



**AGENDA**

**OF MEETING**

**HELD ON**

**19 JULY 2016**

**3.00PM**

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## **1. OPENING, OBITUARIES, VISITORS**

### **1.1 OPENING**

### **1.2 OBITUARIES**

Mr Reginald Bertram

## **2. RECORD OF ATTENDANCE/APOLOGIES**

### **2.1 RECORD OF ATTENDANCE**

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

### **2.2 LEAVE OF ABSENCE**

### **2.3 APOLOGIES**

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

## **4. DECLARATION OF ELECTED MEMBERS**

## **5. PUBLIC QUESTION TIME**

## **6. APPLICATIONS FOR LEAVE OF ABSENCE**

## **7. CONFIRMATION OF MINUTES**

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### **OFFICER RECOMMENDATION – ITEM 7.1**

***THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 21 JUNE 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

**OFFICER RECOMMENDATION – ITEM 7.2**

***THAT THE MINUTES OF THE SPECIAL MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 30 JUNE 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

**9.1 PRESIDENT ANNOUNCEMENTS**

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 OPERATIONS

#### 10.1.1 ANNUAL ELECTORS MEETING MINUTES

Date:	11 July 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	ADM0136
Disclosure of Interest:	Nil
Author:	Andrea Selvey
Attachment:	1. Annual Electors Meeting Minutes

#### Summary

Report recommends Council considers the items raised at the Annual Electors Meeting held on 30 June 2016.

#### Background

Council held its Annual Electors Meeting on Thursday 30 June 2016 with 26 people in attendance. The minutes from that meeting have been included as an attachment. See Attachment One.

In accordance with the section 5.33 (1) of Local Government Act, any decisions made at an electors meetings are to be considered at the next ordinary council meeting. If that is not practicable, they should be considered at the first ordinary council meeting after that meeting or at a special meeting called for that purpose.

#### Comment

At the Annual Electors Meeting held on Thursday 30 June 2016 the Financial Statements for 2014/15, the Auditor's Report, the President's Report and the Annual Report were accepted.

In addition the following motion was put from the floor.

#### ***VOLUNTEER FIRE BRIGADE***

#### ***ELECTORS RESOLUTION***

*Moved: EW Emmott                      Seconded: GB Ralph*

*That the Shire of Dowerin write to the Department of Fire and Emergency Services (DFES) to advise them of the Shire and community preference to have the Volunteer Bush Fire Brigade remain independent from City-based Fire Services.*

*Motion Carried*

#### **NORTHAM SHEEP DOG TRIALS**

Mr LE Ward advised that the Shire of Northam were short of funds to be able to attract the Australian Sheep Dog Trials (the Trials) and requested that Council considers making a \$500 donation to assist in attracting the Trials to Northam.

#### **CARS OBSTRUCTING THE FOOTPATH ON GOLDFIELDS ROAD**

Mrs ME Phillips advised that cars were blocking the footpath on Goldfields Road and causing a hazard for pedestrians and turning vehicles.

The Shire advised the Ranger had visited the house and committed to investigating further.

NB – The Shire contracts Ranger services from the Shire of Wongan Hills. The Shire of Wongan Hills Ranger has resigned in the past couple of weeks and the Shire of Dowerin is in contact with Wongan Hills regarding their replacement Ranger and continued service via this contract arrangement. Once this is confirmed, further action will be taken.

Other questions were asked and answered and various other comments were made that require no response or action from the Shire. Please see attached minutes.

#### Public Consultation

The Annual Electors Meeting was advertised via the Dowerin Despatch, via notices on community notice boards and on the Shire website.

#### Financial Implications

There is no direct financial implication from the Officer's Recommendation. However, should Council choose to support the request to sponsor the Sheepdog Trials, the financial impact of \$500 would need to be accommodated from within the proposed 2016/17 Community Events Budget of \$12,000 and would result in a \$500 reduction in available budget for Dowerin local events.

#### Policy Implications

Nil

#### Statutory Implications

The LOCAL GOVERNMENT ACT 1995 - SECT 5.32 and 5.33 detail the manner in which minutes and decisions of Annual Electors Meetings are to be treated. This process is consistent with statutory requirements.

#### Strategic Implications

Nil

#### Voting Requirements

Simple majority

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#### **OFFICER RECOMMENDATION – ITEM 10.1.1**

**THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO:**

- 1. RECEIVE THE MINUTES OF THE ANNUAL MEETING OF ELECTORS HELD ON THURSDAY 30 JUNE 2016;**
- 2. WRITE TO THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES (DFES) TO ADVISE THEM OF THE SHIRE AND COMMUNITY PREFERENCE TO HAVE THE VOLUNTEER BUSH FIRE BRIGADE REMAIN INDEPENDENT FROM CITY-BASED FIRE SERVICES; AND**



- 3. DIRECT THE CEO TO FURTHER INVESTIGATE THE POTENTIAL SPONSORSHIP OPPORTUNITIES AND BENEFITS ASSOCIATED WITH THE SHEEPDOG TRIALS EVENT AND REPORT BACK TO COUNCIL AT THE ORDINARY MEETING OF COUNCIL IN AUGUST.**

10.1.2 FINANCIAL MANAGEMENT REVIEW

Date:	10 July 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	2. Implementation Plan for actions arising from the Financial Management Review

Summary

This report provides Council with an update on implementation of recommendations from the Dowerin Local Government (Financial Management) Regulations 5(2) Review (the Review) dated 10 March 2016.

Background

At the April Council Meeting Council resolved to accept the Dowerin Local Government (Financial Management) Regulations 5(2) Review (the Review) conducted by R J Back and dated 10 March 2016 and to direct the CEO to report to Council on progress of the Financial Management Review Action Plan at the Ordinary Meeting of Council at quarterly intervals. This report provides Council with that update in accordance with Council's direction.

Comment

The Review included a list of 51 recommendations for improvements that should be made to the current systems employed by the Shire. See Attachment Two for an update against these actions.

Notable updates include the following:

1. Finalisation of the 2014/15 Financial Statements and Annual Report lodged with the Department of Local Government and Communities;
2. Completion and lodgment of the Mid-Year Budget Review within timeframe required by compliance;
3. Implementation of the Moore Stephens Template for financial reporting to Council;
4. Confirmation of the Elected Member Training Program;
5. WALGA site licence for "Introduction to Local Government" purchased and all staff training scheduled for late July.

Other updates are listed in for Council information in Attachment Two.

Some recommendations have a resource implication and an allocation for improving governance and financial management processes are included in the 2016/17 budget for Council consideration as part of the budget process. This includes \$70,000 in the staffing budget allocation for an additional 1.1FTEs (being a Governance Coordinator and an Asset Management Officer); and \$50,000 for Compliance work.

Consultation

The CEO, Finance Manager and Works Manager have worked collaboratively on developing this Action Plan and have consulted with the Department of Local Government and Communities, WALGA and LGIS to ensure the Action Plan is robust and delivering on the required priorities.

Financial Implications

The draft budget for 2016/17 includes \$70,000 in the staffing budget allocation for an additional 1.1FTEs (being a Governance Coordinator and an Asset Management Officer); and \$50,000 for Compliance work.

Policy Implications

Nil

Statutory Implications

Local Government (Financial Management) Regulations 5(2).

Strategic Implications

Proper Financial Management is one of the most important responsibilities of a Council. The Review and the actions arising from the Review establish a process to ensure this responsibility is managed appropriately.

Voting Requirements

Simple Majority

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**OFFICER RECOMMENDATION – ITEM 10.1.2**

***THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO RECEIVE THE UPDATE ON THE IMPLEMENTATION OF ACTIONS ARISING FROM THE SHIRE OF DOWERIN LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 5(2) REVIEW REPORT DATED 10 MARCH 2016.***

10.1.3 FINANCE COMMITTEE & AUDIT COMMITTEE MINUTES & UPDATED TERMS OF REFERENCE

Date:	10 July 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	3. Audit Committee Minutes of Meeting held on 15 June 2016 4. Audit Committee updated Terms of Reference 5. Finance Committee Minutes of Meeting held on 20 June 2016 6. Finance Committee updated Terms of Reference

Summary

This item formally brings the minutes of the Finance Committee held on 20 June 2016 and the Audit Committee held on 15 June 2016 for Council to consider and receive along with updated Terms of Reference for both Committees. See Attachments Three to Six.

Background

The Local Government Act 1995 (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfill its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

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

Comment

On 17 May 2017, Jenni Law, Director of Local Government Regulation and Support from the Department of Local Government and Communities presented to the Finance Committee Meeting. At this meeting Ms Law outlined and clarified the role of a Finance Committee and the role of an Audit Committee. Based on Ms Law's recommendations and advice, the Terms of Reference for the Finance Committee and the Audit Committee were reviewed by the Finance Manager and CEO and presented as a draft for consideration by the Committees – see attached. The updated Terms of Reference for the Audit Committee were endorsed by the Audit Committee at their meeting held on 15 June 2016 and the updated Terms of Reference for the Finance Committee were endorsed by the Finance Committee on 20 June 2016. The updated Terms of Reference for both Committees are now presented for Council's consideration and adoption.

The Audit Committee updated Terms of Reference recommends that Council co-opt a suitably qualified and skilled external representative to the Committee. The Committee made suggestions for people they felt were suitable for this position and requested the CEO make contact with these individuals. People suggested included the CEO from the Shire of Wanneroo (Daniel Simms) and the CEO from the Shire of Northam (Jason Whiteaker). Mr Simms was not able to accept this request;

however Mr Whiteaker has responded that he would be happy to accept this invitation. Mr Whiteaker is an experienced Local Government CEO with a Finance/Corporate Services background.

Consultation

The Shire has consulted with the Department of Local Government and Communities and with WALGA in developing these Terms of Reference.

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

The Local Government Act 1995 (the Act) requires that all local governments establish an audit committee.

Under Section 5.22 of the Local Government Act 1995 the minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation. In accordance with this requirement, the minutes are presented for Council consideration and confirmation.

Strategic Implications

Aligns with the Strategic Community Plan:

- Theme 4 – Local Government Leadership

Voting Requirements

Simple Majority required

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**OFFICER RECOMMENDATION – ITEM 10.1.3**

***THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO:***

- 1. RECEIVE THE MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 15 JUNE 2016;***
- 2. ACCEPT THE AUDIT COMMITTEE RECOMMENDATION AND ADOPT THE UPDATED TERMS OF REFERENCE;***
- 3. ENDORSE MR JASON WHITEAKER, CEO, SHIRE OF NORTHAM AS A MEMBER OF THE AUDIT COMMITTEE;***
- 4. RECEIVE THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 20 JUNE 2016;  
AND***
- 5. ACCEPT THE FINANCE COMMITTEE RECOMMENDATION AND ADOPT THE UPDATED TERMS OF REFERENCE.***

10.1.4 WHEATBELT HERITAGE RAIL PROJECT UPDATE AND VARIATION

Date:	10 July 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	7. Letter of variation with three attachments; and 8. Draft Terms of Reference for the Wheatbelt Heritage Rail Committee

Summary

The Wheatbelt Heritage Rail Project has varied considerably since the agreement for funding was executed in February 2013. The intent of this report is to ensure Council is formally advised of the changes to the scope, timeframe and budget and seeks Council endorsement to submit a letter of variation to the Department of Regional Development.

This report also seeks Council's consideration and endorsement of a Committee to oversee the Wheatbelt Heritage Rail project.

Background

On 1 February 2013, an agreement between the Department of Regional Development and the Shire of Dowerin was executed. This agreement allocated \$1.25million of Country Local Government Fund (CLGF) money towards the Wheatbelt Heritage Rail Project. The CLGF Funding Agreement included a declaration by the Shires of Goomalling, Victoria Plains, Toodyay and Northam that authorized the Shire of Dowerin to "act on behalf of the Regional Group in all matters relating to the Project". The agreement included specific Project Outcomes, Project Timeframe, Main Activities and Milestones and the Project Budget. In acquitting the funding it would be essential for the Shire of Dowerin to demonstrate it has met these requirements. Inability to acquit would damage the Shire's reputation with the Department and is likely to impact our ability to attract future State Government funding.

Comment

Over the past two months it has become clear that the various elements of the project including the budget, timeframe, activities and milestones have all varied significantly but that no variation had been formally reported to Council, members of the Regional Group or the Department of Regional Development. The variations are articulated in detail in the attached draft letter to the Department and attachments to that letter (See Attachment Seven.)

The most significant variations are as follows:

Minnivale and Dowerin rail precinct works: funds for this element of the project have been diverted to the Track Engineering layout and materials;

Goomalling rail precinct works: funds for this element of the project have been diverted to the Track Engineering layout and materials;

The project was initially meant to be delivered by 30 June 2014 with a variation to extend the project completion date to August 2016 approved in April 2016. However, there is some

doubt that this date can be achieved and therefore an extension to December 2016 is requested.

The CEO has met with the Shire of Goomalling CEO to negotiate an agreement in relation to the lack of funds for the Goomalling Rail Precinct works to be carried out within the revised project budget.

While it is normal practice to seek variations with the Department before the funds are used in a manner inconsistent with the funding agreement; under the circumstances the Department has been fairly understanding and is likely to accept a variation retrospectively.

At our request, the Shire's insurers (LGIS) have visited Dowerin and Minnivale, discussed the project with the Project Manager (Chris Le Marshall) and requested a range of information to determine what, if any, impact this project will have on the Shire's insurance premiums. It should be noted that the Shire's insurance currently includes the Minnivale Wheat Bin which has been valued at \$1.9million and adds \$2,269 to the Shire's annual insurance premium.

To ensure appropriate governance and oversight of this project it is recommended that Council establishes a Wheatbelt Heritage Rail Committee. Terms of Reference for this Committee have been drafted in consultation with the Project Manager (CLeM) and are attached for Council's consideration, and if appropriate endorsement.

#### Consultation

In addition to the two meetings with the CEO of the Shire of Goomalling, the exact details of the variation to the project have been formally presented to the AROC CEOs meeting held on Monday 11 July 2016. The CEOs of Goomalling, Northam, Toodyay, Victoria Plains were in attendance and agreed to the variation but a formal report will also need to be presented at the next meeting of AROC Presidents.

#### Financial Implications

The variations to the CLGF funding for the capital phase of the Wheatbelt Heritage Rail Project means that some elements of the project will not be able to be delivered within the current budget allocation.

It is important to communicate to Council that at this stage there is no clear understanding of the operational budget. One of the first and most important responsibilities of the Wheatbelt Heritage Rail Committee will be to oversee the development of an operational plan and accompanying budget that includes all elements of the ongoing delivery of this project.

#### Policy Implications

Nil

#### Statutory Implications

The establishment of Committees is subject to Section 5.8 of the Local Government Act. The Officer's Recommendation is consistent with the statutory requirement under the Act.

#### Strategic Implications

Aligns with the Strategic Community Plan:

- Strategy 2.3.6 – Continue developing the Wheatbelt Heritage Rail Project

Voting Requirements

Part One - Simple Majority

Part Two – Absolute Majority

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**OFFICER RECOMMENDATION – ITEM 10.1.4**

**PART ONE:**

**THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO:**

- A. RECEIVE THE UPDATE ON WHEATBELT HERITAGE RAIL PROJECT; AND**
- B. AUTHORISE THE CEO TO SUBMIT A PROJECT VARIATION TO THE DEPARTMENT OF REGIONAL DEVELOPMENT.**

**PART TWO:**

**THAT COUNCIL BY ABSOLUTE MAJORITY RESOLVES TO:**

- A. ENSURE THE ESTABLISHMENT OF A WHEATBELT HERITAGE RAIL COMMITTEE WITH THE TERMS OF REFERENCE BEING AS PER ATTACHMENT EIGHT;**
- B. APPOINT THE FOLLOWING COUNCILLORS TO THE WHEATBELT HERITAGE RAIL COMMITTEE**
  - a. CR \_\_\_\_\_; AND**
  - b. CR \_\_\_\_\_**



10.1.5 DOWERIN MEMORIAL SWIMMING POOL TENDER

Date: 6 July 2016  
Applicant: The Shire of Dowerin  
Location: N/A  
File Ref:  
Disclosure of Interest: Nil  
Author: Andrea Selvey, CEO

Summary

The Contract between the Shire of Dowerin and Contract Aquatics for the management of the Dowerin Memorial Swimming Pool has expired. This agenda item seeks a Council resolution to advertise seeking tenders from suitably qualified and resourced contractors.

Background

The Dowerin Memorial Swimming Pool has been managed by Contract Aquatic Services under a contract arrangement since at least July 2009. The contract has now expired and the contract has continued for the past three years on a carry-over clause in the original contract. The contract costs the Shire approximately \$65,000 per annum, with some additional expenses for above-contract activities and events. Other costs associated with the swimming pool include \$13,000 for maintenance, \$42,000 for utilities and chemicals and approximately \$56,000 for overheads. The swimming pool has annual revenue of approximately \$5,000 and secured a grant of \$32,000 making the net cost of operating the pool approximately \$150,000 per annum. The opening season for the pool is November to March/April.

Comment

Swimming Pools are highly regulated and high risk operations that require specialist training and knowledge. Therefore it is Management's preference and recommendation to Council that the management and operation of the Swimming Pool is outsourced to a suitably qualified and resourced contractor.

Management recommends that Council endorses advertisements seeking innovative and experienced swimming pool operators to carry out the following:

- Ensure the Pool achieves and maintains legislative compliance with all relevant Acts, Regulations and Local Laws in relation to operating a public swimming pool including but not limited to:
  - The Health Act 1911 (as amended) and all regulations made under it, as amended from time to time;
  - The Health (Aquatic Facilities) Regulations, 2007;
  - Department of Health Code of Practice for the Design, Operation, Management and Maintenance Of Aquatic Facilities;
- Achieve industry best practice in all premises operations;
- Provide high quality service, operation, management and maintenance of the premises; and
- Provide a safe popular, well presented and successful facility;
- Enhance and maximise community utilisation and enjoyment of the Pool and grounds through a diverse mix of activities and services;

- Provide a high level of customer satisfaction in the areas of facility management, presentation, activities and services;
- Continually assess and respond to the needs and desires of the community relating to the activities and services at the facility;
- Ensure prompt response and reporting of any emergency or safety incidents;
- Provide monthly reporting to the Council on operational achievements and requirements during the opening season;
- Provide an end of season report on operational requirements, including cost estimates, for the coming year for consideration as part of the budget process.

It is proposed to offer a three year contract, with an option to extend for two years based on meeting performance. WALGA's Tender/Contract Specialists have provided advice in developing the draft tender on a fee for service basis and they recommend adding a termination clause that allows the Shire to terminate the contract by providing one month's notice (with payment) as a safeguard in case of unexpected circumstances such as asset failure.

Management will assemble a tender assessment panel of the Finance Manager, Works Manager and CEO who will assess the incoming tenders against the following proposed qualitative criteria:

***1. Demonstrated understand of and experience in achieving and maintaining legislative compliance with all relevant Acts, Regulations and Local Laws in relation to operating a public swimming pool including but not limited to:***

***I. The Health Act 1911 (as amended) and all regulations made under it, as amended from time to time;***

***II. The Health (Aquatic Facilities) Regulations, 2007;***

***III. Department of Health Code of Practice for the Design, Operation, Management and Maintenance Of Aquatic Facilities;***

***2. Demonstrated experience in operating similar facilities, communication processes used and resourcing capacity***

***3. Demonstrated understanding of expected service levels and ability and commitment to maintaining or improving service levels;***

***Outline your understanding of expected services levels and your ability and commitment to maintaining or improving service levels and supply details in an attachment.***

#### Consultation

No external community consultation has occurred. Management raised the matter with Councillors at the Budget Workshop on 30 June 2016.

WALGA has provided specialist advice in tender specification and management and LGIS have been contracted to ensure insurance requirements are sufficient.

#### Financial Implications

The current cost of the swimming pool contract is approximately \$65,000 per annum. This amount has been factored into the draft 2016/17 budget which will be presented to Council as part of the budget process.

#### Policy Implications

Council has an adopted Policy with respect to Procurement which stipulates that purchases over \$100,000 require a public tender process and for Council to select and approve the tenderer. While the annual cost for the tender is less than the threshold requiring a tender, as this is expected to be a three to five year contact, the amount exceeds the threshold for which a tender is required. Therefore, the proposed process is compliant with this policy requirement.

Statutory Implications

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

Strategic Implications

*Community Strategic Plan*

Theme 1 Community:

- Objective 1.6 – Provision of high quality infrastructure

Voting Requirements

Simple Majority

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**OFFICER RECOMMENDATION – ITEM 10.1.5**

***THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO AUTHORISE THE CEO TO PUBLICLY ADVERTISE FOR TENDERS FROM SUITABLY QUALIFIED CONTRACTORS FOR THE MANAGEMENT AND OPERATION OF THE DOWERIN MEMORIAL SWIMMING POOL FOR A PERIOD OF THREE YEARS WITH A CLAUSE ALLOWING THE CONTRACT TO BE EXTENDED FOR UP TO TWO YEARS.***

10.1.6 19 COTTRELL STREET AIRCONDITIONING

Date: 11 July 2016  
Applicant: The Shire of Dowerin  
Location: 19 Cottrell Street  
File Ref:  
Disclosure of Interest: Andrea Selvey - CEO  
Author: Emma Hardy – Property Manager

Summary

This report seeks Council direction on the replacement of the reverse cycle, ducted air conditioning system at 19 Cottrell Street.

Background

The air conditioning system at 19 Cottrell Street has had numerous problems over the past five years. CDA Air Conditioning technicians have conducted many repairs to the unit under advice of the previous CEO. It was recently reported by the tenant that the system was not heating up, CDA were called out to investigate however they advised that the system is no longer repairable due to the countless 'patch jobs' completed under instruction from the previous CEO. They have quoted for replacement (see attached).

Comment

As outlined in the *Residential Tenancies Act 1987* Section 42.2.B, "It is a term of every residential tenancy agreement that the lessor must maintain the premises in a reasonable state of repair having regard to its age and character and must conduct any repairs within a reasonable period after the need for the repair arises".

Replacing the unit with a fire place and split system air conditioner was considered as an alternative option, however it was found to be impractical and not cost effective due to the size of the area requiring servicing (approximately \$3000+ for the fire place and \$3000 for each split system- due to its size, the house would require at least 2-3). Any future tenants may also find this unsatisfactory.

Financial Implications

Budget impact of approximately \$11,000. Should Council resolve to accept the Officers Recommendation, this amount will be included in the 2016/17 draft budget and presented to Council as part of the budget process.

Consultation

CDA Air Conditioning

JK Williams

FM

Policy Implications

Nil

Statutory Implications

*Residential Tenancies Act 1987*

*Residential Tenancies Regulations 1989*

Strategic Implications

Nil

Voting Requirements

Absolute Majority

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**OFFICER RECOMMENDATION – ITEM 10.1.6**

***THAT COUNCIL BY ABSOLUTE MAJORITY RESOLVES TO REPLACE THE REVERSE CYLCLE DUCTED AIR CONDITIONING SYSTEM AT 19 COTTRELL STREET AND APPROVES THE AMOUNT OF \$11,000 TO BE INCLUDED IN THE 2016/17 BUDGET.***

#### 10.1.7 INDUSTRIAL LAND DEVELOPMENT

Date:	7 July 2016
Applicant:	The Shire of Dowerin
Location:	Lots 286 and 287 on P19010
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	9. Wheatbelt Development Commission, Business Case, Dowerin Light Industrial Project

#### Summary

This report serves to provide Council with a formal update on the Dowerin Light Industrial Land Development Proposal being progressed by the Wheatbelt Development Commission on behalf of the Shire of Dowerin.

#### Background

The Wheatbelt Regional Investment Blueprint recognises that the Avon Sub-region has growing potential for the development of transport and logistics as well as manufacturing-based business growth with the Avon economy underpinned by agricultural production and an advantageous and strategic location with access to the North and East of the State and proximity to the metropolitan area.

The Avon Sub-Regional Economic Strategy undertaken by the Wheatbelt Development Commission identifies limited capacity in the Avon's supply of project land. This limited supply and recent growth in the State's economy has led to the need for land development. In order to unlock the potential of the Avon Sub-region's diversifying economy, land assembly is required to allow for business location or relocation from the metropolitan area to occur. The Wheatbelt Development Commission aims to address this need by seeking funds from the Growing our South Initiative for the development of industrial blocks in Wheatbelt Towns.

It is envisaged that this initiative will provide transformational catalyst investment to address market failure in the Avon Sub-region.

Further to the confidential update provided to Council in April 2016, due diligence work has partially been completed, and land development experts from Landcorp have confirmed that the Cottrell Street site would be the preferred option for light industrial expansion as it is the least constrained site for development. Additional work will be required to confirm that the land parcel identified in the business case can receive the requisite approvals and that it can be developed in the manner proposed. The land is held by the Crown, and is currently used for parking purposes for the Dowerin Machinery Field Days which runs for three days once a year. The Shire of Dowerin has been provided with a business case that provides detailed information about the proposal and maps – see Attachment Nine.

#### Comment

Light industrial development in Dowerin would give the region the opportunity to diversify its economic base and attract private investment and business growth to the town. Dowerin has a well-established light industry/servicing sector which can be expanded by making more serviced industrial lots available.

There is currently no capacity in the Dowerin light industrial area for new businesses or existing businesses to relocate if they require more land or better facilities. Should the Wheatbelt Development Commission be successful in their Business Case for funding from the Growing our South Initiative, it is proposed that the Landcorp will work with the Shire for the Shire to acquire the land at no cost and that any revenue from sale of the land would be returned to the Shire under the certain conditions that are outlined below:

- The Shire will contribute the land - Landcorp will work with the Shire to minimise costs of land acquisition if land purchase from the Crown is required;
- The Shire must cover any cost over runs over the project budget allocation and contingencies. Landcorp will be available for project management to manage risks of this happening;
- The Shires must invest the money in light industrial land development as specified in the business case;
- Should the Shire decide not to progress at any stage, the funds can be channeled into other projects in the proposal;
- If cost efficiencies are made by using local contractors and shire equipment, then either more lots can be produced, a greater contribution be made to the land purchase costs if required or surplus funds be allocated to other projects in the proposal; and
- The costs proposed for development are conservative and if there are savings, more lots could be developed.

The Wheatbelt Development Commission has advised that it is unlikely that this project will proceed in the 2016/17 financial year. It is anticipated the project, if the business case is successful, will be progressed in either 2017/18 or 2018/19. Further detail including exact costs for Council will be provided as the project is developed. If costs exceed Council's capacity or willingness to proceed, Council can choose to withdraw from the project.

#### Consultation

The Wheatbelt Development Commission advised that they consulted with the former CEO on several occasions. There are no records of broader community consultation on this matter occurring; however the Community Strategic Plan which does include broad community input lists the development of industrial land as a priority.

#### Financial Implications

There are no immediate direct financial costs. The conditions of the application include a stipulation that the Shire must cover any cost over runs, however the Wheatbelt Development Commission has stated that the conditions are for the "worst case scenario" and that they are confident that the planning done by Landcorp includes the appropriate contingencies. They also state that over the whole project there is the capacity to deal with major issues that in the unlikely event they are encountered. It is also noted that Landcorp will be available for project management to manage risks of any cost overruns. Most importantly, Council can chose to withdraw from the project when actual costs become known should it feel costs are beyond the Shire's financial capacity.

#### Policy Implications

Nil

#### Statutory Implications

The site is located within the “Light Industrial” zone in the Shire of Dowerin Local Planning Scheme 2 and the land use table within the Scheme allows for the development of cottage and light industrial; service industry; caretaker’s dwellings; motor vehicle repairs; service stations; service utilities; showrooms; storage; office space; private recreation; transport depots; warehouses; and other minor land uses.

Strategic Implications

*Community Strategic Plan*

Theme 2 Local Economy and Business:

2.1.1 – Increase availability of light industrial land;

Voting Requirements

Simple Majority

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**OFFICER RECOMMENDATION – ITEM 10.1.7**

***THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO:***

- 1. PROVIDE IN-PRINCIPLE SUPPORT FOR THE BUSINESS CASE BY THE WHEATBELT DEVELOPMENT COMMISSION FOR THE FUNDING FROM THE GROWING OUR SOUTH INITIATIVE TO DEVELOP INDUSTRIAL LOTS IN DOWERIN;***
- 2. ACKNOWLEDGE THE CONDITIONS OF THE BUSINESS CASE AS OUTLINED ABOVE; AND***
- 3. DIRECT THE CEO TO:***
  - a. CONDUCT DETAILED STAKEHOLDER ENGAGEMENT ON THE PROPOSAL;***
  - b. SEEK MORE DETAILED COSTINGS FROM THE WHEATBELT DEVELOPMENT COMMISSION; AND***
  - c. BRING UPDATES ON THIS MATTER BEFORE COUNCIL AS MORE DETAIL IS MADE AVAILABLE.***



#### 10.1.8 PUBLIC INTEREST DISCLOSURE POLICY

Date:	10 July 2016
Applicant:	Shire of Dowerin
Location:	NA
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	10. Draft Shire of Dowerin Public Disclosure Policy

#### Summary

This item presents a draft policy relating to Council's position on public interest disclosure for Council's consideration and, if acceptable, adoption.

#### Background

The Public Interest Disclosure Act 2003 (PID Act) provides the legislative framework for the disclosure of information in the public good or interest. The Act also provides protection for individuals who make such disclosures and those who are the subject of disclosures. The Act provides a process for investigation and for relevant action to be taken.

Under the PID Act, the principal executive officer of each public authority is required to prepare and publish internal procedures relating to how their authority will discharge its obligations under the PID Act.

#### Comment

A draft policy has been developed to ensure Council's compliance with the requirements of public authorities under the PID Act. (See Attachment Ten) More importantly, having a clear policy will provide Shire Councillors, the CEO, all staff and contractors with clear direction and understanding of their rights and responsibilities under the PID Act.

#### Consultation

The following agencies have been provided with a copy of the draft policy and invited to provide comment or advice:

- WALGA;
- The Department of Local Government and Communities; and
- The Public Sector Commission (agency with responsibility for arrangements under the Public Interest Disclosure Act 2003 and the Corruption, Crime and Misconduct Act 2003).

#### Financial Implications

Nil

#### Policy Implications

Should Council adopt the Officer Recommendation, this policy will become a formal Shire of Dowerin Policy.

#### Statutory Implications

Section 23 of the PID Act outlines the obligations of principal executive officers of public authorities which include:

- (1) The principal executive officer of a public authority must —
  - (a) designate the occupant of a specified position with the authority as the person responsible for receiving disclosures of public interest information;
  - (b) provide protection from detrimental action or the threat of detrimental action for any employee of the public authority who makes an appropriate disclosure of public interest information;
  - (c) ensure that his or her public authority complies with this Act;
  - (d) ensure that his or her public authority complies with the code established by the Commissioner under section 20;
  - (e) prepare and publish internal procedures relating to the authority's obligations under this Act.

This policy complies with these requirements.

#### Strategic Implications

Aligns with the Strategic Community Plan:

- Objective 4.2 – Strong leadership and governance

#### Voting Requirements

Simple Majority

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#### **OFFICER RECOMMENDATION – ITEM 10.1.8**

***THAT COUNCIL BY SIMPLE MAJORITY RESOLVES TO ADOPT THE SHIRE OF DOWERIN PUBLIC INTEREST DISCLOSURE POLICY.***

## 10.2 FINANCE REPORT

### 10.2.1 FINANCE REPORT – JUNE 2016 MONTHLY STATEMENTS

Date:	13 July 2016
Applicant:	Shire of Dowerin
Location:	NA
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	NA

#### Summary

I present the financial statements for the period 1 July 2015 to 30 June 2016.

#### Background

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

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

#### Reserve Funds

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

#### Consultation

Nil

#### Financial Implications

Nil

#### Policy Implications

Nil

#### Statutory Implications

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

#### Strategic Implications

Nil

#### Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION – ITEM 10.2.1**

***THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT BE RECEIVED.***

**SHIRE OF DOWERIN**

**MONTHLY FINANCIAL REPORT**

**For the Period Ended 30 June 2016**

**LOCAL GOVERNMENT ACT 1995**

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

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Appendix B Detailed Operating Account Schedules

Report Purpose

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 .

Statement of Financial Activity by reporting program

Is presented and shows a surplus as at 30 June 2016 of \$29,688.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

## Shire of Dowerin

### Compilation Report

For the Period Ended 30 June 2016

### Report Purpose

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

### Overview

No matters of significance are noted.

### Statement of Financial Activity by reporting program

Is presented and shows a surplus as at 30 June 2016 of \$29,688.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

### Preparation

Prepared by:	Sonia King
Reviewed by:	
Date prepared:	13-Jul-16

**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**INCLUDING BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 June 2016**

Note	Original Adopted Budget	Current Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance	39,050	144,509	144,509	147,727	3,218	2.23%	□
General Purpose Funding - Rates	1,144,163	1,144,163	1,144,163	1,144,158	(5)	(0.00%)	□
General Purpose Funding - Other	758,730	755,312	755,312	733,146	(22,166)	(2.93%)	□
Law, Order and Public Safety	26,000	25,800	25,800	24,984	(816)	(3.16%)	□
Health	255,022	253,749	253,749	265,870	12,121	4.78%	□
Education and Welfare	94,549	107,560	107,560	101,522	(6,038)	(5.61%)	□
Housing	136,077	125,760	125,760	126,918	1,158	0.92%	□
Community Amenities	217,584	220,986	220,986	223,009	2,023	0.92%	□
Recreation and Culture	49,052	94,781	94,781	91,391	(3,390)	(3.58%)	□
Transport	1,233,174	1,258,662	1,258,662	1,236,347	(22,315)	(1.77%)	□
Economic Services	10,536	10,348	10,348	11,546	1,198	11.58%	□
Other Property and Services	10,000	9,670	9,670	10,434	764	7.90%	□
<b>Total Operating Revenue</b>	<b>3,973,937</b>	<b>4,151,299</b>	<b>4,151,299</b>	<b>4,117,052</b>	<b>(34,247)</b>		□
<b>Operating Expense</b>							□
Governance	(336,666)	(639,766)	(639,766)	(593,138)	46,628	7.29%	□
General Purpose Funding	(91,972)	(96,272)	(96,272)	(94,547)	1,725	1.79%	□
Law, Order and Public Safety	(84,515)	(83,480)	(83,480)	(80,633)	2,847	3.41%	□
Health	(313,334)	(334,971)	(334,971)	(315,565)	19,406	5.79%	□
Education and Welfare	(128,270)	(145,750)	(145,750)	(137,197)	8,553	5.87%	□
Housing	(168,559)	(154,288)	(154,288)	(162,490)	(8,202)	(5.32%)	□
Community Amenities	(311,867)	(322,573)	(322,573)	(311,450)	11,123	3.45%	□
Recreation and Culture	(630,187)	(718,590)	(718,590)	(689,155)	29,435	4.10%	□
Transport	(1,186,627)	(1,083,341)	(1,083,341)	(1,238,248)	(154,907)	(14.30%)	▼
Economic Services	(179,091)	(187,788)	(187,788)	(183,531)	4,257	2.27%	□
Other Property and Services	(4,245)	(29,218)	(29,218)	(44,046)	(14,828)	(50.75%)	▼
<b>Total Operating Expenditure</b>	<b>(3,435,333)</b>	<b>(3,796,037)</b>	<b>(3,796,037)</b>	<b>(3,850,000)</b>	<b>(53,963)</b>		□
<b>Net Operating</b>	<b>538,604</b>	<b>355,262</b>	<b>355,262</b>	<b>267,052</b>			□
<b>Funding Balance Adjustments</b>							□
Add back Depreciation	1,107,536	1,097,269	1,106,437	1,106,437	0	0.00%	□
Adjust (Profit)/Loss on Asset Disposal	(69,044)	(98,122)	(98,464)	(98,464)	0	0.00%	□
Adjust Provisions and Accruals				341	341		□
<b>Net Cash from Operations</b>	<b>1,577,096</b>	<b>1,354,409</b>	<b>1,363,235</b>	<b>1,275,366</b>	<b>(87,869)</b>		□
<b>Capital Revenues</b>							□
Proceeds from Disposal of Assets	302,900	149,859	149,859	149,859	0	0.00%	□
<b>Total Capital Revenues</b>	<b>302,900</b>	<b>149,859</b>	<b>149,859</b>	<b>149,859</b>	<b>0</b>		□
<b>Capital Expenses</b>							□
Land Held for Resale		0	0	0	0		□
Land and Buildings	(337,314)	(400,000)	(400,000)	(211,662)	188,338	47.08%	▲

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Infrastructure - Roads		(1,369,637)	(1,369,637)	(1,369,637)	(1,225,093)	144,544	10.55%	▲
Infrastructure - Parks		0	0	0	0	0		□
Infrastructure - Footpaths		0	0	0	0	0		□
Infrastructure - Drainage		0	0	0	0	0		□
Infrastructure - Signs		0	(600)	(600)	(2,659)	(2,059)	(343.10%)	□
Plant and Equipment		(467,209)	(465,709)	(465,709)	(465,709)	(0)	(0.00%)	□
Furniture and Equipment		(4,865)	(3,500)	(3,500)	(3,500)	0	0.00%	□
<b>Total Capital Expenditure</b>		<b>(2,179,025)</b>	<b>(2,239,446)</b>	<b>(2,239,446)</b>	<b>(1,908,623)</b>	<b>330,823</b>		□
								□
<b>Net Cash from Capital Activities</b>		<b>(1,876,125)</b>	<b>(2,089,587)</b>	<b>(2,089,587)</b>	<b>(1,758,764)</b>	<b>330,823</b>		□
								□
<b>Financing</b>								□
Proceeds from New Debentures		0	0	0	0	0		□
Proceeds from Advances		0	0	0	0	0		□
Self-Supporting Loan Principal		22,272	22,272	22,272	22,272	0	0.00%	□
Transfer from Reserves		62,000	253,601	0	0	0		□
Advances to Community Groups		0	0	0	0	0		□
Repayment of Debentures	4	(81,815)	(81,815)	(81,815)	(81,815)	(0)	(0.00%)	□
Transfer to Reserves		(486,608)	(109,449)	0	0	0		□
<b>Net Cash from Financing Activities</b>		<b>(484,151)</b>	<b>84,609</b>	<b>(59,543)</b>	<b>(59,543)</b>	<b>0</b>		□
								□
<b>Net Operations, Capital and Financing</b>		<b>(783,180)</b>	<b>(650,569)</b>	<b>(785,895)</b>	<b>(542,941)</b>	<b>242,954</b>		□
								□
<b>Opening Funding Surplus(Deficit)</b>	2	783,206	650,595	650,595	572,629	(77,966)	(11.98%)	▼
								□
<b>Closing Funding Surplus(Deficit)</b>	2	<b>26</b>	<b>26</b>	<b>(135,300)</b>	<b>29,688</b>	<b>164,988</b>		□

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

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



**SHIRE OF DOWERIN**  
**STATEMENT OF BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 30 June 2016**

	Adopted Budget	Adopted Budget Amendments (Note 5)	Amended Annual Budget	Amended YTD Budget (a)
	\$	\$	\$	\$
<b>Operating Revenues</b>				
Governance	39,050	105,459	144,509	144,509
General Purpose Funding - Rates	1,144,163	0	1,144,163	1,144,163
General Purpose Funding - Other	758,730	(3,418)	755,312	755,312
Law, Order and Public Safety	26,000	(200)	25,800	25,800
Health	255,022	(1,273)	253,749	253,749
Education and Welfare	94,549	13,011	107,560	107,560
Housing	136,077	(10,317)	125,760	125,760
Community Amenities	217,584	3,402	220,986	220,986
Recreation and Culture	49,052	45,729	94,781	94,781
Transport	1,233,174	25,488	1,258,662	1,258,662
Economic Services	10,536	(188)	10,348	10,348
Other Property and Services	10,000	(330)	9,670	9,670
Total Operating Revenue	3,973,937	177,362	4,151,299	4,151,299
<b>Operating Expense</b>				
Governance	(336,666)	(303,100)	(639,766)	(639,766)
General Purpose Funding	(91,972)	(4,300)	(96,272)	(96,272)
Law, Order and Public Safety	(84,515)	1,035	(83,480)	(83,480)
Health	(313,334)	(21,637)	(334,971)	(334,971)
Education and Welfare	(128,270)	(17,480)	(145,750)	(145,750)
Housing	(168,559)	14,271	(154,288)	(154,288)
Community Amenities	(311,867)	(10,706)	(322,573)	(322,573)
Recreation and Culture	(630,187)	(88,403)	(718,590)	(718,590)
Transport	(1,186,627)	103,286	(1,083,341)	(1,083,341)
Economic Services	(179,091)	(8,697)	(187,788)	(187,788)
Other Property and Services	(4,245)	(24,973)	(29,218)	(29,218)
Total Operating Expenditure	(3,435,333)	(360,704)	(3,796,037)	(3,796,037)
Net Operating	538,604	(183,342)	355,262	355,262
<b>Funding Balance Adjustments</b>				
Add back Depreciation	1,107,536	(10,267)	1,097,269	1,106,437
Adjust (Profit)/Loss on Asset Disposal	(69,044)	(29,078)	(98,122)	(98,464)
Adjust Provisions and Accruals			0	
Net Cash from Operations	1,577,096	(222,687)	1,354,409	1,363,235
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	302,900	(153,041)	149,859	149,859
Total Capital Revenues	302,900	(153,041)	149,859	149,859
<b>Capital Expenses</b>				
Land Held for Resale			0	0

ORDINARY MEETING OF COUNCIL AGENDA – 19 JULY 2016

Land and Buildings	(337,314)	(62,686)	(400,000)	(400,000)
Infrastructure - Roads	(1,369,637)	0	(1,369,637)	(1,369,637)
Infrastructure - Parks	0	0	0	0
Infrastructure - Footpaths	0	0	0	0
Infrastructure - Drainage	0	0	0	0
Infrastructure - Signs	0	(600)	(600)	(600)
Plant and Equipment	(467,209)	1,500	(465,709)	(465,709)
Furniture and Equipment	(4,865)	1,365	(3,500)	(3,500)
<b>Total Capital Expenditure</b>	<b>(2,179,025)</b>	<b>(60,421)</b>	<b>(2,239,446)</b>	<b>(2,239,446)</b>
<b>Net Cash from Capital Activities</b>	<b>(1,876,125)</b>	<b>(213,462)</b>	<b>(2,089,587)</b>	<b>(2,089,587)</b>
<b>Financing</b>				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	22,272	0	22,272	22,272
Transfer from Reserves	62,000	191,601	253,601	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(81,815)	0	(81,815)	(81,815)
Transfer to Reserves	(486,608)	377,159	(109,449)	0
<b>Net Cash from Financing Activities</b>	<b>(484,151)</b>	<b>568,760</b>	<b>84,609</b>	<b>(59,543)</b>
<b>Net Operations, Capital and Financing</b>	<b>(783,180)</b>	<b>132,611</b>	<b>(650,569)</b>	<b>(785,895)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>783,206</b>	<b>(132,611)</b>	650,595	<b>650,595</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>26</b>	<b>0</b>	<b>26</b>	<b>(135,300)</b>

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

**Note 1: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			<b>Refer to Operating Accounts Appendix</b>
Governance	3,218	2.23%			Within acceptable 10% or \$10,000 Variance
General Purpose Funding - Rates	(5)	(0.00%)			Within acceptable 10% or \$10,000 Variance
General Purpose Funding - Other	(22,166)	(2.93%)			Within acceptable 10% or \$10,000 Variance
Law, Order & Public Safety	(816)	(3.16%)			Within acceptable 10% or \$10,000 Variance
Health	12,121	4.78%			Within acceptable 10% or \$10,000 Variance
Education and Welfare	(6,038)	(5.61%)			Within acceptable 10% or \$10,000 Variance
Housing	1,158	0.92%			Within acceptable 10% or \$10,000 Variance
Community Amenities	2,023	0.92%			Within acceptable 10% or \$10,000 Variance
Recreation and Culture	(3,390)	(3.58%)			Within acceptable 10% or \$10,000 Variance
Transport	(22,315)	(1.77%)			Within acceptable 10% or \$10,000 Variance
Economic Services	1,198	11.58%			Within acceptable 10% or \$10,000 Variance
Other Property and Services	764	7.90%			Within acceptable 10% or \$10,000 Variance
<b>Operating Expense</b>					
Governance	46,628	7.29%		Permanent	Remainder of loss to be allocated.
General Purpose Funding	1,725	1.79%			Within acceptable 10% or \$10,000 Variance
Law, Order and Public Safety	2,847	3.41%			Within acceptable 10% or \$10,000 Variance
Health	19,406	5.79%			Within acceptable 10% or \$10,000 Variance
Education and Welfare	8,553	5.87%			Within acceptable 10% or \$10,000 Variance
Housing	(8,202)	(5.32%)			Within acceptable 10% or \$10,000 Variance
Community Amenities	11,123	3.45%			Within acceptable 10% or \$10,000 Variance
Recreation and Culture	29,435	4.10%			Within acceptable 10% or \$10,000 Variance
Transport	(154,907)	(14.30%)	▼	Permanent	Increased expense, however increased claims for works.
Economic Services	4,257	2.27%			Within acceptable 10% or \$10,000 Variance
Other Property and Services	(14,828)	(50.75%)	▼		Under recovery in labour costs.
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	0	0.00%			
<b>Capital Expenses</b>					<b>Refer to Capital Accounts Appendix</b>
Land and Buildings	188,338	47.08%	▲	Timing	Railway Heritage Project costs.
Infrastructure - Roads	144,544	10.55%	▲	Permanent	
Infrastructure - Parks	0				No expenditure anticipated nor budgeted
Infrastructure - Footpaths	0				No expenditure anticipated nor budgeted
Infrastructure - Drainage	0				No expenditure anticipated nor budgeted
Infrastructure - Signs	(2,059)	(343.10%)		Permanent	Unanticipated sign purchases.
Plant and Equipment	(0)	(0.00%)			No expenditure anticipated nor budgeted
Furniture and Equipment	0	0.00%			No expenditure anticipated nor budgeted
<b>Financing</b>					
Loan Principal	(0)	(0.00%)			
<b>Opening Funding Surplus(Deficit)</b>	<b>(77,966)</b>	<b>(11.98%)</b>	▼	Permanent	The Unaudited Financial Statements for 14/15 predict a further reduction in the Brought Forward Surplus. This is due to funds being owed back to Trust Fund and the ATO. This is subject to final Audit

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

**Note 2: NET CURRENT FUNDING POSITION**

Positive=Surplus (Negative=Deficit)				
Note	YTD 30 Jun 2016	Predicted at 30th June 2015	Original Budget 30th June 2016	
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	4	206,305	769,841	855,658
Cash Restricted	4	1,852,476	1,805,192	1,805,192
Receivables - Rates	6	37,332	25,969	25,095
Receivables -Other	6	111,293	79,581	57,248
Interest / ATO Receivable/Trust		(97,097)	(43,604)	46,204
Inventories		(56,332)	20,805	20,805
		2,053,977	2,657,784	2,810,202
<b>Less: Current Liabilities</b>				
Payables		(110,923)	(278,618)	(160,936)
Provisions		(216,320)	(216,320)	(216,319)
		(327,242)	(494,938)	(377,255)
Less: Cash Reserves	7	(1,852,476)	(1,805,192)	(1,805,192)
Plus: Cash Reserves backing Liabilities		155,425	155,425	155,425
Plus: Current Loan in Budget		59,543	59,550	59,543
<b>Net Current Funding Position</b>		<b>89,227</b>	<b>572,629</b>	<b>783,206</b>

**Comments - Net Current Funding Position**

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

**Note 3: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	246,583	0	0	246,583	NAB	At Call
Reserve Bank Account	0.00%	104	899,044	0	899,148	NAB	At Call
Cash Maximiser	0.00%	1,636	0	0	1,636	NAB	At Call
Trust Bank Account	0.00%	0	0	12,481	12,481	NAB	At Call
<b>(b) Term Deposits</b>							
AROC Term Deposit	2.85%	0	0	67,447	67,447	NAB	25-Dec-16
Reserve Term Deposit No 1	2.85%	0	953,432	0	953,432	NAB	30-Dec-16
Reserve Term Deposit No 2	0.00%	0		0	0		
<b>Total</b>		248,322	1,852,476	79,928	2,180,726		

**Comments/Notes - Investments**

This note reflects the actual Bank Balance of the Shires Account with the NAB

Any difference between this balance and those reflected on Note 2 will be due to unrepresented payments and undeposited funds.

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

**4. INFORMATION ON BORROWINGS**

## (a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
<b>Loan 97 - Dowerin Community Club</b>	472,175	0	59,543	59,543	412,632	412,632	20,651	19,065
<b>Loan 98 - Dowerin Events Management SSL</b>	106,130	0	22,272	22,272	83,858	83,858	3,301	3,336
	578,305	0	81,815	81,815	496,490	496,490	23,951	22,401

All debenture repayments were financed by general purpose revenue.

## (b) New Debentures

No new debentures were raised during the reporting period.

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

**Note 5: 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 1 Jul 15	Amount Received	Amount Paid	Closing Balance 30-Jun-16
	\$	\$	\$	\$
HACC - Vehicle Sale	2,025			2,025
Housing Rental Bonds	4,900		(1,240)	3,660
Key Deposits	610			610
Tidy Towns Prize	2,818			2,818
Rec Steering Committee	23,360			23,360
Builders Bonds	10,000			10,000
Yellow Ribbon	247			247
HACC - Fundraising	2,509			2,509
Centenary Park	2,111			2,111
AROC Funds	101,543			101,543
	<b>150,123</b>	<b>0</b>	<b>(1,240)</b>	<b>148,883</b>

As a result of the Forensic Audit and completion of the 14/15 Annual Financial Statements, the municipal fund owes the Trust Fund approximately \$68,955.

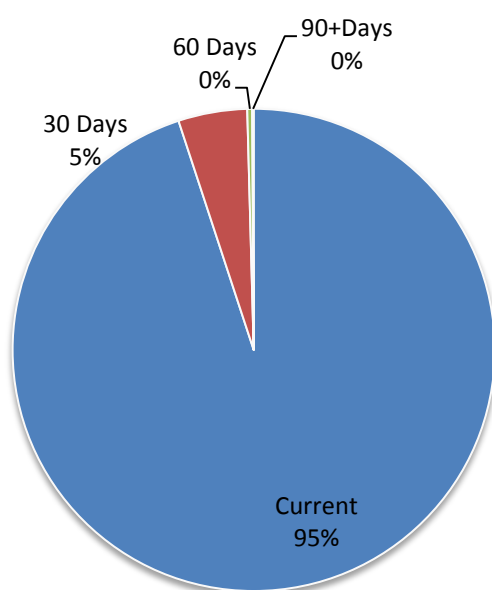
The Opening Balances are subject to final audit.

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

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	77,369	3,765	267	81
<b>Total Receivables General Outstanding</b>				<b><u>81,482</u></b>

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



**Comments/Notes - Receivables General**

- Main Roads Claim
- Football Club
- AROC Contributions



Shire of Dowerin

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

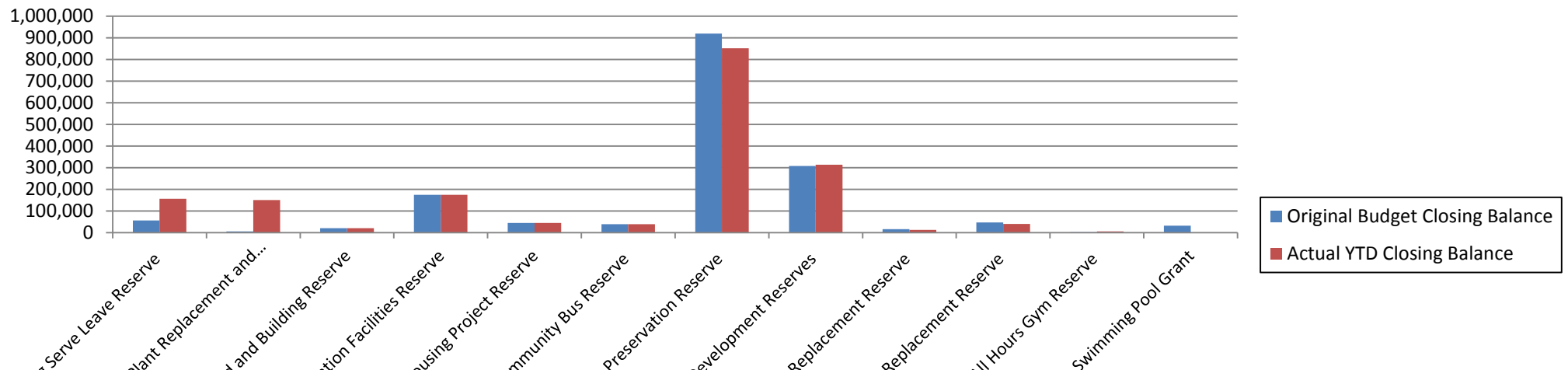
ORDINARY MEETING OF COUNCIL AGENDA – 19 JULY 2016

For the Period Ended 30 June 2016

**Note 7: Cash Backed Reserve**

Transfers to and from Reserves and allocation of Term Deposit Interest yet to be finalized.

2015-16									
Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Long Serve Leave Reserve	155,425	0	0	0	0	(99,384)	0	56,041	155,425
Plant Replacement and Reconditioning Reserve	150,291	0	0	0	0	(145,000)	0	5,291	150,291
Land and Building Reserve	19,966	0	0	0	0	0	0	19,966	19,966
Recreation Facilities Reserve	173,751	0	0	0	0	0	0	173,751	173,751
Community Housing Project Reserve	44,473	0	0	0	0	0	0	44,473	44,473
Community Bus Reserve	39,213	0	0	0	0	0	0	39,213	39,213
Sewerage Asset Preservation Reserve	851,521	0	0	67,872	0	0	0	919,393	851,521
Economic Development Reserves	312,977	0	0	0	0	(5,717)	0	307,260	312,977
Tennis Court Replacement Reserve	12,215	366	0	3,000	0	0	0	15,581	12,215
Bowling Green Replacement Reserve	40,360	1,211	0	5,000	0	0	0	46,571	40,360
All Hours Gym Reserve	5,000	0	0	0	0	(3,500)	0	1,500	5,000
Swimming Pool Grant	0	0	0	32,000	0	0	0	32,000	0
	<b>1,805,192</b>	<b>1,577</b>	<b>0</b>	<b>107,872</b>	<b>0</b>	<b>(253,601)</b>	<b>0</b>	<b>1,661,040</b>	<b>1,805,192</b>



10.2.2 ACCOUNTS FOR PAYMENT – 4 JUNE 2016 – 4 JULY 2016

Date: 13 July 2016  
Applicant: Shire of Dowerin  
Location: NA  
File Ref:  
Disclosure of Interest: Nil  
Author: Emma Hardy and Sonia King  
Attachments: NA

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil

Voting Requirements

Simple Majority

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**OFFICER RECOMMENDATION – ITEM 6.2**

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

**LIST OF ACCOUNTS**  
**04/06/2016 - 04/07/2016**  
**Municipal Account**

**ELECTRONIC PAYMENTS**

Chq/EFT	Date	Name	Description	Amount	Contra
133	08/06/2016	PUMA ENERGY	Monthly fuel usage	-\$ 1,276.70	
134	08/06/2016	SHIRE OF DOWERIN - VISA CARD PAYMENTS	Prescription safety glasses, WHR business name registration, WHR engineering expenses, Balance of invoice from skateboarding clinic, Parking for DLGC meeting, WBN membership 15/16	-\$ 2,450.13	
EFT4052	08/06/2016	ARROW BRONZE	1x niche wall plaque - De Ruiter	-\$ 201.68	\$ 201.68
EFT4053	08/06/2016	AVON WASTE	Rubbish collection	-\$ 2,350.80	\$ 2,350.80
EFT4054	08/06/2016	ALCHEMY TECHNOLOGY	SMS maintenance & support renewal	-\$ 1,859.00	
EFT4055	08/06/2016	CARDNO PTY LTD	Professional services - Bike Plan	-\$ 2,530.00	\$ 2,530.00
EFT4056	08/06/2016	DOWERIN BAKERY AND NEWS	Council refreshments and newspapers	-\$ 74.34	
EFT4057	08/06/2016	DAKAR RISK MANAGEMENT SERVICES	Risk management workshop	-\$ 1,650.00	
EFT4058	08/06/2016	DOWERIN ROADHOUSE	Council refreshments and April Meals on Wheels	-\$ 118.00	
EFT4059	08/06/2016	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL Quarter 4 contribution	-\$ 3,903.20	
EFT4060	08/06/2016	A.J. MARSH	Realignment application - Sewell	-\$ 2,200.00	
EFT4061	08/06/2016	NAVSDRON PTY LTD	Mid year budget review	-\$ 3,850.00	
EFT4062	13/06/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-\$ 14,973.00	
EFT4063	27/06/2016	JC NELSON & EJ HARDY	3/13 STACY STREET BOND REFUND	-\$ 440.00	\$ 440.00
EFT4064	27/06/2016	LYN ABBOTT	Rent refund (4 days)	-\$ 57.14	\$ 57.14
EFT4065	27/06/2016	BOEKEMAN MACHINERY	1x fuel cap and other parts	-\$ 372.92	
EFT4066	27/06/2016	BITUTEK PTY LTD	Re-seal Dowerin-Kalannie Road	-\$ 83,601.38	\$ 83,601.38
EFT4067	27/06/2016	CUTTING EDGES PTY LTD	Grader blades (3) & wedges (20)	-\$ 493.07	
EFT4068	27/06/2016	CDA AIR CONDITIONING & REFRIGERATION	Repairs to air conditioning unit - DCC	-\$ 628.00	
EFT4069	27/06/2016	DOWERIN IGA EXPRESS	Coffee and council refreshments	-\$ 113.87	
EFT4070	27/06/2016	DOWERIN ENGINEERING WORKS	Hydraulic repairs (D004) and crane lift (D008)	-\$ 299.90	
EFT4071	27/06/2016	DUN DIRECT PTY LTD	10000L Diesel	-\$ 11,048.95	
EFT4072	27/06/2016	DOWERIN COMMUNITY RESOURCE CENTRE	Quarterly library payments 01/04/16 - 30/06/16	-\$ 1,280.00	
EFT4073	27/06/2016	DOWERIN TYRE AND EXHAUST	1 new steer tyre (D005), 4x new tyres (D07)	-\$ 1,435.00	
EFT4074	27/06/2016	DOWERIN & DISTRICTS FARM SHED	Boots	-\$ 164.00	
EFT4075	27/06/2016	DOWERIN ROADHOUSE	April & May Meals on Wheels	-\$ 620.00	
EFT4076	27/06/2016	ELDERS LIMITED	Enviro drum of round up	-\$ 735.00	
EFT4077	27/06/2016	FIRE & SAFETY	Balance of \$0.10 from May invoice	-\$ 0.10	
EFT4078	27/06/2016	Cr Hudson	Council Meetings Fee (5) - Jan, Feb, April, May, June	-\$ 925.00	
EFT4079	27/06/2016	JK WILLIAMS & CO	Concrete, welding rods, castors, dektite, silicone, batteries, hose nozzles & retic, secateurs, chain, spray paint, nuts & bolts	-\$ 913.28	
EFT4080	27/06/2016	Cr Jones	Council Meetings Fee (7) Jan, Feb, Mar, Mar, Apr, May, Jun	-\$ 1,295.00	
EFT4081	27/06/2016	JOELECTRICS	Install powerpoint for new hot water system - 18 O'Loghlen	-\$ 384.56	

ORDINARY MEETING OF COUNCIL AGENDA – 19 JULY 2016

EFT4082	27/06/2016	JASON SIGNMAKERS	Reduce speed, traffic hazard, children crossing, directional sign, Dowerin Community Club, street sign	-\$	900.63	
EFT4083	27/06/2016	Local Government Appointments	Temporary rates officer salary & travel reimbursement	-\$	1,442.93	
EFT4084	27/06/2016	Cr Metcalf	Council meetings fee (6) Feb, Mar, Mar, Apr, May, Jun	-\$	1,110.00	
EFT4085	27/06/2016	Cr Metcalf	Council Meetings Fee (7) Jan, Feb, Mar, Mar, Apr, May, Jun, + half of annual President Allowance	-\$	3,250.00	
EFT4086	27/06/2016	IXOM OPERATIONS PTY LTD	Chlorine service fee 01/05-31/05/16	-\$	42.28	
EFT4087	27/06/2016	PERFECT COMPUTER SOLUTIONS	Assist with setting up internet service to ADSL2+	-\$	212.50	
EFT4088	27/06/2016	5Rivers Plumbing & Gas	Fix gas leak	-\$	264.82	
EFT4089	27/06/2016	R B MOTORS PTY LTD	30000km service	-\$	478.15	
EFT4090	27/06/2016	Cr Ralph	Council Meetings Fee (7) Jan, Feb, Mar, Mar, Apr, May, Jun + Deputy President Allowance	-\$	1,670.00	
EFT4091	27/06/2016	Cr Trepp	Council Meetings Fee (7) Jan, Feb, Mar, Mar, Apr, May, Jun	-\$	1,295.00	
EFT4092	27/06/2016	RALPH THAXTER	Replace fuel pump D07, Repair fuel pump and service D013	-\$	1,372.58	
EFT4093	27/06/2016	WA LOCAL GOVERNMENT ASSOCIATION	Online Learning Site license Intro to Local Government" for staff training"	-\$	825.00	
EFT4094	27/06/2016	Cr Walsh	Council meetings fee (5) Jan, Feb, Mar, Apr, Jun	-\$	925.00	
EFT4095	27/06/2016	MD & RC WINDSOR	Clean out gutters & assess mouldy eaves at 18 Anderson St, Assess leaking window seals 13 Maisey St	-\$	264.00	
EFT4096	27/06/2016	WESTRAC EQUIPMENT	Repairs to hydraulic system	-\$	2,988.37	
EFT4097	27/06/2016	REBECCA WINDSOR	Gym induction x 1	-\$	20.00	
EFT4098	27/06/2016	LYN ABBOTT	UNIT C/11 HILDA STREET BOND REFUND	-\$	320.00	\$ 320.00
EFT4099	29/06/2016	DOWERIN ENGINEERING WORKS	Supply and install ramp at the pool with stainless steel handrail - AFCG	-\$	24,141.02	\$24,141.02
<b>Total</b>				-\$	183,766.30	\$ 113,642.02

**CHEQUE PAYMENTS**

Chq/EFT	Date	Name	Description	Amount	Contra	
432	27/06/2016	SHIRE OF DOWERIN	BOND REFUND - CARPET CLEANING	-\$	154.00	\$ 154.00
2051	08/06/2016	Tin Dog Op Shop	Crockery and kitchen supplies for Unit 1/18 Memorial Ave	-\$	9.50	
2052	08/06/2016	PETTY CASH - HACC	HACC petty cash - Vacuum bags, refreshments, volunteer transport	-\$	292.15	
10184	08/06/2016	RACHEL BUCK	Electricity - Reimbursement for Emergency Tower	-\$	164.39	
10185	08/06/2016	COURIER AUSTRALIA	Freight - signs & hard drive disc	-\$	80.90	
10186	08/06/2016	SYNERGY	Electricity usage	-\$	1,115.70	
10187	08/06/2016	TELSTRA	Telephone usage	-\$	191.50	
10188	08/06/2016	WATER CORPORATION	Water usage	-\$	37.68	
10189	27/06/2016	COURIER AUSTRALIA	Library freight	-\$	94.36	
10190	27/06/2016	Cr Coote	Council Meeting Fees (7) Jan, Feb, Mar, Mar, Apr, May, Jun	-\$	1,295.00	
10192	27/06/2016	M JOHNSON DESIGNS	Office design fee deposit	-\$	500.00	
10193	27/06/2016	SYNERGY	Electricity Usage	-\$	2,095.75	
10194	27/06/2016	TELSTRA	Telephone usage - Mobiles	-\$	330.19	
10195	27/06/2016	WATER CORPORATION	Water usage	-\$	6,116.00	

ORDINARY MEETING OF COUNCIL AGENDA – 19 JULY 2016

10196	27/06/2016	WESTNET PTY LTD	Internet charges	-\$ 17.76	
<b>Total</b>				-\$ 12,494.88	\$ 154.00

**SUPER PAYMENTS**

Chq/EFT	Date	Name	Description	Amount	Contra
DD9162.1	15/06/2016	WA SUPER	Payroll deductions	-\$ 2,858.07	
DD9162.2	15/06/2016	CONCEPT ONE SUPER	Superannuation contributions	-\$ 20.09	
DD9162.3	15/06/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$ 14.78	
DD9162.4	15/06/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$ 58.86	
DD9162.5	15/06/2016	Australian Super	Superannuation contributions	-\$ 336.21	
DD9162.6	15/06/2016	AMP Life Limited	Superannuation contributions	-\$ 267.70	
DD9162.7	15/06/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-\$ 489.99	
DD9162.8	15/06/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$ 93.37	
DD9162.9	15/06/2016	CBUS	Superannuation contributions	-\$ 161.70	
DD9173.1	29/06/2016	WA SUPER	Payroll deductions	-\$ 2,852.54	
DD9173.2	29/06/2016	CONCEPT ONE SUPER	Superannuation contributions	-\$ 21.21	
DD9173.3	29/06/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$ 19.71	
DD9173.4	29/06/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$ 77.12	
DD9173.5	29/06/2016	Australian Super	Superannuation contributions	-\$ 336.20	
DD9173.6	29/06/2016	AMP Life Limited	Superannuation contributions	-\$ 267.70	
DD9173.7	29/06/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-\$ 464.35	
DD9173.8	29/06/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$ 93.37	
DD9173.9	29/06/2016	CBUS	Superannuation contributions	-\$ 167.51	
DD9162.10	15/06/2016	PRIME SUPER	Superannuation contributions	-\$ 167.94	
DD9162.11	15/06/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$ 164.66	
DD9162.12	15/06/2016	HOSTPLUS	Superannuation contributions	-\$ 86.61	
DD9162.13	15/06/2016	CHILDCARE SUPER	Superannuation contributions	-\$ 108.47	
DD9173.10	29/06/2016	PRIME SUPER	Superannuation contributions	-\$ 167.94	
DD9173.11	29/06/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$ 180.83	
DD9173.12	29/06/2016	HOSTPLUS	Superannuation contributions	-\$ 86.61	
DD9173.13	29/06/2016	CHILDCARE SUPER	Superannuation contributions	-\$ 101.33	
<b>Total</b>				-\$ 9,664.87	

**PAYROLL PAYMENTS**

	Date	Name	Description	Amount	Contra
Pays1506	15/06/2016	Payroll Direct Debit of Net Pays	Payroll 15/06/2016	-\$ 40,901.43	
Pays2906	29/06/2016	Payroll Direct Debit of Net Pays	Payroll 29/06/2016	-\$ 42,472.85	
<b>Total</b>				-\$ 83,374.28	

**MUNICIPAL TOTALS**

	Amount	Contra
EFT TRANSACTIONS	-\$ 183,766.30	\$ 113,642.02
CHEQUES	-\$ 12,494.88	\$ 154.00
SUPER PAYMENTS	-\$ 9,664.87	
PAYROLL PAYMENTS	-\$ 83,374.28	
<b>TOTAL</b>	<b>-\$ 289,300.33</b>	<b>\$ 113,796.02</b>

**OFFICER RECOMMENDATION – ITEM 10.2.2**

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



Statement for  
**NAB Business Visa**  
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 13 10 12 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

DOWERIN SHIRE  
PO BOX 111  
DOWERIN WA 6461



Statement Period 30 March 2016 to 28 April 2016  
Company Account No: 4557 0498 0002 7159  
Facility Limit: \$16,000

**Your Account Summary**



Balance from previous statement	\$28.68 DR
Payments and other credits	\$28.68 CR
Purchases, cash advances and other debits	\$2,432.13 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$2,450.13 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$2,450.13 WILL BE CHARGED TO ACCOUNT 000086608- 0000480807363 ON 04/05/2016 AS PER OUR AGREEMENT.**

11921/01/M/SC0078171015633

see reverse for transaction details

**NAB VISA Card Reconciliation**

**April Statement**

Cardholder Name:

Card Number:

Prepared By:

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

Date	Receipt	Order Number	GL Account	Details	GST	
19.04.2016	Y	10817	176720.05	Prescription Safety Glasses (Maxwell)	\$ 11.56	\$
	n/a	n/a	105020.05	Card Fee	-	\$
<b>Total</b>					<b>\$ 11.56</b>	<b>\$</b>

**Employee Declaration**

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

Cardholder Signature:

Date:

Checked By:  **CEO**

**Finance Manager**





**NAB VISA Card Reconciliation**

April Statement

Cardholder Name:   
 Card Number:   
 Prepared By:

**Account Summary**

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

Date	Receipt	Order Number	GL Account	Details	GST	Amount
07.04.2016	Y	10957	171440.05	WHR - Business Name Registration	\$ -	\$
12.04.2016	Y	10680	H807.001.595	WHR - Track Expenses	\$ 80.92	\$
13.04.2016	Y	10813	136420.05	Balance of Skateboarding Clinic	\$ 54.55	\$
20.04.2016	Y	10968	104120.05	Raine Square City Parking	\$ 1.91	\$
22.04.2016	Y	10980	103020.05	WBN 2015/16 Membership	\$ -	\$
	N/A	N/A	105020.05	Card Fee	\$ -	\$
<b>Total</b>					<b>\$ 137.38</b>	<b>\$</b>

**Employee Declaration**

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

Cardholder Signature:

Date:

Checked By:

CEO

Works Manager

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

**12. ELECTED MEMBERS MOTIONS**

**13. CONFIDENTIAL ITEMS**

**14. CLOSURE OF MEETING**

## SHIRE OF DOWERIN



**Minutes of the Annual General Meeting of Electors  
held at the Dowerin Town Hall  
on Thursday 30 June 2016**

**NOTE: The Chief Executive Officer has approved these minutes as UNCONFIRMED for the purpose of distribution. They will remain UNCONFIRMED until the next Annual General Meeting of Electors when they will be considered, amended if and as necessary, and then confirmed.**

**Confirmed for distribution only:**

**A Selvey  
Chief Executive Officer  
15 July 2016**

## **1. OPENING OF MEETING**

The President declared the meeting open at 7.30pm and extended a welcome to all attending.

## **2. PRESENT:**

Cr DE Metcalf	President	Town Ward
Cr GB Ralph	Deputy President	Rural South Ward
Cr TA Jones		Rural North Ward
Cr RI Trepp		Rural South Ward
Cr AJ Metcalf		Town Ward
Cr BN Walsh		Town Ward
Cr DP Hudson		Town Ward
Ms AJ Selvey		Chief Executive Officer
Mr SF Geerdink		Works Manager
Mr RJ Back		Forensic Auditor

## **ELECTORS**

Mrs DG Condo  
Mrs PD Lambert  
Mrs EL Richards  
Mrs W Emmott  
Mr EW Emmott  
Mrs ME Phillips  
Ms KA Spark  
Mr PJ Spark  
Mr CJ Meakins  
Mrs F Anderson

Mr LE Ward  
Mr MN Anderson  
Mrs W Flavel  
Mr V Clifford  
Mrs PA Woods  
Mrs NM Metcalf

3. **APOLOGIES**

Cr WE Coote

4. **CONFIRMATION OF MINUTES**

Moved: EW Emmott      Seconded:      M Phillips

**That the Minutes of the previous Electors Meeting held on 16 December 2014, be confirmed as a true and correct record of the meeting proceedings.**

Carried

5. **BUSINESS ARISING**

- o Nil.

6. **RECEIVAL AND ADOPTION OF 2014-2015 FINANCIAL STATEMENTS**

The President presented the Shire of Dowerin 2014-15 Financial Statements.

Mr RJ Back, the Forensic Auditor engaged by the Shire of Dowerin presented on the Forensic Audit.

**ELECTORS RESOLUTION**

Moved: DP Hudson      Seconded: EW Emmott

**That the 2014-15 Financial Statements be received.**

Motion Carried

7. **RECEIVAL AND ADOPTION OF 2014-2015 AUDITORS REPORT**

The Auditors Report was read out.

**ELECTORS RESOLUTION**

Moved: EW Emmott      Seconded: F Anderson

**That the Auditors Report be received.**

Motion Carried

8. **RECEIVAL AND ADOPTION OF 2014-2015 PRESIDENT'S REPORT**

The President presented the Shire of Dowerin 2014-15 President's Report.

**ELECTORS RESOLUTION**

Moved: EW Emmott

Seconded: M Phillips

**That the 2014-15 President's Report be received.**

Motion Carried

9. **RECEIVAL AND ADOPTION OF 2014-2015 ANNUAL REPORT**

**ELECTORS RESOLUTION**

Moved: P Woods

Seconded: EW Emmott

**That the Shire of Dowerin 2014-15 Annual Report be received.**

Motion Carried

10. **QUESTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN**

Nil

11. **GENERAL BUSINESS**

**VOLUNTEER FIRE BRIGADE.**

**ELECTORS RESOLUTION**

Moved: EW Emmott

Seconded: GB Ralph

That the Shire of Dowerin writes to the Department of Fire and Emergency Services (DFES) to advise them of the Shire and community preference to have the Volunteer Bush Fire Brigade remain independent from City-based Fire Services.

Motion Carried

**SHORT TERM ACCOMMODATION PROJECT**

Ms KA Sparks, Mr PJ Sparks and Mr CJ Meakins questioned the Council and CEO in relation to the viability of the Short Term Accommodation Project and raised concerns that the project is not viable. They also raised concerns with the lack of consultation with businesses that could be impacted by the project.

The Shire President advised that appropriate consultation was carried in developing the Strategic Community Plan and that the Short Term Accommodation Project was raised as a high priority by the community.

**NORTHAM SHEEP DOG TRIALS**

Mr LE Ward advised that the Shire of Northam were short of funds to be able to attract the Australian Sheep Dog Trials (the Trials) and requested that Council considers making a \$500 donation to assist in attracting the Trials to Northam.

**FOOTPATH OBSTRUCTION DUE TO WATER CORPORATE WORK ON GOLDFIELDS ROAD**

Mrs ME Phillips asked why the footpath was still obstructed from works carried out by Water Corp. The Shire Works Manager responded that the Water Corp had requested that the work be postponed until further notice.

**CARS OBSTRUCTING THE FOOTPATH ON GOLDFIELDS ROAD**

Mrs ME Phillips advised that cars were blocking the footpath on Goldfields Road and causing a hazard for pedestrians and turning vehicles. The Shire advised the Ranger had visited the house and committed to investigating further.

**SUPPORTING LOCAL BUSINESSES**

Mrs M Phillips reminded the meeting of the importance to shop locally and support local businesses.

**THANKS TO THE SHIRE OF DOWERIN**

Mr EW Emmott moved a vote of thanks to the Shire of Dowerin for the work they had carried out in the past year acknowledging the inside staff for their work over what must have been a difficult year.

**12. CLOSURE OF MEETING**

There being no further business Cr DE Metcalf (President) declared the meeting closed at 9.55pm.

**MINUTES OF THE ELECTORS MEETING HELD ON 30 JUNE 2016 WERE RECEIVED AT THE 19 JULY 2016 COUNCIL MEETING.**

.....  
PRESIDENT

.....  
DATE

1 FINANCIAL SYSTEMS							
ITEM NUMBER	PRIORITY	ITEM	ACTION	TIMEFRAME	COST	STATUS	COMMENT
1.1	HIGH	Staff training and mentoring	Staff training program	8-Apr-16	10000	Ongoing	5 June 16 - Online training for WALGA intro to the Local Govt Act purchased with date for all staff to complete online module together. Introductions to Northam to arrange staff PD swaps. Training program being developed in one on one meetings with staff. Training/mentoring commenced. 13/04 LGIS can provide some resilience training and team building training.
1.2	HIGH	Bank Reconciliation undertaken and process in ITVision utilised	Develop and implement a process for monthly Bank Reconciliations to be undertaken, reviewed, certified and signed by senior officers. Get quotes from ITVision to set up and include in 2016/17 process for council consideration	1-Jul-16	2000TBC	Not started	ITVision requested to remove incorrect data in bank reconciliation program to coincide with training. Staff training in correct bank reconciliations process scheduled for August.
1.3	HIGH	Processing of all payments via the creditors system.	All Payments (including credit card and direct debits) be processed through creditors system.	Completed	-	Completed	Procedure developed and implemented
1.4	HIGH	Monthly financial reports	Monthly financial reports to be upgraded to the Moore Stephens model.	30-May-16	2000	Completed	30 May 2016 - Moore Stephens core template for compliance introduced at 17 May Council meeting. SK to attend training with Moore Stephens at next opportunity to investigate additional reporting options.
1.5	MEDIUM	Electronic purchase orders implemented	Electronic purchase order module be used.	15-Aug	TBC	In progress	ITVision electronic purchase order module has been purchased. Megan Shirt to train staff in mid August.
1.6	HIGH	Trust fund accounts	Correct and process trust fund accounts via Synergy Soft	15-Aug		In progress	1 July Northam Shire to take over AROC trust fund in new financial year. Staff training in process Trust Fund transactions
1.7	MEDIUM	Annual reports - staff training	See staff training program at 1.1	15-Aug		In progress	
1.8	LOW	Loan Module	Set up loan module in Synergy Soft	15-Aug		In progress	Loan module set up - staff training to use module scheduled for mid August
2 ICT SYSTEMS							
ITEM NUMBER	PRIORITY	ITEM	ACTION	TIMEFRAME	COST	STATUS	COMMENT
2.1	HIGH	Upgrade Server and MSOffice	Develop a PAM to determine ICT (Hardware and Software) requirements and replacement schedule (note Server replaced in Dec 2014 and upgraded in 2015)	1-Jul-16	TBC	In progress	7 July - Meeting with City of Nedlands to review services they can provide. Quote from Market Creations received to assess Cloud based model. 30 May 16 - PAM Completed. New server or Cloud being considered in 2016/17 budget process. PCS working on PAM - Quotes will be sought in implementing the PAM and appropriate budget allocation sought via 2016/17 Budget process.



2.2	HIGH	Upgrade Internet	Upgrade from ADSL1 to ADSL2+	30-Apr-16		Completed	30 May 2016 - Completed. Quotes being sourced from Internet Providers
2.3	HIGH	Review keyword system for F Drive	Complete review of keywords used to replace with corporate keywords rather than individual staff names	Jan-17	Feb-16	Not started	30 June - Incorporated into Governance Coordinator position. Current staffing levels not sufficient to implement. Review HR capacity and capability to undertake this task as part of review of structure
<b>3 POLICIES AND PROCEDURES</b>							
<b>ITEM NUMBER</b>	<b>PRIORITY</b>	<b>ITEM</b>	<b>ACTION</b>	<b>TIMEFRAME</b>	<b>COST</b>	<b>STATUS</b>	
3.1	HIGH	Council policies	Review all Council policies	Mar-17		In progress	Commenced, however current HR capacity and capability insufficient to progress this task in a timely manner. Considered as part of review of structure and will be incorporated into Governance Coordinator position
3.2	HIGH	Delegations	Review all delegations and take reviewed register to Council for formal consideration and adoption			In progress	Commenced, however current HR capacity and capability insufficient to progress this task in a timely manner. Considered as part of review of structure and will be incorporated into Governance Coordinator position
3.3	MEDIUM	Disbursement of funds	Develop and document procedures for all accounting practices and processes			Scheduled	7 July - review commenced by staff - however with very slow progress. LGIS Reg 17 Review scheduled for Sept 6 & as part of the RM Framework - complementary service from LGIS as part of the LGIS Business Continuity Advisory Service offered. This will provide a foundation for new Governance Position to build upon.
3.4	HIGH	Cash handling	Develop procedures for cash handling	Jul-16		Process and procedures under review	
3.5	MEDIUM	Asset Management Plans and procedures	Develop procedures as part of asset management plans	Dec-16		In progress	30 June -NAF Workshop and Assessment completed. Action plan in place and being progressed. Works Tools being utilised for works planning. New positions (Manager Assets and Works and Asset and Risk Officer) being proposed to Council as part of restructure. Some assistance in the form of mentoring from the DLGC confirmed on 8 April.
3.4	HIGH	Audit reporting to the Department	Ensure appropriate reporting by the Auditor to the Department			Completed	Auditor advised of this compliance requirement on the Auditor - not Shire responsibility
<b>4 PAYMENT PROCEDURES</b>							
<b>ITEM NUMBER</b>	<b>PRIORITY</b>	<b>ITEM</b>	<b>ACTION</b>	<b>TIMEFRAME</b>	<b>COST</b>	<b>STATUS</b>	
4.1	LOW	Fund Accounts	Investigate merging three accounts into one for reporting in SynergySoft	Jun-17	2000	Not started	Discussed with Megan Shirt - low priority. Further investigation to be conducted and determined if necessary.
4.2	LOW	Direct Debt	Investigate offering ratepayers direct debt as a less labour intensive process for staff and to ensure regular payments are made.	Jul-17			Low priority. Implement when resources permit.

4.3	HIGH	Direct Credit reports	Develop and implement process for reports to be signed by authorising staff	Completed	Completed	Procedures reviewed and updated. Ongoing review as part of monthly internal control.
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#### 5 PAYMENTS REPORTING

ITEM NUMBER	PRIORITY	ITEM	ACTION	TIMEFRAME	COST	STATUS	
5.1	HIGH	Cheque and dollar reconciliations	Sequences included in list presented to Council	May-16		Completed	Implemented
5.2	HIGH	Certification of payments	Certification signed by preparer and supervisor included in list presented to Council	May-16		Completed	Implemented

#### 6 FINANCIAL REPORTS

ITEM NUMBER	PRIORITY	ITEM	ACTION	TIMEFRAME	COST	STATUS	
6.1	HIGH	Monthly reports	Implement Moore Stephens template and review process for determining materiality level annually	May-16		Completed	Duplicate - See Item 1.4 above
6.2	HIGH	Annual Financial Reports	Complete 2014/15 Annual reports asap	7-May	4500	Completed	Audit report received by Council on 21 June and presented to Annual Electors Meeting on 30 June and has been lodged with the DLGC.
6.3	HIGH	Mid Year Budget Review	Ensure compliance with legislation to complete review by end April.	19-Apr		Completed	30 April - Completed and submitted to the Dept on time to achieve compliance. Underway with aim to present to Council on 19 April at Council Meeting

#### 7 SYSTEMS REVIEW - INTERNAL CONTROLS

ITEM NUMBER	PRIORITY	ITEM	ACTION	TIMEFRAME	COST	STATUS	
7.1	HIGH	Procedures for Rating System	Develop, document and implement procedures for reconciliations and end of month reporting	Dec-16		Not started	Some procedures in place. Review of all procedures underway to ensure currency and creating a central database. New governance coordinator will have records management as a key priority.
7.2	HIGH	Procedures for Creditor Payment System	Develop, document and implement procedures for reconciliations and end of month reporting	Dec-16		Not started	Review HR capacity and capability to undertake this task as part of review of structure
7.3	HIGH	Procedures for Debtors System	Develop, document and implement procedures for reconciliations and end of month reporting	Dec-16		Not started	Review HR capacity and capability to undertake this task as part of review of structure
7.4	HIGH	Procedures for Cash Receipting System	Develop, document and implement procedures for banking ensuring review by Senior Officer	May-16		Completed	Procedure developed
7.5	HIGH	Procedures for Payroll System	Develop, document and implement procedures for fortnightly audit of payroll system	May-16		Underway	Procedure being following - requires documentation
7.6	HIGH	Payroll System	Review on-cost charge process in payroll parameters	May-16		Underway	Review carried out as part of setting the 2016/17 budget. Monitor and review in September 2016

#### 8 COMPLIANCE WITH STATUTORY REQUIREMENTS

ITEM NUMBER	PRIORITY	ITEM	ACTION	TIMEFRAME	COST	STATUS	
8.1	HIGH	Workforce Plan	Review and update	Jul-16		In progress	30 May 2016 - Negotiating with LGIS to assist with this. Review HR capacity and capability to undertake this task as part of review of structure.

8.2	HIGH	Asset Management Plans	Prepare asset management plans in accordance with IPR	As per Dept. guidelines fro different classes of assets	In progress	See item 3.5 above. 30 May 16 - New positions (Manager Assets and Works and Asset and Risk Officer) being proposed to Council as part of restructure. Get quotes and Review HR capacity and capability to undertake this task as part of review of structure. Some support from DLGC as per item 3.5 above.
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8.3	HIGH	Long Term Financial Plan	Develop LTFP in accordance with IPR	Dec-16		Allowance in 2016/17 budget for compliance to include LTFP. Council considering as part of 2016/16 budget process.
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#### 9 GENERAL

ITEM NUMBER	PRIORITY	ITEM	ACTION	TIMEFRAME	COST	STATUS	
9.1	HIGH	Audit Committee	Undertake review under Audit Regulation 17 for risk management	Jul-16		Scheduled for Sept 2016	30 June - Confirmed with LGIS that they will do Reg 17 Audit as part of their Risk review on 6 and 7 Sept 2016.
9.2	HIGH	Audit Committee	Audit Committee establish timetable for CEO review on compliance, risk and internal controls	Aug-16		In progress	30 June - Review commenced with first workshop to review Strategic Community Plan
9.3	HIGH	Position Descriptions	Review and update all position descriptions	Jul-16		In progress	30 June - PDs for FM, WM, CDO, Asset officer completed. 30 May 16. All PDs under review. Commencing in April with one-on-one meetings with all staff
9.4	HIGH	Elected Member Training	Elected Member Training programme developed	8-Apr-16	12,000	In progress	First four modules of WALGA's Elected Member Training confirmed for Saturday 16 and Tuesday 19 July.
9.5	HIGH	Auditor	Review contract for Auditors	1-May-16		Completed	Contract in place until 16/17; new scope being developed for Auditor when carrying out 2015/16 audit. Draft scope to be presented to next Audit

#### ADDITIONAL ACTIONS

10.1	HIGH	Internet Banking	Develop register of users to ensure accountable authorisation management	30-Apr		Completed	
10.2	HIGH	Records Management	Review and Implement Records Management Plan	Sep-16		In progress	30 May 2016. New Governance Position in restructure. Review HR capacity and capability to undertake this task as part of review of structure
10.3	HIGH	Public Interest Disclosure	Develop Policy to provide councillors, staff and contractors with info regarding rights and responsibilities and protection	Jul-16		In progress	Policy in draft for Council consideration at 19 July Council meeting
10.4	HIGH	Acquittals	Roads to Recovery; CLGF; Swimming Pool	Jun-16		Completed	Outstanding acquittals completed
10.5	HIGH	Child Care agreement	Review to ensure Council endorsement and transparency of arrangemetns	Jul-16		Underway	Council considered and resolved to support on 21 June. Agreement developed and with Child Care Committee for review.
10.6	HIGH	Swimming Pool Tender	Review contract/advertise tender	Sep-16		Underway	Item being considered by Council at 19 July Council meeting.



# Shire of Dowerin

## Audit Committee Minutes (Unconfirmed)

15 June 2016

COMMITTEE MEMBERS	REPRESENTING
Cr D.E. Metcalf	Shire of Dowerin
Cr A.J. Metcalf	Shire of Dowerin
Cr R.I Trepp	Shire of Dowerin
OBSERVER	REPRESENTING
Andrea Selvey – CEO	Shire of Dowerin
Sonia King – Finance Manager	Shire of Dowerin
Leanne Oliver – External Auditor	Byfields

## COMMITTEE TERMS OF REFERENCE

1. The Audit Committee is to provide guidance and assistance to Council based on the following *Terms of Reference*:
  - 1.1 To carry out Council's functions in relation to audits carried out under Part 7 (Audit) of the Local Government Act 1995
  - 1.2 To develop a process to be used to select and appoint a person to be an Auditor.
2. The Audit Committee may also provide guidance and assistance to Council as to:
  - 2.1 Matters to be audited;
  - 2.2 The scope of audits;
  - 2.3 Council's functions under Part 6 (Financial Management) of the Local Government Act 1995; and
  - 2.4 The carrying out of Council's functions relating to other audits and other matters relating to financial management.
3. The Audit Committee may evaluate tenders received for the provision of audit services and report to Council with a recommendation for appointment of an auditor for the Shire of Dowerin.
4. Meeting cycle: At least once a year to recommend adoption of Annual Report.

**SHIRE OF DOWERIN**

**MINUTES FOR THE AUDIT COMMITTEE MEETING ON 15 JUNE 2016**

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**1. DECLARATION OF OPENING**

The Chair opened the meeting at 3.05pm

**2. ATTENDANCE**

Cr D. Metcalf - Chairperson

Cr A.J. Metcalf

Cr R.I. Trepp

A. Selvey - Chief Executive Officer

S. King – Finance Manager

L. Oliver – Auditor from Byfields (via teleconference)

**3. APOLOGIES**

Nil

**4. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**4. DECLARATION OF INTEREST**

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

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

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

**5. CONFIRMATION OF MINUTES**

**OFFICER'S RECOMMENDATION**

That the minutes of the inaugural meeting of the Shire of Dowerin Audit Committee held on 23 February 2016 be confirmed as a true and correct record of that meeting.

Moved: Cr A Metcalf

Seconded: Cr R Trepp

Carried: 3/0

**6. PRESENTATIONS**

The Shire of Dowerin's Auditor, Ms Leanne K Oliver, Director at Byfields is presenting the 2014/15 annual audit findings.

## 7. AUDIT REPORTS

### 7.1 2014/15 AUDIT AND ANNUAL REPORT

Date:	7 June 2016
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO and Sonia King, Finance Manager
Attachments:	<ol style="list-style-type: none"><li>1. 2014/2015 Signed Accounts;</li><li>2. 2014/15 Annual Report;</li><li>3. Auditor's Report;</li><li>4. Auditor's Letter.</li></ol>

#### Summary

For Committee to consider and, if acceptable, recommend to Council that Council receives the Annual Report for the year ended 30 June 2015 for the Shire of Dowerin.

#### Background

Section 5.54 'Acceptance of Annual Reports' of the Local Government Act 1995 requires an Annual Report to be accepted by Council by 31 December in each year unless the Auditors Report is not available in time. The Local Government Act 1995 Section 5.54(2) requires that if the Annual Report is not accepted by the Local Government by 31 December then it must be presented to Council within two (2) months of the Auditors Report becoming available.

Given the circumstances surrounding the finalisation of the financial statements for 2014/15 and the inability to secure an Auditor's Report before December 2015, the Shire was not able to achieve compliance with the December timeframe.

Since the finalisation of the Forensic Audit in March 2016, the focus has been on reviewing all accounts to ensure accuracy of financial data. This review has been completed and the Annual Financial Report for the year ended 30 June 2015 was presented to the Shire of Dowerin's Auditor. The Audit was completed by the Shire Auditor and signed off on 10 June 2016 – see attached 2014/2015 Signed Accounts; Auditor's Report and Auditor's Letter.

It is a requirement for Council to receive the Annual Report within two months of the Auditor's Report becoming available and as such the Annual Report is now presented for Committee's consideration and should it be acceptable to the Committee, officers seek a Committee recommendation to Council that they receive the 2014/15 Annual Report – see Attached.

Should the 2014/2015 Annual Report be recommend by the Committee and subsequently received by Council, it is intended to hold the Annual Electors Meeting on 30 June 2016 at 7.30pm.

#### Comment

The Auditor's report shows that the Shire of Dowerin failed to meet the obligation to review all infrastructure assets to fair value by June 2015 and to include the Asset Renewal Funding ratio as required by the Local Government Financial Regulations 1996. Apart from these two matters, the Auditor's report shows that the Shire's Financial Statements are compliant with the Local Government Act (1995) and the Local Government Financial Regulations (1996); were prepared in accordance with Australian Accounting Standards; and are a fair and true view of the Shire's financial position as of 30 June 2015. See attached Auditor's Report and accompanying letter.



Consultation

Council is required to hold an Annual Electors Meeting within 56 days of acceptance of the Annual Report. Pending the Committee recommendation and Council's adoption of the Annual Report, the Annual Electors Meeting has been scheduled to take place on 30 June 2016 at 7.30pm in the Town Hall.

The Annual Electors Meeting will be advertised as follows:

- Dowerin Despatch – 16<sup>th</sup>, 23<sup>rd</sup> & 30<sup>th</sup> June 2016
- Notices will also be placed on Shire and Community Notice Boards, Facebook and the Shire of Dowerin website.

Financial Implications

- The cost of the Audit was met within current budget allocation for the Shire Auditors.
- The cost of production of the Annual Report was negligible and met with current resource allocations.

Policy Implications

NIL

Statutory Implications

It is a statutory requirement under the Local Government Act 1995 Section 5.53 & 5.54 for Local Governments to receive an Annual Report.

Strategic Implications

Aligns with the Strategic Community Plan Theme 4 – Local Government Leadership

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**OFFICER'S RECOMMENDATION – ITEM 7.1**

**THAT THE AUDIT COMMITTEE RECOMMENDS TO COUNCIL THAT COUNCIL RESOLVES TO:**

- 1. ACCEPT THAT THE MEETING BETWEEN THE AUDIT COMMITTEE AND THE AUDITOR AT THE AUDIT COMMITTEE MEETING HELD ON 15 JUNE 2016 SATISFIES LEGISLATIVE REQUIREMENTS;**
- 2. ACCEPT THE REPORT PROVIDED BY THE SHIRE AUDITOR MS LEANNE K. OLIVER OF BYFIELDS.**
- 3. RECEIVE THE SHIRE OF DOWERIN ANNUAL REPORT WHICH INCLUDES THE SIGNED FINANCIAL ACCOUNTS FOR THE 2014/2015 FINANCIAL YEAR; AND**
- 4. PROCEED WITH THE ANNUAL ELECTORS GENERAL MEETING ON THURSDAY 30 JUNE 2016 AT 7.30PM IN THE TOWN HALL.**

**COMMITTEE RECOMMENDATION – ITEM 7.1**

Moved: Cr R Trepp

Seconded: Cr A Metcalf

Carried: 3/0

**THE AUDIT COMMITTEE RECOMMENDS TO COUNCIL THAT COUNCIL RESOLVES TO:**

- 1. ACCEPT THAT THE MEETING BETWEEN THE AUDIT COMMITTEE AND THE AUDITOR AT THE AUDIT COMMITTEE MEETING HELD ON 15 JUNE 2016 SATISFIES LEGISLATIVE REQUIREMENTS;**
- 2. ACCEPT THE REPORT PROVIDED BY THE SHIRE AUDITOR MS LEANNE K. OLIVER OF BYFIELDS.**
- 3. RECEIVE THE SHIRE OF DOWERIN ANNUAL REPORT WHICH INCLUDES THE SIGNED FINANCIAL ACCOUNTS FOR THE 2014/2015 FINANCIAL YEAR;**
- 4. PROCEED WITH THE ANNUAL ELECTORS GENERAL MEETING ON THURSDAY 30 JUNE 2016 AT 7.30PM IN THE TOWN HALL; AND**
- 5. DIRECTS THE CEO TO PREPARE A DRAFT SCOPE OF WORKS FOR THE AUDITOR IN COMPLETING THE 2105/16 AUDIT FOR REVIEW BY THE COMMITTEE AT THE NEXT MEETING OF THE AUDIT COMMITTEE ON 3 AUGUST 2016.**

UNCONFIRMED

## 7.2 TERMS OF REFERENCE

Date:	7 June 2016
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO and Sonia King, Finance Manager
Attachments:	5. Draft Terms of Reference for the Shire of Dowerin Audit Committee

### Summary

A revised Terms of Reference are presented for the Audit Committee's review and, if acceptable, officers seek a committee recommendation to Council that they adopt these as the Shire of Dowerin Audit Committee Terms of Reference.

### Background

The Local Government Act 1995 (the Act) requires that all local governments establish an audit committee. An audit committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

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

The Audit Committee for the Shire of Dowerin was established early in 2016 and the Committee held its inaugural meeting on 23 February 2016.

### Comment

On 17 May 2017, Jenni Law, Director of Local Government Regulation and Support from the Department of Local Government and Communities presented to the Finance Committee Meeting. At this meeting Ms Law outlined and clarified the role of a Finance Committee and the role of an Audit Committee. Based on Ms Law's recommendations and advice, the Terms of Reference for the Audit Committee have been reviewed by the Finance Manager and CEO and are now presented as a draft for consideration by the Committee – see attached. Should the Committee accept the draft TORs, they will be presented for Council's consideration at the next possible meeting.

### Consultation

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

### Financial Implications

Nil

### Policy Implications

Nil

### Statutory Implications

The Local Government Act 1995 (the Act) requires that all local governments establish an audit committee.

Strategic Implications

Aligns with the Strategic Community Plan Theme 4 – Local Government Leadership

**OFFICER’S RECOMMENDATION – ITEM 7.2**

**COMMITTEE RECOMMENDATION – ITEM 7.2**

Moved: Cr A Metcalf

Seconded: Cr D E Metcalf

Carried: 3/0

***THAT THE AUDIT COMMITTEE RECOMMENDS TO COUNCIL THAT THE REVISED TERMS OF REFERENCE ARE ADOPTED;***

***THAT THE CEO CONTACTS APPROPRIATELY QUALIFIED INDIVIDUALS FOR CONSIDERATION BY COUNCIL AS A CO-OPTED EXTERNAL MEMBER OF THE AUDIT COMMITTEE;***

***PRESENT THE REVISED TERMS OF REFERENCE AND RECOMMENDATION FOR AN EXTERNAL MEMBER OF THE AUDIT COMMITTEE FOR COUNCIL CONSIDERATION AT THE JULY COUNCIL MEETING.***

UNCONFIRMED

**8. QUESTIONS FROM MEMBERS**

Nil

**9. URGENT BUSINESS**

Nil

**10. DATE OF NEXT MEETING**

Date: 3 August 2016 at 3pm

Items for next meeting: External Membership to the Audit Committee; and

Scope of Work for the Auditor in completing the 2015/16 Audit.

**11. CLOSURE OF MEETING**

The presiding member closed the meeting at 4.25pm.

UNCONFIRMED

## **Shire of Dowerin Audit Committee Terms of Reference**

### **Objectives of Audit Committees:**

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the Audit Committee will assist Council in discharging its legislative responsibilities

The Audit Committee is to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, internal auditor, the CEO and Council.

### **Powers of the Audit Committee**

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.

The Audit Committee is a formally appointed committee of Council and is responsible to that body. The committee does not have

executive powers or authority to implement actions and does not have any delegated financial responsibility.

### **Membership**

The Audit Committee will consist of four members with three elected members and one external person. Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required.

All members shall have full voting rights.

Appointment of external persons shall be made by Council by way of invitation to a suitably qualified and experienced Local Government CEO or Corporate Services Executive and be for a maximum term of two years.

The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

Reimbursement of approved expenses will be paid to the external person who is a member of the committee.

The CEO and Finance Manager shall be ex-officio members of the Committee and shall provide secretarial and administrative support to the committee.

### **Meetings**

The Audit Committee shall meet at least quarterly.

### **Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

## Duties and Responsibilities

The duties and responsibilities of the Audit Committee will be to:

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's auditor;
- c) Develop and recommend to Council a list of those matters to be audited and the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:
  - the objectives of the audit;
  - the scope of the audit;
  - a plan of the audit;
  - details of the remuneration and expenses to be paid to the auditor; and
  - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor at least once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
  - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
  - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
  - determine if any matters raised require action to be taken by the local government; and
  - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end



of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;

j) Review the scope of the audit plan and program and its effectiveness;

k) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;

l) Review the level of resources allocated to internal audit and the scope of its authority;

m) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;

n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;

o) Review the local government's draft annual financial report, focusing on –

- accounting policies and practices;
- changes to accounting policies and practices;
- the process used in making significant accounting estimates;
- significant adjustments to the financial report (if any) arising from the audit process;
- compliance with accounting standards and other reporting requirements; and
- significant variances from prior years;

p) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;

q) Review the annual Compliance Audit Return and report to Council the results of that review, and

r) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the Council the results of those reviews.



# Shire of Dowerin

## MINUTES

### Finance Committee Meeting

**20 JUNE 2016**

#### **Committee Members**

**Cr D.E. Metcalf**

**Cr D.P. Hudson**

**Cr R.I Trepp**

**Andrea Selvey – CEO**

**Sonia King – Finance Manager**

## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

## SHIRE OF DOWERIN

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MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

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**1. DECLARATION OF OPENING**

President Metcalf opened the meeting at 2.00pm.

**2. ATTENDANCE**

Cr D. Metcalf - President

Cr D. Hudson

Cr R. Trepp

A. Selvey – Chief Executive Officer

S. King - Finance Manager

**3. DISCLOSURE OF INTEREST**

Nil.

**4. CONFIRMATION OF MINUTES**

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**COMMITTEE DECISION – ITEM 4.1**

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

**THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 17 MAY 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

**5. PRESENTATIONS**

Nil

## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

**6. FINANCE REPORT****6.1 FINANCIAL STATEMENTS – MAY 2016**

Date:	16 June 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Monthly Statements May 2016

Summary

I present the financial statements for the period 1 July 2015 to 31 May 2016.

Background

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

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

Reserve Funds

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

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

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**OFFICER RECOMMENDATION – ITEM 6.1**

**THAT THE FINANCE COMMITTEE RECOMMENDS TO COUNCIL THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 31 MAY 2016 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT BE RECEIVED.**

**COMMITTEE RECOMMENDATION – ITEM 6.1**

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

**THAT THE FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2015 TO 31 MAY 2016 AS REQUIRED BY LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATION 35, AS PER ATTACHMENT BE RECEIVED.**

**SHIRE OF DOWERIN**

**MONTHLY FINANCIAL REPORT**

**For the Period Ended 31 May 2016**

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

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Compilation Report

Statement of Financial Activity by Program

Statement of Budget Amendments

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Note 2	Net Current Funding Position
Note 3	Cash and Investments
Note 4	Information on Borrowings
Note 5	Trust
Note 7	Cash Backed Reserves

Report Purpose

This report is prepared to meet the requirements of Local Government (Financial Management) Regulations 1996, Regulation 34 .

Statement of Financial Activity by reporting program is presented and shows a surplus as at:  
**31 May 2016 of \$331,381.**

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**INCLUDING BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2016**

Note	Original Adopted Budget	Current Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
		\$	\$	\$	\$	%	
	39,050	144,509	133,962	<b>146,763</b>	12,801	9.56%	
9	1,144,163	1,144,163	1,144,163	<b>1,144,158</b>	(5)	(0.00%)	
	758,730	755,312	749,536	<b>719,139</b>	(30,397)	(4.06%)	
	26,000	25,800	23,639	<b>24,984</b>	1,345	5.69%	
	255,022	253,749	252,172	<b>264,692</b>	12,520	4.96%	
	94,549	107,560	98,593	<b>101,522</b>	2,929	2.97%	
	136,077	125,760	115,258	<b>117,390</b>	2,132	1.85%	
	217,584	220,986	203,312	<b>222,626</b>	19,314	9.50%	
	49,052	94,781	87,584	<b>85,293</b>	(2,291)	(2.62%)	
	1,233,174	1,258,662	1,159,485	<b>1,229,279</b>	69,794	6.02%	
	10,536	10,348	9,449	<b>8,332</b>	(1,117)	(11.82%)	
	10,000	9,670	8,844	<b>10,434</b>	1,590	17.98%	
	<b>3,973,937</b>	<b>4,151,299</b>	<b>3,985,997</b>	<b>4,074,612</b>	<b>88,615</b>		
<b>Operating Expense</b>							
	(336,666)	(639,766)	(577,081)	<b>(445,441)</b>	131,640	22.81%	▲
	(91,972)	(96,272)	(88,242)	<b>(88,074)</b>	168	0.19%	
	(84,515)	(83,480)	(77,081)	<b>(75,938)</b>	1,143	1.48%	
	(313,334)	(334,971)	(306,944)	<b>(298,933)</b>	8,011	2.61%	
	(128,270)	(145,750)	(133,840)	<b>(125,635)</b>	8,205	6.13%	
	(168,559)	(154,288)	(143,239)	<b>(153,559)</b>	(10,320)	(7.20%)	
	(311,867)	(322,573)	(295,755)	<b>(271,917)</b>	23,838	8.06%	
	(630,187)	(718,590)	(662,971)	<b>(646,998)</b>	15,973	2.41%	
	(1,186,627)	(1,083,341)	(992,921)	<b>(1,151,162)</b>	(158,241)	(15.94%)	▼
	(179,091)	(187,788)	(172,751)	<b>(172,695)</b>	56	0.03%	
	(4,245)	(29,218)	(28,371)	<b>(81,040)</b>	(52,669)	(185.64%)	▼
	<b>(3,435,333)</b>	<b>(3,796,037)</b>	<b>(3,479,196)</b>	<b>(3,511,392)</b>	<b>(32,196)</b>		
	<b>538,604</b>	<b>355,262</b>	<b>506,801</b>	<b>563,220</b>			
<b>Funding Balance Adjustments</b>							
	1,107,536	1,097,269	1,019,904	<b>1,019,904</b>	0	0.00%	
	(69,044)	(98,122)	(98,464)	<b>(98,464)</b>	0	0.00%	
				<b>341</b>	341		
	<b>1,577,096</b>	<b>1,354,409</b>	<b>1,428,241</b>	<b>1,485,001</b>	<b>56,760</b>		
<b>Capital Revenues</b>							
	302,900	149,859	149,859	<b>149,859</b>	0	0.00%	
	302,900	149,859	149,859	<b>149,859</b>	0		
<b>Capital Expenses</b>							
		0	0	<b>0</b>	0		



Land and Buildings		(337,314)	(400,000)	(400,000)	(211,662)	188,338	47.08%	▲
Infrastructure - Roads		(1,369,637)	(1,369,637)	(1,369,637)	(1,133,990)	235,647	17.21%	▲
Infrastructure - Parks		0	0	0	0	0		
Infrastructure - Footpaths		0	0	0	0	0		
Infrastructure - Drainage		0	0	0	0	0		
Infrastructure - Signs		0	(600)	(600)	(1,704)	(1,104)	(183.94%)	
Plant and Equipment		(467,209)	(465,709)	(465,709)	(465,709)	(0)	(0.00%)	
Furniture and Equipment		(4,865)	(3,500)	(3,500)	(3,500)	0	0.00%	
Total Capital Expenditure		(2,179,025)	(2,239,446)	(2,239,446)	(1,816,565)	422,881		
<b>Net Cash from Capital Activities</b>		<b>(1,876,125)</b>	<b>(2,089,587)</b>	<b>(2,089,587)</b>	<b>(1,666,706)</b>	<b>422,881</b>		
<b>Financing</b>								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		22,272	22,272	22,272	22,272	0	0.00%	
Transfer from Reserves		62,000	253,601	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	4	(81,815)	(81,815)	(81,815)	(81,815)	(0)	(0.00%)	
Transfer to Reserves		(486,608)	(109,449)	0	0	0		
<b>Net Cash from Financing Activities</b>		<b>(484,151)</b>	<b>84,609</b>	<b>(59,543)</b>	<b>(59,543)</b>	<b>0</b>		
<b>Net Operations, Capital and Financing</b>		<b>(783,180)</b>	<b>(650,569)</b>	<b>(720,889)</b>	<b>(241,248)</b>	<b>479,641</b>		
<b>Opening Funding Surplus(Deficit)</b>	2	783,180	650,569	650,569	572,629	(77,940)	(11.98%)	▼
<b>Closing Funding Surplus(Deficit)</b>	2	(0)	(0)	(70,320)	331,381	401,702		

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 BUDGET AMENDMENTS**  
**(Statutory Reporting Program)**  
**For the Period Ended 31 May 2016**

	opted et	Adopted Budget Amendments (Note 5)	Amended Annual Bud	Amend Bu
<b>Operating Revenues</b>	\$	\$	\$	\$
Governance	39,050	105,459	144,509	133,962
General Purpose Funding - Rates	1,144,163	0	1,144,163	1,144,163
General Purpose Funding - Other	758,730	(3,418)	755,312	749,536
Law, Order and Public Safety	26,000	(200)	25,800	23,639
Health	255,022	(1,273)	253,749	252,172
Education and Welfare	94,549	13,011	107,560	98,593
Housing	136,077	(10,317)	125,760	115,258
Community Amenities	217,584	3,402	220,986	203,312
Recreation and Culture	49,052	45,729	94,781	87,584
Transport	1,233,174	25,488	1,258,662	1,159,485
Economic Services	10,536	(188)	10,348	9,449
Other Property and Services	10,000	(330)	9,670	8,844
<b>Total Operating Revenue</b>	<b>3,973,937</b>	<b>177,362</b>	<b>4,151,299</b>	<b>3,985,997</b>
<b>Operating Expense</b>				
Governance	(336,666)	(303,100)	(639,766)	(577,081)
General Purpose Funding	(91,972)	(4,300)	(96,272)	(88,242)
Law, Order and Public Safety	(84,515)	1,035	(83,480)	(77,081)
Health	(313,334)	(21,637)	(334,971)	(306,944)
Education and Welfare	(128,270)	(17,480)	(145,750)	(133,840)
Housing	(168,559)	14,271	(154,288)	(143,239)
Community Amenities	(311,867)	(10,706)	(322,573)	(295,755)
Recreation and Culture	(630,187)	(88,403)	(718,590)	(662,971)
Transport	(1,186,627)	103,286	(1,083,341)	(992,921)
Economic Services	(179,091)	(8,697)	(187,788)	(172,751)
Other Property and Services	(4,245)	(24,973)	(29,218)	(28,371)
<b>Total Operating Expenditure</b>	<b>(3,435,333)</b>	<b>(360,704)</b>	<b>(3,796,037)</b>	<b>(3,479,196)</b>
<b>Net Operating</b>	<b>538,604</b>	<b>(183,342)</b>	<b>355,262</b>	<b>506,801</b>
<b>Funding Balance Adjustments</b>				
Add back Depreciation	1,107,536	(10,267)	1,097,269	1,019,904
Adjust (Profit)/Loss on Asset Disposal	(69,044)	(29,078)	(98,122)	(98,464)
Adjust Provisions and Accruals			0	
<b>Net Cash from Operations</b>	<b>1,577,096</b>	<b>(222,687)</b>	<b>1,354,409</b>	<b>1,428,241</b>
<b>Capital Revenues</b>				
Proceeds from Disposal of Assets	302,900	(153,041)	149,859	149,859
<b>Total Capital Revenues</b>	<b>302,900</b>	<b>(153,041)</b>	<b>149,859</b>	<b>149,859</b>
<b>Capital Expenses</b>				
Land Held for Resale			0	0
Land and Buildings	(337,314)	(62,686)	(400,000)	(400,000)
Infrastructure - Roads	(1,369,637)	0	(1,369,637)	(1,369,637)
Infrastructure - Parks	0	0	0	0
Infrastructure - Footpaths	0	0	0	0

Infrastructure - Drainage	0	0	0	0
Infrastructure - Signs	0	(600)	(600)	(600)
Plant and Equipment	(467,209)	1,500	(465,709)	(465,709)
Furniture and Equipment	(4,865)	1,365	(3,500)	(3,500)
<b>Total Capital Expenditure</b>	<b>(2,179,025)</b>	<b>(60,421)</b>	<b>(2,239,446)</b>	<b>(2,239,446)</b>
<b>Net Cash from Capital Activities</b>	<b>(1,876,125)</b>	<b>(213,462)</b>	<b>(2,089,587)</b>	<b>(2,089,587)</b>
<b>Financing</b>				
Proceeds from New Debentures	0	0	0	0
Proceeds from Advances	0	0	0	0
Self-Supporting Loan Principal	22,272	0	22,272	22,272
Transfer from Reserves	62,000	191,601	253,601	0
Advances to Community Groups	0	0	0	0
Repayment of Debentures	(81,815)	0	(81,815)	(81,815)
Transfer to Reserves	(486,608)	377,159	(109,449)	0
<b>Net Cash from Financing Activities</b>	<b>(484,151)</b>	<b>568,760</b>	<b>84,609</b>	<b>(59,543)</b>
<b>Net Operations, Capital and Financing</b>	<b>(783,180)</b>	<b>132,611</b>	<b>(650,569)</b>	<b>(720,889)</b>
<b>Opening Funding Surplus(Deficit)</b>	<b>783,180</b>	<b>(132,611)</b>	<b>650,569</b>	<b>650,569</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>(70,320)</b>

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

**Note 1: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			<b>Refer to Operating Accounts Appendix</b>
Governance	12,801	9.56%			Within acceptable 10% or \$10,000 Variance
General Purpose Funding - Rates	(5)	(0.00%)			Within acceptable 10% or \$10,000 Variance
General Purpose Funding - Other	(30,397)	(4.06%)			Within acceptable 10% or \$10,000 Variance
Law, Order & Public Safety	1,345	5.69%			Within acceptable 10% or \$10,000 Variance
Health	12,520	4.96%			Within acceptable 10% or \$10,000 Variance
Education and Welfare	2,929	2.97%			Within acceptable 10% or \$10,000 Variance
Housing	2,132	1.85%			Within acceptable 10% or \$10,000 Variance
Community Amenities	19,314	9.50%			Within acceptable 10% or \$10,000 Variance
Recreation and Culture	(2,291)	(2.62%)			Within acceptable 10% or \$10,000 Variance
Transport	69,794	6.02%			Within acceptable 10% or \$10,000 Variance
Economic Services	(1,117)	(11.82%)			Within acceptable 10% or \$10,000 Variance
Other Property and Services	1,590	17.98%			Within acceptable 10% or \$10,000 Variance
<b>Operating Expense</b>					
Governance	131,640	22.81%	▲	Permanent	Loss to be allocated.
General Purpose Funding	168	0.19%			Within acceptable 10% or \$10,000 Variance
Law, Order and Public Safety	1,143	1.48%			Within acceptable 10% or \$10,000 Variance
Health	8,011	2.61%			Within acceptable 10% or \$10,000 Variance
Education and Welfare	8,205	6.13%			Within acceptable 10% or \$10,000 Variance
Housing	(10,320)	(7.20%)			Within acceptable 10% or \$10,000 Variance
Community Amenities	23,838	8.06%			Within acceptable 10% or \$10,000 Variance
Recreation and Culture	15,973	2.41%			Within acceptable 10% or \$10,000 Variance
Transport	(158,241)	(15.94%)	▼	Timing	Road maintenance costs. Works being finalised June.
Economic Services	56	0.03%			Within acceptable 10% or \$10,000 Variance
Other Property and Services	(52,669)	(185.64%)	▼	Timing	Under recovery in labour costs. Reviewed/Corrected EOY.
<b>Capital Revenues</b>					
Proceeds from Disposal of Assets	0	0.00%			Within acceptable 10% or \$10,000 Variance
<b>Capital Expenses</b>					<b>Refer to Capital Accounts Appendix</b>
Land and Buildings	188,338	47.08%	▲	Timing	Railway Heritage Project costs.
Infrastructure - Roads	235,647	17.21%	▲	Timing	Final works being completed.
Infrastructure - Parks	0				No expenditure anticipated nor budgeted
Infrastructure - Footpaths	0				No expenditure anticipated nor budgeted
Infrastructure - Drainage	0				No expenditure anticipated nor budgeted
Infrastructure - Signs	(1,104)	(183.94%)	▼	Permanent	Unanticipated sign purchases.
Plant and Equipment	(0)	(0.00%)			
Furniture and Equipment	0	0.00%			
<b>Financing</b>					
Loan Principal	(0)	(0.00%)			
<b>Opening Funding Surplus(Deficit)</b>	<b>(77,940)</b>	<b>(11.98%)</b>	▼	Permanent	The Unaudited Financial Statements for 14/15 predict a further reduction in the Brought Forward Surplus. This is due to funds being owed back to Trust Fund and the ATO. This is subject to final Audit

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

**Note 2: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
Note	YTD 31 May 2016	Predicted 30th June 2016	Original Budget 30th June 2016	
	\$	\$	\$	
<b>Current Assets</b>				
Cash Unrestricted	407,593	769,841	855,658	
Cash Restricted	1,805,192	1,805,192	1,805,192	
Receivables - Rates	42,204	25,969	25,095	
Receivables-Other	160,467	79,581	57,248	
Interest / ATO Receivable/Trust	(88,021)	(43,604)	46,204	
Inventories	(66,376)	20,805	20,805	
	2,261,059	2,657,784	2,810,202	
<b>Less: Current Liabilities</b>				
Payables	(63,595)	(278,618)	(160,936)	
Provisions	(216,320)	(216,320)	(216,319)	
	(279,914)	(494,938)	(377,255)	
Less: Cash Reserves	(1,805,192)	(1,805,192)	(1,805,192)	
Plus: Cash Reserves backing Liabilities	155,425	155,425	155,425	
Plus: Current Loan in Budget	59,543	59,550	59,543	
<b>Net Current Funding Position</b>	<b>390,921</b>	<b>572,629</b>	<b>842,723</b>	

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

**Note 3: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	407,593	0	0	407,593	NAB	At Call
Reserve Bank Account	0.00%	104	891,147	0	891,251	NAB	At Call
Cash Maximiser	0.00%	1,636	0	0	1,636	NAB	At Call
Trust Bank Account	0.00%	0	0	13,395	13,395	NAB	At Call
<b>(b) Term Deposits</b>							
AROC Term Deposit	2.85%	0	0	66,497	66,497	NAB	30-Jun-16
Reserve Term Deposit No 1	3.00%	0	940,432	0	940,432	NAB	30-Jun-16
Reserve Term Deposit No 2	0.00%	0		0	0		
<b>Total</b>		409,333	1,831,579	79,892	2,320,804		

**Comments/Notes - Investments**

This note reflects the actual Bank Balance of the Shires Account with the NAB  
Any difference between this balance and those reflected on Note 2 will be due to un-presented payments and un-deposited funds.

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

**4. INFORMATION ON BORROWINGS**

(a) Debenture Repayments

Particulars	Principal	New	Principal		Principal		Interest	
	1-Jul-15	Loans	Repayments		Outstanding		Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
<b>Loan 97 - Dowerin Community Club</b>	472,175	0	59,543	59,543	412,632	412,632	20,651	19,065
<b>Loan 98 - Dowerin Events Management SSL</b>	106,130	0	22,272	22,272	83,858	83,858	3,301	3,336
	578,305	0	81,815	81,815	496,490	496,490	23,951	22,401

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

No new debentures were raised during the reporting period.

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

**Note 5: 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 1 Jul 15	Amount Received	Amount Paid	Closing Balance 31-May-16
	\$	\$	\$	\$
HACC - Vehicle Sale	2,025		(480)	1,545
Housing Rental Bonds	4,900			4,900
Key Deposits	610			610
Nomination Deposits	0			0
Tidy Towns Prize	2,818			2,818
Rec Steering Committee	23,360			23,360
Builders Bonds	10,000			10,000
Yellow Ribbon	247			247
HACC - Fundraising	2,509			2,509
Centenary Park	2,111			2,111
AROC Funds	101,543			101,543
	<b>150,123</b>	<b>0</b>	<b>(480)</b>	<b>149,643</b>

As a result of the Forensic Audit and imminent completion of the 14/15 Annual Financial Statements, the municipal fund owes the Trust Fund approximately \$ 69,751. The Opening Balances are subject to final audit.



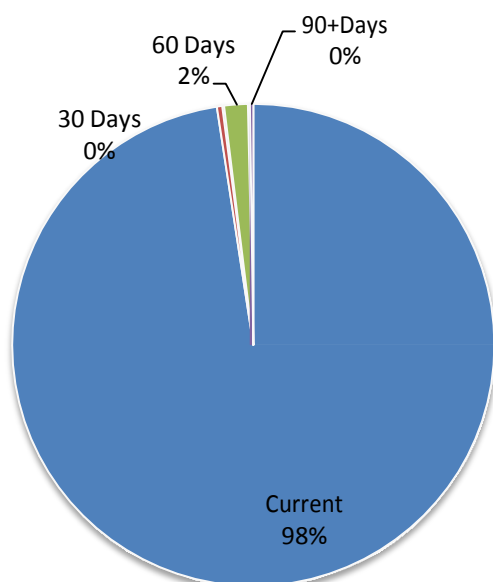
**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 6: RECEIVABLES**

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	66,817	327	1,174	156
<b>Total Receivables General Outstanding</b>				<b>68,474</b>

Amounts shown above include GST (where applicable)

**Note 6 - Accounts Receivable (non-rates)**



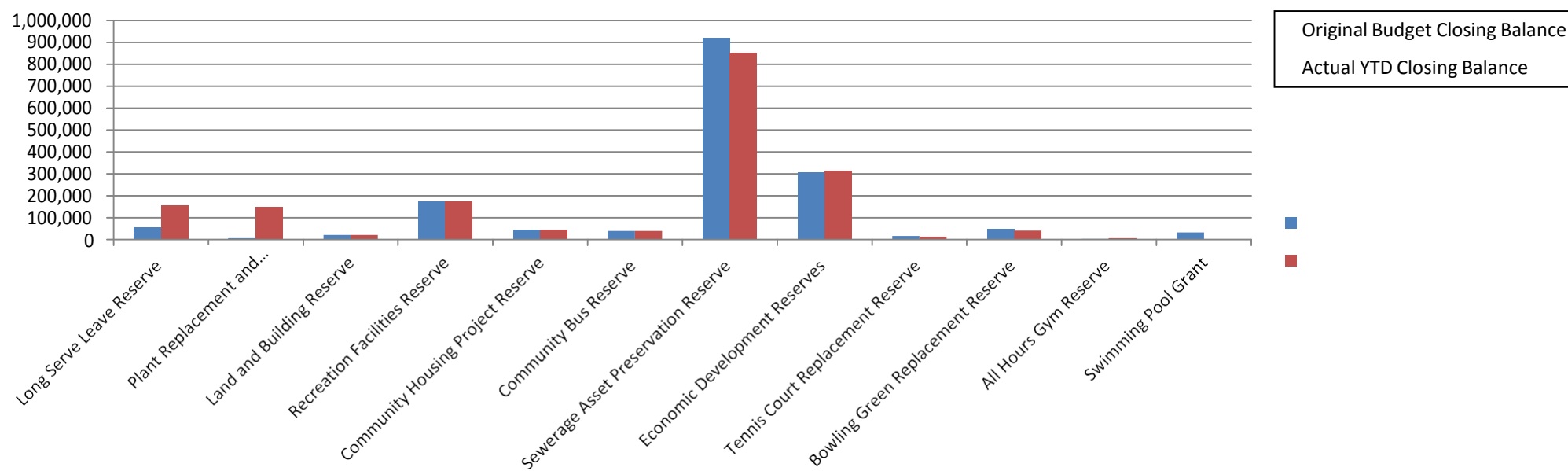
**Comments/Notes - Receivables General**

- Main Roads Claim
- Self-Supporting Loan Reimbursement
- Childcare Payroll Reimbursement

**Shire of Dowerin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2016**

**Note 7: Cash Backed Reserve**

2015-16									
Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
Long Serve Leave Reserve	\$ 155,425	\$ 0	\$ 0	\$ 0	\$ 0	\$ (99,384)	\$ 0	\$ 56,041	\$ 155,425
Plant Replacement and Reconditioning Reserve	150,291	0	0	0	0	(145,000)	0	5,291	150,291
Land and Building Reserve	19,966	0	0	0	0	0	0	19,966	19,966
Recreation Facilities Reserve	173,751	0	0	0	0	0	0	173,751	173,751
Community Housing Project Reserve	44,473	0	0	0	0	0	0	44,473	44,473
Community Bus Reserve	39,213	0	0	0	0	0	0	39,213	39,213
Sewerage Asset Preservation Reserve	851,521	0	0	67,872	0	0	0	919,393	851,521
Economic Development Reserves	312,977	0	0	0	0	(5,717)	0	307,260	312,977
Tennis Court Replacement Reserve	12,215	366	0	3,000	0	0	0	15,581	12,215
Bowling Green Replacement Reserve	40,360	1,211	0	5,000	0	0	0	46,571	40,360
All Hours Gym Reserve	5,000	0	0	0	0	(3,500)	0	1,500	5,000
Swimming Pool Grant	0	0	0	32,000	0	0	0	32,000	0
	<b>1,805,192</b>	<b>1,577</b>	<b>0</b>	<b>107,872</b>	<b>0</b>	<b>(253,601)</b>	<b>0</b>	<b>1,661,040</b>	<b>1,805,192</b>



## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

**6.2 ACCOUNTS FOR PAYMENT – 3 May 2016 to 3 June 2016**

Date:	13 June 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Emma Hardy and Sonia King
Attachments:	List of Accounts

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil

Voting Requirements

Simple Majority

**OFFICER RECOMMENDATION – ITEM 6.2**

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

**COMMITTEE RECOMMENDATION – ITEM 6.2**

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

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

## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

LIST OF ACCOUNTS 03/05/2016 - 03/06/2016 MUNICIPAL FUND					
ELECTRONIC PAYMENTS					
EFT	Date	Name	Description	Amount	Contra
EFT3985	09/05/2016	AVON WASTE	Rubbish collection	-7052.40	7,052.40
EFT3986	09/05/2016	ADVANCED AUTOLOGIC PTY LTD	Grease	-401.00	
EFT3987	09/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	-358.00	358.00
EFT3988	09/05/2016	BOEKEMAN MACHINERY	Repairs to clutch assembly	-1730.96	
EFT3989	09/05/2016	Building & Health Surveying Services	EHO contract April 2016	-4272.05	
EFT3990	09/05/2016	CUTTING EDGES PTY LTD	Sharq blades and 20 wedges	-864.54	
EFT3991	09/05/2016	CORPORATE HEALTH PROFESSIONALS	12x workcover hearing tests	-924.00	924.00
EFT3992	09/05/2016	DOWERIN BAKERY AND NEWS	Council refreshments, ANZAC day breakfast supplies, Newspapers	-96.00	
EFT3993	09/05/2016	DOWERIN ENGINEERING WORKS	Handrail for DCC - Aged Friendly Grant	-6008.92	6,008.92
EFT3994	09/05/2016	DOWERIN COMMUNITY RESOURCE CENTRE	Advertising - ANZAC Day EOI, Banners in the Terrace, Skateboard Workshop, Amery Acres, 26-28 Stewart Street	-334.50	
EFT3995	09/05/2016	LANDGATE	Rural UV General Revaluation 2015/2016	-5426.85	
EFT3996	09/05/2016	DOWERIN & DISTRICTS FARM SHED	Insecticide, mower blades, forklift course	-696.65	
EFT3997	09/05/2016	DAIMLER TRUCKS PERTH	2x oil & fuel filters, 2x air filters	-727.28	
EFT3998	09/05/2016	DOWERIN GOURMET BUTCHERSHOP	BBQ sausages & bacon rashers - ANZAC Day Breakfast	-209.52	
EFT3999	09/05/2016	DOWERIN ROADHOUSE	March Meals on Wheels	-230.00	
EFT4000	09/05/2016	GOOMALLING FARM SHED	10 x 20kg cement bags	-121.50	
EFT4001	09/05/2016	JR & A HERSEY	Works Equipment - Gloves, earmuffs, magic trees, broom, spray, wire brush	-495.19	
EFT4002	09/05/2016	JASON SIGNMAKERS	15x Roads to Recovery signs	-2483.80	2,483.80
EFT4003	09/05/2016	LGIS RISK MANAGEMENT	Risk coordinator program 15/16	-3198.80	
EFT4004	09/05/2016	IXOM OPERATIONS PTY LTD	Chlorine service fee 01/04/16 - 30/04/16	-40.92	
EFT4005	09/05/2016	OFFICE OF THE NATIONAL RAIL SAFETY REGULATOR	Annual fees 21/12/15 - 30/06/16	-95.83	
EFT4006	09/05/2016	OFFICEMAX AUSTRALIA LIMITED	Coffee, toner, batteries, coloured dividers, paper clips, manila folders	-342.53	
EFT4007	09/05/2016	KEZIA METCALF	GRANT FUNDING - Pilates Course - K Metcalf	-1000.00	1,000.00
EFT4008	09/05/2016	PERFECT COMPUTER SOLUTIONS	IT assistance	-212.50	
EFT4009	09/05/2016	QUICK CORPORATE AUSTRALIA PTY LTD	HACC Printer and office stationery	-1045.39	
EFT4010	09/05/2016	5Rivers Plumbing & Gas	Fit tundish to stand pipe	-700.09	
EFT4011	09/05/2016	STARTRACK EXPRESS	Freight for clutch housing serdips, ipads and line marking paint	-243.86	
EFT4012	09/05/2016	WESTRAC EQUIPMENT	500 hour service 120m CAT Grader	-372.97	
EFT4013	09/05/2016	Western Australian Treasury Corporation	Loan 98 Repayment	-12770.96	12,770.96
EFT4014	18/05/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-7467.00	7,467.00
EFT4015	18/05/2016	BOEKEMAN MACHINERY	205L RX Super Oil	-2082.40	
EFT4016	18/05/2016	COOK'S TOURS	Annual advertising in Beautiful South publication	-880.00	

## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

EFT4017	18/05/2016	DOWERIN IGA EXPRESS	Council refreshments, coffee, Anzac Day breakfast supplies	-368.82	
EFT4018	18/05/2016	DOWERIN ENGINEERING WORKS	New hydraulic motor for slasher	-1686.40	
EFT4019	18/05/2016	DOUG CRAIGE	Boiler inspection & accommodation	-1245.20	1,245.20
EFT4020	18/05/2016	DOWERIN TYRE AND EXHAUST	P06 x 1 tyre and supply and fit P005 x 4 drive tyres	-1959.00	
EFT4021	18/05/2016	DOWERIN & DISTRICTS FARM SHED	Mower blades, hand shears, glyphosate	-643.55	
EFT4022	18/05/2016	ELDERS LIMITED	Safety Boots	-158.00	
EFT4023	18/05/2016	FIRE & SAFETY	Compliance - Fire extinguisher service	-2205.40	
EFT4024	18/05/2016	ALL-WAYS FOODS	Bleach, Toilet duck, garbage bags, toilet paper, tissues, parablocks, gleem, hand towel, domestos, chux roll, wipes	-1279.57	
EFT4025	18/05/2016	Great Southern Fuel Supplies	15000L Diesel	-14958.90	
EFT4026	18/05/2016	JK WILLIAMS & CO	Cement, work lights, ball valve, reticulation supplies, battery pack, extension cord, taps, sundries	-1012.83	
EFT4027	18/05/2016	JOELECTRICS	Repair power issue at Football oval	-1086.37	
EFT4028	18/05/2016	MEX MAINTENANCE EXPERTS PTY LTD	Private training - 1 day - 2 people	-907.50	907.50
EFT4029	18/05/2016	PERFECT COMPUTER SOLUTIONS	Install XML Editor	-85.00	
EFT4030	18/05/2016	5Rivers Plumbing & Gas	HACC Office - Fix leaking toilet & hot tap in kitchen	-543.20	
EFT4031	18/05/2016	WA LOCAL GOVERNMENT ASSOCIATION	ROMANSII Staff Training - Geerdink	-880.00	
EFT4032	18/05/2016	MD & RC WINDSOR	Repaint archives door, adjust playground latch, repair water leak at 19 Cottrell, adjust badminton nets	-90.75	
EFT4033	18/05/2016	Western Australian Treasury Corporation	Principal and Interest - Loan 97	-39126.21	
EFT4034	18/05/2016	REBECCA WINDSOR	Gym Inductions x 1	-20.00	20.00
EFT4035	26/05/2016	AVON WASTE	Rubbish collection	-2350.80	2,350.80
EFT4036	26/05/2016	CHILD SUPPORT AGENCY	Payroll deductions	-358.00	358.00
EFT4037	26/05/2016	BYFIELDS	Roads to Recovery Audit	-990.00	990.00
EFT4038	26/05/2016	Building & Health Surveying Services	EHO Contract May 2016	-4162.05	
EFT4039	26/05/2016	GEVERS GODDARD JONES PTY LTD	HACC Survey support subscription	-240.00	
EFT4040	26/05/2016	ALL-WAYS FOODS	Bin for ladies bathroom	-40.23	
EFT4041	26/05/2016	LINQAGE INTERNATIONAL	Project Management Expenses	-24406.80	24,406.80
EFT4042	26/05/2016	Jade Rackham Nature Direct	1x breathe easy, 1x 500ml enviro air concentrate	-132.91	
EFT4043	26/05/2016	NAUGHTY BUGS PEST CONTROL	Treatment of 2 trees - verge adjacent to 37 Stacy St	-66.00	
EFT4044	26/05/2016	PRESSFORM ENGINEERING PTY LTD	Hoops to support the locomotive cladding	-2944.82	2,944.82
EFT4045	26/05/2016	5Rivers Plumbing & Gas	18 O'Loghlen St - Fit and supply new hot water system	-2027.01	
EFT4046	26/05/2016	RICOH	2x printer cartridges (licensing computer)	-345.40	345.40
EFT4047	26/05/2016	ST JOHN AMBULANCE - DOWERIN	First Aid Kit Restock	-1431.24	- 1,431.24
EFT4048	26/05/2016	TRANSAIR	1x RFI Aerial	-132.50	
EFT4049	26/05/2016	WESTRAC EQUIPMENT	P006 Loader - Fuel line and exhaust manifold repair	-784.86	
EFT4050	26/05/2016	REBECCA WINDSOR	Gym Inductions x 1	-20.00	20.00
EFT4051	01/06/2016	AMPAC DEBT RECOVERY (WA) PTY LTD	PAYMENTS FOR MONTH OF DECEMBER	-720.28	720.28

## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

				Total	-172296.01	70,942.64
<b>CHEQUE PAYMENTS</b>						
CHQ	Date	Name	Description	Amount	Contra	
2050	16/05/2016	SHIRE OF DOWERIN	MDL Renewal - 1 year - Doug Maxwell	-41.80		
10167	09/05/2016	COURIER AUSTRALIA	Signs freight	-21.69	21.69	
10168	09/05/2016	LGRCEU	Payroll deductions	-38.80	38.80	
10169	09/05/2016	SYNERGY	Electricity usage	-1455.80		
10170	09/05/2016	TELSTRA	Telephone charges	-1984.39		
10171	09/05/2016	WATER CORPORATION	Water usage	-269.88		
10172	09/05/2016	F A & J L WINDSOR	Repairs to spray tank motor, repair to cement mixer	-112.50		
10173	09/05/2016	WESTNET PTY LTD	Internet charges	-253.84		
10174	18/05/2016	*Rate Payer*	Rates refund for assessment A492	-351.65		
10175	18/05/2016	*Rate Payer*	Rates refund for assessment A656	-330.49		
10176	18/05/2016	SYNERGY	Electricity Usage - Street Lighting	-2287.00		
10177	18/05/2016	TELSTRA	Telephone charges - Management Mobile Phones	-394.55		
10178	18/05/2016	WESTNET PTY LTD	Internet Charges	-198.84		
10179	26/05/2016	COURIER AUSTRALIA	Library freight	-28.35		
10180	26/05/2016	LGRCEU	Payroll deductions	-38.80	38.80	
10181	26/05/2016	SYNERGY	Electricity Usage - Buildings, Properties, Ovals, Sewerage and Parks	-7645.00		
10182	26/05/2016	TELSTRA	Telephone usage - Organisation line charges, plan repayments, and calls	-1501.64		
10183	26/05/2016	WATER CORPORATION	Water usage	-120.49		
				<b>Total</b>	-17075.51	99.29
<b>SUPERANNUATION PAYMENTS</b>						
Ref	Date	Name	Description	Amount	Contra	
DD9131.1	04/05/2016	WA SUPER	Payroll deductions	-2891.88		
DD9131.2	04/05/2016	CHILDCARE SUPER	Superannuation contributions	-102.34		
DD9131.3	04/05/2016	CONCEPT ONE SUPER	Superannuation contributions	-21.21		
DD9131.4	04/05/2016	AUSTRALIAN CATHOLIC & SUPERANNUATION RETIREMENT FUND	Superannuation contributions	-17.60		
DD9131.5	04/05/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-79.25		
DD9131.6	04/05/2016	Australian Super	Superannuation contributions	-336.21		
DD9131.7	04/05/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-500.70		
DD9131.8	04/05/2016	AMP Life Limited	Superannuation contributions	-241.05		
DD9131.9	04/05/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-100.74		
DD9139.1	18/05/2016	WA SUPER	Payroll deductions	-2659.33		
DD9139.2	18/05/2016	CHILDCARE SUPER	Superannuation contributions	-101.27		
DD9139.3	18/05/2016	CONCEPT ONE SUPER	Superannuation contributions	-20.09		
DD9139.4	18/05/2016	AUSTRALIAN CATHOLIC & SUPERANNUATION	Superannuation contributions	-9.15		

## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

		RETIREMENT FUND			
DD9139.5	18/05/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-66.74	
DD9139.6	18/05/2016	Australian Super	Superannuation contributions	-336.21	
DD9139.7	18/05/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-475.25	
DD9139.8	18/05/2016	AMP Life Limited	Superannuation contributions	-241.05	
DD9139.9	18/05/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-100.74	
DD9149.1	01/06/2016	WA SUPER	Payroll deductions	-2917.16	
DD9149.2	01/06/2016	CHILDCARE SUPER	Superannuation contributions	-85.11	
DD9149.3	01/06/2016	CONCEPT ONE SUPER	Superannuation contributions	-16.74	
DD9149.4	01/06/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-18.30	
DD9149.5	01/06/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-78.85	
DD9149.6	01/06/2016	Australian Super	Superannuation contributions	-336.21	
DD9149.7	01/06/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-502.15	
DD9149.8	01/06/2016	AMP Life Limited	Superannuation contributions	-378.98	
DD9149.9	01/06/2016	The S W Flavel Superannuation Fund	Superannuation contributions	-100.74	
DD9131.10	04/05/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-93.37	
DD9131.11	04/05/2016	CBUS	Superannuation contributions	-161.71	
DD9131.12	04/05/2016	PRIME SUPER	Superannuation contributions	-167.94	
DD9131.13	04/05/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-157.42	
DD9131.14	04/05/2016	HOSTPLUS	Superannuation contributions	-41.42	
DD9139.10	18/05/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-94.67	
DD9139.11	18/05/2016	CBUS	Superannuation contributions	-161.70	
DD9139.12	18/05/2016	PRIME SUPER	Superannuation contributions	-167.94	
DD9139.13	18/05/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-125.86	
DD9139.14	18/05/2016	HOSTPLUS	Superannuation contributions	-89.91	
DD9149.10	01/06/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-93.37	
DD9149.11	01/06/2016	CBUS	Superannuation contributions	-161.70	
DD9149.12	01/06/2016	PRIME SUPER	Superannuation contributions	-167.94	
DD9149.13	01/06/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-137.07	
DD9149.14	01/06/2016	HOSTPLUS	Superannuation contributions	-90.38	
<b>Total</b>				-14647.45	

## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

**6.3 FINANCE COMMITTEE TERMS OF REFERENCE**

Date:	11 May 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey – Chief Executive Officer Sonia King – Finance Manager
Attachments:	Draft Terms of Reference

Background

A draft Terms of Reference are presented for the Finance Committee’s review and, if acceptable, officers seek a committee recommendation to Council that they adopt these as the Shire of Dowerin Finance Committee Terms of Reference.

The Department of Local Government and Communities Local Government Guidelines – Audit in Local Government, refer to a model Terms of Reference for committees. This guide has been considered in developing the draft terms of reference for the Finance Committee. Key elements of this model determine the following:

- Objectives of Committee
- Powers of the Committee
- Membership
- Meetings - frequency
- Reporting
- Duties and Responsibilities

Comment

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

On 17 May 2017, Jenni Law, Director of Local Government Regulation and Support from the Department of Local Government and Communities presented to the Finance Committee Meeting. At this meeting Ms Law outlined and clarified the role of a Finance Committee and the role of an Audit Committee. Based on Ms Law’s recommendations and advice, the Terms of Reference for the Finance Committee have been reviewed by the Finance Manager and CEO and are now presented as a draft for consideration by the Committee – see attached. Should the Committee accept the draft TORs, they will be presented for Council’s consideration at the next possible meeting.

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications



MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

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

Strategic Implications

Aligns with the Strategic Community Plan Theme 4 – Local Government Leadership

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**OFFICER'S RECOMMENDATION – ITEM 6.3**

**THAT THE FINANCE COMMITTEE RECOMMENDS TO COUNCIL THAT THE TERMS OF REFERENCE ARE ADOPTED.**

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**COMMITTEE RECOMMENDATION – ITEM 6.3**

Moved: Cr DE Metcalf                      Seconded: Cr DP Hudson                      Carried: 3/0

**THAT COUNCIL ADOPT THE TERMS OF REFERENCE FOR THE FINANCE COMMITTEE.**

## **Shire of Dowerin Finance Committee**

### **Terms of Reference**

#### **Objectives of Finance Committee:**

The primary objective of the Finance Committee is to oversee and guide the development of financial policies the Shire's financial management strategies, including the development and review of the Long Term Financial Plan.

Reports from the Finance Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's financial affairs, determining policies and overseeing the allocation of resources.

The Finance Committee will ensure openness in financial reporting and will liaise with the CEO and Finance Manager to ensure the effective and efficient management of the financial accounting systems and compliance with legislation.

#### **Powers of the Finance Committee**

The Finance Committee is to report to Council and make recommendations on matters relevant to its term of reference.

The Finance Committee is a formally appointed committee of Council and is responsible to that body. The Finance Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

The Finance Committee does not have any management functions and cannot involve itself in management processes or procedures.

#### **Membership**

The Committee will consist of three Councillors who will be appointed by Council. Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required.

All members shall have full voting rights.

The CEO and Finance Manager shall be ex-officio members of the Committee and shall provide secretarial and administrative support to the committee.

#### **Meetings**

The Finance Committee shall meet once per month.

#### **Reporting**

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

#### **Duties and Responsibilities**

The Finance Committee will provide guidance and assistance to Council in carrying out the functions of the local government in relation to financial management specifically to:

## MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

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- a) Develop Financial Management Policies including policies for procurement, asset and property management;
- b) Review monthly financial reports prior to their submission to Council.
- c) Oversee the progress of the Shire's annual Capital Works program and review the Shire's Five Year Capital Works Program.
- d) Make recommendations regarding the Shire's Long Term Financial Plan.

MINUTES - FINANCE COMMITTEE – 20 JUNE 2016

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**7. QUESTIONS FROM MEMBERS****8. URGENT BUSINESS**

Nil

**9. DATE OF NEXT MEETING**

Date: TBA

Items for next meeting:

**10. CLOSURE OF MEETING**

President Metcalf closed the meeting at 3.15pm.

## **Shire of Dowerin Finance Committee**

### **Terms of Reference**

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- c) Oversee the progress of the Shire's annual Capital Works program and review the Shire's Five Year Capital Works Program.
- d) Make recommendations regarding the Shire's Long Term Financial Plan.



## ATTACHMENT SEVEN

Shire of Dowerin  
13 Cottrell Street  
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Email: [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au)

Ms L Leonard  
Manager of Reporting and Evaluation  
Department of Regional Development  
[CLGF@drd.wa.gov.au](mailto:CLGF@drd.wa.gov.au)

13 July 2016

Dear Ms Leonard

### **ROYALTIES FOR REGIONS PROJECT – WHEATBELT HERITAGE RAIL PROJECT**

The Shire of Dowerin is seeking a variation to the 2011-12 CLGF Regional Group Project - Wheatbelt Heritage Rail Project. This variation is needed due to changes in track layout requirements initiated by Brookfield Rail, so that access to the Minnivale facility from their Rail Network is undertaken in a safer manner. This has added to the cost of Track Engineering and Layout. For a more detailed explanation from the Project Manager, please see **Attachment One**.

The Shire therefore seeks variations to the following items contained in the Financial Assistance Agreement executed on 1 February 2013 between the Department of Regional Development and the Shire of Dowerin as lead shire of the Avon Regional Organisation of Councils (AROC).

#### **Schedule 4, Item 4.1 Project Description**

Second bullet point should read:

- Track and turn-outs supplied by Brookfield Rail will be constructed; thereby deleting the reference to a platform at Minnivale.

The fifth and sixth bullet points referring to Goomalling and Dowerin should also be deleted.

#### **Schedule 4, Item 4.3 Project Timeframe**

Sub-section *4.3 Project Timeframe* has already been modified, amended or otherwise varied with the agreement of the Department to grant an extension for completion of the Project to August 2016. This letter seeks a variation to the agreement and a new completion date. See Attachment Two for new milestone dates and reason for variations.

NB: Based on the new milestones offered above, the new project completion date is December 2016 and the Shire is seeking this variation to the agreement.

**Please see Attachment Two for a table showing the revised project timeframe.**



## ATTACHMENT SEVEN

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### **Schedule 4, Item 4.4 Project Budget**

**Please see Attachment Three for a revised project budget.**

A formal update and advice of the variation being sought was presented to the AROC CEOs meeting on 11 July 2016 as the AROC members are key stakeholders in this project. The CEOs agreed unanimously to the variation request and a further formal update will be provided to the AROC Presidents meeting in August.

Attachments One, Two and Three are being formally presented to the Shire of Dowerin Council Meeting on 19 July 2016 to ensure Council is kept fully up-dated on the direction of the project.

I trust this letter and attached table provides sufficient detail; however should you have any queries or require additional information, please don't hesitate to contact me on [ceo@dowerin.wa.gov.au](mailto:ceo@dowerin.wa.gov.au)

Thank you for your patience and support in this matter.

Yours faithfully,

**ANDREA SELVEY  
CHIEF EXECUTIVE OFFICER**





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### CLGF VARIATION REQUEST (July 2016)

#### **Variations to the Financial Assistance Agreement – Royalties for Regions Project (Wheatbelt Heritage Rail Project)**

Sub-section 4.1 *Project Description* requires modification, amendment or other variation for the reasons outlined below.

Subsequent to the grant of funding by the Department, Brookfield Rail, the network operator in Western Australia, indicated that previously submitted plans for the Minnivale operating base should be amended with the objective being to improve safety. Instead of a stub siding, they requested a loop siding, as it would eliminate the riskier propelling movement of passenger trains. Brookfield Rail undertook the revised design and engineering plans at their cost (as they are a major sponsor of the Project) but the track layout, construction and material costs increased due to the required changes.

In addition, later discussions with Brookfield, who have control of the station platform at Goomalling, highlighted that the lease to Goomalling Shire does not cover the platform and that Brookfield Rail would be the responsible party with respect to any works undertaken. They stated that the Project would have to fund any work on the platform undertaken by Brookfield. Initial costings for engineering alone were in excess of \$160,000. Construction work was estimated to be in excess of \$200,000. The Project was clearly unable to fund those additional platform costs. It was agreed that portable stairs would be used in lieu of platform boarding arrangements. The system has been used safely and successfully in WA for many years.

Since then, further expenses with respect to the re-registration process for rolling stock to gain track access on the Brookfield Network which are associated with testing and trials are also imposing significant additional costs for the Project.

The then CEO of the Shire of Dowerin indicated that the priority for the Project was to have trains running as soon as possible and to achieve that within budget. The Project was instructed to redirect funds from the Minnivale / Dowerin rail precinct works and the Goomalling rail precinct works, in order to fund the additional expenses for Track engineering layout and materials.

Accordingly, SCHEDULE 4 sub-section 4.1 *Project Description* requires the following modification, amendment or other variation as follows.

Second bullet point at the top of page 24 of the Agreement should read:

- Track and turn-outs supplied by Brookfield Rail will be constructed; thereby deleting the reference to a platform at Minnivale.



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The fifth and sixth bullet points should also be deleted from page 24 of the Agreement.

Sub-section 4.3 *Project Timeframe* has already been modified, amended or otherwise varied with the agreement of the Department to grant an extension for completion of the Project to August 2016. (See letter on file signed by the Manager of Reporting and Evaluation from the Department on 26<sup>th</sup> April 2016 and signed by the CEO of the Shire of Dowerin on 4<sup>th</sup> May 2016.)

Sub-section 4.4 *Project Budget* requires the following modification, amendment or other variation as follows.

On page 25 of the Agreement, the sum of \$135,000 should be deleted from the Project Item Minnivale / Dowerin rail precinct works and added to the Project Item Track engineering layout and materials in the column headed CLGF Funds under this Agreement (\$). The sum of \$135,000 should also be deleted from and added to the same Project Items in the last column headed Total Funds (\$).

Also on page 25 of the Agreement, the sum of \$150,000 should be deleted from the Project Item Goomalling rail precinct works and added to the Project Item Track engineering layout and materials in the column headed CLGF Funds under this Agreement (\$). The sum of \$150,000 should also be deleted from and added to the same Project Items in the last column headed Total Funds (\$).



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Main Activities / Milestones	Original Date as per FAA	Revised date (Insert date this was achieved or will be achieved.)	Comment
Rail, turnouts and sleepers delivered and installed at Heritage Rail Centre in Minnivale.	31 October 2013	April 2016	Full rail accreditation was not received until December 2015.
Rolling stock refurbishment and delivery	31 December 2013	August 2016	Full rail accreditation was not achieved until December 2015 thereby precluding the refurbishment work. Brookfield Rail has required additional testing before they will grant network access. Some progress has been made with 1 locomotive and 2 carriages due for delivery in August 2016."
Locomotive refurbishment and delivery	28 February 2014	August 2016	Full rail accreditation was not achieved until December 2015 thereby precluding the refurbishment work. Brookfield Rail has required additional testing before they will grant network access. Some progress has been made with 1 locomotive and 2 carriages due for delivery in August 2016."
Full rail accreditation	31 March 2014	21 December 2015	State Office delayed granting accreditation. It was achieved under the jurisdiction of the National Rail Safety Regulator.



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Goomalling rail precinct upgraded	30 June 2014	N/A see below – Item 4.4	No longer being undertaken. See Attachment Two.
Northam static rail display upgraded	30 June 2014	Funds were remitted to the Shire of Northam in February 2016	100,000 on improvements and upgrades to the Old Northam Railway station museum in the 15/16 financial year; \$50,000 has been carried forward in 2016/17 to complete other works which will be identified in conjunction with the Northam Heritage Forum.



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### CLGF VARIATION REQUEST (July 2016)

#### Schedule 4, Item 4.4 – Project Budget – Varied

Item of Expenditure	CLGF Funds under this Agreement (\$)	Leveraged Funding (\$)	Name of Leveraged Sources	Total Funds (\$)	Reason for Variation
Refurbish and deliver rolling stock	84,000	0		84,000	
Track engineering layout and materials	561,000	450,000	Brookfield Rail	1,011,000	Refer to the Minnivale/Dowerin and Goomalling funds being redirected to this project item
Refurbish and deliver locomotives	325,000	0		325,000	
Northam upgrade and static display	150,000	0		150,000	
Accreditation and project consultant	130,000	50,000	Shire of Dowerin	180,000	
<b>Totals (\$)</b>	<b>1,250,000</b>	<b>500,000</b>		<b>1,750,000</b>	

**Shire of Dowerin**  
**Wheatbelt Heritage Rail Advisory Committee**  
**Terms of Reference**

**Objectives of Committee:**

The primary object of the Wheatbelt Heritage Rail Committee is to provide guidance and advice on the delivery of the Wheatbelt Heritage Rail project and to make recommendations to Council regarding the on-going delivery of this project.

Reports and recommendations from the WHR Committee will assist Council in decision making on the future of the WHR project.

The WHR Committee will facilitate:

- the development of an operational management plan management and budget for the WHR project for Council's consideration;
- the implementation of the operational management plan for the WHR as adopted by Council;
- periodic reviews of the operational management plan for the WHR as adopted by Council;
- an evaluation of the project after 12 months of operation;
- development and implementation of processes that measure safety, customer and volunteer satisfaction;
- monitoring financial reports of the WHR project;
- accurate and timely reporting to Council on all aspects of operation, including safety, service delivery, infrastructure, budgets and marketing related matters;
- effective representation of WHR in the local, state and federal government domain and in industry and other external domains, to ensure issues, trends and possible policy changes likely to impact on the organisation are identified and actions are initiated to ensure that outcomes optimal for WHR are achieved;
- effective input regarding the WHR project to the Council's strategic planning processes.

### **Powers of the WHR Committee**

The WHR Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.

The WHR Committee is a formally appointed Committee of Council and is responsible to that body. The Committee does not have executive powers or authority to implement actions and does not have any delegated financial responsibility.

### **Membership**

The WHR Committee will consist of

- 2 Councillors (and one proxy);
- 1 representative from Rail Heritage WA;
- 1 representative from the Shire's insurers – LGIS;
- 1 representative from the Office of the National Rail Safety Regulators; and
- 2 Community Representatives (recruited via open EoI process);

All members will have full voting rights.

The CEO, Community Development Coordinator and Project Manager shall be ex-officio members of the Committee and shall provide accurate and timely information and advice to the Committee along with secretarial and administrative support.

### **Meetings**

The Wheatbelt Rail Heritage Committee shall meet at least quarterly.

### **Reporting**

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

### **Term**

## ATTACHMENT EIGHT

This Committee will be dissolved in October 2017; however at that time Council may consider re-establishing the Committee and reviewing the Committee's Terms of Reference.



**WHEATBELT DEVELOPMENT COMMISSION**

**BUSINESS CASE**

**DOWERIN LIGHT INDUSTRIAL PROJECT**



**March 2016**



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  - 1.2 Project Scope
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  - 2.1 Context
  - 2.2 Key Drivers
3. Options Analysis
  - 3.1 Identified Sites
  - 3.2 Town Planning Considerations
  - 3.3 Environmental Considerations
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  - 3.6 Opportunity and Constraints Analysis
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3. *Avon Sub-Region Network Analysis*
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5. *Cottrell Street (UCL Lots 286 & 287 and Portion Lot 192)*
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## **Executive Summary**

*The Wheatbelt Regional Investment Blueprint recognises that the Avon Sub-region has growing potential for the development of transport and logistics as well as manufacturing-based business growth. The recent growth has been driven by the mining boom but the Avon economy is underpinned by agricultural production and an advantageous and strategic location with access to the North and East of the State and proximity to the metropolitan area.*

*Northam is the key regional centre for the Avon Sub-region. Under the SuperTown programme, a Growth Plan was created for Northam which identifies growth targets, priority projects and implementation plans that have been identified to assist in the growth of Northam and the Avon Sub-region. The Avon Sub-Regional Economic Strategy was undertaken by the Wheatbelt Development Commission under a collaborative consulting model with economist Mark Wallace from the RPS Group. The Strategy looks at the economy of the Avon Sub-region, identifying its economic drivers on a global, national, state and local level.*

*The SuperTown and Sub-regional economic planning was fed into the development of the Wheatbelt Investment Blueprint. The Blueprint encompasses the vision and priorities that will bring the Wheatbelt to meet growth targets of a population of 180,000 in 2050, with economic growth at 7% per annum resulting in a GDP increase from 6.4B in 2013 to 183.7B by 2050.*

*The Avon Sub-Regional Economic Strategy identifies limited capacity in the Avon's supply of project land. This limited supply and recent growth in the State's economy has led to the need for land development. In order to unlock the potential of the Avon Sub-region's diversifying economy, land assembly is required to allow for business location or relocation from the metropolitan area to occur. The Wheatbelt Development Commission aims to address this need by seeking funds from the Growing our South Initiative.*

*Harnessing the assets of the Avon Sub-region will play a vital role in achieving the vision for population and economic growth. Currently the Avon is home to 75,000 people which equates to 43% of the region's total population. The Avon is made up of several connected communities that range from 400 to 6000 in population size. Agriculture forms the strong base of the economy while transport and logistics, niche manufacturing and population services are also dominant and growing industries.*

*Following is a business case that examines three potential development sites in Dowerin and recommends the development of two new light industrial lots on Cottrell Street. The development would be a transformational development project for the town of Dowerin which currently has no light industrial land capacity.*

*A "desk-top" servicing investigation has been undertaken to assess the light industrial lot development capacity of Cottrell Street, and a high order financial model*

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*to determine the cash flow implications of undertaking the project. An 18 month design, approval and construction period would be required and a financial contribution of **\$259,945** is needed to bring the project to fruition.*

## **1 Background**

### **1.1 Project Background**

This report investigates and assesses the potential for the development and release of additional light industrial lots in the Shire of Dowerin as part of the Growing our South (GOS) Initiative; the initiative can provide transformational catalyst investment to address market failure in the Avon Sub-region. The Avon Sub-Regional Economic Strategy (RPS, 2012) identifies transport, logistics and industry as key drivers of the Avon Sub-region's economy, based on the location of the Avon relative to metropolitan Perth, major mining regions and inter and intrastate transport infrastructure.

The Strategy recognises the Avon Industrial Park (AIP) - a 203ha subdivision for large heavy industry - as the largest concentration of industrial land. Secondary nodes of zoned industrial land currently exist in Goomalling, Quairading and Toodyay with smaller tertiary nodes in Koorda and Wyalkatchem.

Expansion of industrial land offerings is critical to maximise local industrial land choice and allow the Sub-region to accommodate all market segments including agricultural production transport, heavy and light manufacturing, and regional transport and logistics. The implementation of the Sub-Regional Economic Strategies is recognised as a key influence to guiding public and private investment. This is reflected in the Wheatbelt Investment Blueprint (WIB) which recognises market failure in industrial land development across the region. Investment in land assembly is identified as a solution in the WIB to enhance the region's infrastructure and accommodate growth.

Light industrial development in Dowerin would give the region the opportunity to diversify from its agricultural-oriented base and attract private investment and business growth to the town. Dowerin has a well-established light industry/ servicing sector which can be expanded by making more serviced industrial lots available.

There is currently no capacity in the Dowerin light industrial area for businesses to locate there and existing businesses are unable to relocate if they require more land or better facilities.

Dowerin has existing residential land developments through the Regional Development Assistance Programme (RPAP) which improves the capacity for housing to be developed for a growing workforce.

To attract investment, a targeted marketing approach should focus on the affordability of business start-ups in Dowerin compared to the metropolitan area, coupled with a relaxed community-focused lifestyle.

## 1.2 Project Scope

The Shire has identified three potential areas for light industry development. These sites are located on Metcalf Street, Stuart Street and Cottrell Street. All three sites are within close proximity to the existing light industrial area. This report will investigate the development of the Cottrell Street site, as it has been identified as the least constrained site for development. The two Cottrell Street light industrial lot developments once complete would be in ownership by the Shire of Dowerin.

A concept plan and a “desk-top” engineering investigation have been undertaken for one of the Cottrell Street sites. The land is held by the Crown, and is currently used for parking purposes for the Dowerin Machinery Field Days which runs for three days once a year. The engineering investigation has confirmed that the cost of lot production would exceed the potential revenue that would be gained from future lot sales.



Figure 1 – Land Development Process

This report concludes the project initiation stage of the land development process timeline (Shown in Figure 1 above). Due diligence work has partially been completed, and land development expertise from LandCorp has confirmed that the Cottrell Street site would be the preferred option for short-term light industrial expansion. This business case will advance the project planning phase of the land development process.

Additional work will be required to confirm that the land parcel identified in the business case can receive the requisite approvals and that it can be developed in the manner proposed.

## 1.3 Area of Interest

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Dowerin is located in the Avon Sub-region, approximately 166 km from Perth and 70 km from Northam, as seen in Figure 2. Northam is the closest regional centre for Dowerin, providing the Shire with administrative, social and economic services.

Dowerin is predominately an agricultural community focused on grain production and some livestock production. The Dowerin Field Day is a well-known and major agricultural calendar event held over two days a year, and gains an immense amount of visitation and activity in the town.

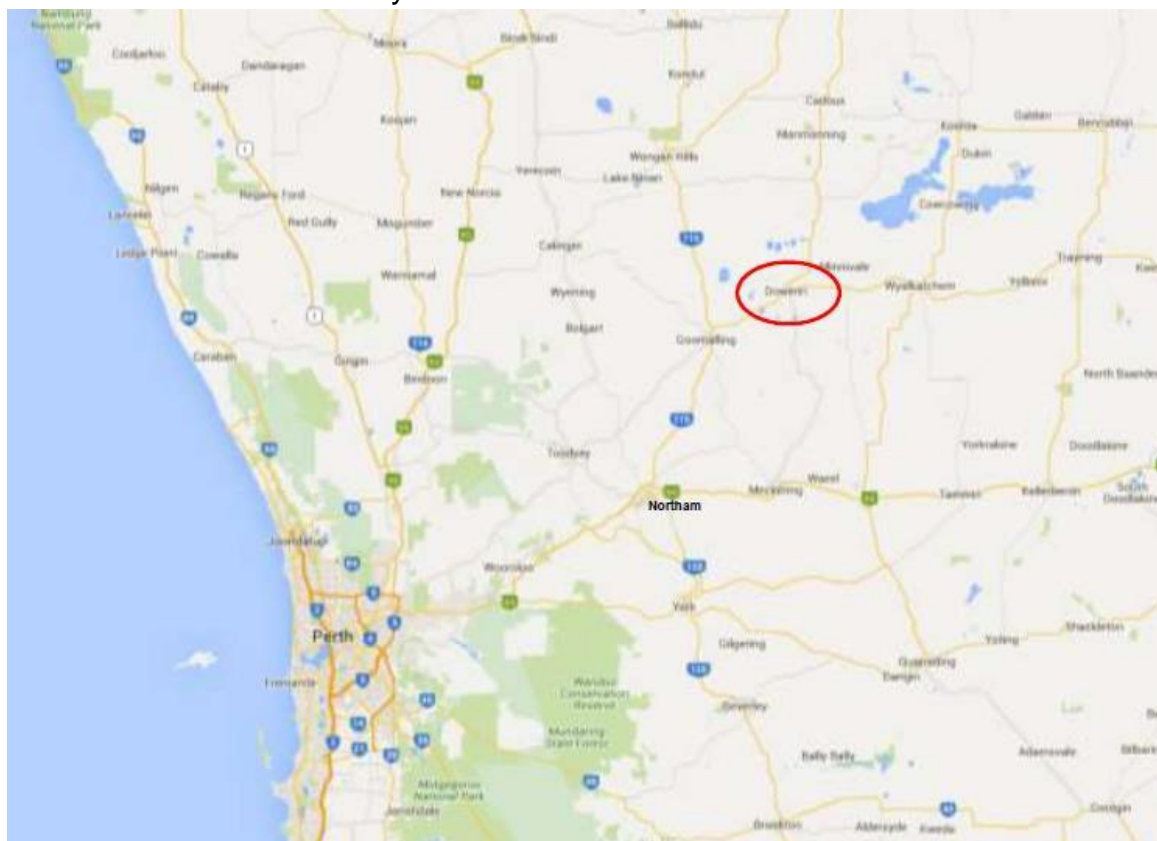


Figure 2 – Location map

## 2. Need and Demand

### 2.1 Context and Key Drivers

The Avon Sub-region is a \$1 billion export-oriented economy, home to 27,384 people in 2011 and 4.5% of Western Australia's non metropolitan population.

The Avon Sub-region is recognised for substantial agricultural production and has strong links with the global economy through export of agricultural products. The strong agriculture sector in the Avon has led to the development of a robust transport and logistics sector.

In recent years, industrial activity in the Avon has diversified as a result of the Sub-regions strategic location in Western Australia. The Sub-region is directly adjacent to the Perth metro area on major east-west rail and road, and north-south road freight

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routes. This has provided the Avon with affordable and strategic access to both a critical mass of urban population and major mining regions of the Pilbara, Goldfields, Eastern Wheatbelt and South West.

This access to both the metro area and mining regions of WA place the Avon in a unique place to service the State. The diversity of access, coupled with local agricultural production is critical to the Avon's long-term sustainability as it provides the Sub-region with the ability to minimize its exposure to individual community cycles (very rarely are agriculture and mining in a down turn at the same time).

The *Avon Sub-Regional Economic Strategy* notes that Dowerin has an estimated population of 752 people which is approximately 10% lower since 2001. The WAPC forecasts this trend to continue over the next decade. However, economic analysis undertaken in the SuperTown's planning indicates a 2.9% annual growth rate for Dowerin could be achieved and it would take the population to 1,000 residents by 2030.

The Shire acknowledges it has a potential role in the Avon for modest population growth, maintaining its primary agricultural production role. Dowerin realises its proximity to Northam as a benefit, providing employment opportunities within a commutable distance to Dowerin as well as providing higher level health and education.

The *Avon Sub-Regional Economic Strategy* further identifies that an increase in commercial activity generated by population and visitor growth will be dependent on increasing population to create a critical mass sufficient to generate local demand. The expansion of local transport, industrial activity and attraction of a labour force to support Dowerin is crucial.

The network analysis shown in Figure 3 displays the competitive advantages and opportunities for each Local Government area. The dots signify the following;

Solid circle - the town had an above average competitive advantage in the relevant industry/ sector and /or has existing activity leveraging this opportunity.

Dotted circle - The town has the potential to have an above average competitive advantage in the relevant industry/ sector (due to either changing or emerging drivers) over the next decade.

No circle - the town does not have an above average competitive advantage in the relevant sector.

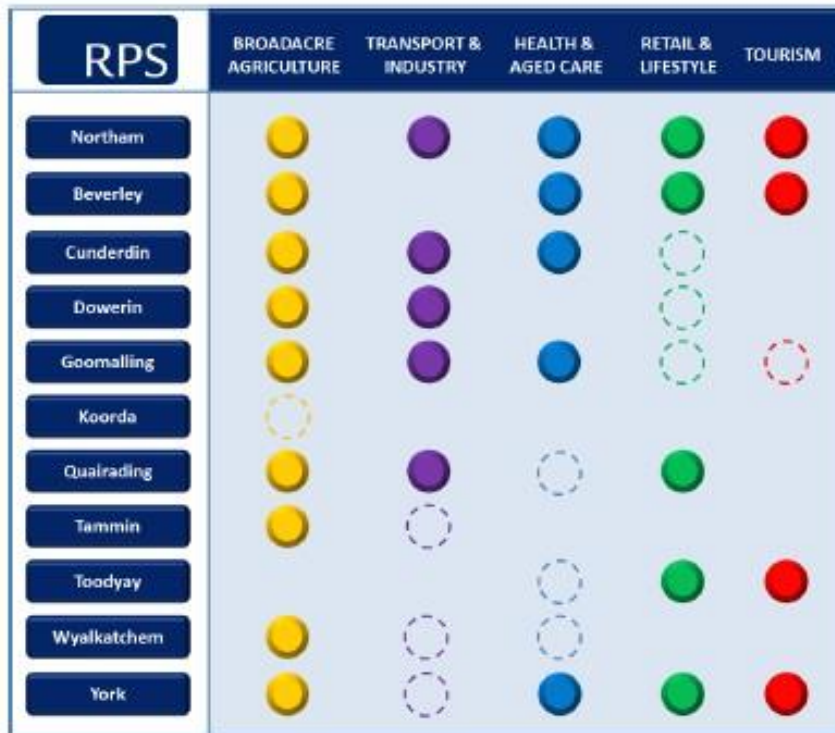


Figure 3 – Avon Sub-Region Network Analysis

Dowerin is the administrative centre of the Shire and the Shire's major settlement. 54% of the region's employment is within the agricultural sector, while the second biggest employing industries are education and training, and transport and logistics which each employ 6% of the workforce.

There is an opportunity for Dowerin to grow as a lifestyle town. There is a Landcorp residential development that can cater for population growth due to increased economic activity in the town. In the past five years there has been approximately eight new businesses start-ups, majority in retail and services (trades).

One of the key actions for 'Local Economy and Business' in the Shire of Dowerin's Community Strategy Plan is to:

- increase availability of light industrial land; and
- ensure there is adequate land available for commercial and industrial purposes aligned with economic need and growth (Dowerin Community Strategic Plan, 2013).

Economic analysis undertaken during the SuperTowns planning justifies a Sub-regional population of 50,000 by 2030, subject to favourable economic conditions. This would mean a further potential distribution of 1,000 residents to Dowerin.

The Western Australian Planning Commission (WAPC) recognises the need for the implementation of the Wheatbelt Investment Blueprint and Sub-Regional Economic Strategies. Delivery of serviced land in town sites is proposed as part of the Avon Sub-Regional Economic Strategy, to bring about sustainable long-term growth in



communities. This involves achieving industry and employment growth diversification and development of alternative and niche industries such as tree farming, horticulture, and aquaculture.

### 3. Options Analysis

#### 3.1 Identified Sites

Figure 4 identifies three potential locations in Dowerin where new industrial land product can be provided and released to the market. The Crown has two lots of Unallocated Crown Land with frontage to Cottrell Street. Two larger land parcels have been identified with frontage to Stewart Street which are held in freehold title by Dowerin Field Days Inc. The final site located on the northern side of Metcalf Street is held in freehold title and is being utilised for broad-acre cropping and farming purposes.

The sites are all located to the north of Dowerin's residential areas, and are close to existing industrial and grain handling land uses with good access for potential industrial traffic.

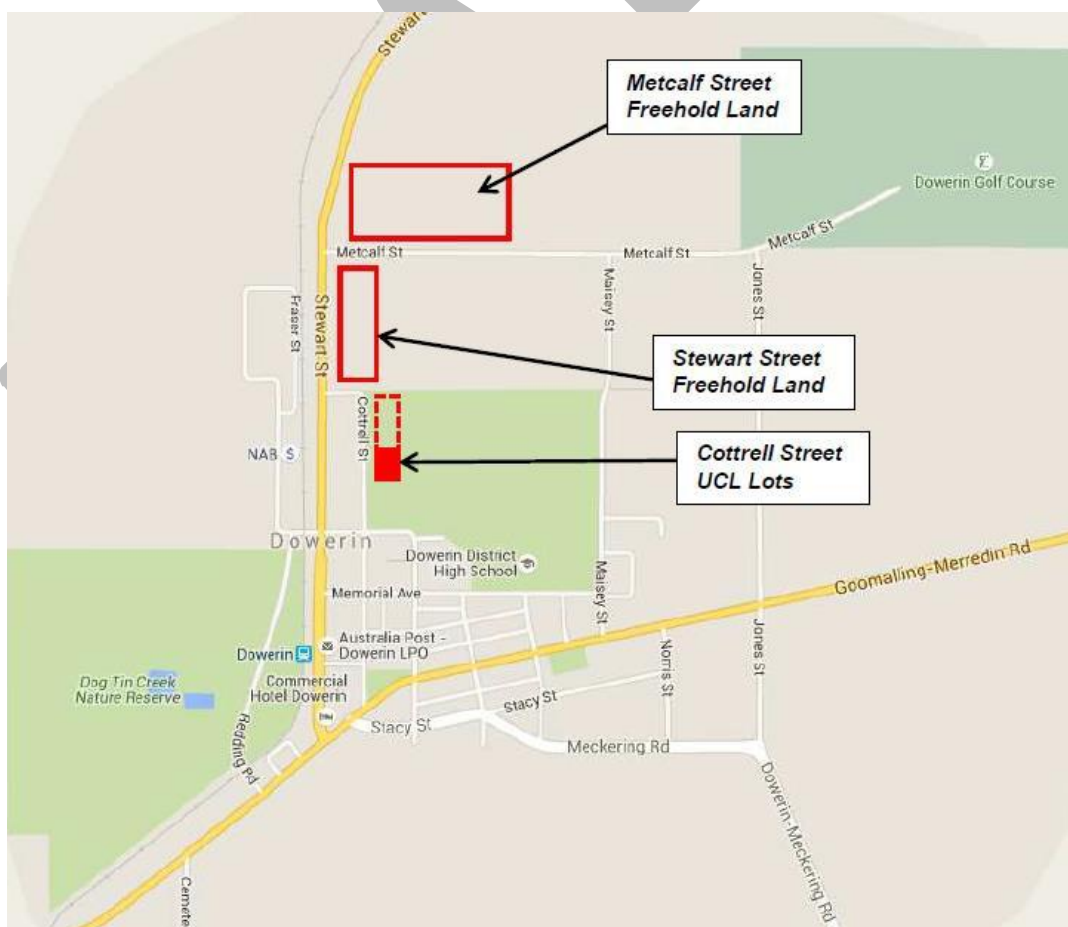


Figure 4 - Townsite Development Opportunities

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### Cottrell Street Site:

This area comprises two land parcels (lots 286 and 287 on P190210), with a combined land area of 4,127m<sup>2</sup>, shown in Figure 5. The lots are zoned “Light Industrial” in the Shire’s Local Planning Scheme 2. The lots are vacant, cleared and are utilised annually for car parking over the duration of the Dowerin Field Day. The lots are at the northern extremity of a ribbon of industrial development fronting Cottrell Street and are east of a number of larger industrial sites used for transport depots; the CBH grain storage facilities are located further to the west of those activities. The nearest residential land (sensitive land use) is located 160 metres to the south and the land to the north and east is “Reserved for Park and Recreation” purposes in the Shire’s Local Planning Scheme.



Figure 5 - Cottrell Street (UCL Lots 286 & 287 and Portion Lot 192)

The conversion of the UCL lots into freehold titles, followed by the servicing of those lots, would be feasible when the South West Settlement is completed and Native Title certainty has been achieved. The release of two industrial lots would provide a short term solution for business and employment growth opportunities in Dowerin. Should additional land be required in the future, there is the capacity to create additional industrial lots to the north, with frontage to Cottrell Street, subject to a portion of adjoining lot 192 (Reserve 10614) being excised from the parent lot, converted to freehold title, rezoned and serviced. That action would require the surrender of the management order over portion of Reserve 10614 by the Dowerin

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Field Day Committee and the forfeiture of that land. The shire has indicated that it will work with Dowerin Events Management to enable the development to occur if the funding request is successful.

Stewart Street Site:

This area comprises two freehold land parcels (lots 189 on Plan 150876 and 136 on Plan 142103), comprising a total area of 7.7953ha, see Figure 6. The lots are zoned “Special Use: Dowerin Field Day” in the Shire’s Local Planning Scheme. The western halves of the lots are vegetated, the eastern portions are cleared and the lots are fenced into a larger land parcel, incorporating the lots to the east. Stewart Street provides the primary road train access from farms to the north into the Dowerin grain storage facilities. Industrial land uses are located to the south, fronting Stewart Street, rural land uses occur to the east and north and grain storage exists to the west. A substantial dam also exists on the eastern boundary of lot 136.



Figure 6 - Stewart Street – Lots 136 and 189

The cleared portion of the lots are used for “overflow” parking during the Dowerin Field Day event and the vegetation on the western end of the site (defined by the broken red border in Figure 6) provides a visual screen for the site. Development of these lots would best be facilitated by the extension of Cottrell Street through to Metcalf Street (shown by the black broken line in Figure 6) and the provision of new

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lots on either side of the new road. That action would allow some of the vegetated screen to remain in place and would prohibit additional vehicle entry points onto Stewart Street, allowing for existing services on Cottrell Street to be extended. The potential development of this site is heavily constrained by the current ownership, the characteristics of the lots, the annual field day car parking demands and the zoning applied to the lots. The vegetation on-site is also declared to be bushfire prone.

**Metcalf Street Site:**

This area comprises a 5.0ha portion of a freehold land parcel (lot 9250 on Plan 225127), with the parent lot having a total area of 23.067ha, shown in figure 7. Lot 9250 is zoned “Rural” in the Shire’s Local Planning Scheme 2, and is owned by the Meakins’ family forming part of a 90 ha farming operation on the northern urban fringe of Dowerin. The majority of the investigation area is cleared, with a north-south vegetation belt running through the centre of the area. The area is not segregated from the larger land holding and is utilised for cereal cropping and broad-acre grazing. The investigation area has primary access to Metcalf Street, with Stewart Street providing secondary road access. The investigation area is surrounded by rural land uses and the nearest sensitive land use (residential) is located 700m to the south. Portion of the investigation area is also declared to be within the bushfire prone area.



Figure 7 - Lot 9250 Metcalf Street

### 3.2 Town Planning Considerations

The Cottrell Street lots are located within the “Light Industrial” zone in the Shire of Dowerin Local Planning Scheme 2 and the land use table within the Scheme allows for the development of cottage and light industrial; service industry; caretaker’s dwellings; motor vehicle repairs; service stations; service utilities; showrooms; storage; office space; private recreation; transport depots; warehouses; and other minor land uses.

However, the Scheme is largely silent on the development standards that need to be applied to future uses on the lots.

The Stewart Street and Metcalf Street lots are zoned “Special Use - Dowerin Field Day” and “Rural” and both options would require a scheme amendment to be undertaken before they could be developed for industrial (either light or general) purposes. The “Special Use - Dowerin Field Day” zoning over the Stewart Street lots is silent (at Schedule 4) on the special uses that can be undertaken on the lots.



Figure 8 – Zoning Map

From a land use planning perspective, all three sites are sufficiently removed from sensitive land uses (residential) to avoid any nuisances and incompatible land use conflicts. The Stewart and Metcalf Street sites have historically been subjected to

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industrial traffic associated with the long standing CBH facility. However, industrial traffic also frequents Cottrell Street and the road surface has been constructed to accommodate truck movements and manoeuvring into adjacent lots.

### **Environmental Considerations**

The Cottrell Street site has been cleared to accommodate the current land use. Apart from the potential for minor oil leakage from park vehicles, the site has no previously known land use that would have resulted in contamination of the site. The two lots are held by the Crown as Unallocated Crown Land, and therefore Native Title has not been extinguished over the lots; that position will change upon the finalisation of the South West Settlement. Therefore, based upon current knowledge of that site, no environmental factors are anticipated to preclude the future development of the site.

Development of the Stewart and Metcalf Street sites are also expected to be reasonably unproblematic. There are no Native Titles for the site area, a clearing permit may be required to remove the vegetation on the Stewart Street lots, and the threat from bushfires will necessitate the preparation of a bushfire management plan to inform future development.

### **3.3 Service and Infrastructure Considerations**

The Porter Consulting Engineers report on the Cottrell Street site has determined that development costs in the order of \$89,000 per lot can be expected and that;

#### Site Works:

A two week construction period has been assumed to install a new water main and to provide telecommunication's ducting. No major earthworks or site filling is proposed.

#### Roads:

The existing 7.4m wide bitumen road is considered to be adequate for the intended development and is consistent with the servicing provided to the existing industrial lots.

#### Drainage:

No additional drainage is proposed.

#### Water:

The existing 100mm water main is required to be extended and will need to be bored beneath the verge trees or the alignment of the main altered to minimise the impact of excavations on tree roots.

#### Sewer:

No sewer mains exist in Cottrell Street and on-site effluent disposal is proposed.

#### Fencing:

No site fencing is proposed.

#### Power:

It is proposed to provide underground power connections to the two lots from the existing overhead power line on the western verge of Cottrell Street.

#### Telstra:

It is a subdivisional requirement that a developer install pit and pipe conduits, however Telstra may require the conduits to be sized to a standard higher than currently existing in the locality. No allowance has been made for back haul charges (placement of cable and connection to existing network).

Gas:

There is no reticulated gas supply in Dowerin.

No desk-top engineering investigation was undertaken on the other sites.

### 3.6 Opportunity and Constraints Analysis

The following SWOT analysis applies to the Cottrell Street site.

<p><u>Strengths:</u></p> <p>Lots are suitably zoned and do not require subdivision approval to develop.</p> <p>Lots are held as UCL by the Crown.</p> <p>Lots adjoin existing industrial sites and have good road access and exposure.</p> <p>Flat sites with services in locality and close to town centre.</p> <p>2000m<sup>2</sup> lots suitable for service and light industry.</p>	<p><u>Weaknesses:</u></p> <p>Limited supply of land available and development would only accommodate needs of 2 businesses.</p> <p>Scheme amendment and land assembly process required if demand outstrips supply.</p> <p>Lot sizes may be unsuitable for any transport related firms.</p> <p>Land may be transferred to Ballardong People as part of land transfer agreed in South West Settlement.</p>
<p><u>Opportunities:</u></p> <p>Development of final zoned light industrial lots in Dowerin may trigger longer term planning for industrial land supply in Dowerin.</p> <p>Development may open dialogue with Dowerin Field Day Committee on providing long term solutions for industrial land supply and managing short duration event parking.</p> <p>Retaining verge trees will enhance the streetscape appearance of future development(s).</p>	<p><u>Threats:</u></p> <p>Cost of lot production will not be recovered through revenue from sales.</p> <p>Removal of car parking opportunities will place development at odds with Dowerin Field Day event organisers.</p> <p>Mature trees within Cottrell Street verge affect service delivery and their root structures may be disturbed when laying new services.</p>

No comparable analysis has been undertaken on the other two sites, as those freehold lots are currently unavailable for development.

### 3.7 Project Staging

The Cottrell Street lots are capable of providing two light industrial lots of 1980m<sup>2</sup> and 2147m<sup>2</sup> consistent with the Shire of Dowerin Local Planning Scheme 2, and must be within six months of the land assembly being completed. The current market for lots is unproven and servicing two lots will be an economical way to test the market.

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Should the two lots sell quickly, the development of future light industrial lots would be dictated by consumer demand for land, the progress being made on the identification and zoning of additional land for Light Industry purposes, and the Shire's willingness to purchase land and to service and release further lots into the market.

Given the limited number of lots involved, it is recommended that the two lots be serviced and released concurrently.

## 4 Project Evaluation and Cost Management

### 4.1 Financial Analysis

A cash flow analysis has been undertaken for the Cottrell Street project and the results analysed. The engineer has advised the civil works for a two lot industrial project is anticipated to cost **\$178,300** or **\$89,150** per lot.

Assuming the Crown relinquishes the land needed for the project and the delivery agency accepts the risks associated with selling the created lots, funding of **\$259,945** would be required to service and release the two lots. The project sponsor is contributing the future revenue for the project (estimated at **\$115,000**), on-going holding costs for the lots and the added risk that future revenues may not be achieved.

<i>Component</i>	<i>Financial Outcomes</i>
<b>Land</b>	\$ 1
<b>Development Costs</b> <i>(including consultants, construction, marketing and sales)</i>	<b>\$268,910</b>
<b>Revenue ( Two lots )</b>	\$115,000
<b>GOS Funding Required</b>	<b>\$259,945</b>

A summary of the financial analysis follows:

A copy of the engineer's estimate has been provided in Appendix 1. The preliminary nature of the engineering investigations also requires that a 20% margin be added to the financial modelling to minimise the impact of the efflux of time and any current unknown development requirements.

The delays involved in finalising the South West Settlement, plus achieving a change in tenure, substantially increase the level of uncertainty over the capacity to develop the lots. No comparative costing has been undertaken on the alternate sites given the potential difficulties in securing tenure.



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## 5. Project Implementation

### 5.1 Assessment of Implementation Options

A minimum lead time of 12 to 18 months would be required to deliver this project (secure tenure, complete detailed designs, tender works, etc.), with the potential for the delivery timeline to be reduced to 12 months if the South West Settlement is completed by mid-2016.

Securing either local government or private sector interest for the delivery of this project would be challenging, given the limited possibility for raising revenue. Without government intervention, supplying land for economic activities will remain with the Shire of Dowerin if the Shire wishes to accept the financial risk associated with future sales, or through the Western Australian Land Authority (LandCorp). LandCorp currently has a number of light industrial projects at a “shovel ready” status in the Avon Sub-region of the Wheatbelt and is unlikely to add Dowerin to that list, particularly given the lack of sales within LandCorp’s Dowerin residential development.

#### Short Term Development:

Service Lots 286 and 287 Cottrell Street and release to the market for industrial development.

#### Long Term Development:

Following the zoning of additional land for industrial development by the Shire of Dowerin, and subject to the market conditions, encourage the Shire to release additional industrial lots.

### 5.2 Procurement

All products and services would be sourced in accordance with local and State Government standard procurement processes.

### 5.3 Future Resources

The following disciplines have been identified to facilitate land assembly and a timely approvals process:

- Project Management – overall project management from project initiation to delivery;
- Civil Engineer – civil works design, tendering of project and superintend works on behalf of principal;
- Geotechnical Engineer – assess soil conditions for civil works and future on-site effluent disposal;
- Electrical Engineer – design and secure approvals for electrical reticulation and communications;
- Environmental Consultant – ensure no environmental constraints exist on-site;
- Surveyor – feature survey and pegging of lots to meet Land Act requirements; and
- Valuer – provide advice on market prices to be applied to new lots.

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**Conclusion:**

The development of two new light industrial lots at the Cottrell Street site is the most acceptable development option in Dowerin. This development would occur in the out years if it was funded.

The development would be a transformational development project for the Avon Sub- region, delivering on the WIB objectives for **Vibrant Economies**. The cost of undertaking the development, based on recognised servicing standards, will exceed the income derived from future sales. No land bank of vacant light industrial lots will be available in the short-term without government intervention. An 18 month design, approval and construction period would be required and a financial contribution of **\$259,945** is needed to bring the project to fruition.

DRAFT



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<b>Policy Owner:</b>	CEO
<b>Distribution:</b>	Councillors, all Shire employees and all Shire contractors
<b>Person Responsible:</b>	CEO
<b>Date of Approval:</b>	
<b>File Reference:</b>	ADM

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**Objective**

To provide a clear and robust position and process for Councillors and all Shire employees and Shire contractors relating to public interest disclosures;

To assist in ensuring the Shire of Dowerin Councillors and all employees maintain the highest standards of ethics in behaviour that are in accordance with the Shire of Dowerin’s objective of achieving a high performing organisation that serves its community efficiently and with high standards of integrity.

To ensure the Shire of Dowerin Integrity is trusted by the Community it serves and is accountable for its actions.

This policy will:

- ensure that there is a supportive and informed culture within the organisation in terms of public interest disclosures.
- clarify the support for Councillors, staff or contractors who make Public Interest Disclosures.

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**Scope**

This policy applies to all Councillors, all employees and all contractors of the Shire of Dowerin.

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**Policy**

**PRINCIPLES**

The Shire of Dowerin does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Dowerin, its elected members, employees and contractors.

The Shire of Dowerin is committed to the aims and objectives of the Public Interest Disclosure Act 2003 (PID Act). It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made, by staff, as to corrupt or other improper conduct.

The Shire of Dowerin will ensure every effort to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a

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public interest disclosure.

The Shire of Dowerin does not tolerate any of its elected members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

#### **PROCEDURES**

These internal procedures provide guidance in regards to the manner in which the Shire of Dowerin will comply with its obligations that are based on the PID Act 'Guidelines on Internal Procedures' published by the Public Sector Standards Commissioner. They provide guidance to anyone wishing to make a public interest disclosure:

- Disclosure of public interest information shall be made to the Shire's nominated Public Interest Disclosure Officer (PID Officer).
- The PID Officer shall conduct a confidential investigation of the information disclosed, or cause that information to be investigated.
- On completion of the investigation the PID Officer shall report to the informant as to the progress and outcome of that investigation and the action taken as a consequence.
- The confidentiality of the informant, and any person who maybe the subject of a public interest disclosure, shall be maintained.
- Records as to public interest disclosure shall be maintained and reporting obligations complied with Administration Designation of Public Interest Disclosure (PID) Officer.

The person from time to time holding or acting in the position of Governance Coordinator (or the position as determined by the Chief Executive Officer) is designated as the Public Interest Disclosure (PID) Officer, of the Shire of Dowerin.

The PID Officer is responsible for receiving disclosure of public interest information relating to matters falling within the sphere of the responsibility of the Shire of Dowerin. The PID Officer is to act in that role in accordance with the Public Interest Disclosure Act and Guidelines issued by the Commissioner of Public Sector Standards [which are to be read in conjunction with this policy].

#### **ALTERNATIVES**

Should Councillors, staff or contractors feel unable to speak to the designated PID Officer for the Shire of Dowerin, they are to utilise one of the following:

1. The Public Sector Commission's Advisory service on 08 6552 8888 or [minormisconduct@psc.wa.gov.au](mailto:minormisconduct@psc.wa.gov.au). Further information can be found on the Public Sector Commission Website <https://publicsector.wa.gov.au/conduct-integrity/minor-misconduct/reporting-minor-misconduct-psc>



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2. The Department of Local Government and Communities Public Interest Disclosure Officer on 6551 8700.
  3. The Ombudsman of Western Australia via the Ombudsman's office on 08 9220 7555 or mail@ombudsman.wa.gov.au

**Delegated Authority**

CEO

**ROLES AND RESPONSIBILITIES**

**Chief Executive Officer**

- To ensure the implementation of this policy.

**Senior Managers**

- Ensure all current and new employees are aware of this policy; and
- Ensure that that this policy guides behaviours and actions of employees;

**Employees**

- Ensure they understand and comply with the requirements of this policy.
- Seek clarification from their supervisor or the PID Officer if they are unsure of the content or implications of this policy.

**Other Relevant Legislation Policies and Documents**

Public Interest Disclosure Act 2003  
Corruption, Crime and Misconduct Act 2003  
Shire of Dowerin Strategic Community Plan  
Shire of Dowerin Code of Conduct  
Shire of Dowerin Induction Manual

**Work Procedures**

Nil

**Delegations**

Nil

**Policy Adoption and Amendment History**

Adopted by Council: TBC  
Next Review Due: On or before 31 July 2017

**Policy Advertising History**

Advertisement Date:  
Advertisement Locations: