



MINUTES

OF MEETING

HELD ON

20 SEPTEMBER 2016

3.00PM

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1. OPENING, OBITUARIES, VISITOR

1.1 OPENING

Deputy President Cr Ralph opened the meeting at 3:00pm.

1.2 OBITUARIES

Florence Hilda Collier (Jones)

Margaret Richards

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

G.B. Ralph	Deputy President	Rural South Ward
R.I. Trepp		Rural South Ward
B.N. Walsh		Town Ward
D.P. Hudson		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

D.E. Metcalf	President	Town Ward
A.J. Metcalf		Town Ward

2.3 APOLOGIES

E.L. Richard	Council Liaison/Recorder
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2.4 GUESTS

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

COUNCIL DECISION – ITEM 7.1

(2677) Moved: D.P. Hudson Seconded: T.A. Jones Carried: 6/0

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 16 AUGUST 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

Cr RI Trepp discussed on behalf of President Metcalf.

Date	Event	Location
	GECZ Meeting <ul style="list-style-type: none"> - Recycling Water - Main Roads – RAV Ratings - WaterCorp - Planning & Heritage Office - Jane McNamara – NBN roll out 	

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 TENDER FOR 2 BAY SHED FOR BUSH FIRE SERVICES

Date:	13 September 2016
Applicant:	The Shire of Dowerin
Location:	Lot 35 Memorial Avenue, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO

Summary

This item updates Council on the Shire's grant application for funding from DFES for a new Fire Services Building and seeks approval from Council to progress with calling tenders for the supply and construction of a new Bush Fire Services Building/Shed.

Background

Early in 2016 the Shire was advised by DFES that the Dowerin Volunteer Bush Fire Brigade would be receiving a new Tender (Fire Truck). The new truck is larger than the existing truck and therefore will not be able to be accommodated within the existing Fire Services Building. Therefore, the Shire submitted a funding application from DFES for the construction of a new, larger Fire Services Building to securely accommodate the new truck and one existing truck.

On 15 August 2016 the Shire was advised that the application for funding for a new Fire Services Building was successful with the Shire receiving \$ \$241,120 for a 2 Appliance Bay Facility & Amenities. Conditions of the grant requires compliance with Section 3.5 of the 2016/17 Local Government Grants Scheme Manual in particular the need to progress with the project within 12 months to avoid cost escalations and the need to provide suitable land in close proximity to utilities.

A suitable site has been identified in consultation with the Works Manager and the Chief Bush Fire Control Officer. The site is Lot 35 Memorial Avenue, Dowerin. The site is a Local Scheme Reserve set aside in the Shire's Local Planning Scheme No. 2 (LPS2) for "Public purposes: Civic purposes". The construction of a bushfire brigades shed on the property would be consistent with the purpose of the reserve.

Part 3 of LPS2 addresses Reserves. Clause 3.4 of the Scheme establishes that a person must not use a Local Reserve or commence or carry out development on a Local Reserve without first having obtained planning approval.

Technically the land is Crown Land vested in the Shire. The Department of Lands will be contacted to co-sign the "owner details" section of the Application for Development Approval Form under Clause 86 of the deemed provisions for local planning schemes (refer Schedule 2, Part 11 of the new 2015 regulations).

Noting that the proposal requires planning approval, a set of plans depicting the proposed development will be required. The plans will be provided by the successful tenderer and brought before Council seeking development approval. Plans will comprise the following:

- Site Plan (depicting the existing development including the location proposed shed, new driveways, etc.;
- Floor Plan; and
- Elevations.

Comment

This item seeks approval from Council to progress with calling tenders from suitably qualified suppliers for the supply and construction of a Bush Fire Services Building within the constraints of the grant funding. It is proposed to evaluate tenders against the following criteria.

<p>A. Price</p> <p>Tenderers must address the following information in an attachment and label it “Price”</p>	<p>Weighting</p> <p>50%</p>
<p>B. Relevant Experience</p> <p>Tenderers must address the following information in an attachment and label it “Relevant Experience”</p>	<p>Weighting</p> <p>20%</p>
<p>C. Timeliness of Delivery</p> <p>Tenderers must address the following information in an attachment and label it “Timeliness of Delivery”</p> <p>Tenderers shall provide a program of works in sufficient detail for the Principal to properly assess the offer. The project program of works submitted shall form part of the contract agreement.</p> <p>The Contractor undertakes to perform the work in accordance with the approved Project (Timeline) Schedule and relevant Quality Control requirements.</p>	<p>Weighting</p> <p>10%</p>
<p>D. Safety & Risk Management</p> <p>Tenderers must prepare a OSH Management Documentation covering the following criteria.</p>	<p>Weighting</p> <p>10%</p>
<p>E. Tenderer’s Resources</p> <p>Tenderers must address the following information in an attachment and label it “Tenderer’s Resources”:</p> <p>(As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it “Tenderer’s Resources”.)</p>	<p>Weighting</p> <p>10 %</p>

All tenders will be assessed against the above criteria and the Tender Evaluation brought to Council for consideration in awarding the Tender.

Consultation

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

Financial Implications

The Shire's contributions to this project are:

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

Policy Implications

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

Statutory Implications

Land use: Lot 35 Memorial Avenue, Dowerin is a Local Scheme Reserve set aside in the Shire's Local Planning Scheme No. 2 (LPS2) for "Public purposes: Civic purposes". The construction of a bushfire brigades shed on the property would be consistent with the purpose of the reserve.

Part 3 of LPS2 addresses Reserves. Clause 3.4 of the Scheme establishes that a person must not use a Local Reserve or commence or carry out development on a Local Reserve without first having obtained will be contacted to co-sign the "owner details" section of the Application for Development Approval Form under Clause 86 of the deemed provisions for local planning schemes (refer Schedule 2, Part 11 of the new 2015 regulations). This item will be brought back to Council with detailed plans seeking a Development Application.

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

Strategic Implications

Strategic Community Plan – Theme 1 – Community

Objective 1.1 Maintain a liveable and safe environment for all

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.1

(2678)

Moved: B.N. Walsh

Seconded: R.I. Trepp

Carried: 6/0

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

- 1. AUTHORISE THE CEO TO PUBLICLY ADVERTISE FOR TENDERS FROM SUITABLY QUALIFIED SUPPLIERS FOR THE SUPPLY AND CONSTRUCTION OF A FIRE SERVICES BUILDING; AND**
- 2. DIRECT THE CEO TO BRING THE TENDER EVALUATION TO COUNCIL FOR COUNCIL CONSIDERATION.**

10.1.2 SWIMMING POOL TENDER

Date:	9 September 2016
Applicant:	Shire of Dowerin
Location:	Dowerin Memorial Swimming Pool
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	1. Tender Evaluation Report (Confidential)

Summary

The Contract between the Shire of Dowerin and Contract Aquatic Services for the management of the Dowerin Memorial Swimming Pool has expired and at the Council meeting on 19 July 2016 Council resolved to advertise for tenders from suitably qualified and resourced contractors for a three year contract for the Management and Operation of the Shire of Dowerin Memorial Swimming Pool.

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 (e.g. extending the season, special 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

Following Council approval, the tender was advertised on Saturday 6 August 2016 in the West Australian Newspaper 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.

The tender offered a three year contract, with an option to extend for two years based on meeting performance requirements.

2 Tenders were received and both were compliant. A tender assessment panel of the Finance Manager, Works Manager and CEO assessed the incoming tenders against the following qualitative criteria:

Description of Qualitative Criteria	% Weighting
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: <ul style="list-style-type: none"> (a) The Health Act 1911 (as amended) and all regulations made under it, as amended from time to time; (b) The Health (Aquatic Facilities) Regulations, 2007; (c) Department of Health Code of Practice for the Design, Construction, Operation, Management and Maintenance Of Aquatic Facilities December 2015 Edition; 	30
2. Demonstrated experience in operating similar facilities, communication processes used and resourcing capacity	30
3. Demonstrated understanding of expected service levels and ability and commitment to maintaining or improving service levels;	10
4. Demonstrated experience in aquatic operational risk, emergency management, first aid provision etc. (and attachments of related supporting procedures, documentation, qualifications etc.)	30

See attachment 1 for the Tender Evaluation Report (Confidential)

Consultation

No external community consultation has occurred.

Financial Implications

The actual cost of the swimming pool contract in 2015/16 was approximately \$67,000. This amount has been included in the 2016/17 budget. The tender recommended to Council is within budget.

Policy Implications

Council has an adopted Policy with respect to procurement which stipulates that purchases over \$100,000 require a public tender process. While the annual cost for the tender is less than the threshold requiring a tender, as this is expected to be a three year contract, the amount exceeds the threshold for which a tender is required. Therefore, the process has complied with this policy requirement.

Statutory Implications

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

Strategic Implications

Community Strategic Plan

Theme 1 Community:

- Objective 1.6 – Provision of high quality infrastructure

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.1.2

(2679)

Moved: D.P. Hudson

Seconded: T.A. Jones

Carried: 6/0

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

- 1. TO AWARD TENDER 02/2016 MANAGEMENT AND OPERATION OF THE SHIRE OF DOWERIN MEMORIAL SWIMMING POOL TO CONTRACT AQUATIC SERVICES;**
- 2. TO RECORD THE TENDER AMOUNT FOR RFT 02/2016 MANAGEMENT AND OPERATION OF THE SHIRE OF DOWERIN MEMORIAL SWIMMING POOL IN THE MINUTES (\$181,500 (GST INC) plus \$2420 (GST INC) PER ADDITIONAL WEEK OVER THE THREE YEAR CONTRACT PERIOD);**
- 3. AWARD THE TENDER FOR A THREE YEAR PERIOD COMMENCING OCTOBER 2016 WITH A CLAUSE ALLOWING THE CONTRACT TO BE EXTENDED FOR UP TO TWO YEARS.**

10.1.3 RANGER APPOINTED OFFICER

Date:	29 August 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO

Summary

This report provides information regarding Council enforcement of the Dog Act 1976 and seeks a Council resolution to appoint an authorised person.

Background

The Shire of Dowerin has outsourced Ranger services to the Shire of Wongan-Ballidu on a fee for services basis for a number of years. The Shire of Wongan-Ballidu has recently advised the Shire of Dowerin that they no longer have a Ranger on their permanent staff and that they are utilizing the services of a contract Ranger Ms Gloria Robinson from Rural Ranger Services. They have advised they are satisfied with the quality of this service.

The Shire of Dowerin has been in negotiations with Ms Robinson for a contract Ranger service to be provided on an as-needs basis for the Dowerin community.

Comment

Ranger service is a specialised field of service delivery with thorough knowledge of the various acts and regulation required. Ms Robinson is a fully qualified and experience Ranger with more than sufficient skill to carry out the service on behalf of the Shire.

It is recommended that Ms Robinson is therefore duly authorised under the Dog Act 1976 (as amended) and this report is presented to for a resolution of Council.

Consultation

There has been no community consultation.

Financial Implications

The 2016/17 Budget as adopted by Council makes a provision of \$1000 for Animal Control Expenses. This contract would be managed within that budget allocation.

Policy Implications

There are no policy implications.

Statutory Implications

Section 29 (1) of the Dog Act 1976 (as amended) stipulates that a Local Government shall, in writing, appoint persons to exercise on behalf of the Local Government the powers conferred on an authorised person by the Act.

Strategic Implications

Community Strategic Plan

Theme 1 - Community:

1.1.3 – Continue to support the Ranger Service.

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.3

(2680) Moved: T.A. Jones Seconded: D.P. Hudson Carried: 6/0

THAT COUNCIL BY SIMPLE MAJORITY AS PER SECTION 29 (1) OF THE DOG ACT 1976 (AS AMENDED) RESOLVES TO APPOINT MS GLORIA ROBINSON FROM RURAL RANGER SERVICES AS AN AUTHORISED OFFICER FOR THE PERIOD OF HER CONTRACT WITH THE SHIRE OF DOWERIN.

10.1.4 BITUMEN SERVICE E-QUOTES

Date:	9 September 2016
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0379
Disclosure of Interest:	Nil
Author:	Steve Geerdink
Attachment:	2. Confidential report on quotes

Summary

This report recommends Council accept eQuote received from Bitutek through WALGA preferred suppliers for Council's 2016-17 bitumen program.

Background

At Council's August meeting motion 2668 was passed to obtain eQuotes through the WALGA preferred suppliers list for 2016-17 bitumen and stabilizing program.

Comment

The requests for quote were advertised on WALGA's e-quote system from 18th August closing on 2nd September. All WALGA Preferred Suppliers are available in eQuotes. The tool provides Local Government staff direct access to all Preferred Suppliers, including being able to view company profiles, insurances, pricing and contact details. Relevant contract information such as Price Schedules, Contract Summaries and Conditions of Contract are also available within eQuotes.

eQuotes facilitates absolute transparency in all purchasing decisions, as each stage of the process is recorded, easily auditable and can be converted to hard copy reports if required.

At the close of acceptance on Friday 2nd September, 3 quotes were received from 3 suppliers. See attached for commercial in-confidence report that details quotes.

Financial Implications

Municipal funds have been allocated for the sealing and re-sealing of roads in the 2016-17 Annual Operating Budget for the delivery of the 2016-17 Road Program. The quotes are within budget allocation; therefore there is no financial implication.

Consultation

Chief Executive Officer

Finance Manager

WALGA Preferred Suppliers List

Policy Implications

Council Purchasing Policy requires Council to invite tenders/e-quotes before the Shire enters into a contract if the consideration under the contract is or expected to exceed \$100,000. Staff have complied with Council Purchasing Policy.

Statutory Implications

Part 4 of the Local Government (Functions and General) Regulations 1996 (‘the Regulations’), stipulates that tenders shall be invited before Local Governments enter into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$150,000.

Under the Local Government (Functions and General) Regulations 1996 - Reg 11 tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Using eQuotes also ensures Local Government compliance requirements are met. Compliance is achieved by accessing Preferred Suppliers, being able to capture all decisions and the ability to provide detailed reports about vendors, buyers and goods or services categories.

This process has been compliant with statutory requirements.

Strategic Implications

Aligns with Shire of Dowerin Community Strategic Plan – KPI 1.1.4 “Effectively and efficiently maintain and improve Dowerin’s road network”. The eQuotes process followed for this contract ensures the Shire is getting best value for money and is therefore applying the principle of efficiency.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.1.4

(2681) Moved: W.E. Coote Seconded: B.N. Walsh Carried: 6/0

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO REG 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 AWARD THE 12 MONTH CONTRACT FOR THE SUPPLY OF BITUMEN SERVICE FOR THE SHIRE OF DOWERIN 2016-17 BITUMEN PROGRAM TO BITUTEK AND RECORD THE TENDER PRICE IN THE MINUTES.

10.1.5 STABILISING CONTRACT

Date:	9 September 2016
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0379
Disclosure of Interest:	Nil
Author:	Steve Geerdink
Attachment	3. Confidential report on quotes

Summary

This report recommends Council accept e-quote received from SPA (Stabilised Pavements of Australia) through WALGA preferred suppliers for Council's 2016-17 Stabilising program.

Background

At Council's August meeting motion 2668 was passed to obtain e-quotes through the WALGA preferred suppliers list for 2016-17 bitumen and stabilizing program.

Comment

The requests for quote were advertised on WALGA's e-quote system from 22nd August closing on 6th September. All WALGA Preferred Suppliers are available in eQuotes. The tool provides Local Government staff direct access to all Preferred Suppliers, including being able to view company profiles, insurances, pricing and contact details. Relevant contract information such as Price Schedules, Contract Summaries and Conditions of Contract are also available within eQuotes.

eQuotes facilitates absolute transparency in all purchasing decisions, as each stage of the process is recorded, easily auditable and can be converted to hard copy reports if required.

At the close of acceptance at 12 noon on Tuesday 6th September, 3 quotes were received from 3 suppliers. See attached for commercial in-confidence report that details quotes.

Financial Implications

Internal Budget:

Municipal funds have been allocated for the Stabilising of roads in the 2016-17 Annual Operating Budget for the delivery of the 2016-17 Road Program.

Consultation

Chief Executive Officer

Finance Manager

WALGA Preferred Suppliers List

Policy Implications

Council Purchasing Policy requires Council to invite tenders/e-quotes before the Shire enters into a contract if the consideration under the contract is or expected to exceed \$100,000. Staff have complied with Council Purchasing Policy.

Statutory Implications

Part 4 of the Local Government (Functions and General) Regulations 1996 ('the Regulations'), stipulates that tenders shall be invited before Local Governments enter into a contract for another person to supply goods or services if the consideration under the contract is or is expected to exceed \$150,000.

Under the Local Government (Functions and General) Regulations 1996 - Reg 11 tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Using eQuotes also ensures Local Government compliance requirements are met. Compliance is achieved by accessing Preferred Suppliers, being able to capture all decisions and the ability to provide detailed reports about vendors, buyers and goods or services categories.

This process has been compliant with statutory requirements.

Strategic Implications

Aligns with Shire of Dowerin Community Strategic Plan – KPI 1.1.4 “Effectively and efficiently maintain and improve Dowerin’s road network”. The eQuotes process followed for this contract ensures the Shire is getting best value for money and is therefore applying the principle of efficiency.

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.1.5

(2682) Moved: W.E. Coote Seconded: D.P. Hudson Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY PURSUANT TO REG 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996, AWARD THE 12 MONTH CONTRACT FOR THE SUPPLY OF STABILISING SERVICE FOR THE SHIRE OF DOWERIN 2016-17 STABILISING PROGRAM TO STABILISED PAVEMENTS OF AUSTRALIA (SPA) AND RECORD THE TENDER PRICE IN THE MINUTES.

10.1.6 UCARTY ROAD CLOSURE

Date:	12 September 2016
Applicant:	Ucarty Holdings
Location:	Ucarty Road, Dowerin
File Ref:	ADM 0355
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO and Steven Geerdink, Works Manager
Attachments:	4. Confidential - Ucarty Road Closure proposal responses

Summary

This item seeks a resolution of Council in relation to the proposal to close Ucarty Road.

Background

In February 2015 Todd and Glen Quartermaine of Ucarty Holdings formally requested that the Shire of Dowerin close Ucarty Road. Ucarty Holdings has previously requested the Shire of Goomalling to close the southern portion of Ucarty Rock Road; however their request to the Shire of Goomalling was not successful.

The request for the road closure at the Shire of Dowerin end of the road was put to Council at the Ordinary Meeting in March 2015 at which time Officers recommended that Council endorse a permanent road closure action for Ucarty Road on the basis that Council does not maintain Ucarty Road on an annual basis. The former CEO recommended to Ucarty Holdings that they could pursue the ownership of the unallocated crown land if the Minister approved the closure.

Comment

The resolution of Council included a stipulation, as per the Land Administration Act 1997, to seek submissions from landholders within a 5km radius; however this was not progressed until a review of outstanding resolutions of Council in July 2016.

The consultation process was initiated in July 2016 and is outlined in the consultation section below. The Shire received 3 written responses and 1 verbal response on 27/7/2016 from local landholders. None were in favour of a permanent closure. See confidential attachment for all correspondence.

Reasons given for not supporting the closure included:

- The road is used by local landholders for stock and machinery access to adjacent farm land ;
- The road is important for access in the event of bush fires;

Based on this feedback from stakeholders directly impacted by this matter, the Officers recommendation is that the road should remain open but signage erected to deter through traffic. The recommended wording for the signage is 'Restricted access. Local traffic only.'

Consultation

Letters were sent to identified landholders within a 5km radius as follows:

- Wayne Hagboom
- Robert Boase
- Colin Hagboom
- Gavin Hagboom

- Lindsay Hagboom
- Darren Sewell
- Robert (Parry) McMorran
- James Couper
- Craig Hutchison
- Shane Melvin

Emails were also sent to the following service providers seeking their comment.

- Western Power
- Water Corp
- Department of regional Development and lands (Statutory Planning)

Financial Implications

Should Council approve the Officers Recommendation the financial impact would be signage which is likely to cost \$300.00 to purchase and erect and can be accommodated within the Shire's Road Maintenance budget.

Additional costs of \$400.00 (per grading) may be incurred when and if grading this road is requested.

Policy Implications

There are no direct policy implications.

Statutory Implications

The Land Administration Act 1997 (LAA) is Western Australia's legislation dealing with the creation and closure of roads. The LAA is administered by the Minister for Lands, assisted by the Department of Regional Development and Lands (RDL). Part 5 of the LAA deals with matters relating to public roads. Most roads and streets are dedicated by order of the Minister for Lands, or by approval of a plan of subdivision. Should Council wish to proceed with the Road Closure instead of the Officers Recommendation, the request would need to be presented to and considered by the Minister.

Strategic Implications

The Strategic Community Plan

KPI 1.1.4 – Effectively and efficiently maintain and improve Dowerin's road network.

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.6

(2683)

Moved: W.E. Coote

Seconded: R.I. Trepp

Carried: 6/0

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 5 OF THE LAND ADMINISTRATION ACT 1997 RESOLVES TO RETAIN UCARTY ROAD AS A RESTRICTED ACCESS/LOCAL TRAFFIC ONLY ROAD AND ERECT SIGNAGE TO THAT EFFECT.

10.1.7 ACTING CEO POLICY

Date:	12 September 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	5. Acting CEO Policy - DRAFT

Summary

The purpose of this report is for Council to adopt a new policy to assist in the efficient administration of the City. A new policy is proposed enabling the Chief Executive Officer (CEO) to appoint one of the Shire's Managers as Acting CEO during authorised limited absences (not exceeding 3 months) of the CEO.

Background

There are three sections of the Local Government Act 1995 (the Act) that have direct application to the appointment of a CEO. One of those is section 5.36(2) (a) of the Act which provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position.

Comment

The appointment of a person to act in that position to replace the CEO during periods of leave must be a decision of the council. It is proposed that this is done via a policy document that articulates a policy direction from Council rather than a specific resolution of council each time the CEO goes on leave.

A person appointed to act in the position of CEO is being employed in that position with all its functions and delegated authority.

Consultation

There has been no community/councillor consultation.

Financial implications

Performing in an Acting CEO role will attract a higher duties allowance that will be funded from the 2016/17 Salaries budget.

Policy Implications

Should Council endorse the Officers Recommendation, the draft policy will become adopted Council Policy and guide future appointment of an Acting CEO.

Statutory Implications

Section 5.36(2) (a) of the Act provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.7

(2684)

Moved: T.A. Jones

Seconded: R.I. Trepp

Carried: 6/0

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 5.36 OF THE LOCAL GOVERNMENT ACT ADOPT POLICY 'ACTING CEO' TO PROVIDE FOR THE APPOINTMENT BY THE CEO OF ONE OF THE SHIRE MANAGERS TO PERFORM THE ROLE OF ACTING CHIEF EXECUTIVE OFFICER DURING PERIODS OF ABSENCE OF THREE MONTHS OR LESS BY THE CEO.

10.1.8 PROBITY COMPLIANCE AUDIT REPORT

Date:	12 September 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	6. Probity Compliance Audit Report for the Shire of Dowerin

Summary

The report seeks a Council resolution to formally receive the Probity Compliance Audit Report for the Shire of Dowerin from the Department of Local Government and Communities.

Background

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

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

Comment

The report on the Audit has been finalised and was sent to the Shire President on 22 August 2016. The report concludes that there has been a minimal focus on compliance for an extended period of time. The report makes 18 recommendations and requests that the Shire responds specifically on the how it will improve compliance. A Council endorsed recommendation implementation plan is requested by the Department. The CEO and key staff will review the 18 recommendations and develop an implementation plan for Council's consideration at the October 2016 Council meeting. It should be noted that several areas of non-compliance identified in the report have been improved in recent months.

Consultation

The Audit Committee and Council considered the draft Probity Audit Report in August.

Financial Implications

Council has included \$50,000 for improved compliance and a new Governance position in the 2016/17 budget. The recommendations from the Probity Audit should be able to be accommodated within that resource allocation; however this will be more clearly identified in the implementation

plan.

Policy Implications

There are no direct policy implications.

Statutory Implications

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

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.8

(2685) Moved: D.P. Hudson Seconded: R.I. Trepp Carried: 6/0

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

- 1. RECEIVE THE PROBITY COMPLIANCE AUDIT REPORT FOR THE SHIRE OF DOWERIN;**
- 2. DIRECT THE CEO TO DEVELOP A RECOMMENDATION IMPLEMENTATION PLAN FOR CONSIDERATION AT THE ORDINARY MEETING OF COUNCIL IN OCTOBER 2016.**

10.1.9 AUDIT COMMITTEE RECOMMENDATION REGARDING SCOPE OF 2015/16 AUDIT

Date:	15 September 2016
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachment:	7. Minutes (Unconfirmed) of the Audit Committee meeting held on 29 August 2016

Summary

This item formally brings the Audit Committee Meeting Minutes from the meeting held on 29 August 2016 and an Audit Committee recommendation made at that same meeting before Council and seeks a Council resolution in relation to an additional procedure for the 2015/16 Audit.

Background

At the 16 August 2016 Council Meeting, Council resolved to:

ENDORSE THE SCOPE FOR THE 2015/16 AUDIT THAT INCLUDES THE MODEL MINIMUM STANDARD AUDIT SPECIFICATION AS OUTLINED BY THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES AT A COST OF \$16,500; and

MAKE ALLOWANCES FOR THE FOLLOWING ADDITIONAL PROCEDURES:

- i. TRACING TRANSACTION AND DELEGATION/AUTHORISATION LIMITS AT A COST OF \$2,400(+GST) = \$2640; AND*
- ii. SEPARATION OF DUTIES AT A COST OF \$1,800(+GST) = \$1980*

The Audit Committee met with the Shire Auditor (Leanne Oliver) on 29 August 2016 to discuss the additional procedures, specifically the number of transactions to audit. Based on those discussions, the Audit Committee recommended as follows:

THAT COUNCIL PURSUANT TO REG 7 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 RESOLVES TO:

- 1. ENDORSE THE SCOPE OF AUDIT FOR THE 2015/16 YEAR WITH THE FOLLOWING AMENDMENTS:*
 - a. TRACING TRANSACTIONS PROCEDURE BE FOCUSED ON THE PERIOD 1 NOVEMBER 2015 TO 30 JUNE 2016;*
 - b. A DETERMINATION ON THE SAMPLE SIZE FOR THE TRANSACTION REVIEW BE MADE BY FULL COUNCIL ON RECEIPT OF A REPORT TO BE PROVIDED BY BYFIELDS ACCOUNTING OUTLINING LEVELS OF CONFIDENCE COUNCIL CAN HAVE IN THE TRANSACTION REVIEW AS A RESULT OF THE CHOSEN SAMPLE SIZE.*
- 2. NOTE THAT THE PROPOSED SAMPLE SIZE OF 30 TRANSACTIONS FOR DELEGATIONS/AUTHORISATION LIMITS AND SEPARATION DUTIES IS SUFFICIENT TO SATISFY RIGOROUS AUDIT REQUIREMENTS AND CAN BE DELIVERED AS PART OF THE SCOPE OF THE AUDIT AT NO ADDITIONAL COST.*

Comment

The Audit Committee requested that the Auditor review Accounting Standard guidelines with regards to the number of transactions against levels of confidence. The Auditor has since advised that the Chartered Accountants Australia & New Zealand provided the following guidance with regards to best sample size to test internal controls.

Where an auditor is chasing a high level of assurance the controls in place are effective, a sample size of 30 with no deviations would provide this level of assurance. Where there is one deviation only a moderate level of assurance would be achieved. If the sample size was 60 then one deviation would provide a high level of assurance, if two deviations are found then a moderate level of assurance is achieved.

Based on this guidance, the Shire Auditor has recommended that the 2015/16 Audit commences with an overall sample size of 30 and that if the Audit finds a number of deviations from the controls the sample size is expanded to 60 to further assess if the deviations were once off or common.

The Auditor has quoted \$750 plus GST for this procedure which is well within the budget limit authorised by Council at the August Council meeting.

Consultation

Council has considered this matter at the 16 August Council meeting.

The Audit Committee has met with the Auditor to discuss this matter in detail at the Audit Committee meeting on 29 August 2016.

Financial Implications

The cost for the additional procedure is \$750 plus GST. This can be accommodated within the 2016/17 budget allocation for the Audit and Compliance.

Policy Implications

Nil

Statutory Implications

Section 7 of the Local Government (Audit) Regulations 1996 states that a Local Government determines the objectives and scope of the Audit. This process has complied with legislative requirements.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

COUNCIL DECISION – ITEM 10.1.9

(2686)

Moved: R.I. Trepp

Seconded: W.E. Coote

Carried: 6/0

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 7 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 RESOVES THAT:

- 1. RECEIVE THE MINUTES OF THE AUDIT COMMITTEE HELD ON 29 AUGUST 2016; AND**
- 2. BASED ON THE ADVICE FROM THE CHARTED ACCOUNTANTS AUSTRALIA & NEW ZEALAND REGARDING SAMPLE SIZES AND LEVELS OF CONFIDENCE THAT THE 2015/16 AUDIT ADDITIONAL PROCEDURE, TRACING TRANSACTIONS, COMMENCES WITH AN OVERALL SAMPLE SIZE OF 30 AND THAT IF THE AUDIT FINDS A NUMBER OF DEVIATIONS FROM THE CONTROLS THE SAMPLE SIZE IS TO BE EXPANDED TO 60 TO FURTHER ASSESS IF THE DEVIATIONS WERE ONCE OFF OR COMMON.**

10.2 FINANCE REPORT

10.2.1 FINANCE COMMITTEE MEETING MINUTES – AUGUST 2016

Date:	15 September 2016
Applicant:	Finance Committee
Location:	Shire of Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King, Finance Manager
Attachments:	8. Minutes of the July 2016 Finance Committee Meeting 9. Minutes of the August 2016 Finance Committee Meeting - Unconfirmed

Summary

This item brings the minutes of the 18 July Finance Committee meeting before Council.

Background

Comment

At the Finance Committee meeting held on 18 July 2016, the Committee considered the following items:

- Monthly Financial Activity Statements for period ending June 2016
- List of Accounts for period 04/06/2016 to 04/07/2016

Consultation

Nil

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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, for confirmation. In accordance with this requirement, the 18 July 2016 minutes are presented for Council consideration and confirmation.

The minutes from the 15 August 2016 meeting have not been confirmed so are attached as unconfirmed minutes.

Strategic Implications

Aligns with the Strategic Community Plan:

- Theme 4 – Local Government Leadership

Voting Requirements

Simple Majority required

COUNCIL DECISION – ITEM 10.2.1

(2587) Moved: D.P. Hudson Seconded: R.I. Trepp Carried: 6/0

THAT COUNCIL, BY SIMPLE MAJORITY PURSUANT TO SECTION 5.22 OF THE LOCAL GOVERNMENT ACT 1995, RESOLVES TO RECEIVE THE MINUTES OF THE JULY 2016 FINANCE COMMITTEE MEETING AS ADOPTED BY THE FINANCE COMMITTEE ON 15 AUGUST 2016.

10.2.2 FINANCIAL ACTIVITY STATEMENTS – JULY 2016

Date:	15 September 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	10. Monthly Financial Activity Statements – July 2016

Summary

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

Background

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

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

Comment

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

- Statement of Financial Activity – Statutory Reporting Program

This report provides details of the Shire's operating revenues and expenditures on a year to date basis, by Program and Nature or Type. The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position report (Note 2).

- Capital Acquisitions

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

- Land and Buildings
- Infrastructure Assets – Roads

- Net Current Funding Position (Note 3)

This report provides details of the composition of the net current asset position on a year to date

basis, and reconciles with the net current position as per the Statement of Financial Activity by Program (pg.3) and Statement of Financial Activity by Nature or Type (pg. 4).

- Cash Backed Reserves (Note 7)

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

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

Reserve Funds

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

Consultation

Nil

Financial Implications

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

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.2

(2688) Moved: B.N. Walsh Seconded: D.P. Hudson Carried: 6/0

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

10.2.3 FINANCIAL ACTIVITY STATEMENTS – AUGUST 2016

Date:	15 September 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	11. Monthly Financial Activity Statements – August 2016

Summary

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

Background

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

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

Comment

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

- Statement of Financial Activity – Statutory Reporting Program

This report provides details of the Shire's operating revenues and expenditures on a year to date basis, by Program and Nature or Type. The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position report (Note 2).

- Capital Acquisitions

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

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

This report provides details of the composition of the net current asset position on a year to date

basis, and reconciles with the net current position as per the Statement of Financial Activity by Program (pg.3) and Statement of Financial Activity by Nature or Type (pg. 4).

- Cash Backed Reserves (Note 7)

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

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

Reserve Funds

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

Consultation

Nil

Financial Implications

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

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.3

(2689) Moved: R.I. Trepp Seconded: D.P. Hudson Carried: 6/0

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

10.2.4 ACCOUNTS FOR PAYMENT – AUGUST 2016

Date: 15 September 2016
Applicant: Sonia King
Location: Shire of Dowerin
File Ref:
Disclosure of Interest: Nil
Author: Emma Hardy and Sonia King
Attachments: 12. Creditors Payments Register
13. List of Accounts
14. Credit Card Summaries

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil

Voting Requirements

Simple Majority

COUNCIL DECISION – ITEM 10.2.4

(2690) Moved: D.P. Hudson Seconded: R.I. Trepp Carried: 6/0

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

10.2.5 BUDGET AMENDMENT – RENTAL FEES

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

Background

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

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

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

Comment

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

1. Addition: 58 Stacy Street Rental Fee

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

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

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 SEPTEMBER 2016

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

Statutory Implications

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

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

Absolute majority is required.

Planning and Policy Implications

Nil

Voting Requirements

Absolute Majority

COUNCIL DECISION – ITEM 10.2.5

(2691) Moved: T.A. Jones Seconded: R.I. Trepp Carried: 6/0

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

1. Addition: 58 Stacy Street Rental Fee

Residential Rents (GST Input Tax)					
125330	13 Maisey Street - JK Williams Lease	Per Week	\$130.00	\$130.00	\$130.00
124330	36 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	43 Stacy Street	Per Week	\$90.00	\$95.00	\$100.00
124330	58 Stacy Street	Per Week	NA	NA	\$156.00
125330	12 Cottrell Street	Per Week	\$140.00	\$150.00	\$155.00
125630	CHP Unit - 1	Per Week	\$90.00	\$90.00	\$95.00
125630	CHP Unit - 2	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 3	Per Week	\$125.00	\$135.00	\$140.00
125630	CHP Unit - 4	Per Week	\$105.00	\$115.00	\$120.00
125430	18 O'Loghlen Street	Per Week	\$334.75	\$376.43	\$376.43
125430	26 O'Loghlen Street	Per Week	\$370.25	\$378.31	\$378.31
125730	Independent Living Unit - A	Per Week	\$85.00	\$100.00	\$105.00
125730	Independent Living Unit - B	Per Week	\$80.00	\$90.00	\$95.00
125730	Independent Living Unit - C	Per Week	\$100.00	\$100.00	\$110.00
125730	Independent Living Unit - D	Per Week	\$90.00	\$100.00	\$100.00
125230	Stacy Street Unit - 1	Per Week	\$140.00	\$150.00	\$160.00
125230	Stacy Street Unit - 2	Per Week	\$90.00	\$95.00	\$100.00

MINUTES OF ORDINARY MEETING OF COUNCIL – 20 SEPTEMBER 2016

125230	Stacy Street Unit - 3	Per Week	\$110.00	\$150.00	\$150.00
124330	16 Anderson Street	Per Week	\$90.00	\$95.00	\$100.00
124330	18 Anderson Street	Per Week	\$90.00	\$95.00	\$100.00

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

13.1.1 MOVE BEHIND CLOSED DOORS

COUNCIL DECISION – ITEM 13.1.1

(2692) Moved: T.A. Jones Seconded: B.N. Walsh Carried: 6/0

THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTER, ITEM 13.1.2 - CEO KPI'S FOR 2016/17, PURSUANT TO S.5.23 OF THE LOCAL GOVERNMENT ACT.

At 4:14 pm the meeting was closed to the public.

13.1.2 CEO KPI'S 2016/17

13.1.3 MOVE OUT FROM BEHIND CLOSED DOORS

COUNCIL DECISION – ITEM 13.1.3

(2694) Moved: T.A. Jones Seconded: B.N. Walsh Carried: 6/0

THAT THE MEETING MOVES OUT FROM BEHIND CLOSED DOORS.

At 4:28 pm the meeting was reopened to the public.

14. CLOSURE OF MEETING

There being no further business Cr Graham Ralph (Deputy President) declared the meeting closed at 4:50pm.

These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 18th October 2016.

.....
G.B. Ralph

DEPUTY PRESIDENT

.....
Date

ORDINARY COUNCIL MEETING
ATTACHMENTS

Tuesday
20 September 2016
3.00pm



ATTACHMENTS

- 10.1.7 5. Acting CEO Policy – Draft
- 10.1.8 6. Probity Audit
- 10.1.9 7. Audit Committee Meeting Minutes – Unconfirmed
- 10.2.1 8. Finance Committee Minutes July 2016
- 10.2.1 9. Finance Committee Minutes August 2016
- 10.2.2 10. July 2016 Monthly Financial Report
- 10.2.3 11. August 2016 Monthly Financial Report
- 10.2.4 12. Creditors Payment Register
- 10.2.4 13. List of Accounts September
- 10.2.4 14. Credit Card Summaries

**ACTING CEO POLICY (DRAFT)**

Policy Owner:	CEO
Distribution:	Management
Person Responsible:	CEO
Date of Approval:	12 September 2016
File Reference:	ADM
Objective	To provide Council policy direction in the appointment of an Acting CEO during periods of less than 3 months absence of the CEO.
Legislation	This policy is informed by Section 5.36(2) (a) of the Local Government Act 1995 which provides that a local government is not to employ a person to fill the position of CEO unless council believes that the person is suitably qualified for the position.
Policy Statement	<p>In accordance with the Local Government Act as reference above, the Council has determined that the people appointed to the position of Manager to the Shire of Dowerin are suitably qualified to perform the role of Acting CEO. The Shire's incumbent Managers are:</p> <ul style="list-style-type: none"> • The Finance Manager; and • The Works Manager. <p>Managers may be appointed to the position of Acting CEO at the discretion of the CEO for periods of three months or less.</p> <p>Appointment to the role of Acting CEO will be made in writing from the CEO.</p> <p>Appointment for periods exceeding three months will require a Council resolution.</p>
Roles & Responsibilities	The CEO is responsible for implementing and for bringing it to Council for annual review.



Government of **Western Australia**
Department of **Local Government and Communities**

Doc. No: E1631880

SHIRE OF DOWERIN

2016

COMPLIANCE PROBITY AUDIT REPORT

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EXECUTIVE SUMMARY

The Department of Local Government and Communities recommended that the Shire of Dowerin would benefit from a modified probity audit of its purchasing and procurement, statutory registers for gifts, delegations, policies and disclosures of interest, compliance and decision making committee structure.

The Dowerin Probity Audit found that the local government was not statutorily compliant with some provisions of the *Local Government Act 1995* (the Act) and associated regulations, and has not followed proper standards of practice in some areas.

There has been minimal focus on compliance for an extended period of time. The probity audit identified statutory non-compliance in the Shire's record keeping practices. There are indications that the local government has not had full or adequate control over its processes, which in turn raises concerns about the integrity of the Shire's procedures and whether the oversights deliver best value for money in terms of the Shire's expenditure.

The Shire needs to establish and maintain a number of registers required by the Act. The content of those registers must comply with the relevant provisions that govern the information that is to be included, and the Shire needs to regularly review the format and content. Whilst the Shire has a Purchasing Policy in place, it does not fully comply in certain areas with the regulations.

The Shire's purchasing and procurement processes require review. There is also considerable improvement needed in the Shire's record keeping practices. The report highlights the need for employees to be more aware of the proper application of policies and procedures. Key staff would benefit from relevant training in these areas, which in turn would support more efficient and cost effective practices for the Shire.

RECOMMENDATIONS

Recommendation: 1

That Council conduct a review of its Delegations Register. Delegations should be amended to improve their effectiveness, added if relevant or removed if unnecessary or redundant.

Recommendation: 2

The CEO ensures the register of financial interests contains all disclosures made under section 5.70 of the Act with regard to Council and committee meetings.

Recommendation: 3

The CEO and presiding member for Council and committee meetings ensures agendas and minutes contain the required information regarding business items for each meeting, and the details of each decision made at the meeting.

Recommendation: 4

The CEO introduce a procedure to ensure all financial interest returns are lodged by the statutory dates and that each return is checked for its standard of information in regard to dates, signatures, and the manner in which they are completed.

Recommendation: 5

The CEO introduces a procedure to ensure the Shire's compliance with the process for disposal of property as stipulated in section 3.58(3) of the Act.

Recommendation: 6

The CEO arranges a review of the Shire's policies to ensure compliance with the Act and regulations and council consider the development and adoption of further policies, such as those recommended for consideration on page 22 of this report.

Recommendation: 7

That CEO ensures the Shire's Purchasing Policy complies with Regulation 11A of the Local Government (Functions & General) Regulations 1996 as amended. The policy is to include clearly described procedures for recording and retaining written information or documents regarding quotations received for all purchases made by the Shire.

Recommendation: 8

The CEO reviews the Shire's purchasing and procurement processes. Where the value of goods and services is \$150,000 or more, the Shire must conduct a tender process in accordance with Part 4, Division 2 of the *Local Government (Functions & General Regulations) 1996*, unless otherwise exempt.

Recommendation: 9

The CEO ensures all employees with the authority to purchase goods and services are aware of and understand the requirements contained in the Shire's Purchasing Policy regarding obtaining quotations. Record Management Procedures should be introduced to provide for quotations or notations on quotations concerning purchasing. Records need to be more readily accessible and retrievable to support the procurement process.

Recommendation: 10

The CEO ensures all employees with the authority to invite tenders or involvement in the tender process are adequately skilled by providing relevant training.

Recommendation: 11

The CEO introduces a new Tender Register and ensures that it is properly maintained in accordance with regulation 17 of the *Local Government (Functions and General) Regulations 1996*.

Recommendation: 12

That Council review the operation of its committee structure to determine whether the powers and duties delegated to any of its committees are lawfully able to be delegated under the Act.

Recommendation: 13

That Council develops "Terms of Reference" or "Statements of Purpose" for each of its committees to improve transparency by providing information to the public on the purpose for establishing the committee and any limits on its operation.

Recommendation: 14

The CEO develops a system for providing written notices to call and convene Council meetings as specified in sections 5.4 and 5.5 of the Act.

Recommendation: 15

That the Shire's Complaints Officer (CEO) establishes and maintains a Complaints Register in accordance with section 5.121(1) of the Act.

Recommendation: 16

The CEO reviews the Shire's Gift Register to ensure all categories of gift disclosures are recorded by Council members and employees in a manner compliant with the statutory provisions of the Act and associated regulations.

Recommendation: 17

The CEO reviews the Shire's Code of Conduct and updates the information to include the content that is required by the Act, *Local Government (Administration) Regulations 1995* and the *Local Government (Rules of Conduct) Regulations 2007*.

Recommendation: 18

The CEO consolidates all the issues identified in this report and other matters from the Shire's Financial Forensic Audit and 2015 Statutory Compliance Audit Return for the CEO to use as a guide in addressing the Shire's level of compliance including improvements to its processes and procedures.

1. INTRODUCTION

The Shire of Dowerin covers an area of 1,867 square kilometres and is situated 156 kilometres North East of Perth. It is located in the Central Wheatbelt of Western Australia. The district is made up of fifteen localities; Amery, Booralaming, Daren Lakes, Doodarding, Dowerin, Ejanding, Goddard, Hindmarsh, Koombarkine, Manmanning, Minnivale, Moonijin, Nambling, Uberin and Ucarty. The major local industries are wheat, sheep, cattle, engineering and seed cleaning. Dowerin has some historical significance as one of the early pioneer farming areas and resting place for travellers on their way to the goldfields, with the first town site established in 1895.

The Dowerin Shire Council consists of eight elected members with the following three wards; Rural North Ward, Rural South Ward and Town Ward. The Shire administration office is located in Dowerin. The Council recently appointed Ms Andrea Selvey on 14 March 2016 as the new CEO to replace Mr Dacre Alcock who vacated the position on 20 May 2015. The total revenue of the Shire for 2014-15 was approximately \$5,026,936 and it has around 34 employees. The Shire is currently working towards two significant projects for the area; the Short Term Accommodation Facility and the Wheat Belt Heritage Rail Project.

As part of the Department's compliance and monitoring process, a probity audit was arranged with the Shire of Dowerin to examine its general level of compliance in its processes and practices. Representatives from the Department visited the Shire to conduct a Probity Compliance Audit. The audit was undertaken by Mr Stuart Fraser, Principal Advisory Officer and Ms Marina Sucur, A/Senior Project Officer who visited the Shire's offices at Dowerin on 15 and 16 June 2016.

During that visit relevant documents and registers were examined together with the Shire's procedures. This report examines certain areas of statutory compliance and also comments on matters relating to administrative best practice.

As a result of the Probity Compliance Audit, this report outlines certain probity processes of the Shire and examines the level of compliance with the *Local Government Act 1995* (the Act) and associated regulations relating to those processes. The report makes specific recommendations in circumstances where the Shire is not compliant with statutory requirements. The report also makes recommended process improvements where the Shire's processes do not appear to reflect best practice.

Prior to the Compliance Probity Audit and this report, the Shire had already identified areas of non-compliance in its Statutory Compliance Audit Return for 2015 and a financial forensic audit report prepared by a consultant who was engaged by the Shire. As a number of matters raised in both those documents are also identified in the Department's Compliance Probity Audit Report it is suggested that a consolidation of all three documents be undertaken with the view to producing a comprehensive implementation schedule for the CEO to use as a guide in addressing the Shire's level of compliance including improvements to its processes and procedures.

2. THE IMPORTANCE OF PROBITY

Probity is the evidence of ethical behaviour in a particular process. Probity is defined as complete and confirmed integrity, uprightness and honesty. It contributes to sound processes that accord equal opportunities for all participants.

Processes must be conducted with probity in mind to enable all parties to deal with each other on the basis of mutual trust and respect.

Adopting an ethical, transparent approach enables the business of government to be conducted fairly, reasonably and with integrity. Probity rules must be clear, open, well understood and applied equally to all parties to the process.

It is accepted that conflicts of interest may arise in the course of business operations, especially during the decision making process. Possible conflicts are extremely varied but include pecuniary (financial) and non-financial interests, associations with external groups or bodies and non-direct personal interests. In carrying out one's duties, public officials must not allow themselves to be improperly influenced by family, personal or business relationships.

Maintaining a high level of probity in a local government's processes protects the reputation of not only the Council, but also the administration. This is important as a local government's activities involve the management and control of public money, and may be subject to considerable public scrutiny.

3. SCOPE OF THE AUDIT

The following areas of compliance were examined for the purpose of the Audit and specifically for the period January 2015 to February 2016:

1. Delegations;
2. Financial Interest;
3. Policies;
4. Purchasing and Procurement;
5. Tender Register;
6. Committee Meeting Structure;
7. Complaints Register;
8. Gifts Register; and
9. Code of Conduct.

It should be noted that in some instances it was necessary to examine information outside that time frame.

4. STATUTORY COMPLIANCE

An examination of the registers and documents listed above concluded that the Shire needs to review some of its policies and general administrative procedures.

The following is a summary of issues identified in this probity audit:

- Delegations – need for review of delegations;
- Disclosure of Interest – Maintenance of Disclosures and Returns
- Policies – need to establish a policy manual and review policies;
- Purchasing and Procurement – improvements required in processes and procedures;
- Tender Register – Introduction of new and compliant Tender Register;
- Review of Committee Meeting Structure;
- Establishment and maintenance of gift and complaints registers;
- Code of Conduct - update contents to include current legislative requirements.

5. DELEGATIONS

Statutory Requirement

Section 5.46 of the *Local Government Act 1995* (the Act) states:

- (1) *The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*

5.1 Delegations Register

Issues Identified

The Shire's last review of its Register of Delegations was adopted by council at its ordinary meeting of 18 August 2015. The Register contains up to twenty eight delegations which include the following:

DELEGATION NUMBER	-	001 Acting CEO
LEGISLATIVE POWER	-	Local Government Act (1995) Section 5.42
DELEGATION SUBJECT	-	Acting Chief Executive Officer
DELEGATE	-	Chief Executive Officer

That in the absence of the Chief Executive Officer, Mr Dacre Alcock through leave of greater than 2 days duration, the Works Manager, Mr Steven Geerdink or the Finance Manager, Ms Sonia Dwaal be delegated to undertake the position of Acting Chief Executive Officer.

Reviewed at Council Meeting
18 August 2015

The above instrument of delegation provides for a delegation from Council to senior employees, namely the Works Manager and Finance Manager. Council cannot delegate its powers or duties under the Act directly to any other employee, except to

the CEO. It is suggested that provision should be made for this matter in a Management Policy rather than a delegation. Once an employee is appointed as Acting CEO they automatically assume the powers and duties of the CEO including any delegations given to that position by Council.

As the CEO has the statutory function to manage, supervise and direct other local government employees, it is the CEO's responsibility and within their authority to appoint an Acting CEO for temporary periods whilst he or she is normally on leave or absent from the position of CEO.

The appointment of an Acting CEO may be handled differently in cases where the CEO has vacated the position or is on extended leave for other abnormal reasons.

DELEGATION NUMBER	-	002 Industrial Relations
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Disputes, Arbitration and Industrial
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to provide the Fitz Gerald Strategies with consent to act on the Council's behalf in any matter regarding disputes with employees of Council.

Reviewed at Council Meeting
18 August 2015

In reference to the instrument of delegation No.002 above, concerning industrial relations, it is not good policy to nominate a particular person or body to provide services to the local government. It may also be in breach of the local government's Purchasing and Procurement Policy as well as procurement practices.

A better approach would be to adopt the Shire's stance in delegation No.003 "Legal Representations Cost Indemnification" which states: *authorise the Chief Executive Officer to engage such services with a suitable legal firm (industrial relations representative or firm) as selected by the Chief Executive Officer in consultation with the Shire President.*

DELEGATION NUMBER	-	004 Liquor – Sale from Council Property
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Liquor, Sale from Council Property
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve applications for the sale of liquor from property under the care, control and management of the Council and to approve applications to consume liquor on property under the care, control and management of Council.

Reviewed at Council Meeting
18 August 2015

The above delegation No.004 “Liquor – Sale from Council Property” provides authority to the CEO to approve applications for the sale and consumption of liquor on property that is under the care, control and management of the local government. It states this power is derived from section 5.42 of the *Local Government Act 1995*. That reference to the Act is incorrect as that section does not allow for the power which has been delegated. The requirement to approve the consumption of liquor on Shire premises is found in section 119(1) of the *Liquor Control Act 1988* which states:

A person who consumes liquor in any place or on any premises, including any park or reserve, without the consent of the occupier, or of the person or authority having control, of that place or those premises commits an offence.

In regard to the sale of liquor, a Liquor Licence from the Department of Racing, Gaming and Liquor must be obtained for the sale of liquor from a premise. Local government certification is required to be submitted with the application. Prior to submitting an application for a Liquor Licence, the applicant must seek a Section 40 Certificate from the relevant local government.

DELEGATION NUMBER	-	005 Conferences, Seminars & Training Courses
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Conferences, Seminars & Training Courses
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve the attendance by Council staff at conferences, seminars and training courses where attendance will enhance the professional development of the officer, provide benefits to the Council and is relevant to the duties and responsibilities of the officer.

Reviewed at Council Meeting
18 August 2015

The above instrument of delegation No.005 "Conferences, Seminars & Training" allows the CEO to approve staff attendance at training courses for professional development. This matter would be better dealt with in Shire administrative management policy.

The CEO of a local government has the statutory function and responsibility to manage employees, including approving training for professional development of staff. The CEO may approve suitable training for employees on the basis there are sufficient funds allocated in the annual budget for that purpose.

DELEGATION NUMBER	-	007 Rate Book
LEGISLATIVE POWER	-	Local Government Act 1995 (Section 5.42)
DELEGATION SUBJECT	-	Rate Book
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is hereby delegated the performance of the following functions of the Council.

1. The discharge of the obligations specified in Section 6.39(1) of the Local Government Act 1995.
2. The service of Notices of Valuation and Rates referred to in Section 6.41(1) of the Local Government Act 1995 (as amended).
3. The time allowed for the payment of the rate before it becomes in arrears 6.50(2) of the Local Government Act 1995.
4. The powers conferred in Section 6.40 of the Local Government Act 1995.
5. The exercise of discretion in regard to granting of any extension of time for service of objections to the Rate Book 6.76(4) of the Local Government Act 1995.
6. The recovery of rates by complaint or action pursuant to the provisions of 6.56(1) of the Local Government Act 1995.
7. Entering into an agreement in accordance with 6.49 of the Local Government Act 1995.
8. Requiring a lessee to pay rent to the Council in satisfaction of rates or service charges due and payable in accordance with 6.60(2) of the Local Government Act 1995.

Reviewed at Council Meeting
18 August 2015

Delegations 1, 2 and 4 in the above instrument of delegation No.007 "Rate Book" are duties suitable for "acting through" situations rather than a delegation. Acting through is different to a delegation in that there is no discretion required as the Act requires a task or duty to be performed by the person i.e. *the local government must reassess the service charge and give notice.*

DELEGATION NUMBER	-	013 Demolition Licences
LEGISLATIVE POWER	-	Building Act 2011 Sections 21 and 22
DELEGATION SUBJECT	-	Demolition Licences
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated authority to approve the issue of a demolition licence to take down a building or a part of a building and such licence may be subject to such conditions as the Chief Executive Officer considers necessary for the safe and proper execution of the work.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Office, Mr Linton Thomas.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	015 Appoint Authorised Persons
LEGISLATION POWER	-	Building Act 2011, Section 96
DELEGATION SUBJECT	-	Appoint Authorised Persons
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated to appoint authorised persons for the purposes of the Building Act 2011.

DELEGATION NUMBER	-	016 Authority to Issue Building Orders
LEGISLATIVE POWER	-	Building Act 2011, Section 110
DELEGATION SUBJECT	-	Authority to Issue Building Orders
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is the delegated authority to;

- a) Stop work, demolish/remove a building, alter a building or evacuate a building, where there is a contravention of a provision of the Building Act 2011.
- b) Take specific action to prevent the contraventions of the Building Act 2011; and
- c) Finish and outward facing side of a wall; building which are considered as being unsafe or not fit for human habitation.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Officer, Mr Linton Thomas.

Reviewed at Council Meeting
18 August 2015

DELEGATION NUMBER	-	017 Authority to Commence Prosecution
LEGISLATION POWER	-	Building Act 2011, section 139
DELEGATION SUBJECT	-	Authority to Commence Prosecution
DELEGATE	-	Chief Executive Officer

The Chief Executive Officer, Mr Dacre Alcock is delegated to commence prosecution for breaches of the Building Act 2011.

The Chief Executive Officer, in exercising authority under Section 5.44 of the Local Government Act 1995, has delegated this power/duty to the Environmental Health and Building Officer, Mr Linton Thomas.

Reviewed at Council Meeting
18 August 2015

All of the above instruments of delegation regarding the *Building Act 2011* make reference to powers that may be exercised by a "Permit Authority" which includes a local government. None of the delegations clearly make reference to the power in the *Building Act 2011* that provides for the local government to delegate those powers.

Section 127 of the *Building Act 2011* enables a local government to be a permit authority to delegate any of its powers or duties under another provision of that Act.

Section 127 of the *Building Act 2011* states:

(1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.

(2) A delegation of a special permit authority's powers or duties may be only to an employee of the special permit authority, or to an employee of one of the legal entities that comprise the special permit authority.

(3) A delegation of a local government's powers or duties may be only to a local government employee.

(4) The delegation must be in writing executed by or on behalf of the delegator.

(5) Except as provided for in subsection (6A), a person to whom a power or duty is delegated under this section cannot delegate that power or duty.

(6A) The CEO of a local government may delegate to any other local government employee a power or duty of the local government that has been delegated to the CEO under this section but in the case of such a power or duty —

(a) the CEO's power under this subsection to delegate the exercise of that power or the discharge of that duty; and

(b) the exercise of that power or the discharge of that duty by the CEO's delegate, are subject to any conditions, qualifications, limitations or exceptions imposed by the local government on its delegation to the CEO.

DELEGATION NUMBER	-	028 Caravan Parks & Camping Grounds
LEGISLATIVE POWER	-	Caravan Parks & Camping Grounds Act 1995 (Section 17)
DELEGATION SUBJECT	-	Enter and inspect Caravan Parks & Camping Grounds facilities
DELEGATE	-	Environmental Health/Building Officer

The Environmental Health/Building Officer, Mr Linton Thomas is appointed the "Authorised Person" for the purposes of the Caravan Parks and Camping Grounds Act and may at all reasonable times for the purpose of the Act enter and inspect facilities, stop, enter, inspect and detain any vehicle in a caravan

park or camping ground, conduct examinations and inquiries and exercise such other powers as are prescribed for the purpose of the Act.

Reviewed at Council Meeting
18 August 2015

The above instrument of delegation No.028 "Caravan Parks & Camping Grounds" appoints an authorised person to exercise powers and duties under the *Caravan Parks & Camping Grounds Act 1995*. An authorisation is not the same as a delegation as it has different legal implications for the person exercising those powers and duties and the person with the power to appoint an authorised person.

An authorised person is not acting on behalf of another person, but may exercise powers and duties in their own right.

Section 17 of the *Caravan Parks and Camping Grounds Act 1995* states:

17. *Appointment of authorised person*

(1) *The chief executive officer of the Department or a local government —*

(a) may appoint such persons to be authorised persons for the purposes of this Act as the chief executive officer or the local government considers necessary.

Reference to the CEO exercising their power to delegate powers and duties under other acts in accordance with section 5.44 of the *Local Government Act 1995* (the Act) is not relevant or correct. The power to on-delegate is only provided in regard to powers or duties under the Act, not under any other acts, unless specified.

There are instruments of delegation that make reference to individual employee(s). Delegations may be made to the position not the person, so it is suggested that the Shire revise its delegations accordingly.

The Department's Operational Guideline No.17 "Delegations" provides that the exercise of a power or duty may sometimes be treated as an "Acting Through" situation which does not require a delegation.

The following legislation provides for delegations and authorisations which are either excluded from the Register or should not be treated as a delegation as statutory provisions only provide for the appointment of authorised officers.

1. *Bush Fires Act 1954*: Section 17(10) - a local government may by resolution delegate to its mayor, or president, and its Chief Bush Fire Control Officer, jointly its powers and duties under subsections (7) and (8).
2. *Cat Act 2011*: Section 44(1) - the local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.
3. *Dog Act 1976*: Section 10AA(1) - A local government may, by absolute majority as defined in the *Local Government Act 1995* section 1.4, delegate to its chief executive officer any power or duty of the local government under another provision of this Act.
4. *Food Act 2008*: Section 118 – the CEO (the chief executive officer of the department of the Public Service principally assisting in the administration of this Act); may delegate any power or duty of the CEO under another provision of this Act to a local government. The local government may then, as the enforcement agency, appoint authorised officers.
5. *Planning and Development (Local Planning Scheme) Regulations 2015* – Part 10, Division 2 provides for delegations by the local government and by the CEO of any of the powers or duties that may be delegated under a scheme.

Conclusion

A number of delegations in the Delegations Register are either unnecessary or irrelevant, and other ones require improvement to render them more effective. There are also some missing delegations that should be included in the Register.

Recommendation: 1

That Council conduct a review of its Delegations Register. Delegations should be amended to improve their effectiveness, added if relevant or removed if unnecessary or redundant.

6. FINANCIAL INTEREST DISCLOSURES

DISCLOSURE OF INTEREST AT MEETINGS

Statutory Requirement

Section 5.70 of the Act states:

Employees to disclose interests relating to advice or reports

(1) *In this section —*

employee includes a person who, under a contract for services with the local government, provides advice or a report on a matter.

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

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

Section 5.88 of the Act states:

Register of financial interests

(1) *A CEO is to keep a register of financial interests.*

(2) *The register is to contain —*

(a) the returns lodged under section 5.75 and 5.76; and

(b) a record of the disclosures made under sections 5.65, 5.70 and 5.71, and be in the form that is prescribed (if any).

Section 5.22 of the Act states:

Minutes of council and committee meetings

(1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*

Issues Identified

Disclosures of interest either by Council members at meetings or by employees when providing verbal advice and in reports are to be recorded in the minutes of the meeting. Those disclosures also need to be included in the local government's register of financial interests.

An examination of the minutes of meetings and the Financial Interests Register indicated that there were instances where disclosures were made and recorded in the minutes, but no record of the disclosures were contained in the Register.

An example of one of those disclosures follows:

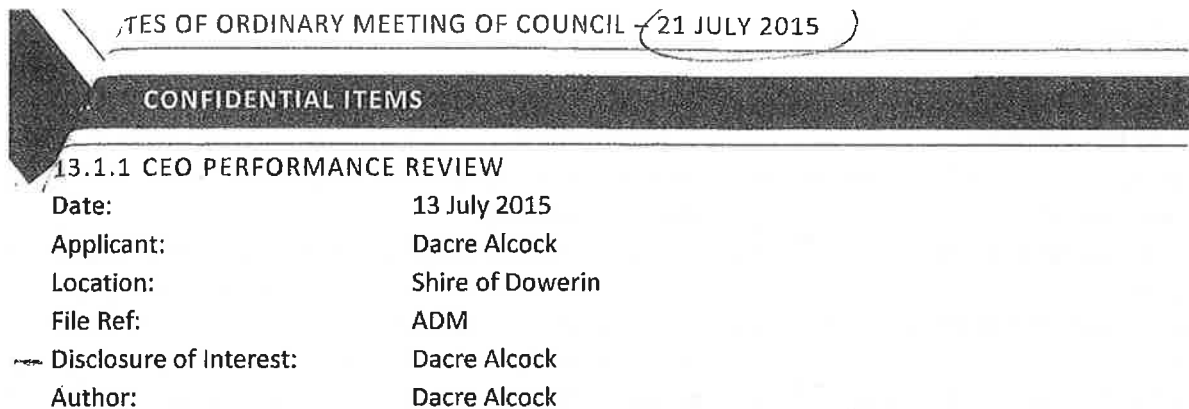
MINUTES OF ORDINARY MEETING OF COUNCIL – 21 JULY 2015

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11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

Dacre Alcock, CEO declared a financial interest in item 3.1.1 and left the meeting at 5.15pm.



The minutes of the 21 July 2015 meeting do not list Item 13 at all, nor is there a record of a resolution being passed regarding that item.

Conclusion

Not all disclosures of interest are being recorded in the Financial Interest Register in accordance with section 5.88 of the Act. In addition some items of business, especially those relating to confidential items, are not being properly recorded in the minutes.

Recommendation: 2

The CEO ensures the register of financial interests contains all disclosures made under section 5.70 of the Act with regard to Council and committee meetings.

Recommendation: 3

The CEO and the presiding member for Council and committee meetings ensures agendas and minutes contain the required information regarding business items of each meeting, and the details of each decision made at the meeting.

DISCLOSURE OF INTEREST IN RETURNS

Statutory Requirement

Section 5.75 of the Act states:

Primary returns

(1) A relevant person other than the CEO must lodge with the CEO a primary return in the prescribed form within 3 months of the start day.

(2) A CEO must lodge with the mayor or president a primary return in the prescribed form within 3 months of the start day.

(3) This section does not apply to a person who —

(a) has lodged a return within the previous year; or

(b) has, within 3 months of the start day, ceased to be a relevant person.

Section 5.76 of the Act states:

Annual returns

(1) Each year, a relevant person other than the CEO must lodge with the CEO an annual return in the prescribed form by 31 August of that year.

(2) Each year, a CEO must lodge with the mayor or president an annual return in the prescribed form by 31 August of that year.

Section 5.88 of the Act states:

Register of financial interests

(1) A CEO is to keep a register of financial interests.

(2) The register is to contain —

(a) the returns lodged under section 5.75 and 5.76;

Issues Identified

On examination of the Shire's Register of Financial Interests, it was noted that all eight council members had lodged their returns together with all designated employees (including the CEO, Works Manager and Finance Manager).

However, prior to the Department's Probity Audit being undertaken at the Shire, an annual return was not lodged within the required time, or if it had been lodged it was not sighted in the register. It was also reported that three Primary Returns for newly elected members were not sighted in the register.

A further issue was identified regarding the former CEO signing his own acknowledgment letters to verify receipt of his returns. The acknowledgement for the receipt of the CEO's returns is to be done by the Shire President.

Some of the returns examined were not completed correctly as there were blank sections, addresses missing and in one case the return was not dated or signed.

Conclusion

The completion standard of the returns requires improvement, including checking the basic administrative information for any inaccuracies.

The manner of maintaining the Financial Interests Register requires further attention. A procedure should be introduced to check returns are lodged accurately within the statutory time frame.

Recommendation: 4

The CEO introduce a procedure to ensure that all financial interest returns are lodged by the statutory dates and that each return is checked for its standard of information in regard to dates, signatures, and the manner in which they are completed.

7. DISPOSAL OF PROPERTY

Statutory Requirement

Section 3.58 of the Act states:

Disposing of property

(1) *In this section —*

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not; property includes the whole or any part of the interest of a local government in property, but does not include money.

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) the highest bidder at public auction; or

(b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) it gives local public notice of the proposed disposition —

(i) describing the property concerned; and

(ii) giving details of the proposed disposition; and

(iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and

(b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Issues Identified

Over the period under review the Shire had resolved to dispose of the following pieces of land within its district:

- Amery Reserve No.49356 Avon Location 321;
- An area of veranda in front of the Commercial Hotel;
- Lot 7 Stacy Street Dowerin.

No record was found that indicated the Shire properly complied with section 3.58 of the Act.

Expressions of interest were sought for the Amery Acres cropping lease for a period of between one to five years. Although an expression of interest was intended to be advertised, section 3.58 of the Act only allows for disposal by public auction, public tender or private treaty.

An expression of interest is not considered a public tender and if the disposal of the land is conducted by an expression of interest, the proposed disposal should be advertised in accordance with section 3.58(3) of the Act before a final decision is made to dispose of the property.

The area of land on the veranda of the Commercial Hotel also was not advertised in accordance with section 3.58 of the Act and nor was there any record of advertising for the proposed disposal of Lot 7 Stacy Street Dowerin.

Since the disposal of Lot 7 Stacy Street did not proceed, it was suggested that the last recorded resolution of Council on 18 August 2015 to accept the offer for the purchase of the property be revoked.

Conclusion

The Shire's records indicate that it does not comply with the disposal of property process under section 3.58 of the Act. If a public auction or public tender process is not followed, the disposal must be advertised in accordance with section 3.58(3) of the Act prior to approval of the disposal.

Recommendation: 5

The CEO introduces a procedure to ensure the Shire's compliance with the process for disposal of property as stipulated in section 3.58(3) of the Act.

8. POLICY MANUAL

Statutory Requirement

Section 2.7(2)(b) of the Act states:

Without limiting subsection (1), the council is to —
(b) determine the local government's policies.

Regulation 11A of the *Local Government (Functions and General) Regulations 1996* states:

(1) A local government is to prepare or adopt, and is to implement, a purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150 000 or less or worth \$150 000 or less.

(2) *A purchasing policy is to make provision for and in respect of the policy to be followed by the local government for, and in respect of, entering into contracts referred to in subregulation (1).*

(3) *A purchasing policy must make provision in respect of —*

- (a) *the form of quotations acceptable; and*
- (ba) *the minimum number of oral quotations and written quotations that must be obtained; and*
- (b) *the recording and retention of written information, or documents, in respect of —*
 - (i) *all quotations received; and*
 - (ii) *all purchases made.*

Issues Identified

At the time of the Probity Audit, the Shire had five policies in place:

- Corporate Credit Card Policy;
- Council Purchasing Policy;
- Freedom of Information Policy;
- Recruitment and Selection Policy; and
- Sundry Debtor Management Policy.

The Act and regulations requires a local government to have the following policies in place when dealing with certain matters:

- Employee Payment on Finishing Employment (s5.50);
- Purchasing Policy (F&G Reg.11A(1));
- Pre-qualified Suppliers Panel (F&G Reg. 24AC)
- Regional Price Preference Policy (F&G Reg.24E)
- Provision of Motor Vehicle (Council Members) (Admin Reg. 34AD);
- Gifts to Council Members (Retirement) (Admin Reg. 34AC);

It is also recommended that a local government consider adopting the following policies:

- Public Question Time;
- Use of Council Property;
- Disruptive Behaviour at Council Meetings;
- Elected Member and Employee Legal Representation and Indemnification;
- Execution of Documents (Common Seal and by Signature);
- Complaints Handling (Procedures)
- Induction for Council Members and Staff;
- Record Keeping;
- Access to Information; and
- Confidential Information.

Whilst the Shire has a Purchasing Policy in place, it does not fully comply in certain areas with the regulations.

The Shire's Purchasing Policy does not make provision for the form of quotations acceptable in accordance with regulation 11A(3)(a) of the *Local Government*

(Functions & General) Regulations 1996. The following is an example of what should be included:

Form of Quotations

Both a verbal and written request for quotation must include:

- 1. details of the goods and services required;*
- 2. the time when the goods and services are required; and*
- 3. a date by which the quotation must be submitted.*

Verbal

Where a verbal quotation is required under this policy, then both the request for quotation and the submission of a quotation may occur verbally or in writing.

Written

Where a written quotation is required under this policy, then both the request for quotation and the submission of a quotation must occur in writing.

The Shire's policy does not mention recording and retention of written information relating to all quotations received and all purchases made in accordance with regulation 11A(3)(b)(i),(ii). The following is an example of appropriate policy:

Record Keeping

All written records that are required under this policy must be stored in the Shire's Records system. A record of a request for quotation and any submissions of quotation must be kept even if there is no subsequent purchase. In addition to this, pricing schedules obtained from written quotes must be stored in the Shire's Purchasing system as part of the Requisition.

Verbal

Where a verbal quotation is required under this policy, then the following information must be noted or stored in the Shire's purchasing system:

- 1. details of the goods and services required;*
- 2. the name of any supplier who has been requested to provide a quotation and the date on which it was requested; and*
- 3. the name of any supplier who submitted the quotation, the amount of the quotation and the date on which it was received.*

Written

Where a written quotation is required under this policy then the written request for quotation and any written submission of quotation must be recorded. A written record of the name of the successful supplier must also be made.

The Shire's Sundry Debtor Management Policy made reference to writing off bad debts in accordance with section 76 of the Act as stated below:

Bad debts can only be written off in accordance with Section 76 of the Local Government Act 1993

The Policy also stated that the CEO had delegated authority to write off any sundry debtor bad debt to the amount of \$5,000 as stated below:

The CEO has delegated authority to write off any sundry debtor bad debt to the amount of \$5,000.

Firstly, there is no section 76 in the *Local Government Act 1995* that relates to writing off bad debts and the date of the Act is 1995 not 1993. The section of the Act that deals with writing off bad debts is section 6.12(1)(c) of the Act.

The policy cannot contain a delegation of authority to write off bad debts and the Shire's Delegations Register had no record of any delegation to the CEO for writing off bad debts

Conclusion

The Shire is deficient in the area of policy development and adoption. The number and standard of policies it has in place are not considered sufficient to provide a satisfactory set of policies to properly support the Shire's decision making governance structure.

The Shire's Purchasing Policy does not contain specific information or make proper provision for "*the form of quotations acceptable and the recording and retention of written information, or documents, in respect of all quotations received and all purchases made*" in accordance with Regulation 11A of the *Local Government (Functions and General) Regulations 1996*.

It is also noted that should the Shire wish to establish panels of pre-qualified suppliers, it will need to have a written policy in place in accordance with regulation 24AC of the *Local Government (Functions and General) Regulations 1996* as amended. Currently, the Shire has no policy in regard to panels of pre-qualified suppliers.

The Council's Purchasing Policy and Sundry Debtor Management Policy require review in regard to compliance with the statutory requirements and accuracy of information contained in the policies.

Recommendation: 6

The CEO arranges for a review of the Shire's policies to ensure compliance with the Act and regulations and Council consider the development and adoption of further policies, such as those recommended for consideration on page 22 of this report.

Recommendation: 7

The CEO ensures the Shire's Purchasing Policy complies with Regulation 11A of the *Local Government (Functions & General) Regulations 1996* as amended. The policy is to include clearly described procedures for recording and retaining written information or documents regarding quotations received for all purchases made by the Shire.

9. PURCHASING AND PROCUREMENT

Statutory Requirement

Regulation 11(1) of the *Local Government (Functions and General) Regulations 1996* states:

Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.

Regulation 11A(3) of the *Local Government (Functions and General) Regulations 1996* states:

A purchasing policy must make provision in respect of —

- (a) the form of quotations acceptable; and*
- (b) the recording and retention of written information, or documents, in respect of —*
 - (i) all quotations received; and*
 - (ii) all purchases made.*

The Shire's Purchasing Policy places the following limits and requirements in relation to obtaining quotations:

Amount of Purchase	Model Policy	Approval Required
< \$500	Direct purchase from local suppliers where possible.	Authorised staff member to issue order number.
\$501 to \$9,999	Direct purchase from local suppliers where possible with two verbal quotes. Refer to CEO or Finance Manager for approval of purchase.	Authorised staff member to issue order number. Management to sign approval.
\$10,000 - \$49,999	Obtain at least three verbal or written quotations and refer to CEO or Finance Manager for approval of purchase.	Authorised staff member to issue order number. Management to sign approval.
\$50,000 - \$99,999	Obtain at least three written quotations containing price and specification of goods and services and refer to Council for approval of purchase.	Council to approve.
\$100,000 >	Conduct a public tender process.	Council to select and approve.

The following positions have delegated authority to purchase and sign purchase orders within the set limits:

Position	Amount
Chief Executive Officer	Unlimited
Works Manager	\$50,000
Finance Manager	\$50,000
Community Services Officer	\$500
Administration Staff	\$500
Maintenance	\$500
Parks and Gardens	\$500

Issues Identified

A random sample of the Shire’s creditors indicated some significant expenditure over an extended period with certain suppliers of goods and services.

Those suppliers and the period applicable for those purchasers are as follows:

Company	Period	Total Expenditure
Western Stabilisers	Sept 2014 to Apr 2016	\$341,292
Contract Aquatic Services	Apr 2012 to Apr 2016	\$282,780
Twinkarri Pty Ltd	Oct 2014 to Nov 2015	\$90,856
Blackwell Plumbing	Jul 2014 to Oct 2015	\$64,672

The Shire’s expenditure far exceeds the current tender threshold of \$150,000 for two of the above suppliers; Western Stabilisers and Contract Aquatic Services.

Expenditure for at least two other suppliers is also significant enough to monitor the amount of funds spent to determine whether it will exceed the \$150,000 threshold for which tenders are required to be invited.

The time periods for the expenditure are provided to indicate that in some cases, within a relatively short period time, significant expenditure has been incurred. This suggests that the suppliers should be invited to tender for fixed written contracts for the supply of goods or services.

It should be noted that the period (i.e. 12 months) is not a factor when determining whether the procurement should go to tender. Inviting tenders relates to any period over which the purchase is regularly made with one supplier, and the amount purchased is, or is expected to be, \$150,000 or greater (unless an exemption applies).

The audit also checked the frequency of staff compliance with the requirements to obtain verbal and written quotations. The sample of payment vouchers together with purchase requisitions and other records examined indicated that verbal or written

quotes were either not obtained in accordance with the Shire's Purchasing Policy or were not be kept or recorded in accordance with proper record keeping practices.

Conclusion

The Shire in at least two instances has not complied with the requirement to invite tenders in accordance with Regulation 11(1) of the *Local Government (Functions & General) Regulations 1996*. Evidence indicates there was a failure to invite tenders for the purchase of goods and services where the consideration under the contract is, or is expected to be, more or worth more than \$150,000.

There needs to be greater clarity and understanding by the Shire's employees regarding the legislative requirements for inviting tenders. This may be addressed by providing procurement staff with relevant training.

The Shire's records indicate that the procedure set out in its Purchasing Policy for obtaining quotations for purchasing goods and services below the tender threshold of \$150,000 is not being followed and not being complied with in accordance with Regulation 11A of the *Local Government (Functions & General) Regulations 1996*.

Recommendation: 8

The CEO reviews the Shire's purchasing and procurement processes. Where the value of goods and services is \$150,000 or more, the Shire conducts a tender process in accordance with Part 4, Division 2 of the *Local Government (Functions & General Regulations) 1996*, unless otherwise exempt.

Recommendation: 9

The CEO ensures all employees with the authority to purchase goods and services are aware of and understand the requirements contained in the Shire's Purchasing Policy regarding obtaining quotations. Record Management Procedures should be introduced to provide for quotations or notations on quotations concerning purchasing. Records need to be more readily accessible, and retrievable to support the procurement process.

Recommendation: 10

The CEO ensures all employees with the authority to invite tenders or involvement in the tender process are adequately skilled by providing relevant training.

10. TENDER REGISTER

Statutory Requirement

Regulation 17 of the *Local Government (Functions and General) Regulations 1996* states:

(1) *The CEO is responsible for keeping the tenders register and making it available for public inspection.*

- (2) *The tenders register is to include, for each invitation to tender —*
- (a) *a brief description of the goods or services required; and*
 - (b) *particulars of the making of —*
 - (i) *the decision to invite tenders; and*
 - (ii) *if applicable, the decision to seek expressions of interest under regulation 21(1); and*
 - (c) *particulars of —*
 - (i) *any notice by which expressions of interests from prospective tenderers was sought; and*
 - (ii) *any person who submitted an expression of interest; and*
 - (iii) *any list of acceptable tenderers that was prepared under regulation 23(4); and*
 - (d) *a copy of the notice of the invitation to tender; and*
 - (e) *the name of each tenderer whose tender has been opened; and*
 - (f) *the name of any successful tenderer.*
- (3) *The tender register is to include for each invitation to tender the amount of the consideration or a summary of the amount of the consideration sought in the tender accepted by the local government.*

Issue Identified

The Shire has a Tender Register, but there were no tenders recorded in the register for the period 1 April 2015 to 31 March 2016. The last entry in the register relating to a tender was for the provision of audit services for the periods 2013/14 and 2016/17.

The Tender register did not contain all the details required under regulation 17 of the *Local Government (Functions & General) Regulations 1996*.

Conclusion

The Shire's Tender Register is non-compliant with regulation 17 of the *Local Government (Functions and General) Regulations 1996* in respect to recording details concerning tenders. The register requires updating and re-establishment in a format to accommodate the statutory information.

Recommendation: 11

The CEO introduces a new Tender Register and ensures that it is properly maintained in accordance with regulation 17 of the *Local Government (Functions and General) Regulations 1996*.

11. DECISION MAKING – COMMITTEE MEETING STRUCTURE

The Shire's committee and meeting structure contained one standing committee, with some advisory and/or working groups. There are some non-Council committees that are not part of the internal Shire meeting structure.

The Standing Committee was the:

- Finance and Audit Committee.

This has since been split as of 15 December 2015 into the:

- Audit Committee; and
- Finance Committee.

Other Committees and Groups comprise the:

- Dowerin Bush Advisory Committee.
- Australia Day Honours Committee.
- Short Term Accommodation Committee.
- Goomalling Medical Centre Advisory Committee.
- Dowerin Local Emergency Management.
- HACC Management Committee.
- Wheatbelt Work Camp Committee.
- Leeuwin Youth Scholarship Committee.
- Dowerin Events Management Board.
- Kellerberrin Sub-Regional Road Group.
- Avon Regional Organisation Councils (AROC).
- Great Eastern Zone WALGA

Statutory Requirement

Section 5.8 of the Act states:

A local government may establish committees of three or more persons to assist the council, and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Section 5.4 of the Act states:

Calling council meetings

An ordinary or a special meeting of a council is to be held —

(a) if called for by either —

(i) the mayor or president; or

(ii) at least 1/3 of the councillors, in a notice to the CEO setting out the date and purpose of the proposed meeting; or

(b) if so decided by the council.

Section 5.5 of the Act states:

Convening council meetings

(1) The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.

(2) The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.

Issues Identified

It is noted that the Standing Committees do not appear to have been given any delegated powers, including the recently established Audit Committee.

However, Council was presented with an Instrument of Appointment and Delegation for the Audit Committee that states:

The 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.

Other than the Audit Committee, the purpose or status of other committees and whether they have any delegated powers or duties is not clear.

It is also not clear which committees are established under section 5.8 of the Act and which are working or advisory groups that have no status under the Act.

It is important to identify the status and purpose of a local government committee to distinguish it from other committees or groups as there are statutory provisions that apply to committees established under the Act.

An example of statutory provisions that apply to committees of Council established under the Act is the requirement to call and convene meetings, particularly special meetings of council.

At the Council meeting held on 15 December 2015 a resolution was passed regarding the dates for holding Council meetings over the next twelve months. Those meeting dates were publicly advertised in accordance with regulation 12 of the *Local Government (Administration) Regulations 1996*.

However, Special Council meetings were held in 2015 and 2016 where no record could be found of any written notice for the calling and convening of those meetings in accordance with sections 5.4 and 5.5 of the Act.

Conclusion

The status and purpose for Council committees and working/advisory groups needs to be clarified in order to improve the control and management of Council's decision making structure.

Clarification of the status and purpose of Council committees will clearly identify those committees that are formal standing committees established under the Act and whether Council has delegated any powers and duties to its committees.

As there is no record of a written notice calling and convening special Council meetings, the process for holding special meetings of Council may not be compliant with sections 5.4 and 5.5 of the Act.

Recommendation: 12

That Council review the operation of its committee structure to determine whether the powers and duties delegated to any of its committees are lawfully able to be delegated under the Act.

Recommendation: 13

That Council develops “Terms of Reference” or “Statements of Purpose” for each of its committees to improve transparency by providing information to the public on the purpose for establishing the committee and any limits placed on its operation.

Recommendation: 14

The CEO develops a system for providing written notices to call and convene Council meetings as specified in sections 5.4 and 5.5 of the Act.

12. COMPLAINTS REGISTER

Statutory Requirement

Section 5.121 of the Act states:

Register of certain complaints of minor breaches

(1) The complaints officer for each local government is required to maintain a register of complaints which records all complaints that result in action under section 5.110(6)(b) or (c).

(2) The register of complaints is to include, for each recorded complaint —
(a) the name of the council member about whom the complaint is made; and
(b) the name of the person who makes the complaint; and
(c) a description of the minor breach that the standards panel finds has occurred; and
(d) details of the action taken under section 5.110(6)(b) or (c).

Issues Identified

The Shire has a book titled “Comments Register” in which it records complaints which relate to maintenance issues, but not for the purpose of recording details in regard to complaints made under section 5.107 of the Act.

The Shire’s Complaints Officer, usually the CEO, is required to maintain a register of complaints in accordance with section 5.121(1) of the Act.

This register is not being maintained as required by the Act in regard to recording of the required details for complaints made under section 5.110(6)(b) & (c) of the Act.

Conclusion

The Shire’s Complaints Register is non-compliant with section 5.121 of the Act.

Recommendation: 15

That the Shire's Complaints Officer (CEO) establishes and maintains a Complaints Register in accordance with section 5.121(1) of the Act.

13. GIFTS REGISTER

Statutory Requirement

Regulation 12(4) and (5) of *Local Government (Rules of Conduct) Regulations 2007* state:

(4) Notification of the acceptance of a notifiable gift is to be in writing and is to include —

- (a) the name of the person who gave the gift; and*
- (b) the date on which the gift was accepted; and*
- (c) a description, and the estimated value, of the gift; and*
- (d) the nature of the relationship between the person who is a council member and the person who gave the gift; and*
- (e) if the gift is a notifiable gift under paragraph (b) of the definition of "notifiable gift" (whether or not it is also a notifiable gift under paragraph (a) of that definition) —*
 - (i) a description; and*
 - (ii) the estimated value; and*
 - (iii) the date of acceptance,**of each other gift accepted within the 6 month period.*

(5) The CEO must maintain a register of gifts in which details of notices received under subregulation (4) are recorded.

Section 5.89A of the Act states:

Register of gifts and contributions to travel

- (1) A CEO is to keep a register of gifts and contributions to travel.*
- (2) The register is to contain a record of the disclosures made under sections 5.82 and 5.83.*
- (3) The register is to be in the form that is prescribed (if any).*
- (4) The CEO is to make the register available for public inspection.*
- (5) The CEO is to publish the register on the local government's official website.*

Issues Identified

The Shire has a Gift Register in place that has no recent disclosures of gifts recorded by any Council members or staff.

There are three categories of gifts provided for in the legislation including gifts over \$200 which were previously disclosed in annual financial interest returns. Now they need to be disclosed in a register which is published on the local government's

website. The other two gift categories are notifiable and prohibited gifts, and electoral gifts.

The Shire of Dowerin's current Gifts Register does not appear to make proper provision for any of those gifts

Conclusion

The Shire's Gift Register is non-compliant with the statutory requirements in regard to keeping and maintaining the relevant register(s) for the purpose of disclosing gifts received by Council members and employees of the Shire.

Recommendation: 16

The CEO reviews the Shire's Gift Register to ensure all categories of gift disclosures are recorded by Council members and employees in a manner compliant with the statutory provisions of the Act and associated regulations.

14. CODE OF CONDUCT

Statutory Requirement

Section 5.103 of the Act states:

Codes of conduct

- (1) *Every local government is to prepare or adopt a code of conduct to be observed by council members, committee members and employees.*

Regulation 34B of the *Local Government (Administration) Regulations 1996* states:

- (2) *A code of conduct is to contain a requirement that a person who is an employee refrain from accepting a prohibited gift from a person who —*
 - (a) *is undertaking or seeking to undertake an activity involving a local government discretion; or*
 - (b) *it is reasonable to believe is intending to undertake an activity involving a local government discretion.*
- (3) *A code of conduct is to contain a requirement that a person who is an employee and who accepts a notifiable gift from a person who —*
 - (a) *is undertaking or seeking to undertake an activity involving a local government discretion; or*
 - (b) *it is reasonable to believe is intending to undertake an activity involving a local government discretion,*
 - (c) *notify the CEO, in accordance with subregulation (4) and within 10 days of accepting the gift, of the acceptance.*

Regulation 34C of the *Local Government (Administration) Regulations 1996* states:

- (2) *A code of conduct is to contain a requirement that a person who is an employee and who has an interest in any matter to be discussed at a council or committee meeting attended by the person disclose the nature of the interest —*
- (a) *in a written notice given to the CEO before the meeting; or*
 - (b) *at the meeting immediately before the matter is discussed.*

Issues Identified

The Shire's Code of Conduct was last reviewed on 29 June 2006. There are references to statutory provisions regarding gifts that are out of date. There are also implications for the Code in regard to other matters contained in the *Local Government (Rules of Conduct) Regulations 2007*.

Conclusion

The Shire's Code of Conduct contains information that is not up to date regarding current gift provisions in the regulations or the Act. For example, it is not compliant with Regulation 34B and 34C of the *Local Government (Administration) Regulations 1996* which deals with "notifiable" and "prohibited" gifts and impartiality interest (non-financial).

Recommendation: 17

The CEO reviews the Shire's Code of Conduct and updates the information to include the content that is required by the Act, *Local Government (Administration) Regulations 1995* and the *Local Government (Rules of Conduct) Regulations 2007*.

GENERAL CONCLUSION

Statutory Environment:

Regulation 17 of the *Local Government (Audit) Regulations 1996* states:

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
- (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every two calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Conclusion

The Shire's procedures are in a poor state of compliance and have been for some time. This conclusion is based not only on what has been identified in the

Department's compliance probity audit, but also the findings in the Shire's recent Forensic Audit and Statutory Compliance Audit Return completed for 2015.

A number of statutory registers that are to be kept by a local government were either non-existent or failed to comply with the requirements set out in the Act and regulations.

A key contributing factor to the Shire's performance in this area is its record keeping systems for maintaining efficient and effective records and documents.

In view of the state of the Shire's processes, the CEO needs to focus on improving standards of the relevant systems, processes, procedures and practices in regard to risk management, internal controls and statutory compliance.

Recommendation: 18

The CEO consolidates all the issues identified in this report and other matters from the Shire's Financial Forensic Audit and 2015 Statutory Compliance Audit Return for the CEO to use as a guide in addressing the Shire's level of compliance including improvements to its processes and procedures.



Shire of Dowerin

Audit Committee Meeting Minutes - Unconfirmed

29 August 2016

12noon

COMMITTEE MEMBERS	REPRESENTING
Cr D.E. Metcalf	Shire of Dowerin
Cr A.J. Metcalf	Shire of Dowerin
Cr R.I Trepp	Shire of Dowerin
Mr Jason Whiteaker	External Advisor of the Audit Committee
OBSERVER	REPRESENTING
Andrea Selvey – CEO	Shire of Dowerin
Sonia King – Finance Manager	Shire of Dowerin
Leanne Oliver	Shire Auditor (Byfields)

COMMITTEE TERMS OF REFERENCE

1. At the Ordinary Meeting of Council on 19 July 2016, Council adopted the Terms of Reference for the Audit Committee. These Terms of Reference are available on request.

Shire of Dowerin
13 Cottrell Street
Dowerin WA 6461
08 9631 1202
www.dowerin.wa.gov.au

SHIRE OF DOWERIN

AGENDA FOR THE AUDIT COMMITTEE MEETING TO BE HELD ON 29 AUGUST 2016

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1. DECLARATION OF OPENING

The Presiding Member declared the meeting open at 12noon.

2. ATTENDANCE

Cr D. Metcalf - Chairperson

Cr A.J. Metcalf

Cr R.I. Trepp

Mr J. Whiteaker

Observers

A. Selvey - Chief Executive Officer

S. King – Finance Manager

L. Oliver – Shire Auditor

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 MEETING OF THE SHIRE OF DOWERIN AUDIT COMMITTEE HELD ON 10 AUGUST 2016 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THAT MEETING.

Moved: Cr AJ Metcalf

Seconded: Cr R Trepp

Carried: 4/0

6. PRESENTATIONS

Presentation by Leanne Oliver on the progress of the Interim Audit.

7. AUDIT REPORTS

7.1 SCOPE OF THE AUDIT OF THE 2015/16 FINANCIAL STATEMENTS

Date:	1 August 2016
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	Scope of Audit as approved at the 10 August Audit Committee Meeting

Summary

The item seeks the Audit Committee's review and recommendations regarding the scope of work for the 2015/16 audit.

Background

At the Audit Committee meeting held on 10 August, the Committee considered a draft scope of work for the 2015/16 audit. The scope includes the model minimum standard audit specification as outlined by the DLGC and three additional procedures. The Audit Scope was approved at the meeting and subsequently approved by Council at the Ordinary Meeting of Council on 16 August 2016. See attachment one - Scope for the audit of the 2015/16 financial statements.

Comment

Further to this meeting, the CEO met with the Auditor on 12 August to discuss items arising from the Audit Committee meeting. As per the Committee recommendation, the discussion included the potential to include the additional scope requirement as part of the standard audit. The Auditor had some feedback in relation to that request and it was more appropriate for the Audit Committee to discuss the scope directly with the Auditor. Therefore, this meeting between the Audit Committee and Auditor was scheduled accordingly.

Financial Implications

The scope for the 2015/16 audit that includes the model minimum standard audit specification as outlined by the Department of Local Government and Communities has been budgeted in the 2016/17 at a cost of \$16,500.

The following additional procedures have been quoted as follows and can be accommodated in the 2016/17 compliance budget of \$50,000 as approved by council.

- a. Tracing transaction and delegation/authorisation limits at a cost of \$2,400(+gst) = \$2640; and
- b. Separation of duties at a cost of \$1,800(+gst) = \$1980

Policy Implications

NIL

Statutory Implications

Local Government (Audit) Regulations 1996 - Reg 7 deals with Agreements with auditors, contents of an agreement between a local government and an auditor including:

- (a) the objectives of the audit; and
- (b) the scope of the audit; and

- (c) a plan for the audit; and
- (d) details of the remuneration and expenses to be paid to the auditor; and
- (e) the method to be used by the local government to communicate with, and supply information to, the auditor.

Strategic Implications

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

OFFICER'S RECOMMENDATION – ITEM 7.1

THAT THE AUDIT COMMITTEE CONSIDERS THE SCOPE FOR THE AUDIT OF THE 2015/16 FINANCIAL STATEMENTS AND SHOULD ANY CHANGES BE REQUIRED PUT THE CHANGES BEFORE THE ORDINARY MEETING OF COUNCIL ON 20 SEPTEMBER 2016

(To be finalised during the meeting with the Auditor)

COMMITTEE RECOMMENDATION – ITEM 7.1

Moved: Mr J Whiteaker

Seconded: Cr AJ Metcalf

Carried: 4/0

THAT COUNCIL PURSUANT TO REG 7 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 RESOLVES TO:

1. **ENDORSE THE SCOPE OF AUDIT FOR THE 2015/16 YEAR WITH THE FOLLOWING AMENDMENTS:**
 - a. **TRACING TRANSACTIONS PROCEDURE BE FOCUSED ON THE PERIOD 1 NOVEMBER 2015 TO 30 JUNE 2016;**
 - b. **A DETERMINATION ON THE SAMPLE SIZE FOR THE TRANSACTION REVIEW BE MADE BY FULL COUNCIL ON RECEIPT OF A REPORT TO BE PROVIDED BY BYFIELDS ACCOUNTING OUTLINING LEVELS OF CONFIDENCE COUNCIL CAN HAVE IN THE TRANSACTION REVIEW AS A RESULT OF THE CHOSEN SAMPLE SIZE.**
2. **NOTE THAT THE PROPOSED SAMPLE SIZE OF 30 TRANSACTIONS FOR DELEGATIONS/AUTHORISATION LIMITS AND SEPARATION DUTIES IS SUFFICIENT TO SATISFY RIGOROUS AUDIT REQUIREMENTS AND CAN BE DELIVERED AS PART OF THE SCOPE OF THE AUDIT AT NO ADDITIONAL COST.**

8. QUESTIONS FROM MEMBERS

Nil

9. URGENT BUSINESS

Nil

10. DATE OF NEXT MEETING

Date: TBC

Items for next meeting: TBC

11. CLOSURE OF MEETING

The presiding member closed the meeting at 1.00pm.



Shire of Dowerin

MINUTES

Finance Committee Meeting

18 JULY 2016 at 2:00pm

Committee Members

Cr D.E. Metcalf

Cr D.P. Hudson

Cr R.I Trepp

Andrea Selvey – CEO

Sonia King – Finance Manager

SHIRE OF DOWERIN

MINUTES FOR THE FINANCE COMMITTEE MEETING HELD ON 18 JULY 2016

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10.	CLOSURE OF MEETING	30

1. DECLARATION OF OPENING

Opened 2:09 pm

2. ATTENDANCE

Cr D. Metcalf

Cr D. Hudson

Cr R. Trepp

A. Selvey – Chief Executive Officer - Apologies

S. King - Finance Manager

3. DISCLOSURE OF INTEREST

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

4. CONFIRMATION OF MINUTES

Moved D.E. Metcalf Seconded: D.P. Hudson

5. PRESENTATIONS

Nil

6. FINANCE REPORT

6.1 FINANCIAL STATEMENTS – JUNE 2016

Date:	13 July 2016
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Monthly Statements

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.

Comment

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

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 6.1

Moved: R.I. Trepp Seconded: D.P. Hudson

THAT THE FINANCE COMMITTEE RECOMMENDS TO COUNCIL 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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Compilation Report

Statement of Financial Activity by Program

Statement of Budget Amendments

Note 1	Explanation of Material Variances
Note 2	Net Current Funding Position
Note 3	Cash and Investments
Note 4	Information on Borrowings
Note 5	Trust
Appendix A	Details of Capital Acquisitions
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, Finance Manager

Reviewed by:

Andrea Selvey, CEO

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.
Operating Revenues		\$	\$	\$	\$	%	
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%	□
Total Operating Revenue	3,973,937	4,151,299	4,151,299	4,117,052	(34,247)		□
Operating Expense							□
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%)	▼
Total Operating Expenditure	(3,435,333)	(3,796,037)	(3,796,037)	(3,850,000)	(53,963)		□
Net Operating	538,604	355,262	355,262	267,052			□
Funding Balance Adjustments							□
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		□
Net Cash from Operations	1,577,096	1,354,409	1,363,235	1,275,366	(87,869)		□
Capital Revenues							□
Proceeds from Disposal of Assets	302,900	149,859	149,859	149,859	0	0.00%	□
Total Capital Revenues	302,900	149,859	149,859	149,859	0		□
Capital Expenses							□
Land Held for Resale		0	0	0	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)	(1,225,093)	144,544	10.55%	▲
Infrastructure - Parks	0	0	0	0	0		□
Infrastructure - Footpaths	0	0	0	0	0		□

FINANCE COMMITTEE MINUTES – 18 JULY 2016

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

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)
Operating Revenues	\$	\$	\$	\$
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
Operating Expense				
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
Funding Balance Adjustments				
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
Capital Revenues				
Proceeds from Disposal of Assets	302,900	(153,041)	149,859	149,859
Total Capital Revenues	302,900	(153,041)	149,859	149,859
Capital Expenses				
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)

FINANCE COMMITTEE MINUTES – 18 JULY 2016

Plant and Equipment	(467,209)	1,500	(465,709)	(465,709)
Furniture and Equipment	(4,865)	1,365	(3,500)	(3,500)
Total Capital Expenditure	(2,179,025)	(60,421)	(2,239,446)	(2,239,446)
Net Cash from Capital Activities	(1,876,125)	(213,462)	(2,089,587)	(2,089,587)
Financing				
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
Net Cash from Financing Activities	(484,151)	568,760	84,609	(59,543)
Net Operations, Capital and Financing	(783,180)	132,611	(650,569)	(785,895)
Opening Funding Surplus(Deficit)	783,206	(132,611)	650,595	650,595
Closing Funding Surplus(Deficit)	26	0	26	(135,300)

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

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 30th June 2016	Original Budget 30th June 2016
	\$	\$	\$
Current Assets			
Cash Unrestricted	206,305	769,841	855,658
Cash Restricted	1,852,476	1,805,192	1,805,192
Receivables - Rates	37,332	25,969	25,095
Receivables -Other	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
Less: Current Liabilities			
Payables	(110,923)	(278,618)	(160,936)
Provisions	(216,320)	(216,320)	(216,319)
	(327,242)	(494,938)	(377,255)
Less: Cash Reserves	(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
Net Current Funding Position	89,227	572,629	783,206

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
(a) Cash Deposits							
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) Term Deposits							
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	0		
Total		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 \$
Loan 97 - Dowerin Community Club	472,175	0	59,543	59,543	412,632	412,632	20,651	19,065
Loan 98 - Dowerin Events Management SSL	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 16	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
	150,123	0	(1,240)	148,883

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.

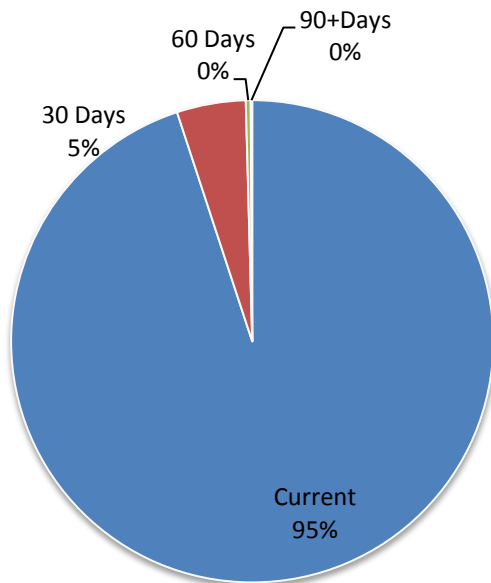
The Opening Balances are subject to final audit.

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
Total Receivables General Outstanding				<u>81,482</u>

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



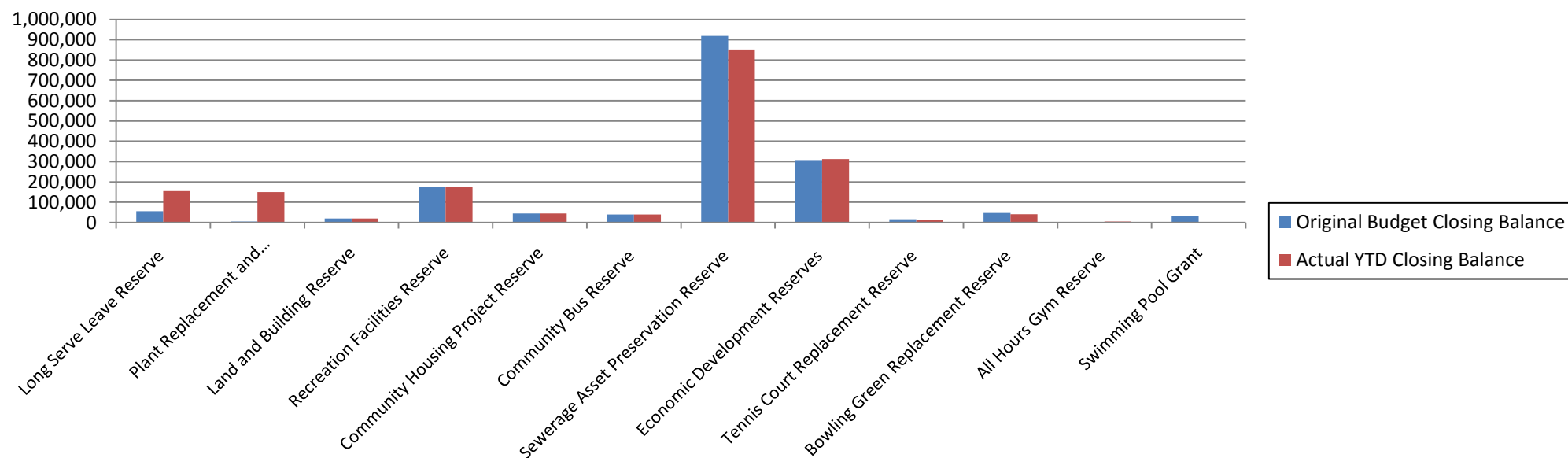
Comments/Notes - Receivables General

- Main Roads Claim
- Football Club
- AROC Contributions

Shire of Dowerin
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 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
	1,805,192	1,577	0	107,872	0	(253,601)	0	1,661,040	1,805,192



6.2 ACCOUNTS FOR PAYMENT – 4 June 2016 to 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

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION – ITEM 6.2

Moved: D.P. Hudson Seconded: R.I. Trepp Carried: 3/0

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).

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	\$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 power point for new hot water system - 18 O'Loghlen	-\$ 384.56	

FINANCE COMMITTEE MINUTES – 18 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	\$28,044.20
Total				-\$	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	
10196	27/06/2016	WESTNET PTY LTD	Internet charges	-\$	17.76	
Total				-\$	12,494.88	\$ 154.00

FINANCE COMMITTEE MINUTES – 18 JULY 2016

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	
Total				-\$ 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	
Total				-\$ 83,374.28	

MUNICIPAL TOTALS

				Amount	Contra

FINANCE COMMITTEE MINUTES – 18 JULY 2016

EFT TRANSACTIONS	-\$ 183,766.30	\$ 117,698.02
CHEQUES	-\$ 12,494.88	\$ 154.00
SUPER PAYMENTS	-\$ 9,664.87	
PAYROLL PAYMENTS	-\$ 83,374.28	
TOTAL	-\$ 289,300.33	\$ 117,698.02



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
Closing Balance	\$2,450.13 DR



119/21/01/M/S007817/1015633

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

see reverse for transaction details

NAB VISA Card Reconciliation																
<p style="text-align: center; margin: 0;">April Statement</p> <p>Cardholder Name: <input style="width: 100%;" type="text" value="Mr Steven Geerdink"/></p> <p>Card Number: <input style="width: 100%;" type="text" value="XXXX XXXX XXXX 7475"/></p> <p>Prepared By: <input style="width: 100%;" type="text" value="Emma Hardy"/></p>				<p>Account Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: right;">Previous Balance</td><td></td></tr> <tr><td style="text-align: right;">Payments and Credits</td><td></td></tr> <tr><td style="text-align: right;">Purchases and Advances</td><td style="text-align: right;">\$567.20</td></tr> <tr><td style="text-align: right;">Interest, Fees and Charges</td><td style="text-align: right;">\$9.00</td></tr> <tr><td style="text-align: right;">Closing Balance</td><td style="text-align: right;">\$576.20</td></tr> </table>			Previous Balance		Payments and Credits		Purchases and Advances	\$567.20	Interest, Fees and Charges	\$9.00	Closing Balance	\$576.20
Previous Balance																
Payments and Credits																
Purchases and Advances	\$567.20															
Interest, Fees and Charges	\$9.00															
Closing Balance	\$576.20															
Date	Receipt	Order Number	GL Account	Details	GST	Amount										
19.04.2016	Y	10817	176720.05	Prescription Safety Glasses (Maxwell)	\$ 11.56	\$ 567.20										
	n/a	n/a	105020.05	Card Fee	-	\$ 9.00										
Total					\$ 11.56	\$ 576.20										
<p>Employee Declaration</p> <p>I verify that the above charges are a true and correct record in accordance with Council policy.</p> <p>Cardholder Signature: <input style="width: 100%;" type="text" value="S. Geerdink"/></p> <p>Date: <input style="width: 100%;" type="text" value="16-5-16"/></p> <p>Checked By: <input style="width: 45%; text-align: center;" type="text" value="S. Geerdink"/> <input style="width: 45%; text-align: center;" type="text" value="J. Smith"/></p> <p style="text-align: center; margin-top: -10px;">CEO Finance Manager</p>																



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, 7 days a week)

Cardholder Details

Cardholder Name: MR STEVEN FRANCIS GEERDINK
 Account No: 4557 0455 3657 7475
 Statement Period: 30 March 2016 to 28 April 2016
 Cardholder Limit: \$6,000

Transaction record for: MR STEVEN FRANCIS GEERDINK

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
19 Apr 2016	\$567.20	DDN ENTERPRISES P/L MORLEY					02182138362
28 Apr 2016	\$9.00	CARD FEE					74557046119
Total for this period	\$576.20		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy
 Cardholder signature: _____ Date: _____

119/21/01/MS007818/015635

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Apr 2016	\$28.68 CR	DIRECT DEBIT PAYMENT	74557046092
Total for this Period:	\$28.68 CR		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 13 10 12 between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



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



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

Cardholder summary

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3657-7475	MR STEVEN FRANCIS GE	\$6,000	\$0.00	\$567.20	\$9.00	\$576.20
4557-0455-3670-8849	MRS SONIA LOUISE KIN	\$3,000	\$0.00	\$1,864.93	\$9.00	\$1,873.93
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$28.68	\$0.00	\$0.00	\$28.68 CR
			\$28.68	\$2,432.13	\$18.00	\$2,421.45

Transaction type

Purchase

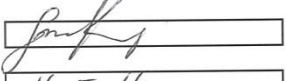

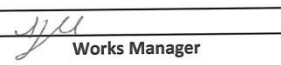
Annual percentage rate

0.000%

Daily percentage rate

0.00000%

119/21/01/M/S007817/015634

NAB VISA Card Reconciliation						
April Statement					Account Summary	
Cardholder Name:	Mrs Sonia Louise King				Previous Balance	
Card Number:	XXXX XXXX XXXX 8849				Payments and Credits	
Prepared By:	Emma Hardy				Purchases and Advances	\$1,864.93
					Interest, Fees and Charges	\$9.00
					Closing Balance	\$1,873.93
Date	Receipt	Order Number	GL Account	Details	GST	Amount
07.04.2016	Y	10957	171440.05	WHR - Business Name Registration	\$ -	\$ 79.00
12.04.2016	Y	10680	H807.001.595	WHR - Track Expenses	\$ 80.92	\$ 889.93
13.04.2016	Y	10813	136420.05	Balance of Skateboarding Clinic	\$ 54.55	\$ 600.00
20.04.2016	Y	10968	104120.05	Raine Square City Parking	\$ 1.91	\$ 21.00
22.04.2016	Y	10980	103020.05	WBN 2015/16 Membership	\$ -	\$ 275.00
	N/A	N/A	105020.05	Card Fee	\$ -	\$ 9.00
Total					\$ 137.38	\$ 1,873.93
Employee Declaration						
I verify that the above charges are a true and correct record in accordance with Council policy.						
Cardholder Signature:						
Date:	16.5.16					
Checked By:						
	CEO		Works Manager			



Statement for
NAB Business Visa
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 AEDT Saturday and Sunday
 Fax 1300 363 658
 Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MRS SONIA LOUISE KING
 Account No: 4557 0455 3670 8849
 Statement Period: 30 March 2016 to 28 April 2016
 Cardholder Limit: \$3,000

Transaction record for: MRS SONIA LOUISE KING

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
7 Apr 2016	\$79.00	ASIC POST MELBOURNE	-----	-----	-----	-----	74813846097
12 Apr 2016	\$889.93	PRESSFORM ENGINEERIN BASSENDEAN	-----	-----	-----	-----	02120315585
13 Apr 2016	\$600.00	PP*ASCI CAMP HILL	-----	-----	-----	-----	74766186103
20 Apr 2016	\$21.00	RAINE SQUARE PERTH	-----	-----	-----	-----	74564456110
22 Apr 2016	\$275.00	483Pin* Wheatbelt BusinesAU	-----	-----	-----	-----	05171153882
28 Apr 2016	\$9.00	CARD FEE	-----	-----	-----	-----	74557046119
Total for this period	\$1,873.93		Totals				

119/21/01/M/SC007819/1015637

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy
 Cardholder signature: _____ Date: _____

7. QUESTIONS FROM MEMBERS

8. URGENT BUSINESS

Nil

9. DATE OF NEXT MEETING

Date: 15th August 2016

Items for next meeting:

10. CLOSURE OF MEETING

The presiding member closed the meeting at 3:00 pm.



Shire of Dowerin

MINUTES

Finance Committee Meeting

15 AUGUST 2016 at 3:00pm

Committee Members

Cr D.E. Metcalf
Cr D.P. Hudson
Cr R.I Trepp

Observers

Andrea Selvey – CEO

Apologies

Sonia King – FM

SHIRE OF DOWERIN
MINUTES OF THE FINANCE COMMITTEE MEETING TO BE HELD ON 15 AUGUST 2016
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1. DECLARATION OF OPENING

2. ATTENDANCE

Cr D. Metcalf
Cr D. Hudson
Cr R. Trepp
A. Selvey – Chief Executive Officer

Apologies:

S. King - Finance Manager

3. DISCLOSURE OF INTEREST

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

4. CONFIRMATION OF MINUTES

5. PRESENTATIONS

Nil

6. FINANCE REPORT

6.1 FINANCIAL ACTIVITY STATEMENTS – JULY 2016

Date:	15 August 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Monthly Financial Activity Statements – July 2016

Summary

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

Background

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

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

Comment

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

- Statement of Financial Activity

This report provides details of the Shire's operating revenues and expenditures on a year to date basis, by program. The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position report (Note 2).

- Net Current Position (Note 2)

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

- Reserve Movements Report (Note 7)

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

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

Reserve Funds

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

Consultation

Nil

Financial Implications

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

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION – ITEM 6.1

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

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

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT

For the Period Ended 31 July 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

Note 1	Explanation of Material Variances
Note 2	Net Current Funding Position
Note 3	Cash and Investments
Note 4	Information on Borrowings
Note 5	Trust
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 9	Rating Information

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 July 2016 of \$1,496,742.

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 31 July 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 31 July 2016 of \$1,496,742.

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-Aug-16

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

Note	Original Adopted Budget	Current Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance	8,525	8,525	710	0	(710)	(100.00%)	
General Purpose Funding - Rates	1,211,651	1,211,651	1,211,651	1,191,949	(19,702)	(1.63%)	
General Purpose Funding - Other	1,358,900	1,358,900	5,374	82	(5,292)	(98.47%)	q
Law, Order and Public Safety	24,150	24,150	512	215	(297)	(58.01%)	
Health	259,000	259,000	77,405	75,335	(2,070)	(2.67%)	
Education and Welfare	129,894	129,894	10,824	8,914	(1,910)	(17.65%)	
Housing	128,256	128,256	10,686	13,295	2,609	24.41%	
Community Amenities	228,327	228,327	214,024	215,017	993	0.46%	
Recreation and Culture	80,700	80,700	6,720	1,928	(4,792)	(71.31%)	
Transport	1,020,100	1,020,100	1,716	1,616	(100)	(5.84%)	
Economic Services	1,212,176	1,212,176	201,013	181,985	(19,028)	(9.47%)	q
Other Property and Services	10,500	10,500	874	669	(205)	(23.46%)	
Total Operating Revenue	5,672,179	5,672,179	1,741,509	1,691,005	(50,504)		
Operating Expense							
Governance	(505,037)	(505,037)	(73,822)	(77,715)	(3,893)	(5.27%)	
General Purpose Funding	(134,898)	(134,898)	(11,240)	(11,430)	(190)	(1.69%)	
Law, Order and Public Safety	(81,231)	(81,231)	(12,725)	(12,083)	642	5.05%	p
Health	(310,563)	(310,563)	(36,289)	(31,135)	5,154	14.20%	p
Education and Welfare	(170,271)	(170,271)	(14,183)	(11,456)	2,727	19.22%	p
Housing	(175,349)	(175,349)	(18,929)	(23,226)	(4,297)	(22.70%)	
Community Amenities	(310,220)	(310,220)	(34,354)	(31,151)	3,203	9.32%	p
Recreation and Culture	(721,034)	(721,034)	(77,666)	(73,703)	3,963	5.10%	p
Transport	(1,283,028)	(1,283,028)	(132,074)	(127,364)	4,710	3.57%	
Economic Services	(211,508)	(211,508)	(23,108)	(25,331)	(2,223)	(9.62%)	
Other Property and Services	(10,967)	(10,967)	(13,564)	(36,152)	(22,588)	(166.53%)	q
Total Operating Expenditure	(3,914,106)	(3,914,106)	(447,954)	(460,746)	(12,792)		
Net Operating	1,758,073	1,758,073	1,293,555	1,230,259			
Funding Balance Adjustments							
Add back Depreciation	1,112,647	1,112,647	89,068	89,068	0	0.00%	
Adjust (Profit)/Loss on Asset Disposal	0	0	0	0	0		
Adjust Provisions and Accruals	0	0	0	341	341		
Net Cash from Operations	2,870,720	2,870,720	1,382,623	1,319,668	(62,955)		
Capital Revenues							
Proceeds from Disposal of Assets	0	0	0	0	0		
Total Capital Revenues	0	0	0	0	0		
Capital Expenses							
Land Held for Resale	0	0	0	0	0		
Land and Buildings	(2,473,038)	(2,473,038)	(2,473,038)	(5,229)	2,467,809	99.79%	p
Infrastructure - Roads	(1,123,913)	(1,123,913)	(1,123,913)	(35,511)	1,088,402	96.84%	p
Infrastructure - Parks	0	0	0	0	0		
Infrastructure - Footpaths	0	0	0	0	0		

FINANCE COMMITTEE AGENDA – AUGUST 2016

Infrastructure - Drainage		0	0	0	0	0		
Infrastructure - Signs		0	0	0	(92)	(92)		
Plant and Equipment		0	0	0	0	0		
Furniture and Equipment		0	0	0	0	0		
Total Capital Expenditure		(3,596,951)	(3,596,951)	(3,596,951)	(40,831)	3,556,120		
Net Cash from Capital Activities		(3,596,951)	(3,596,951)	(3,596,951)	(40,831)	3,556,120		
Financing								
Proceeds from New Debentures		0	0	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal		23,002	23,002	23,002	0	(23,002)	(100.00%)	
Transfer from Reserves		62,000	253,601	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	4	(113,357)	(113,357)	(113,357)	0	113,357	100.00%	p
Transfer to Reserves		(486,608)	(109,449)	0	0	0		
Net Cash from Financing Activities		(514,963)	53,797	(90,355)	0	90,355		
Net Operations, Capital and Financing		(1,241,194)	(672,435)	(2,304,683)	1,278,838	3,583,521		
Opening Funding Surplus(Deficit)	2	783,206	650,595	650,595	217,904	(432,691)	(66.51%)	q
Closing Funding Surplus(Deficit)	2	(457,988)	(21,840)	(1,654,088)	1,496,742	3,150,830		

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2016

Note 1: EXPLANATION OF MATERIAL VARIANCES

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			Refer to Operating Accounts Appendix
Governance	(710)	(100.00%)			Within acceptable 5% or \$5,000 Variance
General Purpose Funding - Rates	(19,702)	(1.63%)			Rates raised minus CBH Rates
General Purpose Funding - Other	(5,292)	(98.47%)			Within acceptable 5% or \$5,000 Variance
Law, Order & Public Safety	(297)	(58.01%)			Within acceptable 5% or \$5,000 Variance
Health	(2,070)	(2.67%)			Within acceptable 5% or \$5,000 Variance
Education and Welfare	(1,910)	(17.65%)			Within acceptable 5% or \$5,000 Variance
Housing	2,609	24.41%			Within acceptable 5% or \$5,000 Variance
Community Amenities	993	0.46%			Sewerage and Refuse charges raised
Recreation and Culture	(4,792)	(71.31%)			Within acceptable 5% or \$5,000 Variance
Transport	(100)	(5.84%)			Within acceptable 5% or \$5,000 Variance
Economic Services	(19,028)	(9.47%)	q	Timing	DEM Contribution for STA Project less GST
Other Property and Services	(205)	(23.46%)			Within acceptable 5% or \$5,000 Variance
Operating Expense					
Governance	(3,893)	(5.27%)			Within acceptable 5% or \$5,000 Variance
General Purpose Funding	(190)	(1.69%)			Within acceptable 5% or \$5,000 Variance
Law, Order and Public Safety	642	5.05%	p	Timing	Within acceptable 5% or \$5,000 Variance
Health	5,154	14.20%	p	Timing	
Education and Welfare	2,727	19.22%			Within acceptable 5% or \$5,000 Variance
Housing	(4,297)	(22.70%)			Within acceptable 5% or \$5,000 Variance
Community Amenities	3,203	9.32%			Within acceptable 5% or \$5,000 Variance
Recreation and Culture	3,963	5.10%			Within acceptable 5% or \$5,000 Variance
Transport	4,710	3.57%			Within acceptable 5% or \$5,000 Variance
Economic Services	(2,223)	(9.62%)			Within acceptable 5% or \$5,000 Variance
Other Property and Services	(22,588)	(166.53%)	q		Review Plant Operation Costs
Capital Revenues					
Proceeds from Disposal of Assets	0				
Capital Expenses					Refer to Capital Accounts Appendix
Land and Buildings	2,467,809	99.79%	p	Timing	Project expenses not yet incurred
Infrastructure - Roads	1,088,402	96.84%	p	Timing	Road expenses not yet incurred
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	(92)				No expenditure anticipated nor budgeted
Plant and Equipment	0				No expenditure anticipated nor budgeted
Furniture and Equipment	0				No expenditure anticipated nor budgeted
Financing					
Loan Principal	113,357	100.00%	p	Timing	Repayments twice yearly
Opening Funding Surplus(Deficit)	(432,691)	(66.51%)	q	Timing	

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

Note 2: NET CURRENT FUNDING POSITION

Positive=Surplus (Negative=Deficit)			
Note	YTD 31 Jul 2016	30th June 2016	Original Budget 30th June 2016
	\$	\$	\$
Current Assets			
Cash Unrestricted	4 (53,655)	31,538	855,658
Cash Restricted	4 1,852,476	1,805,192	1,805,192
Receivables - Rates	6 1,224,542	37,332	25,095
Receivables -Other	6 707,540	395,037	57,248
Interest / ATO Receivable/Trust	26,937	17,378	46,204
Inventories	(83,107)	(56,332)	20,805
	3,674,733	2,230,145	2,810,202
Less: Current Liabilities			
Payables	(301,331)	(231,166)	(160,936)
Provisions	(216,320)	(216,320)	(216,319)
	(517,650)	(447,486)	(377,255)
Less: Cash Reserves	7 (1,852,476)	(1,805,192)	(1,805,192)
Plus: Cash Reserves backing Liabilites	101,780	155,425	155,425
Plus: Current Loan in Budget	90,355	85,012	59,543
Net Current Funding Position	1,496,742	217,904	783,206

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

Note 3: CASH AND INVESTMENTS

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.00%	70,515	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) Term Deposits							
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		
Total		72,255	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 31 July 2016

4. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-16	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 97 - Dowerin Community Club	412,632	0	0	62,003	412,632	350,629	0	16,605
Loan 98 - Dowerin Events Management SSL	83,858	0	0	23,002	83,858	60,856	0	2,606
Loan 99 - Accommodation	0	785,250	0	28,352	785,250	756,898	0	25,448
	496,490	785,250	0	113,357	1,281,740	1,168,383	0	44,659

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 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 16	Amount Received	Amount Paid	Closing Balance 31-Jul-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
	150,123	0	(1,240)	148,883

The municipal fund owes the Trust Fund
approximately

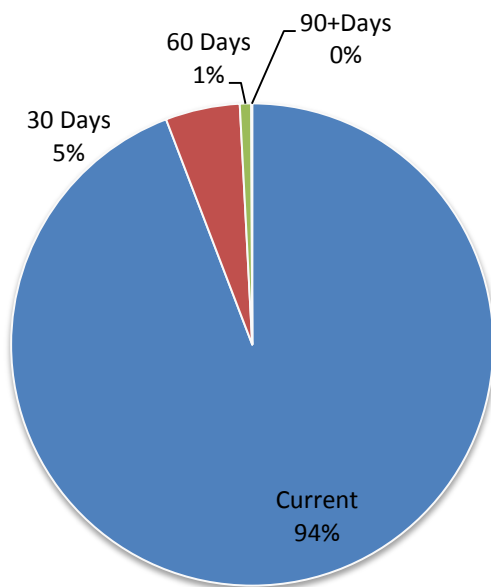
\$ 68,955

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

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	464,423	24,609	3,765	310
Total Receivables General Outstanding				<u>493,107</u>

Amounts shown above include GST (where applicable)

Note 6 - Accounts Receivable (non-rates)



Comments/Notes - Receivables General

Main Roads
Dowerin Events Management STA 50% Contribution

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

Note 7: Cash Backed Reserve

2016-17									
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	101,780	2,884	0	50,000	0	0	0	154,664	154,664
Plant Replacement and Reconditioning Reserve	92,264	2,614	0	132,621	0	0	0	227,500	227,500
Land and Building Reserve	20,494	581	0	71,932	0	0	0	93,007	93,007
Recreation Facilities Reserve	178,345	5,053	0	0	0	0	0	183,398	183,398
Community Housing Project Reserve	45,649	1,293	0	0	0	0	0	46,943	46,943
Community Bus Reserve	40,250	1,140	0	0	0	0	0	41,391	41,391
Sewerage Asset Preservation Reserve	951,502	26,960	0	77,932	0	0	0	1,056,330	1,056,330
Economic Development Reserves	315,534	8,940	0	0	0	(300,000)	0	24,474	24,474
Tennis Court Replacement Reserve	22,538	639	0	10,000	0	0	0	33,176	33,176
Bowling Green Replacement Reserve	47,425	1,344	0	6,000	0	0	0	54,769	54,769
All Hours Gym Reserve	5,132	145	0	0	0	0	0	5,278	5,278
Swimming Pool Grant	32,000	907	0	32,000	0	0	0	64,907	64,907
	1,852,913	52,500	0	380,422	0	(300,000)	0	1,985,835	1,985,835

For the Period Ended 31 July 2016

Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV Residential	10.2662	131	1,116,024	114,573	0	0	114,573	114,573	0	0	114,573
GRV Commercial/ Industrial	10.2662	18	316,540	32,497	0	0	32,497	32,497	0	0	32,497
GRV - Town Rural	10.2662	10	87,048	8,937	0	0	8,937	8,937	0	0	8,937
GRV - Other towns	10.2662	1	2,130	219	0	0	219	219	0	0	219
UV - Rural Farmland	0.0089	239	104,841,500	935,186	0	0	935,186	935,186	0	0	935,186
Sub-Totals		399	106,363,242	1,091,412	0	0	1,091,412	1,091,412	0	0	1,091,412
Minimum Payment											
GRV - Residential	686.00	51	236,988	34,986	0	0	34,986	34,986	0	0	34,986
GRV - Commercial/Industrial	686.00	15	55,169	10,290	0	0	10,290	10,290	0	0	10,290
GRV - Rural Towns	686.00	17	65,500	11,662	0	0	11,662	11,662	0	0	11,662
GRV - Other Towns	200.00	18	5,529	3,600	0	0	3,600	3,600	0	0	3,600
UV - Rural Farmland	686.00	50	2,569,800	34,300	0	0	34,300	34,300	0	0	34,300
UV - Commercial/Industrial	686.00	4	400	2,744	0	0	2,744	2,744	0	0	2,744
UV - Town Rural	686.00	3	65,500	2,058	0	0	2,058	2,058	0	0	2,058
UV - Mining Tenement	200	3	5,867	600	0	0	600	600	0	0	600
Sub-Totals		161	3,004,753	100,240	0	0	100,240	100,240	0	0	100,240
Discounts (Note 13)							0				0
Amount from General Rates							1,191,652				1,191,652
Ex-Gratia Rates							20,000				20,000
Specified Area Rates (Note 8b)							0				0
Totals							1,211,652				1,211,652

6.2 ACCOUNTS FOR PAYMENT – 5 JULY 2016 TO 4 AUGUST 2016

Date:	13 August 2016
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Emma Hardy and Sonia King
Attachments:	Creditors Payments Register List of Accounts Credit Card Summaries

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil

Voting Requirements

Simple Majority

COMMITTEE RECOMMENDATION AND OFFICER RECOMMENDATION – ITEM 6.2

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



Creditors Payments Register 5/7/2016 - 4/8/2016

Voucher Payments

Date	Voucher #	Voucher	Chq/EFT	Amount
13.07.2016	154	Visa May 2016		\$ 378.90
21.07.2016	155	Australia Post	2055	\$ 200.00
29.07.2016	156	Australia Post	2056	\$ 50.00
04.07.2016	157	NAB Business Visa - June 2016		\$ 1,670.90
21.07.2016	158	Puma Energy		\$ 1,769.50

Payroll Payments

Date	Batch #	Cheque/EFT Payments	Amount
13.07.2016	736		\$ 41,877.35
27.07.2016	738		\$ 41,404.52

EFT Payments

Date	Batch #	Cheque/EFT Payments	Amount
13.07.2016	9183	EFT 4100 - EFT 4130	\$ 93,942.59
13.07.2016	9187	EFT 4131 - EFT 4131	\$ 27,930.00
20.07.2016	9198	EFT 4132 - EFT 4134	CANCELLED
20.07.2016	9200	EFT 4135 - EFT 4135	CANCELLED
21.07.2016	9203	EFT 4136 - EFT 4138	CANCELLED
22.07.2016	9204	EFT 4139 - EFT 4139	\$ 14,762.00
22.07.2016	9205	EFT 4140 - EFT 4140	\$ 8,250.00
22.07.2016	9206	EFT 4141 - EFT 4160	\$ 27,563.10
22.07.2016	9208	EFT 4161 - EFT 4170	\$ 94,001.74
25.07.2016	9210	EFT 4171 - EFT 4171	\$ 825.00
28.07.2016	9214	EFT 4172 - EFT 4173	\$ 3,153.94

Cheque Payments

Date	Batch #	Cheque/EFT Payments	Amount
13.07.2016	9188	10197-10201	\$ 3,722.33
22.07.2016	9206	10202 - 10203	\$ 11,151.69

Small Cheque Payments

Date	Batch #	Cheque/EFT Payments	Amount
14.07.2016	9193	2053 - 2053	\$ 200.00
09.08.2016	9222	2054 - 2054	\$ 46.35
09.08.2016	9221	2055 - 2055	\$ 250.00

LIST OF ACCOUNTS
05/07/2016 - 04/08/2016
MUNICIPAL FUND

ELECTRONIC PAYMENTS

Chq/EFT	Date	Name	Description	Amount	Contra
154	30/06/2016	SHIRE OF DOWERIN - VISA CARD PAYMENTS	NAB Business Visa - 3x Hi Vis Jackets, Bedding, Towels and Cushions for 1/18 Memorial Ave, Card Fees x2	-\$ 378.90	
157	09/07/2016	SHIRE OF DOWERIN - VISA CARD PAYMENTS	NAB Business Visa - Short term accom tender advertising, Renewal of Industrial Poisons permit, 6x Around the Towns interviews, Hi Vis Jacket, High Risk work license, Farewell gift for Wendy	-\$ 1,670.90	-\$ 75.00
158	09/07/2016	PUMA ENERGY	Fuel usage - June	-\$ 1,769.50	
EFT4100	13/07/2016	AVON WASTE	Rubbish collection	-\$ 2,350.80	-\$ 2,350.80
EFT4101	13/07/2016	CHILD SUPPORT AGENCY	Payroll deductions	-\$ 537.00	-\$ 537.00
EFT4102	13/07/2016	AMERY ACRES	Glen Olston Housing Allowance July 2015 - June 2016	-\$ 4,160.00	-\$ 4,160.00
EFT4103	13/07/2016	BYFIELDS	Audit fees for 2014/15	-\$ 11,550.00	
EFT4104	13/07/2016	BUNNINGS GROUP LIMITED	18 Anderson St - Mould killer & rotary clothesline	-\$ 110.90	
EFT4105	13/07/2016	Building & Health Surveying Services	EHO Contract June 2016	-\$ 4,272.05	
EFT4106	13/07/2016	BITUTEK PTY LTD	Dowerin - Kalannie Road - Reseal	-\$ 14,270.14	-\$14,270.14
EFT4107	13/07/2016	COMMERCIAL HOTEL DOWERIN	Council refreshments	-\$ 144.00	
EFT4108	13/07/2016	CDA AIR CONDITIONING & REFRIGERATION	19 Cottrell Street - Repairs/assessment of air conditioner not heating up	-\$ 230.75	
EFT4109	13/07/2016	DOWERIN BAKERY AND NEWS	Council refreshments and newspapers	-\$ 123.40	
EFT4110	13/07/2016	DOWERIN ENGINEERING WORKS	Blade Runner Mower - Replace bearings	-\$ 2,012.29	
EFT4111	13/07/2016	LANDGATE	Mining Tenements	-\$ 171.85	
EFT4112	13/07/2016	ALL-WAYS FOODS	Toilet paper, hand towel, cascade, chux roll, disinfectant, spray bottles, freshmint (field days supplies)	-\$ 1,165.15	
EFT4113	13/07/2016	HUMES	3x universal frames, 3x universal lids, 2x modular pits	-\$ 4,651.90	
EFT4114	13/07/2016	Local Government Appointments	Temp rates officer	-\$ 2,618.56	
EFT4115	13/07/2016	ONESTEEL DISTRIBUTION	Lug press steel	-\$ 1,610.40	
EFT4116	13/07/2016	IXOM OPERATIONS PTY LTD	Chlorine service fee 01/06/2016 - 30/06/2016	-\$ 40.92	
EFT4117	13/07/2016	FULTON HOGAN INDUSTRIES PTY LTD	22kg bag of asphalt	-\$ 2,006.40	
EFT4118	13/07/2016	PEERLESS JAL PTY LTD	Timber seal	-\$ 477.76	
EFT4119	13/07/2016	PERFECT COMPUTER SOLUTIONS	Synergysoft upgrade	-\$ 510.00	
EFT4120	13/07/2016	QUICK CORPORATE AUSTRALIA PTY LTD	8x toner cartridges	-\$ 1,037.96	
EFT4121	13/07/2016	RYLAN PTY LTD	Kerbing Stewart St for drainage pits	-\$ 3,850.00	-\$ 3,850.00
EFT4122	13/07/2016	RAMM SOFTWARE PTY LTD	RAMM Annual support & maintenance fee 2016/17	-\$ 6,289.93	
EFT4123	13/07/2016	STARTRACK EXPRESS	Freight for timber seal	-\$ 71.53	
EFT4124	13/07/2016	SWAN LOCK SERVICES	1x code door lock for back door of office	-\$ 396.00	
EFT4125	13/07/2016	RALPH THAXTER	Repairs to rip generator	-\$ 86.37	
EFT4126	13/07/2016	IT VISION	Annual license fee - IT Vision Software System	-\$ 23,454.20	
EFT4127	13/07/2016	WA LOCAL GOVERNMENT ASSOCIATION	Breakfast with David Templeman registration - Dale Metcalf	-\$ 40.00	
EFT4128	13/07/2016	WESTRAC EQUIPMENT	3000hr service - Cat Loader	-\$ 3,843.14	
EFT4129	13/07/2016	Western Australian Treasury Corporation	Loan 97 & 98 Guarantee Fee	-\$ 1,799.19	
EFT4130	13/07/2016	REBECCA WINDSOR	Gym Inductions - Robson & Smith	-\$ 60.00	-\$ 60.00
EFT4131	13/07/2016	AUSTRALIAN TAX OFFICE	Payroll deductions	-\$ 27,930.00	
EFT4141	22/07/2016	ADVANCED AUTOLOGIC PTY LTD	Lubricant, Rags, Grease Cart, Aerosol	-\$ 614.00	

FINANCE COMMITTEE AGENDA – AUGUST 2016

EFT4142	22/07/2016	BOEKEMAN MACHINERY	D014 Roller - Battery	-\$ 367.68	
EFT4143	22/07/2016	BOC LIMITED	Oxygen masks & acetylene	-\$ 585.00	
EFT4144	22/07/2016	COUNTRY COPIERS	Photocopier Service	-\$ 3,473.71	
EFT4145	22/07/2016	CONPLANT	D014 Roller - Parts for air inflation of roller tyres	-\$ 138.70	
EFT4146	22/07/2016	DOWERIN IGA EXPRESS	Council refreshments, soap, coffee	-\$ 197.73	
EFT4147	22/07/2016	LANDGATE	Rural UV Gen Valuations R2016/2	-\$ 64.00	
EFT4148	22/07/2016	DOWERIN TYRE AND EXHAUST	D02 WM Vehicle - Fit 2x tyres	-\$ 450.00	
EFT4149	22/07/2016	DOWERIN & DISTRICTS FARM SHED	Fuel can and rags	-\$ 56.90	
EFT4150	22/07/2016	DALWALLINU CONCRETE	11x class 2 culvert pipes	-\$ 1,633.50	
EFT4151	22/07/2016	DOWERIN ROADHOUSE	HACC Meals on Wheels	-\$ 378.00	
EFT4152	22/07/2016	ELDERS LIMITED	Chemical and PPE	-\$ 1,024.67	
EFT4153	22/07/2016	ALL-WAYS FOODS	Wool telescopic duster	-\$ 21.80	
EFT4154	22/07/2016	JK WILLIAMS & CO	Cement, Ovens x2, chemical, padlock, hinges, watering can, retic fittings, exit mould, batteries, bar oil, silicone, PPE, garden stakes, cistern repair kit, spark plugs, chemset capsules & anchor studs, dynabolts	-\$ 3,207.92	
EFT4155	22/07/2016	JOELECTRICS	2/13 Stacy St - Install oven	-\$ 270.00	
EFT4156	22/07/2016	KENNARDS HIRE PTY LTD	Stewart St - 6x fence panels	-\$ 192.00	
EFT4157	22/07/2016	KENNETH MYERS	Stewart St - Excavator Hire - 5 Days	-\$ 1,650.00	
EFT4158	22/07/2016	5Rivers Plumbing & Gas	Shire Office - Repairs to leaking ladies toilets	-\$ 958.53	
EFT4159	22/07/2016	STARTRACK EXPRESS	D014 Roller - Freight for parts for air inflation of tyres	-\$ 87.26	
EFT4160	22/07/2016	WA LOCAL GOVERNMENT ASSOCIATION	Subscriptions - Governance, Local Laws, Employee Relations, Association	-\$ 12,191.70	
EFT4161	22/07/2016	LGIS TRAVEL	TRAVEL INSURANCE 30/06/2016 - 30/06/2017	-\$ 825.00	
EFT4162	22/07/2016	LGIS MOTOR VEHICLE	MOTOR VEHICLE INSURANCE 30/06/2016 - 30/06/2017	-\$ 19,398.93	
EFT4163	22/07/2016	LGIS MARINE CARGO	MARINE CARGO INSURANCE 30/06/2016 - 30/06/2017	-\$ 577.50	
EFT4164	22/07/2016	LGIS SALARY CONTINUANCE	SALARY CONTINUANCE INSURANCE 30/06/2016 - 30/06/2017	-\$ 2,800.91	
EFT4165	22/07/2016	LGIS PERSONAL ACCIDENT	PERSONAL ACCIDENT INSURANCE	-\$ 467.50	
EFT4166	22/07/2016	LGIS BUSHFIRE	BUSHFIRE INSURANCE	-\$ 3,696.00	
EFT4167	22/07/2016	LGIS MANAGEMENT LIABILITY	MANAGEMENT LIABILITY INSURANCE	-\$ 8,672.40	
EFT4168	22/07/2016	LGIS LIABILITY	LGIS LIABILITY INSURANCE 30/06/2016 - 30/06/2017	-\$ 9,667.77	
EFT4169	22/07/2016	LGIS PROPERTY	LGIS PROPERTY INSURANCE 30/06/2016 - 30/06/2017	-\$ 28,363.24	
EFT4170	22/07/2016	LGIS WORKCARE	LGIS WORKERS COMPENSATION INSURANCE 30/06/2016 - 30/06/2017	-\$ 19,532.49	
EFT4171	25/07/2016	LGIS CONTRACT WORKS	DOWER - Contract Works	-\$ 825.00	
EFT4173	30/06/2016	MOORE STEPHENS	Financial Manuals – Budgeting, Financial Reporting, Management Reporting	-\$ 1,650.00	
EFT4173	30/06/2016	OCLC	Library – AMLIB Annual Maintenance Fee	-\$ 1503.94	
Total:				-\$251,235.67	-\$25,302.94

CHEQUE PAYMENTS

2053	10/06/2016	AUSTRALIA POST	Postage - 200 Stamps	-\$ 200.00	
2054	29/06/2016	SHIRE OF DOWERIN	D043 Streetsweeper - Vehicle license renewal until 31/12/2016	-\$ 46.35	
2055	21/07/2016	AUSTRALIA POST	Postage - 200 Stamps	-\$ 200.00	
2056	29/07/2016	AUSTRALIA POST	Postage - 50 WHR Newsletters	-\$ 50.00	

FINANCE COMMITTEE AGENDA – AUGUST 2016

10197	13/07/2016	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	Two way license renewal (12 months)	-\$ 112.00	
10198	13/07/2016	LORRAINE LAWRENCE	Shire Office - 34 small plants and 18 large plants for atrium & garden beds	-\$ 350.00	
10199	13/07/2016	LGRCEU	Payroll deductions	-\$ 58.20	-\$ 58.20
10200	13/07/2016	SYNERGY	Street Lighting - Electricity	-\$ 1,233.45	
10201	13/07/2016	TELSTRA	Telephone usage - Administration	-\$ 1,968.68	
10202	22/07/2016	SYNERGY	Council Buildings & Amenities - Electricity	-\$ 10,871.75	
10203	22/07/2016	TELSTRA	Telephone usage - CEO, FM, WM, Works Mobiles	-\$ 279.94	
Total:				-\$ 15,370.37	-\$ 58.20

SUPERANNUATION PAYMENTS

Chq/EFT	Date	Name	Description	Amount	Contra
DD9185.1	13/07/2016	WA SUPER	Payroll deductions	-\$ 2,867.34	
DD9185.2	13/07/2016	CONCEPT ONE SUPER	Superannuation contributions	-\$ 20.09	
DD9185.3	13/07/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$ 9.15	
DD9185.4	13/07/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$ 61.17	
DD9185.5	13/07/2016	Australian Super	Superannuation contributions	-\$ 336.21	
DD9185.6	13/07/2016	AMP Life Limited	Superannuation contributions	-\$ 267.70	
DD9185.7	13/07/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-\$ 480.34	
DD9185.8	13/07/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$ 93.37	
DD9185.9	13/07/2016	CBUS	Superannuation contributions	-\$ 161.71	
DD9212.1	27/07/2016	WA SUPER	Payroll deductions	-\$ 2,923.19	
DD9212.2	27/07/2016	CONCEPT ONE SUPER	Superannuation contributions	-\$ 20.09	
DD9212.3	27/07/2016	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$ 9.42	
DD9212.4	27/07/2016	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$ 75.18	
DD9212.5	27/07/2016	Australian Super	Superannuation contributions	-\$ 341.36	
DD9212.6	27/07/2016	AMP Life Limited	Superannuation contributions	-\$ 267.70	
DD9212.7	27/07/2016	MLC NOMINEES PTY LTD	Superannuation contributions	-\$ 492.92	
DD9212.8	27/07/2016	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$ 98.15	
DD9212.9	27/07/2016	CBUS	Superannuation contributions	-\$ 161.71	
DD9185.10	13/07/2016	PRIME SUPER	Superannuation contributions	-\$ 167.94	
DD9185.11	13/07/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$ 137.04	
DD9185.12	13/07/2016	HOSTPLUS	Superannuation contributions	-\$ 57.90	
DD9185.13	13/07/2016	CHILDCARE SUPER	Superannuation contributions	-\$ 107.41	
DD9212.10	27/07/2016	PRIME SUPER	Superannuation contributions	-\$ 176.58	
DD9212.11	27/07/2016	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$ 117.56	
DD9212.12	27/07/2016	HOSTPLUS	Superannuation contributions	-\$ 88.50	
DD9212.13	27/07/2016	CHILDCARE SUPER	Superannuation contributions	-\$ 100.19	
Total:				-\$ 9,639.92	

PAYROLL PAYMENTS

Chq/EFT	Date	Name	Description	Amount	Contra
	13/07/2016	Payroll Direct Debit of Net Pays	Payroll 13/07/2016	-\$ 41,877.35	
	27/07/2016	Payroll Direct Debit of Net Pays	Payroll 27/07/2016	-\$ 41,404.52	

FINANCE COMMITTEE AGENDA – AUGUST 2016

Total:		- \$ 83,281.87	
MUNICIPAL TOTALS			
		Amount	Contra
	EFT TRANSACTIONS	-\$251,235.67	-\$25,302.94
	CHEQUES	-\$ 15,370.37	-\$ 58.20
	SUPER PAYMENTS	-\$ 9,639.92	
	PAYROLL PAYMENTS	-\$ 83,281.87	
	TOTAL	-\$359,527.83	-\$25,361.14



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

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461



Statement Period 29 April 2016 to 27 May 2016
Company Account No: 4557 0498 0002 7159
Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$2,450.13 DR
Payments and other credits	\$2,450.13 CR
Purchases, cash advances and other debits	\$360.90 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$378.90 DR



**YOUR DIRECT DEBIT PAYMENT OF \$378.90 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
02/06/2016 AS PER OUR AGREEMENT.**


148021/01/M03325/S009740/1019479


see reverse for transaction details


148/21/01/M03325/S009740/I019480

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 May 2016	\$2,450.13CR	DIRECT DEBIT PAYMENT	74557046124
Total for this Period:		\$2,450.13CR	

 NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 13 10 12 between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday

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

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

Cardholder summary

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3657-71475	MR STEVEN FRANCIS GE	\$6,000	\$0.00	\$148.90	\$9.00	\$157.90
4557-0455-3670-8849	MRS SONIA LOUISE KIN	\$3,000	\$0.00	\$212.00	\$9.00	\$221.00
4557-0455-3744-1887	MS ANDREA JANINE SEL	\$3,000	\$0.00	\$0.00	\$0.00	\$0.00
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$2,450.13	\$0.00	\$0.00	\$2,450.13 CR
			\$2,450.13	\$360.90	\$18.00	\$2,071.23 CR

Transaction type
Purchase

Annual percentage rate
0.000%

Daily percentage rate
0.000000%

THE NAB COMMERCIAL CARDS UNAUTHORISED TRANSACTION INSURANCE BOOKLET HAS BEEN REFRESHED. IT HAS A NEW NAME, POLICY NUMBER AND LAYOUT WHICH SETS OUT THE COVER, ELIGIBILITY TO ACCESS COVER AND HOW TO MAKE A CLAIM IN A CLEARER WAY. FIND WHAT'S CHANGED AT NAB.COM.AU/INSURANCEPOLICY OR CALL 1800 187 025.

148/21/01/M03325/S009743/I019485



Cardholder Details

Cardholder Name: MRS SONIA LOUISE KING
 Account No: 4557 0455 3670 8849
 Statement Period: 29 April 2016 to 27 May 2016
 Cardholder Limit: \$3,000

Statement for
NAB Business Visa
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne
 Tel 13 10 12 8am - 8pm AEST & AEDT Monday to Friday, 9am -
 AEDT Saturday and Sunday
 Fax 1300 363 658
 Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Transaction record for: MRS SONIA LOUISE KING

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
27 May 2016	\$212.00	BIG W 0451					05182574902
27 May 2016	\$9.00	CARD FEE	WHITFORDS				74557046148
			<i>Memorial Ave Unit</i>				
Total for this period	\$221.00		Totals				

Employee declaration

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

Cardholder signature:

Date:

2-5-16

7. QUESTIONS FROM MEMBERS

- Insurance Policies – clarification on policies and insurance expenses.
- Review of monthly statements and use of graph information requested.

8. URGENT BUSINESS

Nil

9. DATE OF NEXT MEETING

Date: 19 September 2016

Items for next meeting: July and August Monthly Statements to be presented.

10. CLOSURE OF MEETING

The presiding member closed the meeting at 4:00 pm.