A	X	X
Motor vehicle repair	X	D	P	P	A	X	X
Motor vehicle wash	X	D	P	P	A	X	X
Night club	X	D	D	X	A	X	X
Office	X	P	D	X	A	X	X
Reception centre	X	P	X	X	A	D	X
Recreation - private	X	D	D	D	A	X	A
Restaurant/cafe	X	P	X	X	A	D	D

**TABLE 1 - ZONING TABLE (PART 2 OF 2)**

USE CLASSES	ZONES						
	RESIDENTIAL	COMMERCIAL	LIGHT INDUSTRY	GENERAL INDUSTRY	TOWNSITE	RURAL RESIDENTIAL	RURAL
Restricted premises	X	D	D	X	A	X	X
Service station	X	D	D	P	A	X	X
Shop	X	P	X	X	A	X	X
Trade display	X	D	P	P	A	X	X
Transport depot	X	X	P	P	A	X	D
Winery	X	X	X	X	A	D	A
<b>INDUSTRY USES</b>							
Fuel depot	X	X	X	A	A	X	X
Industry	X	X	X	D	X	X	X
Industry - cottage	A	D	D	P	D	A	A
Industry - extractive	X	X	X	P	X	X	D
Industry - hazardous	X	X	X	A	X	X	X
Industry - light	X	X	P	P	A	X	X
Industry – primary production	X	X	A	P	A	D	P
Industry - service	X	D	P	P	A	X	X
Mining operations	X	X	X	X	X	X	D
Rural home business	X	X	X	X	X	A	D
Warehouse/storage	X	D	P	P	A	X	X
<b>CIVIC AND COMMUNITY USES</b>							
Child care premises	A	A	X	X	D	X	X
Civic use	D	D	X	D	A	D	X
Club premises	D	P	X	D	A	D	X
Community purpose	A	P	X	A	A	X	X
Educational establishment	X	P	X	A	A	X	X
Exhibition centre	X	D	D	X	X	X	X
Family day care	A	D	X	X	A	A	A
<b>RURAL USES</b>							
Agriculture - extensive	X	X	X	X	X	X	P
Agriculture - intensive	X	X	X	X	X	D	A
Animal establishment	X	X	A	A	X	X	A
Animal husbandry - intensive	X	X	X	X	X	X	A
Rural pursuit/hobby farm	X	X	X	X	A	D	D
Tree farm	X	X	X	X	X	D	A

3.3.3 A change in the use of land from one use to another is permitted if -

- (a) the local government has exercised its discretion by granting development approval;
- (b) the change is to a use which is designated with the symbol 'P' in the cross reference to that zone in the Zoning Table and the proposed use complies with all the relevant development standards and any requirements of the Scheme;

- (c) the change is an extension of a use within the boundary of the lot which does not change the predominant use of the lot; or
- (d) the change is to an incidental use that does not change the predominant use of the land.

- Note:
1. The development approval of the local government is required for the development of land in addition to any approval granted for the use of land. In normal circumstances one application is made for both the use and development of land.
  2. The local government will not refuse a 'P' use because of the unsuitability of the use for the zone but may impose conditions on the use of the land to comply with any relevant development standards or requirements of the Scheme, and may refuse or impose conditions on any development of the land.
  3. In considering a 'D' or 'A' use, the local government will have regard to the matters set out in clause 67 of the deemed provisions.
  4. The local government must refuse to approve any 'X' use of land. Approval to an 'X' use of land may only proceed by way of an amendment to the Scheme.

### **3.4 INTERPRETATION OF THE ZONING TABLE**

3.4.1 Where a specific use is mentioned in the Zoning Table, it is deemed to be excluded from the general terms used to describe any other use.

3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may -

- (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;
- (b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 64 of the deemed provisions in considering an application for development approval; or
- (c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.

### **3.5 ADDITIONAL USES**

Despite anything contained in the Zoning Table, the land specified in Schedule 2 may be used for the specific use or uses that are listed in addition to any uses permissible in the zone in which the land is situated subject to the conditions set out in Schedule 2 with respect to that land.

- Note: An additional use is a land use that is permitted on a specific portion of land in addition to the uses already permissible in that zone that applies to the land.

### **3.6 RESTRICTED USES**

Despite anything contained in the Zoning Table, the land specified in Schedule 3 may only be used for the specific use or uses that are listed and subject to the conditions set out in Schedule 3 with respect to that land.

- Note: A restricted use is the only use or uses that is permitted on a specific portion of land and other uses that would otherwise be permissible in the zone are not permitted.

### **3.7 SPECIAL USE ZONES**

3.7.1 Special use zones are set out in Schedule 4.

3.7.2 A person must not use any land, or any structure or buildings on land, in a special use zone except for the purpose set out against that land in Schedule

4 and subject to compliance with any conditions set out in Schedule 4 with respect to that land.

Note: Special use zones apply to special categories of land use which do not comfortably sit within any other zone in the Scheme.

### **3.8 NON-CONFORMING USES**

Except as otherwise provided in the Scheme, no provision of the Scheme is to be taken to prevent -

- (a) the continued use of any land for the purpose for which it was being lawfully used immediately prior to the Gazettal date;
- (b) the carrying out of any development on that land for which, immediately prior to the Gazettal date, an approval or approvals, lawfully required to authorise the development to be carried out, were duly obtained and are current; or
- (c) subject to clause 80 of the deemed provisions, the continued display of advertisements which were lawfully erected, placed or displayed prior to the Gazettal date.

Note: "Land" has the same meaning as in the Planning and Development Act and includes houses, buildings and other works and structures.

### **3.9 EXTENSIONS AND CHANGES TO A NON-CONFORMING USE**

3.9.1 A person must not -

- (a) alter or extend a non-conforming use;
- (b) erect, alter or extend a building used in conjunction with or in furtherance of a non-conforming use; or
- (c) change the use of land from a non-conforming use to another non-conforming use,

without first having applied for and obtained development approval under the Scheme.

3.9.2 An application for development approval under this clause is to be advertised in accordance with clause 64 of the deemed provisions.

3.9.3 Where an application is for a change of use from an existing non-conforming use to another non-conforming use, the local government is not to grant its development approval unless the proposed use is less detrimental to the amenity of the locality than the existing non-conforming use and is, in the opinion of the local government, closer to the intended purpose of the zone.

### **3.10 DISCONTINUANCE OF NON-CONFORMING USE**

Where a non-conforming use of any land has been discontinued for a period of 6 months the land must not be used after that period otherwise than in conformity with the provisions of the Scheme.

### **3.11 TERMINATION OF A NON-CONFORMING USE**

The local government may effect the discontinuance of a non-conforming use by the purchase of the land, or by the payment of compensation to the owner or occupier or to both the owner and occupier of that land, and may enter into an agreement with the owner for that purpose.

Note: Sections 190 and 191 of the Planning and Development Act enables the local government to purchase, or, with the consent of the Governor, compulsorily acquire land for the purpose of a local planning scheme, subject to Part 9 of the *Land Administration Act 1997*, that section and the Scheme.

### **3.12 DESTRUCTION OF NON-CONFORMING USE BUILDINGS**

If a building used for a non-conforming use is destroyed to 75% or more of its value, the building is not to be repaired, rebuilt, altered or added to for the purpose of being used for a non-conforming use or in a manner not permitted by the Scheme, except with the development approval of the local government.

## **PART 4 - GENERAL DEVELOPMENT REQUIREMENTS**

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### **4.1 COMPLIANCE WITH DEVELOPMENT STANDARDS AND REQUIREMENTS**

Any development of land is to comply with the provisions of the Scheme.

### **4.2 RESIDENTIAL DESIGN CODES**

- 4.2.1 A copy of the Residential Design Codes is to be kept and made available for public inspection at the offices of the local government.
- 4.2.2 Unless otherwise provided for in the Scheme, the development of land for any of the residential purposes dealt with by the Residential Design Codes is to conform with the provisions of those Codes.
- 4.2.3 The Residential Design Codes density applicable to land within the Scheme area is to be determined by reference to the Residential Design Codes density number superimposed on the particular areas contained within the borders shown on the Scheme Map or where such an area abuts another area having a Residential Design Code density, as being contained within the area defined by the centre-line of those borders.

### **4.3 SPECIAL APPLICATION OF RESIDENTIAL DESIGN CODES**

- 4.3.1 The Residential Design Code for land zoned 'Residential', 'Townsite' and 'Commercial' shall be R10/35 unless otherwise indicated on the Scheme Maps.
- 4.3.2 The Local government shall not approve a residential development with a density exceeding R10 unless the Local government is satisfied that an alternative sewerage disposal system can be installed and managed to its satisfaction.

### **4.4 RESTRICTIVE COVENANTS**

- 4.4.1 Subject to clause 4.4.2, a restrictive covenant affecting any land in the Scheme area by which, or the effect of which is that, the number of residential dwellings which may be constructed on the land is limited or restricted to less than that permitted by the Scheme, is hereby extinguished or varied to the extent that it is inconsistent with the provisions of the Residential Design Codes which apply under the Scheme.
- 4.4.2 Where clause 4.4.1 operates to extinguish or vary a restrictive covenant the local government is not to grant development approval to the development of the land which would, but for the operation of clause 4.4.1, have been prohibited unless the application has been dealt with as an 'A' use and has complied with all of the advertising requirements of clause 64 of the deemed provisions.

### **4.5 VARIATIONS TO SITE AND DEVELOPMENT STANDARDS AND REQUIREMENTS**

- 4.5.1 Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for development

approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government considers appropriate.

- 4.5.2 In considering an application for development approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to -
- (a) consult the affected parties by following one or more of the provisions for advertising uses under Part 8 of the deemed provisions; and
  - (b) have regard to any expressed views prior to making its determination to grant the variation.
- 4.5.3 The power conferred by this clause may only be exercised if the local government is satisfied that -
- (a) approval of the proposed development would be appropriate having regard to the matters set out in Part 9 of the deemed provisions; and
  - (b) the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

#### **4.6 ENVIRONMENTAL CONDITIONS**

- 4.6.1 Environmental conditions to which the Scheme is, or amendments to the Scheme are, subject are incorporated into the Scheme by Schedule 6 of the Scheme.
- 4.6.2 Where appropriate, the environmental conditions are indicated on the Scheme Map by the symbol EC to indicate that environmental conditions apply to the land.
- 4.6.3 The local government is to -
- (a) maintain a register of all relevant statements published under sections 48F and 48G of the Environmental Protection Act; and
  - (b) make the statements available for public inspection at the offices of the local government.

Note: Environmental conditions are those required to be incorporated into a Scheme or an amendment to a Scheme following assessment under the *Environmental Protection Act 1986*.

#### **4.7 SITE AND DEVELOPMENT REQUIREMENTS**

Any development that is permitted under the provisions of Part 3 of this Scheme shall conform to the requirements for that use as specified in Table II - Development Table, or in the Residential Design Codes for residential development.

##### **4.7.1 Development Requirements**

Where development standards for a particular use are not set out in this Scheme, the development standards applicable shall be determined by the local government.

##### **4.7.2 Combined Uses**

Where two or more uses are combined in a single development, the development shall conform to the requirements for each use respectively, or where such requirements are inappropriate, to such requirements as the local government shall determine.



#### *4.7.3 Industrial Development*

Unsewered industrial development will be restricted to 'dry industry' type (i.e. industries predicted to generate wastewater for disposal on-site of a daily rate of less than 540 litres per 1000m<sup>2</sup>).

### **4.8 CARETAKER'S DWELLING**

The provisions of this clause apply to all caretakers' dwellings in the Industrial zone.

- 4.8.1 A caravan is not permitted as a caretaker's dwelling for either permanent or temporary occupation.
- 4.8.2 Only a single caretaker's dwelling shall be permitted on each lot and it shall be located at the rear of a lot zoned Industrial.
- 4.8.3 The local government will not support the subdivision or development of land in an industrial zone that will;
  - allow the dwelling to be sold separately from the industrial use of the land;
  - restrict the use of the land for industrial purposes.
- 4.8.4 A caretaker's dwelling shall contain only 1 bedroom.
- 4.8.5 A caretaker's dwelling shall have a maximum floor area of 100m<sup>2</sup> measured from the external face of the walls.
- 4.8.6 Open verandahs may be permitted but are not to be enclosed by any means unless the total floor area remains less than 100m<sup>2</sup>.

### **4.9 RURAL RESIDENTIAL ZONE**

- 4.9.1 Only one dwelling will be permitted on any lot in the Rural Residential zone.
- 4.9.2 All dwellings shall be developed in accordance with all provision of the R2 requirements of the Residential Design Codes, with the exception of lot area.
- 4.9.3 Provision must be made for all dwellings to be connected to a reticulated potable water supply or have appropriate provision for alternative potable water supply to the satisfaction of the appropriate authority.
- 4.9.4 The local government may require a Structure Plan be prepared by the proponent and endorsed by the local government in the Rural Residential Zone prior to any development being approved or subdivision being recommended for approval.

### **4.10 RURAL ZONE**

Notwithstanding the right to develop a single house on an existing lot, residential development in the 'Rural' Zone shall comply with the specific requirements of the local government, however these shall not be lesser than those specified for the Residential Design Code 'R2'.

## TABLE II DEVELOPMENT TABLE

USE	MINIMUM BOUNDARY SETBACK (metres)			MAXIMUM PLOT RATIO	MINIMUM LANDSCAPED AREA (%)	MINIMUM NUMBER OF ON SITE CAR PARKING BAYS
	FRONT	REAR (average)	SIDES			
Club Premises	*	*	*	0.5	*	1 for every 45m <sup>2</sup> of gross floor area.
Community Purpose	*	*	*	*	10	1 for every 4 persons whom the building is designed to accommodate.
Consulting Rooms	*	*	*	0.4 in Res Zone 0.5 elsewhere	*	1 for every 30m <sup>2</sup> of gross floor area, plus 1 for each person employed.
Child Care Premises	7.5	7.5	*	*	*	1 for each employee.
Educational Establishment	9.0	7.5	5.0	*	30	1 per full time employee, plus bays for students as determined by the local government.
Funeral Parlour	*	*	*	*	10	As determined by the local government, (minimum 6).
Hotel/Tavern	*	*	*	*	10	1 for every bedroom plus 1 per 2m <sup>2</sup> of bar and lounge area.
Industrial - Service	7.5	7.5	*	*	10	1 per 2 employees.
Industrial - Light	7.5	7.5	*	*	10	1 per 2 employees.
Industrial - General	7.5	7.5	*	*	15	1 per 2 employees.
Motel	9.0	7.5	3.0 per storey	1.0	30	1 per unit, plus 1 space per 25m <sup>2</sup> of service area.
Office	*	*	*	*	*	1 for every 30m <sup>2</sup> plot ratio area.
Restaurant	*	*	*	*	*	1 for every 10m <sup>2</sup> of gross floor area or 1 for every 4 seats provided, whichever is the greater.
Service Station	7.5	7.5	*	*	5	1 for every working bay, plus 1 for each person employed on site.
Shop	*	*	*	*	*	1 for every 15m <sup>2</sup> of gross floor area.
Showroom	*	*	*	*	10	1 for every 100m <sup>2</sup> of gross floor area.
Motor Vehicle, Boat or Caravan Sales	*	*	*	*	5	1 for every 250m <sup>2</sup> of sales area, plus 1 for every person employed on site.

NOTES: i) \* means 'to be determined by the local government' in each particular case.  
ii) Landscaping to be generally at the street frontage.

## **PART 5 - SPECIAL CONTROL AREAS**

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### **5.1 OPERATION OF SPECIAL CONTROL AREAS**

There are no special control areas which apply to the Scheme.

## **SCHEDULES**

Schedule 1	Dictionary of defined terms
Schedule 2	Additional uses
Schedule 3	Restricted uses
Schedule 4	Special use zones
Schedule 5	Exempted advertisements
Schedule 6	Environmental conditions
Schedule A	Supplemental provisions

## SCHEDULE 1 - DICTIONARY OF DEFINED TERMS

Unless otherwise listed below, the terms used in the Scheme have the same meaning as the general definitions and land use terms contained in Part 6 of Schedule 1 of the model provisions for local planning schemes in the *Planning and Development (Local Planning Schemes) Regulations 2015* , or have the same meaning as defined in *State Planning Policy 3.1 - Residential Design Codes*.

<b>Camping area</b>	means land set aside for the erection of tents and other similar structure for temporary accommodation.
<b>Dry cleaning premises</b>	means land and buildings used for the cleaning of garments and other fabrics by chemical processes.
<b>Fast food outlet</b>	means premises used for the preparation, sale and serving of food to customers in a form ready to be eaten without further preparation, primarily off the premises, but does not include a lunch bar.
<b>Industry - cottage</b>	<p>means a trade or light industry producing arts and crafts goods which does not fall within the definition of a home occupation and which -</p> <ul style="list-style-type: none"><li>(a) does not cause injury to or adversely affect the amenity of the neighbourhood;</li><li>(b) where operated in a residential zone, does not employ any person other than a member of the occupier's household;</li><li>(c) is conducted in an out-building which is compatible with the principal uses to which land in the zone in which it is located may be put;</li><li>(d) does not occupy an area in excess of 50 square metres; and</li><li>(e) does not display a sign exceeding 0.2 square metres in area.</li></ul>
<b>Industry - hazardous</b>	means an Industry which, when in operation and when all measures proposed to minimise its impact on the locality have been employed (including measures to isolate the industry from existing or likely future development on other land in-the locality), would pose a significant risk in relation to the locality, to human health, life or property, or to the biophysical environment. Examples of such industry include oil refineries and chemical plants but would generally exclude light, rural or service industries.
<b>Industry - service</b>	<p>means -</p> <ul style="list-style-type: none"><li>(a) an industry - light carried out from premises which may have a retail shop front and from which goods manufactured on the premises may be sold; or</li><li>(b) premises having a retail shop front and used as a depot for receiving goods to be serviced.</li></ul>
<b>Lunch bar</b>	means premises or part of premises used for the sale of takeaway food (in a form ready to be consumed without further preparation) within industrial or commercial areas.

<b>Lodging house</b>	shall have the same meaning as is given to it in and for the purposes of the Health Act, 1911-1979 (as amended).
<b>Service utility</b>	means any work or undertaking constructed or maintained by a service agency as may be required to provide water, sewerage, electricity, gas, drainage or other similar essential services.
<b>Wayside stall</b>	means a stall located adjacent to a street in which only fruit, vegetables and artifacts grown, produced or made on the land are sold or offered for sale.

## **SCHEDULE 2 - ADDITIONAL USES**

There are no additional uses that apply to the Scheme.

<b>No.</b>	<b>Description of land</b>	<b>Additional use</b>	<b>Conditions</b>

## **SCHEDULE 3 - RESTRICTED USES**

There are no restricted uses that apply to the Scheme.

<b>No.</b>	<b>Description of land</b>	<b>Restricted use</b>	<b>Conditions</b>

## **SCHEDULE 4 - SPECIAL USE ZONES**

There are no special use zones that apply to the Scheme.

<b>No.</b>	<b>Description of land</b>	<b>Special use</b>	<b>Conditions</b>

## SCHEDULE 5 - EXEMPTED ADVERTISEMENTS

LAND USE AND/OR DEVELOPMENT	EXEMPTED SIGN <sup>1</sup>	MAXIMUM SIZE
Dwellings	One professional name-plate as appropriate.	0.2m <sup>2</sup>
Home Occupation	One advertisement describing the nature of the home occupation.	0.2m <sup>2</sup>
Places of Worship, Meeting Halls and Places of Public Assembly	One advertisement detailing the function and/or the activities of the institution concerned.	0.2m <sup>2</sup>
Cinemas, Theatres and Drive-In Theatres	Two signs (illuminated or non-illuminated) detailing the entertainment being presented from time to time at the venue upon which the signs are displayed.	Each advertisement sign not to exceed 5m <sup>2</sup> .
Shops, Showrooms and other uses appropriate to a Shopping Area.	All advertisements affixed to the building below the top of the awning or, in the absence of an awning, below a line measured at 5 metres from the ground floor level of the building subject to compliance with the requirements of the Signs Hoarding and Bill Posting Bylaws.	N/A
Industrial and Warehouse Premises	A maximum of 4 advertisements applied to or affixed to the walls of the building but not including signs which project above the eaves or the ridge of the roof of the building, and excluding signs projecting from a building whether or not those signs are connected to a pole, wall or other building.  A maximum of two free-standing advertisement signs not exceeding 5m in height above ground level.	Total area of any such advertisements, shall not exceed 15m.  Maximum permissible total area shall not exceed 10m <sup>2</sup> and individual advertisement signs shall not exceed 6m <sup>2</sup> .
Showroom, race courses, major racing tracks, sports stadia, major sporting grounds and complexes	All signs provided that, in each case, the advertisement is not visible from outside the complex or facility concerned either from other private land or from public places and streets.	N/A
Public Places and Reserves	(a) Advertisement signs (illuminated and non-illuminated) relating to the functions of government a public authority or local government of a local government excluding those of a promotional nature constructed or exhibited by, or on behalf of any such body, and  (b) Advertisement signs (illuminated and non-illuminated) required for the management or control of traffic on any public road, car park, cycleway, railway or waterway where such advertisement has been constructed or exhibited by or at the direction of a Government department, public authority or the local government of a local government, and  (c) Advertisement signs (illuminated and non-illuminated) required to be exhibited by or pursuant to any statute or regulation or the like made pursuant to powers contained within a Statute provided that any such advertisement is constructed and/or exhibited strictly in accordance with the requirements specified therein.	N/A  N/A  N/A
Railway Property and Reserves	Advertisement signs exhibited on such land provided that each such advertisement is directed only at persons at or upon a railway station.	No sign shall exceed 2m <sup>2</sup> in area.
Advertisements within buildings	All advertisements placed or displayed within buildings which cannot ordinarily be seen by a person outside of those buildings.	N/A
All classes of buildings other than single family dwellings	One advertisement sign containing the name, number and address of the building, the purpose for which the building is used or the name and address of the managing agent thereof.	0.2m <sup>2</sup>

<sup>1</sup> Includes the change of posters on poster signs and applies to non-illuminated signs unless otherwise stated.

## SCHEDULE 6 - ENVIRONMENTAL CONDITIONS

There are no environmental conditions imposed under the *Environmental Protection Act 1986* that apply to the Scheme.

Scheme or Amendment No.	Gazettal Date	Environmental Conditions

### **Schedule A - Supplemental provisions to the deemed provisions**

These provisions are to be read in conjunction with the deemed provisions (Schedule 2) contained in the *Planning and Development (Local Planning Schemes) Regulations 2015*.

Clause 61(1):

- (k)** the erection or installation of a sign or advertisement of a class specified in Schedule 5 of this Scheme that applies in respect of the sign unless the sign is to be erected or installed -
  - (i) on a place included on a heritage list prepared in accordance with this Scheme; or
  - (ii) on land located within an area designated under this Scheme as a heritage area.
  
- (l)** the erection or extension of a single house on a lot if a single house is a permitted ("P") use in the zone (where the R Codes do not apply) in which that lot is located, where the development standards set out in the Scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:
  - (i) entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or



- (ii) the subject of an order under Part 6 of the *Heritage of Western Australia Act 1990*; or
  - (iii) included on a heritage list prepared in accordance with this Scheme; or
  - (iv) within an area designated under the Scheme as a heritage area; or
  - (v) the subject of a heritage agreement entered into under the *Heritage of Western Australia Act 1990* section 29.
  
- (m)** the erection or extension of an outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house if a single house is a permitted ("P") in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:
  - (i) entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or
  - (ii) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or
  - (iii) included on a heritage list prepared in accordance with this Scheme; or
  - (iv) within an area designated under the Scheme as a heritage area; or
  - (v) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.
  
- (n)** the demolition of any building or structure except where the building or structure is:
  - (i) located in a place that has been entered in the Register of Heritage Places under the *Heritage of Western Australia Act 1990*; or
  - (ii) the subject of an order under Part 6 the *Heritage of Western Australia Act 1990*; or
  - (iii) included on the heritage list prepared in accordance with this Scheme; or
  - (iv) located within an area designated under the Scheme as a heritage area.

## ADOPTION

Adopted by resolution of the Council of the Shire of Dowerin at the Ordinary Meeting of the Council held on the ..... day of .....20....

.....  
SHIRE PRESIDENT

.....  
Date

.....  
CHIEF EXECUTIVE OFFICER

.....  
Date

## FINAL APPROVAL

Adopted for final approval of the Shire of Dowerin at the meeting of Council held on the ..... day of ..... 20....

.....  
SHIRE PRESIDENT

.....  
Date

Seal

.....  
CHIEF EXECUTIVE OFFICER

.....  
Date

## RECOMMENDED/SUBMITTED FOR FINAL APPROVAL

.....  
Delegated under S.20 of WAPC Act 1985

.....  
Date

## FINAL APPROVAL GRANTED

.....  
MINISTER FOR PLANNING

.....  
Date



## Dowerin District High School

REGIONAL TEACHER DEVELOPMENT SCHOOL

MATHEMATICS and SCIENCE

35 Memorial Ave, Dowerin, W.A. 6461

Telephone: 08 96311030

Fax: 08 96311180

ABN: 72 133 688 385

[www.dowerindhs.wa.edu.au](http://www.dowerindhs.wa.edu.au)

08 NOV 2016

2nd November 2016

Shire of Dowerin  
13 Cottrell Street  
DOWERIN WA 6461

MAIL REGISTER  
N/ A ACTION BY *Andrea*  
FILE NO

To Whom It May Concern,

### RE: DOWERIN POOL

The Shire is very generous in its support of the school and the teaching and learning program. I am writing to request that Council approval be considered for the Dowerin Emergency Services Cadets and Dowerin District High School to have complementary use of the pool for the remainder of this year and the 2017 school year. Your response will assist us in determining our budget for 2017.

Events during 2016:

- Cadet Training (Rescue Training)

Events during 2017 will include:

- Swimming Lessons in Term 1
- Swimming Trials in Term 1
- Swimming Carnivals in Term 1
- Cadets Training

(Dates of these events will be confirmed at a later time)

Should you require any further information in relation to this request please do not hesitate to contact Mr Aron Hall on (08) 9631 1030.

Yours sincerely

Mrs Barbara Garner  
Principal

[Barbara.Garner@education.wa.edu.au](mailto:Barbara.Garner@education.wa.edu.au)

# **SHIRE OF DOWERIN**

## **MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 October 2016**

**LOCAL GOVERNMENT ACT 1995**

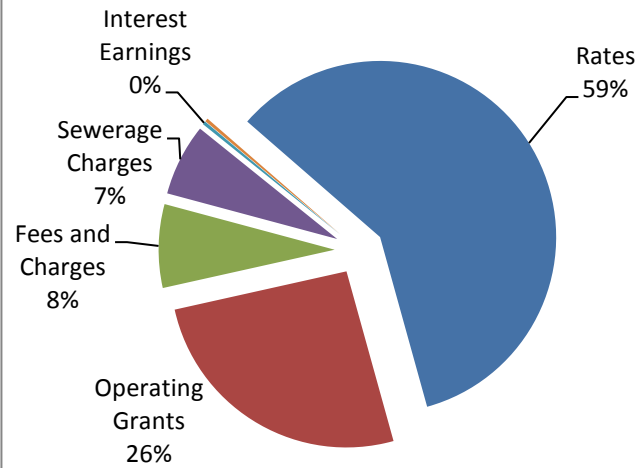
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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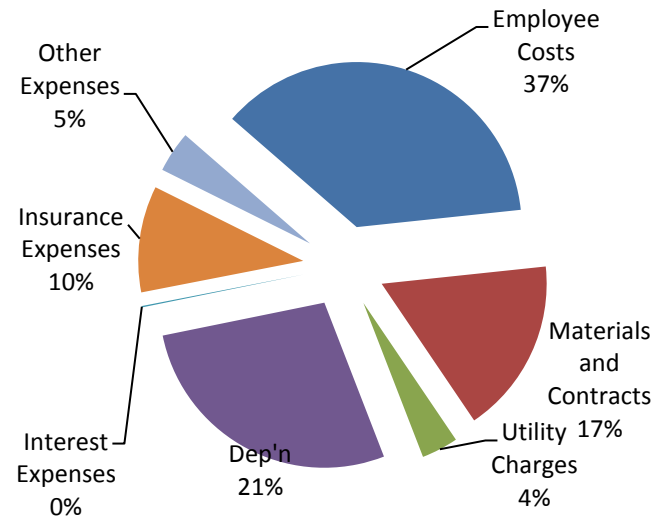
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**SHIRE OF DOWERIN**  
**Information Summary**  
**For the Period Ended 31 October 2016**

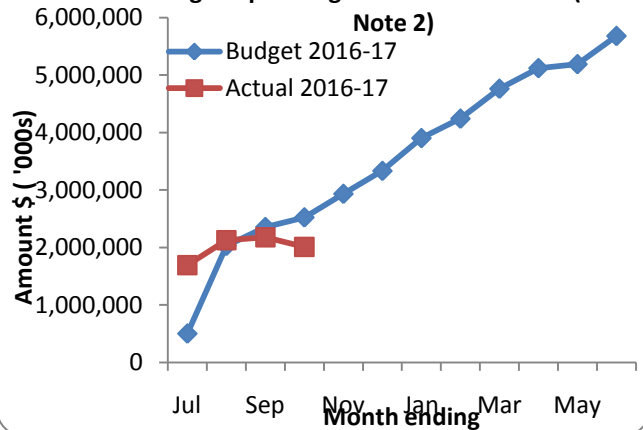
### Operating Revenue



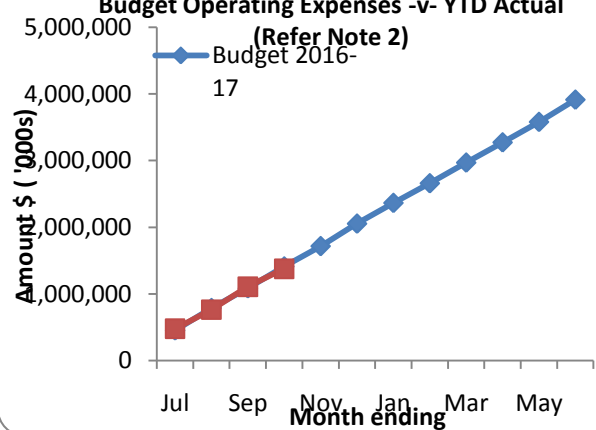
### Operating Expenditure



#### Budget Operating Revenues -v- Actual (Refer Note 2)



#### Budget Operating Expenses -v- YTD Actual (Refer Note 2)



**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 October 2016**

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	(b)-(a)	(b)-	Var.
			\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	164,258	164,258	164,258	297,423	133,165	81%	😊
<b>Revenue from operating activities</b>								
Governance		8,525	8,525	2,840	3,119	279	10%	
General Purpose Funding - Rates	8	1,211,651	1,211,651	1,191,651	1,191,688	37	0%	
General Purpose Funding - Other		1,358,900	1,358,900	322,596	345,225	22,629	7%	😊
Law, Order and Public Safety		24,150	24,150	10,848	7,126	(3,722)	(34%)	
Health		259,000	259,000	131,920	140,925	9,005	7%	😊
Education and Welfare		129,894	129,894	43,296	26,485	(16,811)	(39%)	😞
Housing		128,256	136,368	45,452	54,706	9,254	20%	😊
Community Amenities		228,327	228,327	217,915	219,312	1,397	1%	
Recreation and Culture		80,700	80,700	14,220	5,840	(8,380)	(59%)	😞
Transport		146,100	146,100	6,864	5,785	(1,079)	(16%)	
Economic Services		12,176	12,176	4,052	7,451	3,399	84%	
Other Property and Services		10,501	10,501	3,496	1,876	(1,620)	(46%)	
		<b>3,598,180</b>	<b>3,606,292</b>	<b>1,995,150</b>	<b>2,009,536</b>			
<b>Expenditure from operating activities</b>								
Governance		(505,037)	(505,037)	(185,633)	(189,939)	(4,306)	(2%)	
General Purpose Funding		(134,898)	(134,898)	(44,960)	(41,455)	3,505	8%	
Law, Order and Public Safety		(81,231)	(81,231)	(32,182)	(32,552)	(370)	(1%)	
Health		(310,563)	(310,563)	(122,740)	(121,372)	1,368	1%	
Education and Welfare		(170,271)	(170,271)	(56,732)	(44,500)	12,232	22%	😊
Housing		(175,349)	(175,349)	(61,804)	(92,662)	(30,858)	(50%)	😞
Community Amenities		(310,220)	(310,220)	(114,346)	(97,560)	16,786	15%	😊
Recreation and Culture		(721,034)	(721,034)	(244,414)	(240,735)	3,679	2%	
Transport		(1,283,028)	(1,283,028)	(427,664)	(410,471)	17,193	4%	
Economic Services		(211,508)	(211,508)	(83,818)	(93,295)	(9,477)	(11%)	😞
Other Property and Services		(10,967)	(10,967)	(36,760)	(11,694)	25,066	68%	😊
		<b>(3,914,106)</b>	<b>(3,914,106)</b>	<b>(1,411,053)</b>	<b>(1,376,235)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		1,112,647	1,112,647	370,792	381,049	10,257	3%	
Adjust Provisions and Accruals		0	0	0	5,355	5,355		😊
<b>Amount attributable to operating activities</b>		<b>796,721</b>	<b>804,833</b>	<b>954,889</b>	<b>1,019,705</b>			
<b>Investing Activities</b>								
Non-operating Grants, Subsidies and Contributions	10	2,074,000	2,074,000	529,000	253,845	(275,155)	(52%)	😞
Land and Buildings	12	(2,473,038)	(2,473,038)	0	(198,642)	(198,642)		😞
Infrastructure Assets - Roads	12	(1,123,913)	(1,123,913)	0	(48,836)	(48,836)		😞
Plant and Equipment	12	0	0	0	0	0		
Furniture and Equipment	12	0	0	0	0	0		
<b>Amount attributable to investing activities</b>		<b>(1,522,951)</b>	<b>(1,522,951)</b>	<b>529,000</b>	<b>6,367</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		785,250	785,250	785,250	785,250	0	0%	
Self-Supporting Loan Principal		23,002	23,002	0	0	0		
Transfer from Reserves	7	300,000	300,000	0	0	0		
Repayment of Debentures	9	(113,357)	(113,357)	(11,408)	(11,408)	0	0%	
Transfer to Reserves	7	(432,922)	(432,922)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>561,973</b>	<b>561,973</b>	<b>773,842</b>	<b>773,842</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>8,112</b>	<b>2,421,989</b>	<b>2,097,337</b>			

😊 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 October 2016**

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)- (a)/(a)	Var.
			\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	164,258	164,258	164,258	<b>297,423</b>	133,165	81%	😊
<b>Revenue from operating activities</b>								
Rates	8	1,211,651	1,211,651	1,191,651	<b>1,191,688</b>	37	0%	
Operating Grants, Subsidies and Contributions	10	1,871,634	1,871,634	487,168	<b>518,851</b>	31,683	7%	😊
Fees and Charges		286,061	294,173	152,276	<b>153,994</b>	1,718	1%	
Sewerage Charges		132,227	132,227	132,227	<b>132,831</b>	604	0%	
Interest Earnings		61,500	61,500	20,132	<b>6,111</b>	(14,021)	(70%)	😞
Other Revenue		35,107	35,107	11,696	<b>6,062</b>	(5,634)	(48%)	😞
Profit on Disposal of Assets		0	0	0	<b>0</b>			
		<b>3,598,180</b>	<b>3,606,292</b>	<b>1,995,150</b>	<b>2,009,536</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(1,493,710)	(1,493,710)	(506,871)	<b>(508,362)</b>	(1,491)	(0%)	
Materials and Contracts		(881,179)	(881,179)	(356,136)	<b>(236,719)</b>	119,417	34%	😊
Utility Charges		(147,160)	(147,160)	(48,882)	<b>(49,380)</b>	(498)	(1%)	
Depreciation on Non-Current Assets		(1,112,647)	(1,112,647)	(370,792)	<b>(381,049)</b>	(10,257)	(3%)	
Interest Expenses		(44,659)	(44,659)	0	<b>(1,833)</b>	(1,833)		
Insurance Expenses		(146,402)	(146,402)	(108,652)	<b>(143,421)</b>	(34,769)	(32%)	😞
Other Expenditure		(88,350)	(88,350)	(19,720)	<b>(55,472)</b>	(35,752)	(181%)	😞
Loss on Disposal of Assets		0	0	0	<b>0</b>	0		
		<b>(3,914,106)</b>	<b>(3,914,106)</b>	<b>(1,411,053)</b>	<b>(1,376,235)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		1,112,647	1,112,647	370,792	<b>381,049</b>	10,257	3%	
Adjust Provisions and Accruals		0	0	0	<b>5,355</b>	5,355		😊
<b>Amount attributable to operating activities</b>		<b>796,721</b>	<b>804,833</b>	<b>954,889</b>	<b>1,019,705</b>			
<b>Investing activities</b>								
Grants, Subsidies and Contributions	10	2,074,000	2,074,000	529,000	<b>253,845</b>	(275,155)	(52%)	😞
Land and Buildings	12	(2,473,038)	(2,473,038)	0	<b>(198,642)</b>	(198,642)		😞
Infrastructure Assets - Roads	12	(1,123,913)	(1,123,913)	0	<b>(48,836)</b>	(48,836)		😞
<b>Amount attributable to investing activities</b>		<b>(1,522,951)</b>	<b>(1,522,951)</b>	<b>529,000</b>	<b>6,367</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		785,250	785,250	785,250	<b>785,250</b>	0	0%	
Self-Supporting Loan Principal		23,002	23,002	0	<b>0</b>	0		
Transfer from Reserves	7	300,000	300,000	0	<b>0</b>	0		
Repayment of Debentures	9	(113,357)	(113,357)	(11,408)	<b>(11,408)</b>	0	0%	
Transfer to Reserves	7	(432,922)	(432,922)	0	<b>0</b>	0		
<b>Amount attributable to financing activities</b>		<b>561,973</b>	<b>561,973</b>	<b>773,842</b>	<b>773,842</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	0	8,112	2,421,989	<b>2,097,337</b>	(324,652)	(13%)	😞

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

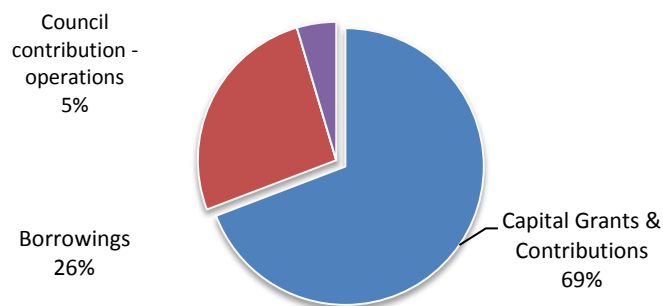
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**SHIRE OF DOWERIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
**For the Period Ended 31 October 2016**

**Capital Acquisitions**

	Note	Amended Annual Budget	YTD Actual Total
		\$	\$
Land and Buildings	12	2,473,038	198,642
Infrastructure Assets - Roads	12	1,123,913	48,836
<b>Capital Expenditure Totals</b>		3,596,951	247,478
<b>Capital acquisitions funded by:</b>			
Capital Grants and Contributions	10	2,074,000	253,845
Borrowings	9	785,250	785,250
Other (Disposals & C/Fwd)		0	0
Council contribution - Cash Backed Reserves	7	300,000	
<b>Council contribution - operations</b>		137,701	-791,617
<b>Capital Funding Total</b>		3,596,951	247,478

**Budgeted Capital Acquisitions Funding**





**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2016**

**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 October 2016**

**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:

<b>Asset</b>	<b>Years</b>
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 October 2016**

**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 October 2016**

**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 October 2016**

**Note 2: Explanation of Material Variances**

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 materially. The material variance adopted by Council for the 2016/17 year is \$5,000 or 5% whichever is the greater.



More Revenue OR Less Expenditure



Less Revenue OR More Expenditure

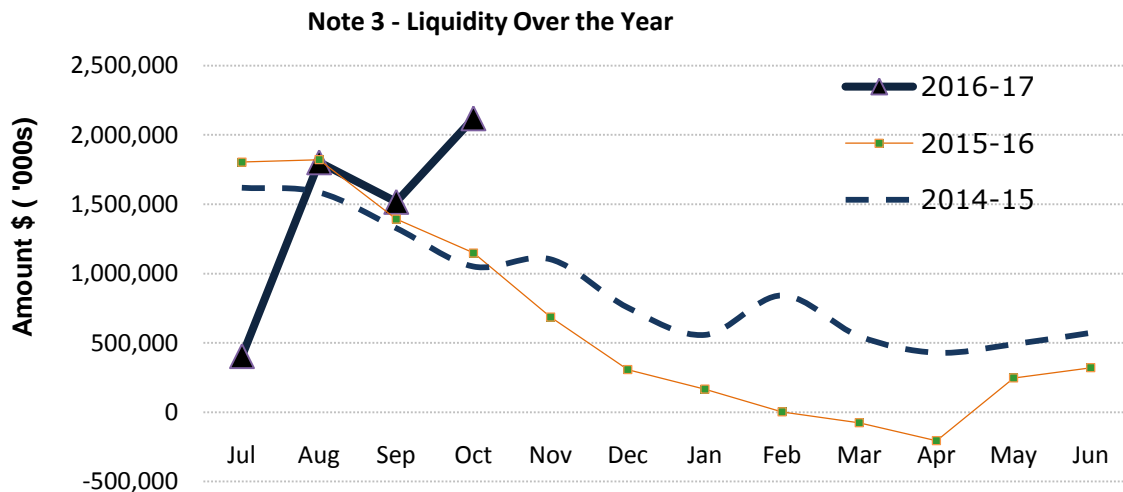
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Income</b>	\$	%			
Governance	279	10%			Within Variance Threshold
General Purpose Funding - Rates	37	0%			Within Variance Threshold
General Purpose Funding - Other	22,629	7%	😊	Timing	The 1st instalment of the Financial Assistance grants have been received. An additional \$39K more than YTD budget was received. Overall an additional \$63K has been allocated to the Shire for the year.
Law, Order and Public Safety	(3,722)	(34%)			Within Variance Threshold
Health	9,005	7%	😊	Timing	Higher 2nd grant instalment than anticipated.
Education and Welfare	(16,811)	(39%)	😞	Timing	Dowerin Community Childcare wages \$16.7k lower than YTD budget. Likely due to timing of pay runs.
Housing	9,254	20%	😊	Permanent	Outstanding rent of \$8736 from past 12 months has been invoiced for 58 Stacy Street.
Community Amenities	1,397	1%			Within Variance Threshold
Recreation and Culture	(8,380)	(59%)	😞	Timing	Recreation Hire fees and contributions are \$8K lower than YTD budget. This is a budget timing issue and staff will amend.
Transport	(1,079)	(16%)			Within Variance Threshold
Economic Services	3,399	84%			Within Variance Threshold
Other Property and Services	(1,620)	(46%)			Within Variance Threshold
<b>Operating Expense</b>	\$	%			
Governance	(4,306)	(2%)			Within Variance Threshold
General Purpose Funding	3,505	8%			Within Variance Threshold
Law, Order and Public Safety	(370)	(1%)			Within Variance Threshold
Health	1,368	1%			Within Variance Threshold
Education and Welfare	12,232	22%	😊	Timing	Dowerin Community Childcare wages are \$13.7K lower than YTD budget. Likely due to timing of pay runs.
Housing	(30,858)	(50%)	😞	Timing	Staff Housing expenses are \$8K higher than YTD budget. Other Housing expenses are \$23.5K higher than YTD budget. Likely due to timing. - staff will review upcoming maintenance plans etc.
Community Amenities	16,786	15%	😊	Timing	Scheme maintenance and Tip Management expenses continue to be lower by than YTD budget. Staff will review budget timing in these areas.
Recreation and Culture	3,679	2%			Within Variance Threshold
Transport	17,193	4%			Within Variance Threshold
Economic Services	(9,477)	(11%)	😞	Timing	Area Promotion expenses are \$5.5K higher than YTD budget - employee costs to be reallocated to CSO salaries. Field Days Works were \$10K higher than YTD budget - staff estimates lower than work required.
Other Property and Services	25,066	68%	😊	Timing	Salaries & Wages continue to be lower than YTD Budget by approx. \$36K due to a delay in employment of vacant positions. This saving is likely to be offset by contract staff.
<b>Operating activities excluded from budget</b>					
Add back Depreciation	10,257	0			
Adjust Provisions and Accruals	5,355		😊	Timing	There is a variance between the Net Current funding position and the Statements of Financial Activity. This is likely to be caused by movements in transactions with the finalisation of the Annual Financial Report for 15/16. Staff are monitoring this.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(275,155)	-52%	😞	Timing	The STA Project 1st Milestone of \$200K is yet to be claimed from NSRF Grant. Staff are progressing with this claim. RRG funding is \$75K lower than YTD budget, these funds will be received in due course.
<b>Capital Expenses</b>					
Land and Buildings	(198,642)		😞	Timing	Building Works have commenced - staff will review the timing of these budgets.
Infrastructure - Roads	(48,836)		😞	Timing	Road Works have been budgeted to commence later in the year. Staff will review the timing of these budgets.
<b>Financing</b>					
Proceeds from New Debentures	0	0			Within Variance Threshold
Self-Supporting Loan Principal	0				Within Variance Threshold
Transfer from Reserves	0				Within Variance Threshold
<b>Opening Funding Surplus(Deficit)</b>	133,165	81%	😊	Permanent	The opening Funding Surplus is currently higher than the Original Budget. This may change with the finalisation of the Annual Financial Statements.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2016**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2016	31 Oct 2016
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4	168,165	2,061,307
Cash Restricted	4	1,852,913	1,852,913
Receivables - Rates	6	36,631	285,221
Receivables - Other	6	415,840	93,353
Interest / ATO Receivable/Trust		16,500	(9,649)
Inventories		5,503	2,164
		2,495,552	4,285,308
<b>Less: Current Liabilities</b>			
Payables		(254,288)	(197,517)
Current Borrowings		(85,005)	(73,597)
Provisions		(169,706)	(216,320)
		(508,999)	(487,434)
Net Current Assets		1,986,552	3,797,875
Less: Cash Reserves	7	(1,852,913)	(1,852,913)
Plus: Current Borrowings included in Budget		62,003	50,595
Plus : Liabilities funded by Cash Backed Reserves		101,780	101,780
<b>Net Current Funding Position</b>		<b>297,423</b>	<b>2,097,337</b>



**Comments - Net Current Funding Position**

The Spike in funding in August is due to the Rate Levy. In previous years rates were levied in July.

WATC loan funds of \$785,250 were received in October

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2016**

**Note 4: Cash and Investments**

	<b>Unrestricted</b>	<b>Restricted</b>	<b>Trust</b>	<b>Total Amount</b>	<b>Institution</b>	<b>Interest Rate</b>	<b>Maturity Date</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	28,549			28,549	NAB	0.00%	At Call
Cash Maximiser	2,088,106			2,088,106	NAB	2.05%	At Call
Reserve Bank Account	104	899,044		899,148	NAB	1.00%	At Call
Trust Bank Account			12,481	12,481	NAB	1.00%	At Call
Cash On Hand	600			600	N/A	Nil	On Hand
				0			
<b>(b) Term Deposits</b>				0			
Reserves Term Deposit 1	0	953,869		953,869	NAB	2.85%	25-Dec-16
AROC Term Deposit	0		67,447	67,447	NAB	2.85%	31-Dec-16
	<b>2,117,359</b>	<b>1,852,913</b>	<b>79,928</b>	<b>4,050,200</b>			

**Comments/Notes - Investments**

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2016**

**Note 5: Budget Amendments**

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

There have been no amendments to the original budget since budget adoption.

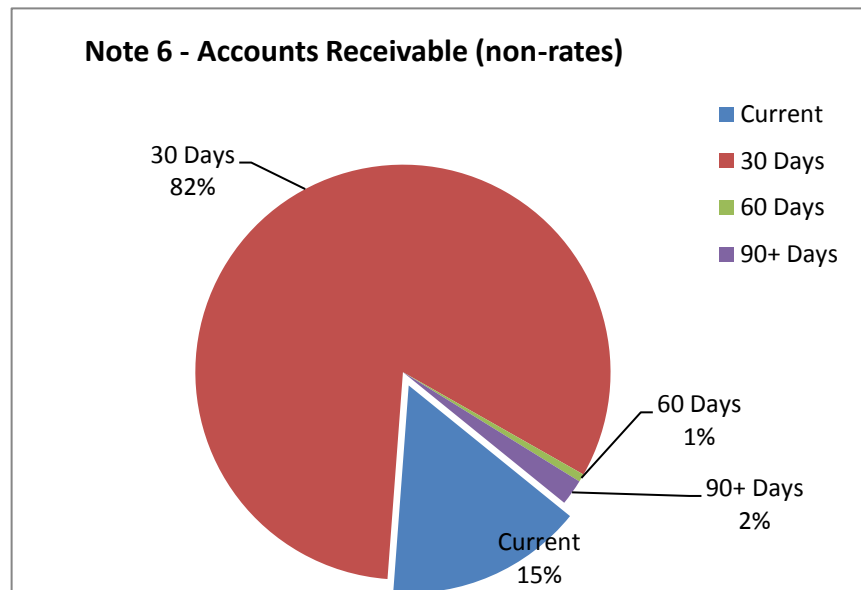
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	<b>Budget Adoption</b>		Opening Surplus	\$	\$	\$	\$
	<b>Permanent Changes</b>						0
	Opening surplus adjustment						0
125330	Other Housing - Rents	20.09.16-2691	Operating Revenue		8,112		8,112
				0	8,112	0	



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 6: Receivables**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	896	4,786	36	117	5,835
<b>Balance per Trial Balance</b>					
Sundry Debtors					5,835
<b>Total Receivables General Outstanding</b>					<b>5,835</b>



**Comments/Notes - Receivables General**

30 Days - Housing Rent Owing

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2016**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	101,780	2,884	0	50,000	0	0	0	154,664	101,780
Plant Reserve	92,264	2,614	0	132,621	0	0	0	227,499	92,264
Sewerage Asset Preservation Reserve	951,502	26,960	0	77,869	0	0	0	1,056,331	951,502
Land & Building Reserve	20,494	581	0	71,932	0	0	0	93,007	20,494
Swimming Pool Reserve	32,000	907	0	32,000	0	0	0	64,907	32,000
Recreation Facilities Reserve	178,345	5,053	0	0	0	0	0	183,398	178,345
Community Housing Project Reserve	45,649	1,293	0	0	0	0	0	46,942	45,649
Community Bus Reserve	40,250	1,140	0	0	0	0	0	41,390	40,250
Economic Development Reserve	315,534	8,940	0	0	0	(300,000)	0	24,474	315,534
All Hours Gym Reserve	5,132	145	0	0	0	0	0	5,277	5,132
Bowling Green Replacement Reserve	47,425	1,344	0	10,000	0	0	0	58,769	47,425
Tennis Court Replacement Reserve	22,538	639	0	6,000	0	0	0	29,177	22,538
	1,852,913	52,500	0	380,422	0	(300,000)	0	1,985,835	1,852,913

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 October 2016**

**Note 8: Rating Information**

	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
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Residential	10.2662	131	1,116,024	114,573	0	0	114,610	114,573	0	0	114,573
GRV - Commercial/Indust	10.2662	18	316,540	32,497	0	0	32,497	32,497	0	0	32,497
GRV - Town Rural	10.2662	10	87,048	8,937	0	0	8,937	8,937	0	0	8,937
GRV - Other Towns	10.2662	1	2,130	219	0	0	219	219	0	0	219
UV - Rural Farmland	0.8920	239	104,841,500	935,186	0	0	935,186	935,186	0	0	935,186
<b>Sub-Totals</b>		<b>399</b>	<b>106,363,242</b>	<b>1,091,411</b>	<b>0</b>	<b>0</b>	<b>1,091,448</b>	<b>1,091,412</b>	<b>0</b>	<b>0</b>	<b>1,091,412</b>
<b>Minimum Payment</b>	<b>Minimum</b>										
	\$										
GRV -Residential	686.00	51	236,988	34,986	0	0	34,986	34,986	0	0	34,986
GRV - Commercial/Industrial	686.00	15	55,169	10,290	0	0	10,290	10,290	0	0	10,290
GRV - Town Rural	686.00	17	65,500	11,662	0	0	11,662	11,662	0	0	11,662
GRV - Other Towns	200.00	18	5,529	3,600	0	0	3,600	3,600	0	0	3,600
UV - Rural Farmland	686.00	50	2,569,800	34,300	0	0	34,300	34,300	0	0	34,300
UV - Commercial/Industrial	686.00	4	400	2,744	0	0	2,744	2,744	0	0	2,744
UV - Town Rural	686.00	3	65,500	2,058	0	0	2,058	2,058	0	0	2,058
UV - Mining Tenement	200.00	3	5,867	600	0	0	600	600	0	0	600
<b>Sub-Totals</b>		<b>161</b>	<b>3,004,753</b>	<b>100,240</b>	<b>0</b>	<b>0</b>	<b>100,240</b>	<b>100,240</b>	<b>0</b>	<b>0</b>	<b>100,240</b>
		<b>560</b>	<b>109,367,995</b>	<b>1,191,651</b>	<b>0</b>	<b>0</b>	<b>1,191,688</b>	<b>1,191,652</b>	<b>0</b>	<b>0</b>	<b>1,191,652</b>
Concession							0				0
<b>Amount from General Rates</b>							<b>1,191,688</b>	1,191,652			<b>1,191,652</b>
Ex-Gratia Rates							0	20,000			20,000
Specified Area Rates							0	0			0
<b>Totals</b>							<b>1,191,688</b>	<b>1,211,652</b>			<b>1,211,652</b>

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2016**

**Note 9 : Information on Borrowings**

**(a) Debenture Repayments**

Particulars	01 Jul 2016	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Amended		Amended		Amended	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>								
Loan 97 - Community Club	412,632		0	62,003	412,632	350,629	519	16,605
<b>Economic Services</b>								
Loan 99 - Short Term Accommodation Project		785,250	0	28,352	785,250	756,898	0	25,448
<b>Self Supporting Loans</b>								
Loan 98 - Dowerin Events	83,858		11,408	23,002	72,450	60,856	1,313	2,606
	496,490	785,250	11,408	113,357	1,270,332	1,168,383	1,832	44,659

**(b) New Debentures**

Particulars	Amount		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Balance	
	Borrowed Budget	Used Budget						Amount	Unspent
Short Term Accommodation Project	785,250		WATC	Debenture	20	290,748	3.27%	785,250	0

**(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 October 2016**

**Note 10: Grants and Contributions**

	Grant Provider	Type	Opening Balance (a)	Amended Budget Operating	Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual Revenue (b)	(Expended) (c)	Unspent Grant (a)+(b)+(c)
				\$	\$	\$				\$	\$	\$
<b>General Purpose Funding</b>												
Grants Commission - General Purpose	WALGGC	Operating	0	830,000	0	200,000	830,000		830,000	209,260	n/a	0
Grants Commission - Roads	WALGGC	Operating	0	460,000	0	100,000	460,000		460,000	129,099	n/a	0
<b>Law, Order and Public Safety</b>												
DFES - ESL Collection Fee	Dept. of Fire & Emergency Serv.	Operating	0	4,200	0	4,200	4,200		4,200	0	n/a	0
DFES Grant - Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	0	18,000	0	6,000	18,000		18,000	5,708	0	0
<b>Health</b>												
HACC - Recurrent Grant	Department of Health	Operating	0	240,000	0	125,000	240,000		240,000	135,915	0	0
<b>Community Amenities</b>												
Aged Friendly Communities Grant	Royalties for Regions	Operating - Tied	25,885	0	0	0	0		0	0	(2,048)	23,837
<b>Recreation and Culture</b>												
DSR Grant - Swimming Pool	Department of Sport and Recreation	Operating	0	32,000	0	0	32,000		32,000	0	0	0
Grant - KidSport	Department of Sport and Recreation	Operating	0	4,000	0	0	4,000		4,000	0	0	0
Grant - Youth Week	DLGC	Operating	0	1,000	0	332	1,000		1,000	0	0	0
Grant - Volunteers	DLGC	Operating	0	2,000	0	0	2,000		2,000	0	0	0
<b>Transport</b>												
Roads Maintenance Direct Grants	Main Roads WA	Operating	0	123,000	0	0	123,000		123,000	0	n/a	0
Street Lights Subsidy	Western Power	Operating	0	2,500	0	0	2,500		2,500	0	n/a	0
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	0	574,000	74,000	574,000		574,000	72,027	(35,579)	36,448
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	0	300,000	75,000	300,000		300,000	0	(12,973)	(12,973)
<b>Economic Services</b>												
Regional Development	National Stronger Regions Fund	Non-operating	0	0	800,000	200,000	800,000		800,000	0	0	0
Short Term Accommodation	Dowerin Events Management	Non-operating	0	0	400,000	180,000	400,000		400,000	181,818	(112,109)	69,709
Wheatbelt Heritage Rail	Country Local Government Fund	Operating - Tied	188,338	188,338	0	0	188,338		188,338	0	(12,524)	175,814
<b>TOTALS</b>			<b>214,223</b>	<b>1,905,038</b>	<b>2,074,000</b>	<b>964,532</b>	<b>3,979,038</b>	<b>0</b>	<b>3,979,038</b>	<b>733,827</b>	<b>(175,234)</b>	<b>292,834</b>
<b>SUMMARY</b>												
Operating	Operating Grants, Subsidies and Contributions		0	1,716,700	0	435,532	1,716,700	0	1,716,700	479,982	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		214,223	188,338	0	0	188,338	0	188,338	0	(14,572)	199,651
Non-operating	Non-operating Grants, Subsidies and Contributions		0	0	2,074,000	529,000	2,074,000	0	2,074,000	253,845	(160,661)	93,184
<b>TOTALS</b>			<b>214,223</b>	<b>1,905,038</b>	<b>2,074,000</b>	<b>964,532</b>	<b>3,979,038</b>	<b>0</b>	<b>3,979,038</b>	<b>733,827</b>	<b>(175,234)</b>	<b>292,834</b>

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 October 2016**


















**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 2016	Amount Received	Amount Paid	Closing Balance 31 Oct 2016
	\$	\$	\$	\$
Housing Bonds	3,660	0	0	3,660
Key Deposits	610	0	0	610
Tidy Towns	2,818	0	0	2,818
HACC Vehicle	2,025	0	0	2,025
Building Deposits	10,000	0	0	10,000
AROC Funds	101,543	0	0	101,543
HACC Fundraising	2,509	0	0	2,509
Recreation Steering Committee	23,360	0	0	23,360
Centenary Park	2,111	0	0	2,111
Yellow Ribbon	247	0	0	247
	<b>148,883</b>	<b>0</b>	<b>0</b>	<b>148,883</b>

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
For the Period Ended 31 October 2016

**Note 12: Capital Acquisitions**

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
 Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.								
<b>Buildings</b>								
<b>Housing</b>								
 BUILDING - 19 COTTRELL ST	2584			11,215	11,000	0	11,215	
							0	
	<b>Housing Total</b>	<b>0</b>	<b>0</b>	<b>11,215</b>	<b>11,000</b>	<b>0</b>	<b>11,215</b>	
<b>Economic Services</b>								
 WHEATBELT HERITAGE RAIL PROJECT	7144			17,524	188,338	0	17,524	
 SHORT TERM ACCOMMODATION	7145			169,902	2,273,700	0	169,902	
	<b>Economic Services Total</b>	<b>0</b>	<b>0</b>	<b>187,427</b>	<b>2,462,038</b>	<b>0</b>	<b>187,427</b>	
 <b>Buildings Total</b>		<b>0</b>	<b>0</b>	<b>198,642</b>	<b>2,473,038</b>	<b>0</b>	<b>198,642</b>	
<b>Roads</b>								
<b>Transport</b>								
 ROADS - ROADS TO RECOVERY	4184			35,579	600,449	0	35,579	
 ROADS - UNCLASSIFIED	4604			0	82,880	0	0	
 ROADS - STATE 20/20	4884			12,973	440,584	0	12,973	
	<b>Transport Total</b>	<b>0</b>	<b>0</b>	<b>48,836</b>	<b>1,123,913</b>	<b>0</b>	<b>48,836</b>	
 <b>Roads Total</b>		<b>0</b>	<b>0</b>	<b>48,836</b>	<b>1,123,913</b>	<b>0</b>	<b>48,836</b>	
 <b>Capital Expenditure Total</b>		<b>0</b>	<b>0</b>	<b>247,478</b>	<b>3,596,951</b>	<b>0</b>	<b>247,478</b>	
<b>Level of Completion Indicators</b>								
 0%  20%  40%  60%  80%  100%  Over 100%								
Percentage YTD Actual to Annual Budget Expenditure over budget highlighted in red.								



# Shire of Dowerin

## Wheatbelt Heritage Rail Advisory Committee

### Minutes

Date: Thursday 13<sup>th</sup> October 2016

Time: 2pm (WST)

COMMITTEE MEMBERS	REPRESENTING
Cr B Coote	Shire of Dowerin
Cr B Walsh	Shire of Dowerin
Phillippa Rogers	Rail Heritage WA
Ian Studham	Rail Heritage WA
	Community Representative
	Community Representative
OBSERVER	REPRESENTING
Andrea Selvey – CEO	Shire of Dowerin
Louise Hagboom - CDC	Shire of Dowerin
Chris LeMarshall – Project Manager	Linqage International
Sandra Clohessy	LGIS
Melusha Robson	LGIS
Paul McBride	LGIS
Ian Proudfoot	LGIS
Peter Cumming	ONRSR
Michael Lysaght	Brookfield Rail



**SHIRE OF DOWERIN**

**MINUTES OF THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE MEETING HELD ON  
THURSDAY 13<sup>TH</sup> OCTOBER 2016**

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**1. DECLARATION OF OPENING**

The meeting was declared open at 2pm

**2. ATTENDANCE**

Cr Bill Coote, Shire of Dowerin

Philippa Rogers, Rail Heritage WA

Andrea Selvey, Shire of Dowerin – Ex-officio

Chris LeMarshall, Linqage International – Ex-officio

Jane Besley, Linqage International – Ex-officio

Sandra Clohessy, LGIS – Observer

Ian Proudfoot, LGIS - Observer

Paul Butler, ONRSR - Observer

Colin Millar, ONRSR - Observer

Hannah Jenkins, Brookfield Rail – Observer

Clinton Lobb, Brookfield Rail - Observer

**3. APOLOGIES**

Cr Brenton Walsh

Ian Studham

Paul McBride

Melusha Robson

Louise Hagboom

Peter Cumming

Michael Lysaght

**4. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**5. DECLARATION OF INTEREST**

IMPORTANT: Parts of Division 6 Subdivision 1 of the Local Government Act 1995 requires Council members and employees to disclose any direct or indirect financial interest or general interest in any matter listed in this agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter being discussed.

## MINUTES – WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE MEETING

13<sup>TH</sup> OCTOBER 2016

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NB A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the disclosed matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

### 6. CONFIRMATION OF MINUTES

***THAT THE MINUTES OF THE INAUGURAL MEETING OF THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE HELD ON TUESDAY 13<sup>TH</sup> SEPTEMBER 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

**Moved: Cr B Coote**

**Seconded: P Rogers**

### 7. PRESENTATIONS

Nil

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## 8. GENERAL BUSINESS

### 8.1 PROJECT PLAN

Attachments: Project Plan for the next 8 weeks

#### Background

Project Managers presented an 8 week project plan to see the Wheatbelt Heritage Rail project proceed in a compliant way prior to the event proposed in Dowerin on Friday 16<sup>th</sup> December 2016.

#### Comment

The Shire of Dowerin will be hosting the Dowerin Twilight Christmas Festival on the main street of Dowerin on Friday 16<sup>th</sup> December 2016. The aim of this event is to bring the community of Dowerin together towards the culmination of the year celebrating the end of harvest, Christmas and the start of school holidays. This event has been earmarked as a perfect opportunity to enable a minor presence from the Wheatbelt Heritage Rail project. It is envisaged that the presence of the AB Diesel will provide the community of Dowerin with a solid indication that the project is happening and will have a positive impact on the community in years to come.

Project managers Linqage International are requested to provide a detailed project plan of the next 8 weeks to ensure that we are on target to meet the 16<sup>th</sup> December deadline.

#### Discussion

The updated Project Plan was discussed. It is noted that the project timeline is at risk as it is contingent upon finalisation of the Track Access Agreement, PTA Approvals and securing appropriate insurance.

#### Action

Hannah Jenkins to arrange meeting between Brookfield Rail representatives and CLeM and Jane Besley

---

#### **OFFICER'S RECOMMENDATION – ITEM 8.1**

***THAT THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE REQUESTS AN UPDATED PROJECT PLAN.***

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#### **COMMITTEE'S RECOMMENDATION – ITEM 8.1**

***THAT THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE RECEIVES THE UPDATED PROJECT PLAN.***

**Moved: P Rogers**

**Seconded: Cr B Coote**

## **8.2 BUDGET**

Attachments: Updated Budget Document

### Background

Project Managers (CLeM) were asked to provide an updated budget which outlines the funds remaining in order to complete the capital phase of this project.

### Comment

The Wheatbelt Heritage Rail Project has varied considerably since the agreement for funding was executed in February 2013. In July 2016, the Shire of Dowerin submitted a request for a variation to the CLGF funding to the Department of Regional Development. The variations to the CLGF funding for the capital phase of the Wheatbelt Heritage Rail Project have meant that some elements of the project will not be able to be delivered within the current budget allocation, the budget document provided will give a clear indication of the funds remaining and where further funds are to be sought to ensure that the project can be delivered.

### Discussion

The project budget was discussed and it is noted that the funds remaining will achieve completion of the rail infrastructure at Minnivale, the servicing of the AB Diesel and most of the restoration works to the S Class Steam Locomotive. There will be no remaining funding to progress the project without significant additional funding, particularly as an estimated \$400,000 is required to change wheels to meet the new size requirements. See attached Briefing Note explaining the issue regarding Wheel Rim Width.

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### **OFFICER'S RECOMMENDATION – ITEM 8.2**

***THAT THE PROJECT MANAGER TABLES THE UPDATED PROJECT BUDGET.***

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### **COMMITTEE'S RECOMMENDATION – ITEM 8.2**

***THAT THE UPDATED PROJECT BUDGET BE RECEIVED.***

**Moved: P Rogers**

**Seconded: Cr B Coote**

### 8.3 REVIEW OF COMMUNITY MEMBER POSITIONS ON COMMITTEE

Attachments: Member Applications

#### Background

To ensure appropriate governance and oversight of the Wheatbelt Heritage Rail project it was recommended that Council establishes a Wheatbelt Heritage Rail Committee. As an integral part of this committee, 2 community representatives are required to become active members (as per Terms of Reference).

#### Comment

The Shire of Dowerin placed advertisements in the local paper (Dowerin Despatch) for 2 consecutive weeks on 15<sup>th</sup> and 22<sup>nd</sup> September 2016 advertising for Expressions of Interest from interested parties wishing to represent the community of Dowerin on the Wheatbelt Heritage Rail Advisory Committee.

2 applications were received. (see attached):

#### **1. Mr Len Holberton**

Mr Holberton is a local resident who is passionate about this project and has spent a considerable amount of time at Minnivale, voluntarily working on items of rolling stock. Mr Holberton is a qualified wagon and car builder

#### **2. Ms Diane Hatwell**

Ms Hatwell is a passionate member of the Dowerin community and has a keen interest in Heritage and Tourism in the district. Ms Hatwell is actively involved in the Dowerin District Museum Committee.

#### Discussion

Both applicants were considered and the Committee agreed they would both bring valuable skills to the project.

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#### **OFFICER'S RECOMMENDATION – ITEM 8.3**

***THAT THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE CONSIDERS AND ELECTS TWO COMMUNITY REPRESENTATIVES TO JOIN THE COMMITTEE.***

---

#### **COMMITTEE'S RECOMMENDATION – ITEM 8.3**

***THAT BOTH LEN HOLBERTON AND DIANE HATWELL BE INVITED TO JOIN THE WHEATBELT HERITAGE ADVISORY COMMITTEE AS COMMUNITY REPRESENTATIVES.***

**Moved: P Rogers**

**Seconded: Cr B Coote**

#### 8.4 NATIONAL OFFICE OF RAIL SAFETY UPDATE

##### Background

The Office of the National Rail Safety Regulator (ONRSR) is an independent body corporate established under the *Rail Safety National Law (South Australia) Act 2012*. The primary objectives of the ONRSR are to encourage and enforce safe railway operations and to promote and improve national rail safety.

The National Office of Rail Safety Regulator is vital to the success of this project due to the fact that they provide the track accreditation for the running of trains for the Shire of Dowerin.

##### Discussion

Following a positive meeting/inspection of the Minnivale infrastructure and the provision of personnel documents to the ONRSR and assurance that maintenance and certification has been carried out by suitable qualified person, it is likely that no further inspections will be required at this stage.

#### 8.5 LGIS UPDATE

##### Background

LGIS is entirely owned and controlled by its members and is focused on ensuring the long term protection of your local government through an industry based self-insurance scheme. The scheme incorporates protection for property, civil liability exposures, volunteer fire fighters and workers compensation and is a superior alternative to what is made available by the traditional insurance market.

LGIS is the insurance body that the Shire of Dowerin utilises to seek insurance for all Shire of Dowerin facilities and projects including the Wheatbelt Heritage Rail Project.

The Shire of Dowerin has been in detailed communication with LGIS to discuss the WHR project to seek their input and advice regarding insurance requirements.

##### Discussion

LGIS reported that the Shire's public liability insurance has been secured at a cost of approx. \$8,000 - \$9,000 per annum. Rolling Stock insurance has almost been secured at a cost of approx. \$2,900 per annum. The Wheat Bin at Minnivale is already insured at \$2,200 per annum.

The major issue at this stage is securing insurance for contractual liabilities. It is estimated this may cost up to \$85,000 per annum. This would severely impact the project and once costs are confirmed, the matter will need to be considered by Council.

## **8.6 BROOKFIELD RAIL UPDATE**

### Background

Brookfield Rail representatives have been invited to attend as observers given the pivotal role of BR in this project. BR have been strong supporters of the WHR project and provided significant contributions to the project over the years. BR leases the rail infrastructure from PTA and is therefore responsible for operations on the rail. A Track Access Agreement between the Shire and BR is critical for this project to progress. The Agreement is currently in draft and subject to further discussions.

### Discussion

Hannah Jenkins advised of concerns with the December 16 target date for an event, noting that many issues will need to be resolved before the event can take place and that some of the issues require third party (e.g. PTA) involvement which is outside the control of BR. This concern was noted by the Committee.

## **9. QUESTIONS FROM MEMBERS**

Nil

## **10. URGENT BUSINESS**

Nil

## **11. DATE OF NEXT MEETING**

Date: Thursday 3 November 2016 at 2pm.

Items for next meeting: Business Plan for operations, incorporating budget, funding options and scope of the project moving forward.

## **12. CLOSURE OF MEETING**

The presiding member closed the meeting at 3pm.





# **Shire of Dowerin**

## **MINUTES**

**Finance Committee Meeting  
17 OCTOBER 2016 at 3:00pm**

### **Committee Members**

**Cr D.E. Metcalf**

**Cr D.P. Hudson**

**Cr R.I. Trepp**

### **Observers**

**Andrea Selvey – CEO**

**Sonia King – Finance Manager**

**SHIRE OF DOWERIN**

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 17 OCTOBER 2016**

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<b>10. CLOSURE OF MEETING .....</b>	<b>37</b>

**1. DECLARATION OF OPENING**

The presiding member opened the October meeting of the Shire of Dowerin Finance Committee at 3pm.

**2. RECORD OF ATTENDANCE**

**2.1 ATTENDANCE**

Cr D. Metcalf – Presiding member

Cr R. Trepp

A. Selvey – Chief Executive Officer

**2.2 APOLOGIES**

Cr D. Hudson

S. King - Finance Manager

**3. DISCLOSURE OF INTEREST**

Nil

**4. CONFIRMATION OF MINUTES**

**4.1 FINANCE COMMITTEE MEETING MINUTES – SEPTEMBER 2016**

**COMMITTEE AND OFFICER RECOMMENDATION – ITEM 4.1**

Moved: Cr RI Trepp

Seconded: CR DE Metcalf

Carried: 2/0

**THAT COUNCIL RECEIVES THE MINUTES OF THE SEPTEMBER 2016 FINANCE COMMITTEE MEETING AS A TRUE AND CORRECT RECORD.**

**5. PRESENTATIONS**

Nil

## 6. FINANCE REPORT

### 6.1 FINANCIAL ACTIVITY STATEMENTS – SEPTEMBER 2016

Date:	12 October 2016
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King – Finance Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	1. Monthly Financial Activity Statements – September 2016

#### Summary

I present the financial statements for the period 1 July 2016 to 30 September 2016.

#### Background

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

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

#### 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:

- Statement of Financial Activity – Statutory Reporting Program

This report provides details of the Shire's operating revenues and expenditures on a year to date basis, by Program and Nature or Type. The report has been further extrapolated to 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 report (Note 2).

- Net Current Funding Position (Note 3)

This report provides details of the composition of the net current asset position on a year to date basis, and reconciles with the net current position as per the Statement of Financial Activity by Program (pg.3) and Statement of Financial Activity by Nature or Type (pg. 4).

- Cash Backed Reserves (Note 7)

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

Additional reports and/or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

Reserve Funds

The total balance of funds held in the various Reserve Funds at 30 September 2016 is as detailed in the financial statements at Note 7.

Consultation

Megan Shirt – LG Consultant

Financial Implications

Any financial implications are detailed within the context of this report.

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

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**OFFICER RECOMMENDATION – ITEM 6.1**

***THAT THE COUNCIL RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 SEPTEMBER 2016, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.***

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**COMMITTEE RECOMMENDATION – ITEM 6.1**

Moved: Cr RI Trepp

Seconded: CR DE Metcalf

Carried: 2/0

***THAT THE COUNCIL RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 SEPTEMBER 2016, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.***

**SHIRE OF DOWERIN**

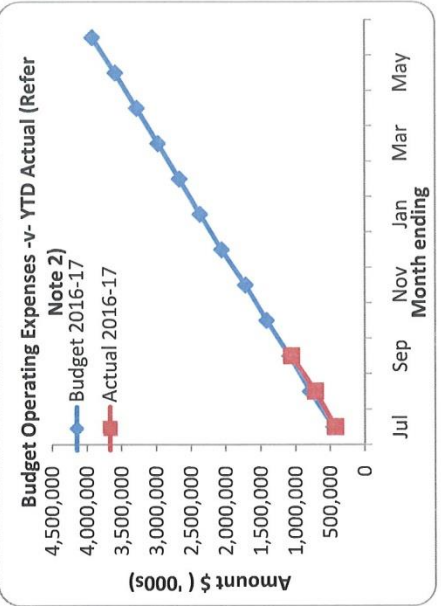
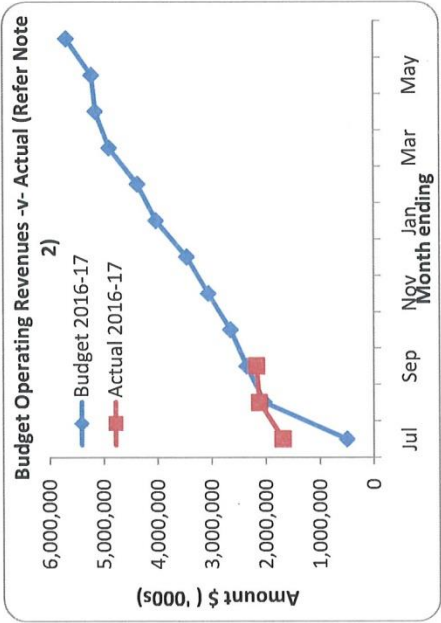
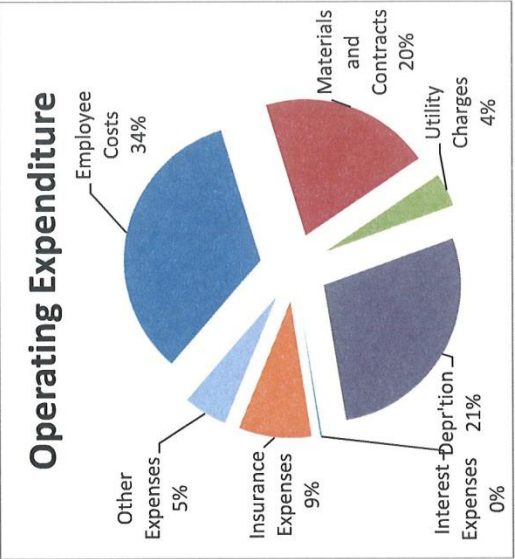
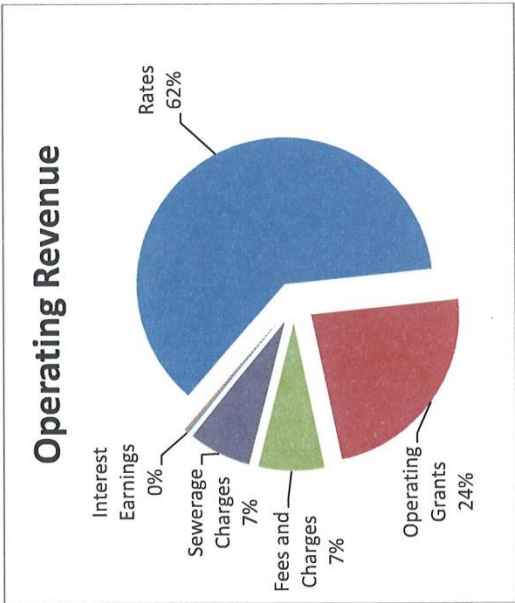
**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the Period Ended 30 September 2016**

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

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SHIRE OF DOWERIN  
Information Summary  
For the Period Ended 30 September 2016



**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 September 2016**

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	(b)-(a)	(b)-	Var.
		\$	\$	\$	\$	\$	%	
<b>Opening Funding Surplus(Deficit)</b>	3	164,258	164,258	164,258	247,002	82,744	50%	😊
<b>Revenue from operating activities</b>								
Governance		8,525	8,525	2,130	3,119	989	46%	
General Purpose Funding - Rates	9	1,211,651	1,211,651	1,191,651	1,191,688	37	0%	
General Purpose Funding - Other		1,358,900	1,358,900	317,522	344,824	27,302	9%	😊
Law, Order and Public Safety		24,150	24,150	4,686	338	(4,349)	(93%)	
Health		259,000	259,000	80,415	77,522	(2,893)	(4%)	
Education and Welfare		129,894	129,894	32,472	26,305	(6,167)	(19%)	😞
Housing		128,256	128,256	34,089	44,203	10,114	30%	😊
Community Amenities		228,327	228,327	216,618	218,871	2,253	1%	
Recreation and Culture		80,700	80,700	10,665	4,862	(5,803)	(54%)	😞
Transport		146,100	146,100	5,148	4,277	(871)	(17%)	
Economic Services		12,176	12,176	3,039	5,560	2,521	83%	
Other Property and Services		10,501	10,501	2,622	1,876	(746)	(28%)	
		<b>3,598,180</b>	<b>3,598,180</b>	<b>1,901,057</b>	<b>1,923,444</b>			
<b>Expenditure from operating activities</b>								
Governance		(505,037)	(505,037)	(139,919)	(147,672)	(7,753)	(6%)	😞
General Purpose Funding		(134,898)	(134,898)	(33,720)	(28,893)	4,827	14%	
Law, Order and Public Safety		(81,231)	(81,231)	(26,224)	(28,339)	(2,115)	(8%)	
Health		(310,563)	(310,563)	(98,951)	(102,042)	(3,091)	(3%)	
Education and Welfare		(170,271)	(170,271)	(42,549)	(35,370)	7,179	17%	😊
Housing		(175,349)	(175,349)	(45,507)	(74,810)	(29,303)	(64%)	😞
Community Amenities		(310,220)	(310,220)	(83,952)	(78,933)	5,019	6%	😊
Recreation and Culture		(721,034)	(721,034)	(184,481)	(174,871)	9,610	5%	😊
Transport		(1,283,028)	(1,283,028)	(320,848)	(325,670)	(4,822)	(2%)	
Economic Services		(211,508)	(211,508)	(69,316)	(71,604)	(2,288)	(3%)	
Other Property and Services		(10,967)	(10,967)	(38,195)	11,680	49,875	131%	😊
		<b>(3,914,106)</b>	<b>(3,914,106)</b>	<b>(1,083,662)</b>	<b>(1,056,525)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		1,112,647	1,112,647	278,094	295,121	17,027	6%	😊
Adjust (Profit)/Loss on Asset Disposal	8	0	0	0	0	0		
Adjust Provisions and Accruals		0	0	0	(166)	(166)		
<b>Amount attributable to operating activities</b>		<b>796,721</b>	<b>796,721</b>	<b>1,095,489</b>	<b>1,161,874</b>			
<b>Investing Activities</b>								
Non-operating Grants, Subsidies and Contributions	11	2,074,000	2,074,000	455,000	253,845	(201,155)	(44%)	😞
Land and Buildings	13	(2,473,038)	(2,473,038)	0	(124,634)	(124,634)		😞
Infrastructure Assets - Roads	13	(1,123,913)	(1,123,913)	0	(48,836)	(48,836)		😞
<b>Amount attributable to investing activities</b>		<b>(1,522,951)</b>	<b>(1,522,951)</b>	<b>455,000</b>	<b>80,376</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		785,250	785,250	0	0	0		
Self-Supporting Loan Principal		23,002	23,002	0	0	0		
Transfer from Reserves	7	300,000	300,000	0	0	0		
Repayment of Debentures	10	(113,357)	(113,357)	0	0	0		
Transfer to Reserves	7	(432,922)	(432,922)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>561,973</b>	<b>561,973</b>	<b>0</b>	<b>0</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>0</b>	<b>1,714,747</b>	<b>1,489,251</b>			

😊 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 30 September 2016**

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	var. % (b)/(a)	Var.
			\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	164,258	164,258	164,258	247,002	82,744	50%	😊
<b>Revenue from operating activities</b>								
Rates	9	1,211,651	1,211,651	1,191,651	1,191,688	37	0%	
Operating Grants, Subsidies and Contributions	11	1,871,634	1,871,634	418,176	449,252	31,076	7%	😊
Fees and Charges		286,061	294,173	134,557	139,332	4,775	4%	
Sewerage Charges		132,227	132,227	132,227	132,831	604	0%	
Interest Earnings		61,500	61,500	15,674	5,742	(9,932)	(63%)	😞
Other Revenue		35,107	35,107	8,772	4,599	(4,173)	(48%)	
Profit on Disposal of Assets	8	0	0	0	0			
		<b>3,598,180</b>	<b>3,606,292</b>	<b>1,901,057</b>	<b>1,923,444</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(1,493,710)	(1,493,710)	(383,427)	(358,639)	24,788	6%	😊
Materials and Contracts		(881,179)	(881,179)	(284,383)	(213,200)	71,183	25%	😊
Utility Charges		(147,160)	(147,160)	(36,724)	(42,173)	(5,449)	(15%)	😞
Depreciation on Non-Current Assets		(1,112,647)	(1,112,647)	(278,094)	(295,121)	(17,027)	(6%)	😞
Interest Expenses		(44,659)	(44,659)	0	(1,799)	(1,799)		
Insurance Expenses		(146,402)	(146,402)	(85,994)	(90,297)	(4,303)	(5%)	
Other Expenditure		(88,350)	(88,350)	(15,040)	(55,296)	(40,256)	(268%)	😞
Loss on Disposal of Assets	8	0	0	0	0	0		
		<b>(3,914,106)</b>	<b>(3,914,106)</b>	<b>(1,083,662)</b>	<b>(1,056,525)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		1,112,647	1,112,647	278,094	295,121	17,027	6%	😊
Adjust Provisions and Accruals				0	(166)	(166)		
<b>Amount attributable to operating activities</b>		<b>796,721</b>	<b>804,833</b>	<b>1,095,489</b>	<b>1,161,874</b>			
<b>Investing activities</b>								
Grants, Subsidies and Contributions	11	2,074,000	2,074,000	455,000	253,845	(201,155)	(44%)	😞
Land and Buildings	13	(2,473,038)	(2,473,038)	0	(124,634)	(124,634)		😞
Infrastructure Assets - Roads	13	(1,123,913)	(1,123,913)	0	(48,836)	(48,836)		😞
<b>Amount attributable to investing activities</b>		<b>(1,522,951)</b>	<b>(1,522,951)</b>	<b>455,000</b>	<b>80,376</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		785,250	785,250	0	0	0		
Proceeds from Advances			0	0	0	0		
Self-Supporting Loan Principal		23,002	23,002	0	0	0		
Transfer from Reserves	7	300,000	300,000	0	0	0		
Repayment of Debentures	10	(113,357)	(113,357)	0	0	0		
Transfer to Reserves	7	(432,922)	(432,922)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>561,973</b>	<b>561,973</b>	<b>0</b>	<b>0</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	0	8,112	1,714,747	1,489,251	(225,496)	(13%)	😞

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.

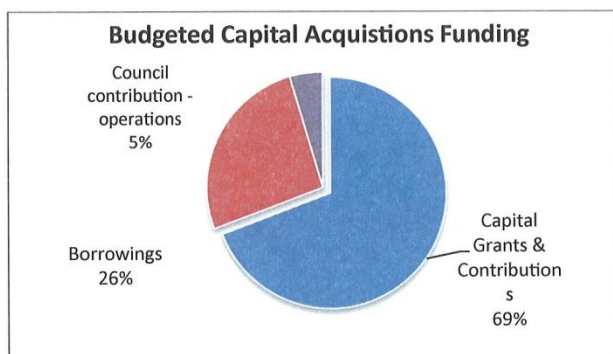
😊 More Revenue OR Less Expenditure  
😞 Less Revenue OR More Expenditure

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 30 September 2016**

**Capital Acquisitions**

	Note	Amended Annual Budget	YTD Actual Total	Variance
		\$	\$	\$
Land and Buildings	13	2,473,038	124,634	124,634
Infrastructure Assets - Roads	13	1,123,913	48,836	48,836
<b>Capital Expenditure Totals</b>		<b>3,596,951</b>	<b>173,469</b>	<b>173,469</b>
<b>Capital acquisitions funded by:</b>				
Capital Grants and Contributions		2,074,000	0	
Borrowings		785,250	0	
Other (Disposals & C/Fwd)		0	0	
Council contribution - Cash Backed Reserves		300,000		
<b>Council contribution - operations</b>		<b>137,701</b>	<b>173,469</b>	
<b>Capital Funding Total</b>		<b>3,596,951</b>	<b>173,469</b>	



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**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 30 September 2016**

**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:

<b>Asset</b>	<b>Years</b>
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 30 September 2016**

**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 30 September 2016**

**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 30 September 2016**

**Note 2: Explanation of Material Variances**

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 materially. The material variance adopted by Council for the 2016/17 year is \$5,000 or 5% whichever is the greater.



More Revenue OR Less Expenditure



Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Income</b>	\$	%			
Governance	989	46%			Within Variance Threshold
General Purpose Funding - Rates	37	0%			Within Variance Threshold
General Purpose Funding - Other	27,302	9%	😊	Timing	The 1st instalment of the Financial Assistance grants have been received. An additional \$39K more than YTD budget was received. Overall an additional \$63K has been allocated to the Shire for the year.
Law, Order and Public Safety	(4,349)	(93%)			Within Variance Threshold
Health	(2,893)	(4%)			Within Variance Threshold
Education and Welfare	(6,167)	(19%)	😞	Timing	Dowerin Community Childcare reimbursements are \$6K lower than YTD budget.
Housing	10,114	30%	😊	Permanent	Outstanding rent of \$8736 from past 12 months has been invoiced for 58 Stacy Street.
Community Amenities	2,253	1%			Within Variance Threshold
Recreation and Culture	(5,803)	(54%)	😞	Timing	Recreation Hire fees and contributions are \$4K lower than YTD budget. This is a budget timing issue and staff will amend.
Transport	(871)	(17%)			Within Variance Threshold
Economic Services	2,521	83%			Within Variance Threshold
Other Property and Services	(746)	(28%)			Within Variance Threshold
<b>Operating Expense</b>					
					Staff Training \$7K higher than YTD budget due to planned training booked in advance.
Governance	(7,753)	(6%)	😞	Timing	Advertising \$1K higher than YTD budget - staff will review original budget figure.
General Purpose Funding	4,827	14%			Within Variance Threshold
Law, Order and Public Safety	(2,115)	(8%)			Within Variance Threshold
Health	(3,091)	(3%)			Within Variance Threshold
Education and Welfare	7,179	17%	😊	Timing	Dowerin Community Childcare wages are \$5.8K lower than YTD budget. Similar to the Revenue variance this is likely to be a budget timing issue that staff will review.
					Staff Housing expenses are \$9.8K higher than YTD budget.
Housing	(29,303)	(64%)	😞	Timing	Other Housing expenses are \$15K higher than YTD budget. Likely due to timing, - staff will review upcoming maintenance plans etc.
					Scheme maintenance expenses are \$3K lower than YTD budget.
Community Amenities	5,019	6%	😊	Timing	Tip Management expenses are \$2K lower than YTD budget. Staff will review budget timing in these areas.
	9,610	5%	😊	Timing	Overall Parks and Swimming Pool expenditure is lower than YTD budget. This is a timing issue, as expenses will increase during the warmer months.
Recreation and Culture					
Transport	(4,822)	(2%)			Within Variance Threshold
Economic Services	(2,288)	(3%)			Within Variance Threshold
Other Property and Services	49,875	131%	😊	Timing	Admin Employee Costs are \$30K Lower than YTD Budget due to a delay in employment of vacant positions. This saving is likely to be offset by contract staff.
<b>Operating activities excluded from budget</b>					
Add back Depreciation					
Adjust (Profit)/Loss on Asset Disposal					
Adjust Provisions and Accruals					
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(201,155)	-44%	😞	Timing	The STA Project 1st Milestone of \$200K is yet to be claimed from NSRF Grant. Staff are progressing with this claim.
<b>Capital Expenses</b>					
Land and Buildings	(124,634)		😞	Timing	Building Works have commenced - staff will review the timing of these budgets.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 2: Explanation of Material Variances**

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 materially. The material variance adopted by Council for the 2016/17 year is \$5,000 or 5% whichever is the greater.



More Revenue OR Less Expenditure



Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Infrastructure - Roads	(48,836)			Timing	Road Works have been budgeted to commence later in the year. Staff will review the timing of these budgets.
<b>Financing</b>					
Proceeds from New Debentures	0				Within Variance Threshold
Self-Supporting Loan Principal	0				Within Variance Threshold
Transfer from Reserves	0				Within Variance Threshold
<b>Opening Funding Surplus(Deficit)</b>	82,744	50%		Permanent	The opening funding surplus has changed along finalisation of the Annual Financial Statements. The final surplus is not known as at this stage.



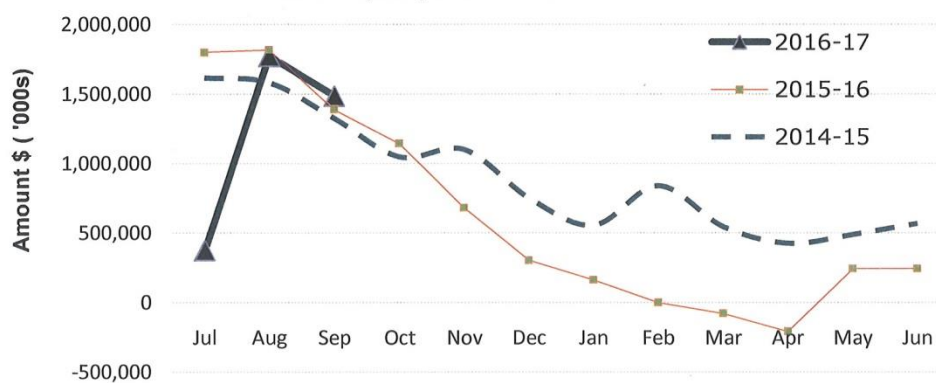
**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2016	30 Sep 2016
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4	69,559	1,530,680
Cash Restricted	4	1,852,913	1,852,913
Receivables - Rates	6	37,332	307,234
Receivables - Other	6	417,608	120,333
Interest / ATO Receivable/Trust		17,378	29,897
Inventories		5,503	2,164
		2,400,293	3,843,221
<b>Less: Current Liabilities</b>			
Payables		(185,838)	(386,517)
Current Borrowings		(85,005)	(85,005)
Provisions		(216,320)	(216,320)
		(487,163)	(687,842)
Less: Cash Reserves	7	(1,852,913)	(1,852,913)
Plus: Current Borrowings included in Budget		85,005	85,005
Plus : Liabilities funded by Cash Backed Reserves		101,780	101,780
<b>Net Current Funding Position</b>		<b>247,002</b>	<b>1,489,251</b>

**Note 3 - Liquidity Over the Year**



**Comments - Net Current Funding Position**

The Spike in funding in August is due to the Rate Levy.  
 In previous years rates were levied in July.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	239,179			239,179	NAB	0.00%	At Call
Cash Maximiser	1,301,836			1,301,836	NAB	0.00%	At Call
Reserve Bank Account	104	899,044		899,148	NAB	0.00%	At Call
Trust Bank Account			12,481	12,481	NAB	0.00%	At Call
Cash On Hand	100			100	N/A	Nil	On Hand
				0			
<b>(b) Term Deposits</b>				0			
Reserves Term Deposit 1	0	953,869		953,869	NAB	2.85%	25-Dec-16
AROC Term Deposit	0		67,447	67,447	NAB	2.85%	31-Dec-16
	<b>1,541,219</b>	<b>1,852,913</b>	<b>79,928</b>	<b>3,474,060</b>			

**Comments/Notes - Investments**

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 5: Budget Amendments**

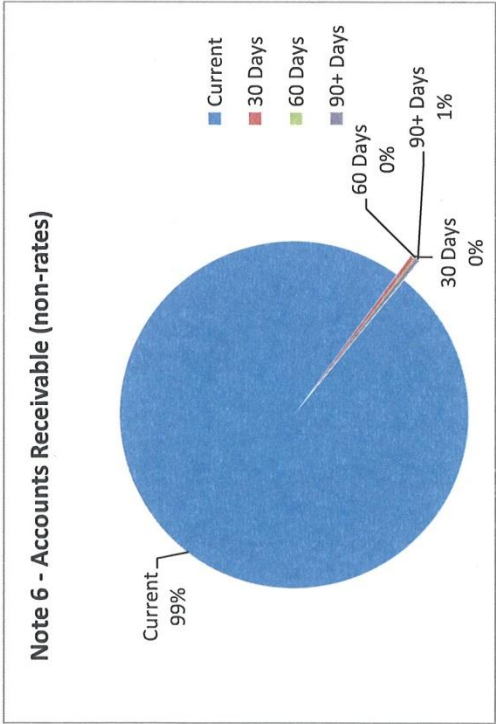
Amendments to original budget since budget adoption. Surplus/(Deficit)

There have been no amendments to the original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				164,258
	<b>Permanent Changes</b>						
	Opening surplus adjustment				164,258		164,258
125330	Other Housing – Rents	20.09.16-2691	Operating Revenue		8,112		172,370
				0	172,370	0	

SHIRE OF DOWERIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2016

<b>Note 6: Receivables</b>						
<b>Receivables - General</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>	
	\$	\$	\$	\$	\$	
Receivables - General	23,005	80	36	81	23,203	
<b>Balance per Trial Balance</b>						
Sundry Debtors					23,203	
<b>Total Receivables General Outstanding</b>					<b>23,203</b>	



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 7: Cash Backed Reserve**

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	101,780	2,884	0	50,000	0	0	0	154,664	101,780
Plant Reserve	92,264	2,614	0	132,621	0	0	0	227,499	92,264
Sewerage Asset Preservation Reserve	951,502	26,960	0	77,869	0	0	0	1,056,331	951,502
Land & Building Reserve	20,494	581	0	71,932	0	0	0	93,007	20,494
Swimming Pool Reserve	32,000	907	0	32,000	0	0	0	64,907	32,000
Recreation Facilities Reserve	178,345	5,053	0	0	0	0	0	183,398	178,345
Community Housing Project Reserve	45,649	1,293	0	0	0	0	0	46,942	45,649
Community Bus Reserve	40,250	1,140	0	0	0	0	0	41,390	40,250
Economic Development Reserve	315,534	8,940	0	0	0	(300,000)	0	24,474	315,534
All Hours Gym Reserve	5,132	145	0	0	0	0	0	5,277	5,132
Bowling Green Replacement Reserve	47,425	1,344	0	10,000	0	0	0	58,769	47,425
Tennis Court Replacement Reserve	22,538	639	0	6,000	0	0	0	29,177	22,538
	<b>1,852,913</b>	<b>52,500</b>	<b>0</b>	<b>380,422</b>	<b>0</b>	<b>(300,000)</b>	<b>0</b>	<b>1,985,835</b>	<b>1,852,913</b>

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

## Note 8: Disposal of Assets

There are no proposed disposals this year

[illegible]

SHIRE OF DOWERIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2016

Note 9: Rating Information									
	Rate in \$	Number of Properties	Ratesable Value \$	YTD Actual			Amended Budget		
				Rate Revenue \$	Interim Rates \$	Back Rates \$	Rate Revenue \$	Interim Rates \$	Back Rates \$
RATE TYPE									
Differential General Rate									
10.2662	131	1,116,024	114,573	0	0	114,610	114,573	0	0
10.2662	18	316,540	32,497	0	0	32,497	32,497	0	0
10.2662	10	87,048	8,937	0	0	8,937	8,937	0	0
10.2662	219	2,130	219	0	0	219	219	0	0
0.8920	3	104,841,500	935,186	0	0	935,186	935,186	0	0
Sub-Totals				1,091,411	0	1,091,448	1,091,412	0	0
Minimum Payment \$									
686.00	51	236,988	34,986	0	0	34,986	34,986	0	0
686.00	15	55,169	10,290	0	0	10,290	10,290	0	0
686.00	17	65,500	11,662	0	0	11,662	11,662	0	0
200.00	18	5,529	3,600	0	0	3,600	3,600	0	0
686.00	50	2,569,800	34,300	0	0	34,300	34,300	0	0
686.00	4	400	2,744	0	0	2,744	2,744	0	0
686.00	3	65,500	2,058	0	0	2,058	2,058	0	0
200.00	3	5,867	600	0	0	600	600	0	0
Sub-Totals				100,240	0	100,240	100,240	0	0
Concession									
Amount from General Rates				1,191,651	0	1,191,688	1,191,652	0	0
Ex-Gratia Rates						1,191,688	1,191,652		
Specified Area Rates						0	20,000		
Totals						0	0		
				1,191,688		1,191,652	1,211,652		



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 10: Information on Borrowings**  
**(a) Debenture Repayments**

Particulars	01 Jul 2016	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
<b>Recreation and Culture</b>			\$	\$	\$	\$	\$	\$
Loan 97 - Community Club	412,632		0	62,003	412,632	350,629	-	16,605
<b>Economic Services</b>								
Loan 99 - Short Term Accommodation Project			0	28,352	0	756,898	0	25,448
<b>Self Supporting Loans</b>								
Loan 98 - Dowerin Events	83,858		0	23,002	83,858	60,856	-	2,606
	496,490	0	0	113,357	496,490	1,168,383	0	44,659

**(b) New Debentures**

Particulars	Amount		Loan Type	Term (Years)	Total Interest & Charges		Interest Rate %	Balance	
	Borrowed Budget	Institution			Amount	Used Budget		Unspent	
Short Term Accommodation Project	785,250	WATC	Debenture	20	290,748	785,250	3.27%	0	

**(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 30 September 2016**

Note 11: Grants and Contributions

Grant Provider	Type	Opening Balance (a)	Operating	Amended Operating	Budget Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	Revenue (b)	YTD Actual (c)	Unspent Grant (a)+(b)-(c)
		\$	\$	\$	\$	\$				\$	\$	\$
<b>General Purpose Funding</b>												
Grants Commission - General Purpose	Operating	0	830,000	0	0	0	830,000		830,000	209,260	n/a	0
Grants Commission - Roads	Operating	0	460,000	0	0	0	460,000		460,000	129,099	n/a	0
<b>Law, Order and Public Safety</b>												
DFES - ESL Collection Fee	Operating	0	4,200	0	0	700	4,200		4,200	0	n/a	0
DFES Grant - Bush Fire Brigade	Operating	0	18,000	0	0	0	18,000		18,000	0	0	0
<b>Health</b>												
HACC - Recurrent Grant	Operating	0	240,000	0	0	75,000	240,000		240,000	74,136	0	0
<b>Community Amenities</b>												
Aged Friendly Communities Grant	Operating - Tied	25,885	0	0	0	0	0		0	0	(2,048)	23,837
<b>Recreation and Culture</b>												
DSR Grant - Swimming Pool	Operating	0	32,000	0	0	5,332	32,000		32,000	0	0	0
Grant - KidSport	Operating	0	4,000	0	0	666	4,000		4,000	0	0	0
Grant - Youth Week	Operating	0	1,000	0	0	0	1,000		1,000	0	0	0
Grant - Volunteers	Operating	0	2,000	0	0	332	2,000		2,000	0	0	0
<b>Transport</b>												
Roads Maintenance Direct Grants	Operating	0	123,000	0	0	0	123,000		123,000	0	n/a	0
Street Lights Subsidy	Operating	0	2,500	0	0	0	2,500		2,500	0	n/a	0
Roads To Recovery Grant - Cap	Non-operating	0	0	0	574,000	0	574,000		574,000	72,027	(35,579)	36,448
RRG Grants - Capital Projects	Non-operating	0	0	0	300,000	75,000	300,000		300,000	0	(12,973)	(12,973)
<b>Economic Services</b>												
Regional Development	Non-operating	0	0	0	800,000	200,000	800,000		800,000	0	0	0
Short Term Accommodation	Non-operating	0	0	0	400,000	180,000	400,000		400,000	181,818	(112,109)	69,709
Wheatbelt Heritage Rail	Operating - Tied	188,338	188,338	0	0	0	188,338		188,338	0	(12,524)	175,814
<b>TOTALS</b>		<b>214,223</b>	<b>1,905,038</b>	<b>2,074,000</b>	<b>537,030</b>	<b>3,979,038</b>	<b>0</b>	<b>3,979,038</b>	<b>3,979,038</b>	<b>666,340</b>	<b>(175,234)</b>	<b>292,834</b>
<b>SUMMARY</b>												
Operating	Operating Grants, Subsidies and Contributions	0	1,716,700	0	82,030	1,716,700	0	1,716,700	1,716,700	412,495	0	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions	214,223	188,338	0	0	188,338	0	188,338	188,338	0	(14,572)	199,651
Non-operating	Non-operating Grants, Subsidies and Contributions	0	0	2,074,000	455,000	2,074,000	0	2,074,000	2,074,000	253,845	(160,661)	93,184
<b>TOTALS</b>		<b>214,223</b>	<b>1,905,038</b>	<b>2,074,000</b>	<b>537,030</b>	<b>3,979,038</b>	<b>0</b>	<b>3,979,038</b>	<b>3,979,038</b>	<b>666,340</b>	<b>(175,234)</b>	<b>292,834</b>

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

**Note 12: 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 2016	Amount Received	Amount Paid	Closing Balance 30 Sep 2016
	\$	\$	\$	\$
Housing Bonds	3,660	0	0	3,660
Key Deposits	610	0	0	610
Tidy Towns	2,818	0	0	2,818
HACC Vehicle	2,025	0	0	2,025
Building Deposits	10,000	0	0	10,000
AROC Funds	101,543	0	0	101,543
HACC Fundraising	2,509	0	0	2,509
Recreation Steering Committee	23,360	0	0	23,360
Centenary Park	2,111	0	0	2,111
Yellow Ribbon	247	0	0	247
	<b>148,883</b>	<b>0</b>	<b>0</b>	<b>148,883</b>

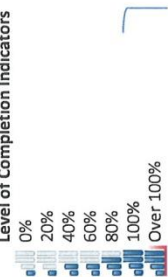
SHIRE OF DOWERIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 April 2016

Note 13: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
<b>Buildings</b>								
<b>Housing</b>								
BUILDING - 19 COTTRELL ST	2584		0	0	11,000	0	0	0
<b>Economic Services</b>								
<b>Housing Total</b>								
		0	0	0	11,000	0	0	0
<b>Economic Services</b>								
WHEATBELT HERITAGE RAIL PROJECT	7144			12,524	188,338	0	12,524	
SHORT TERM ACCOMMODATION	7145			112,109	2,273,700	0	112,109	
<b>Economic Services Total</b>								
		0	0	124,634	2,462,038	0	124,634	
<b>Buildings Total</b>								
		0	0	124,634	2,473,038	0	124,634	
<b>Roads</b>								
<b>Transport</b>								
ROADS - ROADS TO RECOVERY	4184			35,579	600,449	0	35,579	
ROADS - UNCLASSIFIED	4604			0	82,880	0	0	
ROADS - STATE 20/20	4884			12,973	440,584	0	12,973	
<b>Transport Total</b>								
		0	0	48,836	1,123,913	0	48,836	
<b>Roads Total</b>								
		0	0	48,836	1,123,913	0	48,836	
<b>Capital Expenditure Total</b>								
		0	0	173,469	3,596,951	0	173,469	

Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.

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



## 6.2 ACCOUNTS FOR PAYMENT – 5 SEPTEMBER 2016 TO 4 OCTOBER 2016

Date: 13 October 2016  
Applicant: Shire of Dowerin  
Location: Dowerin  
File Ref:  
Disclosure of Interest: Nil  
Author: Emma Hardy – Finance Officer  
Senior Officer: Sonia King – Finance Officer  
Attachments: 2. List of Accounts  
3. Credit Card Summaries

### Background

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

### Comment

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

### Statutory Implications

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

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

### Policy Implications

Nil

### Voting Requirements

Simple Majority

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### OFFICER RECOMMENDATION – ITEM 6.2

***THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE SEPTEMBER 2016 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).***

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### COMMITTEE RECOMMENDATION – ITEM 6.2

***THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE SEPTEMBER 2016 MEETING OF THE COUNCIL, AS ATTACHED, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).***

Moved: Cr RI Trepp

Seconded: CR DE Metcalf

Carried: 2/0

**ATTACHMENT 2**

**LIST OF ACCOUNTS**  
**05/09/2016 - 04/10/2016**  
**MUNICIPAL FUND**

**ELECTRONIC PAYMENTS**

<b>Voucher</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
<b>Last Voucher Number:</b>					
165	21/09/2016	PUMA ENERGY	Fuel Usage Puma Account	-\$1,617.23	
166	05/09/2016	NAB BUSINESS VISA	Advertising - Pool tender. Works Staff Training - 2 nights accommodation. Works Office Expenses - WM Mobile. Staff Training - Subject fees A.Selvey per contract item 5.5. Card Fees.	-\$4,558.25	
<b>TOTAL</b>				<b>-\$6,175.48</b>	
<b>EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
<b>Last EFT Number:</b>					
EFT4260	07/09/2016	AVON WASTE	Rubbish Collection - Recycling & Waste	-\$2,362.92	-\$2,362.92
EFT4261	07/09/2016	AVON VALLEY GLASS	Admin Office - Fly screens for windows	-\$192.00	
EFT4262	07/09/2016	COMMERCIAL HOTEL DOWERIN	Council Refreshments - Wine	-\$15.00	
EFT4263	07/09/2016	COUNTRY COPIERS	Photocopier - Repairs and Service	-\$1,789.59	
EFT4264	07/09/2016	DOWERIN BAKERY AND NEWS	Newspapers & Refreshments for AROC rates meeting	-\$170.04	
EFT4265	07/09/2016	DOWERIN ENGINEERING WORKS	D014 Roller - Make up hydraulic hose with fittings	-\$113.66	
EFT4266	07/09/2016	DOWERIN BULK TRANSPORT PTY LTD	Field Days Prep - Freight and supply of blue metal and dust from The Lakes to Dowerin	-\$4,078.51	-\$4,078.51
EFT4267	07/09/2016	KENNARDS HIRE PTY LTD	Stewart St Drainage - Hire of 6 Fence Panels 09/08/16 - 16/08/16	-\$96.00	
EFT4268	07/09/2016	IXOM OPERATIONS PTY LTD	Swimming Pool - Chlorine Service Fee 01/08/16 - 31/08/16	-\$42.28	
EFT4269	07/09/2016	R B MOTORS PTY LTD	D02 Territory - 45000km service	-\$488.90	
EFT4270	07/09/2016	WA LOCAL GOVERNMENT ASSOCIATION	HR & Recruitment - Position Description review Asset Management Officer	-\$88.00	
EFT4271	07/09/2016	WESFARMERS KLEENHEAT GAS	DCC - Gas refill for Field Days	-\$636.10	
EFT4272	07/09/2016	MD & RC WINDSOR	1/13 Stacy St - Repair door handle, install towel rail, repair blind. 36 Stacy St - Replace tap spindles and washers. Bandminton Courts - Replace whirly bird, 2/18 Memorial Ave - Replace taps, repairs to exhaust fan. Town Hall - repairs to kitchen doors, repairs to leak in roof. 19 Cottrell St - Apply mould killer to eaves. 18 Anderson St - Apply mould killer to eaves. Town Hall - Replace cistern in ladies toilet. Admin Office - Install flyscreens. Town Hall - Repair doors. 4 O'Loughlen St - Check leaking taps.	-\$841.50	
EFT4273	07/09/2016	WESTRAC EQUIPMENT	Grader D007 - 6000hr service	-\$3,901.49	
EFT4274	12/09/2016	CHILD SUPPORT AGENCY	Payroll deductions	-\$179.00	-\$179.00
EFT4275	21/09/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-\$9,657.00	-\$9,657.00
EFT4276	22/09/2016	AVON WASTE	Rubbish Collection - Recycling and Waste	-\$2,362.92	-\$2,362.92
EFT4277	22/09/2016	BOEKEMAN MACHINERY	D010 Grader - 3/4 Chemical Hose	-\$17.25	
EFT4278	22/09/2016	BYFIELDS	Audit Fees - Professional fees for 2015/16	-\$4,600.00	

## FINANCE COMMITTEE MINUTES – OCTOBER 2016

EFT4279	22/09/2016	DOMINICO BONO	AROC Rates Meeting - Refreshments	-\$37.53	
EFT4280	22/09/2016	CDA AIR CONDITIONING & REFRIGERATION	19 Cottrell St - 50% deposit on Air Conditioning replacement	-\$5,607.00	
EFT4281	22/09/2016	DOWERIN IGA EXPRESS	DCC Changerooms - Soap, Council Refreshments, Depot - Coffee & Sugar, Admin Office - Milk.	-\$108.65	
EFT4282	22/09/2016	DOWERIN ENGINEERING WORKS	WHR - Labour for welding (28 hours), freight, square rods and flat bars. Pool - Metal for pool screens. Field Days Prep - Make tool for rotary hoe speed bumps. D014 Roller - Make up airline.	-\$4,123.81	-\$3,805.72
EFT4283	22/09/2016	DOWERIN COMMUNITY RESOURCE CENTRE	Library - Quarterly contract fee 01/07/16 - 30/09/16. Library - Reimbursement for staff training and travel (as per MOU).	-\$1,716.50	
EFT4284	22/09/2016	LANDGATE	Rates - Rural UV Gen Valuations	-\$79.90	
EFT4285	22/09/2016	DOWERIN DESPATCH	Advertising - Gov & Org Development position, Budget	-\$150.00	
EFT4286	22/09/2016	DOWERIN TYRE AND EXHAUST	D023 Street Sweeper - Battery	-\$225.00	
EFT4287	22/09/2016	DOWERIN & DISTRICTS FARM SHED	DCC - Mouse baits. Stewart St Gardens - Sprinklers. Swimming Pool - Sprinklers. Public Toilets - Key cutting	-\$179.60	
EFT4288	22/09/2016	DOWERIN NETBALL CLUB	Kidsport - Dowerin Netball Club	-\$290.00	-\$290.00
EFT4289	22/09/2016	DOWERIN FOOTBALL CLUB	Kidsport - Dowerin Football Club	-\$630.00	-\$630.00
EFT4290	22/09/2016	GREAT EASTERN COUNTRY ZONE WALGA	Subscriptions - Great Eastern Country Zone WALGA	-\$4,675.00	
EFT4291	22/09/2016	INSPIRE EDUCATION	Staff Training - Misty Richards OHS Course	-\$565.00	
EFT4292	22/09/2016	JOELECTRICS	4 O'Loughlen St - Repairs to HWS	-\$45.00	
EFT4293	22/09/2016	JESSIE'S CAFE	Area Promotion - Barista Training for Businesses	-\$575.00	-\$575.00
EFT4294	22/09/2016	JOHN PHILLIPS CONSULTING	Staff Training - Workshop for CEO & Councillors to review areas of critical focus for 2016/17	-\$660.00	
EFT4295	22/09/2016	Local Government Appointments	Temporary Rates Officer wages & travel	-\$4,059.84	
EFT4296	22/09/2016	LAWN DOCTOR TURF FARM	Football & Hockey Oval - Vertidrainage	-\$3,382.50	
EFT4297	22/09/2016	CORINNE MORRELL	HR & Recruitment - Reimbursement for Police Clearance	-\$50.24	
EFT4298	22/09/2016	OFFICEMAX AUSTRALIA LIMITED	Admin Office - Stationery, Dividers, Clipboards, A4 Binders, Batteries, Paperclips	-\$311.23	
EFT4299	22/09/2016	QUICK CORPORATE AUSTRALIA PTY LTD	Admin Stationery - 16 Lever Arch Files, 4x Blutack, Coffee, File Dividers, Manilla Folders, Glue Sticks, Highlighters, Label Maker, Laminating pouches, Wireless mouse, Milo, A4 Paper, Pens, Stamp, Sugar, Label Making Tape, Tea Bags. HACC Stationery - Document wallets, Manilla Folders, A4 Protector sheets	-\$689.83	
EFT4300	22/09/2016	SONYA RALPH CATERING	Council Meetings - Refreshments	-\$350.00	
EFT4301	22/09/2016	Sherrin Rentals	Street Trees - 1 week hire EWP	-\$3,415.50	
EFT4302	22/09/2016	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	AROC Vans 1& 2 - Check and repair trailer plugs	-\$160.93	-\$160.93
EFT4303	22/09/2016	IT VISION	Rates - Implement geospatial data. Staff training - Conference attendance.	-\$460.90	
EFT4304	22/09/2016	MD & RC WINDSOR	Town Hall - Repairs to leaking roof and fit flashing. HACC Building - Fit flashing to carport.	-\$302.50	
EFT4305	22/09/2016	REBECCA WINDSOR	Gym - Induction Metcalf	-\$20.00	-\$20.00
EFT4306	29/09/2016	AVON WASTE	Rubbish Collection - Recycling & Waste	-\$4,713.72	-\$4,713.72
EFT4307	29/09/2016	ALL OVER WALLS & CEILINGS	36 Stacy St - Repairs & gyprocking to water damaged ceiling & wall	-\$2,420.00	
EFT4308	29/09/2016	Building & Health Surveying Services	EHO - September Contract	-\$4,357.49	
EFT4309	29/09/2016	POTS & TANGLES	Area Promotion - Tammy Minson contract payment	-\$375.00	



## FINANCE COMMITTEE MINUTES – OCTOBER 2016

EFT4310	30/09/2016	WONDER WALLS	STA - Retaining wall	-\$6,108.30	-\$6,108.30
<b>TOTAL</b>				<b>-\$82,478.13</b>	<b>-\$34,944.02</b>
<b>CHEQUE PAYMENTS</b>					
<b>Chq</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
<b>Last Small Cheque Number:</b>					
2063	30/09/2016	PETTY CASH - HACC	HACC Petty Cash - Milk, Volunteers Transport, Postage	-\$281.95	
<b>Last Cheque Number:</b>					
10219	07/09/2016	CARRINGTON ASSOCIATES	Short Term Accom - Schematic design & design development - plumbing & hydraulics	-\$4,400.00	-\$4,400.00
10220	07/09/2016	DOWERIN & DISTRICTS FARM SHED	Refund - Overpayment of bus hire fees	-\$20.30	
10223	14/09/2016	SYNERGY	Street Lighting - Electricity Usage	-\$2,287.00	
10224	14/09/2016	TELSTRA	Mobile Phones - CEO, FM, WM, Works	-\$312.62	
10225	14/09/2016	SHIRE OF DOWERIN	RATES 2016 - Swimming Pool, Public Toilets, Admin Office, 43 Stacy St, Town Hall, 16 Anderson St, 18 Anderson St, 58 Stacy St, 18 Memorial Ave, 4 O'Loughlen St, 18 O'Loughlen St, 11 Hilda St, CWA Hall, 13 Hilda St, 13 Stacy St, 32 Stewart St, 12 Cottrell St, 36 Stacy St, Depot, 13 Maisiey St, HACC, 19 Cottrell St, DCC, Rec Centre, Tree Reserve	-\$33,953.17	
10226	22/09/2016	COURIER AUSTRALIA	Library - Freight	-\$27.20	
10227	22/09/2016	SYNERGY	Shire Buildings & Amenities - Electricity Usage	-\$10,638.45	
10228	29/09/2016	SYNERGY	DCC - Electricity	-\$1,905.95	-\$1,905.95
10229	29/09/2016	TELSTRA	Office - Telephone usage	-\$1,602.15	
10230	29/09/2016	WATER CORPORATION	Standpipes - Water usage	-\$57.53	\$57.53
<b>TOTAL</b>				<b>-\$55,486.32</b>	<b>-\$6,248.42</b>
<b>SUPER PAYMENTS</b>					
<b>DD</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
DD9253.1	07/09/2016	WA SUPER	Payroll deductions	-\$2,787.68	
DD9253.2	07/09/2016	CHILDCARE SUPER	Superannuation contributions	-\$56.69	
DD9253.3	07/09/2016	CONCEPT ONE SUPER	Superannuation contributions	-\$20.09	
DD9253.4	07/09/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$54.97	
DD9253.5	07/09/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$58.52	
DD9253.6	07/09/2016	Australian Super	Superannuation contributions	-\$344.73	
DD9253.7	07/09/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-\$477.55	
DD9253.8	07/09/2016	AMP Life Limited	Superannuation contributions	-\$356.93	
DD9253.9	07/09/2016	ASGARD SUPER	Superannuation contributions	-\$90.77	
DD9270.1	21/09/2016	WA SUPER	Payroll deductions	-\$2,835.49	
DD9270.2	21/09/2016	CHILDCARE SUPER	Superannuation contributions	-\$34.47	
DD9270.3	21/09/2016	CONCEPT ONE SUPER	Superannuation contributions	-\$20.09	
DD9270.4	21/09/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$25.26	
DD9270.5	21/09/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$62.03	

## FINANCE COMMITTEE MINUTES – OCTOBER 2016

DD9270.6	21/09/2016	Australian Super	Superannuation contributions	-\$340.18	
DD9270.7	21/09/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-\$477.55	
DD9270.8	21/09/2016	AMP Life Limited	Superannuation contributions	-\$356.93	
DD9270.9	21/09/2016	ASGARD SUPER	Superannuation contributions	-\$90.77	
DD9276.1	21/09/2016	CHILDCARE SUPER	Superannuation contributions	\$34.47	
DD9278.1	07/09/2016	CHILDCARE SUPER	Superannuation contributions	-\$34.47	
DD9253.10	07/09/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$96.24	
DD9253.11	07/09/2016	CBUS	Superannuation contributions	-\$161.71	
DD9253.12	07/09/2016	PRIME SUPER	Superannuation contributions	-\$172.05	
DD9253.13	07/09/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$131.29	
DD9253.14	07/09/2016	HOSTPLUS	Superannuation contributions	-\$74.37	
DD9270.10	21/09/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$120.30	
DD9270.11	21/09/2016	CBUS	Superannuation contributions	-\$161.70	
DD9270.12	21/09/2016	PRIME SUPER	Superannuation contributions	-\$172.05	
DD9270.13	21/09/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$159.55	
DD9270.14	21/09/2016	HOSTPLUS	Superannuation contributions	-\$86.61	
<b>TOTAL</b>				<b>-\$9,826.57</b>	
<b>PAYROLL PAYMENTS</b>					
	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>	<b>Contra</b>
	07/09/2016	Payroll Direct Debit of Net Pays	Payroll 07/09/2016	-\$41,201.94	
	21/09/2016	Payroll Direct Debit of Net Pays	Payroll 21/09/2016	-\$42,016.61	
<b>TOTAL</b>				<b>-\$83,218.55</b>	
<b>MUNICIPAL TOTALS</b>					
				<b>Amount</b>	<b>Contra</b>
EFT TRANSACTIONS				-\$88,653.61	-\$34,944.02
CHEQUES				-\$55,486.32	-\$6,248.42
SUPER PAYMENTS				-\$9,826.57	
PAYROLL PAYMENTS				-\$83,218.55	
<b>TOTAL</b>				<b>-\$237,185.05</b>	<b>-\$41,192.44</b>



ATTACHMENT 3



Statement for  
**NAB Business Visa**  
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
 Tel 13 10 12 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 29 July 2016 to 29 August 2016  
 Company Account No: 4557 0498 0002 7159  
 Facility Limit: \$16,000

**Your Account Summary**

Balance from previous statement	\$638.91 DR
Payments and other credits	\$638.91 CR
Purchases, cash advances and other debits	\$4,540.25 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$4,558.25 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$4,558.25 WILL BE  
 CHARGED TO ACCOUNT 000086608- 0000480807363 ON  
 05/09/2016 AS PER OUR AGREEMENT.**

242/21/01/M02888/S008073/016145

see reverse for transaction details

242/21/01/M02888/S008073/I016146

### Transaction record for: Billing account

Date	Amount \$	Details	Reference
3 Aug 2016	\$638.91 CR	DIRECT DEBIT PAYMENT	74557046215
Total for this Period:	\$638.91 CR		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 13 10 12 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



Billers 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

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)
4557-0455-3657-7475	MR STEVEN FRANCIS GE	\$6,000	\$0.00	\$2,012.25	\$9.00	\$2,021.25
4557-0455-3670-8849	MRS SONIA LOUISE KIN	\$3,000	\$0.00	\$0.00	\$9.00	\$9.00
4557-0455-3744-1887	MS ANDREA JANINE SEL	\$3,000	\$0.00	\$2,528.00	\$0.00	\$2,528.00
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$638.91	\$0.00	\$0.00	\$638.91 CR
			\$638.91	\$4,540.25	\$18.00	\$3,919.34

### Transaction type

Purchase

Annual percentage rate

0.0000%

Daily percentage rate

0.000000%

## NAB VISA Card Reconciliation

### August Statement

Cardholder Name: Ms Andrea Selvey

Card Number: XXXX XXXX XXXX 1887

Prepared By:	Emma Hardy
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### Account Summary

Previous Balance	
Payments and Credits	
Purchases and Advances	
Interest, Fees and Charges	
Closing Balance	

Date	Receipt	Order Number	GL Account	Details	GST	Amount
22/08/2016	YES	11059	104120.01	Subject Fees - A Selvey per Contract item 5.5	\$ -	\$
				Total	\$ -	\$

## Employee Declaration

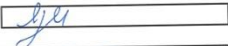


I verify that the above charges are a true and correct record in accordance with Council policy.

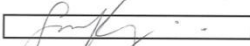

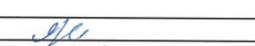
Cardholder Signature: 

Date: 13/10/16

Checked By: Yes

Finance Manager

NAB VISA Card Reconciliation																		
August Statement																		
Cardholder Name:	Mr Steven Geerdink																	
Card Number:	XXXX XXXX XXXX 7475																	
Prepared By:	Emma Hardy																	
<table border="1"> <thead> <tr> <th colspan="2">Account Summary</th> </tr> </thead> <tbody> <tr> <td>Previous Balance</td> <td>\$629.91</td> </tr> <tr> <td>Payments and Credits</td> <td>\$629.91</td> </tr> <tr> <td>Purchases and Advances</td> <td>\$2,012.25</td> </tr> <tr> <td>Interest, Fees and Charges</td> <td>\$9.00</td> </tr> <tr> <td>Closing Balance</td> <td>\$2,021.25</td> </tr> </tbody> </table>							Account Summary		Previous Balance	\$629.91	Payments and Credits	\$629.91	Purchases and Advances	\$2,012.25	Interest, Fees and Charges	\$9.00	Closing Balance	\$2,021.25
Account Summary																		
Previous Balance	\$629.91																	
Payments and Credits	\$629.91																	
Purchases and Advances	\$2,012.25																	
Interest, Fees and Charges	\$9.00																	
Closing Balance	\$2,021.25																	
Date	Receipt	Order Number	GL Account	Details	GST	Amount												
8/08/2016	YES	11334	104820.05	Advertising - Pool Tender	\$ 55.68	\$ 612.45												
10/08/2016	YES	11049	176820.01	Staff Training - 2 nights accommodation	\$ 52.07	\$ 527.80												
29/08/2016	YES	11155	176220.01	Works Office Expenses - WM Phone	\$ 79.27	\$ 872.00												
			105020.09	Card Fee	\$ -	\$ 9.00												
					Total	\$ 187.02 \$ 2,021.25												
<b>Employee Declaration</b> I verify that the above charges are a true and correct record in accordance with Council policy. Cardholder Signature:  Date: 28-9-16 Checked By:  CEO  Finance Manager																		

NAB VISA Card Reconciliation																		
August Statement																		
Cardholder Name:	Mrs Sonia Louise King																	
Card Number:	XXXX XXXX XXXX 8849																	
Prepared By:	Emma Hardy																	
<table border="1"> <thead> <tr> <th colspan="2">Account Summary</th> </tr> </thead> <tbody> <tr> <td>Previous Balance</td> <td>\$9.00</td> </tr> <tr> <td>Payments and Credits</td> <td>\$9.00</td> </tr> <tr> <td>Purchases and Advances</td> <td>\$0.00</td> </tr> <tr> <td>Interest, Fees and Charges</td> <td>\$9.00</td> </tr> <tr> <td>Closing Balance</td> <td>\$9.00</td> </tr> </tbody> </table>							Account Summary		Previous Balance	\$9.00	Payments and Credits	\$9.00	Purchases and Advances	\$0.00	Interest, Fees and Charges	\$9.00	Closing Balance	\$9.00
Account Summary																		
Previous Balance	\$9.00																	
Payments and Credits	\$9.00																	
Purchases and Advances	\$0.00																	
Interest, Fees and Charges	\$9.00																	
Closing Balance	\$9.00																	
Date	Receipt	Order Number	GL Account	Details	GST	Amount												
			105020	Card Fee	\$ -	\$ 9.00												
					Total	\$ - \$ 9.00												
<b>Employee Declaration</b> I verify that the above charges are a true and correct record in accordance with Council policy. Cardholder Signature:  Date: 3.10.16 Checked By:  CEO  Works Manager																		

**7. QUESTIONS FROM MEMBERS**

Nil

**8. URGENT BUSINESS**

Nil

**9. DATE OF NEXT MEETING**

Date: Monday 14 November 2016

Items for next meeting: DRAFT FINANCE POLICY MANUAL

**10. CLOSURE OF MEETING**

The presiding member closed the meeting at 4pm.



**Dowerin Local Emergency Management Committee Meeting  
Wednesday 2 November, 2016, 2.00pm  
CRC Activity Room**

**Minutes**

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**RECORD OF ATTENDANCE**

Dale Metcalf	Shire President (Chair)
Corinne Morrell	Shire of Dowerin
Emma Richards	Shire of Dowerin (Observer)
Norma Metcalf	Crisis Care Coordinator
Ross Bartley	Dowerin Police Service
Steven (Hermie) Geerdink	Shire of Dowerin
Suzanne Blay	Dowerin Events Management
Phil Pickering	Dowerin Bush Fire Brigade
Denise Sutherland	Dowerin St John Ambulance
Duncan Jones	St John Ambulance
Justin Cirrigan	DFES Northam – Area Manager
Lisa Begley	Home and Community Care (Arrived @ 2.10pm)
Barb Garner	Dowerin District High School (Arrived @ 2.15pm)

**1. WELCOME**

Dale Metcalf opened the meeting at 2.00pm and welcomed everyone.

**2. APOLOGIES**

Andrea Selvey	Shire of Dowerin
Jarrad Savage	Dowerin Police Service
Yvette Grigg	SEMC – Community EM Officer
Torbin Bendtsen	DFES Northam – Area Manager

**3. CONFIRMATION OF MINUTES**

**Moved: P Pickering      Seconded: N Metcalf**

*That the minutes of the meeting of the Local Emergency Management Committee held on Friday 5 August 2016 be confirmed as a true and correct record of proceedings.*

**Carried**

**BUSINESS ARISING FROM MINUTES**

5.2 Contact List was tabled and updated.

5.4 Phil Pickering advised that there is no date for new Fire Brigade truck as yet. It will be a ¾ Urban but fitting it into the new shed is a concern.

**4. CORRESPONDENCE IN**

*NIL*



**Dowerin Local Emergency Management Committee Meeting**  
**Wednesday 2 November, 2016, 2.00pm**  
**CRC Activity Room**

**Minutes**

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**5. GENERAL BUSINESS**

**5.1 Agency Updates**

Bush Fire Brigade: Phil Pickering advised that there is no date for new Fire Brigade truck as yet. It will be a ¾ Urban but fitting it into the new shed is a concern.

Police: No major EM issues. Very happy with how the Field Days went and had plenty of staff. Important to advise Police if any issues arise even if matter appears minor as minor issues may indicate a larger problem.

DDHS: Barb Garner thanked the Police, Fire Brigade and Ambulance for their support. Home Economic Room has been upgraded. Could be useful if catering is required in the event of an emergency or back up for Dowerin Community Club at Field Days time.

Shire: No issues to report.

St Johns Ambulance: Denise Sutherland has been appointed President of the Dowerin branch of St John Ambulance. Denise reported that they had an incident free Field Day and will be holding a stall at our Twilight Festival on December 16.

Duncan Jones stated that he was trying to decrease the area that he covers and still continue to support Volunteers with training and emergency exercises.

Department for Child Protection and Family Support – Emergency Services Unit: Jo said that they would support Local Government re Evacuation Centres if needed. Emma Richards gave Jo a local detail update.

Dowerin Field Days: Suzanne reported that there was a few minor incidents but nothing worrying. Risk Management Plan has been updated and the H&SO on site who was happy with the way things went. All training is up to date. There were 25,500 people on site over the two days (Exhibitors and Public). There will be no more double crane lifts.

- 5.2 Disaster Exercise:** Justin presented a scenario which is a major fire in the Main Street that impacts on key buildings such as the Hotel, IGA and JK Williams Hardware. How we manage evacuation and ongoing support for business and public that may have structural losses. Dale was concerned re the Silo effect. Ongoing at Yarloop – all things needed were available.



**Dowerin Local Emergency Management Committee Meeting  
Wednesday 2 November, 2016, 2.00pm  
CRC Activity Room**

**Minutes**

---

**5.3 Accept Emergency Welfare Plan**

**Moved: P Pickering      Seconded: D Sutherland**

*Local Emergency Management Plan for the Provision of Welfare Support (Northam District) to be accepted by the Dowerin Local Emergency Management Committee.*

***Carried***

**6. NEXT MEETING**

Next meeting Friday 3 February 2017 at 11.30am

Forward meeting schedule – based on the first Friday of every month:

5 May 2017 at 11.30am

**7. MEETING CLOSURE**

There being no further business the Chair thanked all for attending and closed the meeting at 3.45pm.

*Minutes Unconfirmed until the next meeting.*