



**AGENDA**

**OF MEETING**

**HELD ON**

**19 DECEMBER 2017**

**3.00PM**

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**1. OPENING, OBITUARIES, VISITORS**

**1.1 OPENING**

**1.2 OBITUARIES**

Grace Fowler (nee Phillips)

William (Bill) Coote

**2. RECORD OF ATTENDANCE/APOLOGIES**

**2.1 RECORD OF ATTENDANCE**

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

**2.2 LEAVE OF ABSENCE**

Cr B.N. Walsh

**2.3 APOLOGIES**

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

**4. DECLARATION OF ELECTED MEMBERS**

**5. PUBLIC QUESTION TIME**

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

**7. CONFIRMATION OF MINUTES**

**OFFICER RECOMMENDATION – ITEM 7.1**

***THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 28 NOVEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

**9.1 PRESIDENT ANNOUNCEMENTS**

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 OPERATIONS

#### 10.1.1 DRAFT SOCIAL MEDIA POLICY

Date:	12 December 2017
Applicant:	The Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	1. Draft Social Media Policy

##### Summary

This item brings a draft Social Media Policy before Council and seeks a Council resolution to adopt the policy. (See Attachment 1.)

##### Background

The Shire, like most local governments, uses social media as a valuable communication tool to ensure we can be proactive and responsive with our community. However a lack of policy position in this area could leave Council vulnerable in the event this tool is misused.

##### Comment

The purpose of this policy is to provide Shire of Dowerin employees and Councillors with standards of use as they engage in conversations or interactions using digital media. The intention of this policy is to ensure Council's use of social media platforms to communicate with various stakeholder groups is effective, informative and appropriate. A clear policy will also assist in providing Staff and Councillors with parameters for personal use of social media to avoid the risk of comments that could damage the reputation of the Shire or bring the organisation into disrepute.

##### Financial Implications

Nil in adopting this policy.

##### Risk Implications

Under the Risk Management Policy Risk Matrix this area is considered a High Risk area. A clear policy will assist in managing the risk of social media activity that could reflect badly on Council.

##### Consultation

The draft policy has been discussed with staff and Councillors.

##### Policy Implications

Should Council adopt this Policy it will be included in the Shire of Dowerin Policy Manual and inform our management of social media platforms.

##### Statutory Implications

The Local Government Act 1995 - Section 2.7 stipulates that the role of Council includes determination of the Local Government's policies.

In addition, this policy has its own statutory or legislative implications and these are articulated in the policy. They are as follows:

- Copyright Act 1968
- The Privacy Act 1988
- The Information Privacy Bill 2007 (WA)
- Defamation Act 2005

Strategic Implications

Community Strategic Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple majority required.

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**OFFICER RECOMMENDATION – ITEM 10.1**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE SOCIAL MEDIA POLICY.***

10.1.2 DRAFT DRUG AND ALCOHOL POLICY

Date:	12 December 2017
Applicant:	The Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	2. Draft Drug and Alcohol Policy

Summary

This item brings a draft Drug and Alcohol Policy before Council and seeks a Council resolution to adopt the policy. (See Attachment 2.)

Background

Whilst there is no suggestion that there are currently any issues with drug and alcohol management at the Shire of Dowerin, most local governments manage this risk via a policy. Therefore, this policy is recommended to Council.

Comment

This Policy supports the Shire of Dowerin's commitment to maintaining a safe and efficient working environment for all staff members and contractors. The Drug and Alcohol Policy would apply to all workers who carry out work in any capacity for the Shire of Dowerin including work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for the Shire of Dowerin, an apprentice or trainee, work experience student, or volunteer.

The Policy position states that workers are not to present themselves for work if they have consumed alcohol and/or other drugs where they may be at risk of impairment during work hours and that it becomes a condition of entry to all Council workplaces that all workers may be tested at any time for alcohol and/or drugs.

Under the proposed policy alcohol and illicit drugs cannot be consumed at any Council workplace, in any Council owned vehicle or plant, or at any time as a worker of the Council whilst undertaking their respective duties. A provision for an exception for the consumption of alcohol is available for special occasions or locations as determined by the CEO and within the bounds of normal customary hospitality.

Financial Implications

Nil in adopting this policy.



Risk Implications

Under the Risk Management Policy Risk Matrix this area is considered a High Risk area. Implementation of this proposed policy and associated procedures will be a significant step forward in mitigating the potential for this matter to be a risk to Council.

Consultation

The draft policy has been discussed with staff and Councillors.

Policy Implications

Should Council adopt this Policy it will be included in the Shire of Dowerin Policy Manual and inform our management of social media platforms.

Statutory Implications

The Local Government Act 1995 - Section 2.7 stipulates that the role of Council includes determination of the Local Government's policies.

Strategic Implications

Community Strategic Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

Simple majority required.

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**OFFICER RECOMMENDATION – ITEM 10.1**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE DRUG AND ALCOHOL POLICY.***

**10.1.3 RISK MANAGEMENT POLICY- PROPOSED REVISION**

Date:	12 December 2017
Applicant:	The Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	3. Risk Management Dashboard; 4. Risk Management Matrix – Current and Revised

Summary

This item presents an update on the Shire's processes for identification, tracking and management of risks and recommends an amendment to the Risk Management Policy by way of reducing the dollar value for each level of risk in the Risk Matrix.

Background

At the meeting of the Audit Committee in December 2016, the Audit Committee received and recommended to Council, the Regulation 17 Report from the CEO. The Report included a Dashboard that listed risks identified by key staff under the themes / areas of business and actions to mitigate those risks. The report included a Policy which provided a matrix for risk consequences and likelihood. The Regulation 17 Report and Policy was subsequently approved by Council at the Ordinary Meeting of Council in December 2016.

Comment

Over the past 12 months, the Shire of Dowerin Risk Management Team has met regularly to review risks under each theme and track progress of actions identified to mitigate the risks. This item reports progress against actions. See Attachment 3 - Risk Management Dashboard November 2017.

It has come to the attention of the Team that the current levels of exposure in terms of financial impact in the risk matrix are very high for a small local government and therefore the Team is recommended to the Audit Committee that the policy be amended to reflect a reduction in the dollar amounts. The Audit Committee considered the officer's recommendation still too high and recommended further reductions. See table below for further clarification. See also Attachment 4 – Risk Matrix - Current and Revised

Rating	Current	Officer Proposed	Audit Committee Proposed
Insignificant (1)	Less than \$10,000	Less than \$5,000	Less than \$5,000
Minor (2)	\$10,001 - \$100,000	\$5,001 - \$50,000	\$5,001 - \$50,000
Moderate (3)	\$100,001 - \$300,000	\$50,001 - \$200,000	\$50,001 - \$150,000
Major (4)	\$300,001 - \$600,000	\$200,001 - \$500,000	\$150,000 - \$350,000
Extreme (5)	More than \$600,000	More than \$500,000	More than \$350,000

Financial Implications

The revised matrix proposes a lower risk tolerance in terms of financial loss.

Risk Implications

This matrix assists the Shire in assessing, managing and reporting on risks to Council.

#### Consultation

The Shire's Risk Management Team includes the Asset and Works Manager, Finance and Corporate Services Manager, Asset Management Officer, Governance and Organisational Development Coordinator and Chief Executive Officer with external support from the LGIS Risk Advisor, Michael Sparks, all of whom have been consulted in preparing this report.

This officer's recommendation was considered by the Audit Committee at their meeting on 20 November 2017. The Audit Committee recommended a lower financial loss tolerance level and it is the Audit Committee's recommendation that is being put before Council for consideration.

#### Policy Implications

Should Council adopt the revised Matrix it will be included in the Shire of Dowerin Policy Manual and guide the assessment, management and reporting of risks to Council.

#### Statutory Implications

The Local Government Act 1995 - Section 2.7 stipulates that the role of Council includes determination of the Local Government's policies.

#### Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

#### Voting Requirements

Simple majority required.

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#### **OFFICER RECOMMENDATION – ITEM 10.3**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE RECOMMENDATION BY THE SHIRE OF DOWERIN AUDIT COMMITTEE AND AMENDED THE RISK MATRIX TO REDUCE THE RISK TOLERANCE FOR FINANCIAL LOSS AS FOLLOWS:***

<b><i>RATING</i></b>	
<b><i>INSIGNIFICANT (1)</i></b>	<b><i>LESS THAN \$5,000</i></b>
<b><i>MINOR (2)</i></b>	<b><i>\$5,001 - \$50,000</i></b>
<b><i>MODERATE (3)</i></b>	<b><i>\$50,001 - \$150,000</i></b>
<b><i>MAJOR (4)</i></b>	<b><i>\$150,001 TO \$350,000</i></b>
<b><i>EXTREME (5)</i></b>	<b><i>MORE THAN \$350,000</i></b>

**10.1.4 APPLICATION TO KEEP A SHEEP IN TOWN**

Date:	12 December 2017
Applicant:	The Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	5. Confidential - Letter of application 6. Confidential – Letters of objection 7. Ranger Inspection Report

**Summary**

This item presents an application for keeping of a large animal within the townsite for Council consideration as required under the Shire's Health Local Laws 1998. The officer's recommendation is for Council to grant approval subject to conditions that are consistent with the Health Local Laws, Fencing Local Laws.

**Background**

The Shire has received a letter from Ms N Towell dated the 17 November 2017 requesting permission to keep one (1) sheep at 10 Stacey Street, Dowerin. See Confidential Attachment 5. The Shire of Dowerin Health Local Law 1998 requires the application to be put forward to Council for their consideration as the CEO has no delegated authority in this matter.

**Comment**

The Shire of Dowerin Health Local Laws 1998 (Local Laws) stipulates that an owner of occupier of premises within a townsite shall not keep a horse, cow or large animal [includes a sheep] on those premises without the approval of Council. The Local Laws requires that for approval to be granted the following conditions must be met:

1. the premises must have an area of not less than 0.2 hectares for the exclusive use of the approved animal;
2. the approved animal does not approach within 30 meters of the dwelling;
3. a manure receptacle must be provided that meets specific conditions (see attached) fitted with a lid and is emptied at least once per week; and
4. manure from the premises is collected daily and placed in the receptacle.

The Shire Ranger has inspected the property (see Attachment 7) and confirmed that the property is of sufficient size. Other conditions will be discussed with the applicant and the officer's recommendation is that approval be granted subject to all conditions of the Health Local Laws being met. In addition, it is recommended that as a condition of approval, secure and appropriate fencing is installed. Should conditions not be able to be met the Local Laws do not provide an option for approval to be granted.

Financial Implications

Should Council approve this application, the premises will need to be inspected to ensure it complies with the requirements under the Local Laws prior to final approval being granted. This will have a minor resource implication of approximately \$200. It is the officers recommendation that the Shire's contract Ranger be engaged to carry out the inspection and the cost is forwarded to the applicant on a purely cost recovery basis. Therefore there would be no direct financial impact arising from this application.

Risk Implications

There is a risk that this will set a precedent for other residents to seek to keep livestock within the townsite. However, as all applications are considered by Council, Council can make the decision on potential future applications should they arise based on the merits of the application and the specific circumstances surrounding each application.

There is also a risk that the animal is considered a nuisance by neighbours. All neighbours were invited to comment on the application and two letters were received by the closing date for comment. See Confidential Attachment 6.

Consultation

Letters have been sent to all adjoining neighbours giving them to opportunity to comment on the application. The period for comment was ten days and closed on 15 December 2017. At the time this agenda was distributed, two letters had been received. (See Confidential Attachment 6.) Both letters were in objection to the application citing reasons as follows:

Comment	Officer's response
The applicant has no control over the cats living at 10 Stacy Street.	It is the view of officers that the objection does not relate to the specific request regarding the sheep.
Noise complaint	Should the approval be granted by Council, the owners would be required to ensure noise is kept to a minimum.
Fencing	One condition of approval recommended by officers is that fencing would need to be appropriate.

The Shire's Environmental Health Officer (EHO) and Shire Ranger have both been consulted in the preparation of this report. The EHO has strongly recommended against any relaxation of the Health Local Laws.

Policy Implications

Nil

Statutory Implications

The Shire of Dowerin Health Local Laws 1998.

Voting Requirements

Simple majority required.

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**OFFICER RECOMMENDATION – ITEM 10.4**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE SHIRE OF DOWERIN HEALTH LOCAL LAWS 1998 RESOLVES TO:***

- 1. APPROVE THE APPLICATION BY MS N TOWELL TO KEEP ONE (1) SHEEP AT 10 STACEY STREET, DOWERIN SUBJECT TO THE APPLICANT MEETING THE CONDITIONS AS STIPULATED WITHIN THE SHIRE OF DOWERIN HEALTH LOCAL LAWS 1998 TO THE SATISFACTION OF THE CHIEF EXECUTIVE OFFICER;***
- 2. ADVISE THE APPLICANT THAT THE APPROVAL IS CONDITIONAL ON ONGOING MANAGEMENT OF THE PREMISES INCLUDING SECURE AND APPROPRIATE FENCING TO ENSURE THE SHEEP IS PROPERLY ENCLOSED WITHIN THE CONFINES OF THE PROPERTY;***
- 3. ADVISE THE APPLICANT THAT THE APPROVAL IS SUBJECT TO THE SHEEP BEING TAGGED AS PER THE REQUIREMENTS OF THE DEPARTMENT OF AGRICULTURE;***
- 4. AUTHORISE THE CEO TO REVOKE THE APPROVAL IN THE EVENT OF ANY SUBSTANTIATED COMPLAINTS RELATING TO NOISE, SMELL OR BEHAVIOUR;***
- 5. APPROVE A CHARGE FOR THE APPLICATION ON A COST RECOVERY BASIS.***

10.1.5 TERM INVESTMENT

Date:	12 December 2017
Applicant:	The Shire of Dowerin
Location:	N/A
Disclosure of Interest:	A. Selvey, Chief Executive Officer
Author:	S. Fitchat, Manager Finance and Corporate Services
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	8. Quotes NAB and Bendigo

Background

Shire investments of \$899,044 currently invested matured on the 13th December 2017. While investment decisions have been delegated to the Chief Executive Officer, given that the Chief Executive Officer's conflict of interest, the matter must be presented to Council for a decision.

Comment

In accordance with Council policy, officers have invited the two local banks, NAB and Bendigo, to provide the Shire with their term deposit rates. See Attachment 8 for responses.

While legislation and Council policy allows for investments of up to three years, the officers understanding of the current financial environment is that the Reserve Bank of Australia predicts that rates will remain constant for the next 6 months. Therefore, the officers' view is that investment should be for a maximum of 6 months at this stage; and as per Finance Committee meeting November 2017, preferred maturity should be in June 2018 as this will release the cash interest into the correct financial year.

Statutory Implications

All investments are to comply with the following:

- Local Government Act 1995 (as amended) Section 6.14;
- The Trustees Act 1962 (as amended) Part III Investments;
- Local Government (Financial Management) Regulations 1996 (as amended) – Regulation 19, Regulation 28, and Regulation 49;
- Australian Accounting Standards.

Under Sect. 5.70 of the Local Government Act, employees must disclose interests relating to advice or reports:

(2) An employee who has an interest in any matter in respect of which the employee is providing advice or a report directly to the council or a committee must disclose the nature of the interest when giving the advice or report.

(3) An employee who discloses an interest under this section must, if required to do so by the council or committee, as the case may be, disclose the extent of the interest.

Penalty: \$10 000 or imprisonment for 2 years.

Under Sect. 5.71 if an employee has delegated power or duty relating to a matter and the employee has an interest in the matter, the employee must not exercise the power or discharge the duty and:

(a) in the case of the CEO, he/she must disclose to the president the nature of the interest as soon as practicable after becoming aware that he or she has the interest in the matter.

Penalty: \$10 000 or imprisonment for 2 years.

The Chief Executive Officer is on the Board of Goomalling and Districts Community Bank (Bendigo Bank) and therefore has an impartiality interest.

#### Policy Implications

Council adopted the Shire of Dowerin Investment Policy at the Ordinary Meeting of Council on 27 June 2017. This matter has been considered in the context of that Council policy.

#### Financial Implications

An investment of \$923,318 (\$899,044 plus interest earned to 13 December 2017) provides a return of approximately \$11,540 for 6 months (based on a rate of 2.50%) which is a significant revenue source for the Shire.

#### Risk Implications

Term deposits with banks are considered low risk. However, there are risks inherent in any investment. Changes to the rates can have a positive or negative impact on returns. Another risk to consider is that the Shire is one of the larger customers and a decision by the Shire to invest in either bank will impact on the other.

#### Strategic Implications

Nil

#### Voting Requirements

A Simple Majority is required.

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#### **OFFICER RECOMMENDATION – ITEM 10.5**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 6.14 OF THE LOCAL GOVERNMENT ACT RESOLVES TO INVEST FUNDS OF \$923,318 INCLUDING INTEREST WITH NATIONAL AUSTRALIA BANK (NAB) FOR A TERM OF 6 MONTHS.***



## 10.2 FINANCE REPORT

### 10.2.1 FINANCE REPORT – 30 NOVEMBER 2017

Date:	11 December 2017
Applicant:	Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	9. Monthly Financial Activity Statements – November 2017

#### Summary

The financial statements for the period ending 30 November 2017 are presented for the Council review. See Attachment 9.

#### Background

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

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

#### Comment

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

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

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

- Capital Acquisitions

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

- Note 1 – Significant Accounting Policies

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

- Note 2 - Explanation of Material Variances

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

- Note 3 - Net Current Funding Position - Statutory Requirement

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

- Note 4 – Cash and Investments

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

- Note 5 – Budget Amendments

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

- Note 6 – Receivables

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

- Note 7 - Cash Backed Reserves

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

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

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

- Note 10 – Grants and Contributions received

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

- Note 11 – Trust Funds

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

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

### Consultation

At the Finance Committee meeting the Manager Finance and Corporate Services presented the following overview:

#### Statement of Finance Activity – (page 3)

- Total income of \$2,178,077 includes 56% rates.
- Total operating expenditure of \$1,807,477 includes 34% wages and salaries.
- Estimate surplus for this YTD period \$1,837,246 - \$1,399,634 = \$497,612  
(this includes an advanced payment for committed general purpose funds)

#### Note 3 - Liquidity

- Net current funding position \$1,825,464
- Current (restricted & unrestricted) \$3,427,050

#### Note 12 - Capital assets

- Capital expenditure year to date is as follow's \$1,182,352

#### Note 6 - Refer to Note 3.

- Receivable Other (General) 90 days+ has been paid.

#### Note 2 - Variance Surplus reviewed.

Note 8 - Details of disposal of vehicles disclosed in note 8.

Note 9 - Borrowing information is disclosed.

#### Financial Implications

The budgeted opening funding surplus was predicted to be \$1,134,516 and following the finalisation of the audit of the annual financial statements the actual closing surplus as at 30 June 2017, the result has been increased to \$1,339,634. This increase was due to adjustments required by the auditor to bring settlement funds into account in FY 2017. This adjustment will be considered with the statutory budget review early 2018.

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

#### Risk Implications

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

#### Policy Implications

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

Finances have been managed in accordance with these policies.

#### Statutory Implications

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

#### Strategic Implications

Nil

#### Voting Requirements

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

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#### **OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.2.1**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(1) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORT FOR THE PERIOD ENDING 30 NOVEMBER 2017.***

10.2.2 ACCOUNTS FOR PAYMENT – 1 NOVEMBER 2017 TO 30 NOVEMBER 2017

Date:	11 December 2017
Applicant:	Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Susan Fitchat – Finance and Corporate Services Manager
Attachments:	10. List of Accounts 11. Credit Card Summaries

Background

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

Comment

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

The Finance Committee reviewed accounts at the meeting on 11 December and required further details regarding the following payments:

1. Report on revenue and expenditure for each residential property.  
Response: Will be investigated.
2. Report on expenditure for the Short Term Accommodation.  
Response: Information will be included in monthly reports.
3. EFT 5378 – How often is the piano tuned at the town hall? Perhaps only to be done on request.  
Response: Will be investigated and reported to next Finance Committee meeting.

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

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

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority is required.

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**OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.2.2**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REG 12 & 13 OF THE LOCAL GOVERNMENT (FINANCIAL MANGEMENT) REGULATIONS 1996 RECEIVES THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 NOVEMBER 2017 TO 30 NOVEMBER 2017.***

### 10.3 MINUTES TO BE RECEIVED

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

Date:	13 December 2017
Applicant:	The Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	12. Minutes of the Finance Committee Meeting (Unconfirmed) -11 December 2017; 13. Minutes of the LEMC Committee Meeting (Unconfirmed) - 22 November 2017.

#### Summary

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

#### Background

The Shire has established the following Committees of Council:

- Audit Committee;
- Finance Committee;
- Local Emergency Management Committee;
- Bush Fire Advisory Committee;
- Australia Day Honours Committee

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

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

#### Comment

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

#### Consultation

N/A

#### Financial Implications

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

Risk Implications

Presenting the minutes of all Committee meetings to Council reduces the risk of Council not being fully aware of Committee activities and recommendations.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

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**OFFICER RECOMMENDATION – ITEM 10.3.1**

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

- 1. RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES:***
  - a. FINANCE COMMITTEE MEETING (UNCONFIRMED), 11 DECEMBER 2017; AND***
  - b. LEMC MEETING (UNCONFIRMED), 22 NOVEMBER 2017.***

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





## Social Media Policy

<b>Policy Owner</b>	Chief Executive Officer
<b>Distribution</b>	All Staff and Elected Members
<b>Responsible Officer</b>	Chief Executive Officer
<b>Date Adopted</b>	
<b>File Reference</b>	ORGN-1017121432-78

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### Objective

The purpose of Council utilising social media platforms is to:

- Provide an efficient method of delivering factual, up-to-date information online
- Provide two-way communication with stakeholders through online feedback and correspondence mechanisms
- Become more interactive with the community

The purpose of this policy is to provide Shire of Dowerin employees with standards of use as they engage in conversations or interactions using digital media. The intention of this policy is to ensure Council's use of social media platforms to communicate with various stakeholder groups is effective, informative and appropriate.

### Policy

Council representatives using social media must:

- Only disclose publicly available information. No comment will be made on Social Media sites regarding confidential, private or legal matters
- Only use corporate imagery such as logos and official Council photographs
- Ensure that no copyrighted or trademarked material is published without permission
- Ensure that information posted online is not illegal, libellous, discriminatory, defamatory, abusive, or obscene
- Ensure that information posted online does not infringe Council's Code of Conduct or any other Council code or policy.

## **Related Documentation**

- Shire of Dowerin Code of Conduct
- Social Media Procedure
- Bullying in the Workplace Policy (DRAFT)
- Occupational Safety, Health & Environmental Policy
- Internet Email and Computer Use Policy (DRAFT)

## **Related Legislation/Local Law/Policy/Procedure**

- WA Local Government Act 1995
- Copyright Act 1968
- The Privacy Act 1988
- The Information Privacy Bill 2007 (WA)
- Defamation Act 2005

## **Related Delegation**

Nil

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## **Review History**

## DRUG & ALCOHOL POLICY

**Policy Owner** Chief Executive Officer

**Distribution** All Employees

**Responsible Officer** Chief Executive Officer

**Date Adopted**

**File Reference** ORGN-1017121432-80

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### Objective

This Policy supports the Shire of Dowerin's commitment to maintaining a safe and efficient working environment for all staff members and contractors.

The Drug and Alcohol Policy applies to all workers who carry out work in any capacity for the Shire of Dowerin including work as an employee, contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for the Shire of Dowerin, an apprentice or trainee, work experience student, or volunteer.

### Policy

Workers are not to present themselves for work if they have consumed alcohol and/or other drugs where they may be at risk of impairment during work hours. It is a condition of entry to all Council workplaces that all workers may be tested at any time for alcohol and/or drugs.

Alcohol and illicit drugs shall not be consumed at any Council workplace, in any Council owned vehicle or plant, or at any time as a worker of the Council whilst undertaking their respective duties. An exception for the consumption of alcohol will be made for special occasions or locations as determined by the CEO and where the provision of hospitality is within the bounds of normal customary hospitality.

### Alcohol and Drug Tolerance Levels within the Workplace

Council's alcohol tolerance within the workplace is in accordance with applicable standards considering the workplace requirements and the nature of the work being undertaken.

Council's drug tolerance within the workplace is in accordance with the testing method's Australian Standard, including amendments, which Council accepts as indicators of the risk of impairment.

### **Prescription and Pharmacy Medication**

If Council suspects that there is a risk of impairment to a worker's ability to safely perform work, Council may take steps to address the issue in accordance with this Policy and associated procedures.

Where a worker is taking prescription and pharmacy medications for a legitimate medical purpose, the worker will not breach this Policy by attending work or duties subject to guidelines listed in the Drug and Alcohol Procedure.

Any information supplied by workers in relation to prescription and pharmacy medication to Council or any of its workers must be kept confidential.

### **Awareness and Training**

Council recognises that it is important to develop a workplace culture, through awareness and training where employees are prepared to encourage each other to be safe and not unfit for work. All employees shall be familiarised with this Policy and the Drug and Alcohol Procedure upon commencement of employment and annually thereafter.

All other workers shall be made aware of the components of this Policy and the Drug and Alcohol Procedure that may affect them whilst performing work in any capacity for Council.

### **Drug and Alcohol Testing Triggers**

Consistent with Council's obligation and commitment to ensuring a safe workplace, workers will be required to undergo drug and alcohol testing in the following circumstances in accordance with the Drug and Alcohol Procedure:

- As part of a Random Testing Program;
- In a case of Reasonable Suspicion;
- Post Incident; and/or
- Any testing as part of a return to work and/or rehabilitation program conducted under this policy and associated procedure.

### **Testing Methods**

All initial drugs testing undertaken will comprise of a saliva test. Confirmatory test may comprise of either a urine or saliva test.

Urine testing will be conducted in accordance with Australian/New Zealand Standard AS/NZS 4308:2008. Saliva testing will be conducted in accordance with Australian Standard 4760-2006.

Alcohol testing will be conducted in accordance with current random breath testing procedures in Western Australia (Australian Standard AS 3547-1997).

### **Employee Assistance**

Council recognises drug and alcohol dependency as a treatable condition. Workers who suspect they have an issue with drugs and/or alcohol are encouraged to seek advice regarding appropriate treatment options. Council offers employees the services under the EAP. The services provided by Council's EAP provider are strictly confidential.

Any Workers referred to EAP may access either a Council provided EAP or a recognised program of their choosing (at the employee's own expense).

## **Breaches of Policy**

Disciplinary action may be taken in accordance with the actions detailed in the Drug and Alcohol Procedure and Discipline Procedure for breaches of this policy including, but not limited to:

- The recording of a positive result from a drug and / or alcohol test;
- If found to have deliberately masked a substance;
- The falsification of medication information or details;
- Tampering with a sample for drug and / or alcohol testing; or
- Refusing to comply with any requirements of this Policy.

## **Definitions**

CEO (Chief Executive Officer) - A person who holds an appointment under section 194 of the Local Government Act 2009.

Council - Shire of Dowerin

Employee - Local government employee;

(a) the chief executive officer; or

(b) a person holding an appointment under section 196 of the Local Government Act 1995.

Employee Assistance Program (EAP) - A confidential, professional counselling service available to Council employees.

Fitness for Work - A state (physically, mentally and emotionally) to perform assigned tasks competently and in a manner which does not compromise or threaten the health, wellbeing and safety of themselves or other persons.

Risk of Impairment - The risk of a worker's reduced quality, strength or effectiveness due to the effects of drugs and/or alcohol consumption whilst performing their usual duties.

Random - Having no specific pattern, nor predetermined outcome.

Suspicion Testing - Testing undertaken on the suspicion that an employee may be at risk of impairment from drugs or alcohol.

Worker - Contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company assigned to work for Council, work experience student or a volunteer.

Work Hours - Any time where a worker is at the workplace for work purposes, and claiming remuneration, including time where the on-call allowance is received.

Workplace - A place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work.

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## **Roles and Responsibilities**

This policy applies to all workers as per the above definition.

The CEO is responsible for ensuring this policy is implemented.

Managers are responsible for ensuring their staff are aware of this policy and for reporting any breaches to the CEO.

## **Related Documentation**

Drug and Alcohol Procedure

Code of Conduct

Australian/New Zealand Standard AS/NZS 4308:2008

Australian Standard 4760-2006.

Australian Standard AS 3547-1997

## **Related Legislation/Local Law/Policy/Procedure**

Drug and Alcohol Procedure

## **Related Delegation**

Nil

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## **Review History**



# Appendix A – Risk Assessment and Acceptance Criteria

ATTACHMENT 4

Shire of Dowerin Measures of Consequence							
Rating (Level)	Health	Financial Impact	Service Interruption	Compliance	Reputational	Property	Environment
<b>Insignificant (1)</b>	Near-Miss	Less than \$10,000	No material service interruption -backlog cleared < 6 hours	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	First Aid Treatment	\$10,001 - \$100,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non-compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Medical treatment / Lost time injury >30 Days	\$100,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non- compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Lost time injury <30 Days / temporary disability	\$300,001 - \$600,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Extreme (5)</b>	Fatality, permanent disability	More than \$600,000	Indeterminate prolonged interruption of services – non- performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

### MEASURES OF CONSEQUENCE (PROJECT)

LEVEL	RATING	Project TIME	Project COST	Project SCOPE / QUALITY
1	Insignificant	Exceeds deadline by >5% of project timeline	Exceeds project budget by 2%	Minor variations to project scope or quality
2	Minor	Exceeds deadline by >10% of project timeline	Exceeds project budget by 5%	Scope creep requiring additional work, time or resources. Reduced perception of quality by Stakeholders.
3	Moderate	Exceeds deadline by >15% of project timeline	Exceeds project budget by 7.5%	Scope creep requiring additional work, time and resources or shortcuts being taken. Stakeholder concerns.
4	Major	Exceeds deadline by >20% of project timeline	Exceeds project budget by 15%	Project goals, deliverables, costs and/or deadline failures. Project no longer aligned with the project scope Stakeholder intervention in project.
5	Extreme	Exceeds deadline by 25% of project timeline	Exceeds project budget by 20%	Failure to meet project objectives. Project outcomes negatively affecting the community or the environment. Public embarrassment, third party actions.

### MEASURES OF LIKELIHOOD

Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years



### RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Extreme
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

### RISK ACCEPTANCE

Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Supervisor / Manager
MEDIUM (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Manager/CEO
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	CEO / Council
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Dowerin Existing Controls Ratings		
Rating	Foreseeable	Description
<b>Effective</b>	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
<b>Adequate</b>	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
<b>Inadequate</b>	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

### Measures of Consequence (V. 2 December 2017 - DRAFT FOR COUNCIL CONSIDERATION)

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
			(Social / Community)		(Plant, Equip, Buildings)			Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community trust, low profile or no media item	No noticeable regulatory or statutory impact	Inconsequential damage	Contained, reversible impact managed by on site response	Less than \$5,000	Exceeds deadline by 5% of project timeline	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption – backlog cleared < 1 day	Substantiated, localised impact on community trust or low media item	Some temporary non-compliances	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response	\$5,001 - \$50,000	Exceeds deadline by 10% of project timeline	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption – backlog cleared by additional resources < 1 Week	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Short term non-compliance but with significant regulatory requirements imposed	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies	\$50,001 - \$150,000	Exceeds deadline by 15% of project timeline	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional resources; performance affected <1 Month	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Non-compliance results in termination of services or imposed penalties to Shire / Officers	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies	\$150,001 - \$350,000	Exceeds deadline by 20% of project timeline	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services non-performance > 1 month	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact	More than \$350,000	Exceeds deadline by 25% of project timeline	Exceeds project budget by 25%

### Measures of Likelihood

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

### Risk Matrix

	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	<b>Moderate (5)</b>	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	<b>Moderate (8)</b>	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	<b>Moderate (6)</b>	<b>Moderate (9)</b>	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	<b>Moderate (6)</b>	<b>Moderate (8)</b>	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	<b>Moderate (5)</b>

### Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
<b>MODERATE</b>	<b>Monitor</b>	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCED / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all remedial plans to be established and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council



## Sheep Ranger Inspection Report

**Date of Inspection:** 8<sup>th</sup> December 2017

**Name:** Nichole Towell

**Property Address:** 10 Stacey St Dowerin

**Ranger:** Gloria Robinson

**Date of Application:** 17<sup>th</sup> November 2017

	Sheep Name	Breed	Colour	Age	Sex	Rego No.
	Stevie	Marino	White	9 Mths	Male	( Ram)

### Fencing

**Not Suitable**

**Materials used for Fencing:** There are many different types of fencing materials used around the property to confine the dog and the sheep. The rear of the property is secured with ring lock fencing that the sheep could push through when older and this rear fencing is not compliant with our Fencing Local Laws. There is a smaller part of the rear yard that is a structure being made out of cooper logs and 1800 wire. Refer to Photo 2, & 3

**Height of fencing:** Varies from 900 to 1800.

**Locking devices on gates:** At the time of inspection the gates were tied closed with wire and elastic strap. These methods are not suitable. Refer Photo 4

### Housing

**Not Suitable**

**Means of housing:** There is a large shelter made of tin that the dog uses for shelter in the house yard but nothing in the rear yard at the time of inspection. The house yard does not offer any shelter and is now just dirt. Refer Photo 5

**Water Supply:** There are many buckets of water around the premises that are shared with the dog but no self-watering devices.



**Condition of sheep**

**Suitable**

**Details:** The sheep is in good condition and is friendly and clearly has a bond with the dog. There is hay available in the yard and the owner also hand feeds the sheep daily.

**There is a large amount of sheep poo all over the yard and the yard is generally unkept.**

**The animal should also be tagged as per the Department of Agriculture guidelines.**

**History:** We first became aware of the sheep at this address due to a complaint from a neighbour in regard to another lamb that was on the property that appeared to be dying in the front yard. The shire removed that lamb at that time, it was giving back to the owner a short time later to deal with.

**The sheep has not escaped the property that I am aware of however the shire has had problems in the recent past with issues of the dog escaping the yard due to the lack of suitable fencing.**

**Recommendation:** I feel that because of this inspection that the fencing issues and the securing of the yard gates would need to be addressed and reinspected before approval is granted. I am also concerned about the lack of suitable shelter and the general presentation of the yard.

**Photo 1 – Stevie**



**Photo 2 Rear yard**



**Photo 3 – Rear enclosure being built**



**Photo 4 Front fence**



**Photo 5 – Shelter**







**Susan Fitchat**

---

**From:** Sharon C Foley <Sharon.C.Foley@nab.com.au>  
**Sent:** Tuesday, December 12, 2017 11:00 AM  
**To:** Andrea Selvey  
**Cc:** Susan Fitchat  
**Subject:** RE: Proposal for investment

Good morning Andrea,

Thank you for the opportunity, I have spoken with our treasury department and can offer the following rates:

Term Deposit \$899,044

3mths @ 2.45%  
6mths @ 2.50%  
12mths @ 2.55%

We hope that we can be of assistance with the Shire's investment funds, please let me know if you require any further information regarding the rates and terms.

Kind regards,

Sharon Foley

Agribusiness Analyst

Northam/Perth Agribusiness | National Australia Bank Limited Level 12, 100 St Georges Terrace, Perth WA 6000  
Phone: 08 9690 2506 | Fax: 1300 791 299 We have a team available to assist you with your everyday business and personal enquiries.

Phone 13 10 12 between 6am-6pm Monday to Friday and 7am-4pm (WST) on weekends and have your NAB ID and PIN handy to help us assist you faster.

How likely are you to recommend NAB to your family, friends or colleagues?

We strive to provide you exceptional service. Help us improve by giving us feedback when we contact you.

-----Original Message-----

From: Andrea Selvey [mailto:[ceo@dowerin.wa.gov.au](mailto:ceo@dowerin.wa.gov.au)]

Sent: Thursday, 7 December 2017 7:26 PM

To: Sharon C Foley

Cc: Susan Fitchat

Subject: Proposal for investment

Hi Sharon,

One of our term deposits, currently with Bendigo Bank, matures on 13 December. We need to put a proposal to our Finance Committee and Council about its reinvestment.

Our Council policy states that we need to get quotes from both banks with a presence in Dowerin (Bendigo and NAB).

It is currently \$899,044.

Can you please advise the next steps for us to get a proposal from NAB.

Thanks, Andrea

Andrea Selvey  
Chief Executive Officer  
Shire of Dowerin

## Susan Fitchat

---

**From:** Money Market Mailbox <MoneyMarket.Mailbox@bendigoadelaide.com.au>  
**Sent:** Wednesday, December 13, 2017 5:29 AM  
**To:** Susan Fitchat; Money Market Mailbox  
**Subject:** Bendigo Bank Maturing Investment - Shire of Dowerin

Hi Ina/Andrea,

Maturing investment today for Shire of Dowerin:

- Product: Term Deposit
- Reference: 2132510
- Face value: \$899,043.86
- Interest: \$24,274.18

Today's reinvestment rates:

- 1 month - 1.65%
- 2 months - 2.00%
- 3 months - 2.25%
- 4 months - 2.30%
- 5 months - 2.35%
- 6 months - 2.40%
- 9 months - 2.50%
- 12 months - 2.55%

Please provide instructions when available.

Thanks

**Leon Griffin | Financial Markets**  
Bendigo and Adelaide Bank Limited  
T: 1800 633 511 | F: 03 5485 7661  
The Bendigo Centre, PO Box 480, Bendigo, Victoria 3552  
Email: [moneymarket@bendigoadelaide.com.au](mailto:moneymarket@bendigoadelaide.com.au)

\*\*\*\*\*

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Bendigo and Adelaide Bank Limited ABN 11 068 049 178

\*\*\*\*\*

# SHIRE OF DOWERIN

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 November 2017

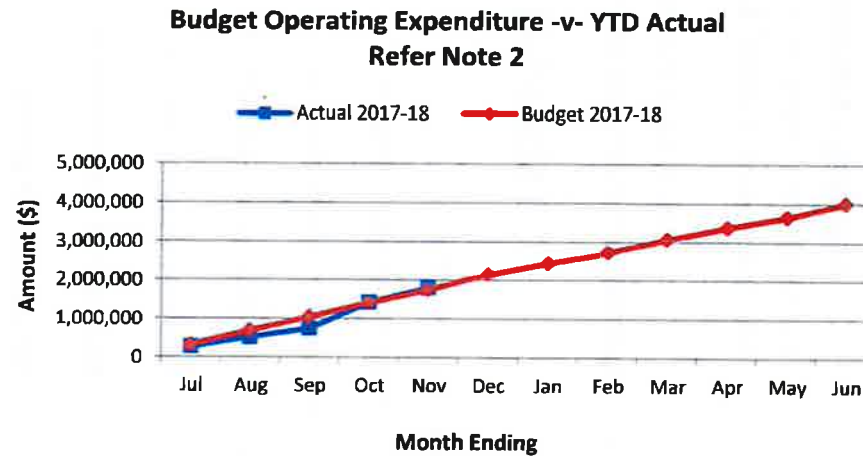
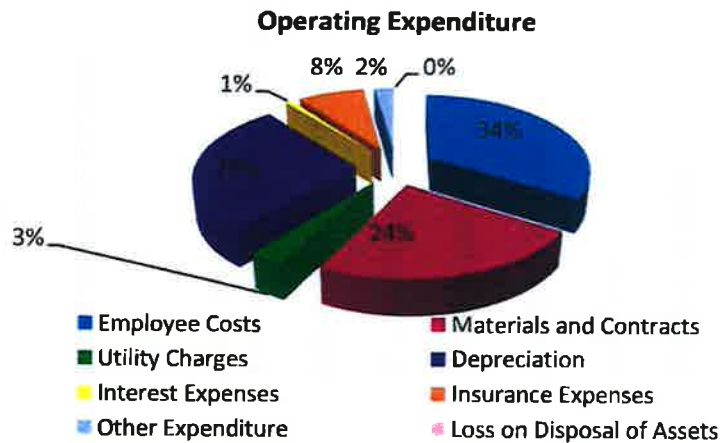
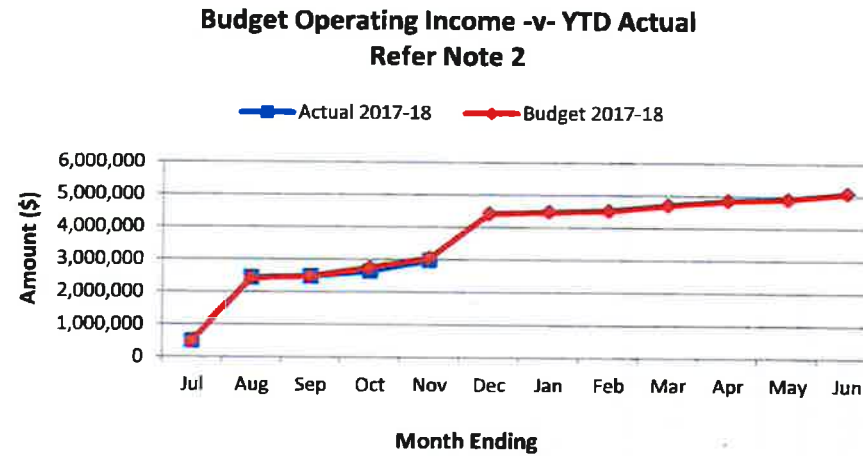
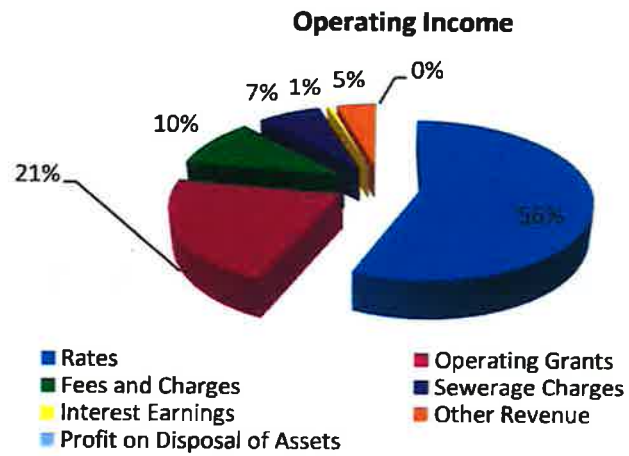
LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**SHIRE OF DOWERIN**  
**Information Summary**  
**For the Period Ended 30 November 2017**



**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 November 2017**

		Original Annual	Amended	Amended YTD	YTD	(b)-(a)	(b)-	Var.
	Note	Budget	Annual Budget	Budget	Actual	\$	%	
		\$	\$	\$	\$			
<b>Opening Funding Surplus(Deficit)</b>	3	1,134,516	1,134,516	1,134,516	1,339,634	205,118	18%	😊
<b>Revenue from operating activities</b>								
Governance		7,530	7,530	4,765	7,466	2,701	57%	
General Purpose Funding - Rates	8	1,226,770	1,226,690	1,226,690	1,225,674	(1,016)	(0%)	😊
General Purpose Funding - Other		807,647	807,727	193,035	359,375	166,340	86%	😊
Law, Order and Public Safety		25,310	25,310	19,585	4,717	(14,868)	(76%)	😞
Health		267,152	267,152	147,615	145,742	(1,873)	(1%)	😊
Education and Welfare		132,510	132,510	51,215	47,721	(3,494)	(7%)	😊
Housing		142,590	142,590	59,405	54,058	(5,347)	(9%)	😊
Community Amenities		235,837	235,837	226,452	253,948	27,496	12%	😊
Recreation and Culture		81,840	81,840	48,350	14,488	(33,862)	(70%)	😞
Transport		185,630	185,630	172,690	6,787	(165,903)	(96%)	😞
Economic Services		137,866	137,866	54,449	54,867	418	1%	
Other Property and Services		10,710	10,710	4,461	3,236	(1,225)	(27%)	
		<b>3,261,392</b>	<b>3,261,392</b>	<b>2,208,712</b>	<b>2,178,077</b>			
<b>Expenditure from operating activities</b>								
Governance		(479,870)	(479,870)	(218,565)	(220,620)	(2,055)	(1%)	
General Purpose Funding		(142,710)	(142,710)	(52,660)	(51,862)	798	2%	
Law, Order and Public Safety		(68,680)	(68,680)	(28,595)	(28,570)	25	0%	
Health		(319,910)	(319,910)	(151,293)	(135,098)	16,195	11%	😊
Education and Welfare		(166,000)	(166,000)	(69,168)	(68,929)	239	0%	
Housing		(196,250)	(196,250)	(97,050)	(123,029)	(25,979)	(27%)	😞
Community Amenities		(295,770)	(295,770)	(122,140)	(110,692)	11,448	9%	😊
Recreation and Culture		(762,647)	(762,647)	(319,625)	(324,282)	(4,657)	(1%)	
Transport		(1,226,750)	(1,226,750)	(531,437)	(523,606)	7,831	1%	
Economic Services		(354,908)	(354,908)	(158,019)	(164,419)	(6,400)	(4%)	
Other Property and Services		(2,950)	(2,950)	(8,065)	(56,369)	(48,304)	(599%)	😞
		<b>(4,016,445)</b>	<b>(4,016,445)</b>	<b>(1,756,617)</b>	<b>(1,807,477)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		1,138,280	1,138,280	470,110	514,145	44,035	9%	😊
Adjust (Profit)/Loss on Asset Disposal	8	(33,600)	(33,600)	(33,600)	0	33,600	(100%)	
Movement in Leave Reserve		0	0	0	0	0		
<b>Amount attributable to operating activities</b>		<b>349,627</b>	<b>349,627</b>	<b>888,605</b>	<b>884,745</b>			
<b>Investing Activities</b>								
Non-operating Grants, Subsidies and Contributions	10	1,839,985	1,839,985	852,000	809,699	(42,301)	(5%)	
Proceeds from Disposal of Assets	8	155,500	155,500	0	0	0		
Land Held for Resale		0	0	0	0	0		
and and Buildings	12	(1,308,700)	(1,308,700)	(995,142)	(995,142)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(154,107)	(155,154)	(1,047)	1%	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	0	0	0		
Infrastructure Assets - Other	13	(257,000)	(257,000)	0	0	0		
Plant and Equipment	12	(411,737)	(411,737)	0	(18,305)	(18,305)		😞
Furniture and Equipment	has \$3.:	(18,300)	(18,300)	(18,300)	(13,751)	4,549	(25%)	
<b>Amount attributable to investing activities</b>		<b>(1,228,179)</b>	<b>(1,228,179)</b>	<b>(315,549)</b>	<b>(372,653)</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	11,782	11,782	0	0%	
Transfer from Reserves	7	195,844	195,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	(26,263)	(26,263)		😞
Transfer to Reserves	7	(352,053)	(352,053)	0	0	0		
<b>Amount attributable to financing activities</b>		<b>(249,963)</b>	<b>(249,963)</b>	<b>11,782</b>	<b>(14,481)</b>			
<b>Closing Funding Surplus(Deficit)</b>	3	<b>6,001</b>	<b>6,001</b>	<b>1,719,354</b>	<b>1,837,246</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 November 2017**

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
<b>Opening Funding Surplus (Deficit)</b>	3	1,134,516	1,134,516	1,134,516	<b>1,339,634</b>	205,118	18%	😊
<b>Revenue from operating activities</b>								
Rates	8	1,247,570	1,247,570	1,247,570	<b>1,225,674</b>	(21,896)	(2%)	
Operating Grants, Subsidies and Contributions	10	1,151,749	1,151,749	480,070	<b>465,995</b>	(14,076)	(3%)	
Fees and Charges		422,200	422,200	217,595	<b>222,006</b>	4,411	2%	
Sewerage Charges		137,807	137,807	137,807	<b>155,716</b>	17,909	13%	😊
Interest Earnings		57,740	57,740	7,650	<b>11,159</b>	3,509	46%	
Other Revenue		203,526	203,526	77,220	<b>97,528</b>	20,308	26%	😊
Profit on Disposal of Assets		40,800	40,800	40,800	<b>0</b>			
		<b>3,261,392</b>	<b>3,261,392</b>	<b>2,208,712</b>	<b>2,178,077</b>			
<b>Expenditure from operating activities</b>								
Employee Costs		(1,553,120)	(1,553,120)	(672,256)	<b>(611,173)</b>	61,083	9%	😊
Materials and Contracts		(843,690)	(843,690)	(374,274)	<b>(427,605)</b>	(53,331)	(14%)	😞
Utility Charges		(177,710)	(177,710)	(67,428)	<b>(56,340)</b>	11,088	16%	😊
Depreciation on Non-Current Assets		(1,138,280)	(1,138,280)	(470,110)	<b>(514,145)</b>	(44,035)	(9%)	😞
Interest Expenses		(39,455)	(39,455)	(13,094)	<b>(13,094)</b>	1	0%	
Insurance Expenses		(162,650)	(162,650)	(116,035)	<b>(142,454)</b>	(26,419)	(23%)	😞
Other Expenditure		(94,340)	(94,340)	(36,220)	<b>(42,667)</b>	(6,447)	(18%)	😞
Loss on Disposal of Assets		(7,200)	(7,200)	(7,200)	<b>0</b>	7,200	100%	
		<b>(4,016,445)</b>	<b>(4,016,445)</b>	<b>(1,756,617)</b>	<b>(1,807,477)</b>			
<b>Operating activities excluded from budget</b>								
Add back Depreciation		1,138,280	1,138,280	470,110	<b>514,145</b>	44,035	9%	😞
Movement in Leave Reserve		0	0	0	<b>0</b>	0		
<b>Amount attributable to operating activities</b>		<b>349,627</b>	<b>349,627</b>	<b>888,605</b>	<b>884,745</b>			
<b>Investing activities</b>								
Grants, Subsidies and Contributions	10	1,839,985	1,839,985	852,000	<b>809,699</b>	(42,301)	(5%)	
Proceeds from Disposal of Assets	8	155,500	155,500	0	<b>0</b>	0		
Land Held for Resale		0	0	0	<b>0</b>	0		
Land and Buildings	12	(1,308,700)	(1,308,700)	(995,142)	<b>(995,142)</b>	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(154,107)	<b>(155,154)</b>	(1,047)	1%	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	0	<b>0</b>	0		
Infrastructure Assets - Other	13	(257,000)	(257,000)	0	<b>0</b>	0		
Plant and Equipment	13	(411,737)	(411,737)	0	<b>(18,305)</b>	(18,305)		😞
Furniture and Equipment	13	(18,300)	(18,300)	(18,300)	<b>(13,751)</b>	4,549	(25%)	
<b>Amount attributable to Investing activities</b>		<b>(1,228,179)</b>	<b>(1,228,179)</b>	<b>(315,549)</b>	<b>(372,653)</b>			
<b>Financing Activities</b>								
Proceeds from New Debentures		0	0	0	<b>0</b>	0		
Self-Supporting Loan Principal	has \$3.7	23,756	23,756	11,782	<b>11,782</b>	0	0%	
Transfer from Reserves	7	195,844	195,844	0	<b>0</b>	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	<b>(26,263)</b>	(26,263)		😞
Transfer to Reserves	7	(352,053)	(352,053)	0	<b>0</b>	0		
<b>Amount attributable to financing activities</b>		<b>(249,963)</b>	<b>(249,963)</b>	<b>11,782</b>	<b>(14,481)</b>			
<b>Closing Funding Surplus (Deficit)</b>	3	<b>6,001</b>	<b>6,001</b>	<b>1,719,354</b>	<b>1,837,246</b>	117,892	7%	😊

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 November 2017**

**Capital Acquisitions**

	<b>Note</b>	<b>Amended Annual Budget</b>	<b>% Source of Funding</b>	<b>YTD Actual Total</b>
		<b>\$</b>		<b>\$</b>
Land and Buildings	12	1,308,700		995,142
Infrastructure Assets - Roads	12	1,213,927		155,154
Infrastructure Assets - Footpaths	13	14,000		0
Infrastructure Assets - Other	13	257,000		0
Plant and Equipment	13	411,737		18,305
Furniture and Equipment	13	18,300		13,751
<b>Capital Expenditure Totals</b>		<b>3,223,664</b>		<b>1,182,352</b>
<b>Capital acquisitions funded by:</b>				
Capital Grants and Contributions	10	1,839,985	57%	799,699
Borrowings	9	0	0%	0
Other (Disposals & C/Fwd)		413,500	13%	11,818
Council contribution - Cash Backed Reserves	7	152,456	5%	0
<b>Council contribution - operations</b>		<b>817,723</b>	<b>25%</b>	<b>\$370,835</b>
<b>Capital Funding Total</b>		<b>3,223,664</b>		<b>1,182,352</b>



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**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 November 2017**

**Note 1: Significant Accounting Policies**

**(j) Depreciation of Non-Current Assets**

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

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

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

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

**Borrowing Costs**

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

**(n) Provisions**

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**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 November 2017**

**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 November 2017**

**Note 2: Explanation of Material**

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

- ⊕ **More Revenue OR Less Expenditure**  
⊖ **Less Revenue OR More Expenditure**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Income</b>	\$	%			
Governance	2,701	57%			Within Variance Threshold
General Purpose Funding - Rates	(1,016)	(0%)			Within Variance Threshold
General Purpose Funding - Other	166,340	86%	⊕	Timing	Within Variance Threshold
Law, Order and Public Safety	(14,868)	(76%)	⊖	Timing	DFES subsidy is lower than YTD budget, and is paid quarterly. The amount received maybe lower than budgeted. Staff will review with DFES
Health	(1,873)	(1%)			Within Variance Threshold
Education and Welfare	(3,494)	(7%)		Timing	Reimbursement of Childcare wages is \$3K below TYD budget. This is a timing issue with delayed invoicing
Housing	(5,347)	(9%)	⊖	Permanent	Housing rental income is lower than YTD Budget. Staff will review other rental budget allocations over the next couple of months and adjust if required at Budget Review.
Community Amenities	27,496	12%	⊕	Permanent	The sale of scrap metal following a clean up of the site has gained revenue of approx. \$6K which is \$4K more than budgeted. Commercial Sewerage levies are \$18K higher than budget. The actual levy data indicates that some properties were not included in the original budget modelling
Recreation and Culture	(33,862)	(70%)	⊖	Timing	Within Variance Threshold
Transport	(165,903)	(96%)	⊖	Permanent	Main roads direct budget revenue will now only be \$73K. An adjustment of \$54K less revenue will be addressed with the budget review.
Economic Services	418	1%			Within Variance Threshold
Other Property and Services	(1,225)	(27%)			Within Variance Threshold
<b>Operating Expense</b>	\$	%			
Governance	(2,055)	(1%)			Within Variance Threshold
General Purpose Funding	798	2%			Within Variance Threshold
Law, Order and Public Safety	25	0%			Within Variance Threshold
Health	16,195	11%	⊕	Timing	HACC expenditure is \$16K lower with exp being salaries. Staff will review this budget.
Education and Welfare	239	0%			Within Variance Threshold
Housing	(25,979)	(27%)	⊖	Permanent	Variance is mainly due to depreciation for FY17. Staff will revise this budget, with the budget review.
Community Amenities	11,448	9%	⊕	Timing	Community Amenities are \$11K lower than YTD budget. This may even out over he year.
Recreation and Culture	(4,657)	(1%)			Within Variance Threshold
Transport	7,831	1%			Within Variance Threshold
Economic Services	(6,400)	(4%)			Within Variance Threshold
Other Property and Services	(48,304)	(599%)	⊖	Timing	Public works actual overhead recovery is not covering expenditure. Staff will review and correct this during the budget review.
<b>Operating activities excluded from budget</b>					
Depreciation	(44,035)	9%	⊖	Timing	YTD Depreciation budgeted at \$44K is higher than budget. A review of depreciation rates was carried out as at 30 June 17, and has impacted depreciation expense. Staff will review and correct this during the budget review.
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	(42,301)	(5%)			Within Variance Threshold
<b>Capital Expenses</b>					<b>Refer to Note 12 for Capital expenditure detail</b>
Land and Buildings	0	0%			Within Variance Threshold
Infrastructure - Roads	(1,047)	1%			Within Variance Threshold
Infrastructure - Footpaths	0				Within Variance Threshold
Infrastructure Assets - Other	0	0%			Within Variance Threshold
Plant and Equipment	(18,305)		⊖	Permanent	Purchase and trade-in of 2 vehicles - budget is reflected in note 12.
Furniture and Equipment	Nil has \$3.73	(25%)			Within Variance Threshold
<b>Financing</b>					
Proceeds from New Debentures	0				Within Variance Threshold
Self-Supporting Loan Principal	0	0			Within Variance Threshold
Transfer from Reserves	0				Within Variance Threshold
<b>Opening Funding Surplus(Deficit)</b>	205,118	18%	⊕		The opening funding surplus is \$205K higher than budget due to end of year adjustments required by the auditors. This relates to unanticipated income.

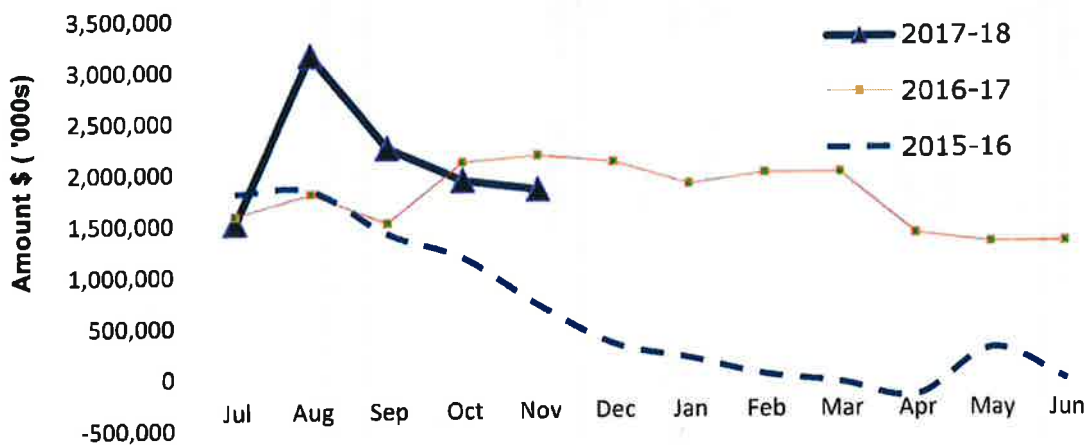
**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2017	30 Nov 2017
		\$	\$
<b>Current Assets</b>			
Cash Unrestricted	4	1,639,654	1,751,927
Cash Restricted	4	1,787,396	1,828,722
Receivables - Rates		50,660	318,897
Receivables - Other		418,661	160,894
Interest / ATO Receivable/Trust		101,647	23,837
Inventories		6,635	17,389
		4,004,654	4,101,666
<b>Less: Current Liabilities</b>			
Payables		(722,249)	(333,431)
Current Borrowings		(117,509)	(91,247)
Provisions		(185,111)	(185,111)
		(1,024,870)	(609,789)
<b>Net Current Assets</b>		2,979,784	3,491,877
Less: Cash Reserves	7	(1,787,396)	(1,787,396)
Plus: Current Borrowings included in Budget		93,753	67,490
Plus : Liabilities funded by Cash Backed Reserves		53,493	53,493
<b>Net Current Funding Position</b>		1,339,634	1,825,464

**Note 3 - Liquidity Over the Year**



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

Current Ratio equals 1:3.73

This means that for every \$1.00 of liability Council has \$3.73  
of Current assets available to cover current debt

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 4: Cash and Investments**

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>(a) Cash Deposits</b>							
Municipal Bank Account	294,781			294,781	NAB	Variable	At Call
Cash Maximiser	1,292,039			1,292,039	NAB	2.05%	At Call
Trust Bank Account			12,787	12,787	NAB	Variable	At Call
<b>(b) Term Deposits</b>							
TD2361911	1,899	888,352		890,251	Bendigo	Variable	17-Aug-18
Reserve Bank Account - Bendigo		899,044		899,044	Bendigo	2.70%	13-Dec-17
TD 2361913	162,611			162,611	Bendigo	2.70%	17-Aug-18
# STA Retention Bond		41,326		41,326	Bendigo	2.50%	24-Jul-18
	<b>1,751,330</b>	<b>1,828,722</b>	<b>12,787</b>	<b>3,592,839</b>			

**Comments/Notes - Investments**

The above balances are the funds held in bank accounts and on hand as at reporting date.  
# The Shire is holding Funds as a retention bond until the defects period for the STA is over.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 5: Budget Amendments**

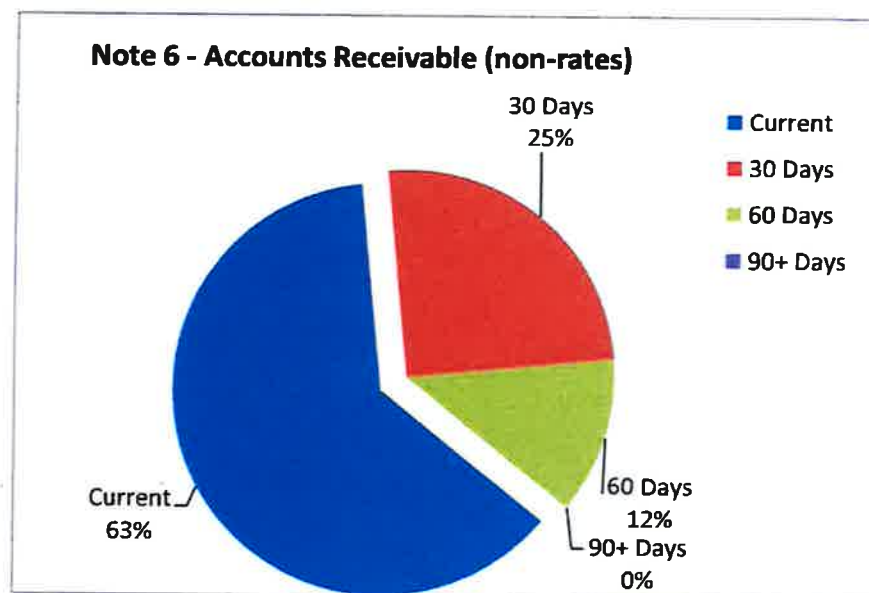
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolutio n	Classification	Original Budget	Amended Budget	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
	<b>Budget Adoption</b>		Closing Surplus(Deficit)					<b>6,001</b>
	There have been no budget amendments to date							
	<b>Amended Budget Cash Position as per Council Resolution</b>					<b>0</b>	<b>0</b>	<b>0</b>

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 6: Receivables**

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	28,547	11,456	5,607		45,610
<b>Balance per Trial Balance</b>					
Sundry Debtors					45,610
<b>Total Receivables General Outstanding</b>					<b>45,610</b>



**Comments/Notes - Receivables General**



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**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	53,493	1,202	0	0	0	0	0	54,695	53,493
Plant Reserve	142,872	3,210	0	140,000	0	(120,000)	0	166,082	142,872
Sewerage Asset Preservation Reserve	1,043,357	23,429	0	71,000	0	0	0	1,137,786	1,043,357
Land & Building Reserve	146,594	3,293	0	42,000	0	0	0	191,887	146,594
Swimming Pool Reserve	32,456	0	0	0	0	(32,456)	0	(0)	32,456
Recreation Facilities Reserve	180,866	4,063	0	1,673	0	0	0	186,602	180,866
Community Housing Project Reserve	46,221	1,039	0	0	0	0	0	47,260	46,221
Community Bus Reserve	40,787	917	0	0	0	(41,704)	0	0	40,787
Economic Development Reserve	12,021	271	0	42,000	0	0	0	54,292	12,021
All Hours Gym Reserve	1,684	0	0	0	0	(1,684)	0	(0)	1,684
Bowling Green Replacement Reserve	61,461	1,381	0	10,000	0	0	0	72,842	61,461
Tennis Court Replacement Reserve	25,584	575	0	6,000	0	0	0	32,159	25,584
	<b>1,787,396</b>	<b>39,380</b>	<b>0</b>	<b>312,673</b>	<b>0</b>	<b>(195,844)</b>	<b>0</b>	<b>1,943,605</b>	<b>1,787,396</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 November 2017**

**Note 8: Disposal of Assets**

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

**Comments**

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 8: Rating Information**

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Differential General Rate</b>											
GRV - Residential	9.2300	182	1,333,264	123,060	0	0	123,060	123,060	0	0	123,060
GRV - Commercial/Indust	9.2300	33	256,474	23,673	0	0	23,673	23,673	0	0	23,673
GRV - Town Rural	9.2300	27	133,530	12,325	0	0	12,325	12,325	0	0	12,325
GRV - Other Towns	9.2300	0	0	0	0	0	0	0	0	0	0
UV - Rural Farmland	0.7910	295	120,307,500	951,632	(1,096)	0	950,536	951,632	0	0	951,632
<b>Sub-Totals</b>		<b>537</b>	<b>122,030,768</b>	<b>1,110,690</b>	<b>(1,096)</b>	<b>0</b>	<b>1,109,594</b>	<b>1,110,690</b>	<b>0</b>	<b>0</b>	<b>1,110,690</b>
<b>Minimum Payment</b>	<b>\$</b>										
GRV - Residential	706.00	48	260,468	33,888	0	0	33,888	33,888	0	0	33,888
GRV - Commercial/Industrial	706.00	18	66,871	12,708	0	0	12,708	12,708	0	0	12,708
GRV - Town Rural	706.00	16	41,551	11,296	0	0	11,296	11,296	0	0	11,296
GRV - Other Towns	206.00	19	7,659	3,914	0	0	3,914	3,914	0	0	3,914
UV - Rural Farmland	706.00	69	3,535,300	48,714	0	0	48,714	48,714	0	0	48,714
UV - Commercial/Industrial	706.00	4	400	2,824	0	0	2,824	2,824	0	0	2,824
UV - Town Rural	706.00	3	63,000	2,118	0	0	2,118	2,118	0	0	2,118
UV - Mining Tenement	206.00	3	5,867	618	0	0	618	618	0	0	618
<b>Sub-Totals</b>		<b>180</b>	<b>3,981,116</b>	<b>116,080</b>	<b>0</b>	<b>0</b>	<b>116,080</b>	<b>116,080</b>	<b>0</b>	<b>0</b>	<b>116,080</b>
		<b>717</b>	<b>126,011,884</b>	<b>1,226,770</b>	<b>(1,096)</b>	<b>0</b>	<b>1,225,674</b>	<b>1,226,770</b>	<b>0</b>	<b>0</b>	<b>1,226,770</b>
Concession							0				0
<b>Amount from General Rates</b>							<b>1,225,674</b>	<b>1,226,770</b>			<b>1,226,770</b>
Ex-Gratia Rates							0	20,800			20,800
Specified Area Rates							0	0			0
<b>Totals</b>							<b>1,225,674</b>	<b>1,247,570</b>			<b>1,247,570</b>

**Comments - Rating Information**

Rates were levied on 24th August 2017.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 9 : Information on Borrowings**  
**(a) Debenture Repayments**

Particulars	01 Jul 2017	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
<b>Recreation and Culture</b>								
Loan 97 - Community Club	350,628		0	64,565	350,628	286,063	0	13,687
<b>Economic Services</b>								
Loan 99 - Short Term Accommodation Project	770,993		14,481	29,189	756,512	741,804	12,105	23,982
<b>Self Supporting Loans</b>								
Loan 98 - Dowerin Events	60,856		11,782	23,756	49,074	37,100	989	1,786
	1,182,477	0	26,263	117,510	1,156,214	1,064,967	13,094	39,455

**Expiry dates of Debentures:**

Loan - 97	08.06.2022
Loan - 98	11.11.2019
Loan - 99	04.10.2036

**(b) New Debentures**

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

**(c) Unspent Debentures**

The Shire has no unspent debentures.

**(d) Overdraft**

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

**SHIRE OF DOVINGDON**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 10: Grants and Contributions**

This note is under development and will be provided to Council in future months

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 11: Trust Fund**

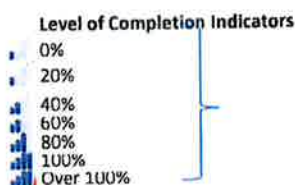
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 30 Nov 2017
	\$	\$	\$	\$
Housing Bonds	3,428	0	0	3,428
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,521	0	0	2,522
Recreation Steering Committee	0	0	0	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	0	480	0	480
Yellow Ribbon	247	0	0	247
	<b>12,307</b>	<b>480</b>	<b>0</b>	<b>12,788</b>

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30 November 2017**

**Note 12: Capital Acquisitions**

Assets	Account	Program	YTD Actual			Amended Budget		
			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>LAND</b>								
Land - Museum	3715	Governance			10,000	13,000	13,000	(3,000)
<b>Land Total</b>			0	0	10,000	13,000	13,000	(3,000)
<b>Buildings</b>								
Shire Office	0364	Governance		0	0	72,500	72,500	(72,500)
HACC - Capex - Building Renewal	1605	Health		0	0	21,770	21,770	(21,770)
BUILDINGS - FIRE SHED PAD	0884	Law, Order And Public Safet	251,367		251,367	264,000	264,000	(12,633)
SWIM POOL CAPITAL EXPENDITURE	3444	Recreation & Culture		0	0	100,000	100,000	(100,000)
WHEATBELT HERITAGE RAIL PROJECT	7144	Economic Services		4,252	4,252	0	0	4,252
SHORT TERM ACCOMMODATION	7145	Economic Services	729,524		729,524	837,430	815,600	(86,076)
<b>Buildings Total</b>			980,891	4,252	985,142	1,295,700	1,273,870	(288,728)
<b>Furniture &amp; Office Equip.</b>								
FURN - PHOTOCOPIER	374	Governance		12,887	12,887	12,900	12,900	(13)
FURN - OFFICE EQUIPMENT	414	Governance		864	864	1,000	1,000	(136)
HACC - Capex - Furniture and Equipment	1624	Health		0	0	4,400	4,400	(4,400)
<b>Furniture &amp; Equipment Total</b>			0	13,751	13,751	18,300	18,300	(4,549)
<b>Plant, Equip. &amp; Vehicles</b>								
Admin Vehicles	394	Governance		18,305	18,305	29,660	0	18,305
HACC - VEHICLE PURCHASE	1604	Health		0	0	32,077	0	0
PLANT - GRADER	6254	Transport		0	0	350,000	0	0
<b>Plant &amp; Equipment Total</b>			0	18,305	18,305	411,737	0	18,305
<b>Infrastructure - Roads</b>								
ROADS - ROADS TO RECOVERY	4184	Transport		92,685	92,685	520,776	92,685	0
ROADS - UNCLASSIFIED	4604	Transport		0	0	212,688	0	0
ROADS - STATE 20/20	4884	Transport		61,422	61,422	480,463	61,422	0
ROADS - SIGNS	4194	Transport		1,047	1,047	0	0	1,047
<b>Roads Total</b>			0	155,154	155,154	1,213,927	154,107	1,047
<b>Infrastructure - Footpaths</b>								
FOOTPATH/CYCLEWAYS	6094	Transport		0	0	14,000	0	0
<b>Infrastructure - Footpaths TOTAL</b>			0	0	0	14,000	0	0
<b>Infrastructure - Other</b>								
Infrastructure Other - Environment	2910	Transport	0		0	250,000	0	0
Infrastructure - other	4195	Transport			0	7,000	0	0
that for every \$1.00 of liability Council has \$3.73 of Current assets available to cover current debt			0	0	0	257,000	0	0
<b>Infrastructure -Other Total</b>			0	0	0	257,000	0	0
<b>Capital Expenditure Total</b>			980,891	191,461	1,182,352	3,223,664	1,459,277	(276,925)



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







Statement for

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST &amp; AEDT Monday to Friday, 9am - 6pm AEST &amp; AEDT Saturday and Sunday

Fax 1300 363 658

Lost &amp; Stolen cards: 1800 033 103 (24 hours within Australia only)

DOWERIN SHIRE  
PO BOX 111  
DOWERIN WA 6461



Statement Period

29 September 2017 to 27 October 2017

Company Account No:

4557 0498 0002 7159

Facility Limit:

\$16,000

**Your Account Summary**

Balance from previous statement	\$1,761.80 DR
Payments and other credits	\$1,761.80 CR
Purchases, cash advances and other debits	\$1,801.40 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$1,819.40 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$1,819.40 WILL BE  
CHARGED TO ACCOUNT 000088608- 0000480807383 ON  
02/11/2017 AS PER OUR AGREEMENT.**

300/21/01/M03577/S0008824/017647

see reverse for transaction details

## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Oct 2017	\$1,761.80 CR	DIRECT DEBIT PAYMENT	74557047276
Total for this Period:	\$1,761.80 CR		



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



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at [nab.com.au](http://nab.com.au)



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

## Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3657-7475	MR STEVEN FRANCIS GE	\$6,000	\$0.00	\$948.75	\$9.00	\$957.75
4557-0455-3744-1887	MS ANDREA JANINE SEL	\$3,000	\$0.00	\$852.65	\$9.00	\$861.65
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$1,761.80 CR	\$0.00	\$0.00	\$1,761.80 CR
			\$1,761.80 CR	\$1,801.40 DR	\$18.00 DR	\$57.60 DR

## Transaction type

Purchase

## Annual percentage rate

0.0000%

## Daily percentage rate

0.00000%

**HOW TO QUERY A TRANSACTION**  
**IF A CHARGE IS INCORRECT, UNAUTHORISED OR FOR SOMETHING**  
**NOT RECEIVED, YOU MAY BE ENTITLED TO A REFUND.**  
**YOU SHOULD ACT QUICKLY: YOU MAY LOSE RIGHTS OVER TIME.**  
**TO QUERY A CHARGE, CALL 13 10 12.**  
**FOR MORE INFO, SEE [NAB.COM.AU/QUERYATRANSACTION](http://NAB.COM.AU/QUERYATRANSACTION).**



Statement for

## VAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 496 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

### Cardholder Details

Cardholder Name: MR STEVEN FRANCIS GEERDINK  
Account No: 4557 0455 3657 7475  
Statement Period: 29 September 2017 to 27 October 2017  
Cardholder Limit: \$6,000

### Transaction record for: MR STEVEN FRANCIS GEERDINK

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
6 Oct 2017	\$527.00	SCI PTY LTD ✓ 61180030664 17005					74245377278
10 Oct 2017	\$113.85	OZHUT PTY LTD ✓ BAYSWATER 17061					74564457283
24 Oct 2017	\$25.70	SHIRE DOWERIN ✓ DOWERIN 17116					02150410525
25 Oct 2017	\$117.20	SHIRE DOWERIN ✓ DOWERIN 17155					03133892300
26 Oct 2017	\$165.00	JIMMAL BOLTS WA ✓ OSBORNE PARK 17156					74564727298
27 Oct 2017	\$9.00	CARD FEE					74557047300
Total for this period	\$957.75		Totals				

### Employee declaration

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

Cardholder signature: 

Date: 7-12-17

300/21/01/M03577/S008825/017649



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MS ANDREA JANINE SELVEY  
Account No: 4557 0455 3744 1887  
Statement Period: 29 September 2017 to 27 October 2017  
Cardholder Limit: \$3,000

**Transaction record for: MS ANDREA JANINE SELVEY**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
3 Oct 2017	\$58.80	POST DOWERIN LPO ✓ DOWERIN 105220.05					
3 Oct 2017	\$150.00	WBN ✓ NAREMBEEN 17033					74813847275
18 Oct 2017	\$200.00	POST DOWERIN LPO ✓ DOWERIN 105220.05					74617637275
27 Oct 2017	\$443.85	MSFT *E01004NUME ✓ MSBILLINFO 105020.05					74813847290
		RECURRING DIRECT DEBIT.					74798067299
27 Oct 2017	\$9.00	CARD FEE 105020.05					74557047300
Total for this period	\$861.65		Totals				

**Employee declaration**

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

Cardholder signature: 

Date: 7/12/17

300/21/01/M03577/S008928/017651



# **Shire of Dowerin**

## **MINUTES**

### **Finance Committee Meeting**

**11 December 2017 at 3.00pm**

#### **Committee Members**

**Cr D.P. Hudson**

**Cr R.I. Trepp**

**Cr. B.N. Walsh**

#### **Observers**

**Andrea Selvey – CEO**

**Susan Fitchat – Finance and Corporate Services Manager**

**SHIRE OF DOWERIN**

**MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 11 December 2017 at 3.03 pm**

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**1. DECLARATION OF OPENING**

In the absence of a Chair, the Shire President will open the meeting and act as Presiding Member until the election of a Chair.

Cr D. Hudson declared the meeting open at 3.03pm

**2. ATTENDANCE**

**Committee Members**

Cr DP Hudson

Cr RI Trepp

Cr BN Walsh

**Observers**

Andrea Selvey – CEO

Susan Fitchat – Finance and Corporate Services Manager

**4. DISCLOSURE OF INTEREST**

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

**5. CONFIRMATION OF MINUTES**

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**OFFICER RECOMMENDATION – ITEM 5.1**

***THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 20<sup>TH</sup> NOVEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

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**COMMITTEE RECOMMENDATION – ITEM 5.1**

Moved: Cr RI Trepp

Seconded: Cr DO Hudson

Carried: 3/0

***THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 20<sup>TH</sup> NOVEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

***THE COMMITTEE REQUESTED MORE DETAIL OF WA STATE GOVERNMENT DISCOUNT 'S ON THE WATERCORP ACCOUNTS, AND DETAIL OF THE CONTRA'S ON THE PAYMENT LISTINGS:***

***WATERCORP:***

***FINANCE MANAGER REVIEWED OCTOBER ACCOUNTS AND THE CREDITS ALLOCATED FOR WATER USAGE ON THE FOLLOWING ARE FOR:***



**RESERVE LAND, MUSEUM, TENNIS COURT, SWIMMING POOL, BOWLING CLUB, TOURIST BUREAU  
SEWERAGE WORKS, SHIRE OFFICES AND THE SHOWGROUNDS.**

**CONTRA PAYMENTS:**

**ARE REIMBURSED AND ARE COVERED BY INCOME VIA RATES, DEBTOR INVOICING, GRANT  
FUNDING FROM OTHER GOVERNMENT AGENCIES, PAYROLL DEDUCTIONS.**

## **6. PRESENTATIONS**

## **7. FINANCE REPORT**

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### **7.1 FINANCIAL ACTIVITY STATEMENTS – NOVEMBER 2017**

Date:	11 December 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	1. Monthly Financial Activity Statements – November 2017

#### Summary

The financial statements for the period ending 30 November 2017 are presented for the Finance Committee review.

#### Background

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

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

#### Comment

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

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

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

- Capital Acquisitions

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



- Note 1 – Significant Accounting Policies

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

- Note 2 - Explanation of Material Variances

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

- Note 3 - Net Current Funding Position - Statutory Requirement

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

- Note 4 – Cash and Investments

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

- Note 5 – Budget Amendments

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

- Note 6 – Receivables

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

- Note 7 - Cash Backed Reserves

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

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

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

- Note 10 – Grants and Contributions received

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

- Note 11 – Trust Funds

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

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

#### Consultation

At the Finance Committee meeting the Manager Finance and Corporate Services noted the following:

Statement of Finance Activity – (page 3)

- Total income of \$2,178,077 includes 56% rates.
- Total operating expenditure of \$1,807,477 includes 34% wages and salaries.

- Estimate surplus for this YTD period \$1,837,246 - \$1,399,634 = \$497,612  
(this include's an advanced payment for committed general purpose funds)

**Note 3 - Liquidity**

- Net current funding position \$1,825,464
- Current (restricted & unrestricted) \$3,427,050

**Note 12 - Capital assets**

- Capital expenditure year to date is as follow's \$1,182,352

**Note 6 - Refer to Note 3.**

- Receivable Other (General) 90 days+ has been paid.

**Note 2 - Variance Surplus reviewed.**

**Note 8 - Details of disposal of vehicles disclosed in note 8.**

**Note 9 - Borrowing information is disclosed.**

Financial Implications

The budgeted opening funding surplus was predicted to be \$1,134,516 and following the finalisation of the audit of the annual financial statements the actual closing surplus as at 30 June 2017, the result has been increased to \$1,339,634. This increase was due to adjustments required by the auditor to bring settlement funds into account in FY 2017. This adjustment will be considered with the statutory budget review early 2018.

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

Risk Implications

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

Policy Implications

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

Finances have been managed in accordance with these policies.

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

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

**OFFICER RECOMMENDATION – ITEM 7.1**

***THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 NOVEMBER 2017 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.***

**COMMITTEE RECOMMENDATION – ITEM 7.1**

**Moved: Cr DP Hudson   Seconded: Cr RI Trepp   Carried:                      3/0**

***THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 NOVEMBER 2017 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.***

**6.2 ACCOUNTS FOR PAYMENT – 1 NOVEMBER 2017 TO 30 NOVEMBER 2017**

Date: 11 December 2017  
Applicant: Shire of Dowerin  
Location: Dowerin  
File Ref: ADM  
Disclosure of Interest: Nil  
Author: Emma Hardy – Finance Officer  
Senior Officer: Susan Fitchat – Finance and Corporate Services Manager  
Attachments: 2. List of Accounts  
3. Credit Card Summaries

Background

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

Comment

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

The Finance Committee confirmed the sequencing, required further details and queried the following payments:

1. Report on revenue and expenditure for each residential property.  
Response: Will be investigated
2. Report on expenditure for the Short Term Accommodation.  
Response: Information will be included in monthly reports.
3. EFT 5378 – How often is the piano tuned at the town hall? Perhaps only to be done on request.  
Response: Will be investigated and reported to next Finance Committee meeting.

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

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

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

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

**OFFICER RECOMMENDATION – ITEM 7.2**

***THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 NOVEMBER 2017 TO 30 NOVEMBER 2017.***

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**COMMITTEE RECOMMENDATION – ITEM 7.2**

Moved: Cr BN Walsh

Seconded: Cr DP Hudson

Carried: 3/0

***THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 NOVEMBER 2017 TO 30 NOVEMBER 2017.***

**7. QUESTIONS FROM MEMBERS**

Nil

**8. URGENT BUSINESS**

Nil

**9. DATE OF NEXT MEETING**

Date: MONDAY 20<sup>TH</sup> FEBRUARY 2018

Items for next meeting:

**10. CLOSURE OF MEETING**

The presiding member, Cr RI Trepp, closed the meeting at 3.50pm.



## **DOWERIN LOCAL EMERGENCY MANAGEMENT COMMITTEE**

**Minutes (Unconfirmed) of meeting held on  
Wednesday 22 November 2017 at 1.00pm  
Shire of Dowerin, Council Chambers**

### **PRESENT:**

Darrel Hudson	Shire President (Chair)
Andrea Selvey	Shire of Dowerin
Ross Bartley	Dowerin Police Service
Justin Corrigan	DFES Northam – Area Manager
Denise Sutherland	Dowerin St John Ambulance
Lynley Arnott	Dowerin Community Resource Centre
Jo Spadaccini	Department for Child Protection and Family Support – Emergency Services Unit
Ella McDonald	Shire of Wyalkatchem

1. **Welcome:**  
The Shire President opened the meeting at 1.05pm and welcomed all attendees.
2. **Apologies:**  
Ian McCabe – Shire of Wyalkatchem  
Norma Metcalf – Crisis Care Coordinator  
Jarrad Savage – Dowerin Police Service  
Steven Geerdink – Shire of Dowerin  
Barb Garner – Dowerin District High School  
Yvette Grigg – SEMC  
Suzanne Blay – Dowerin Events Management  
Duncan Jones – St John Ambulance

### **3. Minutes of previous meeting:**

*Officers Recommendation: That the minutes of the meeting of the Local Emergency Management Committee held on 16 August 2017 be confirmed as a true and correct record of proceedings.*

Norma Metcalf requested by email dated 13 November that the minutes of the meeting held on 16 August be amended as follows:



"Dale Metcalf attended a presentation for the church in Wongan Hills and suggested that it would be good for Dowerin people to hear it too. Wongan CRC were also impressed, so they were holding another session for the surrounding communities."

Moved: D Sutherland

Seconded: J Corrigan

Carried.

#### **4. Business arising:**

L Arnott provided an update on the Child Protective Behaviours workshop. The visit by Andrea Musulin (Child Protection Co-ordinator) was extremely well received. She spoke to the teachers, carers and aides from 3-6pm and the community members from 7-9pm. Attendance was good but some people who could have benefited from the workshop were not in attendance. People attended from neighbouring communities so it was a good regional activity. The presentation was funded by the Dowerin Shire, Dowerin CRC, Wyalkatchem Shire, Dowerin Events Management, Tin Dog Op Shop, Bendigo Bank and the Anglican Church.

#### **5. Standing items:**

##### **5.1 Agency updates;**

St John: New subcentre plans are excellent – being used as a model for other centres. Pricing being sought now. A couple of new volunteers have joined recently. Looking at getting a second ambulance to allow the centre to do hospital transfers.

DFES: Fire season started. Working with Local Governments and Brigades to ensure everyone is well prepared. Need to do some work on Dowerin's Group Call. Will discuss with Phil Pickering. DFES is currently awaiting the announcement of the restructure. Restructure will take about 18months to 2 years to be implemented so no immediate changes expected.

POLICE: No major concerns from an emergency management perspective.

Dept for Child Protection: Changes to internal structure good for the Department as it gives a much larger staff resource of approx. 7000 people to call upon.

SHIRE: Bush Fire Shed nearly complete. Waiting on connection to services which should be completed in the next week or two.





WYALKATCHEM: Wyalkatchem LEMC meet in October.

## **5.2 Emergency Contacts List update.**

See attached updated list.

## **6. General business:**

### **6.1 Pre-season preparedness/recovery arrangements**

See attached. Noted.

### **6.2 LEMP for the provision of Welfare support**

Northam District and Wheatbelt DESO Report – see attached.  
Jo Spadaccini will work with the Shire to update the Plan.

### **6.3 Joint exercise planning**

Desktop exercise preferred to a practical exercise.

#### **Objectives:**

- To understand regional capacity, resourcing, coordination of logistics.
- To test structures in place.
- To test Local Government capacity in the recovery phase.
- To test business continuity.
- To test the LEMAs.

Prefer a weekday. Late February preferable.

Dowerin happy to host.

Scenario could be a fire out of town.

## **7. General Business:**

Query from J Corrigan regarding the impact of prolonged power outages on Telecommunications. Noted that battery backups seem to be only option but that they deplete after a period of time. Query if Telstra should have some generator backups.



DEMC raised the query some months ago. E McDonald will bring correspondence from the DEMC on this matter to the next LEMC for consideration.

**8. Next meeting:**

Early February 2018 – Date and Time TBC

**9. Close.**

The Shire President closed the meeting at 1.55pm.