



**MINUTES**

**OF MEETING**

**HELD ON**

**18 OCTOBER 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

Mr George Lancaster

Mrs Dorothy Jones (nee Richards)

## 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.F. Geerdink	Works Manager	
C.A. Morrell	Governance & Organisational Development Coordinator	
E.L. Richards	Council Liaison/Recorder	

### 2.2 LEAVE OF ABSENCE

### 2.3 APOLOGIES

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

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

## 4. DECLARATION OF ELECTED MEMBERS

B.N. Walsh

## 5. PUBLIC QUESTION TIME

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

## 7. CONFIRMATION OF MINUTES

### COUNCIL DECISION – ITEM 7.1

(2695) Moved: R.I. Trepp Seconded: D.P Hudson Carried: 8/0

**THAT THE MINUTES OF THE SPECIAL MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 6 SEPTEMBER 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

### COUNCIL DECISION – ITEM 7.2

(2696) Moved: T.A. Jones Seconded: G.B. Ralph Carried: 8/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 20 SEPTEMBER 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

- Sentencing case had councillors attending.
- Police Remembrance service in Northam attended.
- AROC meeting attended.
- Field Days board meeting.

3.15pm Cr Brenton Walsh left the room.

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 OPERATIONS

#### 10.1.1 SALE OF PROPERTY – 12 COTTRELL STREET

Date:	13 October 2016
Applicant:	Brenton Walsh
Location:	12 Cottrell Street, Dowerin/Lot 46 on Deposited Plan 129090
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	1. Rent to Purchase information sheets 2. Valuation

#### Summary

This item seeks a Council decision regarding a request from Cr Brenton Walsh, who is a tenant in a Shire-owned property (12 Cottrell Street), that he be allowed to purchase the property under a 'Rent to purchase' proposal.

#### Background

The Shire owns 22 residential properties which it rents to staff and privately. 12 Cottrell Street is currently rented by Cr Brenton Walsh at \$650 per month.

Cr Walsh wrote to the Shire in September 2016 seeking to purchase 12 Cottrell Street under a "Rent to purchase" agreement. The Department of Commerce provides guidance around the Rent to purchase" agreements – see Attachment 1. Further research on the "Rent to purchase" concept provided a fact sheet from a legal firm specializing in Vendor Financing, Cordato Partners – see Attachment 1.

Essentially under 'Rent to purchase' arrangements, the tenant pays rent that is above the market rent. The above market rent amount is held in trust for the tenant until the tenant has built up enough equity in the property to secure a bank loan. Other fees can include an "option to buy" upfront and/or ongoing fees. These fees are also intended to be held in trust for the tenant to build their equity in the property. A "Rent to purchase" agreement is a complex contract and as such would need to be drafted by a legal firm to ensure the rights of the Shire and of the purchaser are protected.

The Local Government Act (s3.58) stipulates the conditions under which a local government can dispose of property. The options are:

1. Public Auction;
2. Public Tender; or
3. Private Treaty.

#### Comment

The Department of Local Government and Communities was contacted for advice about how best to progress Cr Walsh's request. They confirmed that sale by Private Treaty would be a legitimate way to progress. This would require a formal market valuation of the property by a Sworn Valuer, local

public notice of the proposed disposal which describes the property and all details of the proposed sale and inviting public submissions. Public submissions would then be brought back to Council for a final decision regarding the disposal.

The Shire has sought an independent market valuation by a Sworn Valuer which has given a market value of \$160,000 for this property. See Attachment 2.

The valuation has been discussed with Cr Walsh and he has confirmed he would like to proceed with the proposal.

This report recommends the first phase is progressed, i.e. giving public notice of the proposed disposal. Should Council chose to consider progressing with the sale following the public notice period, a draft 'Rent to purchase' contract would be negotiated and brought back to Council for consideration.

#### Consultation

This matter was briefly discussed at the Councillor workshop on 20 September 2016.

The Shire has consulted with the Department of Local Government and Communities regarding process.

#### Financial Implications

Given the proposal for a 'Rent to own' arrangement, there is no immediate capital revenue gain for the Shire; however rent would continue to be paid at the current rental value of \$650 per month. The projected capital revenue gain would be in future years after Cr Walsh has accumulated equity in the property and is able to secure a bank loan to purchase the property.

Should Council chose to progress with the sale under this type of arrangement, funds for legal assistance would be required. This is estimated to cost \$2000.

#### Policy Implications

There are no policy implications.

#### Statutory Implications

This process complies with the Local Government Act (s3.58) which stipulates the conditions under which a local government can dispose of property.

#### Strategic Implications

At this stage, Council does not have a strategy to guide decisions about acquiring or disposing of property. Council has requested a review as one of the CEO's KPIs.

#### Voting Requirements

Simple majority

**COUNCIL DECISION – ITEM 10.1.1**

(2697)

Moved: D.P. Hudson

Seconded: W.E. Coote

Carried: 7/0

**SHOULD COUNCIL WISH TO PROCEED WITH THE PROPOSAL IT WILL NEED TO RESOLVE BY SIMPLE MAJORITY PURSUANT TO SECTION 3.58 OF THE LG ACT TO:**

- 1. GIVE LOCAL PUBLIC NOTICE TO DISPOSE OF 12 COTTRELL STREET TO CR BRENTON WALSH AT THE CURRENT MARKET VALUE OF \$160,000 UNDER A 'RENT TO PURCHASE' AGREEMENT;**
- 2. SEEK PUBLIC SUBMISSIONS FOR A PERIOD OF 28 DAYS;**
- 3. SEEK A FURTHER REPORT THAT GIVES DETAILS OF PUBLIC SUBMISSIONS ON THE PROPOSED DISPOSAL AT THE ORDINARY MEETING OF COUNCIL IN DECEMBER 2016.**

**Cr Brenton Walsh entered the room at 3.33pm.**



### 10.1.2 WARD REVIEW

Date:	27 September 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	3. Draft discussion paper of options; and 4. Draft advertisement calling for submissions

#### Summary

This item seeks a Council resolution to commence a process to review the Shire of Dowerin wards and representation as required by legislation.

#### Background

Under schedule 2.2 of the Local Government Act, Local Governments are required to undertake a review of their wards and representation at least every eight years and on 30 August, the Shire received a letter from the Department of Local Government and Communities advising that the Local Government Advisory Board (the Board) had resolved to request that the Shire of Dowerin undertake this review and submit a report to the Board by 31 March 2017.

#### Comment

The review process involves a number of steps:

- The Council resolves to undertake the review;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes;
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
- If a change is proposed, the Board submits a recommendation to the Minister for Local Government (the Minister).

Any changes approved by the Minister will be in place for the next ordinary election in October 2017 if possible.

When considering changes to wards and representation, Schedule 2.2 of the Act specifies factors that must be taken into account by a Local Government as part of the review process:

**Community of interest:** The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers. Neighbourhoods, suburbs and towns are important units in

the physical, historical and social infrastructure and often generate a feeling of community and belonging.

**Physical and topographic features:** These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothills regions, parks and reserves may be relevant as may other man made features such as railway lines and main roads.

**Demographic trends:** Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

**Economic factors:** Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a Local Government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

**Ratio of Councillors to Electors in the various wards:** It is expected that each Local Government will have similar ratios of Electors to Councillors across the wards of its district. The terminology used to describe elected member positions is the 'Offices of Councillors'.

A draft discussion paper is attached for Council's consideration (see attachment 3). The paper is based on the template provided by the Local Government Advisory Board and outlines options for consideration by the community whilst recognising that alternative recommendations may also be put forward by the public.

This agenda items seeks a Council resolution to release the discussion paper, give local public notice of its intention to carry out a review inviting public submissions over a six week period (see attachment 4 for the draft advertisement).

At the conclusion of the public submission period any submissions will be brought before Council at the Ordinary Meeting of Council on 20 December 2017 at which time a Council resolution on a preferred will be required for a report to Local Government Advisory Board.

#### Consultation

This agenda item and attached discussion paper are informed by the Department of Local Government and Communities paper entitled "How to conduct a review of wards and representation for local governments with and without a ward system" (December 2014).

This matter was the subject of discussion at the Councillor Workshop on 20 September 2016.

#### Financial Implications

There will be minor costs associated with advertising and community engagement that can be met within the 2016/17 budget for compliance.

#### Policy Implications

Nil

Statutory Implications

Ward and representation reviews are covered by Schedule 2.2 of the Local Government Act. This process outlined in this agenda item will ensure the Shire is compliant with legislation.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

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**COUNCIL DECISION – ITEM 10.1.2**

(2698)            Moved: D.P. Hudson            Seconded: B.N. Walsh            Carried: 8/0

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 2.2 OF THE LOCAL GOVERNMENT ACT RESOLVES TO:**

- 1. UNDERTAKE A REVIEW OF WARDS AND OFFICES OF COUNCILLORS;**
- 2. ADVERTISE FOR PUBLIC SUBMISSIONS FOR A PERIOD OF NO LESS THAT SIX WEEKS;**
- 3. AUTHORISE THE CEO TO MAKE THE DISCUSSION PAPER ON OPTIONS PUBLICLY AVAILABLE;  
AND**
- 4. AMEND THE DISCUSSION PAPER TO INCLUDE A FOURTH OPTION BEING TO DISSOLVE ALL WARDS AND MAINTAIN 8 COUNCILLORS.**

*Officer recommendation altered to add point #4 to offer more options to the community.*

### 10.1.3 SHORT TERM ACCOMMODATION PROJECT – CONSTRUCTION

Date: 13 October 2016  
Applicant: The Shire of Dowerin  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Andrea Selvey, CEO

#### Summary

This item seeks a Council decision regarding the tenders for the construction of the Short Term Accommodation Precinct.

#### Background

At the Special Meeting of Council held on 6 September 2016, Council resolved to publicly advertise for tenders for the construction of the Short Term Accommodation precinct and requested that the tender evaluation be brought back before Council for final consideration.

The tender was subsequently advertised on 10 September and closed on 4 October. At time of closing at 2pm on 4 October, the Shire had received 3 conforming tenders, 1 alternative tender and 1 non-conforming tender. A further late tender was received after the close of tenders.

#### Comment

However, a technical process flaw was uncovered whereby one tenderer was advised that they could submit their application by email, when the documents specifically required tenders to be hand-delivered. This situation could be perceived as unfair to other tenderers and prospective tenderers. The golden rule in tendering is to be fair and equitable to all potential tenderers.

The Shire has spoken with the Department of Local Government and Communities and WALGA Procurement Services and determined that the best option under the circumstances is to not accept any tenders and recommence the process. Regulation 18(5) of the Local Government (Functions & General) Regulations states that a local government may decline to accept any tender. It is intended to make the process more open and accessible by allowing for email tenders to be included by establishing a specific [tenders@dowerin.wa.gov.au](mailto:tenders@dowerin.wa.gov.au) email address that can be kept 'locked' until the tender period closes. By recommencing the process and opening it to email tenders, it is possible more tenders may be submitted and offer a wider field from which to choose.

#### Consultation

Internal Consultation with the Tender Panel consisting of the Finance Manager, Works Manager, Community Development Coordinator, EHO/Building Surveyor, Dowerin Event Management Event Coordinator, MCG Architects.

External advice has been obtained from the Department of Local Government and Communities and WALGA.

#### Financial Implications

The cost of re-advertising the tender is approx \$500.

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

LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 - REG 11 stipulates the requirements for calling tenders. This process is compliant with these statutory requirements.

Strategic Implications

Strategic Community Plan

- Objective 2.3; Strategy 2.3.5

Voting Requirements

Simple majority

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**COUNCIL DECISION – ITEM 10.1.3**

(2699)

Moved: B.N. Walsh

Seconded: T.A. Jones

Carried: 7/1

**THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO REG 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 RESOLVES TO AUTHORISE THE CEO TO:**

- 1. NOT ACCEPT ANY TENDERS IN RESPONSE TO TENDER 03/2016 CONSTRUCTION OF THE SHORT TERM ACCOMMODATION PRECINCT;**
- 2. PUBLICLY RE-ADVERTISE FOR TENDERS FROM SUITABLY QUALIFIED CONTRACTORS FOR THE CONSTRUCTION OF THE SHORT TERM ACCOMMODATION PRECINCT AND ALLOW FOR EMAIL TENDERS TO BE SUBMITTED; AND**
- 3. BRING THE TENDER EVALUATION REPORT TO COUNCIL DETAILING TENDERS RECEIVED FOR COUNCIL CONSIDERATION.**

#### 10.1.4 PROBITY COMPLIANCE AUDIT REPORT – IMPLEMENTATION PLAN

Date:	30 September 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	5. Probity Compliance Audit Report Implementation Plan

##### Summary

The report seeks a Council resolution to formally receive the Probity Compliance Audit Report Implementation Plan.

##### Background

Two officers from the Department of Local Government and Communities (DLGC) visited the Shire of Dowerin on 15 and 16 June 2016 to examine the Shire's general level of compliance with the Local Government Act 1995 and associated regulations. The audit focused on the period January 2015 to February 2016 and considered the following areas:

- Delegations;
- Financial interest;
- Policies;
- Purchasing and Procurement;
- Tender Register;
- Committee Meeting Structure;
- Complaints Register;
- Gifts Register; and
- Code of Conduct.

The report on the Audit was finalised and sent to the Shire President on 22 August 2016 and was formally received by Council at the Ordinary Meeting of Council on 20 September 2016. A Council endorsed recommendation implementation plan is requested by the Department. At their 20 September meeting Council resolved to direct the CEO to prepare an implementation plan for the 18 recommendations in the report.

##### Comment

A draft implementation plan is presented for Council's consideration. It should be noted that many actions have either commenced or are in progress. Whilst most of the recommendations do not have a direct financial cost, they are labour intensive to establish and require staff time in ongoing management.

##### Consultation

The Finance Manager, Works Manager and Governance Officer have been consulted in the preparation of this implementation plan.

##### Financial Implications

Whilst most of the recommendations do not have a direct financial cost, they are labour intensive to establish and require staff time in ongoing management. Council has included \$50,000 for improved compliance and a new Governance position in the 2016/17 budget and these actions can be progressed within that resource allocation. Therefore there are no additional financial implications.

Policy Implications

One of the Probity Audit recommendations is that the Shire must undertake a review of current policies. The report notes that policies that the Shire does not have policies that are required under the Act and regulations and policies in place do not comply.

Statutory Implications

The audit has found that the Shire of Dowerin has not been statutorily compliance with the Local Government Act 1995 and associated regulations for an extended period of time.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

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**COUNCIL DECISION – ITEM 10.1.4**

(2700)                      Moved: G.B. Ralph                      Seconded: A.J. Metcalf                      Carried: 8/0

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

- 1. RECEIVE THE PROBITY COMPLIANCE AUDIT REPORT IMPLEMENTATION PLAN;**
- 2. DIRECT THE CEO TO PROVIDE AN UPDATE ON PROGRESS AT THE ORDINARY MEETING OF COUNCIL IN APRIL 2017.**

## 10.2 FINANCE REPORT

### 10.2.1 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:	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).

- 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 30 September 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**

(2701) Moved: D.P. Hudson

Seconded: R.I. Trepp

Carried: 8/0

**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**

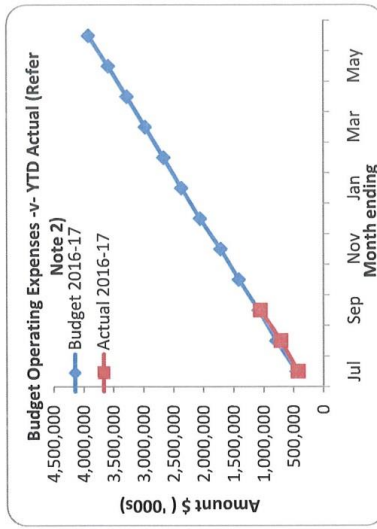
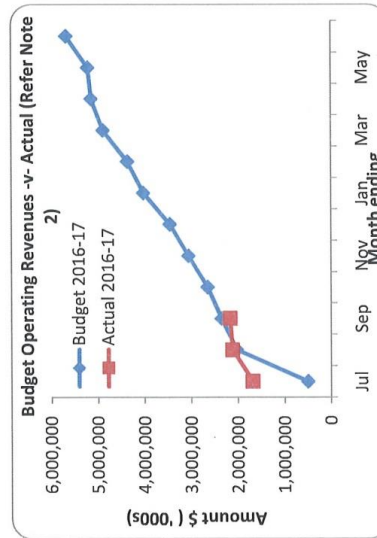
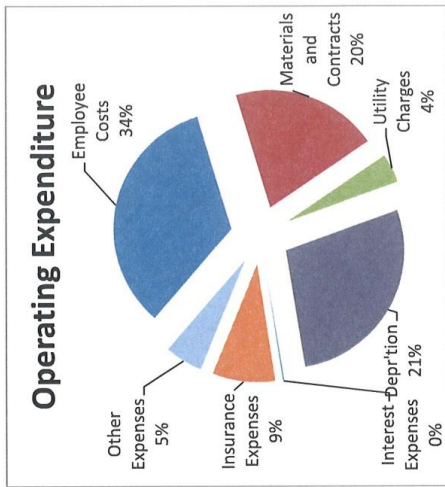
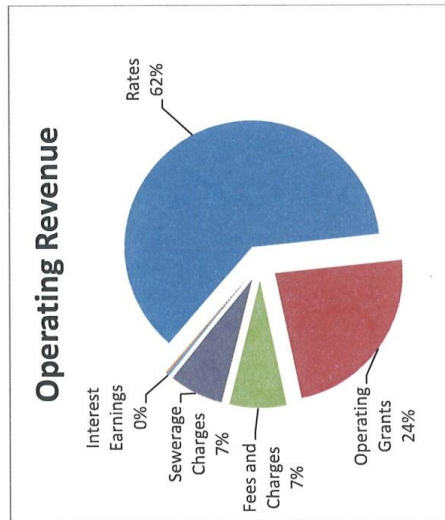
**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
For the Period Ended 30 September 2016**

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	(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	<b>0</b>	<b>8,112</b>	<b>1,714,747</b>	<b>1,489,251</b>	<b>(225,496)</b>	<b>(13%)</b>	😞

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.

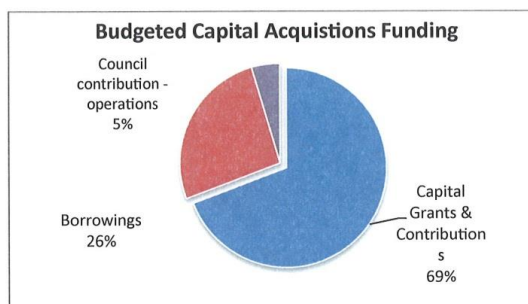
😊 More Revenue OR Less Expenditure  
😞 Less Revenue OR More Expenditure

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:

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

**(m) Interest-bearing Loans and Borrowings**

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

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

**Borrowing Costs**

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

**(n) Provisions**

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



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 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.
Housing	(29,303)	(64%)	😞	Timing	Staff Housing expenses are \$9.8K higher than YTD budget. Other Housing expenses are \$15K higher than YTD budget. Likely due to timing, - staff will review upcoming maintenance plans etc.
Community Amenities	5,019	6%	😊	Timing	Scheme maintenance expenses are \$3K higher than YTD budget. Tip Management expenses are \$2K lower than YTD budget. Staff will review budget timing in these areas.
Recreation and Culture	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.
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.

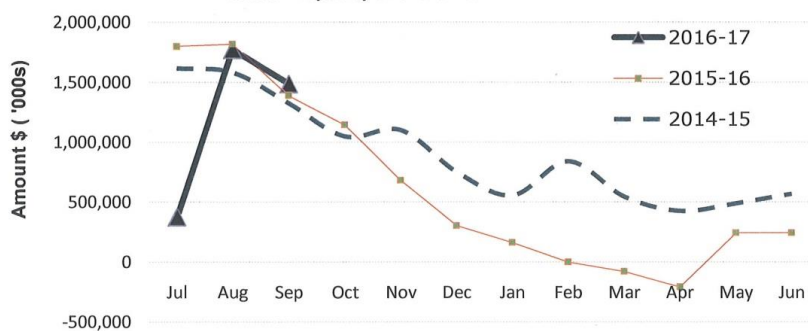
**SHIRE OF DOWERIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30 September 2016**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

	Note	Last Years Actual Closing	
		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
		<u>2,400,293</u>	<u>3,843,221</u>
<b>Less: Current Liabilities</b>			
Payables		(185,838)	(386,517)
Current Borrowings		(85,005)	(85,005)
Provisions		(216,320)	(216,320)
		<u>(487,163)</u>	<u>(687,842)</u>
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>		<u>247,002</u>	<u>1,489,251</u>

**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
	\$	\$	\$	\$			
(a) <b>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>							
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.

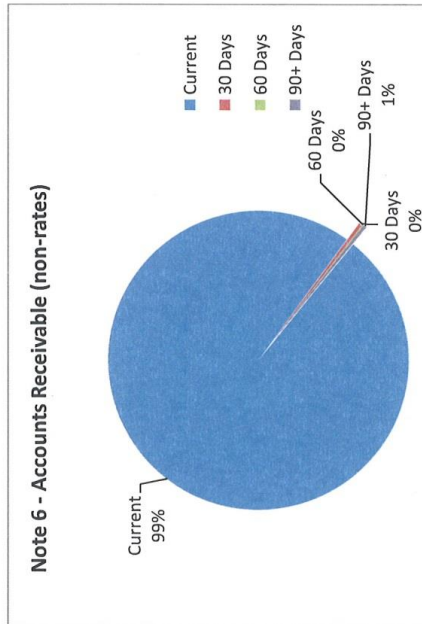
**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 September 2016**

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>						
	<b>Permanent Changes</b>						
	Opening surplus adjustment		Opening Surplus		164,258		164,258
125330	Other Housing - Rents	20.09.16-2691	Operating Revenue		8,112		164,258
				0	172,370		172,370

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

Note 6: Receivables	Current	30 Days	60 Days	90+ Days	Total
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

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

**Note 8: Disposal of Assets**

There are no proposed disposals this year

Asset Number	Asset Description	Program	YTD Actual			Amended Budget			
			Net Book Value	Proceeds	Profit (Loss)	Net Book Value	Proceeds	Profit (Loss)	
			\$	\$	\$	\$	\$	\$	\$
			0	0	0	0	0	0	0

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

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

**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 Amended		Principal Outstanding Amended		Interest Repayments Amended	
		Actual	Budget	Actual	Budget	Actual	Budget	Actual	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	113,357	496,490	1,168,383	0	44,659		

**(b) New Debentures**

Particulars	Amount		Institution	Loan Type	Term (Years)	Total Interest Rate & Charges		Balance Unspent
	Borrowed Budget	Amount Used				Interest Rate %	Amount Budget	
Short Term Accommodation Project	785,250	785,250	WATC	Debenture	20	290,748	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 (e)	Amended Budget Operating	Amended Budget Capital	YTD Budget	Annual Budget (d)	Post Variations (e)	Expected Revenue (d)+(e)	YTD Actual Revenue (b)	YTD Actual (Expended) (c)	Unspent Grant (a)-(b)+(c)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>General Purpose Funding</b>											
Grants Commission - General Purpose	Operating	0	830,000	0	0	830,000	0	830,000	209,260	n/a	0
Grants Commission - Roads	Operating	0	460,000	0	0	460,000	0	460,000	129,099	n/a	0
<b>Law, Order and Public Safety</b>											
DFES - ESL Collection Fee	Operating	0	4,200	0	700	4,200	0	4,200	0	n/a	0
DFES Grant - Bush Fire Brigade	Operating	0	18,000	0	0	18,000	0	18,000	0	0	0
<b>Health</b>											
HACC - Recurrent Grant	Operating	0	240,000	0	75,000	240,000	0	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	5,332	32,000	0	32,000	0	0	0
Grant - KidSport	Operating	0	4,000	0	666	4,000	0	4,000	0	0	0
Grant - Youth Week	Operating	0	1,000	0	0	1,000	0	1,000	0	0	0
Grant - Volunteers	Operating	0	2,000	0	332	2,000	0	2,000	0	0	0
<b>Transport</b>											
Roads Maintenance Direct Grants	Operating	0	123,000	0	0	123,000	0	123,000	0	n/a	0
Street Lights Subsidy	Operating	0	2,500	0	0	2,500	0	2,500	0	n/a	0
Roads To Recovery Grant - Cap	Non-operating	0	0	574,000	0	574,000	0	574,000	72,027	(35,579)	36,448
RRG Grants - Capital Projects	Non-operating	0	0	300,000	75,000	300,000	0	300,000	0	(12,973)	(12,973)
<b>Economic Services</b>											
Regional Development	Non-operating	0	0	800,000	200,000	800,000	0	800,000	0	0	0
Short Term Accommodation	Non-operating	0	0	400,000	180,000	400,000	0	400,000	181,818	(112,109)	69,709
Wheatbelt Heritage Rail	Operating - Tied	188,338	188,338	0	0	188,338	0	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>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	412,495	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	455,000	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>537,030</b>	<b>3,979,038</b>	<b>0</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**

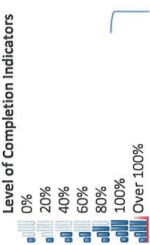
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

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	
		\$	\$	\$	\$	\$	\$	
<i>Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.</i>								
<b>Buildings</b>								
<b>Housing</b>								
BUILDING - 19 COTTRELL ST	2584	0	0	0	11,000	0	0	0
<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	



**10.2.2 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 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

---

**COUNCIL DECISION – ITEM 10.2.2**

(2702) Moved: R.I. Trepp

Seconded: B.N. Walsh

Carried: 8/0

**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).**



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

**ELECTRONIC PAYMENTS**

Voucher	Date	Name	Description	Amount	Contra
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>	
EFT	Date	Name	Description	Amount	Contra
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	

ORDINARY MEETING OF COUNCIL AGENDA – 18 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 Blotack, 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

ORDINARY MEETING OF COUNCIL AGENDA – 18 OCTOBER 2016

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	
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: 2062</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 Maisey 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	

ORDINARY MEETING OF COUNCIL AGENDA – 18 OCTOBER 2016

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	
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>



Statement for  
**NAB Business Visa**  
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
 Tel 13 10 128am - 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>



242/21/01/M02888/S008073/016145

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

see reverse for transaction details

**Transaction record for: Billing account**

Date	Amount A\$	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



Billir 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**

0.000%

**Daily percentage rate**

0.000000%

242/21/01/M02888/S008073/016146

**NAB VISA Card Reconciliation**

August Statement

Cardholder Name:

Card Number:

Prepared By:

Account Summary

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

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	-	\$ 2,528.00
				<b>Total</b>	<b>\$ -</b>	<b>\$ 2,528.00</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:  WM

### NAB VISA Card Reconciliation

August Statement

Cardholder Name:

Card Number:

Prepared By:

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
<b>Total</b>					<b>\$ 187.02</b>	<b>\$ 2,021.25</b>

**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

**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



**NAB VISA Card Reconciliation**

August Statement

Cardholder Name: Mrs Sonia Louise King

Card Number: XXXX XXXX XXXX 8849

Prepared By: Emma Hardy


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

**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


**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:  CEO

 Works Manager

### 10.3 MINUTES TO BE RECEIVED

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

Date:	14 October 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	6. Minutes of the Wheatbelt Heritage Rail Advisory Committee, 13 <sup>th</sup> September 2016 7. Minutes of the Finance Committee, 19 <sup>th</sup> September 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

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**COUNCIL DECISION – ITEM 10.3.1**

(2703) Moved: G.B. Ralph                      Seconded: R.I. 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> SEPTEMBER 2016;**
  - b. FINANCE COMMITTEE MEETING (CONFIRMED), 19<sup>TH</sup> SEPTEMBER 2016.**

*The Officer recommendation stated that Minutes of the September Finance Committee meeting were unconfirmed. The Minutes have since been confirmed and therefore the Council decision reflected that change.*

**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 4.10pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 15<sup>th</sup> November 2016.*

.....

***D.E. Metcalf***

**PRESIDENT**

.....

***Date***

ORDINARY COUNCIL MEETING  
ATTACHMENTS

Tuesday  
18 October 2016  
3.00pm



## ATTACHMENTS

10.1.1

1. Ren to Purchase Information Sheets
2. Valuation

10.1.2

3. Dowerin – ward review discussion paper
4. Notice of review of representation

10.1.4

5. Probity Audit Recommendations Implementation Plan

10.3

6. WHR Committee Minutes – September 2016
7. Finance Minutes – September 2016

# Cordato Partners

Business, Property & Tourism Lawyers

- ☑ Home
- ☑ Introduction to Vendor Finance for Real Estate in Australia
- ☑ How does Vendor Finance Work
- ☑ Vendor Finance Q & A
- ☑ Rent To Own
- ☑ Instalment Sales
- ☑ Deposit Finance
- ☑ Joint Ventures
- ☑ Lawyers and Solicitors
- ☑ The Law
- ☑ Tax treatment of Vendor Financing in Australia
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## Rent To Own

### What is Rent to Own?

Rent to Own is a variety of vendor finance.

In Rent to Own, the seller helps the buyer by allowing the buyer to rent the house for a while, until the buyer builds up enough equity to qualify for a bank loan and own the house.

### How does Rent to Own work?

**Rent to Own is a two phase contract** made directly between a seller and a buyer.

The first phase is the **Rent phase** when the buyer is living in the house and is making the regular payments.

The second phase is the **Own phase** when the buyer has enough equity to qualify for a bank loan, which they use to cash out the contract and transfer the house into their name.

### What questions do buyers ask?

#### 1. How quickly can I move in?

*You can move in immediately and start the rent phase once your home application form is checked out favorably, you pay the documentation fee, you sign the contract and make the up-front payment.*

#### 2. What do the payments go towards during the *rent phase*?

The up-front payment goes towards building equity. The ongoing payments are mainly rent payments, with some going towards building equity.

#### 3. What are the payment amounts during the *rent phase*?

The payment amounts are higher than the market rent because they consist of not only rent payments, but also the *to own* payments. The *to own* payments go to build equity and to pay house expenses such as Council and Water Rates and Home Insurance. How much the *to own* payments will be depends on what you can afford and the time frame agreed for building equity.

#### 4. How long does the *rent phase* last?

The rent phase lasts until the buyer has built up enough equity in the house to finance with a bank. Five years is a very rough guide. Building equity can be achieved by making regular *to own* payments and by renovations. In terms of payments, for some buyers it is to build up 10% of the pre-agreed price, for other buyers it is to build up 20% of the pre-agreed price. Self-employed buyers usually need to build up 20%, but if they are handy, can build up some of that 20% with renovations.

#### 5. Can you speed up the *rent phase*?

Yes. You can save up extra if you receive a pay rise, you can reduce expenses by paying off a car loan or a personal loan, and can use the extra towards building equity. If you renovate wisely, by building a carport or a pergola, by landscaping, by installing a new kitchen, by painting, etc., then you will be able to build equity by increasing the value of the house.

#### 6. What do you do when you reach the *to own phase*?

Once enough home equity has been built up, you obtain finance from a bank. Using a mortgage broker is best. Because the purchase price is agreed and fixed up front, it is easy to work out how much you need to borrow. You will need good financials and a good credit rating for a loan.

## Contact Us!

Level 5, 49 York Street  
Sydney NSW 2000

P (02) 8297 5600  
F (02) 9290 2784

### 7. What happens at the *to own phase*?

While you are in the rent phase, you are not recorded on the title as owner. During the rent phase, your interest in the property can be protected under the Contract, by living in the property and by registering a Caveat on the title of the property.

At the *to own phase*, the bank loan pays out the Contract and the title is transferred into your name.

### 8. Where do I find a house to buy with Rent to Own?

You need to keep an eye out for signs on properties, adverts in the local newspaper and on the internet. If you are a tenant and the landlord is interested in selling to you, you could ask the landlord if he or she would consider a Rent to Own.

### 9. What is the paperwork for a Rent to Own?

There are two different kinds of paperwork that can be used for a Rent to Own, depending on which State in Australia the property is in, and depending on the seller's tax position. The paperwork starts with a Heads of Agreement, which the seller and buyer complete, which is then handed to the seller's property lawyer for Contract preparation.

[Click here](#) for a sample Heads of Agreement. Contact us for a more detailed version.

[Click here](#) for a list of property lawyers. Use a property lawyer who practices in the State where the property is situated.

## Example of a Rent to Own

A house is 'sold' as a Rent to Own at a price of \$300,000.

The paperwork will contain these items:

- pay an up-front payment of \$10,000
- move in immediately
- pay \$50,000 of the price by 250 instalments of \$200 per week in just under 5 years
- pay rent of \$300 per week (including rates) over the next 5 years
- at the end of 5 years, borrow \$240,000 (which is 80% of the price) and pay the outstanding amount due to the seller
- be able to add a carport, a pergola, landscaping, a new kitchen to improve value and possibly refinance faster
- look after repairs and maintenance

## What steps do I need to take in order to buy a house with Rent to Own?

1. Look on the web, on street signs, on flyers for houses which are advertised as 'Rent to Buy' or 'Rent to Own' or 'Vendor Finance available'. This website is an information website – it does not advertise Rent to Own houses.
2. Save up your up-front money – as a guide 3% of the price.
3. Choose a Rent to Own house, contact the advertiser and fill in their home application form.
4. Consult mortgage broker to look at your financial situation and to work out a plan to refinance with a bank down the track when there is enough equity in the house and your financials can support a bank loan.
5. You are chosen to buy the house and pay the documentation fee. You select a property lawyer to advise you on the Contract.
6. Complete the direct debit authority for the payments from your bank account.
7. Sign the Contract.
8. Pay the up-front payment (less the documentation fee paid).
9. Collect the keys and move in.
10. Look after the house, pay the payments on time, and down the track refinance or sell.



## Department of Commerce

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### Rent to buy a property

Under a rent-to-buy scheme, the seller makes a rental agreement with the buyer at an above market rent rate. The buyer may only exercise the 'option to buy' at the end of the rental period if they can get the finance to pay the balance of the agreed purchase price and have complied with the terms of the contract.

The buyer will typically pay an initial 'option to buy' fee as well as ongoing option fees which are separate to the rental payments. Even though the ongoing option fees are supposed to reduce the balance of the purchase price they are not likely to be secured in a trust account.

This is a high-risk scheme for buyers because their name only goes on the title of the property when they have purchased the property outright. Some rent-to-buy contracts may indicate the buyer will lose all payments made and have no claim over the property if even a single payment is not made on time.

In addition to rent payments and a fee for the option to purchase, the contracts generally require buyers to pay for costs such as repairs and maintenance, council rates and insurance.

If the seller has a mortgage over the property and fails to keep up their own repayments, their lender may have the right to repossess the property.

A rent-to-buy scheme can also be a high risk for sellers because they are effectively locked into an extended

settlement period during which the property may increase in value. Sellers remain legally responsible for the property until the property title is transferred. They may be in breach of **tenancy laws** (</consumer-protection/renting-home-or-unit>) if they rely on contracts provided by scheme promoters and they may have to find another buyer for the property if the renters cannot or choose not to buy it after the rental period. If the seller is using the payments to cover their mortgage, they could be left vulnerable if the buyer fails to pay their rent or other fees.

**Fidelity guarantee** (</consumer-protection/fidelity-guarantee-account>) protections offered to those who buy or sell through a licensed real estate agent are not available to those who participate in rent-to-buy schemes.

At **property investment seminars** (</consumer-protection/property-investment-seminars>), spruikers often encourage seminar attendees to establish rent-to-buy contracts with people unable to get mainstream finance. Be aware it is illegal to facilitate a real estate transaction between third parties without an appropriate **licence** (</consumer-protection/licensing-and-registration-real-estate>).

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outcomes are achieved on time and within cost.

- has a demonstrable ability to understand technical and track related training requirements and to oversee implementation of training programmes to support high levels of customer service.
- **Leading**
  - fosters and develops open communication with all groups in a manner that facilitates effective information flow to ensure achievement of the organisation's critical outcomes and the development of a customer focused culture.
  - works effectively with individuals in the organisation, supporting and if necessary, developing them to ensure the required outcomes for the organisation are achieved and that essential personnel development takes place.
  - effectively leading volunteers to ensure successful attainment of organisational outcomes.

### **3. Background and Experience Requirements**

The Honorary Track Superintendent will need to point to success in:

- effective involvement in track construction and maintenance aspects of organising and operating consumer / tourism / event related enterprises.
- effective oversight of projects.
- effectively managing the risk associated with a service delivery organisation to acceptable levels.
- effectively leading volunteers and experience in managing non-paid personnel in key roles within organisations.
- effectively managing diverse groups within a service delivery organisation to achieve the required outcomes.
- effectively liaising at local, regional, state, and national levels to ensure the achievement of outcomes that are optimal for the organisation.
- overseeing the effective utilisation of new technology to ensure optimal outcomes.



*Ref: 189-16/L&B*

7 October 2016

Ms. Emma Hardy  
Accounts Officer  
Shire of Dowerin  
13 Cottrell Street  
Dowerin WA 6461

Dear Ms. Hardy,

***Re: Professional Desktop Valuation Services - Land & Building Asset for Market Value Purposes***

In accordance with instructions received, *Griffin Valuation Advisory* have valued the specific land & building asset located at;

❖ 12 Cottrell Street, Dowerin WA 6461

taken all necessary information and valued the property on the basis of *Market Value* as defined in the desktop valuation report.

We have pleasure in enclosing our desktop valuation report and tax invoice for professional fee.

We take this opportunity to thank you for your instructions in this matter and should you have any other valuation requirements, please do not hesitate to contact us.

Yours sincerely,  
***Griffin Valuation Advisory***



**Jodie Stevens** AAPI CPV  
Senior Valuer | Property Valuations  
Licensed Valuer 44860 in the State of Western Australia

**Griffin Valuation Advisory**

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# Desktop Valuation Report

Specific Land & Building Asset

For Market Value Purposes

Prepared for



October 2016

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## **EXECUTIVE SUMMARY**

### **Instructions**

In accordance with instructions received from Ms Emma Hardy, Accounts Officer, *Shire of Dowerin*, Griffin Valuation Advisory has valued the specific land & building asset on the basis of *Market Value*.

### **Purpose of Valuation**

Griffin Valuation Advisory has prepared this desktop valuation report for market value purposes.

### **Date of Valuation**

This desktop valuation report is dated:

7 October 2016

### **Location**

The land & building asset is located at:

*Shire of Dowerin*

❖ 12 Cottrell Street, Dowerin 6461

### **Valuation**

Subject to the overriding stipulations contained within this desktop valuation report completed by Griffin Valuation Advisory, the specific land & building asset has been valued as follows;

*Market Value*

**\$ 160,000**

*One Hundred and Sixty Thousand Dollars*

This desktop Valuation Report has been completed by Jodie Stevens who has over 4 years professional property valuation experience and holds the following qualifications;

- ❖ Associate Member of the Australian Property Institute (AAPI)
- ❖ Licensed Property Valuer in Western Australia (#44860)
- ❖ Certified Practising Valuer (CPV)



### **Declaration & Limitations**

*Griffin Valuation Advisory* and their employees have no pecuniary interest in the outcome of this desktop valuation report prepared for *Shire of Dowerin* or any subsidiaries.

This advice is prepared for internal purposes on the specific instructions of the *Shire of Dowerin*. This advice should not be relied upon by anyone other than the *Shire of Dowerin* whether for that purpose or otherwise.

*Griffin Valuation Advisory* accepts no responsibility to third parties nor does it contemplate that this report will be relied upon by third parties. We invite other parties who may come into possession of this report to seek our direct written consent before relying upon or referring to this report and we reserve our rights to review the content and context in which our advice is quoted or referred to in the event that our consent is given.

To any party relying on this desktop valuation report *Griffin Valuation Advisory* advise that this executive summary must be read in conjunction with the body of the report which this executive summary forms part. This desktop valuation report executive summary should not be relied upon in isolation for any other purpose, other than which this report is prepared.

## QUALIFICATIONS

The valuation amounts contained in this report are exclusive of the 10% Goods & Services Tax (GST).

No deduction has been made from our valuation in respect of any outstanding amounts owing under any finance leases or hire purchase agreements. The subject equipment has been valued as being wholly owned and free of all encumbrances.

This valuation has been prepared on the basis that full disclosure of all information and facts which may affect the valuation has been made to us. *Griffin Valuation Advisory* do not accept any liability or responsibility whatsoever for the valuation if full disclosure has not been made. Furthermore, *Griffin Valuation Advisory* do not accept responsibility for any consequential error or defect in the valuation which has resulted from any error, omission or inaccuracy in data or information supplied by the client or its officers and agents.

In reaching our opinion, *Griffin Valuation Advisory* have utilised certain historical facts and relevant market data, available up to the date of our valuation. Our instructions did not require us to consider the effect of gains or losses, which may arise as a result of the future fluctuations in the property market. *Griffin Valuation Advisory* therefore, do not except responsibility whatsoever, for losses caused by such fluctuations.

*Market Movement, "This valuation is current as at the date of valuation. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Without limiting the generality of the above comment we do not assume any responsibility or accept any liabilities where this valuation report is relied after the expiration of three months from the date of the valuation."*

## FORCE MAJEURE

Neither party will be held liable for any delay or failure to perform any of its obligations where such a failure is caused by a Force Majeure Event (other than the obligation to pay money) if, as soon as reasonably possible after the beginning of the Force Majeure Event the affected party gives a notice to the other party which complies with the following:

- (i) Specifies the obligations that the party cannot perform,
- (ii) Fully specifies the nature of the Force Majeure Event,
- (iii) Estimates a time by which the Force Majeure Event may cease, and
- (iv) Specifies the measures that are to be adopted to remedy or abate the Force Majeure Event.

The party prevented from performing its obligations due to the Force Majeure Event must:

- (i) Remedy the Force Majeure Event to the extent reasonably practicable and resume performance of the obligations as soon as reasonably possible, and
- (ii) Take all reasonable action to mitigate any losses that may be suffered by the other party as a result of the failure of the first mentioned party to carry out its obligations imposed by this Contract.

Where the Force Majeure Event prevents that Contractor from performing its obligations under the Contract, the Principal may obtain the Goods or Services from another source at its own cost.

An amendment to the Delivery Date or Service Completion Date (as relevant) is the Contractor's sole remedy for any delays resulting from a Force Majeure Event. The Contractor will not be entitled to payment of any damages, costs or expenses of the Contractor relating to the Force Majeure Event.

If the Force Majeure Event proceeds for a continuous period of 30 days or for successive periods totalling more than 30 days in a 60-day period, the Principal may, at its absolute discretion, terminate the Contract. In the event of such termination the Principal will not be liable to the Contractor for any Claims, liability or damage resulting directly or indirectly from the termination.

Neither the whole nor any part of this valuation nor any reference thereto may be included in any documents, circular or statement without our approval of the form and context in which it will appear.

*Griffin Valuation Advisory*

**Griffin Valuation Advisory**

Date: 7 October 2016 (Date of signing of report)

Ref: 189-16/L&B

### **INSTRUCTIONS**

In accordance with instructions received from Ms Emma Hardy, Accounts Officer, *Shire of Dowerin*, Griffin Valuation Advisory has valued the specific land & building asset on the basis of *Market Value*.

### **PURPOSE OF VALUATION**

Griffin Valuation Advisory has prepared this desktop valuation report for market value purposes.

### **DATE OF VALUATION**

This desktop valuation report is dated 7 October 2016, based on a site inspection of the asset in 2015.

### **LAND AND LOCALITY**

The land & building asset is located at:

*Shire of Dowerin*

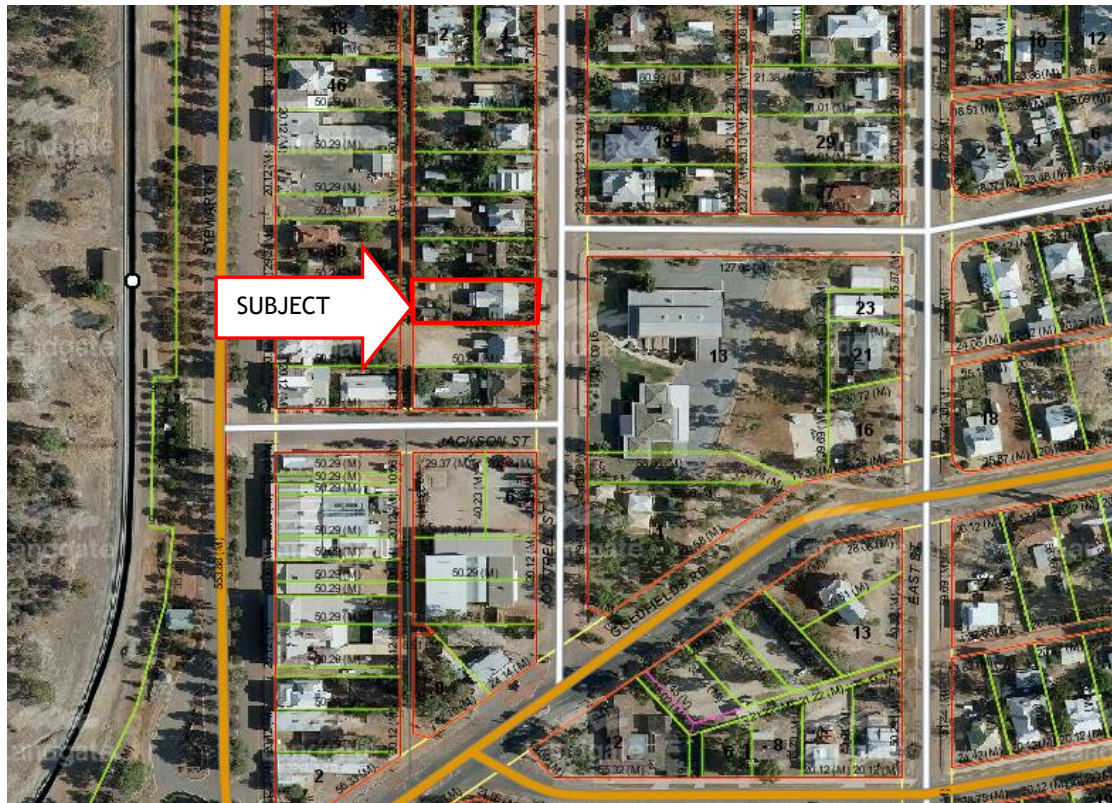
❖ 12 Cottrell Street, Dowerin 6461

The subject property is located within the Shire of Dowerin, located approximately 157km north east of Perth. Surrounding properties comprise low and medium density residential dwellings of varying ages. More specifically the subject property is positioned on the western side of Cottrell Street, adjacent to the *Shire of Dowerin's* office.

**Site Description & Identification:**

The site is a rectangular shaped, gently sloping, inside lot of approximately 1,012 square metres, having an eastern orientation and frontage to Cottrell St. The lot is positioned slightly above road level and fronts a bitumen sealed residential street with concrete kerbing and concrete footpath.

The subject property is identified by the red outline on the aerial photograph below:



Source: Landgate

**Site Identification:**

Griffin Valuation Advisory has not sighted a survey plan however based upon information provided by the *Shire of Dowerin* and from a physical inspection of the site in 2015, we are satisfied that we have correctly identified the subject property.

**Services and Amenities:**

All the usual services including water, electricity, sewerage and telephone are connected to the subject site.

## LEGAL DESCRIPTION & ENCUMBRANCES

### Title Description:

The land & building asset is legally described as:

- ❖ Lot 46 on Deposited Plan 129090 as per title search.

### Registered Proprietor:

The registered proprietor of the land is shown as *Dowerin Road Board of Dowerin* (T T8399/1947) Registered 17 June 1947. (Certificate of title attached as Addendum B)

### Easements and Encumbrances:

- 1) None noted.

## TOWN PLANNING

The subject property is located within the Local Authority municipal boundaries of the *Shire of Dowerin*. The specific land & building asset has been valued in accordance with the *Shire of Dowering* Local Planning Scheme No 2. (Gazetted 3 September 1999, updated 24 January 2014). The subject site is zoned Residential under the plan.

## BASIS OF VALUATION

### Market Value

Market Value is defined as “*the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.*”

The desktop valuation has been completed in accordance with the above-mentioned definition of Market Value as defined by the International Valuations Standard Committee (IVSC) and endorsed by the Australian Property Institute (API).

## VALUATION METHODOLOGY

### *Highest and Best Use*

The *Market Value* of the land has been determined on the basis of highest and best use. This method involves sourcing comparable rental evidence of similar type properties within the same or similar localities as the subject. This method takes into consideration factors such as location, zoning, land area, development potential and topography. Comparisons can be made in many forms including straight comparison, or analysis on a rate per area.

### *Valuation Approaches <sup>(1)</sup>*

In order to estimate the price implied by the appropriate Basis of Value, the Valuer will need to apply one or more valuation approaches. A valuation approach or method refers to generally accepted analytical methodologies that are in common use.

Market based valuations normally employ one or more of the valuation approaches by applying the economic principle of substitution, using market derived data. This principle holds that a prudent person would not pay more for a good or service than the cost of acquiring an equally satisfactory substitute good or service, in the absence of the complicating factors of time, greater risk, or inconvenience. The lowest cost of the best alternative, whether a substitute or the original, tends to establish Market Value.

Market based valuation approaches include:

#### *Sales/Direct Comparison Approach*

This comparative approach considers the sale of similar or substitute properties and related market data, and establishes a value estimate by processes involving comparison. In general, a property being valued (a subject property) is compared with sales of similar properties that have been transacted in the market. Listings and offerings may also be considered.

#### *Income Capitalisation Approach*

This comparative approach considers income and expense data relating to the property being valued and estimates value through a capitalisation process. Capitalisation relates income (usually a net income figure) and a defined value type by converting an income amount into a value estimate. This process may consider direct relationships (known as capitalisation rates), yield or discount rates (reflecting measures of return on investment), or both. In general, the principle of substitution holds that the income stream which produces the highest return commensurate with a given level of risk leads to the most probable value figure.

#### *Cost Approach*

This comparative approach considers the possibility that, as an alternative to the purchase of a given property, one could acquire a modern equivalent asset that would provide equal utility. In a real estate context, this would involve the cost of acquiring equivalent land and constructing an equivalent new structure. Unless undue time, inconvenience, and risk are involved, the price that a buyer would pay for the asset being valued would not be more than the cost of the modern equivalent. Often the asset being valued will be less attractive than the cost of the modern equivalent because of age or obsolescence. A depreciation adjustment is required to the replacement cost to reflect this.

(1) Source: *Australian and New Zealand Valuation and Property Standards - Sixth Edition (2008)*

### *Methodology Conclusions*

In determining the current market value of the property, *Griffin Valuation Advisory* has applied the sales/direct comparison approach to the subject land and building asset as the most appropriate valuation methodology in this case.

## ENVIRONMENTAL

### Site Contamination:

As a consequence of the Contamination Sites Act 2003, a public register is now maintained in Western Australia on land that has been classified as being either contaminated or requires remedial work. *Griffin Valuation Advisory* has searched the register and as at the date of our valuation the subject land was not classified as being contaminated or requiring remedial work.

*Griffin Valuation Advisory* wish to advise that we are not qualified to provide advice on the physical condition of the land; we are not aware of any environmental audits or geotechnical reports and have therefore assumed that there is no on site contamination or defects. Should *Griffin Valuation Advisory* subsequently be advised of any contamination and/or defects we reserve the right to reassess our valuation.

### Native Title:

(2) *Native title is the recognition in Australian law that some Indigenous people continue to hold rights to their lands and waters, which come from their traditional laws and customs. Native title exists as a bundle of rights and interests in relation to land and waters where the following conditions are met:*

- *the rights and interest are possessed under the traditional laws currently acknowledged and the traditional customs currently observed by the relevant Indigenous people*
- *those Indigenous people have a 'connection' with the area in question by those traditional laws and customs; and*
- *the rights and interests are recognised by the common law of Australia.*

*The Australian legal system does not recognise native title rights in some areas where things have been done that extinguish native title. These areas include:*

- *residential freehold*
- *farms held in freehold*
- *pastoral or agricultural leases that grant exclusive possession*
- *residential, commercial or community purpose leases*
- *public works like roads, schools or hospitals*

*As at the date of valuation, the subject property is not subject to any native title claim.*

(2) Source: Native Title Tribunal ([www.nmtt.gov.au](http://www.nmtt.gov.au))

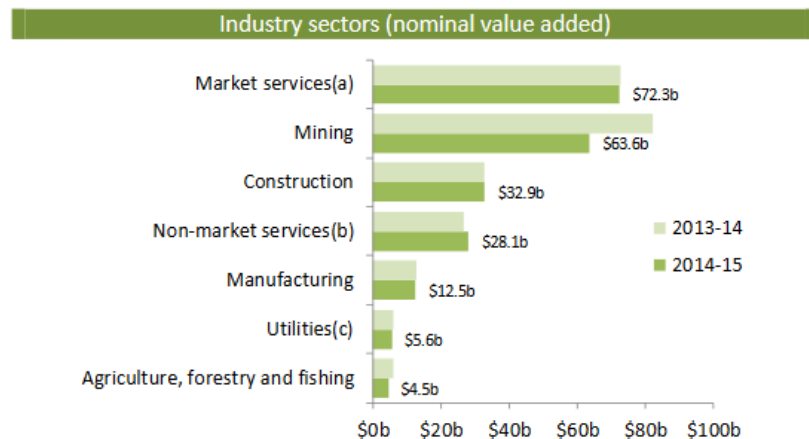
## IMPROVEMENTS

As at the initial date of inspection (September 2015), the subject property comprised an on ground, circa 1975, single level, brick clad, residential dwelling on concrete footings with timber floor and metal roof. The dwelling features 3 bedrooms, 1 bathroom, ducted evaporative air conditioning and single carport under the main roof. Ancillary improvements include concrete driveway, colorbond and timber picket fencing, basic landscaping and metal clad storage shed on concrete slab and asbestos clad storage shed on concrete slab. This desktop valuation assumes the asset is largely unchanged since our initial inspection in September 2015

## ECONOMIC OUTLOOK

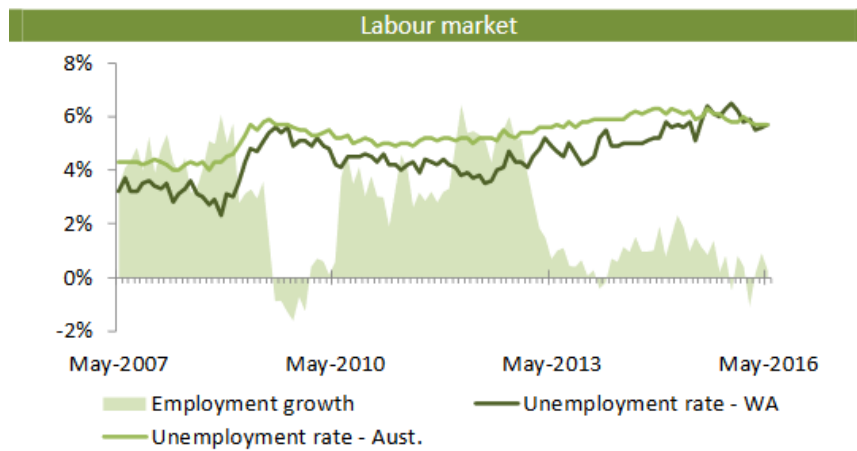
The following excerpt is from the Government of Western Australia - Department of State Development which outlines the major contributors to the WA economy, current and projected population growth, the current state of the WA labour market and the sectors of the market that are providing that employment.

- ❖ The mining industry accounted for 26% of Western Australia's GSP and 58% of Australia's mining gross value added in 2014 - 15.
- ❖ Mining industry gross value added fell 23% to \$63.6 billion in 2014 - 15, despite a 10% rise in volumes.
- ❖ Construction gross value added rose 1% to \$32.9 billion in 2014 - 15, despite a 5% fall in volumes.
- ❖ Agriculture, forestry and fishing gross value added fell 23% to \$4.5 billion and volumes fell 16% in 2014 - 15.

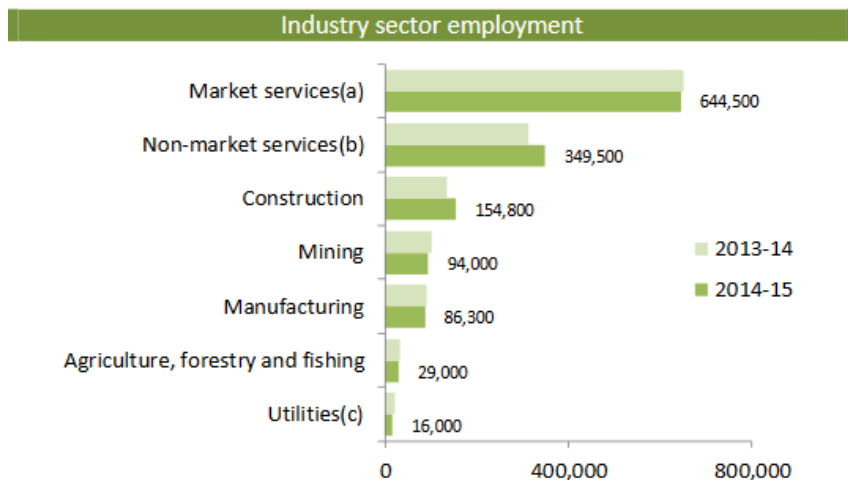


- ❖ Western Australia's population was 2.60 million in the December quarter 2015, 11% of the national population.
- ❖ The 2015 WA Tomorrow report forecasts a population of 3.27 million by 2026.
- ❖ Population rose 1.2% (30,980) in 2015, below annual average growth of 2.5% over the past ten years.
- ❖ Natural increase (20,683) and net overseas migration (up 14,610) offset falling net interstate migration (down 4,313) in 2015.
- ❖ WA Treasury forecasts annual average population growth of 1.3% in 2016-17.
- ❖ Western Australia's employment fell 0.04% (500) to 1.36 million in May 2016.
- ❖ Western Australia's employment rose 0.3% (1,003) through the year to May 2016, compared with Australia's growth of 1.9% (224,700).
- ❖ Western Australia's unemployment rate was 5.7% in May 2016, up from 5.6% in the previous month and 5.1% a year ago.
- ❖ Australia's unemployment rate was 5.7% in May 2016.
- ❖ WA Treasury forecasts annual average employment growth of 0.25% in 2016-17, with an average unemployment rate of 6.75%.

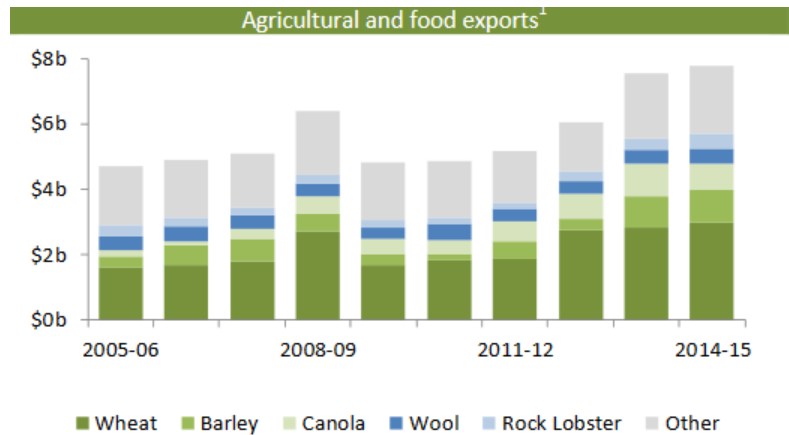




- ❖ In 2014-15, Western Australia’s total employment comprised market services (47%), non-market services (25%), construction (11%), mining (7%), manufacturing (6%), agriculture, forestry and fishing (2%) and utilities (1%).
- ❖ The State’s total employment rose 3% (34,000) to 1.37million in 2014-15.
- ❖ Non-market services (up 37,700 or 12%) and construction (up 20,100 or 15%) offset falls in market services (down 7,900 or 1%), mining (down 6,300 or 6%), manufacturing (down 3,900 or 4%), utilities (down 3,900 or 20%) and agriculture, forestry and fishing (down 1,700 or 6%) in 2014-15.



- ❖ Western Australia’s agricultural and food exports rose 3% to \$7.8 billion in 2014-15, including wheat (38%), barley (13%), canola (10%), wool (6%) and rock lobster (6%).
- ❖ Wheat exports rose 6% to \$3 billion in 2014-15, in line with annual average growth of 6% over the past ten years.
- ❖ Western Australia’s major agricultural and food export markets in 2014-15 were China (23%), Indonesia (14%), Japan (9%), Korea (6%) and Vietnam (4%).
- ❖ Western Australia’s agricultural and food exports to China rose 30% to \$1.8 billion in 2014-15.



Source: [www.dsd.wa.gov.au](http://www.dsd.wa.gov.au) (Government of Western Australia - Department of State Development)

## MARKET SALES EVIDENCE

### Sales Evidence Availability

This desktop valuation report is based on information and market evidence reasonably available to us at the date of valuation in accordance with standard valuation practice.

In some cases, the latest available sales evidence is provided verbally by real estate agents and other industry sources. It is specifically assumed that the information received by such sources in these instances is factually accurate.

### Goods and Services Tax Status

In analysing sales evidence relied upon in undertaking this desktop valuation report, we have attempted to ascertain whether or not the sale prices are inclusive or exclusive of the Goods and Services Tax (GST). In regard to sales evidence, the Land Titles Offices (Landgate) in Western Australia, do not currently differentiate between or record whether or not the sale price is inclusive or exclusive of the GST. Where we have not been able to verify whether or not the GST is included, then we have assumed that it is inclusive of any GST payable. Should this not be the case, we reserve the right to amend this valuation report.

### Privacy Issues

Due to privacy laws and or confidentiality agreements, we may not have been able to access personal details or parties involved in the transactions considered in connection with the preparation of this desktop valuation report. Where this information is not available, we may not be able to confirm whether such dealings are arm's length transactions. This desktop valuation report has been prepared assuming any such transactions are on an arm's length basis.

We further note that due to privacy laws and or confidentiality agreements, we may not have had access to information on recent transactions which have not yet become public knowledge. In the event that other transactions have taken place, this information may affect our opinion and we reserve the right to amend this valuation report.

**Sales Evidence:**

Detailed as follows is a summary of the sales we have relied on in assessing the Market Value of the subject property.

**1. 8 Stacy St, Dowerin, WA 6461**



**Sale Price:** \$120,000  
**Sale Date:** 9 May 2016  
**Floor Area:** unknown  
**Land Area:** 1,143m<sup>2</sup>  
**Description:** A circa 1987, low set, brick clad, 3 bedroom, 1 bathroom detached dwelling with tiled roof. The dwelling features original fittings and fixtures in good condition, wood heater, tiled flooring and single carport. The dwelling is overall in fair condition. Ancillary features include chain mesh and steel post fencing and unkept landscaping.

**Comments:** Comparable location, similar land area, comparable bedrooms and bathrooms, inferior site improvements, comparable quality and condition of improvements. Overall inferior.

**2. 9 Stacy St, Dowerin, WA 6461**



**Sale Price:** \$135,000  
**Sale Date:** 3 December 2013  
**Floor Area:** unknown  
**Land Area:** 1,012m<sup>2</sup>  
**Description:** A circa 1930's, low set, timber weatherboard and fibro clad, 4 bedroom, 1 bathroom detached dwelling with zincalume roof. The dwelling features dated fittings and fixtures in good condition, polished timber floors, wall mounted, evaporative and split system air conditioning, timber veneer kitchen, exposed timber beams, part height vj internal linings, dated circa 1980's bathroom, timber decked verandah on 2 sides, rear metal deck pergola with paved floor and single carport. The dwelling is overall in fair condition. Ancillary features include fibro cement fencing and basic landscaping.

**Comments:** Comparable location, similar land area, superior number of bedrooms, inferior site improvements, inferior quality and condition of improvements. Overall inferior.

**3. 61 Goldfields Rd, Dowerin, WA 6461**



**Sale Price:** \$157,000  
**Sale Date:** 9 August 2015  
**Floor Area:** 115 m<sup>2</sup>  
**Land Area:** 1,029m<sup>2</sup>  
**Description:** A circa 1970's, low set, brick clad, 3 bedroom, 1 bathroom detached dwelling with tiled roof. The dwelling features a single vehicle detached garage and ducted evaporative air conditioning. Ancillary features include part boundary fibro fencing colorbond, earth driveway and minimal basic landscaping. The dwelling is in fair external condition overall and is positioned adjoining the Dowerin Lawn Bowls Club.

**Comments:** Similar location, similar land area, comparable bedrooms and bathrooms, inferior site improvements, comparable condition. Overall slightly inferior.

**4. 5 Maisey St, Dowerin, WA 6461**



**Sale Price:** \$168,000  
**Sale Date:** 14 January 2016  
**Floor Area:** unknown  
**Land Area:** 1,045m<sup>2</sup>  
**Description:** A circa 1970's, low set, brick clad, 3 bedroom (plus study accessed via the verandah), 1 bathroom detached dwelling with tiled roof. The dwelling is overall in good condition with updated kitchen circa 1995, gas heater, ducted evaporative air conditioning, split system air conditioning and solar hot water. Ancillary features include part boundary fencing, established landscaping including lawn areas and 2 car carport.

**Comments:** Comparable location, similar land area, superior living area with office inclusion, similar site improvements, slightly superior condition of improvements. Overall superior.

**5. 42 Goldfields Rd, Dowerin, WA 6461**



**Sale Price:** \$189,000  
**Sale Date:** 16 October 2013  
**Floor Area:** 150m<sup>2</sup>  
**Land Area:** 1,012m<sup>2</sup>  
**Description:** A circa 1970's, low set, brick clad, 4 bedroom, 1 bathroom detached dwelling with tiled roof and rear land access to 2 car accommodation. The property is positioned adjoining a church. The dwelling features updated internal fittings and fixtures in good condition, carpet flooring, modern laminate kitchen with walk in pantry, dishwasher and wall oven with grill, ducted evaporative air conditioning and separate lounge room. The dwelling appears to be in good condition overall. Ancillary features include boundary fencing and established and well maintained basic landscaping.

**Comments:** Comparable location, comparable land area, superior bedrooms, slightly inferior site improvements, superior quality and condition of improvements. Overall superior.

*Land Sales Evidence:*

The following land sales have been considered to help the valuer form an opinion of value for the land component of the subject property:

Address	Land Area	Sale Price	Sale Date
43 East St, Dowerin	1,278 m2	\$13,000	21 April 2016
2 Dowall St, Minnivale	1,012 m2	\$20,000	13 June 2016
5 Stacy St, Dowerin	1,012 m2	\$29,000	5 August 2015
29 Goldfields Rd, Dowerin	1,174 m2	\$30,000	10 June 2014

## MARKET VALUE METHODOLOGY & CALCULATIONS

### Methodology Conclusions

In determining the current market value of the subject property, *Griffin Valuation Advisory* has examined the available market evidence and applied this analysis to the sales comparison approach. In our assessment, we consider the subject property to be superior to sales 1, 2 and 3 (8 Stacy St, Dowerin at \$120,000, 9 Stacy Street, Dowerin at \$135,000 and 61 Goldfields Rd, Dowerin at \$157,000) and inferior to sales 4 and 5 (5 Maisey St, Dowerin at \$168,000 and 42 Goldfields Rd, Dowerin at \$189,000) due to the reasons outlined in the sales comparison commentary above. After consideration of the available sales evidence we have applied the following in our final assessment.

### Sales Comparison Approach

From the analysis of the above sales evidence, we have applied the following value components to the subject property:

Land	\$20,000
Improvements	\$140,000
<b>Market Value</b>	<b>\$160,000</b>

*(One Hundred and Sixty Thousand Dollars)*

## ASSUMPTIONS, CONDITIONS & LIMITATIONS

*Griffin Valuation Advisory* has not completed a physical on-site inspection of the land & building asset and as such this assessment has been made from the desktop using information gathered during our inspection of the property in 2015. Where we have been unable to, our valuation has been based on the information provided by the client.

Should further information be supplied after this valuation report has been completed resulting in a significant variation to our original valuation, *Griffin Valuation Advisory* reserve the right to amend our valuation amounts accordingly.

*Griffin Valuation Advisory* has conducted a physical inspection of the subject property in 2015 and at that time we were unaware of any structural survey carried out by a qualified engineer. Therefore, the structural soundness of the improvement cannot be certified. The valuer's inspection does not constitute a structural survey and as such, any interested parties would need to make their own enquiries in this regard.

Real Estate values vary from time to time in response to changing market circumstances and it should therefore be noted that this valuation is based on information available at the date of valuation. No warranty can be given as to the maintenance of this value into the future. It is therefore recommended that the valuation be reviewed periodically.

### **GOODS AND SERVICES TAX**

The Goods and Services Tax (GST) was introduced on the 1<sup>st</sup> July 2000, at which time rental payments for commercial leases are generally subject to the GST, except where deferred under transitional provisions which would expire on the 1<sup>st</sup> July 2005, at which time all commercial rental payments would be subject to the GST.

#### *GST Liability*

Liability for the GST on the purchase of property dependent upon:

1. Whether the vendor is registered for GST,
2. Whether the real property was sold as part of conducting an “enterprise”,
3. If the sale of the real property can be classified as the sale of a “going concern”, and
4. For residential property whether the real property has previously been sold.

*Griffin Valuation Advisory* recommend that clients seek further information regarding the nature of the transaction, the parties involved and confirmation from a professional qualified accountant, in relation to any potential GST liability.

#### *GST Basis of Valuation*

*The valuation amounts provided within this desktop valuation report are exclusive of the 10% GST and assumes that there is no GST payable on the sale of the real property.*

### **DECLARATION / DISCLAIMER**

*Griffin Valuation Advisory* and their employees have no pecuniary interest in the outcome of this desktop valuation report prepared for *Shire of Dowerin* or any subsidiaries.

This advice is prepared for internal purposes on the specific instructions of *Shire of Dowerin*. This advice should not be relied upon by anyone other than *Shire of Dowerin* whether for that purpose or otherwise.

*Griffin Valuation Advisory* accepts no responsibility to third parties nor does it contemplate that this report will be relied upon by third parties. We invite other parties who may come into possession of this report to seek our direct written consent before relying upon or referring to this report and we reserve our rights to review the content and context in which our advice is quoted or referred to in the event that our consent is given.

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## VALUATION

Subject to the overriding stipulations contained within this desktop valuation report completed by Griffin Valuation Advisory, the specific land & building asset has been valued as follows;

Market Value \$ 160,000

*One Hundred and Sixty Thousand Dollars.*

This Desktop Valuation Report has been completed by Jodie Stevens who has over 4 years professional property valuation experience and holds the following qualifications;

- ❖ Associate Member of the Australian Property Institute (AAPI)
- ❖ Licensed Property Valuer in Western Australia (#44860)
- ❖ Certified Practising Valuer (CPV)



**Jodie Stevens** AAPI CPV  
Senior Valuer | Property Valuations  
Licensed Valuer 44860 in the State of Western Australia



**ADDENDUM A.**

*Letter of Instruction*

4 September 2016

Griffin Valuation Advisory  
PO Box 535  
Jolimont, WA 6903

***Re: Instructions for Professional Valuation Services - for Land & Building Asset for Market Value Purposes***

Further to your recent proposal regarding provision of professional valuation services, we confirm the following instructions as follows:

Client	<i>Shire of Dowerin</i>
Location	12 Cottrell Street, Dowerin WA 6461
Asset Class	Land & Building
Basis of Valuation	<i>Market Value; Please refer to definitions</i>
Purpose of Valuation	Market Value Purposes
Date of Valuation	October 2016
Reporting	Desk Top Valuation Report

***Definition***

***Market Value***

Market Value is defined as “the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”

***Valuation Methodology***

***Highest and Best Use***

The *Market Value* of the land has been determined on the basis of highest and best use. This method involves sourcing comparable sales evidence within the same or similar localities as the subject. This method takes into consideration factors such as location, zoning, land area, development potential and topography. Comparisons can be made in many forms including straight comparison, or analysis on a rate per area.

### *Valuation Approaches <sup>(1)</sup>*

In order to estimate the price implied by the appropriate Basis of Value, the Valuer will need to apply one or more valuation approaches. A valuation approach or method refers to generally accepted analytical methodologies that are in common use.

Market based valuations normally employ one or more of the valuation approaches by applying the economic principle of substitution, using market derived data. This principle holds that a prudent person would not pay more for a good or service than the cost of acquiring an equally satisfactory substitute good or service, in the absence of the complicating factors of time, greater risk, or inconvenience. The lowest cost of the best alternative, whether a substitute or the original, tends to establish Market Value.

Market based valuation approaches include:

#### *Sales/Direct Comparison Approach*

This comparative approach considers the sale of similar or substitute properties and related market data, and establishes a value estimate by processes involving comparison. In general, a property being valued (a subject property) is compared with sales of similar properties that have been transacted in the market. Listings and offerings may also be considered.

#### *Income Capitalisation Approach*

This comparative approach considers income and expense data relating to the property being valued and estimates value through a capitalisation process. Capitalisation relates income (usually a net income figure) and a defined value type by converting an income amount into a value estimate. This process may consider direct relationships (known as capitalisation rates), yield or discount rates (reflecting measures of return on investment), or both. In general, the principle of substitution holds that the income stream which produces the highest return commensurate with a given level of risk leads to the most probable value figure.

#### *Cost Approach*

This comparative approach considers the possibility that, as an alternative to the purchase of a given property, one could acquire a modern equivalent asset that would provide equal utility. In a real estate context, this would involve the cost of acquiring equivalent land and constructing an equivalent new structure. Unless undue time, inconvenience, and risk are involved, the price that a buyer would pay for the asset being valued would not be more than the cost of the modern equivalent. Often the asset being valued will be less attractive than the cost of the modern equivalent because of age or obsolescence. A depreciation adjustment is required to the replacement cost to reflect this.

*(1) Source: Australian and New Zealand Valuation and Property Standards - Sixth Edition (2008)*

Should you require any further information regarding this matter, please do not hesitate to contact us.

Yours sincerely,

  
Signature

SONIA KING  
Name

SHIRE OF DOWERIN  
Company

FINANCE MANAGER  
Position

**ADDENDUM B.**

*Certificate of Title*

WESTERN



AUSTRALIA

REGISTER NUMBER <b>46/DP129090</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

**RECORD OF CERTIFICATE OF TITLE**  
UNDER THE TRANSFER OF LAND ACT 1893

VOLUME  
**1103**

FOLIO  
**514**

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.



REGISTRAR OF TITLES

**LAND DESCRIPTION:**

LOT 46 ON DEPOSITED PLAN 129090

**REGISTERED PROPRIETOR:**  
(FIRST SCHEDULE)

DOWERIN ROAD BOARD OF DOWERIN

(T T8399/1947) REGISTERED 17 JUNE 1947

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
\* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.  
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1103-514 (46/DP129090).  
PREVIOUS TITLE: 476-93.  
PROPERTY STREET ADDRESS: 12 COTTRELL ST, DOWERIN.  
LOCAL GOVERNMENT AREA: SHIRE OF DOWERIN.

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF DOWERIN TOWN LOT/LOT 46 (OR THE PART THEREOF) ON SUPERSEDED PAPER CERTIFICATE OF TITLE CHANGED TO LOT 46 ON DEPOSITED PLAN 129090 ON 20-MAY-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.

NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE OR ON THE CURRENT EDITION OF DUPLICATE CERTIFICATE OF TITLE.



# SHIRE OF DOWERIN

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## REVIEW OF WARDS AND REPRESENTATION DISCUSSION PAPER

**13 October 2016**

## Review of wards and representation in the Shire of Dowerin, 2016

### Background:

In August 2016 the Local Government Advisory Board resolved to request, in accordance with Clause 6(1) of Schedule 2.2 of The Local Government Act 1995, that the Shire of Dowerin reviews its Wards and representation (i.e. number of elected members).

Local governments are required to review ward boundaries at least every 8 years or on the request of the Board. The Shire of Dowerin last reviewed its Wards and representation in 2010. At that time Council resolved to retain the three wards and number of Councillors – i.e. no change.

This paper presents options for the wards and for the number of elected members. It is not intended to be prescriptive nor is it exhaustive. The public may consider these options and comment on them or may have alternative options that it feels should be considered by Council. All submissions will be presented to Council to inform and assist them in their decision-making.

The preferred number of elected members (councillors) for a local government is a matter for the local government. There is a diverse range of councillor/electors across the state reflecting the diversity of the state and the needs of communities.

### Current Situation:

The Shire of Dowerin currently has 8 Councillors who are elected from 3 wards.

The electoral roll provided for the October 2015 ordinary election shows the ward representation and electors as follows:

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Town Ward	4	262	1:66	-0.96%
Rural South Ward	2	146	1:73	-12.52%
Rural North Ward	2	111	1:56	+14.45%
Total	8	519	1:65	N/A

Table 1: Shire of Dowerin elector to councillor ratios – current situation.

Source: State Electoral Roll, October 2016

The standard is that the deviation in the councillor/elector ratio should not be greater than 10%. The councillor to electors ratio and the % ratio deviation shown above demonstrates that while for both the Rural South and Rural North Ward, the deviation exceeds the recommended standard, there is parity in representation between those two Wards.



## The Review Process:

The review process involves a number of steps:

- The Council resolves to undertake the review – 18 October 2016;
- Public submission period opens; advertising details as follows:
  - Dowerin Despatch – 20 and 27 October and 24 November 2016;
  - Shire of Dowerin Website and Facebook;
  - Posters/flyers in window of Shire office and key businesses on Stewart Street;
  - Information provided to the community for discussion via Shire Website and in hard copy in the Shire Office and CRC.
- Public submission period closes – 4pm Monday 5 December 2016;
- The Council considers all submissions and relevant factors and makes a decision 20 December 2016.
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration February 2017; and
- If a change is proposed, the Board submits a recommendation to the Minister for Local Government (the Minister).

Any changes approved by the Minister will be in place for the next ordinary election in October 2017 if possible.

When considering changes to wards and representation, Schedule 2.2 of the Act specifies factors that must be taken into account by a Local Government as part of the review process:

**Community of Interest:** The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers. Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

**Physical and Topographic Features:** These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothills regions, parks and reserves may be relevant as may other man made features such as railway lines and main roads.

**Demographic Trends:** Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

**Economic Factors:** Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a Local Government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

**Ratio of Councillors to Electors in the various wards:** It is expected that each Local Government will have similar ratios of Electors to Councillors across the wards of its district. The terminology used to describe elected member positions is the 'Offices of Councillors'.

This discussion paper is based on the template provided by the Local Government Advisory Board.

### Options to consider:

Council will consider the following options along with others that members of the community may suggest. Also under consideration by Council is the number of Councillors for each ward and for the district.

- Option 1: Maintain the current ward system (see attached map); and 8 councillors;
- Option 2: Dissolve all wards and have no wards and reduce the number of Councillors from 8 to 7;
- Option 3: Create two wards – A town ward and a rural ward, and 8 councillors (of 4 in each ward).

Each option is discussed later in this paper.

### Public Submissions:

Members of the community are invited to make a written submission about any aspect of ward boundaries and representation and lodge it at the Shire of Dowerin via one of the following methods:

Hand Deliver: Shire of Dowerin Offices, 13 Cottrell St, Dowerin

Post: Shire of Dowerin, PO Box 111, Dowerin WA 6461

Email: [ceo@dowerin.wa.gov.au](mailto:ceo@dowerin.wa.gov.au)

All submissions must be received by 4pm Monday 5 December 2016;

Council welcomes the input and comments of community members to assist in informed decision-making for the benefit of the Dowerin community.

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Cr D E Metcalf  
Shire President

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Andrea Selvey  
CEO

## Options:

### Option 1 – Maintain current wards and number of elected members

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Town Ward	4	262	1:66	-0.96%
Rural South Ward	2	146	1:73	-12.52%
Rural North Ward	2	111	1:56	+14.45%
Total	8	519	1:65	N/A

Table 2: Shire of Dowerin elector to Councillor ratios:

Option 1 – Maintain current wards and representation

#### Assessment Against Factors:

Community of interest: Town ward includes residential and business interests. Both rural wards include broadacre farming interests. All services are centred within the townsite.

Physical and topographical boundaries: There are no significant physical or topographical barriers or boundaries defining the town ward. The South Ward is south of the town area and North Ward is north of the town area. All areas of the Shire are accessible via the extensive road network.

Demographic Trends: No significant growth or decline in any ward; an aging population in the town centre does require some additional access to services and care.

Economic factors: The Town Ward economy is based on service delivery, retail and industry. Broadacre farming is the predominant economic driver in both Rural Wards and is the mainstay for retail, services and industry in town.

Summary: The councillors to electors ratio and the % ratio deviation shown above demonstrates that while for both the Rural South and Rural North Ward, the deviation exceeds the recommended standard, there is parity in representation between those two Wards.

### Option 2 – Dissolve all wards and have no wards (ie a district ward system)

District	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Total	7	519	1:74	N/A

Table 3: Shire of Dowerin Elector to Councillor ratios:

Option 2 - Dissolve all wards and reduce the number of councillors from 8 to 7

### Assessment Against Factors:

Community of interest: This option would include all residents and ratepayers of the Shire as being one community of interest. All services are centred within the townsite and people residing with the rural wards access these services by coming into town on a regular basis.

Physical and topographical boundaries: The Shire does not include significant physical or topographical features that could act as a barrier for people to access any part of the Shire. The road network is sufficient to allow ease of access across all areas of the Shire.

Demographic Trends: The town centre has the larger concentration of the population (approx. 50%) while the rural area has the population distributed over a large area. The town is in a period of stability with no significant growth or decline currently occurring; however as a town within a 1.5 hour radius of the Perth metropolitan area, it anticipated that Dowerin will experience growth in coming years. Therefore, Council will continue to monitor this situation and develop appropriate recommendations as and when required.

Economic factors: The economic health of the Town Ward is heavily reliant on the success of the farming activities of the Rural Ward. The town site economy includes retail, service delivery and industry. Council therefore considers that the balance of these two economic inputs would work well within a single (or district) ward.

Summary: The number of elected members proposed in this option (i.e. 7) who are elected on a district basis rather than on a ward basis would result in an even councillor/elector ratio across the district. However, for some members of the community, a reduction in the number of Councillors could suggest less access to their elected members.

The saving in reducing the number of Councillors would be negligible being less than \$5000 per annum inclusive of any meeting fees, ICT and training.

### **Option 3 - Create two wards – A town ward and a rural ward**

Ward	Number of Councillors	Number of Electors	Councillor to Elector Ratio	% Ratio Deviation
Town Ward	4	262	1:66	-0.96%
Rural Ward	4	257	1:64	+0.96%
Total	8	519	1:65	N/A

Table 4: Shire of Dowerin elector to Councillor ratios:

Option 3 - Two wards

### Assessment against factors:

Community of interest: This option would recognise the different interests of the rural ward residents and the town ward residents.

Physical and topographical boundaries: The Shire does not include significant physical or topographical features that could act as a barrier for people to access any part of the Shire. The road network is sufficient to allow ease of access across all areas of the Shire.

Demographic Trends: The town centre has a concentration of population while the rural area has the population distributed over a large area. The town is in a period of stability with no significant growth or decline currently occurring; however as a town within a 1.5 hour radius of the Perth outer metropolitan area, it is highly likely that Dowerin will experience growth in coming years.

Economic factors: The town site economy includes retail, service delivery and industry. The rural area economy is predominantly broadacre farming which supports the town's retail, industry and service economy.

Summary: This option provides a consistent ratio of councillors to electors for both Wards.

### Finding the best option:

The options above are only three possible options from a range of diverse options that are possible. This report is intended only to stimulate thought and discussion. It is not intended to be prescriptive. In considering the best option, Council will consider submissions from the public about the options they feel will provide the best outcome for the Dowerin community and assess the options against the factors listed above.

### Key Dates:

Activity	Start Date	Finish Date	Comment
Council decision to conduct a Ward Review	18 October 2016		Decision made at Ordinary Meeting of Council on 18 October
Community Comment period opens and is advertised	20 October 2016	5 December 2016	Call for public submissions advertised as outlined above
Public Submissions due	20 October 2016	5 December 2016	
Submissions put to Council for final decision		20 December 2016	Matter put to Ordinary Meeting of Council on 20 December 2016
Report submitted to the Local Government Advisory Board		Mid January 2017	Report detailing the process, any public submissions and the Council decision compiled and submitted

### References/Sources of Information:

1. Department of Local Government and Communities. *How to conduct a review of wards and representation for local governments with and without a ward system. A guide for Local Governments.* December 2014.
2. *West Australian Electoral Commission. State Electoral Roll.* October 2016.
3. Shire of Dowerin. *Review of wards and representation: discussion paper.* 2010.



## SHIRE OF DOWERIN

### *Review of System of Representation*

The Local Government Advisory Board has advised that the Shire of Dowerin is required to conduct a review of its system of representation. Therefore the Shire has commenced this process and invites public participation in the review.

The number of elected members and the ward structure will be assessed though this does not limit the matters that members of the community can raise in relation to the system of representation in the Shire.

The assessment will take into account the views of the community and outline any other matters that may be considered. A discussion paper is available from the Shire website [www.dowerin.wa.gov.au](http://www.dowerin.wa.gov.au) or in hard copy from the Shire Offices. Please contact the Shire on 9631 1202 if you wish to have a copy posted or emailed to you.

Public submissions are invited and must be submitted to the Shire of Dowerin Offices or by post to PO Box 111, Dowerin, WA 6461. Submissions may also be emailed to the Shire [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au) or faxed to 9631 1193.

Submissions close on Monday 5 December 2016 at 4pm and submissions will be considered by Council in making their final at the Ordinary Meeting of Council on 20 December 2016.

For further information, please don't hesitate to contact the Shire's Governance Coordinator, Corinne Morrell on 9631 1202 or [godc@dowerin.wa.gov.au](mailto:godc@dowerin.wa.gov.au)

ANDREA SELVEY  
CHIEF EXECUTIVE OFFICER  
20 October 2016

## PROBITY REPORT ACTIONS

Recommendation Number	Priority	Recommendation	Actions	Timeframe	Cost \$ and Staff resources	Status	Comment/notes
1	High	Review of Delegations Register	Consult with WALGA and then workshop with Council. After workshop formally present to Council via an agenda item	Dec-16	\$0/ 20 hours	In progress	Review underway; workshop with Councillors scheduled on 18 October
2	High	Register of Financial Interests	Councillor training on making declarations of interest. Ensure trigger in corporate calendar for annual returns; forms on councillor desks at council and committee meetings; and call for declarations of interest in all agendas and verbally made at every meeting. Register commenced.	Oct-16	\$0/38hours per annum approx	Initial actions completed; ongoing monitoring by Governance team and CEO	Training provided by WALGA; Governance Officer has reminder in corporate calendar for annual returns. Meeting agendas include section for declarations
3	High	Agendas and minutes	Training with WALGA on decision-making for elected members; staff training in preparing agendas and minutes; internal peer review of agenda items; seek DLGC advice and review of difficult agenda items.	Jun-17	\$1000/30 hours staff training; ongoing approx 150 hours per annum review	In progress	Training of elected members completed. Staff training to be scheduled to take place asap. Peer review process commenced; advice from DLGC commenced.
4	High	Financial interest re	See item 2 above				
5	High	Disposal of property	Develop procedure for all staff to follow; training in procedure for relevant staff; procedure saved in corporate procedure manual	Mar-17	\$0/20 hours	Not started	
6	High	Policy review	Review current policies; research policies from other similar sized local governments; Develop a list of key policies and liaise with DLGC to ensure list covers all mandatory and recommended policies. Provide draft policies to DLGC and/or WALGA for review.	Jun-17	\$0/150 hours staff time approx	In progress	



7 High	Purchasing policy review	Review current policy against Reg 11A and include procedures; conduct staff training session on the policy and procedure. Monitor expenditure to ensure it is compliant with policy and procedure	Feb-17	\$0/15 hours initially to review policy/procedure and train staff; 100 hours per annum ongoing monitoring	In progress	Staff training in procurement to be scheduled.
8 High	Review Procurement	Ensure tenders are called for any purchase over \$150,000. Maintain proper tender register. Requires training for staff in procurement and ongoing monitoring by CEO and FM.		Labour intensive process and each tender cost aprox \$600 to advertise		Links to above item (Recommendation 7). NB: The Shire of Dowerin policy stipulates at any contract over \$100,000 requires a tender. This policy will be review to ensure consistency with statutory requirements.
9 High	Procurement	Staff training in procurement; process for capturing and recording quotes	Feb-17	See 7 above		Links to above item (Recommendation 7)
10 High	Training for staff involved in tender process	Staff training to be scheduled; informal peer support from other Local Govt eg Northam and Wanneroo. WALGA tender review service to be utilised for complex tenders	Feb-17	\$1000 for each tender reviewed by WALGA. Training to be costed.	In progress	Links to above item (Recommendation 7)
11 High	Tender Register	New tender register introduced and ongoing maintenance of register	Oct-17	\$0/3 hours per tender	In progress	Links to above item (Recommendation 7)
12 Medium	Review of committees	Review Terms of Reference of each committee to ensure delegations are clear and if they are established under S5.8 of the Act or simply advisory groups. Develop procedures for calling of meetings; agendas and minutes.	Mar-17	\$0/38 initially and 50 hours per annum		
13 Medium	Terms of Reference for	See item 12 above	Mar-17	See 12 agove	In progress	Links to above item (Recommendation 12)
14 Medium	Process for calling meetings	See item 12 above	Mar-17	See 12 above	In progress	Links to above item (Recommendation 12)

15	Medium	Complaints register	Establish a formal complaints register	Oct-17	\$0/3hours initially; 38hours per annum ongoing management	In progress	
16	High	Gift register	Establish a gift register and make it available online	Dec-17	\$0/8 hours initially; 25 hours per annum ongoing management	In progress	
17	Medium	Code of Conduct	Review Code of Conduct. Utilise WALGA's model Code of Conduct	Feb-17	\$0/38	In progress	
18	High	Consolidate all actions into one register	Combine with Fin Management Review Recommendations and CAR actions	Mar-17		In progress	Actions from Fin Management Review and Probity Audit combined. CAR actions list not yet developed.



# **Shire of Dowerin**

**Wheatbelt Heritage Rail Advisory Committee**

**Minutes**

**Date: Tuesday 13<sup>th</sup> September 2016**

**Time: 2pm (WST)**

**SHIRE OF DOWERIN**

**AGENDA FOR THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE MEETING TO BE HELD ON  
TUESDAY 13<sup>TH</sup> SEPTEMBER 2016**

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**1. DECLARATION OF OPENING**

Cnr Walsh declared the meeting open at 2pm.

**2. ATTENDANCE**

Andrea Selvey	Shire of Dowerin	
Louise Hagboom	Shire of Dowerin	
Cnr Bill Coote	Shire of Dowerin	
Cnr Brenton Walsh	Shire of Dowerin	
Ian Studham	Rail Heritage WA	
Phillippa Rogers	Rail Heritage WA	
Sandra Closhessy	LGIS	
Ian Proudfoot	LGIS	
Paul McBride	LGIS	
Melucha Robson	LGIS	
Peter Cumming	ONRSR	via Conference Call
Richard Linney	ONRSR	via Conference Call
Scott Molloy	ONRSR	via Conference Call
Chris Le Marshall	Linqage International	via Conference Call
Jane Besley	Linqage International	via Conference Call

**3. APOLOGIES**

Nil

**4. APPLICATIONS FOR LEAVE OF ABSENCE**

**5. NOMINATIONS FOR CHAIR**

The CEO called for nominations for the position of Chair of the Wheatbelt Heritage Rail Advisory Committee.

---

**COMMITTEE DECISION – ITEM 5.1**

Moved: Cnr Coote      Seconded: Ian Studham      CARRIED 3/0

***THAT CR BRENTON WALSH BE APPOINTED CHAIR OF THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE.***

**6. DECLARATION OF INTEREST**

Ian Studham & Phillippa Rogers declared an interest in item number 8.1 regarding amendments to the number of representatives on the Committee from Rail Heritage WA and refrained from voting on this item.

**7. CONFIRMATION OF MINUTES**

This being the inaugural meeting, there are no previous minutes.

**8. PRESENTATIONS**

---

## 9. GENERAL BUSINESS

### 9.1 COMMITTEE TERMS OF REFERENCE

Attachments: Terms of Reference

#### Background

To ensure appropriate governance and oversight of the Wheatbelt Heritage Rail project it was recommended that Council establishes a Wheatbelt Heritage Rail Committee. At the July 2016 meeting of Council, the Dowerin Shire Council considered and endorsed the attached Terms of Reference which documents some guidelines surrounding the objectives of this committee.

#### Comment

It is important that Committees of Council have clear and comprehensive terms of reference, setting out the committee's roles and responsibilities and that matters such as the governing legislation, membership, primary roles and responsibilities of the committee and ancillary functions are also addressed.

It is also recommended that the Committee consider an appropriate course of action to attract Community Representatives onto the committee in accordance with the Terms of Reference.

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### COMMITTEE DECISION – ITEM 9.1

Moved: Cnr Coote

Seconded: Cnr Walsh

CARRIED 2/0

**1. THAT THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE RECOMMENDS TO COUNCIL THAT THE TERMS OF REFERENCE BE AMENDED TO INCLUDE THE FOLLOWING CHANGES:**

- **REPRESENTATIVES FROM LGIS AND THE NATIONAL OFFICE OF RAIL SAFETY ARE EX-OFFICIO/ADVISORY MEMBERS ONLY;**
- **INCREASE NUMBER OF RAIL HERITAGE WA REPRESENTATIVES FROM ONE TO TWO.**

**2. THE COMMITTEE OF COUNCIL APPROPRIATELY ADVERTISE TO ATTRACT VOLUNTEERS/COMMUNITY MEMBERS IN ORDER TO FILL THE COMMUNITY REPRESENTATIVE ROLES**

## 9.2 BUDGET

Attachments: Updated Budget Document

### Background

Project Managers (CLeM) have presented 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.

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### COMMITTEE RECOMMENDATION – ITEM 9.2

#### RECEIVED NO OBJECTIONS

***THAT THE WHEATBELT HERITAGE RAIL ADVISORY COMMITTEE:***

- 1. NOTES THE UPDATED PROJECT BUDGET;***
- 2. REQUESTS THE PROJECT MANAGER REVIEW AND PRIORITISE THE REMAINING FUNDS AND REMAINING ACTIVITIES TO ONLY PROGRESS ESSENTIAL ITEMS WITH AN AIM OF REDUCING OR ELIMINATING THE BUDGET SHORTFALL; AND***
- 3. REQUESTS THE PROJECT MANAGER TO PRESENT THE UPDATED BUDGET AT THE 13 OCTOBER MEETING OF THE WHEATBELT HERITAGE RAIL COMMITTEE.***

## 9.3 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.

### Comment



Representatives from LGIS to provide update

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**COMMITTEE RECOMMENDATION – ITEM 9.3**

**RECEIVED NO OBJECTIONS**

1. PROJECT MANAGERS (LINQAGE INTERNATIONAL) TO AMEND APPROPRIATE DOCUMENTATION TO REFLECT PUBLIC LIABILITY INSURANCE FROM \$200,000,000 TO \$100,000,000;
2. LGIS TO OUTLINE THE WORDING REQUIRED IN BROOKFIELD RAIL'S AGREEMENTS AND FORWARD TO PROJECT MANAGERS (LINQAGE INTERNATIONAL). PROJECT MANAGERS TO ARRANGE FOR PAUL MCBRIDE TO SIT IN AS AN OBSERVER AT THE NEXT MEETING WITH BROOKFIELD RAIL; AND
3. LGIS TO AIM FOR 17<sup>TH</sup> OCTOBER FOR CERTIFICATE OF CURRENCY

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**9.4 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.

Comment

Representatives from the ONRSR to provide update

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**COMMITTEE RECOMMENDATION – ITEM 9.4**

**NOTED NO OBJECTIONS**

That the committee notes that following:

ONRSR advised of the following dates for onsite inspections:

- 20<sup>th</sup> September Minnivale Inspection
- 3<sup>rd</sup> October – Rail Safety Workers certification
- 17<sup>th</sup> October – Rolling Stock inspection

## **10. QUESTIONS FROM MEMBERS**

### **10.1 Vegetation Clean Up at Minnivale**

Cnr Coote advised that a clean-up of long grass and vegetation is required at Minnivale.

---

#### **COMMITTEE ACTION FROM DISCUSSION– ITEM 10.1**

Chris Le Marshall will arrange for clean-up to take place in the first week in October 2017.

### **10.2 Interpretative Signage**

Cnr Coote advised that some level of interpretative signage is required at Minnivale for those travelling through the siding. Cnr Coote advised that he is happy to hold a key to the Minnivale Wheat Bin in order to allow for supervised access to view the rolling stock.

---

#### **COMMITTEE ACTION FROM DISCUSSION– ITEM 10.2**

1. LGIS advised that they will need to assess the site from a Public Liability perspective before the facility is open to the public.
2. Shire of Dowerin to explore options in terms of interpretative signage at Minnivale Camping Ground

## **11. URGENT BUSINESS**

### **Open Day at Rail Heritage WA**

Phillippa advised that there is a large open day at Bassendean on 9<sup>th</sup> October and it would be beneficial to include the flyer for this event in the Shire's next monthly update to the email distribution list.

---

#### **COMMITTEE ACTION FROM DISCUSSION– ITEM 11.1**

Phillippa to forward flyer which will be included in the next Wheatbelt Heritage Rail monthly newsletter (September 2016).

## **12. DATE OF NEXT MEETING**

Date: 13<sup>th</sup> October 2016, 2pm

Items for next meeting:

## **13. CLOSURE OF MEETING**

The presiding member closed the meeting at 3pm.



# Shire of Dowerin

## MINUTES

### Finance Committee Meeting

### 19 SEPTMEBER 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 19 SEPTEMBER 2016**

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**1. DECLARATION OF OPENING**

The acting chairperson, Cr RI Trepp opened the Finance Committee Meeting at 3:02pm.

**2. ATTENDANCE**

Cr D. Metcalf – Leave of Absence  
Cr D. Hudson  
Cr R. Trepp  
A. Selvey – Chief Executive Officer - Observer  
S. King - Finance Manager - Observer

**3. DISCLOSURE OF INTEREST**

Nil

**4. CONFIRMATION OF MINUTES**

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

**COMMITTEE AND OFFICER RECOMMENDATION – ITEM 4.1**

Moved: DP Hudson    Seconded: RI Trepp    Carried: 2/0

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

**5. PRESENTATIONS**

Nil

## 6. FINANCE REPORT

### 6.1 FINANCIAL ACTIVITY STATEMENTS – JULY 2016

Date:	19 September 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	1. Monthly Financial Activity Statements – July 2016

#### Summary

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

- 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 July 2016 is as detailed in the financial statements at Note 7.

Consultation

Nil

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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**COMMITTEE AND OFFICER RECOMMENDATION – ITEM 6.1**

Moved: DP Hudson    Seconded: RI Trepp    Carried: 2/0

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

## 6.2 FINANCIAL ACTIVITY STATEMENTS – AUGUST 2016

Date:	19 September 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	2. Monthly Financial Activity Statements – August 2016

### Summary

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

- 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

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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 August 2016 is as detailed in the financial statements at Note 7.

Consultation

Nil

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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**COMMITTEE AND OFFICER RECOMMENDATION – ITEM 6.2**

Moved: RI Trepp      Seconded: DP Hudson      Carried: 2/0

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

**6.3 ACCOUNTS FOR PAYMENT – 5 AUGUST 2016 TO 4 SEPTEMBER 2016**

Date:	15 September 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Emma Hardy and Sonia King
Attachments:	3. Creditors Payments Register 4. List of Accounts 5. 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

---

**COMMITTEE AND OFFICER RECOMMEDATION – ITEM 6.3**

Moved: DP Hudson    Seconded: RI Trepp    Carried: 2/0

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

**6.4 BUDGET AMENDMENT – RENTAL FEES**

Date:	19 September 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
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.

It is proposed to amend the 2016/2017 budget to reflect the addition of the rent for Shire residential property, 58 Stacy Street to the Fees and Charges Schedule. This charge had not previously been included in the fees and charges.

Upon review of the previous rental history for this property, it has come to the attention of Council officers that the previous rental agreement had expired. Following discussion with the current tenant it has been agreed that the Shire will enter into a new Residential Tenancy Agreement and the rent be charged on a fortnightly basis based on the amount adopted by Council in the Fees and Charges Schedule.

Comment

It is recommended the required budget variations to the Adopted budget for 2016/2017 as outlined below are approved.

**1. Addition: 58 Stacy Street Rental Fee**

The rent charged for this property is based on past rental history and current rental fees for other Shire properties of a similar size and value.

<b>Residential Rents (GST Input Tax)</b>					
125330	13 Maisey Street - JK Williams Lease	Per Week	\$130.00	\$130.00	\$130.00
124330	36 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	43 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	58 Stacy Street	Per Week	NA	NA	\$156.00
125330	12 Cottrell Street	Per Week	\$140.00	\$150.00	\$155.00
125630	CHP Unit - 1	Per Week	\$90.00	\$90.00	\$95.00
125630	CHP Unit - 2	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 3	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 4	Per Week	\$105.00	\$115.00	\$120.00
125430	18 O'Loghlen Street	Per Week	\$334.75	\$376.43	\$376.43
125430	26 O'Loghlen Street	Per Week	\$370.25	\$378.31	\$378.31
125730	Independent Living Unit - A	Per Week	\$85.00	\$100.00	\$105.00
125730	Independent Living Unit - B	Per Week	\$80.00	\$90.00	\$95.00
125730	Independent Living Unit - C	Per Week	\$100.00	\$100.00	\$110.00

FINANCE COMMITTEE MINUTES – SEPTEMBER 2016

125730	Independent Living Unit - D	Per Week	\$90.00	\$100.00	\$100.00
125230	Stacy Street Unit - 1	Per Week	\$140.00	\$150.00	\$160.00
125230	Stacy Street Unit - 2	Per Week	\$90.00	\$95.00	\$100.00
125230	Stacy Street Unit - 3	Per Week	\$110.00	\$150.00	\$150.00
124330	16 Anderson Street	Per Week	\$90.00	\$95.00	\$100.00
124330	18 Anderson Street	Per Week	\$90.00	\$95.00	\$100.00

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.

Planning and Policy Implications

Nil

Voting Requirements

Absolute Majority

**COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.5**

Moved: DP Hudson Seconded: RI Trepp Carried: 2/0

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

**1. Addition: 58 Stacy Street Rental Fee**

<b>Residential Rents (GST Input Tax)</b>					
125330	13 Maisey Street - JK Williams Lease	Per Week	\$130.00	\$130.00	\$130.00
124330	36 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	43 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	58 Stacy Street	Per Week	NA	NA	\$156.00
125330	12 Cottrell Street	Per Week	\$140.00	\$150.00	\$155.00
125630	CHP Unit - 1	Per Week	\$90.00	\$90.00	\$95.00
125630	CHP Unit - 2	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 3	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 4	Per Week	\$105.00	\$115.00	\$120.00
125430	18 O'Loghlen Street	Per Week	\$334.75	\$376.43	\$376.43
125430	26 O'Loghlen Street	Per Week	\$370.25	\$378.31	\$378.31
125730	Independent Living Unit - A	Per Week	\$85.00	\$100.00	\$105.00
125730	Independent Living Unit - B	Per Week	\$80.00	\$90.00	\$95.00
125730	Independent Living Unit - C	Per Week	\$100.00	\$100.00	\$110.00
125730	Independent Living Unit - D	Per Week	\$90.00	\$100.00	\$100.00

**7. QUESTIONS FROM MEMBERS**

Nil

**8. URGENT BUSINESS**

Nil

**9. DATE OF NEXT MEETING**

Date: 17 October 2016

Items for next meeting:

- Draft Finance Policy Manual

**10. CLOSURE OF MEETING**

The presiding member closed the meeting at 4:40 pm.