



# **MINUTES**

## **ORDINARY COUNCIL MEETING**

**24 APRIL 2018**

**3.00PM**

THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

## TABLE OF CONTENTS

### TUESDAY 24 APRIL 2018

|        |  |    |
|--------|--|----|
| 1.     | OPENING, OBITUARIES, VISITOR.....                                  | 5  |
| 1.1    | OPENING.....   | 5  |
| 1.2    | OBITUARIES.....  | 5  |
| 2.     | RECORD OF ATTENDANCE/APOLOGIES.....                                | 5  |
| 2.1    | RECORD OF ATTENDANCE.....  | 5  |
| 2.2    | LEAVE OF ABSENCE.....  | 5  |
| 2.3    | APOLOGIES.....   | 5  |
| 2.4    | GUESTS.....  | 5  |
| 3.     | RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....         | 5  |
| 4.     | DECLARATION OF ELECTED MEMBERS.....                                | 5  |
| 5.     | PUBLIC QUESTION TIME.....  | 5  |
| 6.     | APPLICATIONS FOR LEAVE OF ABSENCE.....                             | 5  |
| 7.     | CONFIRMATION OF MINUTES.....                                       | 5  |
| 8.     | PETITIONS/DEPUTATIONS/PRESENTATIONS.....                           | 6  |
| 8.1    | WALGA'S QUARTERLY OVERVIEW REPORT.....                             | 6  |
| 9.     | ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION.....                 | 6  |
| 9.1    | PRESIDENT ANNOUNCEMENTS.....                                       | 6  |
| 10.    | REPORTS OF COMMITTEE AND OFFICERS.....                             | 7  |
| 10.1   | OPERATIONS.....  | 7  |
| 10.1.1 | TERMS OF REFERENCE – MUSEUM COMMITTEE REINSTATEMENT.....           | 7  |
| 10.1.2 | RFP 2018-01 AND SITE SELECTION – LOT 190 (12 ANDERSON STREET)..... | 10 |
| 10.1.3 | DRAFT PARKING LOCAL LAW 2018.....                                  | 14 |
| 10.1.4 | UNTIED SURPLUS POLICY.....   | 17 |
| 10.1.5 | REVIEW – RECRUITMENT & SELECTION POLICY.....                       | 19 |
| 10.1.6 | PROPOSED BRIDGING ORGANISATIONAL STRUCTURE.....                    | 21 |
| 10.2   | FINANCE REPORT.....  | 24 |
| 10.2.1 | FINANCIAL ACTIVITY STATEMENTS – MARCH 2018.....                    | 24 |
| 10.2.2 | ACCOUNTS FOR PAYMENT – 1 MARCH 2018 TO 31 MARCH 2018.....          | 28 |
| 10.2.3 | MID YEAR BUDGET REVIEW 2017-2018.....                              | 30 |
| 10.2.4 | SENIORS REBATE GAP WAIVER.....                                     | 33 |
| 10.3   | MINUTES TO BE RECEIVED.....  | 35 |
| 10.3.1 | MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED.....                | 35 |
| 11.    | NEW BUSINESS OF AN URGENT NATURE.....                              | 37 |
| 12.    | ELECTED MEMBERS MOTIONS.....                                       | 37 |

**13. CONFIDENTIAL ITEMS.....37**  
**14. CLOSURE OF MEETING .....37**

## 1. OPENING, OBITUARIES, VISITOR

### 1.1 OPENING

President Hudson opened the meeting at 3.00pm.

### 1.2 OBITUARIES

Mr Geoffrey Jones

## 2. RECORD OF ATTENDANCE/APOLOGIES

### 2.1 RECORD OF ATTENDANCE

|                   |                         |
|-------------------|-------------------------|
| Cr D.P.Hudson     | President               |
| Cr A.J. Metcalf   | Deputy President        |
| Cr R.I. Trepp     |                         |
| Cr L.H. Holberton |                         |
| Cr J.C. Chatfield |                         |
| Cr B.N. Walsh     |                         |
| Cr B.A. Ward      |                         |
| A.J. Selvey       | Chief Executive Officer |
| S.G. Fitchat      | Finance Manager         |
| G.C. Brigg        | Assets & Works Manager  |
| E.L. Richards     | Council Liaison/Minutes |

### 2.2 LEAVE OF ABSENCE

Cr L.G. Hagboom

### 2.3 APOLOGIES

### 2.4 GUESTS

Lyn Phillips

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

## 4. DECLARATION OF ELECTED MEMBERS

## 5. PUBLIC QUESTION TIME

*Lyn Phillips left the Chambers at 3.05pm.*

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

## 7. CONFIRMATION OF MINUTES

**COUNCIL DECISION – 7.1**

Moved: Cr BN Walsh

Seconded: Cr BA Ward

Carried: 7/0

**THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 27 MARCH 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.**

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS**

**8.1 WALGA'S QUARTERLY OVERVIEW REPORT**

Attachment: 1. WALGA's Quarterly Overview Report

**9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION**

**9.1 PRESIDENT ANNOUNCEMENTS**

AROC Meeting

## 10. REPORTS OF COMMITTEE AND OFFICERS

### 10.1 OPERATIONS

#### 10.1.1 TERMS OF REFERENCE – MUSEUM COMMITTEE REINSTATEMENT

|                         |  |
|-------------------------|--|
| Date:                   | 16 April 2018  |
| Applicant:              | Dowerin Museum   |
| Location:               | N/A  |
| File Ref:               |  |
| Disclosure of Interest: | N/A  |
| Author:                 | G. Southey, Coordinator Community and Economic Development |
| Senior Officer:         | A. Selvey, Chief Executive Officer                         |
| Attachments:            | 2. Draft Terms of Reference - Museum Committee             |

#### Summary

This item recommends that Council reinstate the Dowerin Museum committee and provides background information in support of the officer's recommendation.

#### Background

A Museum Committee was in place many years ago but appears to have been disbanded. At the Museum Group meeting on the 19 September 2017, the group discussed the need for reinstating the Committee. In a meeting held on the 16 March 2018 this view was confirmed and it was recommended that this matter would be presented to Council for consideration.

#### Comment

Representatives at the meeting determined there was a need to formalise the relationship between the Dowerin Museum Group and Council. Based on this request and discussions at the meeting, a Draft Terms of Reference (ToRs) is presented to Council with an officer's recommendation to re-establish a Dowerin Museum Committee.

As will be noted in the attached ToRs nominations to the Committee will be open to members of the Museum Group.

It is not proposed to give the Committee any delegated authority; therefore, any recommendations requiring a decision, action or resourcing would be presented for Council consideration and a decision.

#### Financial Implications

Nil

#### Risk Implications

Risks identified in the officer's recommendation to establish a Committee:

1. That the Committee does not understand its role and responsibilities and has expectations that cannot be met.

This risk is mitigated by clearly defined Terms of Reference that includes the requirement for adherence to the Code of Conduct.

Consultation

This matter was the subject of meetings with the Dowerin Museum Group and subsequent discussions with the Community & Economic Development Coordinator and the CEO.

Policy Implications

Nil

Statutory Implications

The Local Government Act 1995 s.5.10 stipulates the manner for the appointment of Committee members to committees. It should also be noted that under s.5.8 of the Local Government Act Council has the power to delegate authority (except powers as defined by s.5.17) to Committees; however; the officer's recommendation is that this Committee is not established under this section of the Act and therefore has no delegated authority. As a result, all recommendations of this Committee must be brought before Council for consideration.

Voting Requirements

Absolute majority required.

---

**OFFICER RECOMMENDATION – 10.1.1**

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:***

- 1. ESTABLISH THE DOWERIN MUSEUM COMMITTEE;***
- 2. CONFIRM THE TERMS OF REFERENCE FOR THE COMMITTEE;***
- 3. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE COMMITTEE:***
  - a. Cr \_\_\_\_\_; and***
  - b. Cr \_\_\_\_\_. (Proxy)***
- 4. CALL FOR NOMINATIONS FOR THE COMMITTEE FROM INTERESTED MEMBERS OF THE MUSEUM GROUP FOR CONSIDERATION BY COUNCIL.***

---

**COUNCIL DECISION – 10.1.1**

Moved: Cr RI Trepp

Seconded: Cr AJ Metcalf

Carried: 7/0

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:***

- 1. ESTABLISH THE DOWERIN MUSEUM COMMITTEE;***
- 2. CONFIRM THE TERMS OF REFERENCE FOR THE COMMITTEE;***
- 3. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE COMMITTEE:***



- a. Cr BN WALSH; AND
  - b. Cr JC CHATFIELD. (PROXY)
4. CALL FOR NOMINATIONS FOR THE COMMITTEE FROM INTERESTED MEMBERS OF THE MUSEUM GROUP FOR CONSIDERATION BY COUNCIL.

**10.1.2 RFP 2018-01 AND SITE SELECTION – LOT 190 (12 ANDERSON STREET)**

|                         |  |
|-------------------------|--|
| Date:                   | 16 April 2018  |
| Applicant:              | Shire of Dowerin   |
| Location:               | Lot 190 (12 Anderson Street, Dowerin)  |
| File Ref:               |  |
| Disclosure of Interest: | Nil  |
| Author:                 | Andrea Selvey  |
| Attachments:            | 3. Confidential – RFP 2018-01 Evaluation Report;<br>4. Confidential – NPV Calculations Spreadsheet;<br>5. Site Map – Lot 190 (12 Anderson Street, Dowerin);<br>6. Confidential - Total Project Costs |

Summary

This item presents the proposals and evaluation report for the design and construction of a 3-bedroom/2-bathroom residential property in Dowerin and seeks a resolution from Council to progress with a contract with the preferred respondent.

Background

Following requests for a rental property in Dowerin from the Department of Communities on behalf of the Department of Education in late 2017, Council formally resolved to provide in-principle support for a proposal to construct a 3-bedroom/2-bathroom home in Dowerin for the use and occupation of the Education Department under the GROH program and authorise the CEO to seek costed proposals from builders for further consideration by Council.

In accordance with the Council resolution, the CEO developed a formal 'Request for Proposal' (RFP) document and advertised the RFP in the West Australian as required by legislation.

This item brings the proposals and evaluation report before Council and seeks Council approval to progress with the project with the preferred respondent.

Comment

At the closing date and time, four compliant proposals were received. The proposals were evaluated by the assessment panel consisting of the Assets & Works Manager, Shire of Dowerin Contract Building Surveyor/EHO and the CEO and against the following criteria.

| Description of Qualitative Criteria   |     |
|---|-----|
| <p>Criteria 1. Experience and capacity. (The panel looked for demonstrated experience in similar projects i.e. design and construction of residential properties, particularly in regional/rural areas. The panel also looked at the capacity in the organisation i.e. the personnel in the organisation and their experience.)</p> | 50% |
| <p>Criteria 2. Project delivery and design. (The panel looked at the designs provided and how well they matched the requirements, the use of space and the inclusion of all elements. The panel also looked at the project plan.)</p>   | 40% |
| <p>Criteria 3. Local content. (The panel recognised that this was a difficult criterion to meet; it was included to ensure respondents were aware of the need to use local providers and made an effort to investigate local capacity and that it was considered in their proposal.)</p>  | 10% |

The process undertaken by the panel is detailed in the attached confidential evaluation report.

Based on the above the recommended proposal is Modular WA due to the following:

A high score on qualitative criteria. A design that meets all requirements; a significant amount of relevant experience has been demonstrated.

Referee Checks were conducted with two previous clients and one subcontractor. All referees confirmed that Modular WA provided a quality outcome and were very good to deal with.

Price - Modular WA provided the most cost-effective proposal.

The Council Resolution in November 2018, included a requirement for the CEO to investigate the siting options and bring a recommended site before Council for consideration.

An analysis of options available has resulted in the vacant block at Lot 190 (12-14 Anderson Street) as the most suitable block. The Shire has freehold on the property. See attached site map – Attachment 5. The block is 730 m<sup>2</sup> and has a current approximate market value of \$20,000.

### Financial Implications

In addition to the price offered by the respondent (Modular WA), other costs will need to be considered for the project including:

1. Earthworks and site preparation (\$15,000)
2. Sewerage Junction (\$3,000)
3. Landscaping and reticulation (\$15,000)
4. Garden Shed (\$5,000)
5. Dishwasher (\$1,000)

The total cost of these items, along with the price for the construction as per the proposal by Modular WA is attached as a confidential attachment – Attachment 6.

The budget allocation for this project has been included for formal consideration by Council in the 2017/18 Mid Year Budget Review – see Item 10.2.3 of this agenda. The decision to appoint the contractor is subject to Council's adoption of the budget amendment at Item 10.2.3 of this Agenda; therefore, if the budget amendment decision is lost, the contract decision becomes invalid, without a need to revoke it.

### Risk Implications

The Shire's request to secure a 20-year lease agreement with the Department of \$700 was not able to be accommodated. The Department has stated that the rent could include an annual CPI increase. The Department has also noted that under the GROH Program they own two 3-bedroom dwellings built in 1990 and 1996 respectively; therefore, it is most likely that both these older dwellings will be reverted should demand for housing diminish in Dowerin into the future. Therefore, in their view, there is little risk to Council that this dwelling will be returned at the end of the 10-year lease period.

### Consultation

WALGA

While there has been no specific community consultation on this item with the community, at recent community workshops the value and importance of the school and quality education was a strong recurrent theme.

### Policy Implications

Nil

### Statutory Implications

Section 6.20 of the *Local Government Act 1995* outlines Council's Power to borrow and the legislative requirements for borrowing.

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

### Voting Requirements

Absolute majority required.

**OFFICER RECOMMENDATION – 10.1.2**

**THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTIONS 3.57 OF THE LOCAL GOVERNMENT ACT 1995, AND SUBJECT TO ADOPTION OF RELEVANT BUDGET ALLOCATIONS IN THE 2017/18 MID YEAR BUDGET REVIEW, RESOLVES TO:**

- 1. ACCEPT THE PROPOSAL FROM MODULAR WA IN RESPONSE TO RFP TENDER 2018-01 DESIGN, MANUFACTURE, INSTALLATION/CONSTRUCTION OF ONE (1) NEW RESIDENTIAL DWELLING IN DOWERIN AS THE MOST ADVANTAGEOUS TO COUNCIL AS IT OFFERS THE BEST VALUE FOR MONEY BASED ON THE ASSESSMENT OF THE COMPLIANCE CRITERIA, QUALITATIVE CRITERIA AND PRICING STRUCTURES OFFERED UNDER RFP 2018-01;**
- 2. RECORD THE CONTRACT AMOUNT OF \$\_\_\_\_\_ IN THE MINUTES;**
- 3. ALLOCATE AN ADDITIONAL \$40,000 FOR THIS PROJECT TO COVER SITEWORKS, LANDSCAPING AND INTERNAL FITOUT;**
- 4. DELEGATE AUTHORITY, UNDER THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL REGULATION 20) REGULATIONS 1996 TO THE CEO TO PROGRESS WITH CONTRACT NEGOTIATIONS TO A SATISFACTORY CONCLUSION THAT ALLOWS FOR MINOR VARIATION IN ACCORDANCE WITH THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996, R. 20; AND**
- 5. APPROVE SITING OF THE HOUSE AT LOT 190 (12 ANDERSON STREET, DOWERIN).**

**COUNCIL DECISION – 10.1.2**

Moved: Cr AJ Metcalf

Seconded: Cr LH Holberton

Carried: 7/0

**THAT COUNCIL BY ABSOLUTE MAJORITY PURSUANT TO SECTIONS 3.57 OF THE LOCAL GOVERNMENT ACT 1995, AND SUBJECT TO ADOPTION OF RELEVANT BUDGET ALLOCATIONS IN THE 2017/18 MID YEAR BUDGET REVIEW, RESOLVES TO:**

- 1. ACCEPT THE PROPOSAL FROM MODULAR WA IN RESPONSE TO RFP TENDER 2018-01 DESIGN, MANUFACTURE, INSTALLATION/CONSTRUCTION OF ONE (1) NEW RESIDENTIAL DWELLING IN DOWERIN AS THE MOST ADVANTAGEOUS TO COUNCIL AS IT OFFERS THE BEST VALUE FOR MONEY BASED ON THE ASSESSMENT OF THE COMPLIANCE CRITERIA, QUALITATIVE CRITERIA AND PRICING STRUCTURES OFFERED UNDER RFP 2018-01;**
- 2. RECORD THE CONTRACT AMOUNT OF \$265,196.00 (GST INC) IN THE MINUTES;**
- 3. ALLOCATE AN ADDITIONAL \$40,000 FOR THIS PROJECT TO COVER SITEWORKS, LANDSCAPING AND INTERNAL FITOUT;**
- 4. DELEGATE AUTHORITY, UNDER THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL REGULATION 20) REGULATIONS 1996 TO THE CEO TO PROGRESS WITH CONTRACT NEGOTIATIONS TO A SATISFACTORY CONCLUSION THAT ALLOWS FOR MINOR VARIATION IN ACCORDANCE WITH THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996, R. 20; AND**
- 5. APPROVE SITING OF THE HOUSE AT LOT 190 (12 ANDERSON STREET, DOWERIN).**

### 10.1.3 DRAFT PARKING LOCAL LAW 2018

|                         |  |
|-------------------------|--|
| Date:                   | 18 April 2018                                    |
| Applicant:              | The Shire of Dowerin                             |
| Location:               | N/A  |
| File Ref:               |  |
| Disclosure of Interest: | Nil  |
| Author:                 | A. Selvey, Chief Executive Officer               |
| Attachments:            | 7. Draft Shire of Dowerin Parking Local Law 2018 |

#### Summary

This report seeks Council endorsement to commence the process to make the Shire of Dowerin Parking Local Law.

#### Background

At the Ordinary Meeting of Council on 25 July 2017, Council finalised the Local Law statutory review process which included actions to repeal, amend or develop new local laws. The administrative review resulted in nine actions to update the Shire's Local Laws. This item progresses a gap in local laws identified at the time of the review, being a legislative framework for managing parking, particularly parking in a manner that creates obstructions and risk.

#### Comment

The draft Parking Local Law has been developed using the WALGA Model Local Laws as the basis for the new law. It is noted that the WALGA Model Local Laws have been reviewed and approved by the Parliamentary Joint Standing Committee on Delegated Legislation, ensuring that they represent a standardised and compliant arrangement of Local Law matters.

While the model local law includes items not currently identified as a requirement for Dowerin, the advice is to use the model local law as is to ensure it covers all possible eventualities and it is not necessary to change it should circumstances change.

#### Financial Implications

The direct financial implication is the cost of advertising of approximately \$500. This can be met via the Shire's approved operational budget for 2017/18.

#### Risk Implications

Local Laws provide a statutory tool for managing risks associated with non-compliance of Council's preferred position on various issues that arise in a community. Without adequate Local Laws Council faces a risk of not having any mechanism for managing and / or enforcing required standards.

#### Consultation

The proposed Parking Local Law as developed by the Shire's contract Ranger, Ms Gloria Robinson.

This matter was listed for discussion at a Councillor workshop on 27 March 2018.

The next step of this process requires six-weeks statewide public notice and recommends local public notice of the proposed Local Laws, their purpose and effect.

#### Policy Implications

Nil

#### Statutory Implications

The process for making new local laws is legislated under Section 3.12 of the *Local Government Act 1995*. Under this statutory process, the Presiding Member is required to give notice to the meeting of the purpose and effect of the proposed local law. As such, the purpose and effect of each of the proposed Local Laws is detailed in the officer's recommendation.

This stage of the process requires the Shire to give statewide public notice of the proposal to make a new local law and provide a period of at least six weeks for public submissions on the proposal.

The Shire is also required to provide a copy of the proposed local law to the Minister responsible for administering the Act under which the local law is to be made.

Following the close of public submissions on each of the Local Laws, a further report will be presented for Council's consideration in accordance with s.3.12(4), which requires Council to consider any public submissions received and then, by absolute majority decision, Council may make the Local Law where it is not significantly different from what was proposed at the commencement of the process.

If however, public submissions identify matters which require the Local Law to be significantly amended, then the s.3.12 process of statewide advertising and six week public submission period would recommence based upon the amended Local Law.

#### Strategic Implications

Community Strategic Plan: Theme 4 – Local Government Leadership.

#### Voting Requirements

Simple majority required.

---

#### **OFFICER RECOMMENDATION – 10.1.3**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.3.12 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:***

- 1. GIVE STATEWIDE AND LOCAL PUBLIC NOTICE OF ITS INTENTION TO MAKE THE SHIRE OF DOWERIN PARKING LOCAL LAW 2018 AS PER ATTACHMENT 7, THE PURPOSE AND EFFECT OF WHICH IS AS FOLLOWS:  
PURPOSE: TO PROVIDE FOR THE REGULATION OF PARKING IN THE SHIRE OF DOWERIN;  
EFFECT: TO PRESCRIBE OBLIGATIONS THAT APPLY TO RESIDENTS AND VISITORS TO DOWERIN IN ORDER TO ENSURE RESPONSIBLE PARKING THAT REDUCES RISK AND NUISANCE TO RESIDENTS.***

**COUNCIL DECISION – 10.1.3**

Moved: Cr BA Ward

Seconded: Cr JC Chatfield

Carried: 7/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.3.12 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**

- 1. GIVE STATEWIDE AND LOCAL PUBLIC NOTICE OF ITS INTENTION TO MAKE THE SHIRE OF DOWERIN PARKING LOCAL LAW 2018 AS PER ATTACHMENT 7, THE PURPOSE AND EFFECT OF WHICH IS AS FOLLOWS:**

**PURPOSE: TO PROVIDE FOR THE REGULATION OF PARKING IN THE SHIRE OF DOWERIN;**

**EFFECT: TO PRESCRIBE OBLIGATIONS THAT APPLY TO RESIDENTS AND VISITORS TO DOWERIN IN ORDER TO ENSURE RESPONSIBLE PARKING THAT REDUCES RISK AND NUISANCE TO RESIDENTS.**



#### 10.1.4 UNTIED SURPLUS POLICY

|                         |                                |
|-------------------------|--------------------------------|
| Date:                   | 16 April 2018                  |
| Applicant:              | Shire of Dowerin               |
| Location:               |                                |
| File Ref:               |                                |
| Disclosure of Interest: | Nil                            |
| Author:                 | Andrea Selvey                  |
| Attachments:            | 8. Draft Untied Surplus Policy |

##### Summary

This item recommends that Council adopts a policy that provides direction on the use of end of year untied surpluses.

##### Background

At an Audit Committee meeting in November 2017, the Audit Committee recommended that the Shire develops a policy to guide decisions on the use of untied end of year surpluses. The attached draft was developed in consultation with the Shire of Northam CEO and with the Shire's external Auditor. The draft has been reviewed by the Finance Committee and is now presented for formal consideration by Council. See Attachment 8.

##### Comment

Essentially, the draft policy offers three options for the allocation of untied end of year surpluses being:

- Reduction or retirement of debt;
- Transfer to reserves;
- For special / once-off projects or initiatives.

The draft policy acknowledges that end of year surpluses are not regular or reliable income streams and therefore should not be used to prop up the operational budget.

##### Financial Implications

There are no direct financial implications in adopting this policy; however future financial decisions will be informed by this policy.

##### Risk Implications

A policy reduces the risk of inconsistency in decision-making by providing a guide for staff and Council; noting that Council can choose to depart from policy if, in Council's view, departure from policy will provide the better outcome for the organisation and community.

##### Consultation

The Finance Committee considered the draft Policy at their meeting in February 2018 and enquired about any penalties that may be applied for early retirement or reduction of debt. Enquiries with the WA Treasury Corp confirmed that penalties may apply and therefore the draft policy was amended to reflect the requirement for a thorough analysis and calculations of this option on a case by case basis to ensure it presents the best value for money for Council.

##### Policy Implications

Should Council adopt this policy, it will be included in the Shire's Policy Manual.

Statutory Implications

s2.7 of the Local Government Act 1995 outlines the role of Council in determining the local government's policies. Any implementation of this policy would also need to be consistent with the requirements under s.61.4 of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Voting Requirements

Simple majority required.

---

**OFFICER RECOMMENDATION – 10.1.4**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE UNTIED SURPLUS POLICY.***

---

**COUNCIL DECISION – 10.1.4**

Moved: Cr RI Trepp

Seconded: Cr BN Walsh

Carried: 7/0

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE UNTIED SURPLUS POLICY.***

### 10.1.5 REVIEW – RECRUITMENT & SELECTION POLICY

|                         |  |
|-------------------------|--|
| Date:                   | 12 April 2018  |
| Applicant:              | Shire of Dowerin   |
| Location:               | N/A  |
| File Ref:               | ORGN-1017121432-102  |
| Disclosure of Interest: | Nil  |
| Author:                 | Lisa Valentine – Coordinator Governance & Organisational Development |
| Senior Officer:         | A. Selvey, Chief Executive Officer                                   |
| Attachments:            | 9. Recruitment & Selection Policy                                    |

#### Summary

The Recruitment and Selection Policy was adopted by Council on 18 March 2014. A review of the Shire's Recruitment and Selection policy has been completed. This policy is presented for Council's consideration and, if acceptable, adoption.

#### Background

The Recruitment and Selection policy provides guidance for the Chief Executive Officer to ensure the recruitment and selection of prospective employees is in accordance with relevant employment legislation.

#### Comment

The revised policy focusses on the various ways in which an appointment can be made within the guiding principles of merit, compliance and cost effectiveness. When the policy was originally developed it included a lot of procedural elements. These have been removed from the policy, as part of this review, and included in the Shire's procedure manual.

#### Financial Implications

Nil

#### Risk Implications

A policy reduces the risk of inconsistency in decision-making by providing a guide for staff and Council; noting that Council can choose to depart from policy if, in Council's view, departure from policy will provide the better outcome for the organisation and community.

#### Consultation

Mark Ridgewell – Manager Governance – City of Perth

#### Policy Implications

Should Council adopt the reviewed policy, it will be amended in the Shire's Policy Manual.

#### Statutory Implications

Section 5.40 of the *Local Government Act 1995* outlines the principles that apply to a local government in respect of its employees which include:

- a. Employees are to be selected and promoted in accordance with the principles of merit and equity; and

- b. No power with regard to matters affecting employees to be exercised on the basis of nepotism or patronage; and
- c. Employees are to be treated fairly and consistently; and
- d. There is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- e. Employees are to be provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*; and

The revised policy complies with these requirements.

Voting Requirements

Simple majority required.

---

**OFFICER RECOMMENDATION – 10.1.5**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S5.40 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE REVISED RECRUITMENT & SELECTION POLICY.***

---

**COUNCIL DECISION – 10.1.5**

Moved: Cr BN Walsh

Seconded: Cr LH Holberton

Carried: 7/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S5.40 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ADOPT THE REVISED RECRUITMENT & SELECTION POLICY.**

### 10.1.6 PROPOSED BRIDGING ORGANISATIONAL STRUCTURE

|                         |   |
|-------------------------|---|
| Date:                   | 4 April 2018  |
| Applicant:              | The Shire of Dowerin  |
| Location:               | N/A   |
| File Ref:               |   |
| Disclosure of Interest: | Nil   |
| Author:                 | A. Selvey, Chief Executive Officer  |
| Attachments:            | 10. Current Organisational Structure<br>11. Proposed Bridging Organisational Structure (Confidential) |

#### Summary

This report seeks Council consideration of a Bridging Organisational Structure for the period between the current CEO's departure and the commencement and first few months of the incoming CEO's tenure.

#### Background

The CEO tendered her resignation on 14 March 2018 with the resignation taking effect at close of business on Friday 8 June. At the Ordinary Meeting of Council on 27 March 2018 Council resolved to appoint WALGA to assist Council with the recruitment process. The position was advertised on 14 April with a closing date of 1 May 2018. It is anticipated an appointment would be able to be made by the end of May 2018. It is further anticipated that the successful candidate would need to give notice of approx. three months plus organize to move to Dowerin. Therefore, it is likely the incoming CEO will be able to commence by late August. Council has also resolved to appoint Gary Martin as the Acting CEO for three months following the departure of the current CEO.

The Community and Economic Development Coordinator has also tendered his resignation to take effect from late May and one of the long-standing Finance Officer's will commence maternity leave from mid-May.

#### Comment

Given the recent changes to personnel, particularly management personnel it is recognised that the management team, including the Manager Finance, Manager Assets and Works, the Acting CEO and subsequently the incoming CEO will require some additional senior level support from a full-time member of staff with sound organisational and corporate knowledge. Therefore, this report recommends to Council a temporary/bridging structure to support continuity and stability for the organisation through the next six months of change.

This report also stresses that it would be inappropriate for an outgoing CEO to implement a new structure as it is entirely possible and appropriate for an incoming CEO to assess the organisational need based on her or his experience, knowledge and priorities and implement a structure that best suits the circumstances. Therefore, it is essential to note that this report recommends a temporary or bridging structure for a six-month period only, not a permanent structure. Six-months is recommended to provide support for the three-month recruitment period while an Acting CEO is in place and for a further three months while the incoming CEO assesses the organisational requirements. At the conclusion of the six-months personnel would revert to their substantive positions, unless the incoming CEO puts an alternative recommendation to Council.

The proposed bridging structure creates a new manager position, Manager Corporate and Community Services. This position would assume some community development functions of the outgoing Coordinator Community and Economic Development (CEDC) with the assistance of the Trainee. Other tasks currently performed by the CEDC, such as responsibility for the parks and gardens team and property management would be transferred to the Assets and Works Manager, assisted by the Asset Management Officer.

The bridging structure includes the following changes to the structure:

- Merges the Community and Economic Development Coordinator position and Governance and Organisational Development Coordinator position into the new Acting Manager Corporate and Community Services. This position would assume responsibility for Human Resources, IT, Records Management, Community Development and events, assisted by the new Trainee.
- Removes responsibility for Corporate Services from the Manager Finance and Corporate Services – reassigns those responsibilities to the Acting Manager Corporate and Community Services.
- Adds the Trainee into the structure;
- Moves the Parks and Gardens team under the Manager Assets and Works.
- Moves property management to the Asset Management Officer.

See Attachment 10 for the current structure; and attachment 11 for the proposed bridging structure.

#### Financial Implications

The Acting Manager position would attract an additional \$15,000 per annum (pro-rate for six months); however, this cost can be absorbed within the current budget by not replacing the Coordinator Community and Economic Development.

#### Risk Implications

The most pressing risk is the lack of continuity and loss of knowledge resulting from the departure of any staff member. This proposed bridging structure offers a way to reduce the risk to the organisation and ensure some continuity of corporate knowledge at a senior level.

#### Consultation

This matter was discussed with the Shire President as a concept.

The CEO has sought the advice of WALGA in preparing this report to Council. While WALGA has noted the risk of a restructure by an outgoing CEO, they understand the circumstances that require this action.

#### Policy Implications

The Shire's Recruitment Policy has been updated by officers and is in this agenda for Council consideration – see Item 10.1.5. This process is consistent with the updated (and previous) policy.

#### Statutory Implications

s.5.2 of the *Local Government Act 1995* stipulates that Council is to ensure that there is an appropriate structure for administering the local government.

The recruitment of employees is required to comply with the s. 5.40 of the *Local Government Act*

1995. Should any permanent appointments to positions be made in the future, they would require advertising to be consistent with this requirement.

Risk Implications

The proposed bridging structure addresses the risk to the organisation of a lack of senior level support in the areas of corporate services.

There is a risk that personnel may assume the structure and associated appointments are permanent; this risk will be managed by providing very clearly worded letters of temporary/acting appointment for a period of six months only, after which personnel will either return to their substantive positions or be offered a chance to apply for other roles that may be created in a future organisational structure review.

Voting Requirements

Simple majority required.

---

**OFFICER RECOMMENDATION – 10.1.6**

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.2 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO APPROVE THE BRIDGING ORGANISATIONAL STRUCTURE AS PROPOSED FOR A PERIOD OF SIX MONTHS COMMENCING 1 MAY 2018; NOTING THAT THE BRIDGING STRUCTURE IS A TEMPORARY ARRANGEMENT FOR SIX MONTHS ONLY PENDING A REVIEW BY THE INCOMING CEO.***

---

**COUNCIL DECISION – 10.1.6**

Moved: Cr AJ Metcalf

Seconded: Cr BN Walsh

Carried: 7/0

**THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.2 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO APPROVE THE BRIDGING ORGANISATIONAL STRUCTURE AS PROPOSED FOR A PERIOD OF SIX MONTHS COMMENCING 1 MAY 2018; NOTING THAT THE BRIDGING STRUCTURE IS A TEMPORARY ARRANGEMENT FOR SIX MONTHS ONLY PENDING A REVIEW BY THE INCOMING CEO.**

## 10.2 FINANCE REPORT

### 10.2.1 FINANCIAL ACTIVITY STATEMENTS – MARCH 2018

|                         |  |
|-------------------------|--|
| Date:                   | 17 April 2018  |
| Applicant:              | Shire of Dowerin                                       |
| Location:               |  |
| File Ref:               |  |
| Disclosure of Interest: | Nil  |
| Author:                 | Susan Fitchat, Finance and Corporate Services Manager  |
| Senior Officer:         | Andrea Selvey, Chief Executive Officer                 |
| Attachments:            | 12. Monthly Financial Activity Statements – March 2018 |

#### Summary

The financial statements for the period ending 31 March 2018 are presented for Council.

#### Background

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

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

#### Comment

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

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type  
The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).
- Capital Acquisitions  
This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.
- Note 1 – Significant Accounting Policies  
This note provides details of the accounting policies relating to the Shire's accounts.
- Note 2 - Explanation of Material Variances  
Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.



- Note 3 - Net Current Funding Position - Statutory Requirement  
This note provides details of the composition of the net current asset position on a year to date basis and reconciles with the closing funding position as per the Statement of Financial Activity.
- Note 4 – Cash and Investments  
This note provides Council with the details of the actual amounts in the Shire’s bank accounts and/or Investment accounts as at reporting date.
- Note 5 – Budget Amendments  
This note provides council with a list of all budget amendments to date.
- Note 6 – Receivables  
This note provides Council with the sundry debtors outstanding as at reporting date.
- Note 7 - Cash Backed Reserves  
This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.
- Note 8 – Rating Information  
This note provides details of rates levied during the year.
- Note 9 – Information on Borrowings  
This note shows the Shire’s current debt position and lists all borrowings.
- Note 10 – Grants and Contributions received  
This note is being redeveloped and will be provided as soon as possible.
- Note 11 – Trust Funds  
This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.
- Note 12 – Capital Acquisitions  
This note details the capital expenditure program for the year.

#### Consultation

At the Finance Committee meeting on 16 April 2018, the following actions were raised:

1. Check Current Ratio: The Current Ratio appears to be incorrect.  
Response: The current ratio Equals Current assets (\$3,643,985) less restricted cash (\$1,853,262) = \$1,790,723. This is divided by Current Liabilities of \$488,204 to give a current ratio of 1:3.67.
2. Trust Account: The Trust Accounts need to be reviewed. Check with Shire Auditor about consolidating or closing some accounts as part of the 2018/19 Budget.  
Response: Matter has been referred to the Shire’s Auditor for advice in how to manage this in the 2018/19 budget.
3. Year to Date Debentures: Check YTD figure for repayment of debentures – year to date shows as \$0.  
Response: This is due to the incorrect profiling for repayment of debentures. This will be corrected in the May Financial Report.
4. STA Marketing: Including marketing of the STA on the Councillor Workshop agenda.  
Response: Item included on 24 April 2018 Councillor Workshop Agenda.

5. Develop STA revenue / expenditure report for the STA that shows revenue against target and break even against expenditure.

Response: Report is under development and will be distributed to Councillors in a weekly update within the next week or two.

### Financial Implications

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

#### March 2018 YTD Synopsis:

With reference to the financial activity statement reports.

Revenue has been under received by \$287,727. Contributing factors include a reduction in Main Roads funds of \$52,000 (as previously advised to Council) plus an outstanding payment from Main Roads of approximately \$125,000. Also, as per previous advice the Shire's FAGs has been reduced by approximately \$80,000 and the Swimming Pool grant of \$32,000 has been discontinued. Rates outstanding is approximately \$26,000.

Expenditure from operating activities is under expensed by \$342,759 with much of this in relation to the reduced funding for materials for Roads. Other areas of underspend include Recreation and Culture and Parks and Gardens. HACC salaries are also currently underspent.

#### Liquidity forecast:

Note 3 Net current funding position \$1,445,379.

Presented at our last meeting our liquidity forecast for the end of March 2018 was anticipated at

\$1,666,975. All documentation has been sent to the Department of Regional Development and Local Government Division, for the Short-Term Accommodation (STA) acquittal, however it is ongoing as requests for photos and a detailed analysis and verification of expenditure is required. The funds of \$200,000 should be received once this is completed. Therefore, while the target was not achieved for March, these funds are expected to be received in April.

The liquidity forecast until end of May has been reviewed and the prediction for April is \$1,487,505, with a decrease in May, \$1,311,203.

#### Cash flow: grant funding to be received:

The following grant funding revenue will be received within the next one to two months: \$200,000 for the completed capital project - STA; WANDRRA operational road project reimbursement of expenditure which is estimated at \$135,000 for February and \$87,000 for March expenditure incurred.

(NB: WANDRRA funding is quantified in the Mid Year budget review, not the original budget approved by Council in August 2018.)

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

Risk Implications

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

Policy Implications

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

Finances have been managed in accordance with these policies.

Statutory Implications

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

Strategic Implications

Nil

Statutory Implications

Council is required to adopt monthly finance reports to comply with Reg 34(1) of the Local Government (Financial Management) Regulations 1996. The FMR r. 34(4) allows for the Statements to be presented to Council at an Ordinary Meeting of Council within 2 months after the end of the month to which the statements relate, therefore by presenting the financial statements in February, we meet our statutory obligations.

Voting Requirements

Simple Majority.

---

**OFFICER AND COMMITTEE RECOMMENDATION – 10.2.1**

***THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2018.***

---

**COUNCIL DECISION – 10.2.1**

Moved: Cr RI Trepp

Seconded: Cr BN Walsh

Carried: 7/0

**THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORT FOR THE PERIOD ENDING 31 MARCH 2018.**

**10.2.2 ACCOUNTS FOR PAYMENT – 1 MARCH 2018 TO 31 MARCH 2018**

|                         |   |
|-------------------------|---|
| Date:                   | 17 April 2018   |
| Applicant:              | Shire of Dowerin  |
| Location:               | Dowerin   |
| File Ref:               |   |
| Disclosure of Interest: | Nil   |
| Author:                 | Emma Hardy – Finance Officer                                      |
| Senior Officer:         | Susan Fitchat – Finance and Corporate Services Manager            |
| Attachments:            | 13. List of accounts for March 2018<br>14. Credit Card Statements |

Background

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

Comment

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

Consultation

At the Finance Committee meeting on 16 April, the Finance Committee queried the value of the Shire's membership to the Sports Turf Association (EFT 5695) at \$275.00.

Action: The investigate the value to the Shire of this membership.

Response: The Assets and Works Manager does not believe this membership offers value for money. Therefore, we will advise the Association of our decision to cancel our membership and seek a refund.

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

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

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

**OFFICER AND COMMITTEE RECOMMENDATION – 10.2.2**

***THAT COUNCIL, BY SIMPLE MAJORITY, RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 MARCH 2018 TO 31 MARCH 2018.***

**COUNCIL DECISION – 10.2.2**

Moved: Cr BA Ward

Seconded: Cr RI Trepp

Carried: 7/0

**THAT COUNCIL, BY SIMPLE MAJORITY, RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 MARCH 2018 TO 31 MARCH 2018.**

### 10.2.3 MID YEAR BUDGET REVIEW 2017-2018

|                         |  |
|-------------------------|--|
| Date:                   | 17 April 2018  |
| Applicant:              | Shire of Dowerin                                       |
| Location:               | N/A  |
| File Ref:               |  |
| Disclosure of Interest: | Nil  |
| Author:                 | Susan Fitchat – Finance and Corporate Services Manager |
| Senior Officer:         | Andrea Selvey – Chief Executive Officer                |
| Attachment:             | 15. 2017-18 Budget Review Report                       |

#### Summary

To present the 2017/18 Budget Review report to Council for consideration and adoption.

#### Background

The draft budget review was deferred at the Ordinary Meeting of Council on 27 March 2018 as the reconciliation of Synergy amendments was not complete and additional work was required.

The *Local Government (Financial Management) Regulations 1996*, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

#### Comment

In reviewing the 2017-18 Budget the following items are noted and / or proposed:

- The operating funding surplus of 1,329,634 was brought forward from 2016-17;
- Financial Assistance Grants(FAGS): The Shire has been advised that it will receive a reduced amount of FAGS income resulting in a reduction of \$79,790 in General Purpose Funding. The revised amount is \$643,297 for 2017-18;
- Main Roads has advised a reduction of 42% of funding (\$52,691), which has resulted in a revised amount of \$72,769;
- Heritage Rail interpretative centre grant was successful and we shall receive \$12,500;
- Scholarship applications for 2 Finance Officers was successful, and we shall receive \$5,000.
- Traineeship application was successful, and we shall receive \$20,000;
- WANDRRA Road Flood Damage Restoration Works – revenue of \$750,000; expenditure \$900,000;
- Additional professional services expenditure for consultant Megan Shirt \$37,000 for financial services support in relation to the Long Term Financial Plan, financial statements, budget, Mid Year budget review and financial year end preparation over the period that the Shire was without a Finance Manager (August to end October 2017);
- Recruitment – changes to staff have resulted in some unbudgeted additional expenditure for recruitment, and payout of leave entitlements, including long service leave of approximately \$60,000;
- Swimming pool operational grant income of \$32,000 will not be received as that grant funding program has been discontinued by the state government.
- Capital Storm water project capture and reuse project of \$250,000. The grant of \$170,000 was not successful as the grant funding program was cut by the state government. Therefore, it is proposed that this capital project should not proceed;
- The re-roofing of the Shire Office (\$50,000) is proposed to be removed/deferred as the solar panel project is progressing on the Town Hall roof, removing the urgency for the Shire Office to be re-roofed;

- The capital expenditure for the grader replacement of \$350,000 is proposed to be postponed to 2018-19 with \$225,000 being transferred into the Plant Replacement Reserve and the original transfer from Reserve of \$120,000 not proceeding therefore leaving the Reserve in a strong position to fund to the replacement in future;  
Senior rates and sewerage rebates – senior card holder rebates were calculated at the 2016/17 rate; however, the rate had been greatly reduced by the Office of State Revenue and this reduction had not been factored into the calculations. The reduction per rate payer is a shortfall of \$348.45 for 27 seniors card holders. Officers have made a provision of \$10,000 in the budget to absorb this cost.
- The replacement server purchased through operational budget is classified as non-operational therefore a budget amendment has been processed in Synergy; and provision made in the capital expenditure budget of \$18,000. There is nil effect on the total budget.

At the workshop at the March Finance Committee Meeting Council provided direction on the with regards to the projected surplus.

The recommendation was to allocate the surplus as follows:

|           |                          |
|-----------|--------------------------|
| \$ 95,000 | Swimming Pool            |
| \$ 15,000 | Short Term Accommodation |

The total allocation for the Swimming pool upgrade is recommended in the Mid Year Budget Review as follows:

|   |            |
|---|------------|
| 2017/18 Budget allocation as adopted in August 2017 | \$ 100,000 |
| Transfer from Recreation Facilities Reserve         | \$ 30,000  |
| Allocation in April 2018 Mid Year Budget Review     | \$ 95,000  |
| Total Cost  | \$225,000  |

#### Consultation

At the Finance Committee Meeting on 16 April 2018, the Finance Committee queried the increase of \$15,000 in expenses for Governance – Other expenses.

Action: Advise on the reason for the increase in the report to Council on the Mid Year Budget Review.

Response: The increase is due to costs for a temporary customer service officer for three months early in the financial year immediately following the resignation of two full time staff members being the Governance Coordinator and Community and Economic Development Coordinator (\$12,842.83) and the final payment to Norton Rose Fulbright for legal services (\$5018).

#### Statutory Requirements

Regulation 33A (Review of Budget) of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial year local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must-
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and

- (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.  
\*Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Strategic Implications

Objective 4.1 – An efficient and informative organisation.

Voting Requirements

Absolute Majority required.

---

**OFFICER AND COMMITTEE RECOMMENDATION – 10.2.3**

- 1. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO REGULATION 33A OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RESOLVES TO APPROVE THE 2017-18 BUDGET REVIEW AS ATTACHED AND PROVIDE A COPY OF THE DETERMINATION TO THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES WITHIN 30 DAYS.**
- 2. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECT 6.20 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**
  - i. INCLUDE \$280,000 EXPENDITURE IN THE 2017/18 BUDGET REVIEW TO PROCEED WITH THE GROH HOUSING PROJECT;**
  - ii. INCLUDE A NEW DEBENTURE OF \$280,000 FOR THE GROH HOUSING PROJECT IN THE 2017/18 BUDGET REVIEW; AND**
  - iii. GIVE ONE MONTHS' LOCAL PUBLIC NOTICE OF THE NEW DEBENTURE.**

---

**COUNCIL DECISION – 10.2.3**

Moved: Cr BA Ward

Seconded: Cr AJ Metcalf

Carried: 7/0

- 1. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO REGULATION 33A OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RESOLVES TO APPROVE THE 2017-18 BUDGET REVIEW AS ATTACHED AND PROVIDE A COPY OF THE DETERMINATION TO THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES WITHIN 30 DAYS.**
- 2. THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECT 6.20 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:**
  - i. INCLUDE \$280,000 EXPENDITURE IN THE 2017/18 BUDGET REVIEW TO PROCEED WITH THE GROH HOUSING PROJECT;**
  - ii. INCLUDE A NEW DEBENTURE OF \$280,000 FOR THE GROH HOUSING PROJECT IN THE 2017/18 BUDGET REVIEW; AND**
  - iii. GIVE ONE MONTHS' LOCAL PUBLIC NOTICE OF THE NEW DEBENTURE.**



**10.2.4 SENIORS REBATE GAP WAIVER**

Date: 17 April 2018  
 Applicant: Shire of Dowerin  
 Location: Dowerin  
 File Ref:  
 Disclosure of Interest: Nil  
 Author: Susan Fitchat - Manager of Finance and Corporate Services  
 Senior Officer: Andrea Selvey – Chief Executive Officer

Background

The pensioner senior rates rebate allowance set by the Office of State Revenue (Department of Finance), from the prior year; were carried over without amendment into 2017-2018 rates modelling Synergy parameters.

When the Synergy rates billing was processed in August 2017 the automatic rebates (discounts) on the bills were calculated at the highest rate(cap) allowed depending percentage allowed.

Allowance rebate details as follows:

| Rate Year        | Sewerage | LG Rates |
|------------------|----------|----------|
| 2017-18 Senior   | 72.69    | 100.00   |
| 2016-17 Senior   | 232.44   | \$288.70 |
| Gap (difference) | 159.75   | 188.70   |

There are 27 seniors affected; estimated up to an amount of \$9,408.15.

Officers recommend as it is late in the financial year, that the gap fees be waived and written off.

Statutory Implications

Section 6.12 (c) of the Local Government Act 1995; enables local government with the power to defer, grant discounts or write off debts; write off money owed to the local government with absolute majority.

Policy Implications

Nil

Financial Implications

The Shire has a projected surplus, liquid reserves, a current ratio of 3.67, therefore Officers recommend that the budget can accommodate the \$9,408 reduction in revenue.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Absolute majority.

**OFFICER RECOMMENDATION – 10.2.4**

***THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 6.12 (C) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO WAIVE THE GAP IN THE SENIORS REBATE ALLOWANCE FOR 2017/18 RATES AND SEWERAGE CHARGES.***

**COUNCIL DECISION – 10.2.4**

Moved: Cr BA Ward

Seconded: Cr RI Trepp

Carried: 7/0

**THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECTION 6.12 (C) OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO WAIVE THE GAP IN THE SENIORS REBATE ALLOWANCE FOR 2017/18 RATES AND SEWERAGE CHARGES.**

## 10.3 MINUTES TO BE RECEIVED

### 10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

|                         |  |
|-------------------------|--|
| Date:                   | 18 April 2018  |
| Applicant:              | The Shire of Dowerin   |
| Location:               | N/A  |
| File Ref:               |  |
| Disclosure of Interest: | Nil  |
| Author:                 | Andrea Selvey, CEO   |
| Attachments:            | 16. Finance Committee Meeting Minutes (Unconfirmed), 16 April 2018<br>17. CEO Recruitment Committee Meeting Minutes (Unconfirmed), 11 April 2018 |

#### Summary

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

#### Background

The Shire has established the following Committees of Council:

- Audit Committee;
- Finance Committee;
- Local Emergency Management Committee;
- Bush Fire Advisory Committee;
- Australia Day Committee; and
- Road Verge Management Advisory Committee.

In addition, at the Ordinary Meeting of Council on 27 March 2018, Council established the CEO Recruitment Committee.

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

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

#### Comment

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

Consultation

N/A

Financial Implications

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

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Administration regulation 11 sets out the content that the minutes of council or committee meetings must contain, including:

- the names of members present at the meeting;
- details of each motion moved, the mover and the outcome of the motion;
- details of each decision made at the meeting; and
- written reasons for each decision made at a meeting that is significantly different from the committee's or council employee's recommendation.

Section 5.22(2) and (3) of the Act requires that the minutes of a council or committee meeting are to go to the next meeting of the council or committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

---

**OFFICER RECOMMENDATION – ITEM 10.3.1**

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

- 1. RECEIVE THE MINUTES OF THE:***
  - a. FINANCE COMMITTEE MEETING (UNCONFIRMED) 16 APRIL 2018; AND***
  - b. CEO RECRUITMENT COMMITTEE MEETING (UNCONFIRMED) 11 APRIL 2018.***

**COUNCIL DECISION – 10.3.1**

Moved: Cr LH Holberton

Seconded: Cr BN Walsh

Carried: 7/0

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

- 1. RECEIVE THE MINUTES OF THE:**
  - a. FINANCE COMMITTEE MEETING (UNCONFIRMED) 16 APRIL 2018; AND**
  - b. CEO RECRUITMENT COMMITTEE MEETING (UNCONFIRMED) 11 APRIL 2018.**

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

**12. ELECTED MEMBERS MOTIONS**

**13. CONFIDENTIAL ITEMS**

**14. CLOSURE OF MEETING**

There being no further business Cr Darrel Hudson (President) declared the meeting closed at 3.32pm.

*These minutes were confirmed true and accurate at the Ordinary Council Meeting held on Tuesday 22 May 2018.*

.....  
**D.P. Hudson**

**PRESIDENT**

.....  
**Date**

ORDINARY COUNCIL MEETING  
ATTACHMENTS

Tuesday  
26 March 2018  
3.00pm



## ATTACHMENTS

- 8.1.1
  - 1. Petition to ban the tree slasher or mulcher-head machine on road verges in the Shire of Dowerin
- 10.1.1
  - 2. WALGA Proposal for Recruitment of a CEO (Confidential)
  - 3. Proposal from Mr Gary Martin for the role of Acting Chief Executive Officer (Confidential)
  - 4. DLGC Guideline on recruiting a CEO
- 10.1.3
  - 5. Proposed Shire of Dowerin Dogs Local Law
  - 6. Proposed Shire of Dowerin Waste Local Law
- 10.1.5
  - 7. Location Plan
  - 8. Extract from *Planning and Development (Local Planning Schemes) Regulations 2015*
  - 9. Current Zoning (Scheme Map excerpt)
- 10.1.6
  - 10. Nominations for Road Verge Management Advisory Committee (Confidential)
- 10.1.7
  - 11. Proposal (Confidential)
- 10.1.9
  - 12. Draft Shire of Dowerin Strategic Community Plan 2018-2028
- 10.1.10
  - 13. Dowerin Memorial Swimming Pool Report
- 10.2.1
  - 14. Monthly Financial Activity Statements – February 2018
- 10.2.2
  - 15. List of accounts for February 2018
- 10.2.3
  - 16. Budget Review Report March 2018
- 10.3.1
  - 17. Finance Committee Meeting Minutes (Unconfirmed), 19 March 2018

Shire of Dowerin  
PO Box 111  
Dowerin 6461

PO Box 45  
Dowerin 6461  
20/3/18

Att: Darrel Hudson (President)

Dear Sir,

Please see Petition, concerning the tree slasher or mulcher head machine.

I have included a 'cover letter', thanking the people who signed this petition. The period over which this Petition was signed was from 3<sup>rd</sup> January to the 7<sup>th</sup> March 2018(one electronic signature included).

Not only is this an issue for people from the Dowerin Shire, but for visitors to our district, so their signatures were included.

I read an article last night and every year, 3 million hectares of bushland is being cleared, in Australia. An interesting fact – do we value what is left?

**Please trim the road verges, with the staff pruner, a far more economical and sensitive method. I am all for safety on our roads, especially the surfaces on which we drive, and prune overhanging trees.**

However, I cannot believe that \$17,000 was spent for a total of approximately 5kms of road – (the total distance of verge clearing on the Harris Rd and Amery-Benjaberring Rd, by the tree slasher machine). One of these roads is a minor road, with very little traffic. This road needed a light trim, but now many old trees have been broken or destroyed.

With the formation of the Road Verge Management Advisory Committee, perhaps more input from the community, will ensure that we are caring for the native vegetation on the road sides, for future generations to appreciate.

I request that this Petition be presented at the next Shire meeting, 27<sup>th</sup> March 2018.

Yours sincerely,

Lyn Phillips





**Thank you, to all the people who signed the Petition 'To ban the use of the tree slasher or mulcher-head machine in the Shire of Dowerin'.**

For me, it was an interesting experience talking to local people about this topic, with the hope of creating more awareness about the value of the roadsides or verges. Thank you again for your time and feedback.

The loss of native vegetation from our roadsides is a State-wide issue; it is not just confined to this Shire. I was surprised how many people from outside the Dowerin electorate, wanted to sign this Petition.

There are many reasons for loss of roadside vegetation including the tree slasher, grader clearing and spraying. Natural causes including old age, storm damage, salt encroachment, insect infestation etc...all contribute.

We take the roadside vegetation for granted, but I believe it should be protected as it has an economic value. WA boasts being 'The Wildflower State of Australia'. Tourists come from all over the world to admire our countryside; with the amazing old salmon gums, and a biodiversity of plant species, rarely seen elsewhere in the world. It is truly unique.

The Wheatbelt has been cleared for agriculture and thus the Shire of Dowerin has only 4% of remnant native vegetation remaining, according to a survey in 2004. This should be protected for future generations to enjoy.

Aesthetically speaking, 'Do we want to live in a desert'? Tim Winton describes the Wheatbelt as being 'The Wastelands', in one of his books. Slowly and insidiously, the roadsides are being destroyed, especially in the past decade – death by a thousand cuts! Take a drive down the Cunderdin road, heading south from Namelkatchem corner. Often what regenerates after clearing are the weeds, such as love grass, wild oats, wild radish, calthrop etc...spread by the graders?

Once the native vegetation is removed from the roadsides, it is impossible to put it back. It is a very complex ecosystem. The sad reality is that some species of flora and fauna are already threatened with extinction. I believe that without roadside habitat we will lose many bird species. In England they cleared half the hedges, to make bigger farms and lost half the bird population. There was a public outcry.

A better method of trimming the roadside vegetation is needed. The staff pruning method does not leave jagged broken trees, and can be tailored to leave small bushes and shrubs, that do not obstruct the vision or passage of vehicles. The Goomalling Shire recently pruned Oak Park road, showing respect for the trees – they do not use the tree slasher or mulcher head machine. Most Australian species are slow growing.

A recent RAC survey found that roadsides with many trees growing along them (ie. Walpole, Denmark) have a much lower fatality rate, than roads in the Wheatbelt. Do not blame the trees for our road deaths, and drive to the condition of the road. Please grade the roads but leave the verge intact, if possible and this will be a cost saving exercise and help preserve the environment – we are the Care Takers.

Regards, Lyn Phillips



# Petition

Petition to Shire of Dowerin WA  
To all Councillors, and the CEO

We, the undersigned, petition the Shire of Dowerin Council to:

Ban the use of the tree slasher or mulcher-head machine, on the road verges, in the Shire of Dowerin.

This method of pruning is environmentally undesirable for the following reasons:

1. it destroys the biodiversity of the Dowerin Shire;
2. it destroys potential tourist revenue in our Shire, attracted by its unique biodiversity;
3. it results in ugly, lopsided trees that are open to disease and may blow over or die;
4. it destroys native vegetation unnecessarily (small shrubs do not obstruct the view);
5. it destroys native vegetation that provides habitat for all creatures;
6. it destroys everything in its path (including bobtails and nesting birds);
7. it leaves road verges open to erosion (increasing the cost of road/culvert maintenance);
8. it creates a habitat for weeds (particularly grassy weeds, thus increasing fire hazard);
9. the cost of pruning roads with a tree slasher is expensive (it could be done with the staff pruner, a far more economical and sensitive method).

I, Lyn Phillips can be contacted at 80 Morrell North Rd, Dowerin 6461 ph 96321206

Please Print Clearly

| Name               | Address                              | Signature    | Date      |
|--------------------|--------------------------------------|--------------|-----------|
| Lyn Phillips       | 80 Morrell North Rd, Dowerin 6461    | Lyn Phillips | 3/1/18    |
| ROIS BOASE         | 898 NAMBLING SOUTH RD                | [Signature]  |           |
| LEONIE STRATFORD   | 367 MINNIVALE NORTH-EAST RD, DOWERIN | [Signature]  | Stratford |
| Margaret Phillips  | 31 Goldfields Rd Dowerin 6461        | [Signature]  |           |
| Lesly Marshall     | O'Loughlen St Dowerin                | [Signature]  |           |
| Diane Hatwell      | 240 Hoghlen St Dowerin               | [Signature]  |           |
| Rex ADAMS          | 37 Simey St Dowerin                  | [Signature]  |           |
| ROBERTA HAGBOOM    | 6 MAISEY ST, DOWERIN 6461            | [Signature]  |           |
| Ray Bear           | Lot 22 Nambling Rd 6461              | [Signature]  |           |
| DAVID KENNOTT      | 1069 OLD KOORAA RD 6462              | [Signature]  |           |
| Lynley Annoti      | 22 Hughes St Minnivale 6462          | [Signature]  |           |
| LISA SINCLAIR      | 7 O'LOUGHLEN ST, DOWERIN 6461        | [Signature]  |           |
| STYLIA WHIDENURS   | Lot 615 NAMBLING NTH RD 6461         | [Signature]  |           |
| Christine Mitsou   | Box 155 Dowerin, MANMANNING          | [Signature]  |           |
| ROBERTA COOPER     | PO Box 179 DOWERIN                   | [Signature]  |           |
| ALLAN ANDERSON     | Box 79 DOWERIN                       | [Signature]  |           |
| Lorraine Owen      | PO Box 133 Dowerin                   | [Signature]  |           |
| Russell Sutherland | P.O. Box 173 Dowerin                 | [Signature]  |           |
| Lorraine Crippen   | PO Box 180 Dowerin                   | [Signature]  |           |
| JUDY WESTPHAL      | PO Box 22 DOWERIN                    | [Signature]  |           |

## Petition

Petition to Shire of Dowerin WA

To all Councillors, and the CEO

We, the undersigned, petition the Shire of Dowerin Council to:

Ban the use of the tree slasher or mulcher-head machine, on the road verges, in the Shire of Dowerin.

This method of pruning is environmentally undesirable for the following reasons:

1. it destroys the biodiversity of the Dowerin Shire;
2. it destroys potential tourist revenue in our Shire, attracted by its unique biodiversity;
3. it results in ugly, lopsided trees that are open to disease and may blow over or die;
4. it destroys native vegetation unnecessarily (small shrubs do not obstruct the view);
5. it destroys native vegetation that provides habitat for all creatures;
6. it destroys everything in its path (including bobtails and nesting birds);
7. it leaves road verges open to erosion (increasing the cost of road/culvert maintenance);
8. it creates a habitat for weeds (particularly grassy weeds, thus increasing fire hazard);
9. the cost of pruning roads with a tree slasher is expensive (it could be done with the staff pruner, a far more economical and sensitive method).

I, Lyn Phillips can be contacted at 80 Morrell North Rd, Dowerin 6461 ph 96321206

Please Print Clearly

| Name                  | Address  | Signature              |
|-----------------------|--|------------------------|
| Danielle Perkins      | 8 Stacy St Dowerin                                   | <i>[Signature]</i>     |
| BRETT JONES           | RS BROADBENT EAST RD                                 | <i>[Signature]</i>     |
| AUL BEAR              | 296 BOOCALMUNG WEST RD                               | <i>[Signature]</i>     |
| GLENN RICHARDS        | CLINIC RD  | <i>[Signature]</i>     |
| JADE RACKHAM          | 6 PLACE ST DOWERIN                                   | <i>[Signature]</i>     |
| Sam Jones             | 4 Couper St Dowerin                                  | <i>[Signature]</i>     |
| Jo-Ellen Jones        | RS Norris Road Dowerin                               | <i>[Signature]</i>     |
| Thelma Hatwell        | 209 Hindmarsh Rd DOWERIN                             | <i>[Signature]</i>     |
| SHIRLEY DE JONG       | 80 STACY STREET, DOWERIN                             | <i>[Signature]</i>     |
| NESLEY JONES          | 32 <del>MORRELL</del> <sup>MORRELL</sup> AVE DOWERIN | <i>[Signature]</i>     |
| Joyce Couper          | 4 MECKERING RD - DOWERIN                             | <i>[Signature]</i>     |
| RYAN NAUGHTON         | 145 FITZGERALD ST Northam                            | <i>[Signature]</i>     |
| Maree Grain           | 145 Fitzgerald St Northam                            | <i>[Signature]</i>     |
| Natalie Lally         | Northam Residential College                          | <i>[Signature]</i>     |
| <del>Lisa Jones</del> | <del>Wongan Hills</del>                              | <del>[Signature]</del> |
| GILL PRESTON          | PO BOX 1154 TOODUAY                                  | <i>[Signature]</i>     |
| Anita Phillips        | 40 Recreation Rd Kalamunda                           | <i>[Signature]</i>     |
| Shirley Hagboom       | 8 Missey St DOWERIN WA 6461                          | <i>[Signature]</i>     |
| NORRIS BOURKISH       | RAHWITTY <del>ST</del> TREE.                         | <i>[Signature]</i>     |
| Dennielle REED        | Rogers St Dowerin                                    | <i>[Signature]</i>     |

## Petition

Petition to Shire of Dowerin WA  
To all Councillors, and the CEO

We, the undersigned, petition the Shire of Dowerin Council to:

Ban the use of the tree slasher or mulcher-head machine, on the road verges, in the Shire of Dowerin.

This method of pruning is environmentally undesirable for the following reasons:

1. it destroys the biodiversity of the Dowerin Shire;
2. it destroys potential tourist revenue in our Shire, attracted by its unique biodiversity;
3. it results in ugly, lopsided trees that are open to disease and may blow over or die;
4. it destroys native vegetation unnecessarily (small shrubs do not obstruct the view);
5. it destroys native vegetation that provides habitat for all creatures;
6. it destroys everything in its path (including bobtails and nesting birds);
7. it leaves road verges open to erosion (increasing the cost of road/culvert maintenance);
8. it creates a habitat for weeds (particularly grassy weeds, thus increasing fire hazard);
9. the cost of pruning roads with a tree slasher is expensive (it could be done with the staff pruner, a far more economical and sensitive method).

I, Lyn Phillips can be contacted at 80 Morrell North Rd, Dowerin 6461 ph 96321206

Please Print Clearly

| Name              | Address                        | Signature         |
|-------------------|--------------------------------|-------------------|
| IAN J PHILLIPS    | 80 MORRELL NTH RD DOWERIN      | Ian J Phillips    |
| DAYRELL SWAININGS | Dowerin                        | Dayrell Swainings |
| Jenny Thomas      | 545 SPARK RD Dowerin           | Jenny Thomas      |
| Tamara Johnson    | P.O. Box 172 DOWERIN.          | Tamara Johnson    |
| Lorna Fairlie     | 215 Webb Rd Dowerin            | Lorna Fairlie     |
| Verity Offszanka  | 8 ANDERSON ST, DOWERIN         | Verity Offszanka  |
| JANE RIPPES       | 17 Cottrell St DOWERIN         | Jane Rippes       |
| Suzanne Crippen   | 95 JONES ST DOWERIN            | Suzanne Crippen   |
| Janet Johnson     | Goornalling                    | Janet Johnson     |
| Kelly Spark       | Dowerin                        | Kelly Spark       |
| DON PHILLIPS      | 31 GOLD FIELDS RD              | Don Phillips      |
| Irish Aillsopp    | 38 Goldfields Rd               | Irish Aillsopp    |
| SUSAN LIVALL      | 4 PLACE ST DOWERIN             | Susan Livall      |
| Paul Crute.       | 1267 Goornalling-Wyebatchin Rd | Paul Crute        |
| Anne-Maree Crute  | " "                            | Anne-Maree Crute  |
| Jill Symington    | Northam                        | Jill Symington    |
| PETRA SPARK       | DOWERIN                        | Petra Spark       |
| ANTHONY SPARK     | DOWERIN                        | Anthony Spark     |
| LAURICE RICHARDS  | 866 STANDING WEST Rd           | Laurice Richards  |
| Ian Richards      | " " "                          | Ian Richards      |

## Petition

Petition to Shire of Dowerin WA  
To all Councillors, and the CEO

We, the undersigned, petition the Shire of Dowerin Council to:



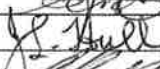
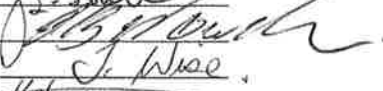



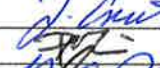
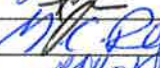



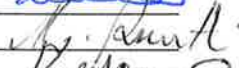
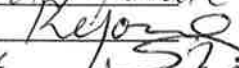



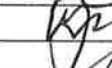


Ban the use of the tree slasher or mulcher-head machine, on the road verges, in the Shire of Dowerin.

This method of pruning is environmentally undesirable for the following reasons:

1. it destroys the biodiversity of the Dowerin Shire;
2. it destroys potential tourist revenue in our Shire, attracted by its unique biodiversity;
3. it results in ugly, lopsided trees that are open to disease and may blow over or die;
4. it destroys native vegetation unnecessarily (small shrubs do not obstruct the view);
5. it destroys native vegetation that provides habitat for all creatures;
6. it destroys everything in its path (including bobtails and nesting birds);
7. it leaves road verges open to erosion (increasing the cost of road/culvert maintenance);
8. it creates a habitat for weeds (particularly grassy weeds, thus increasing fire hazard);
9. the cost of pruning roads with a tree slasher is expensive (it could be done with the staff pruner, a far more economical and sensitive method).

I, Lyn Phillips can be contacted at 80 Morrell North Rd, Dowerin 6461 ph 96321206

Please Print Clearly

| Name            | Address                          | Signature   |
|-----------------|----------------------------------|---|
| ANNIE HOTAREAU  | 2263 RABBIT PROOF FENCE RD       |  |
| Swansea McGrath | Wozzin Rd Dowerin                |  |
| JOHN HULL       | 7 HEWITT ST MINNIVALE            |  |
| PETER NOWELSKI  | 7 HEWITT ST. MINNIVALE           |  |
| Therese Wise    | 17 Kunzia Way GOOMALLING         |  |
| Kristy Stephens | 346 Pickering Rd Dowerin         |  |
| Pat Woods       | Woods Rd Dowerin                 |  |
| JEANNETTE CRUTE | 510 BUNNING RD, MT HELENA 6082   |  |
| Peter Turpin    | 79B Mars St Carlisle 6101        |  |
| Haggie Redfern  | 79B MARS ST CARLISLE 6101        |  |
| Lyn Marks       | 37 Anglesey Drive Kardinya 6163  |  |
| Liz White       | 120 Winton Rd Kardinya           |  |
| KERRY SMITH     | 8 Hester Rd Lily Beach           |  |
| KERRI YOUNG     | Stuckland St South Perth         |  |
| IVANKA SIYANGSI | 33/81 KING WILLIAM ST DARLINGTON |  |
| Imogen Forsyth  | 36 Clinton Ave, St James 6102    |  |
| RUTH PHILLIPS   | 2075 JACOBY ST MUNDARING         |  |
| Phil Dawson     | 18 Mitchell St, Wangan Hills     |  |
| Wayne Allsopp   | 38 Goldfields Rd Dowerin         |  |
| Lyn Phillips    | 17 MORRELL ST DOWERIN            |  |



**Petition**

Petition to Shire of Dowerin WA  
To all Councillors, and the CEO

We, the undersigned, petition the Shire of Dowerin Council to:

Ban the use of the tree slasher or mulcher-head machine, on the road verges, in the Shire of Dowerin.

This method of pruning is environmentally undesirable for the following reasons:

1. it destroys the biodiversity of the Dowerin Shire;
2. it destroys potential tourist revenue in our Shire, attracted by its unique biodiversity;
3. it results in ugly, lopsided trees that are open to disease and may blow over or die;
4. it destroys native vegetation unnecessarily (small shrubs do not obstruct the view);
5. it destroys native vegetation that provides habitat for all creatures;
6. it destroys everything in its path (including bobtails and nesting birds);
7. it leaves road verges open to erosion (increasing the cost of road/culvert maintenance);
8. it creates a habitat for weeds (particularly grassy weeds, thus increasing fire hazard);
9. the cost of pruning roads with a tree slasher is expensive (it could be done with the staff pruner, a far more economical and sensitive method).

I, Lyn Phillips can be contacted at 80 Morrell North Rd, Dowerin 6461 ph 96321206

Please Print Clearly

| Name  | Address | Signature |
|-------|---------|-----------|
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |
| _____ | _____   | _____     |



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

# Local Government Operational Guidelines

Number 10 – Revised August 2012

## Appointing a CEO



## 1. Introduction

Selecting and appointing a Chief Executive Officer (CEO) is one of the most important tasks elected members may undertake during their term of office. Choosing the right person is critical to the success of the council and the local government.

It is essential that correct processes are followed so that every opportunity is given to the candidates to put the appropriate information forward so the council can choose the person most suited to the position. It is important that elected members understand that when they appoint a CEO they are entering into a contractual relationship with the CEO. A commitment to trust and good faith by both parties will lead to an effective relationship between the council and the CEO. This guideline has been developed to assist councils to conduct an effective process when selecting their new CEO.

## 2. Legislation

There are three sections of the *Local Government Act 1995* (the Act) that have direct application to the appointment of a CEO. Section 5.36(2)(a) and (b) 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 and is satisfied with the provisions of the proposed employment contract. Section 5.39 contains provisions for the contracts of CEOs. Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

In addition to the above provisions of the Act the *Local Government (Administration) Regulations 1996*, regulations 18A, 18B, 18C, 18E, 18F and 19A also deal with advertising, contracts, and the selection and appointment process.

The principles of merit and equity refer to the process of filling vacancies whereby a thorough assessment is made of the candidates' skills, knowledge and abilities against the work related requirements of the vacancy. The process must be open, competitive and free from bias, unlawful discrimination, nepotism or patronage.

"Suitably qualified" is not defined in the legislation but the intention is not limited to academic qualifications. Through the position description and selection criteria the council needs to ensure that processes are in place to appoint the person that best meets the qualities required in terms of academic qualifications, experience, skills and knowledge.

## 3. Outsourcing the Recruitment Process

Depending on the size of the local government and the availability and skills of staff, outsourcing the recruitment process may be the best option.

Generally recruitment consultants provide a professional service and possess a wide range of knowledge and skills in staff recruitment. It is recommended that rigorous checks be conducted on any recruitment consultants before they are appointed to ensure they have the necessary skills and experience (local government recruitment experience would be beneficial) to effectively assist the council in its selection of a CEO.

An early decision needs to be made by council on whether it will handle the recruitment in-house or appoint a consultant to coordinate the appointment process. If a recruitment consultant is chosen, council should provide the consultant with a copy of these guidelines as part of the appointment process.

A recruitment consultant may be involved in the following aspects of the selection process:

- development or review of the position description;
- development of selection criteria;
- drafting of the advertisement;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews; and
- finalising the contract.

If a decision is made to outsource the recruitment process it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with the consultant. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process.

## 4. Reviewing Necessary Documentation

There are two very important documents that need to be reviewed and approved by council prior to advertising the position. These are the Position Description Form and the Contract of Employment.

Given the importance of the position of CEO, a police clearance should also be sought.

### Position Description Form

The Position Description Form, particularly the selection criteria and performance criteria (where it is included in the Position Description Form) should be reviewed prior to advertising. The council, a committee of council or the consultant (if one is used) should undertake this task.

Council needs to determine what they want their CEO to do and whether the selection criteria will facilitate the appointment of a person with the appropriate set of skills.

For example, it may be very important that a CEO work with diverse elements of the community such as developers, mine operators, Indigenous communities or other specific interest groups. Therefore, a selection criterion might be "Proven ability to work and negotiate with diverse groups in the community". If such criteria is not included an assessment of the applicants' abilities in this area may be overlooked. This is why councils must ensure when commencing the task of appointing a new CEO that the skills and qualities required are well understood and documented.

Selection criteria are generally classified as 'essential' or 'desirable'. Applicants who are able to satisfy all the essential criteria should be considered for interview.

If an application does not fully address the essential selection criteria the applicant should not be considered for interview.

However, on occasions an application may be received where the applicant has the skills and experience which indicate a capacity to satisfy the essential selection criteria even though it is not clearly elaborated in their address of the selection criteria in their application. In these circumstances the application may warrant further consideration.

Desirable criteria are not an essential requirement of the position. They are normally identified to attract applicants who may have a wider range of skills and experience which an employer would consider desirable.

Council may decide that it would be more appropriate to attract applicants with a wider range of knowledge, experience and management skills than just local government. If this is the case the selection criteria should accommodate this.

### **Performance Criteria**

Performance criteria are quantitative and/or qualitative measures of performance. There are two broad categories of performance criteria; those that have general application and apply at all times and specific criteria that apply for a limited period of time. An example of the first type would be, "Advice to council is relevant, accurate and timely." An example of the second type of performance criteria would be, "Calling of tenders for the new

recreation centre is undertaken on time and in compliance with the law." It is obvious that the first is always going to be required, whereas the second is specific to the project of the new recreation centre.

Council may set ongoing permanent performance criteria that will be included in the contract. The successful applicant needs to be informed that performance criteria relevant to a specific project/s will also be subject to annual negotiation. These will be assessed at least once during each year.

In setting performance criteria, council will need to determine what it is they want their CEO to do over and above legislative requirements. Councils need to be realistic in terms of their expectations and provide appropriate resources to facilitate achievement of performance criteria.

The performance criteria must be consistent with the position description and the selection criteria.

It is not essential that performance criteria relating to a specific project/s are identified prior to the appointment but, if not, they must be identified very soon after so that the new CEO is aware of what is required of him or her in the coming year or years.

### **Contract of Employment**

The council should review and amend, where necessary, the existing terms and conditions of the CEO contract before proceeding to advertise the position.

It is also recommended that council obtains advice on the contract where alterations or amendments are proposed and there is any (even slight) doubt as to the meaning of those alterations or amendments.

It should be noted that section 5.39(3) of the Act provides that an employment contract is of no effect unless it contains:

- an expiry date; and
- performance criteria for the purpose of reviewing the person's performance.

Regulation 18B of the *Local Government (Administration) Regulations 1996* also requires that the contract contains a provision that places a limit on the maximum amount of remuneration that can be paid to a person should the contract be terminated prior to its expiry date.

Amendments to Regulation 19A of the *Local Government (Administration) Regulations 1996* now sets that limit to a maximum of one year salary termination payment or the value of the remuneration for the balance of the period of contract that is left to run, whichever is the lessor of the two amounts.

To further assist local governments, model contracts have been developed by both the Western Australian Local Government Association (WALGA) and Local Government Managers Australia WA Division (LGMA).

### **CEO Remuneration**

Amendments to section 5.39(7) of the Act now provide for a CEO's remuneration to be determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975*.

## **5. Advertising the Vacancy**

Ideally, the position should be advertised as widely as possible to attract the best possible field of candidates. The minimum requirement for advertising under *Local Government (Administration) Regulation 18A(1)* is for the position to be advertised in a newspaper circulating generally throughout the State.

Regulation 18A(2) prescribes the minimum requirements to be included in an advertisement for the position of CEO. Those requirements are:

- the details of the remuneration and benefits offered;
- details of the place where applications for the position are to be submitted;
- the date and time for the closing of applications for the position;
- the duration of the proposed contract; and
- contact details for a person who can provide further information about the position.

In addition to the above, a local government is to include any other information in the advertisement which it believes is relevant.

The content and context of advertisements should be carefully considered.

An attractive and well-constructed advertisement is more likely to attract the interest of potential candidates.

A comprehensive application kit comprising documentation relevant to the vacant position should be developed and provided to potential applicants on request. Reference to, and instructions on how to access the kit should be included in the advertisement.

Allow sufficient time within the advertisement for potential applicants to prepare and forward applications.

It is recommended that the position be open for a minimum of two weeks with a definite date and time after which applications will not be considered.

## 6. Confidentiality

From the beginning to the conclusion of the process, absolute confidentiality must be maintained by every person involved in the selection process. This cannot be emphasised enough as any information which finds its way into the public domain before a recommendation is made to council may well compromise the selection process.

Council should consider the use of a confidentiality agreement which requires all persons involved in the selection process to agree to appropriate levels of confidentiality.

## 7. Selection and Appointment Process

The selection and appointment process to be applied to a CEO position must be approved by council prior to advertising as prescribed under *Local Government (Administration) Regulation 18C*.

A check list is provided at Attachment 1 in this guideline to assist local governments with following an appropriate sequence in the selection and appointment process.

Extensive consideration should be given to the overall process, especially the shortlisting, as to whether preliminary interviews will be conducted and whether final interviews will be with full council.

Council must be very clear about the methods, techniques and questions used during the selection process.

It is essential that the council manages the process professionally and that members involved in the process have a thorough understanding of their roles and responsibilities.

Council may decide to establish a committee or panel to coordinate the preliminaries of the selection process. This committee or panel should liaise with the employment consultant if one is appointed.

If council establishes a formal committee (in accordance with the Act), then it can delegate its powers and duties to that committee.

It should be noted that, unlike council committees established under the Act, any selection panel that is appointed cannot be delegated any powers or duties by council, nor can the Mayor or President be delegated any power to make decisions on behalf of council, i.e. approve the conditions of the contract.

The respective roles of a consultant, council committee/panel, full council and individual elected members must be clear.

Applicants should be shortlisted according to their capacity to address the relevant selection criteria. Where there is a large pool of applicants, the most competitive should be shortlisted for interview. It is the responsibility of the selection panel/committee to determine how many applicants it will interview. Their assessment must involve detailed consideration of the applications and may involve a preliminary interview. The selection panel/committee should be provided with the full list of applicants,

not just those recommended for short listing and interviews.

Elected members may act as referees for applicants. This most often occurs when a person already employed by the local government applies for the CEO position. When this occurs it is recommended that the member provide a written referee report prior to interview (assuming the applicant is granted an interview).

Elected members should declare any previous association with a potential applicant at the time of shortlisting if they are part of the selection panel/committee established for the purpose. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If a member's relationship with an applicant is significant and may result in claims of nepotism, patronage or bias the member should exclude themselves from the selection process.

Where rating scales and other scoring tools are used to assess the relative performance of applicants, it is important that all elected members and other members involved in the interview understand how these are applied so they produce meaningful results. The selection panel/committee may also consider using psychological or other testing as part of the selection process.

## 8. Conducting the Interview

The interview process can be challenging for both panel members and applicants.

It is a practice in local government that the full council be involved with the final interview and selection. This is perfectly understandable, as all members of council

have to work closely with this person and trust them.

Often, all elected members feel they need to be involved in the assessment and final selection.

If this does not occur it is desirable that at the very least, all members of council have the opportunity to meet the recommended applicant prior to the appointment being considered by council.

Applicants should be provided with at least five working days notice of the impending interview wherever possible to allow them to adequately prepare. Obviously, if you are a council in regional Western Australia and are expecting an applicant to travel, then sufficient time needs to be allowed. Interviewing over a weekend may be an option.

It is important to provide an environment that puts the interviewee at ease and allows them to perform at the highest possible level. In this regard, consideration should be given to environmental factors such as location and lighting. A well organised process will ensure that everything runs smoothly.

The importance of the chairperson in managing the interview process cannot be overstated. The chairperson is responsible for ensuring that the interview is managed efficiently and effectively.

Ideally, all elected members who are to be in attendance at the final interview should be involved in planning the interview process.

Each applicant must be subject to the same assessment method, i.e. the interview questions or any tests to be undertaken. It is quite acceptable for the panel to ask additional questions to clarify a point or tease out further information during the interview.

It is not necessary for all elected members to have the opportunity to ask a question. Often, it is best to allocate the questions to a small group of elected members (a maximum of 3 is ideal) which ensures consistency of approach.

At the conclusion of the interview it is appropriate to provide the applicant with an opportunity to clarify any issues with the selection panel/committee.

## 9. Making a Decision

The council should not make a decision to appoint an applicant until all available information has been considered. This includes, but is not limited to, assessment of interview performance, quality of application, referee reports, copies of reports written by the applicant and the results of any psychological or other tests (if used).

The council must be satisfied regarding the claims by the applicant about their relative experience and qualifications.

*Local Government (Administration) Regulation 18E* makes it an offence for a person to provide false information relating to their academic qualifications.

A police clearance should be sought and considered, given the importance of the position of CEO.

Referee reports are an important part of the process and should be in writing and address the relevant selection criteria for the position.

The council may source a referee who is not one nominated by an applicant, providing they advise the applicant of their intention to do so.

In the event that a referee who was not nominated by the applicant provides a report that contains negative comments, the applicant should be given the opportunity to respond to any such comments.

## 10. Finalising the Appointment

Eventually, after considering all the information available to it, the selection panel/committee then has to make a decision on which applicant is the most suitable for appointment.

A selection report should be prepared for consideration by council which documents the assessment of each applicant interviewed. The report should identify the most suitable applicant/s and include a recommendation for council to approve an offer of appointment.

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO.

It is strongly recommended that the successful applicant not commence duties with the local government until the contract is signed.

The unsuccessful applicants (including those not interviewed) should be notified of the decision and offered the opportunity to seek feedback on their application or interview performance if they were granted an interview.

Should an unsuccessful applicant request feedback, it is recommended that the chairperson of the interview panel/

selection committee provide this.  
If a recruitment consultant is used  
they can undertake this task.

*Local Government (Administration)  
Regulation 18F* does not allow a local  
government to increase the value of  
a CEO's remuneration and benefits in  
excess of those advertised when  
finalising the appointment.

For further reading it is suggested  
reference should be made to:

- sections 5.36, 5.39 and 5.40 of  
the *Local Government Act 1995*;
- *Local Government (Administration)  
Regulations 1996* 18A, 18B, 18C, 18E,  
18F and 19A.
- Salaries and Allowances Tribunal website:  
[www.sat.wa.gov.au/LocalGovernmentCEOs](http://www.sat.wa.gov.au/LocalGovernmentCEOs)



## Attachment 1

### CEO Recruitment and Appointment Check List

Council to (preferably in conjunction with a professional HR adviser);

- Develop a profile of the preferred applicant (i.e. desired and essential skills, abilities, knowledge and qualifications).

- Approve an agreed salary package (set a suitable salary package that complies with the determination under section 7A of the *Salaries and Allowances Act 1975*).

- Review necessary documentation (contract of employment and position description).

NB: The key provisions to be included in the contract are: an expiry date, performance criteria and reference to the limit placed on the remuneration to be paid should the contract be terminated prior to the expiry date.

- Approve a process to be used for the selection and appointment of the CEO (i.e. stages of the process, who is to be involved and to what extent, whether a consultant is appointed and their role in the process).

NB: It is good practice for council to formally adopt a process to ensure transparency, clarity and a shared understanding. Once adopted, the process should be followed unless found to be flawed, in which case a decision should be made to amend the process as soon as possible.

- Advertise the position inviting applications from suitably qualified applicants (advertisement to contain information set out in 18A(2) of the *Local Government (Administration) Regulations 1996*).

- Applicants to be short listed (may be undertaken by consultants, selection panel/ committee or council).

NB: It is noted that in most cases this is done by the consultants or the selection panel/committee in conjunction with the consultants.

- Conduct interviews of the short listed applicants (may be undertaken by consultants, selection panel/ committee or council).

NB: This may be done prior to the final decision to appoint if availability of preferred applicant is limited due to travel arrangements etc. If not interviewed by the entire council it is recommended that all elected members meet with the preferred applicant prior to final appointment.

- Select preferred applicant/s (make recommendation for council to offer the position to the 1st preferred applicant subject to contractual negotiations, within the designated salary package, including the preliminary performance criteria to be contained in the contract).

NB: If 1st preferred applicant is not accepted or declines the offer, a decision may be made on any 2nd or 3rd preferred applicant in line until an offer and acceptance is reached or until no preferred applicants are appointed (applicants identity may remain confidential until such time a final appointment is made).

- Approve the formal and final appointment (must be decision by council that it:
  - (i) believes the person is suitably qualified for the position of CEO; and
  - (ii) is satisfied with the provisions of the proposed CEO employment contract).

NB: Absolute majority decision required for (ii).

NB: All legislative references are from the *Local Government Act 1995* and associated regulations.

These guidelines are also available on the Department's website at [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)



### About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

#### **Department of Local Government and Communities**

Gordon Stephenson House, 140 William Street, Perth WA 6000

GPO Box R1250, Perth WA 6844

Telephone: (08) 6551 8700 Fax: (08) 6552 1555

Freecall (Country only): 1800 620 511

Email: [info@dlgc.wa.gov.au](mailto:info@dlgc.wa.gov.au) Website: [www.dlgc.wa.gov.au](http://www.dlgc.wa.gov.au)

Translating and Interpreting Service (TIS) – Tel: 13 14 50

**DOG ACT 1976**

**LOCAL GOVERNMENT ACT 1995**

*SHIRE OF DOWERIN*

**DOGS LOCAL LAW**

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dowerin resolved on *[insert date]* to make the following local law.

**PART 1 - PRELIMINARY**

**1.1 Citation**

This local law may be cited as the *Shire of Dowerin Dogs Local Law 2018*.

**1.2 Commencement**

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

The *Shire of Dowerin Dogs Local Law 2008* published in the *Government Gazette* on 29<sup>th</sup> February 2008 is repealed.

**1.5 Interpretation**

In this local law unless the context otherwise requires -

**Act** means the *Dog Act 1976*;

**authorised person** means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

**CEO** means the Chief Executive Officer of the local government;

**dangerous dog** means a dog which is the subject of a declaration under section 33E of the Act declaring it to be a dangerous dog;

**district** means the district of the local government;

**local government** means the Shire of Dowerin;

**pound keeper** means a person authorized by the local government to perform all or any of the functions conferred on a "pound keeper" under this local law;

**Regulations** means the *Dog Regulations 2013*;

**Schedule** means a schedule in this local law;

**thoroughfare** has the meaning given to it in section 1.4 of the *Local Government Act 1995*;  
and

**town planning scheme** means a town planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district.

## **PART 2 - IMPOUNDING OF DOGS**

### **2.1 Fees, charges and costs**

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995* -

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

### **2.2 Attendance of pound keeper at pound**

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

### **2.3 Release of impounded dog**

- (1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the CEO.
- (2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence -
  - (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
  - (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

## PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

### 3.1 Dogs to be confined

- (1) An occupier of premises on which a dog is kept must -
  - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
  - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
  - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
  - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
  - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

**Penalty:** Where the dog is a dangerous dog, \$4,000; otherwise \$2,000.

### 3.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been -
  - (a) licensed under Part 4 as an approved kennel establishment; or
  - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
  - (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
  - (b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

## PART 4 - APPROVED KENNEL ESTABLISHMENTS

### 4.1 Interpretation

In this Part and in Schedule 2 of this local law-

**licence** means a licence to keep an approved kennel establishment on premises;

**licensee** means the holder of a licence;

**premises**, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

**transferee** means a person who applies for the transfer of a licence to her or him under clause 4.14.

### 4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with -

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government;
- (e) the fee for the application for a licence referred to in clause 4.10(1).

### 4.3 Notice of proposed use

- (1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged –
  - (a) once in a newspaper circulating in the district; and
  - (b) to the owners and occupiers of any premises adjoining the premises.
- (2) The notices in subclause (1) must specify that –
  - (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
  - (b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where –

- (a) the notices given under subclause (1) do not clearly identify the premises; or
- (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a license until the notices or notice, as the case may be, is given in accordance with its directions.

#### **4.4 Exemption from notice requirements**

Where an application for a license is made in respect of premises on which an approved kennel establishment is either a -

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a license.

#### **4.5 When application can be determined**

An application for a licence is not to be determined by the local government until -

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

#### **4.6 Determination of application**

In determining an application for a licence, the local government is to have regard to –

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;



- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

#### **4.7 Where application cannot be approved**

The local government cannot approve an application for a licence where -

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

#### **4.8 Conditions of approval**

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.

#### **4.9 Compliance with conditions of approval**

A licensee who does not comply with the conditions of a licence commits an offence.

**Penalty:** Where a dog involved in the contravention is a dangerous dog, \$4,000 and a daily penalty of \$400; otherwise \$2,000 and a daily penalty of \$200.

#### **4.10 Fees**

- (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

#### **4.11 Form of licence**

The licence is to be in the form determined by the local government and is to be issued to the licensee.

#### **4.12 Period of licence**

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

#### **4.13 Variation or cancellation of licence**

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence –
  - (a) on the request of the licensee;
  - (b) following a breach of the Act, the Regulations or this local law; or
  - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of –
  - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
  - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

#### **4.14 Transfer**

- (1) An application for the transfer of a valid license from the licensee to another person must be –
  - (a) made in the form determined by the local government;
  - (b) made by the transferee;
  - (c) made with the written consent of the licensee; and
  - (d) lodged with the local government together with –
    - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
    - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).

- (2) The local government is not to determine an application for the transfer of a valid license until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid license.
- (4) Where the local government approves an application for the transfer of a valid license, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the license for the purposes of this local law.

#### **4.15 Notification**

The local government is to give written notice to -

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

#### **4.16 Inspection of kennel**

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

### **PART 5 - DOGS IN PUBLIC PLACES**

#### **5.1 Places where dogs are prohibited absolutely**

Designation of places where dogs are prohibited absolutely is dealt with in the Act.

#### **5.2 Places which are dog exercise areas**

Designation of places which are dog exercise areas is dealt with in the Act

## PART 6 - MISCELLANEOUS

### 6.1 Offence to excrete

- (1) A dog must not excrete on –
  - (a) any thoroughfare or other public place; or
  - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

**Penalty:** \$1000

- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

## PART 7 - ENFORCEMENT

### 7.1 Interpretation

In this Part -

*infringement notice* means the notice referred to in clause 7.3; and

*notice of withdrawal* means the notice referred to in clause 7.6(1).

### 7.2 Modified penalties

- (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if -
  - (a) the dog is not a dangerous dog; or
  - (b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.
- (3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

### 7.3 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 8 of the First Schedule of the Regulations.

#### **7.4 Failure to pay modified penalty**

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

#### **7.5 Payment of modified penalty**

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

#### **7.6 Withdrawal of infringement notice**

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 9 of the First Schedule of the Regulations.
- (2) A person authorised to issue an infringement notice under clause 6.3 cannot sign or send a notice of withdrawal.

#### **7.7 Service**

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

**Schedule 1 - Application for a license for an approved kennel establishment**

(clause 4.2)

Shire of Dowerin Dog Local Law 2017

I/we (full name) .....  
of (postal address) .....  
(telephone number) .....  
(facsimile number) .....  
(E-mail address) .....

Apply for a licence for an approved kennel establishment at (address of premises) .....  
.....

For (number and breed of dogs) .....

\* (insert name of person) ..... will be residing at the premises  
on and from (insert date) .....

\* (insert name of person) ..... will be residing (sufficiently close to  
the premises so as to control the dogs and so as to ensure their health and welfare) at .....  
..... (insert address of residence)  
on and from ..... (insert date).

Attached are -

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside -
  - (i) at the premises; or
  - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as ....., in the keeping of dogs at the proposed kennel establishment.

Signature of applicant .....

Date .....

\* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months – section 27.5 of the Dog Act.

---

OFFICE USE ONLY

Application fee paid on .... / .... / ....

## **Schedule 2 - Conditions of a licence for an approved kennel establishment**

(clause 4.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions -

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than -
  - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
  - (ii) 10m from any dwelling; and
  - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be –
  - (i) at least 100mm above the surface of the surrounding ground;
  - (ii) smooth so as to facilitate cleaning;
  - (iii) rigid;
  - (iv) durable;
  - (v) slip resistant;
  - (vi) resistant to corrosion;
  - (vii) non-toxic;
  - (viii) impervious;
  - (ix) free from cracks, crevices and other defects; and
  - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;

- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of -
  - (i) 2m; or
  - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheathed internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside -
  - (i) at the premises; or
  - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.



**Schedule 3 - Offences in respect of which modified penalty applies**

(clause 6.2)

| <b>Offence</b> | <b>Nature of offence</b>                                 | <b>Modified penalty \$</b> | <b>Dangerous Dog Modified Penalty \$</b> |
|----------------|--|----------------------------|--|
| 3.1            | Failing to provide means for effectively confining a dog | 200                        | 400                                      |
| 4.9            | Failing to comply with the conditions of a licence       | 200                        | 400                                      |
| 6.1(2)         | Dog excreting in prohibited place                        | 200                        |  |

Dated..... 20\_\_\_\_\_

The Common Seal of the  
**Shire of Dowerin**  
 was affixed by authority of a  
 resolution of the Council in the  
 presence of:

}  
 }  
 }  
 }  
 }

\_\_\_\_\_  
**SHIRE PRESIDENT**

\_\_\_\_\_  
**CHIEF EXECUTIVE OFFICER**

*Waste Avoidance and Resource Recovery Act 2007*  
*Local Government Act 1995*

SHIRE OF DOWERIN

**Waste Local Law 2018**

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Dowerin resolved on ..... to make the following local law.

**Part 1 - Preliminary**

**1.1 Short title**

This is the Shire of Dowerin Waste Local Law 2018.

**1.2 Commencement**

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

**1.3 Application**

This local law applies throughout the district.

**1.4 Repeal**

Shire of Dowerin Refuse Disposal Facility Local Law, published in the *Government Gazette* on 3 July 2007 and the Shire of Dowerin Waste Local Law 2010 are repealed.

**1.5 Meaning of terms used in this local law**

(1) In this local law —

**authorised person** means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

**collectable waste** means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

**collectable waste receptacle** means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

**collection**, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

**collection day** means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

**collection time** means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

**costs** of the local government include administrative costs;

**Council** means the council of the local government;

**district** means the district of the local government;

**general waste receptacle** means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

**LG Act** means the *Local Government Act 1995*;

**LG Regulations** means the *Local Government (Functions and General) Regulations 1996*;

**local government** means Shire of Dowerin;

**local government waste** has the same meaning as in the WARR Act;

**non-collectable waste** has the meaning set out in Schedule 1;

**occupier** in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

**organic waste** means waste that decomposes readily, such as garden waste or food waste;

**organic waste receptacle** means a receptacle for the deposit and collection of organic waste;

**owner** has the same meaning as in the LG Act;

**public place** includes a place to which the public ordinarily have access, whether or not by payment of a fee;

**receptacle**, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

**recycling waste receptacle** means a receptacle for the deposit and collection of recycling waste;

**recycling waste** means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

**specified** means specified by the local government or an authorised person, as the case may be;

**street alignment** means the boundary between the land comprising a street and the land that abuts the street;

**WARR Act** means the *Waste Avoidance and Resource Recovery Act 2007*;

**WARR Regulations** means the *Waste Avoidance and Resource Recovery Regulations 2008*;

**waste** has the same meaning as in the WARR Act;

**waste facility** means a waste facility, as defined in the WARR Act, that is operated by the local government; and

**waste service** has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

## **1.6 Local public notice of determinations**

Where, under this local law, the local government has a power to determine a matter —

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

## **1.7 Rates, fees and charges**

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

## **1.8 Power to provide waste services**

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

### **Part 2 - Local government waste**

## **2.1 Supply of receptacles**

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
  - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
  - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

## **2.2 Deposit of waste in receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.

- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

### **2.3 General waste receptacles**

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
  - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
  - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

### **2.4 Recycling waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

### **2.5 Organic waste receptacles**

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

## **2.6 Direction to place or remove a receptacle**

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
  - (a) to place a receptacle in respect of those premises for collection; or
  - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

## **2.7 Duties of owner or occupier**

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
  - (i) within 1 metre of the carriageway;
  - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
  - (iii) facing squarely to the edge of and opening towards the carriageway,or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

## **2.8 Exemption**

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—

- (a) the premises to which the exemption applies;
  - (b) the period during which the exemption applies; and
  - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply –
- (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
  - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

## **2.9 Damaging or removing receptacles**

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

## **2.10 Verge collections**

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
- (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
  - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

## **Part 3 - General duties**

### **3.1 Duties of an owner or occupier**

An owner or occupier of premises must—



- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
  - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
  - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
  - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

### **3.2 Removal of waste from premises**

- (1) A person must not remove any waste from premises unless that person is—
  - (a) the owner or occupier of the premises;
  - (b) authorised to do so by the owner or occupier of the premises; or
  - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of –
  - (a) the local government or an authorised person; or
  - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

### **3.3 Receptacles and containers for public use**

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

## **Part 4 - Operation of waste facilities**

### **4.1 Operation of this Part**

This Part applies to a person who enters a waste facility.

### **4.2 Hours of operation**

The local government may from time to time determine the hours of operation of a waste facility.

### **4.3 Signs and directions**

- (1) The local government or an authorised person may regulate the use of a waste facility—
  - (a) by means of a sign; or
  - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

### **4.4 Fees and charges**

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
  - (a) to a person who disposes of waste in accordance with the terms of—
    - (i) a credit arrangement with the local government; or
    - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
  - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

#### **4.5 Depositing waste**

- (1) A person must not deposit waste at a waste facility other than—
  - (a) at a location determined by a sign and in accordance with the sign; and
  - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

#### **4.6 Prohibited activities**

- (1) Unless authorised by the local government, a person must not—
  - (a) remove any waste or any other thing from a waste facility;
  - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
  - (c) light a fire in a waste facility;
  - (d) remove, damage or otherwise interfere with any flora in a waste facility;
  - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
  - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

### **Part 5 - Enforcement**

#### **5.1 Objection and appeal rights**

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);

- (f) an approval under clause 3.2(2); and
  - (g) an approval under clause 3.3. **Offences and general penalty**
- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
  - (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

### **5.3 Other costs and expenses**

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
  - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
  - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

### **5.4 Prescribed offences**

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

### **5.5 Form of notices**

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

## Schedule 1 - Meaning of 'non-collectable waste'

[Clause 1.5(1)]

**non-collectable waste** means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

## Schedule 2 - Prescribed offences

| <b>Item No.</b> | <b>Clause No.</b> | <b>Description</b>   | <b>Modified Penalty</b> |
|-----------------|-------------------|--|-------------------------|
| 1               | 2.1(2)(a)         | Failing to pay fee or charge   | \$350                   |
| 2               | 2.1(2)(b)         | Failing to ensure lawful use of receptacle   | \$350                   |
| 3               | 2.2(1)            | Depositing non-collectable waste in a receptacle                                   | \$350                   |
| 4               | 2.2(2)            | Depositing waste in another receptacle without consent                             | \$350                   |
| 5               | 2.3(1)            | Exceeding weight capacity of a general waste receptacle                            | \$350                   |
| 6               | 2.3(2) and (3)    | Depositing unauthorised waste in a general waste receptacle                        | \$350                   |
| 7               | 2.4(a)            | Depositing unauthorised waste in a recycling waste receptacle                      | \$350                   |
| 8               | 2.4(b) and (c)    | Exceeding weight capacity of a recycling waste receptacle                          | \$250                   |
| 9               | 2.5(a)            | Depositing unauthorized waste in an organic waste receptacle                       | \$350                   |
| 10              | 2.5(b) and (c)    | Exceeding weight capacity of an organic waste receptacle                           | \$350                   |
| 11              | 2.6(3)            | Failing to comply with a direction concerning placement or removal of a receptacle | \$250                   |
| 12              | 2.7(a)            | Failing to keep a receptacle in the required location                              | \$250                   |
| 13              | 2.7(b)            | Failing to place a receptacle for collection in a lawful position                  | \$250                   |
| 14              | 2.7(c)            | Failing to provide a sufficient number of receptacles                              | \$250                   |
| 15              | 2.7(d)            | Failing to notify of a lost, stolen, damaged or defective receptacle               | \$50                    |
| 16              | 2.9(a)            | Damaging, destroying or interfering with a receptacle                              | \$400                   |
| 17              | 2.9(b)            | Removing a receptacle from premises  | \$400                   |
| 18              | 2.10(1)           | Failing to comply with a term or condition of verge waste collection               | \$400                   |
| 19              | 2.10(2)           | Removing waste for commercial purposes   | \$350                   |
| 20              | 2.10(3)           | Disassembling or leaving in disarray waste deposited for collection                | \$250                   |
| 21              | 3.1(a)            | Failing to provide a sufficient number of receptacles                              | \$250                   |
| 22              | 3.1(b)            | Failing to keep a receptacle clean and in a good condition and repair              | \$250                   |
| 23              | 3.1(c)(i)         | Failing to prevent fly breeding and vectors of disease in a receptacle             | \$350                   |
| 24              | 3.1(c)(ii)        | Failing to prevent the emission of offensive odours from a receptacle              | \$350                   |
| 25              | 3.1(c)(iii)       | Allowing a receptacle to cause a nuisance  | \$350                   |
| 26              | 3.1(d)            | Failing to comply with a direction to clean, disinfect or deodorise receptacle     | \$300                   |

| Item No. | Clause No. | Description   | Modified Penalty |
|----------|------------|---|------------------|
| 27       | 3.2(1)     | Unauthorised removal of waste from premises   | \$250            |
| 28       | 3.2(2)     | Removing waste from a receptacle without approval   | \$250            |
| 29       | 4.3(2)     | Failing to comply with a sign or direction  | \$500            |
| 30       | 4.3(4)     | Failing to comply with a direction to leave   | \$500            |
| 31       | 4.4(1)     | Disposing waste without payment of fee or charge  | \$500            |
| 32       | 4.5(1)     | Depositing waste contrary to sign or direction  | \$500            |
| 33       | 4.6(1)(a)  | Removing waste without authority in a waste facility  | \$250            |
| 34       | 4.6(1)(b)  | Depositing toxic, poisonous or hazardous waste at a waste facility                                  | \$500            |
| 35       | 4.6(1)(c)  | Lighting a fire in a waste facility   | \$300            |
| 36       | 4.6(1)(d)  | Removing or interfering with any flora in a waste facility  | \$300            |
| 37       | 4.6(1)(e)  | Removing or interfering with any fauna without approval in a waste facility                         | \$300            |
| 38       | 4.6(1)(f)  | Damaging, defacing or destroying any building, equipment, plant or property within a waste facility | \$500            |
| 39       | 4.6(2)     | Acting in an abusive or threatening manner  | \$300            |

Dated..... 20\_\_\_\_

The Common Seal of the }  
**Shire of Dowerin** }  
was affixed by authority of a }  
resolution of the Council in the }  
presence of: }

---

**Shire President**

---

**Chief Executive Officer**



**ATTACHMENT 1**

**LOT 28 (59) GOLDFIELDS ROAD, DOWERIN**

**LOCATION PLAN**

20/03/2018

NOT TO SCALE





## Part 5 — Amending local planning scheme

### Division 1 — Preliminary

#### 34. Terms used

In this Part —

**basic amendment** means any of the following amendments to a local planning scheme —

- (a) an amendment to correct an administrative error;
- (b) an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;
- (c) an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;
- (d) an amendment to the scheme so that it is consistent with any other Act that applies to the scheme or the scheme area;
- (e) an amendment to the scheme so that it is consistent with a State planning policy;
- (f) an amendment to the scheme map to include a boundary to show the land covered by an improvement scheme or a planning control area;
- (g) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan;
- (h) an amendment that results from a consolidation of the scheme in accordance with section 92(1) of the Act;
- (i) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area

if the amendment will have minimal effect on the scheme or landowners in the scheme area;

**complex amendment** means any of the following amendments to a local planning scheme —

- (a) an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (b) an amendment that is not addressed by any local planning strategy;
- (c) an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;
- (d) an amendment made to comply with an order made by the Minister under section 76 or 77A of the Act;
- (e) an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan;

**standard amendment** means any of the following amendments to a local planning scheme —

- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (c) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;
- (d) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if

the scheme does not currently include zones of all the types that are outlined in the plan;

- (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- (g) any other amendment that is not a complex or basic amendment.

Note for this regulation:

Under section 257B of the Act and regulation 10(4) the provisions in Schedule 2 are deemed provisions and have effect and may be enforced as part of each local planning scheme. Incorporation of the provisions set out in Schedule 2 into the text of a local planning scheme is not an amendment of the local planning scheme.

**35. Resolution to prepare or adopt amendment to local planning scheme**

- (1) A resolution of a local government to prepare or adopt an amendment to a local planning scheme must be in a form approved by the Commission.

Note for this subregulation:

Section 75 of the Act provides for a local government to amend a local planning scheme or adopt an amendment to a local planning scheme proposed by all or any of the owners of land in the scheme area.

- (2) A resolution must —
  - (a) specify whether, in the opinion of the local government, the amendment is a complex amendment, a standard amendment or a basic amendment; and
  - (b) include an explanation of the reason for the local government forming that opinion.

- (3) An amendment to a local planning scheme must be accompanied by all documents necessary to convey the intent and reasons for the amendment.
- (4) The local government may refuse to adopt an amendment to a local planning scheme proposed by a landowner if the local government is not satisfied that there is in place an agreement for the local government to use any copyrighted material provided in support of the proposed amendment —
  - (a) for the purpose of preparing and implementing the amendment; and
  - (b) for zero remuneration.

**36. Landowner may request Commission’s advice on type of amendment**

- (1) A landowner may request the Commission to advise whether, in the opinion of the Commission, the amendment is a complex amendment, a standard amendment or a basic amendment if —
  - (a) the landowner has requested the amendment; and
  - (b) the landowner considers that the resolution made by the local government in respect of the amendment does not appropriately specify the amendment as being of a particular type.
- (2) If the Commission advises the local government that, in its opinion, the amendment is of a different type to that specified by the local government in the resolution, the local government must amend the resolution accordingly.

**Division 2 — Process for complex amendments to local planning scheme**

**37. Resolution to proceed to advertise complex amendment**

- (1) On completion of the preparation of a complex amendment to a local planning scheme or the consideration of a complex

modification to the amendment to the local planning scheme as directed by the Minister or authorised person.

### **Division 3 — Process for standard amendments to local planning scheme**

#### **47. Advertisement of standard amendment**

- (1) Subject to sections 81 and 82 of the Act, if a local government resolves under regulation 35(1) to prepare a standard amendment to a local planning scheme or to adopt a standard amendment to a local planning scheme proposed by the owner of land in the scheme area, the local government must, as soon as is reasonably practicable, prepare a notice in a form approved by the Commission giving details of —
  - (a) the purpose of the amendment; and
  - (b) where the amendment may be inspected; and
  - (c) to whom and during what period submissions in respect of the amendment may be made.
- (2) On completion of the preparation of the notice, the local government must advertise the standard amendment to a local planning scheme as follows —
  - (a) publish the notice in a newspaper circulating in the scheme area;
  - (b) display a copy of the notice in the offices of the local government for the period for making submissions set out in the notice;
  - (c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment;
  - (d) publish a copy of the notice and the amendment on the website of the local government;

- (e) advertise the scheme as directed by the Commission and in any other way the local government considers appropriate.
- (3) The local government must ensure that the standard amendment to the local planning scheme is made available for inspection by the public during office hours at the office of the local government.
- (4) The period for submissions set out in a notice must be not less than a period of 42 days commencing on the day on which the notice is published in a newspaper circulating in the scheme area.

**48. Land owner may be required to pay costs of publication**

The local government may require a person to pay the cost of the publication of a notice under regulation 47(2) if —

- (a) the notice relates to an amendment to a local planning scheme in respect of land owned by the person; and
- (b) the person proposed the amendment to the local planning scheme.

**49. Submissions on standard amendment**

- (1) A submission on a standard amendment to a local planning scheme must —
  - (a) be made in writing to the relevant local government in a form approved by the Commission; and
  - (b) state the name and address of the person making the submission; and
  - (c) include a statement about the capacity in which the person makes the submission.
- (2) A local government must acknowledge in writing the receipt of each submission received by it.

**50. Consideration of submissions on standard amendments**

(1) In this regulation —

***consideration period***, in relation to a standard amendment to a local planning scheme, means the period ending on the latest of the following days —

- (a) the day that is 60 days after the end of the submission period for the amendment;
- (b) the day that is 21 days after the receipt of a statement in respect of the amendment delivered under section 48F(2)(a) of the EP Act;
- (c) the day that is 21 days after the receipt of a statement in respect of the amendment delivered under section 48G(3) of the EP Act if that statement is in response to a request by the local government made under section 48G(1) of the EP Act before the later of the days set out in paragraphs (a) and (b);
- (d) a day approved by the Commission;

***submission period***, in relation to a standard amendment to a local planning scheme, means the period for making submissions specified in the notice in respect of the amendment referred to in regulation 47(1).

(2) The local government —

- (a) must consider all submissions in relation to a standard amendment to a local planning scheme lodged with the local government within the submission period; and
- (b) may, at the discretion of the local government, consider submissions in relation to the amendment lodged after the end of the submission period but before the end of the consideration period.

- (3) Before the end of the consideration period for a standard amendment to a local planning scheme, or a later date approved by the Commission, the local government must pass a resolution —
  - (a) to support the amendment without modification; or
  - (b) to support the amendment with proposed modifications to address issues raised in the submissions; or
  - (c) not to support the amendment.
- (4) If no submissions have been received within the submission period, the resolution referred to in subregulation (3) must be passed as soon as is reasonably practicable after the end of the submission period.

**51. Local government may advertise proposed modifications to standard amendment**

- (1) The local government may decide to advertise a modification to a standard amendment to a local planning scheme if —
  - (a) the local government proposes the modification to address issues raised in submissions made on the amendment; and
  - (b) the local government is of the opinion that the proposed modification to the amendment is significant.
- (2) If a local government makes a decision under subregulation (1) the local government must take any steps the local government considers appropriate to advertise the proposed modification to the amendment.
- (3) A proposed modification to an amendment to a local planning scheme may not be advertised on more than one occasion without the approval of the Commission.



- (4) Any advertisement of a proposed modification to the amendment to the local planning scheme must include a notice specifying —
- (a) the proposed modifications to be made to the advertised amendment; and
  - (b) where the amendment and the proposed modifications may be inspected; and
  - (c) to whom and during what period submissions may be made; and
  - (d) the manner and form in which submissions may be made.
- (5) The period for making submissions set out in the notice referred to in subregulation (4) must be a period of 21 days commencing on the day on which the notice is first given or a longer period approved by the Commission.
- (6) A person may make a submission on a proposed modification to a standard amendment to a local planning scheme that has been advertised in accordance with subregulation (2) —
- (a) in the manner and form specified in the notice; and
  - (b) within the period specified in the notice.
- (7) If a proposed modification to an amendment to a local planning scheme is advertised in accordance with this regulation, a local government —
- (a) must consider all submissions on the proposed modification made to the local government within the period specified in the notice; and
  - (b) may, at the discretion of the local government, consider submissions on the proposed modification made to the local government after the period specified in the notice; and
  - (c) must make a recommendation in respect of each submission considered.

**52. Incorporation of environmental conditions**

If a local government receives a statement in respect of a standard amendment to a local planning scheme delivered under section 48F(2) of the EP Act after passing a resolution to prepare or adopt the amendment but before complying with regulation 53, the local government must amend the amendment documents —

- (a) to incorporate the conditions set out in the statement; or
- (b) if as the result of a request by the local government under section 48G(1) of the EP Act a statement is delivered to the local government under section 48G(3) of the EP Act, to incorporate the conditions set out in that later statement.

**53. Information on standard amendment to be provided to the Commission**

- (1) After passing a resolution under regulation 50(3) the local government must provide the advertised amendment to the local planning scheme to the Commission together with the following —
  - (a) a schedule of submissions made on the amendment;
  - (b) the response of the local government in respect of the submissions;
  - (c) particulars of each modification to the amendment proposed by the local government in response to the submissions;
  - (d) if any proposed modification to the amendment was advertised —
    - (i) an explanation of the reasons for advertising the modification; and
    - (ii) particulars of how the modification was advertised; and

- (iii) a schedule of submissions made on the proposed modifications; and
    - (iv) the recommendation of the local government in accordance with regulation 51(7)(c) in respect of each submission;
  - (e) a copy of the resolution passed under regulation 50(3);
  - (f) if that resolution was a resolution under regulation 50(3)(c) — a summary of the reasons why the local government does not support the amendment;
  - (g) details of any provision in the local planning scheme that varies or excludes a provision set out in Schedule 1;
  - (h) details of any provision in the local planning scheme as it will be amended that supplements a provision set out in Schedule 2;
  - (i) any relevant maps, plans, specifications and particulars required by the Commission.
- (2) The schedule of submissions referred to in subregulation (1)(a) and (d)(iii) must include the following —
  - (a) the name and address of the person making the submission;
  - (b) where it is relevant, a description of the property that is the subject of the submission;
  - (c) the submission or a summary of the submission.
- (3) The documents referred to in subregulation (1) must be provided to the Commission —
  - (a) in the case of a resolution to support an amendment to a local planning scheme without modification or not to support an amendment to a local planning scheme — within 21 days of passing the resolution; or

- (b) in the case of a resolution to support an amendment to a local planning scheme with proposed modifications —
  - (i) if the local government decides not to advertise the proposed modification — within 21 days of passing the resolution; or
  - (ii) otherwise — within 21 days of complying with regulation 51(7);

or

- (c) if the Commission in any case approves a longer period — within that longer period.

**54. Commission may direct amendment be treated as complex amendment**

If, on receipt of documents provided to it under regulation 53(1), the Commission considers that the amendment to the local planning scheme is a complex amendment, the Commission may direct the local government —

- (a) to readvertise the amendment as a complex amendment;

or

- (b) to take any other steps the Commission considers appropriate to advertise the amendment.

**55. Commission to submit standard amendment and recommendations to Minister**

Unless the Commission makes a direction under regulation 54, the Commission must, within 60 days of receiving the documents provided to it under regulation 53(1), or within such longer period as the Minister or an authorised person allows —

- (a) consider the documents; and
- (b) make any recommendations to the Minister in respect of the amendment that the Commission considers appropriate; and

- (c) submit the documents and the recommendations to the Minister in accordance with section 87(1) of the Act.

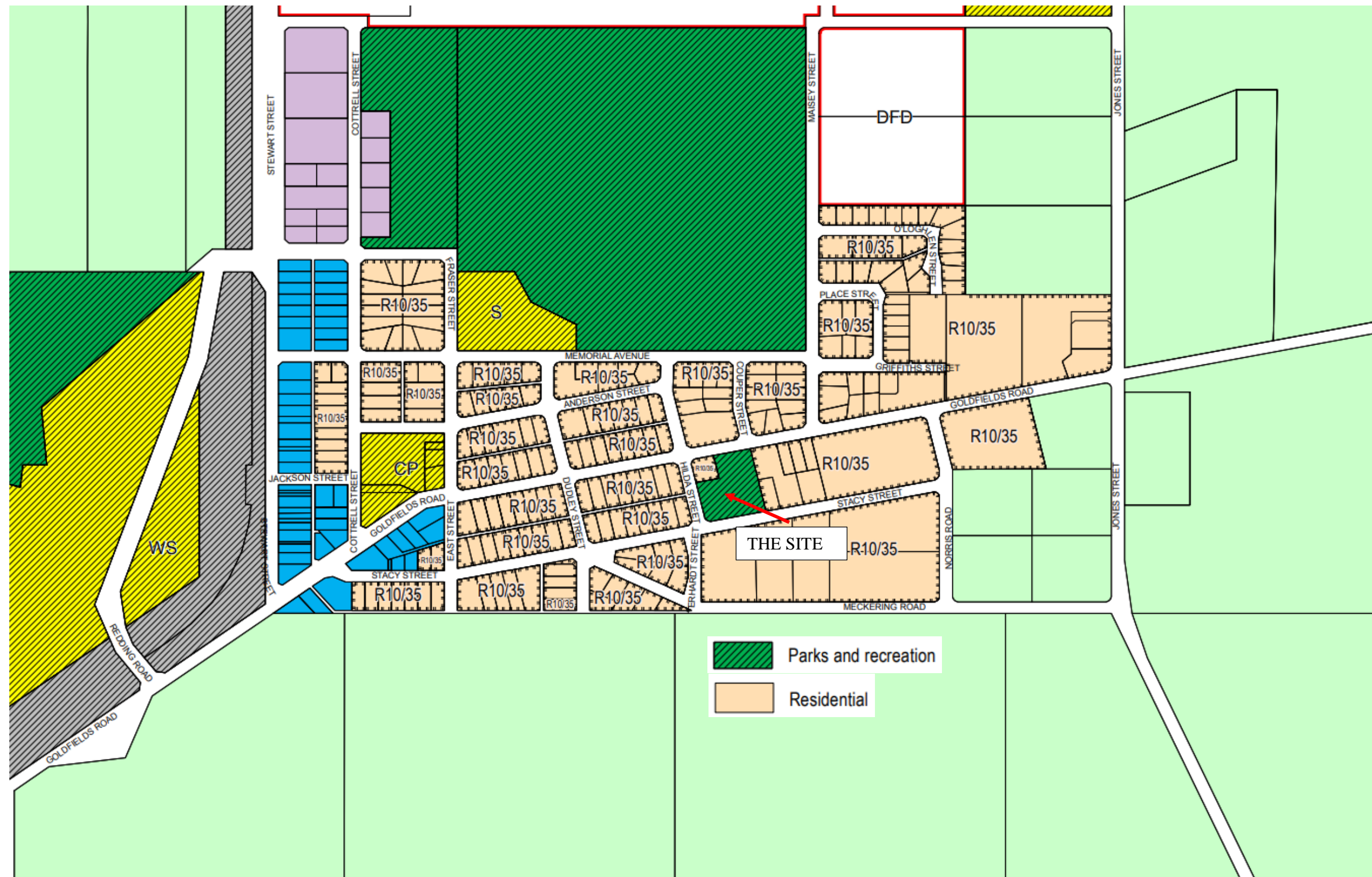
**56. Minister or authorised person may direct modifications to standard amendment be advertised**

- (1) Before a decision is made under section 87 of the Act, the Minister or an authorised person may direct the local government to advertise modifications to a standard amendment to a local planning scheme if —
  - (a) the local government proposes, or the Commission recommends, that the amendment that was advertised under regulation 47(2) be modified; and
  - (b) the Minister or authorised person is of the opinion that the modification is significant.
- (2) The direction must include details of the process to be followed in respect of the advertisement including timeframes for —
  - (a) the making and consideration of submissions on the modifications; and
  - (b) providing recommendations to the Minister or authorised person following the advertisement.
- (3) If a local government is given a direction under subregulation (1) the local government must advertise the modification to the amendment to the local planning scheme as directed by the Minister or authorised person.

**Division 4 — Process for basic amendments**

**57. Incorporation of environmental conditions**

If a local government receives a statement in respect of a basic amendment to a local planning scheme delivered under section 48F(2) of the EP Act after passing a resolution to prepare or adopt the amendment but before complying with regulation 58, the local government must amend the amendment documents —



**ATTACHMENT 3**

**LOT 28 (59) GOLDFIELDS ROAD, DOWERIN**

**EXCERPT – LPS2 SCHEME MAP**

20/03/2018

NOT TO SCALE



# Draft Dowerin Strategic Community Plan 2018-2028



# Dowerin Memorial Swimming Pool

## Asset Management Report

---

Condition / Maintenance Issues & Observations,  
Recommendations (Contract Aquatic Services),  
Compliance (RLSSWA Audit / LGIS),  
Asset Depreciation Schedule,  
The Health Act / Building & Construction codes,  
Refurbishment or New? (The Decision Process),  
Refurbishment Vs New (\$ Summary),

---



**Client:** Shire of Dowerin  
**Title:** Asset Management Report  
**Report date:** November 2017  
**Our reference:** CAS/SOD/AMR/2017  
**Compiled by:** Mat Mildwaters  
**Approved by:** Mat Mildwaters



| <b>Contents</b>   | <b>Page No</b> |
|---|----------------|
| <u>Introduction</u>   | 03             |
| <u>Condition / Maintenance Issues &amp; Observations</u>  | 04             |
| <u>Recommendations on Observations (Contract Aquatic Services)</u>  | 09             |
| <u>Compliance (RLSSWA Audit / LGIS)</u>   | 12             |
| <u>Asset Depreciation Schedule</u>  | 13             |
| <u>The Health Act &amp; Building / Construction Codes for Class 1 Aquatic Facilities<br/>(and how it affects our decision making and project costs)</u> | 19             |
| <u>Refurbishment or New? (The Decision Process)</u>   | 20             |
| <u>Refurbishment Vs New (\$ Summary)</u>  | 30             |
| <u>Conclusion</u>   | 31             |
| <u>Attachments</u>  | 31+            |

|   |  |
|---|--|
| <u><i>Pool Inspection Report – Wet Deck Pools (dye testing)</i></u>                     |  |
| <u><i>Control Joint Plan (Water Loss Diagram) – Dowerin Pool</i></u>                    |  |
| <u><i>Contractor estimates – Dowerin Memorial Swimming Pool refurbishment items</i></u> |  |
| <u><i>Quairading Public Swimming Pool – New development Cost breakdown FYI</i></u>      |  |
| <u><i>Quairading Public Swimming Pool – Designs</i></u>                                 |  |
| <u><i>Quairading Swimming Pool redevelopment project (illustrations)</i></u>            |  |
| <u><i>Wet Deck Pools – Refurbishment illustrations</i></u>                              |  |

## **Introduction**

Shortly after the management tender acceptance and just prior to Swimming Pool season 2016 / 2017 Shire of Dowerin CEO Andrea Selvey and Contract Aquatic Services met to discuss the future of the Dowerin Memorial Swimming Pool.

The purpose of this meeting was to discuss the aging condition of the swimming pool, any up and coming budget items, and to weigh up the costs and longevity of refurbishing the existing swimming pool complex in comparison to a new centre (replacement).

An agreement was made to develop an asset management plan to best service the Dowerin community in terms of longevity, patronage / usage, compliance / safety, standard of management services and budget implications to council regarding the Dowerin Memorial Swimming Pool. We (Council, Shire of Dowerin & Contract Aquatic Services) would then be well prepared, documented and informed to ensure the best outcomes for the Dowerin community moving forward.

## Condition / Maintenance Issues & Observations

### 1.0 Recirculation

\*The Main recirculation pump at the Dowerin swimming pool has reached its life cycle. The backing plate is leaking quite badly, and the housing of the pump and motor is showing signs of fatigue with heavy oxidization (rusting) of the metal casing

\*Recirculation steel piping is in a very poor state (imminent failure in the near term) and this is also likely the case underground to the abutment of the concrete centre return channel (the attachment at the bottom of the dive bowl) \*Primary screen box is in need of repair with shell brickwork depleted \*learner and main pool basins are a fixed system with no independent flow control to each other.



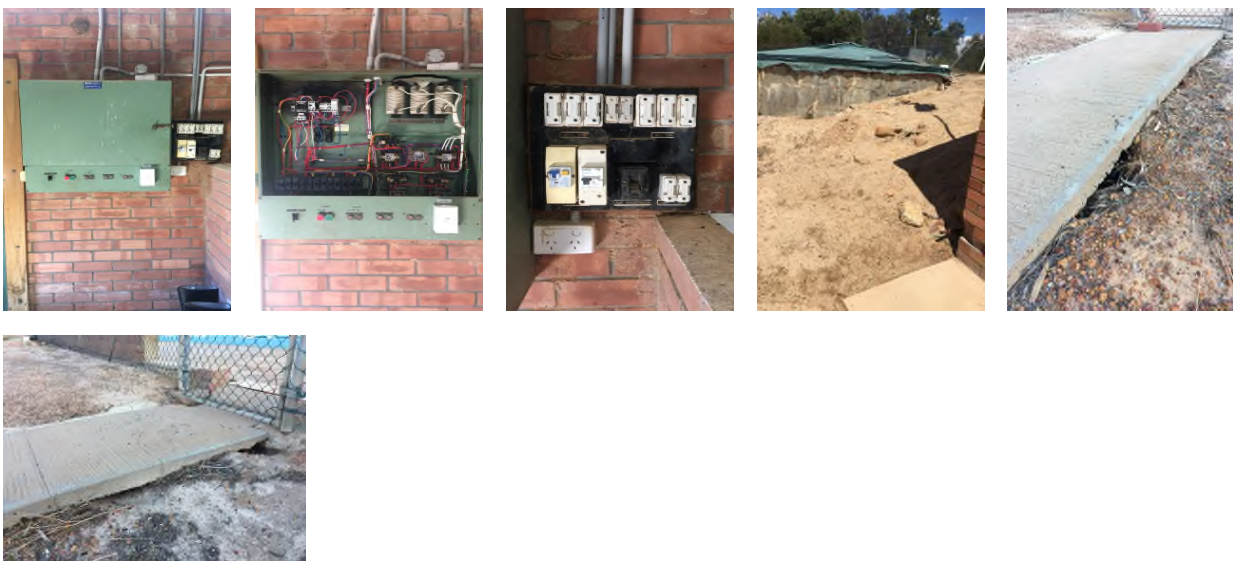
### 2.0 Filtration & Components

\*The concrete shell of the sand filter at the Dowerin Swimming pool appears in a good condition \*All metal piping on both inlets and outlets is badly rusted and the structural integrity of the piping is in a poor state (imminent failure in the near term) \*All valves are in very poor condition, with many also very difficult to operate \*Pressure gauges need replacing.



### 3.0 Plant Room

\*Electrical board is disorganised, messy, incorrectly labelled and non-compliant. Electrical upgrades required (new IP66> board and circuit breakers) \* Main pump contactor and switch is non-compliant (requires an emergency stop and must be also be installed to only allow manual activation of the main pump after a power failure)  
\*Walkways leading to plant room have some heavy run off damage and require filling  
\*Area between the plant and balance tank needs retaining and has some heavy signs of water runoff damage \*overflow drain should be run from the balance tank to rear field to eliminate overflow damage \*Chemical injection equipment is in good working order with emergency shutdown system in place



### 4.0 Balance Tank

\*Balance tank appears in reasonable condition \* Shade cloth lid is splitting \* No existing ladder to minimize risk \*access to balance tank area is steep and eroded with sand regularly flowing down onto pathway.



## 5.0 Backwash Tank

\*Backwash tank does not have a ladder to minimize risk \*Backwash drainage pump does not have its own power supply (currently runs an extension across the path)



## 6.0 Main Pool Basin

\*Main pool basin leaks at several control / expansion joints as per Wet Deck findings  
\*Control joint at the front of the dive bowl is in a poor condition and has also been identified as an area of water loss \*Basin concrete / substrate is in good condition \*Wall tiles are in an average condition and approaching their life cycle \*wall tiles are old and also need re-grouting

## 7.0 Learner / Toddler pool Basins

\*Learner pool recirculation cannot be adjusted it is fixed as part of the main recirculation system \*Basin concrete appears in good condition \*No interactive equipment for young children of any kind \*Wall tiles are in an average condition and approaching their life cycle \*tiles need re-grouting

## 8.0 Bulk Heads

\*Bulk heads are in good structural condition \*Wall tiles are in an average condition and approaching their life cycle \*Tiles need re-grouting \* Lane rope anchor points are dangerous and an identified hazard



### 9.0 Pool Pediment / Gutters

\*Pool pediment is in poor condition with signs of concrete cancer showing \*1 area on the main pool basin is breaking away and has been coned off for now.



### 10.0 Pool Concourse

\*Pool concourse is moving in some areas \*A few trip hazards exist where movement has occurred



### 11.0 Change rooms

\*Change rooms are in an average but acceptable condition.



## 12.0 Front entrance

\*Installation of the front entrance gardens greatly improved the centres visual appeal

\*Brickwork is old and lacks visual appeal



## 13.0 Pool Surrounds

\*The swimming pool surrounds and landscaping are great in design in a reasonable condition

\*The left side lawn area is average \*Left side irrigation is manual only \* The fence separating the pool area and the plant is transparent.



## **Recommendations on Observations (Contract Aquatic Services)**

### **1.0 Recirculation**

A complete rebuild is recommended from the main recirculation pump to the plumbing attachment into the main pool basin.

- \*Replacement of main recirculation pump. CAS has donated a good condition second hand model.
- \*Recirculation Piping will need to be replaced at the time of filter repairs. This will include micro tunneling into the pool basin to completely convert all piping to PVC.
- \*Replacement of recirculation valves
- \*Primary screen box needs rebuilding

### **2.0 Filtration & Components**

Refurbishment of existing filter over replacement is recommended. The actual concrete shell of the sand filter at the Dowerin Swimming pool appears in a good condition and in the experienced opinion of Brain McDonald (Wet Deck Pools) and myself would likely last another fifty-year life cycle with a refurbishment.

- \*Diamond core and remove existing steel Pipework
- \*Replace all steel piping with PVC
- \*Replacement of all filtration valves
- \*Replacement of filter gauges
- \*Reinstatement of new compressor for backwashing filter media

### **3.0 Plant Room**

Complete rewire and replacement of the main electrical switchboard is recommended. Retaining of the access area to the balance tank is recommended. Repairs to all pathways required.

- \*Replace the main electrical switchboard and all breakers to combo RCD configuration
- \*Rewire the main recirculation pump contactor to include an emergency stop above the pump. The pump must also not be auto start (currently on a timer).
- \*Replace all lighting to LED IP65 rating or better

### **4.0 Balance Tank**

\*Repairs to shade cloth cover or replacement with a solid lid is recommended. \*Install ladder for OHS

### **5.0 Backwash Tank**

\*Install ladder for OHS \*Install weatherproof GPO for backwash tank drainage pump



## 6.0 Main Pool Basin

\*Complete rebuild of all control joints (not just caulking) \*Resurface of the main pool basin \*Installation of new lane anchors \*Replacement of wall tiles \*Re-grouting of wall tiles

## 7.0 Learner / Toddler Pool Basins

\*Resurface of the learner pool basins \*Replacement of supply plumbing to PVC and independent flow control at the time Gutter replacement with a wet deck drainage system (the concourse will also have to be removed at this time giving us easy access to plumbing) \*Installation of some simple fountain / water features for the kiddies also at the time of Wet deck installation

## 8.0 Bulk Heads

\*Removal of old lane anchors \*Possible tiling of bulkheads when a wet deck gutter system is installed

## 9.0 Pool Pediment / Gutters

\*Removal and replacement with a wet deck drainage system required.

## 10.0 Pool Concourse

\*Concourse should be removed and replaced at the time of gutter removal and conversion to a wet deck drainage system

## 11.0 Change Rooms

\*Change rooms could do with a basic facelift at the time of major works, most likely being the gutter removal and installation of the wet deck drainage system.

## 12.0 Front Entrance

\*Recommend a render coat or a mural (CAS can help here) at the time of future major works. This would best be timed with the gutter removal and conversion to a Wet Deck drainage system.

### 13.0 Pool Surrounds

The transparent fence between the plant and swimming pool area would look a lot better if a solid NETA screen type structure (or as a minimum covered in shade cloth). This would exclude the plant, backwash tank, balance tank, and open dry fields from the visual appeal of the swimming pool area.

\*Remove existing cyclone fence and install a NETA solid screen fence between the pool and plant areas \*Reinstate the auto irrigation on the left side lawn areas \*At time of major works skim / kill off this area and either re-turf or seed with a good quality grass \*

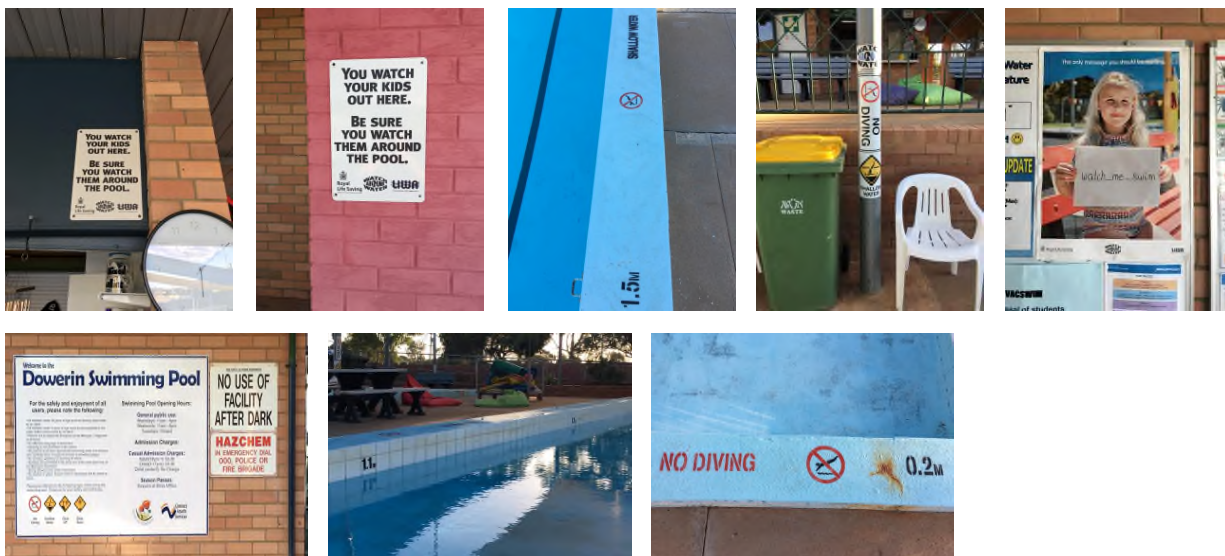
## Compliance (RLSSWA / LGIS)

During recent times we have had multiple visits by Royal Life Saving Western Australia to the Dowerin Memorial Swimming Pool for a compliance audit. The audit is funded by LGIS, comes around every 3 years or so, and provides a valuable insight to centre safety and compliance issues. The report issues the complex with an aggregate score expressed as a percentage (maximum score is 100%). This score is then broken down in a detailed format highlighting all areas in which units of compliance and safety were passed or failed.

The RLSSWA audit process has been well accepted statewide and is great news for the regional aquatic industry. Expressed in document form it is also a valuable tool for budgeting and works at the swimming pool.

In a three-year period we have managed to upgrade our compliance score from the low 70s to mid-90s. This is a very good achievement for a centre such as the Dowerin Memorial Swimming Pool which has avoided any decent fund allocation for a substantial length of time.

Credit to the Shire of Dowerin for a proactive approach in budget, and also to Contract Aquatic Services who provides many resources and also labour no charge on compliance issues at the swimming pool. Examples include but are not limited to: Automated shut down systems, wind socks, policies / procedures, manuals, stenciling, signage, stickers, rescue equipment etc.



## Dowerin Memorial Swimming Pool - Asset Depreciation Schedule

\* This spreadsheet has been created and provided free of charge to the Shire by Contract Aquatic Services. All content has been constructed with the goal to assist the Shire with an accurate and efficient means to allocate funding at the Pool, as well as assist the Shire in providing a safer environment for patrons, Shire staff and associated contractors when on site. Contract Aquatic Services accepts no responsibility for any inaccuracies or liability arising from the content, or misuse of the content, of this report. This report has been constructed in confidence for the Shire / council only, and its contents are strictly confidential. Under no circumstances is this spreadsheet to be shared or distributed beyond the Shire of Dowerin and its council / staff members without the permission of Contract Aquatic Services.

| Annual Servicing / Requirements (Mandatory)                                   |                    |                         |                         |                                  |   |                             |              |  |  |          |
|---|--------------------|-------------------------|-------------------------|----------------------------------|---|-----------------------------|--------------|--|--|----------|
| Component   | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task  | New Life Expectancy (years) | Capital Cost | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations  | Priority |
| Calibration of chlorine gas detection / shutdown system                       | Contract Aquatic   | 1                       | 2017                    | 1                                | Calibration of detection cells and testing of unit  | 1                           | \$0.00       | \$0.00   | CAS provides this service free of charge to our clients  | H        |
| Annual service of chlorine gas regulator / injector / ratemeter               | Contract Aquatic   | 1                       | 2017                    | 1                                | Annual service  | 1                           | \$1,400.00   | \$1,400.00   | CAS removes, freights and reinstalls these units free of charge. We also receive a group discount for the service of multiple units (other CAS pools)  | H        |
| Annual service of breathing apparatus (BA)                                    | Contract Aquatic   | 1                       | 2017                    | 1                                | Annual service  | 1                           | \$250.00     | \$250.00   | Replacement of the cylinder will still be required @ 10 years and is included in the equipment / tools sub category  | H        |
| Replacement of chlorine gas urethane delivery lines                           | Contract Aquatic   | 1                       | 2017                    | 1                                | Annual replacement with new urethane lines  | 1                           | \$0.00       | \$0.00   | CAS provides this service free of charge to our clients  | H        |
| Annual service of oxygen resuscitation equipment                              | Contract Aquatic   | 1                       | 2017                    | 1                                | Annual service  | 1                           | \$200.00     | \$200.00   | Units are serviced as a group discount @ Australian safety H engineers along with units from other CAS pools   | H        |
| Annual replenishment of first aid supplies                                    | Contract Aquatic   | 1                       | 2017                    | 1                                | Restock as required   | 1                           | \$100.00     | \$100.00   | Local replenishment with st. joins / ambulance   | H        |
| Annual tagging of fire extinguishers  | Contract Aquatic   | 1                       | 2017                    | 1                                | Annual inspection and tagging   | 1                           | \$0.00       | \$0.00   | Outsourced and completed with other Shire servicing of fire extinguishers  | H        |
| Annual update of PPE  | Contract Aquatic   | 1                       | 2017                    | 1                                | Replenishment as required   | 1                           | \$0.00       | \$0.00   | Contractor requirement   | H        |
| Update of all MSDS and risk analysis on site                                  | Contract Aquatic   | 1                       | 2017                    | 1                                | Update as required  | 1                           | \$0.00       | \$0.00   | Contractor requirements, MSDS must be less than 5 years old, risk analysis must be the current matrix for each chemical  | H        |
| Annual inspection of defibrillator unit, replacement of batteries as required | Contract Aquatic   | 1                       | 2017                    | 1                                | replacement of batteries and pads as required   | 1                           | \$300.00     | \$300.00   | Have included as an annual inspection item however replacement batteries / pads are more than likely a 3 year life cycle   | H        |
| Testing and tagging of all electrical appliances on site                      | Contract Aquatic   | 1                       | 2017                    | 1                                | Test and tag, repair and replace as necessary on faulty devices                             | 1                           | \$300.00     | \$300.00   | CAS can provide this service if a local is not available   | H        |
| <b>Plant And Components</b>   |                    |                         |                         |                                  |   |                             |              |  |  |          |
| <b>Recirculation</b>  |                    |                         |                         |                                  |   |                             |              |  |  |          |
| Component   | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task  | New Life Expectancy (years) | Capital Cost | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations  | Priority |
| Ball float Assembly (Auto & Manual Fill)                                      | Contract Aquatic   | 5                       | X                       | 4                                | Replace as required, parts easily available from local hardware                             | 5                           | \$200.00     | \$40.00  |  |          |
| Footvalve / urbate assembly to lint Pot                                       | Contract Aquatic   | 5                       | X                       | 4                                | Replace as required   | 5                           | \$1,500.00   | \$300.00   |  |          |
| Hair and Lint Pot   | Contract Aquatic   | 10                      | X                       | 7                                | Replace as required   | 10                          | \$3,500.00   | \$350.00   |  |          |
| Main recirculation pump   | Contract Aquatic   | 10                      | 2017                    | 0                                | replace or re-finish  | 10                          | \$8,000.00   | \$800.00   | Backing pipe is leaking. Casing and cooling fins are rusted. Contract Aquatic has a replacement pump on site and will undertake replacement free of charge   |          |
| Butterfly valves  | Contract Aquatic   | 15                      | X                       | 0                                | Replace at expiry   | 15                          | \$3,500.00   | \$233.33   | Current valves are stiff and hard to operate. Replacement recommended at time of filtration repairs  | H        |
| Return Piping (Entry through plant floor to pool basins)                      | Wet Deck Pools     | 50                      | X                       | 0                                | Micro tunnel new return plumbing into pool basins as per Wetdeck recommendation / quotation | 50                          | \$66,000.00  | \$1,320.00   | Current piping is rusted in visible areas and it is very likely the buried section of pipe is in the same condition. Micro tunnel new return plumbing into pool basins as per Wetdeck recommendation / quotation |          |
| <b>Filtration</b>   |                    |                         |                         |                                  |   |                             |              |  |  |          |
| Component   | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task  | New Life Expectancy (years) | Capital Cost | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations  | Priority |

|  |                    |  |                         |                                  |  |                             |  |  |  |          |
|--|--------------------|--|-------------------------|----------------------------------|--|-----------------------------|--|--|--|----------|
| Filter and pipework                            | Contract Aquatic   | 50   | X                       | 0                                | Refreshment at expiry  | 50                          | \$25,000.00  | \$500.00   | Filter is leaking at the outlet piping and will fail in the near future  | H        |
| Compressor                                     | Contract Aquatic   | 20   | X                       | 0                                | Replace with new compressor unit   | 20                          | \$5,000.00   | \$250.00   |  |          |
| Pressure Gauges                                | Contract Aquatic   | 10   | X                       | 0                                | Replace with proposed filter repairs   | 10                          | \$300.00   | \$30.00  |  |          |
| Filter Media                                   | Contract Aquatic   | 50   | X                       | 10                               | Reevaluate at time of filter repair or replace at expiry   | 50                          | \$15,000.00  | \$300.00   | Media inspection and reevaluation at time of filter repairs. As Downer is a relatively quiet pool it is possible we can date the media another 50 years  |          |
| <b>Disinfection (Chemical Treatment)</b>       |                    |  |                         |                                  |  |                             |  |  |  |          |
|  | Information Source | Life Expectancy (total)                    | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task   | New Life Expectancy (years) | Capital Cost   | Annual Cost (Capital cost / minimum life expectancy)                                     | Observations / Comments / Recommendations  | Priority |
| Chlorine Gas Detection / Shutdown System       | Contract Aquatic   | 15   | 2016                    | 14                               | Nil  | 15                          | \$12,000.00  | \$800.00   | Nil cost (with CAS annual inspection and calibration no charge)  |          |
| Chlorine Gas detection Cells)                  | Contract Aquatic   | 4  | 2016                    | 3                                | Replace at expiry  | 4                           | \$1,500.00   | \$375.00   | Costs of chlorine detection cells are \$1500 each with a life cycle of 3-4 years to meet compliance. CAS changes / installs these free of charge with our annual service / calibration of the shut down system and the gas regulator / rate meter / injector |          |
| Chlorine Gas warning strobe                    | Contract Aquatic   | 10   | 2016                    | 9                                | Nil  | 10                          | \$300.00   | \$30.00  | Replacement unit is \$300  |          |
| Chlorine Gas Warning Beacon                    | Contract Aquatic   | 10   | 2016                    | 9                                | Nil  | 10                          | \$300.00   | \$30.00  | Replacement unit is \$300  |          |
| Windsock                                       | Contract Aquatic   | 2  | 2016                    | 1                                | Replacement when required with high quality sock   | 5                           | \$500.00   | \$100.00   | Replacement when required with high quality sock   |          |
| Chlorine Booster Pump                          | Contract Aquatic   | 5  | 2017                    | 5                                | Nil  | 5                           | \$500.00   | \$100.00   |  |          |
| Injection collars and Chlorine plumbing        | Contract Aquatic   | 10   | 2017                    | 10                               | Reinstalled with proposed filter repairs   | 10                          | \$1,500.00   | \$150.00   |  |          |
| Chlorine Gas Regulator / Injector / Rate meter | Contract Aquatic   | 8  | 2013                    | 3                                | Replacement  | 8                           | \$1,800.00   | \$225.00   |  |          |
| Chlorine Gas Urethane Lines                    | Contract Aquatic   | 1  | 2017                    | 1                                | CAS free of charge whilst re-installing serviced regulator / rate meter / injector and calibrating gas | 1                           | \$0.00   | \$0.00   | CAS does this free of charge, included in annual service sub category  |          |
| Breathing Apparatus C12 Gas                    | Contract Aquatic   | 10   | X                       | 2                                | shut down unit. Cylinder expiry and detailed service @ 10 years @ \$1200                               | 10                          | \$1,200.00   | \$250.00   | service is covered in annual service category below  |          |
| <b>Electrical</b>                              |                    |  |                         |                                  |  |                             |  |  |  |          |
|  | Information Source | Life Expectancy (total)                    | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task   | New Life Expectancy (years) | Capital Cost   | Annual Cost (Capital cost / minimum life expectancy)                                     | Observations / Comments / Recommendations  | Priority |
| Main board (electrical)                        | Contract Aquatic   | 20   | X                       | 0                                | Replacement / Upgrade  | 20                          | \$5,000.00   | \$250.00   | IP66 enclosure recommended   |          |
| Plant Room Lighting and GPO's                  | Contract Aquatic   | 10   | X                       | 0                                | Replacement / Upgrade  | 10                          | \$1,000.00   | \$100.00   | LED lighting recommended. All GPO and light fittings IP66 or above   |          |
| <b>Other</b>                                   |                    |  |                         |                                  |  |                             |  |  |  |          |
|  | Information Source | Life Expectancy (total)                    | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task   | New Life Expectancy (years) | Capital Cost   | Annual Cost (Capital cost / minimum life expectancy)                                     | Observations / Comments / Recommendations  | Priority |
| Safety Shower / Eyewash                        | Contract Aquatic   | 10   | 2007                    | 0                                | Refresh shower / eye fittings  | 10                          | \$300.00   | \$30.00  |  |          |
| <b>Walkways and access areas</b>               |                    |  |                         |                                  |  |                             |  |  |  |          |
| <b>Swimming Pool Basins</b>                    |                    |  |                         |                                  |  |                             |  |  |  |          |
| <b>Main Pool</b>                               |                    |  |                         |                                  |  |                             |  |  |  |          |
|  | Information Source | Life Expectancy (total)                    | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task   | New Life Expectancy (years) | Capital Cost   | Annual Cost (Capital cost / minimum life expectancy)                                     | Observations / Comments / Recommendations  | Priority |
| Pool Shell Structure (Main Pool)               | Wet Deck Pools     | Currently OK. Dive well may have a problem | X                       |                                  | Pool Shell refurbishment. Removal of dive well and installation of new concrete floor and tiled        | 50                          | An extra \$65,000.00 added on to our refurbishment quotation is required to eliminate the dive well if necessary | This would guarantee a fully water tight public swimming pool with a 50+ year life span. | We have inspected many pools around various watershed regions and always found that the concrete condition below the waterline is usually good.  |          |

|   |  |                                |                                 |   |  |  |   |   |  |                 |
|---|--|--------------------------------|---------------------------------|---|--|--|---|---|--|-----------------|
| Control Joints (Main Pool)  | Wet Deck Pools   | Currently/Failed               | X                               | 0                                       | As per quotation sent (Full rebuild)                               | 50   | As per quotation  | N/A. The control joint sealant may need servicing every 5 years. We recently inspected multi-basin that we installed over 5 years ago and these were still ok | Rebuilding the control joint with a rear-guard waterproof eliminates damage to this from future servicing. Waterstops installed within the concrete are prone to being cut when sealant replacement is required. (Via Stanley knife or angle grinder). We install rear-guard with a cork expansion joint. The cork is not only a seal but also creates a barrier between the rubber and sealant preventing damage to your main water seal. | Priority        |
| Wall Tiles (Main Pool)  |  |                                | X                               |   |  |  |   |   |  |                 |
| Pool Pediment (Main Pool)   | Contract Aquatic   |                                | X                               | 5                                       | Wet deck conversion  |  |   |   | Signs of heaving, expansion and concrete cancer. It is very common on the concrete above water level on older whetbell pools is subject to failure or concrete cancer.   |                 |
| Bulkheads (Main Pool)<br>Stair entries (Main Pool)<br>Diving Blocks (Main Pool)<br>Wall Tiles (Main Pool)<br>Lane Tiles (Main Pool)<br>Surface coating (Main Pool)  | Contract Aquatic<br>Contract Aquatic<br>Contract Aquatic<br>Contract Aquatic<br>Contract Aquatic<br>Contract Aquatic         |                                | X<br>X<br>X<br>X<br>X<br>2011   | 10<br>0                                 |  |  | 20-25k depending on prep  |   |  |                 |
| Diving Platform<br>Diving Board<br>Lane Ropes   | Contract Aquatic<br>Contract Aquatic<br>Contract Aquatic   |                                | X<br>X<br>2017                  | 7                                       |  |  |   |   | Contract Aquatic will always have contacts to replace lane ropes as required provided a successful swimming club exists<br>Non compliant lane anchors with safety issues.<br>Replacement with watertight lane anchors at time of any basin refurbishment is recommended. In addition to safety improvements, this will also prolong the life of lane ropes   |                 |
| Lane Anchors  | Contract Aquatic   |                                | X                               | 0                                       |  |  |   |   |  |                 |
| Ladders and Hand Rails<br>Gutter Returns (Drainage)   | Contract Aquatic<br>Wet Deck Pools   |                                | X<br>X                          |   |  |  |   |   |  |                 |
| <b>Learner Pool</b>   |  |                                |                                 |   |  |  |   |   |  |                 |
| <b>Component</b>  | <b>Information Source</b>  | <b>Life Expectancy (total)</b> | <b>Life Cycle Commencement</b>  | <b>Life Cycle Valuation (remaining)</b> | <b>Maintenance Task</b>  | <b>New Life Expectancy (years)</b>               | <b>Capital Cost</b>   | <b>Annual Cost (Capital cost / minimum life expectancy)</b>   | <b>Observations / Comments / Recommendations</b>   | <b>Priority</b> |
| Pool Shell Structure (Learner Pools)<br>Pool Pediment (Learner Pools)<br>Bulkheads (Learner Pools)<br>Stair entries (Learner Pools)<br>Wall Tiles (Learner Pool)<br>Surface Coating (Learner Pool)<br>Hand Rails<br>Gutter Returns (Drainage) | Wet Deck Pools<br>Wet Deck Pools<br>Wet Deck Pools<br>Wet Deck Pools<br>Wet Deck Pools<br>Contract Aquatic<br>Wet Deck Pools |                                | X<br>X<br>X<br>X<br>X<br>X<br>X |   |  |  |   |   |  |                 |
| <b>Other</b>  |  |                                |                                 |   |  |  |   |   |  |                 |
| <b>Component</b>  | <b>Information Source</b>  | <b>Life Expectancy (total)</b> | <b>Life Cycle Commencement</b>  | <b>Life Cycle Valuation (remaining)</b> | <b>Maintenance Task</b>  | <b>New Life Expectancy (years)</b>               | <b>Capital Cost</b>   | <b>Annual Cost (Capital cost / minimum life expectancy)</b>   | <b>Observations / Comments / Recommendations</b>   | <b>Priority</b> |
| Balance tank<br>Backwash Tank   |  |                                | X                               | 50                                      | Nil  | 50   |   |   | Hand rails installed as per OHS requirements 2016 / 2017   |                 |
| Backwash Tank accessories   | Contract Aquatic   |                                | X                               | 0                                       | Install exit ladder  | 50   | 2k  |   | Most issues with the backwash tank have been rectified. We need an exit ladder and also the drainage pump needs a power source as opposed to an extension lead across the pathway.   |                 |
| Backwash Tank Sump Pump and Plumbing<br>Well and surrounds  | Contract Aquatic   | 0                              | X                               |   | Reform and repair with structural concrete<br>Replace as necessary | 30 years<br>10 years + depending on pump quality | \$3.5K - Quotation required<br>\$200-\$1500 depending on pump quality |   | Issues on structural integrity, in particular concrete breaking away at the well surface   |                 |
| Well Drainage Sump Pump   | 5 years  | 5 years                        | X                               |   |  |  |   |   |  |                 |
| Compliance Markings   | 5 years +  | 5 years +                      | X                               |   | Install / Modify as compliance requirements change                 | 5 years +  | \$500.00  |   | In order to keep up with compliance changes I thought best to include this as a figure. \$500 each 5 year period should be enough to keep up with compliance in my experience  |                 |
| <b>Pool Surrounds / Concourse</b>   | <b>Information Source</b>  | <b>Life Expectancy (total)</b> | <b>Life Cycle Commencement</b>  | <b>Life Cycle Valuation (remaining)</b> | <b>Maintenance Task</b>  | <b>New Life Expectancy (years)</b>               | <b>Capital Cost</b>   | <b>Annual Cost (Capital cost / minimum life expectancy)</b>   | <b>Observations / Comments / Recommendations</b>   | <b>Priority</b> |



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |      |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------|
| Basketball Structure                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2017 |
| Poolside Ball  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X    |
| Playground   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X    |
| Lawn Areas   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X    |
| Stairs   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X    |
| Plant Room Access Area / Ramp / Plant Room Surrounds |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | X    |

| Buildings Component | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task | New Life Expectancy (years) | Capital Cost | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations | Priority |
|---------------------|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|
|---------------------|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|

|   |     |     |     |     |  |    |                    |  |   |  |
|---|-----|-----|-----|-----|--|----|--------------------|--|---|--|
| Security  | N/A | N/A | N/A | N/A | Basic motion activated security  |    | Quotation required |  |   |  |
| Electrical Sub Board (Entrance Hall)                |     |     |     |     | Replacement to LED lights. 10 removal of 3 phase gpo outlets as they are not needed                  | 10 | \$1,500.00         |  |   |  |
| Lighting / GPO's (Kiosk / Change Rooms / First Aid) |     | 10  | X   |     | Replacement of toilet cisterns as many are leaking or in poor condition. Replacement of toilet seats |    | \$2,000.00         |  | All ceramic bowls and stainless urnal are in good condition |  |

|                            |  |    |   |   |  |  |            |  |   |  |
|----------------------------|--|----|---|---|--|--|------------|--|---|--|
| Shower / Toilet facilities |  | 15 | X | 2 | Replacement of toilet cisterns as many are leaking or in poor condition. Replacement of toilet seats |  | \$2,000.00 |  | All ceramic bowls and stainless urnal are in good condition |  |
|----------------------------|--|----|---|---|--|--|------------|--|---|--|

|                   |  |   |   |   |         |    |            |         |  |  |
|-------------------|--|---|---|---|---------|----|------------|---------|--|--|
| PA / Sound system |  | 1 | X | 0 | Replace | 20 | \$1,000.00 | \$50.00 | CAS has provided speakers on site however a new PA is desirable (although not compulsory). This unit helps in public notices, warnings and evacuation in an emergency. CAS will look for second hand models this year and eliminate this cost to shire |  |
|-------------------|--|---|---|---|---------|----|------------|---------|--|--|

|                |  |    |   |    |  |  |  |  |  |  |
|----------------|--|----|---|----|--|--|--|--|--|--|
| First Aid Room |  |    |   |    |  |  |  |  |  |  |
| Roof Structure |  | 50 | X | 50 |  |  | Quotation required by local or shire personnel |  | Works required to gutters and underside of structure. Existing signs of rust and deterioration. Improvements to both centre aesthetics and the life expectancy of the roof structure can be achieved with rust removal, treatment and painting of the structure. |  |

|                  |  |  |  |  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|--|--|--|--|
| Hot Water System |  |  |  |  |  |  |  |  |  |  |
|------------------|--|--|--|--|--|--|--|--|--|--|

| Front Entrance Component | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task | New Life Expectancy (years) | Capital Cost | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations | Priority |
|--------------------------|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|
|--------------------------|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|

|                 |  |  |   |  |  |  |  |  |  |  |
|-----------------|--|--|---|--|--|--|--|--|--|--|
| Gardens         |  |  |   |  |  |  |  |  |  |  |
| General Signage |  |  | X |  |  |  |  |  |  |  |
| Compliance      |  |  | X |  |  |  |  |  |  |  |
| Security        |  |  | X |  |  |  |  |  |  |  |

| Centre Improvements / Works (Summary) Required Component | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task | New Life Expectancy (years) | Capital Cost | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations | Priority |
|--|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|
|--|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|

|   |  |    |     |  |  |  |  |  |  |  |
|---|--|----|-----|--|--|--|--|--|--|--|
| Wet Deck Conversion of Pool Pediments           |  | 50 | N/A |  |  |  |  |  |  |  |
| Earthing of Hand Rails and other Metal Fixtures |  | 50 | N/A |  |  |  |  |  |  |  |

| Outside chance (if industry Compliance Changes) Component | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task | New Life Expectancy (years) | Capital Cost | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations | Priority |
|---|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|
|---|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|

|  |  |  |  |  |   |    |             |          |   |  |
|--|--|--|--|--|---|----|-------------|----------|---|--|
| Prominent PROCAL Dry Chlorine Injection System |  |  |  |  | Installation of new chemical injection system | 20 | \$10,000.00 | \$500.00 | If the industry overreads to Chlorine gas and the use of this is eliminated as an option a dry chlorine unit is recommended over any alternative system. Every effort should be made to hold on to the use of chlorine gas as the budget savings to the Downer Shire in its use are substantial in terms of chemical usage, and also life expectancy of the swimming pool surface coating. Further discussion and explanation is available with CAS at any time on this topic |  |
|--|--|--|--|--|---|----|-------------|----------|---|--|



|                                      |                  |     |     |     |  |            |          |   |  |
|--------------------------------------|------------------|-----|-----|-----|--|------------|----------|---|--|
| Dry Acid Holding Tank & Mixing Motor | Contract Aquatic | N/A | N/A | N/A | This unit is only required if 20 chlorine gas is eliminated as a disinfection option and will need to be installed with the above PROCAL unit if a new chemical injection system is required | \$3,000.00 | \$150.00 | Only required if the above PROCAL unit is installed in the event of an industry crackdown on chlorine gas usage as a primary disinfectant for treatment of group 1 swimming pools |  |
|--------------------------------------|------------------|-----|-----|-----|--|------------|----------|---|--|

| Optional Component | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task | New Life Expectancy (years) | Capital Cost | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations | Priority |
|--------------------|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|
|--------------------|--------------------|-------------------------|-------------------------|----------------------------------|------------------|-----------------------------|--------------|--|---|----------|

|   |                  |    |  |  |  |  |  |  |  |  |
|---|------------------|----|--|--|--|--|--|--|--|--|
| Pool Heating                            | Contract Aquatic | 10 |  |  |  |  |  |  |  |  |
| Thermal Blankets and Blanket Buddy      | Contract Aquatic | 10 |  |  |  |  |  |  |  |  |
| Disabled Access Ramp to Main Pool Basin | Wet Deck Pools   | 50 |  |  |  |  |  |  |  |  |

Learner Pool Features  
 New Lane Anchors to Main Pool  
 Pool Contour Stenciling (Aesthetic Improvements)  
 Panel Fencing Segregation of Pool Area & Plant access area (Aesthetic Improvements)  
 Rendering of Pool Buildings  
 Disabled / Family Change  
 Lockers  
 High Stack Storage Shelving ( Heavy Duty)  
 Contract Aquatic  
 Contract Aquatic

**Resolutions (Items past life cycle)**

| Component   | Information Source | Life Expectancy (total) | Life Cycle Commencement | Life Cycle Valuation (remaining) | Maintenance Task   | New Life Expectancy (years) | Capital Cost             | Annual Cost (Capital cost / minimum life expectancy) | Observations / Comments / Recommendations   | Priority |
|---|--------------------|-------------------------|-------------------------|----------------------------------|--|-----------------------------|--------------------------|--|---|----------|
| Butterfly valves  | Wet Deck Pools     | 10                      | 2017                    | 0                                | Change all current plant room valves to gear drive valves. These are serviceable valves prolonging their life.                 | 15                          | \$3,500.00               | \$233.33   | Gear-drive valves are easier for pool managers to operate. A small amount of grease applied yearly is the maximum amount of service these valves would require.   | H        |
| Repairs to filter and pipework  | Wet Deck Pools     | Currently failed        | 2017                    |                                  | As per quotation sent.   | 50                          | \$25,000.00              | \$500.00   | The pipework itself will be fine for many years to come. We don't believe the pipework is prone to fail. It is the valves and other components of the pipework. Valves should also be replaced at the time of filter/repair | H        |
| Return piping (Entry through plant floor to pool basins). Micro tunneling as per Wetdeck quotation / recommendation | Wet Deck Pools     | 50                      | 2017                    | 0                                | Micro tunnel new return plumbing into pool basins as per Wetdeck recommendation / quotation                                    | 50                          | \$66,000.00              | \$1,320.00   |   |          |
| Surface coating (Main Pool)   | Contract Aquatic   | 7                       | 2017                    | 0                                | Resurface main and learner pool basins after repairs to the control joints for maximum life expectancy and reduced water usage | 5-7 years                   | 20-25k depending on prep |  |   |          |

## **The Health Act & Building / Construction Codes for Class 1 Aquatic Facilities (and how it affects our decision making and project costs)**

Unfortunately, there is no segregation in the Health Act or swimming pool building / construction codes between metro and regional swimming pools. This is an issue I have voiced on numerous occasions to high ranking officials within these departments for the sake of our country communities to no avail. As it stands a newly constructed regional centre in a location such as Dowerin is bound by the same requirements as a 2000 person per day metro facility with a huge operating budget. The only defense we have from having the book thrown at us is leniencies under the categories of modifications / improvements to existing facilities.

The problem therefore lies in that we have significant costs added to any project that is not categorized as a modification / improvement / upgrade of the existing Dowerin Memorial Swimming Pool.

We have never had any issues of any kind at all our regional centres including Dowerin Memorial Swimming Pool and every effort should in my opinion be taken to ensure we steer away from this new legislation which has no consideration for regional areas and low patronage swimming pools, or the budget of the councils that own them. Ignoring this and undertaking a new build shall inevitably result in a more expensive and overcomplicated install and leave council with an unnecessary budget blowout in terms of the initial build and the ongoing management of the asset.

## Refurbishment or New?

### Building Costs (The initial outlay):

Refurbishing the existing plant / basin and buildings:

\$225,000.00 (Phase1) + \$1,500,000.00 (Phase 2)

Total Cost (with breathing room) \$1,725,000.00

\*Includes items quoted by WETDECK POOLS and additional items noted by Contract Aquatic Services.

WETDECK QUOTATION has been attached to this report for an itemized breakdown of costs in refurbishing the Dowerin Memorial Swimming Pool.

The Refurbishment of the Dowerin Memorial Swimming Pool is a bit of a mixed bag in terms of urgency. Some items are critical and require immediate attention and others (some of which carry a hefty price tag) are able to be held off for a number of years to relieve budget pressure on Council, the Dowerin community, and allow for some planning and possible grant income. For this reason, it is the opinion of Contract Aquatic Services the refurbishment of the Dowerin Memorial Swimming Pool be split into two separate phases.

PHASE1 should be a combination of items of urgency that could potentially risk a swimming pool season for the community (such as the filter refurbishment, replacement of all steel piping, replacement of valves, plant modifications) and items that remove budget leakage / wastage of resources for the shire such as water loss (rebuilding of swimming pool control joints). This is simply smart council money on urgent items buying us time on the future and much larger PHASE2 (whilst also enhancing the Dowerin pool in the process). Put simply this ensures the Dowerin Memorial Swimming Pool remains open to the local community and also does not waste council money.

PHASE2 is everything else and although some high priority items are included I believe we can hold back these projects for planning especially considering the price tag they carry. This includes large expenditure items (such as the Wet Deck conversion, retiling, replumbing of the learner pools), Items that will improve community engagement and enjoyment (water features on the learner pools, possible disabled / aged access ramps), and also items that bring the centre up to a more modern standard and ensure the Dowerin community has a valuable asset restored to a life expectancy of another 50+ years.

The biggest expenditure item by far is the removal of the gutter drainage system and conversion / installation of a wet deck replacement system. At the time of this task a large number of indirect expenses will also occur such as the removal of the swimming pool concourse and potential further modifications and improvements to plant. There is some light in this however in that some recommended modifications, improvements and installations become much simpler and more cost effective. An example would be the replumbing of the learner pool basins to an adjustable flow system and the installation of

some feature pumps and play equipment for the kids to the learner pool area. The process of installing plumbing and features is much simpler and cheaper in process with the swimming pool concourse removed. The last of our compliance issues can also be addressed at a much cheaper price tag during this time such as the running of earthing cables to all metal fixtures. I must stress that many of these items are a case of “Now or Never” at the time of the wet deck conversion / concourse removal and in the interest of the Dowerin community I believe it important they be included as part of the overall picture of another 50+ years.

## PHASE1: SCOPE OF WORKS

### HIGH PRIORITY:

#### *Recirculation upgrades*

- \*Removal of all steel pipework from the recirculation system and replacement with PVC. This will include Micro tunneling from plant to attachment point of the main pool basin (Pipework replacement on this item does not include the learner pool feed from the main pool basin)
- \*Replacement of recirculation valves to UPVC or gear driven valves
- \*Reinstatement of the main recirculation pump
- \*Replacement of PVC piping from the recirculation pump to the filter attachments
- \*Installation of new pressure gauges to the recirculation system
- \*Reforming and structural concreting of the primary screen box

#### *Refurbishment of existing sand filter*

- \*Diamond core and remove existing steel pipework
- \*Replace all steel piping with PVC. This includes sleeving diamond cores into filter shell with PVC
- \*Replace all filter valves to UPVC butterfly valves or to gear driven valves
- \*Replace inlet and outlet filter gauges
- \*Install new compressor for backwashing filter media

#### *Main Pool Basin – complete refurbishment of control joints*

\*Complete rebuild of all control joints (not just caulking). This will include concrete cutting and removal, reinstatement of new water stops, reforming and structural concreting as required, installation of backing rods / foam, Installation of new joint material

**Note: (Possible variance): Structural repairs may be required on the front facia of the diving bowl**

#### *Main Pool Basin – lane anchors*

- \*Removal of existing lane anchor eyelets (on top of bulkheads)
- \*Diamond coring and installation of waterline 316 stainless steel lane anchors

### *Main Pool Basin – Resurfacing*

- \*Surface preparation of the main pool basin concrete substrate. Concrete grinding as required, high pressure jetting and acid etching / degreasing
- \*Reapplication of a high quality chlorinated rubber surface coating
- \*Does Not include the gutters or capping / pediment

### *Learner Pool Basin – Resurfacing*

- \*Surface preparation of the learner pool basin substrate. Concrete grinding as required, high pressure jetting and acid etching / degreasing
- \*Reapplication of a high quality chlorinated rubber surface coating
- \*Does Not include the gutters or capping / pediment

### *Electrical – Plant room*

- \*Complete rewire and replacement of the main electrical switchboard to a cabinet enclosure and RCD / MCB type circuit breakers.
- \* Replacement of lighting to LED models (IP56 or above recommended)
- \*Removal / tidying of all electrical supply conduits
- \*Replacement of GPO outlets to weatherproof (IP56 or above recommended)
- \*Installation of an outdoor weatherproof GPO to the side of the backwash tank near the drainage pump. This will include small distance trenching and supply conduits

### *Compliance Items – balance and backwash tank ladders*

- \*Installation of escape ladders to the backwash and balance tanks

## PHASE1 – SUMMARY OF COSTS (APPROXIMATIONS)

| <b>ITEM</b><br>*Title / summary only. Detailed scope on works items is above   | <b>APPROXIMATE COST</b><br>*Costs are approximations only based on contractor estimates and personal experience |
|--|---|
| <i>Recirculation upgrades</i>  | \$ 75 000.00  |
| <i>Refurbishment of existing sand filter</i>   | \$ 35 000.00  |
| <i>Main Pool Basin – complete refurbishment of control joints</i>  | \$ 66 000.00  |
| <i>Main Pool Basin – lane anchors</i>  | \$ 10 000.00  |
| <i>Main Pool Basin – Resurfacing</i>   | \$ 22 000.00  |
| <i>Learner Pool Basin – Resurfacing</i>  | \$ 3 000.00   |
| <i>Electrical – Plant room</i>   | \$ 10 000.00  |
| <i>Compliance Items – balance and backwash tank ladders</i>  | \$ 4 000.00   |
| <b>TOTAL</b>   | <b>\$ 225 000.00</b>  |
| <b>Variances</b><br>*In particular this refers to the possibility of structural repairs to the front fascia of the diving bowl | <b>+\$ 20 000.00</b>  |

## PHASE2: SUMMARY OF FUTRE WORKS

\$1,500,000.00

- \*Removal of swimming pool concourse
- \*Earth bonding of all metal items
- \*Installation of fixed vacuum lines in-situ to the recirculation line prior to lint pot
- \*Installation of independent recirculation plumbing for the learner pools back to plant
- \*Installation of feature plumbing to learner pool basins back to plant
- \*Removal of gutter drainage and conversion to a wet deck system
- \*Conversion of learner pool basin ends to a wet deck system
- \*Complete replacement of all drainage pipework back to balance tank
- \*Relocation of primary screens to balance tank and decommissioning of current primary screen pit
- \*Removal of brick dividing walls (along lap pool) and replacement with limestone blocks
- \*Installation of new irrigation lines and heads to left and right-side lawn areas
- \*Rebuilding and tiling of bulkheads including compliance tiles to main and learner pools
- \*Installation of NETA screen fencing between plant and swimming pool areas
- \*Installation of new swimming pool concourse
- \*Retiling of main pool basin walls
- \*Tiling of main pool step entries
- \*Patching / decommissioning of learner / toddler pool linkages / ports
- \*Retiling of learner pool basin walls
- \*Tiling of learner pool step entries
- \*Retaining of balance tank access area with limestone / cement blocks including steps
- \*Upgrading of electrical to kiosk / first aid / store rooms / office / change-rooms. Includes new electrical cabinet, removal of fuses and installation of MCB / CBs as required, decommissioning of old 3 phase outlets, conversion of all building lighting to LEDs (with the exception of the pool lighting) and new GPO installs as required (eg recommend Quads in the office area)
- \*Refurbishment of centre changerooms
- \*Painting / texture coating of buildings and front entrance area

## PHASE2: OPTIONAL WORKS

Add \$

- \*Tiling of main pool basin floors including lane markings
- \*Tiling of learner pool basin floors
- \*Installation of new disabled access ramp to main pool basin
- \*Installation of new (larger) swim club and storage shed (Storage space is a problem at the Dowerin Pool).

PHASE 2+: (Optional)

\$120,000.00

Phase 2+ is inclusive of additional items for consideration that will not exist in the base plan / scope of works for any of the new / refurbishment options. That said I believe they play a vital role in maximizing budget efficiency, enjoyment and patronage at the swimming pool for the Dowerin community.

- \*Solar energy installation (green energy)
- \*Pool heating
- \*Thermal blankets and blanket buddy

*New pool basins / Plant @ the current location:*

For the interest of council to have some real figures for comparison we have utilised information from the construction and operation of the Quairading Swimming Pool. The Quairading pool was not completely a new install and included the following in summary:

- \*Shortening of the main pool basin from 33m to 25m
- \*Conversion to a wet deck drainage system
- \*Complete new leisure pool lagoon with features
- \*Complete new plant and components
- \*Buildings, changerooms and storerooms were not new, they were refurbished. The refurbishment did not include the kiosk / office building or the facility entrance.

Shortfalls:

- No storage solutions such as sheds were included in the project
- No heating of water bodies included
- No green energy alternatives included
- Overcomplicated plant and problems prevalent throughout seasons 16/17 & 17/18

>\$3,500,000 + (based on Quairading swimming pool model / plan)  
+ \$50,000 Minimum immediate / urgent works to reduce risk of pool season failure to the community in the interim.

Total cost is therefore a minimum of \$3,550,000.00

\*As Dowerin is a 50m swimming pool and the Quairading Pool was 33m it is safe to assume the project will be more expensive.

- More labour
- More time
- More materials
- More waste

ACORPS detailed summary of expenses / cash flow for the Quairading Swimming Pool project has been attached to this report for reference.



*New pool basins / Plant and buildings at a different location:*

>\$4,000,000.00

+ \$50,000 Minimum immediate / urgent works to reduce risk of pool season failure to the community in the interim.

This lays the assumption of a minimum 6 lane 25m pool and a new type beach lagoon learner pool basin. Anything less will not meet or serve the requirements for programs such as swimming lessons, carnivals, swim club etc or offer an enjoyable and fulfilling environment at the swimming pool for the Dowerin community.

Total cost is therefore a minimum of \$4,050,000.00

This is a very low scale comparative figure. The actual outcome would likely be much higher.

**Aesthetics:**

There will be minimal difference in centre aesthetics between A full refurbishment and a new build. Done well, a refurbishment will look like a brand new centre. There are some items dependent on council's decision making such as the existing buildings, changerooms etc. Bigger council decisions affecting the centres aesthetical appearance upon completion would also be the tiling of the pool basin floors.

Some build / refurbishment projects have been attached to this report for comparison and peace of mind. Quairading Swimming Pool was predominantly a new build by ACORP / Commercial Aquatics and Mukinbudin was a basin refurbishment by Wet Deck Pools.

**Functionality:**

This really is the only category I see a slight advantage of a new build over a refurbishment of the existing Dowerin Memorial Swimming Pool. Items such as beach lagoon learner pools and interactive play equipment such as fountains, features, etc offer an advantage in serving families and youth in the community over the existing layout. That said, a good compromise can be achieved with modifications of the existing learner pools to include some interactive play equipment at a fraction of the cost of a new build. As Dowerin is a relatively small community a modified layout of the existing learner pools will be more than enough to cater for the local community in the same way.

This has been included in WETDECKS breakdown of costs for refurbishment.

### Seasonal Utility Costs:

Electricity costs: A new build and compulsory compliance with new health department / building codes for a class 1 aquatic facility will result in a significant increase in utility consumption. Recirculation requirements will increase to near double the pumping capacity. In addition to this control panels, metering and additional dosing control all utilise additional utilities. This has been supported by the Quairading Swimming Pools (Actual) electricity consumption statistics.

The new Quairading pool had sub meters installed to separate the pool from the other projects completed at the same time to be able to accurately reflect pool utility usage. Usage statistics prior to August 2017 at the new centre were incomparable.

New Quairading Swimming Pool utility statistics (since sub meters installed Aug17):

Aug17, \$232.87, Sept17, \$407.94, Oct17, \$2500.59, Nov17, \$4320.14, Dec17, \$3463.54

Available old Swimming Pool Utility Statistics:

Qtr4, \$4683.21, Qtr1, \$3336.36, Qtr2, \$1995.75

It should be noted that most of the swimming pool electricity usage is during the months of October – April (The swimming pool season) when the pumps and equipment are being run 24hrs per day.

### QUAIRADING SWIMMING POOL

|                                   | OLD                             | NEW  |
|-----------------------------------|---------------------------------|--|
| <u>Seasonal Electricity Costs</u> | <b>%100</b>                     | <b>&gt;%200</b>  |
| (Peak season comparison)          | <b>\$4683.21</b>                | <b>\$10284.27</b>  |
|                                   | (Only comparable data utilised) | (Only comparable data utilised)                          |
|                                   | Qtr4, \$4683.21                 | Oct17, \$2500.59<br>Nov17, \$4320.14<br>Dec17, \$3463.54 |

Water usage: There will be no differential between a refurbishment and a new build on water consumption / usage. The control joints are completely rebuilt as new in the process of refurbishment.

### Seasonal Equipment Servicing Costs:

With a new build comes the necessity to comply with the health act / building codes for new aquatic facilities and therefore more equipment for metering / control as part of the build will require annual servicing.

It is worth mentioning that this equipment has also been a reliability problem at the Quairading Pool creating a large number of issues and inconsistencies.

In brief advanced metering equipment is unnecessary in a low patronage regional centre yet the costs are very much felt by the local council / community. These items will also attract a depreciation / replacement value in addition to their servicing requirements to further add to the budget stress of council.

#### QUAIRADING SWIMMING POOL

|                                   | OLD   | NEW   |
|-----------------------------------|---|---|
| <u>Annual Equipment Servicing</u> | <p><b>&lt;\$1000</b><br/>Salt cell system</p> | <p><b>\$4500.00</b><br/>*2 x PROCAL chlorinators<br/>*4 x diaphragm pumps<br/>*Calibration / Servicing /<br/>Replacement of metering<br/>probes</p> |

#### DOWERIN SWIMMING POOL

|   | CURRENT   | NEW  |
|---|---|--|
| <u>Seasonal Equipment Servicing Costs</u> | <p><b>100% (current)</b><br/><br/><b>\$2000.00 per annum</b><br/><br/>*BA<br/>* Cl2 Gas regulator / injector /<br/>flowmeter<br/>Or<br/>(If a conversion away from Cl2<br/>gas in future)<br/>1 x PROCAL chlorinator<br/>1 x diaphragm pump</p> | <p><b>200%</b><br/><br/><b>\$4000.00 per annum</b><br/><br/>*1 x PROCAL chlorinator<br/>*2 x diaphragm pumps<br/>*Calibration / Servicing /<br/>Replacement of metering probes<br/>*(No BA required)</p> |

### **Indirect Costs (the hidden expenses):**

With a new install, technician level knowledge will always be required for centre management otherwise expensive outsourcing and servicing will exist. Equipment includes advanced LCD touchscreens, PLC controllers and many electronic and dosing units requiring regular calibration and advanced problem solving in the event something isn't functioning correctly.

As problems present themselves (and naturally the number of problems will increase over time) a newer more complicated install will cost council significantly more money as time progresses. A large barrage of things that can go wrong exist beyond the level of knowledge expected by a swimming pool manager or even local tradespersons. The end result will be expensive repairs and site visits by metro personnel with no real care factor for a regional community other than those motivated by a profit.

Unfortunately, this is very hard to put a figure to but is well supported by a good level of common sense.

## DOWERIN SWIMMING POOL REFURBISHMENT VS NEW (\$ SUMMARY)

|  | <b>Refurbishing the existing plant / pool basins and buildings</b> (as per quotations provided)   | <b>New pool basins / Plant @ the current location</b><br><i>(Using the Quairading swimming pool as a guide)</i>  | <b>New pool basins / Plant and buildings at a different location</b>  |
|--|---|--|---|
| <u>Building Costs</u><br>(The Initial Outlay)                | <p><b>\$1,725,000.00</b></p> <p>Phase1: \$225,000<br/>Phase2: \$1,500,000</p> <p><b>Optional Phase 2+: \$120,000</b><br/>(Includes green energy installations, heating of water bodies, thermal blankets, and blanket buddy)</p>    | <p><b>&gt;=\$3,550,000.00</b></p> <p>Immediate / Urgent works: \$50,000<br/>Project: &gt;=\$3,500,000</p> <p><b>Optional Phase 2+: \$120,000</b><br/>(Includes green energy installations, heating of water bodies, thermal blankets, and blanket buddy)</p> | <p><b>&gt;\$4,050,000.00</b></p> <p>Immediate / Urgent works: \$50,000<br/>Project: &gt;=\$4,000,000</p> <p><b>Optional Phase 2+: \$120,000</b><br/>(Includes green energy installations, heating of water bodies, thermal blankets, and blanket buddy)</p> |
| <u>Electricity Usage</u><br>Using Statistics (Sept16-sept17) | <p><b>100% (Current)</b></p> <p><b>\$ 12129.13 per annum</b></p> <p>Jan17, \$3175.45<br/>Mar17, \$3361.36<br/>May17, \$2146.23<br/>July 17, \$2190.95<br/>Sept17, \$1255.14</p>   | <p><b>200 % Approx.</b></p> <p><b>\$24000.00 per annum</b></p> <p>Based on data comparisons @ Quairading Pool and expected recirculation / equipment requirements as per health act and construction / building codes for a new facility</p>                 | <p><b>200 % Approx.</b></p> <p><b>\$24000.00 per annum</b></p> <p>Based on data comparisons @ Quairading Pool and expected recirculation / equipment requirements as per health act and construction / building codes for a new facility</p>                |
| <u>Seasonal Equipment Servicing Costs</u>                    | <p><b>100% (current)</b></p> <p><b>\$2000.00 per annum</b></p> <p>*BA<br/>* Cl2 Gas regulator / injector / flowmeter<br/>Or<br/>(If a conversion away from Cl2 gas in future)<br/>1 x PROCAL chlorinator<br/>1 x diaphragm pump</p> | <p><b>200%</b></p> <p><b>\$4000.00 per annum</b></p> <p>*1 x PROCAL chlorinator<br/>*2 x diaphragm pumps<br/>*Calibration / Servicing / Replacement of metering probes<br/>*(No BA required)</p>   | <p><b>200%</b></p> <p><b>\$4000.00 per annum</b></p> <p>*1 x PROCAL chlorinator<br/>*2 x diaphragm pumps<br/>*Calibration / Servicing / Replacement of metering probes<br/>*(No BA required)</p>  |
| <u>External Contractors</u>                                  | <p><b>Nil / Minimal</b></p> <p>Competent Managers and local tradespersons</p>   | <p><b>+\$4500 per annum</b></p> <p>(3 site visits)<br/>Note: As time progresses more problems will exist and the number of visitations by external contractors will likely increase</p>  | <p><b>+\$4500 per annum</b></p> <p>(3 site visits)<br/>Note: As time progresses more problems will exist and the number of visitations by external contractors will likely increase</p>   |

## **Conclusion**

The Dowerin Memorial Swimming Pool is very well designed for a single operator regional swimming pool (1 pool manager). The viewing / office / kiosk area is elevated and located near areas of high risk (learner pool basins), plant design is simple and effective with minimal chance of operating complications, and the overall centre layout is very operator friendly for daily maintenance and cleaning requirements.

As Dowerin's basin structures (below the water line) are in a good condition and of metric dimension (25m / 50m, not the old 33m), the decision of Refurbishment over New is a relatively simple, quick and obvious conclusion from the point of view of Contract Aquatic Services.

Although there are a number of pressing items at present, by undertaking a full refurbishment there is no foreseeable reason the Dowerin Memorial Swimming Pool cannot sustain another fifty-year period of optimal patronage and operation for the Dowerin community whilst also being enjoyed and recognized as an excellent regional facility.



**Brian Macdonald**

**Phone:** 08 9593 2888  
**Mobile:** 0407 477 780  
**Fax:** 08 9593 1721  
 PO Box 6153  
 Waikiki WA 6169

wetdeckpools@bigpond.com  
[www.wetdeckpools.com.au](http://www.wetdeckpools.com.au)

**ABN:** 11 081 758 876 **ACN:** 081 758 876

### Pool Inspection Report

**Location of Works:** Dowerin memorial Swimming Pool,  
8 Couper Street, Dowerin, WA, 6461

**Date of Works:** 9/6/2017

**For the attention of:** Andrea Selvey, (Chief Executive Officer)

On the 9 June 2017 Andrew Green and Aaron Blanch of Wetdeck Pools completed a facility inspection on your community swimming pool. The main reason for their attendance was to establish the cause of the water loss you are experiencing. During their visit they carried a Dive / Dye test within the swimming pools and the balance tank. Below you will find a report on each section checked and their findings.

#### Dive / dye test overview:

The dive / dye test is the test we use to identify leaks within a full swimming pool. The test allows us to identify rouge currents of water exiting the pool shell structure. It is carried out by using a small amount of dye in a syringe and releasing it into to water, close to where visible cracking or pool failure is witnessed. In the event of a leak the dye within the water would be sucked through the pool shell and disappear from the water body. To make this test successful it is important to have all the filtration equipment off, making the water as still as possible. All the surrounding ground water around the pool should also be removed via the sub-level drainage well (located at the deepest end of the swimming pool). This allows water to escape the concrete pool shell without restriction from surrounding ground water. Viewing the sub-level drainage pipework that enters this well is further confirmation that the pool is leaking. Excessive Running water = leaking pool. This pipework is located under the pool shell structure and is mainly used to remove ground water and keep it emptied while works are carried out on an emptied pool. This prevents floating of the pool shell structure itself due to dissimilar pressures.

#### Control Joint Construction:

Control joint construction is generally made up of two seals. One rubber water stop built into the concrete structure, and a replaceable sealant top seal. The seal built into the concrete structure is there to prevent water escaping if the top sealant joint has cracked. If the pool experiences excessive movement this rubber water stop can tear resulting in water escaping. We have also found in the past that these rubber water stops have been incorrectly installed from day one. The result of this means the pool is entirely relying on the top sealant joint to prevent leaking. I have attached some photos showing an incorrectly installed water stop for your information.

## **Pool Leak Checks:**

### **Sub-level Drainage Well:**

On arrival the well had already been emptied although the pump installed in the well did not reach the bottom and was not capable of emptying the well completely. We added another pump to this well to aid in completely emptying it. This was successful and this pit was continually kept empty over the course of the day and for the testing procedure. While this pit was emptied we could noticeably see a large amount of water entering the well from the sub-level drainage pipework. This was also witnessed by the shire member (Steve Geerdink, Works Manager) who was in attendance at the time, and initially emptied the well for us before arrival. This provided a clear indication there was quite a major leak within the pool.

### **Children's Pools Concrete Shell Structure:**

The children's pool was checked for leaks. Visually there was some cracking to the concrete structures, although this may only be surface cracking. When performing the dye / dye test no dye appeared to exit this pool. All pipework penetrations also seemed to be ok, with no leaks detected. There did appear to be a low flow rate of water coming into the children's pool when the system was restarted. The reason for this is explained below.

### **Olympic Pool Concrete Shell Structure:**

Whilst diving there was some cracking noticed along the concrete pool surface, these are most probably surface cracks within the plaster as no leaks were detected at the majority of these areas. There was quite a large crack in the concrete on the eastern side dive-well invert wall, this was leaking.

The pool control joints throughout the concrete structure appeared to be cracked in many places. There also appeared to be previously repaired areas. These were all fully checked including all wall and floor joints along the length and width of the pool.

All control joints going vertically up the walls appeared to be in good condition and no leaks were found.

The control joints down either side of the centre channel inlet appeared to be fine. There were two locations, one on the southern dive-well invert wall that appeared to have already been repaired. This previously repaired area was leaking. This area of concrete also appears to have raised in comparison with the panel next to it. This can be seen in the photos provided and may have been caused from emptying the pool in the past without emptying the sub-level drainage well, (Causing dissimilar pressure internally and externally of the swimming pool). The other was on the floor of the dive-well, a small leak was detected where the sealant had torn.

The diagonal joint on the south eastern side of the dive-well invert wall was also found to be leaking quite a large amount of water. This was mentioned as a suspected area before we started testing. We can confirm this is leaking. All other diagonal joints on dive-well invert walls appeared to be ok and no leaks were found.

The control joint across the shallow end of the pool was in good condition and no leaks were found on this joint.

The two joints across the pool (middle and before the dive-well) had leaks in several locations. These are marked on a diagram I have attached and can also be seen in the photos and videos. One of these areas was an existing repair. At the start of **(video 1)**, you can see that the dye / water is being drawn into the crack where the repair has broken against the existing concrete not through the joint itself.

The main centre channel inlet pipe cover was removed (Located at the bottom of the dive well). Dye was placed in this pipe and it quite quickly disappeared down the pipe. This indicates that the pipework had failed somewhere down the line between the pool and the plantroom. This is



most probably caused by corrosion of the old cast iron pipe over the years, resulting in water escaping into the ground.

The reason for the control joint leaks could be that the rubber water-stop located within the concrete structure has completely ripped apart, or it was incorrectly installed on day one. Without extensive investigation it is impossible to tell. I have attached videos showing the dye / dye test being performed and the dye clearly being drawn through the cracks for you information.

**Please Note:** *Although water is seen to be escaping at certain points within the pool shell, it is entirely possible for the water to track along the installed water-stop below the sealant and exit into the ground in a different place completely.*

**Other Notes:**

Whilst diving we also noticed that the pool paint had failed across the entire pool structure, and was quite easily rubbing off with your hands. This will cause a problem with water clarity until the paint has completely come off.

There was also 3 missing inlets up the centre channel. Although this is not the cause of a leak we are mentioning it as having these missing will greatly reduce the flow of water to the children's pool. You can quite easily see these in some of the photos and videos attached.

There was also a large amount of algae present not only on the pool floor but also within step niches. We would recommend super chlorination of the pool before opening it to the public in order to remove this algae.

Our recommendations for fixing the above issues with your Olympic pool would be to rebuild the control joints. There are several different stages of repair we can do to fix this problem. From a basic sealant replacement to a complete control joint rebuild. Micro tunnelling a new pool supply line from the plantroom to the centre channel may also be a good idea to replace the existing leaking supply line. Please give me a call and I can discuss the different options with you to best suit your budget.


If you require any more information in regards to this report or your overall swimming pool facility please don't hesitate to get in contact with me. Our company has an extensive knowledge of the pool industry and has successfully fixed many leaking country pools in the past. We employ a small team with a large skill and knowledge set that cover all types of work, from fixing to building or fully reconditioning aquatic centres. Wetdeck pools would be more than happy to provide you with any quotations needed for any of the above works mentioned, if you decide to go ahead with them.

Pool control joint plan

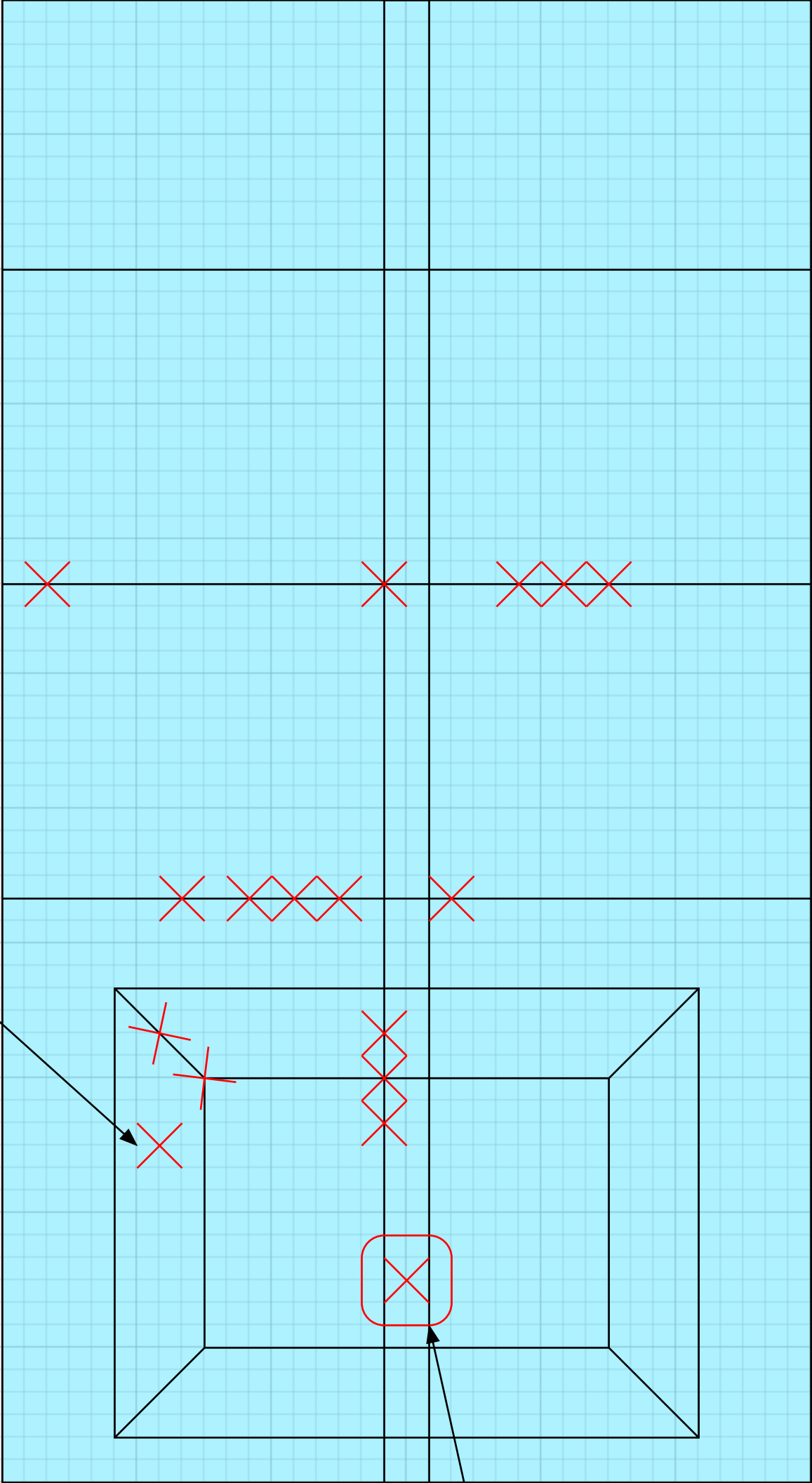
Key:

Control Joint: —

Leak Point: X

Water inlet point: 

Crack in wall of dive well



Pipework inlet leak test point



**Brian Macdonald**

**Phone:** 08 9593 2888  
**Mobile:** 0407 477 780  
**Fax:** 08 9593 1721  
 PO Box 6153  
 Waikiki WA 6169

wetdeckpools@bigpond.com  
[www.wetdeckpools.com.au](http://www.wetdeckpools.com.au)

ABN: 11 081 758 876 ACN: 081 758 876

### Pool Upgrade Quotation

Below I have outlined a full upgrade proposal for your community swimming pool. This proposal involves the full renovation of your Main Olympic swimming pool and children's pool and all relevant surrounding works.

|  |                       |
|--|-----------------------|
| Mobilisation of all materials and equipment  | \$20,000.00           |
| Concrete cutting / demolition / stock piling of debris (excluding kids pool)   | \$50,000.00           |
| Replace all pipework including installation of new wall inlets, cored to position, new 225mm ring main and return pipework to existing balance tank.   | \$81,600.00           |
| Supply and installation of new concrete Wet decks, Fully tiled with finger grips and laser cut depth identification (To health department standards)   | \$300,000.00          |
| Epoxy coating to all wet deck drains, and outlets funnelled for quieter operation  |                       |
| Refurbishment of pool heads, 750mm wide each end to accommodate starting blocks. (Fully tiled) Including new lane rope cups.   | \$68,840.00           |
| Replace all handrails with new custom built 316 stainless steel handrails  | \$15,200.00           |
| Installation of new disabled ramp with 316 stainless steel handrails conforming to current regulations. Concrete cutting and demolition included. Flor-gres techno grip tiles to ramp floor. | \$152,400.00          |
| Fully tile main pool. Supply and installation of flor-gres tiles to walls and floor  | \$380,400.00          |
| Refurbishment of control joints within the walls of the pool. Connect on to already refurbished floor joints   | \$50,400.00           |
| Decommission of centre channel inlet system.   | \$10,000.00           |
| Installation of new concourse drainage system  | \$18,960.00           |
| Installation of new concourse paving. Same as Katanning, Collie, Wagin, Mukinbudin and Trayning. 640m2 allowance, including earthworks   | \$76,800.00           |
| Accommodation, Meals, Travel, Fuel and Transport allowances  | \$75,000.00           |
| Plans, hydraulic engineer and structural engineer allowance  | \$30,000.00           |
| Earth bonding to all metallic items, including electrical certification, (as per health department requirements)   | \$13,750.00           |
| Footings and limestone walls and capping to side perimeters of lap pool  | \$39,000.00           |
| <b>TOTAL (Excluding GST):</b>  | <b>\$1,382,350.00</b> |

Options:

|  |                       |
|--|-----------------------|
| Partial Demolition of children's pool  |                       |
| Refurbishment of existing children's pool with wet decks on each end.<br>New separate supply and return lines with separate valves.<br>Fully tiled.<br>New concrete steps and stainless steel handrail<br>Fountain water features and relevant pipework and pump |                       |
| <b>TOTAL (Excluding Gst):</b>  | <b>\$152,300.00</b>   |
|  |                       |
| <b>OVERALL TOTAL (Excluding Gst):</b>  | <b>\$1,534,650.00</b> |
|  |                       |

**Exclusions:**

- Debris removal from site stockpile to tip
- All clean fill to be supplied
- Hard rock excavation
- Location of services
- Disconnection and reconnection of services if required
- Lawn reinstatement

*Note:*

Considerable saving could be made if the council could assist with accommodation. The leisure pool price includes the use of the existing filtration system. With new flow and return pipework.

## Acorp Expenditure Summary Sheet (16th December 2016)

|  | Value            | % Complete | Completed \$     | Balance to complete |
|--|------------------|------------|------------------|---------------------|
| Preliminaries  | 204,230          | 100%       | <b>204,230</b>   | 0                   |
| 1 Demolition   | 57,330           | 100%       | <b>57,330</b>    | 0                   |
| 2 Earthworks / Siteworks   | 87,650           | 100%       | <b>87,650</b>    | 0                   |
| 3 Concrete   | 18,880           | 100%       | <b>18,880</b>    | 0                   |
| 4 Metalwork  | 29,520           | 100%       | <b>29,520</b>    | 0                   |
| 5 Brickwork  | 26,810           | 100%       | <b>26,810</b>    | 0                   |
| 6 Carpentry  | 56,630           | 100%       | <b>56,630</b>    | 0                   |
| 7 Joinery & Cabinetwork  | 3,920            | 100%       | <b>3,920</b>     | 0                   |
| 8 Roof Plumbing  | 92,980           | 100%       | <b>92,980</b>    | 0                   |
| 9 Hydraulic  | 155,530          | 100%       | <b>155,530</b>   | 0                   |
| 10 Electrical  | 186,260          | 100%       | <b>186,260</b>   | 0                   |
| 11 Mechanical Services   | 37,250           | 100%       | <b>37,250</b>    | 0                   |
| 12 Ceilings & Wall Linings   | 550              | 100%       | <b>550</b>       | 0                   |
| 13 Plastering & Rendering  | 14,560           | 100%       | <b>14,560</b>    | 0                   |
| 14 Wall and floor tiling   | 56,530           | 100%       | <b>56,530</b>    | 0                   |
| 15 Resilient Finishes  | 4,820            | 100%       | <b>4,820</b>     | 0                   |
| 16 Glasswork   | 1,710            | 100%       | <b>1,710</b>     | 0                   |
| 17 Painting  | 15,260           | 100%       | <b>15,260</b>    | 0                   |
| 18 External Lighting   | 3,000            | 100%       | <b>3,000</b>     | 0                   |
| 19 Site Power Upgrade  | 30,000           | 100%       | <b>30,000</b>    | 0                   |
| 20 Aquatic Services & Constructions  | 1,894,580        | 100%       | <b>1,894,580</b> | 0                   |
| 21 25m Pool  | 592,726          | 100%       | <b>592,726</b>   | 0                   |
| Toddlers Pool  | 500,412          | 100%       | <b>500,412</b>   | 0                   |
| Filtration System  | 801,442          | 100%       | <b>801,442</b>   | 0                   |
|  |                  | 0%         | <b>0</b>         | 0                   |
| <b>Variations</b>  |                  | 0%         | <b>0</b>         | 0                   |
| 1 Value engineering and systems upgrade  | -5,500           | 100%       | <b>-5,500</b>    | 0                   |
| 2 Electrical Variations  | 88,413           | 100%       | <b>88,412</b>    | 0                   |
| 3 Additional compaction costs  | 2,089            | 100%       | <b>2,089</b>     | 0                   |
| 4 CAA variations to 30.05  | 61,196           | 100%       | <b>61,196</b>    | 0                   |
| 5 Replace plant room   | 119,352          | 100%       | <b>119,352</b>   | 0                   |
| 6 Plumbing Variations - changes to stormwater  | 29,088           | 100%       | <b>29,088</b>    | 0                   |
| 7 Shade Sail Changes   | 33,453           | 100%       | <b>33,453</b>    | 0                   |
| 8 Alterations to ChangeRooms Layout  | 2,753            | 100%       | <b>2,753</b>     | 0                   |
| 9 kiosk drainage   | 1,200            | 100%       | <b>1,200</b>     | 0                   |
| 10 PS Credits  | -33,000          | 100%       | <b>-33,000</b>   | 0                   |
| 11 credit for alternative roofing solution   | -30,880          | 100%       | <b>-30,880</b>   | 0                   |
| 12 new patio to kiosk entry  | 12,568           | 100%       | <b>12,568</b>    | 0                   |
| 13 costs to change transformer location  | 1,375            | 100%       | <b>1,375</b>     | 0                   |
| 14 further changes to ChangeRooms - wall linings                                       | 0                | 0%         | <b>0</b>         | 0                   |
| 15 0   | 0                | 0%         | <b>0</b>         | 0                   |
| WA Health - additional requirements - ie handrails, signage, layouts, etc. wheel chair | 0                | 0%         | <b>0</b>         | 0                   |
| 3,170  |                  |            | <b>3,170</b>     |                     |
| credit for reinstatement works by client - associated with electrical variation        | -5,000           |            | <b>-5,000</b>    |                     |
| additional top-hat sections in wet areas   | 0                |            | <b>0</b>         |                     |
|  |                  |            |                  |                     |
| <b>Sub-Totals</b>  | <b>3,258,277</b> | 100%       | <b>3,258,277</b> | <b>0</b>            |
| <b>GST</b>   | <b>325,828</b>   |            | <b>325,828</b>   |                     |
| Totals (inc GST)   | <b>3,584,104</b> |            | <b>3,584,104</b> | <b>0</b>            |

**Summary - Cash Flow vrs Components**

| Month              | Project Management | Consultancies     | Implementation      | Grand Total         |
|--------------------|--------------------|-------------------|---------------------|---------------------|
| <b>15/16</b>       |                    |                   |                     |                     |
| 01                 |                    | 4,000.00          |                     | 4,000.00            |
| 05                 | 525.94             |                   |                     | 525.94              |
| 06                 |                    | 1,175.00          |                     | 1,175.00            |
| 07                 |                    | 31,000.00         |                     | 31,000.00           |
| 08                 | 165.75             |                   | 15,074.00           | 15,239.75           |
| 09                 | 10,017.33          |                   |                     | 10,017.33           |
| 10                 | 8,183.07           |                   | 10,858.56           | 19,041.63           |
| 11                 |                    |                   | 260,673.68          | 260,673.68          |
| 12                 |                    |                   | 755,146.37          | 755,146.37          |
| <b>16/17</b>       |                    |                   |                     |                     |
| 01                 |                    |                   | 230.02              | 230.02              |
| 02                 |                    |                   | 351,536.62          | 351,536.62          |
| 03                 |                    |                   | 403,797.19          | 403,797.19          |
| 04                 |                    |                   | 632,726.30          | 632,726.30          |
| 05                 | 17.18              |                   | 379,221.11          | 379,238.29          |
| 06                 | 17.58              |                   | 484,982.32          | 484,999.90          |
| 07                 |                    |                   | 17,871.47           | 17,871.47           |
| 08                 |                    | 67,326.00         | 4,131.26            | 71,457.26           |
| <b>Grand Total</b> | <b>18,926.85</b>   | <b>103,501.00</b> | <b>3,316,248.90</b> | <b>3,438,676.75</b> |





# Quairading Swimming Pool





# Swimming Pool Redevelopment Project



# Swimming Pool Redevelopment Project





12<sup>th</sup> September 2016



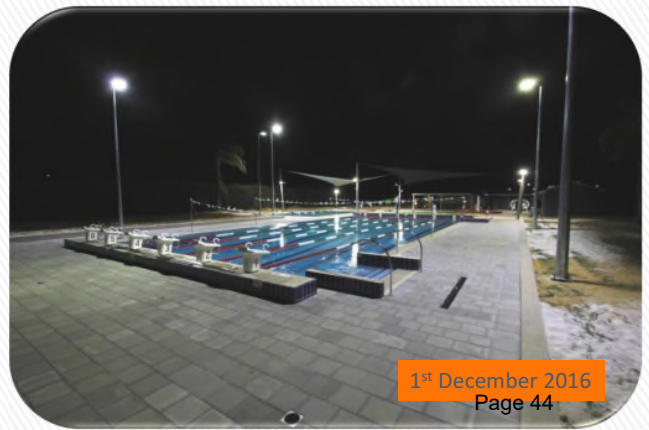
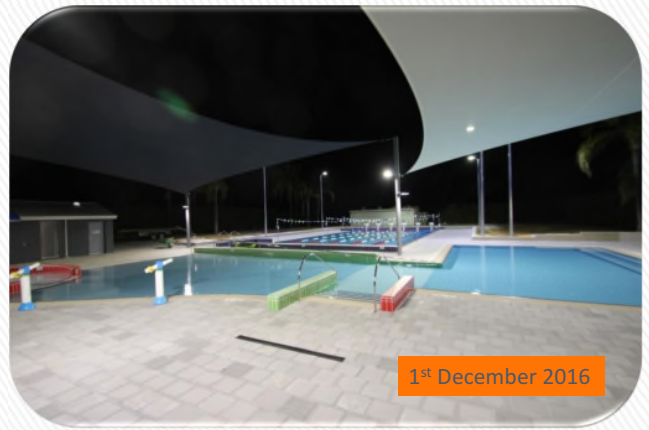
9<sup>th</sup> November 2016



# Swimming Pool Redevelopment Project



# Swimming Pool Redevelopment Project





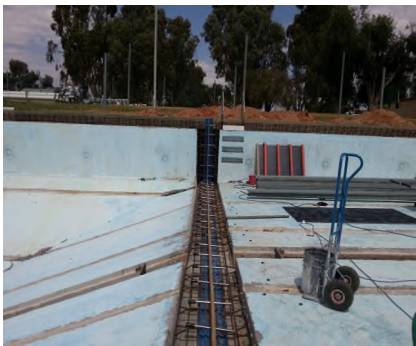
6th December 2016



19th December 2016



# Mukinbudin Swimming Pool Refurbishment



# SHIRE OF DOWERIN

## MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 28 February 2018

LOCAL GOVERNMENT ACT 1995

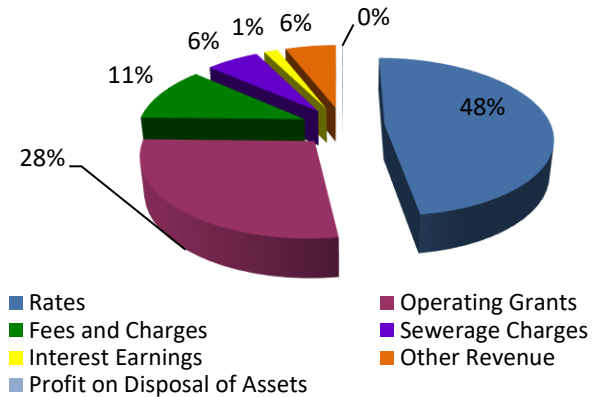
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

### TABLE OF CONTENTS

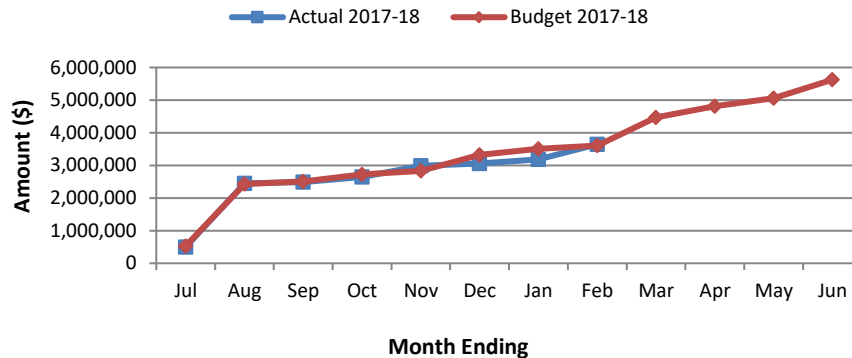
|   |       |
|---|-------|
| Monthly Summary Information   | 2     |
| Statement of Financial Activity by Program                                | 3     |
| Statement of Financial Activity By Nature or Type                         | 4     |
| Statement of Capital Acquisitions and Capital Funding                     | 5     |
| Note 1      Significant Accounting Policies                               | 6 - 9 |
| Note 2      Explanation of Material Variances                             | 10    |
| Note 3      Net Current Funding Position                                  | 11    |
| Note 4      Cash and Investments  | 12    |
| Note 5      Budget Amendments   | 13    |
| Note 6      Receivables   | 14    |
| Note 7      Cash Backed Reserves  | 15    |
| Note 8      Capital Disposals   | 16    |
| Note 8      Rating Information  | 17    |
| Note 9      Information on Borrowings                                     | 18    |
| Note 10     Grants and Contributions - to be provided in<br>future months | 19    |
| Note 11     Trust   | 20    |
| Note 12     Details of Capital Acquisitions                               | 21    |

**SHIRE OF DOWERIN**  
**Information Summary**  
**For the Period Ended 28 February 2018**

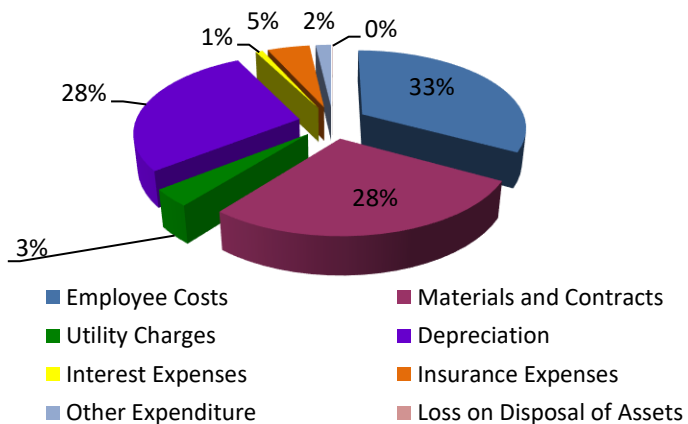
**Operating Income**



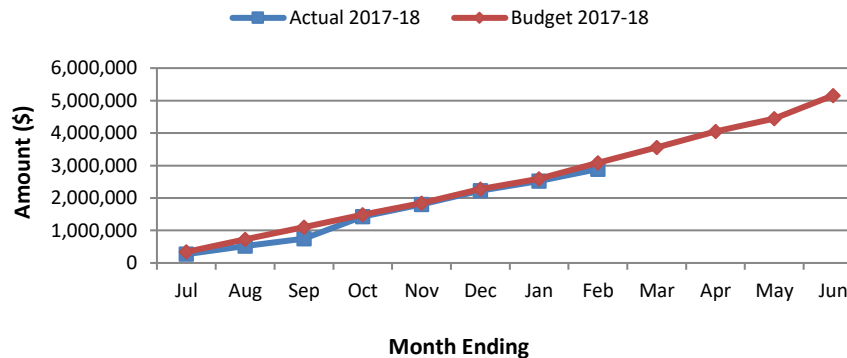
**Budget Operating Income -v- YTD Actual**  
**Refer Note 2**



**Operating Expenditure**



**Budget Operating Expenditure -v- YTD Actual**  
**Refer Note 2**





**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2018**

|  | Note | Original Annual Budget | Annual Budget      | Amended YTD        | YTD Actual         | (b)-(a)   | (b)-   | Var. |
|--|------|------------------------|--------------------|--------------------|--------------------|-----------|--------|------|
|  |      | \$                     | \$                 | \$                 | \$                 | \$        | %      |      |
| <b>Opening Funding Surplus(Deficit)</b>            | 3    | 1,134,516              | 1,134,516          | 1,134,516          | <b>1,339,634</b>   | 205,118   | 18%    | 😊    |
| <b>Revenue from operating activities</b>           |      |                        |                    |                    |                    |           |        |      |
| Governance   |      | 7,530                  | 7,530              | 5,944              | <b>14,493</b>      | 8,549     | 144%   | 😊    |
| General Purpose Funding - Rates                    | 8    | 1,247,570              | 1,247,570          | 1,251,841          | <b>1,225,316</b>   | (26,525)  | (2%)   | 😊    |
| General Purpose Funding - Other                    |      | 786,847                | 786,847            | 590,111            | <b>548,802</b>     | (41,309)  | (7%)   | 😞    |
| Law, Order and Public Safety                       |      | 25,310                 | 25,310             | 20,352             | <b>11,322</b>      | (9,030)   | (44%)  | 😞    |
| Health   |      | 267,152                | 267,152            | 160,216            | <b>210,918</b>     | 50,702    | 32%    | 😊    |
| Education and Welfare                              |      | 132,510                | 132,510            | 84,344             | <b>85,054</b>      | 710       | 1%     | 😊    |
| Housing  |      | 142,590                | 142,590            | 95,048             | <b>88,796</b>      | (6,252)   | (7%)   | 😞    |
| Community Amenities                                |      | 235,837                | 235,837            | 250,407            | <b>254,741</b>     | 4,333     | 2%     | 😊    |
| Recreation and Culture                             |      | 81,840                 | 81,840             | 28,836             | <b>27,389</b>      | (1,447)   | (5%)   | 😊    |
| Transport  |      | 185,630                | 185,630            | 125,537            | <b>12,062</b>      | (113,475) | (90%)  | 😞    |
| Economic Services                                  |      | 137,866                | 137,866            | 108,491            | <b>83,609</b>      | (24,882)  | (23%)  | 😞    |
| Other Property and Services                        |      | 10,710                 | 10,710             | 8,473              | <b>7,152</b>       | (1,321)   | (16%)  | 😊    |
|  |      | <b>3,261,392</b>       | <b>3,261,392</b>   | <b>2,729,600</b>   | <b>2,569,655</b>   |           |        |      |
| <b>Expenditure from operating activities</b>       |      |                        |                    |                    |                    |           |        |      |
| Governance   |      | (479,870)              | (479,870)          | (361,365)          | <b>(340,202)</b>   | 21,163    | 6%     | 😊    |
| General Purpose Funding                            |      | (142,710)              | (142,710)          | (87,844)           | <b>(87,570)</b>    | 274       | 0%     | 😊    |
| Law, Order and Public Safety                       |      | (68,680)               | (68,680)           | (36,424)           | <b>(38,762)</b>    | (2,338)   | (6%)   | 😊    |
| Health   |      | (319,910)              | (319,910)          | (223,980)          | <b>(198,414)</b>   | 25,566    | 11%    | 😊    |
| Education and Welfare                              |      | (166,000)              | (166,000)          | (113,020)          | <b>(99,315)</b>    | 13,705    | 12%    | 😊    |
| Housing  |      | (196,250)              | (196,250)          | (167,802)          | <b>(179,654)</b>   | (11,852)  | (7%)   | 😞    |
| Community Amenities                                |      | (295,770)              | (295,770)          | (217,488)          | <b>(190,734)</b>   | 26,754    | 12%    | 😊    |
| Recreation and Culture                             |      | (762,647)              | (762,647)          | (607,736)          | <b>(571,771)</b>   | 35,965    | 6%     | 😊    |
| Transport  |      | (1,226,750)            | (1,226,750)        | (986,997)          | <b>(911,284)</b>   | 75,713    | 8%     | 😊    |
| Economic Services                                  |      | (354,908)              | (354,908)          | (236,516)          | <b>(265,991)</b>   | (29,475)  | (12%)  | 😞    |
| Other Property and Services                        |      | (2,950)                | (2,950)            | (44,010)           | <b>(7,318)</b>     | 36,692    | 83%    | 😊    |
|  |      | <b>(4,016,445)</b>     | <b>(4,016,445)</b> | <b>(3,083,182)</b> | <b>(2,891,015)</b> |           |        |      |
| <b>Operating activities excluded from budget</b>   |      |                        |                    |                    |                    |           |        |      |
| Add back Depreciation                              |      | 1,138,280              | 1,138,280          | 830,424            | <b>813,353</b>     | (17,071)  | (2%)   | 😊    |
| Adjust (Profit)/Loss on Asset Disposal             | 8    | (33,600)               | (33,600)           | (33,600)           | <b>(779)</b>       | 32,821    | (98%)  | 😊    |
| Movement in Leave Reserve                          |      | 0                      | 0                  | 0                  | <b>(1,729)</b>     | (1,729)   |        | 😊    |
| <b>Amount attributable to operating activities</b> |      | <b>349,627</b>         | <b>349,627</b>     | <b>443,242</b>     | <b>489,484</b>     |           |        |      |
| <b>Investing Activities</b>                        |      |                        |                    |                    |                    |           |        |      |
| Non-operating Grants, Subsidies and Contributions  | 10   | 1,839,985              | 1,839,985          | 880,727            | <b>1,076,119</b>   | 195,392   | 22%    | 😊    |
| Proceeds from Disposal of Assets                   | 8    | 155,500                | 155,500            | 0                  | <b>11,818</b>      | 11,818    |        | 😊    |
| Land Held for Resale                               |      | 0                      | 0                  | 0                  | <b>0</b>           | 0         |        | 😊    |
| Land and Buildings                                 | 12   | (1,308,700)            | (1,308,700)        | (1,074,202)        | <b>(1,074,202)</b> | 0         | 0%     | 😊    |
| Infrastructure Assets - Roads                      | 12   | (1,213,927)            | (1,213,927)        | (366,841)          | <b>(384,354)</b>   | (17,513)  | 5%     | 😊    |
| Infrastructure Assets - Footpaths                  | 13   | (14,000)               | (14,000)           | (14,000)           | <b>0</b>           | 14,000    | (100%) | 😊    |
| Infrastructure Assets - Other                      | 13   | (257,000)              | (257,000)          | (257,000)          | <b>0</b>           | 257,000   | (100%) | 😊    |
| Plant and Equipment                                | 12   | (411,737)              | (411,737)          | (412,200)          | <b>(30,123)</b>    | 382,077   | (93%)  | 😊    |
| Furniture and Equipment                            | 12   | (18,300)               | (18,300)           | (18,300)           | <b>(12,887)</b>    | 5,413     | (30%)  | 😊    |
| <b>Amount attributable to investing activities</b> |      | <b>(1,228,179)</b>     | <b>(1,228,179)</b> | <b>(1,261,816)</b> | <b>(413,629)</b>   |           |        |      |
| <b>Financing Activities</b>                        |      |                        |                    |                    |                    |           |        |      |
| Proceeds from New Debentures                       |      | 0                      | 0                  | 0                  | <b>0</b>           | 0         |        | 😊    |
| Self-Supporting Loan Principal                     |      | 23,756                 | 23,756             | 11,782             | <b>11,782</b>      | 0         | 0%     | 😊    |
| Transfer from Reserves                             | 7    | 195,844                | 195,844            | 0                  | <b>0</b>           | 0         |        | 😊    |
| Repayment of Debentures                            | 9    | (117,510)              | (117,510)          | 0                  | <b>(58,219)</b>    | (58,219)  |        | 😞    |
| Transfer to Reserves                               | 7    | (352,053)              | (352,053)          | 0                  | <b>(24,540)</b>    | (24,540)  |        | 😞    |
| <b>Amount attributable to financing activities</b> |      | <b>(249,963)</b>       | <b>(249,963)</b>   | <b>11,782</b>      | <b>(70,976)</b>    |           |        |      |
| <b>Closing Funding Surplus(Deficit)</b>            | 3    | <b>6,001</b>           | <b>6,001</b>       | <b>327,724</b>     | <b>1,344,513</b>   |           |        |      |



More Revenue OR Less Expenditure  
Less Revenue OR More Expenditure

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 28 February 2018**

|  | Note | Original<br>Annual<br>Budget | Annual<br>Budget   | YTD<br>Budget<br>(a) | YTD<br>Actual<br>(b) | Var. \$<br>(b)-(a) | Var. %<br>(b)-(a)/(a) | Var. |
|--|------|------------------------------|--------------------|----------------------|----------------------|--------------------|-----------------------|------|
|  |      | \$                           | \$                 | \$                   | \$                   | \$                 | %                     |      |
| <b>Opening Funding Surplus (Deficit)</b>           | 3    | 1,134,516                    | 1,134,516          | 1,134,516            | <b>1,339,634</b>     | 205,118            | 18%                   | 😊    |
| <b>Revenue from operating activities</b>           |      |                              |                    |                      |                      |                    |                       |      |
| Rates  | 8    | 1,247,570                    | 1,247,570          | 1,251,841            | <b>1,225,316</b>     | (26,525)           | (2%)                  |      |
| Operating Grants, Subsidies and Contributions      | 10   | 1,151,749                    | 1,151,749          | 816,512              | <b>710,857</b>       | (105,655)          | (13%)                 | 😞    |
| Fees and Charges                                   |      | 422,200                      | 422,200            | 317,726              | <b>285,976</b>       | (31,750)           | (10%)                 | 😞    |
| Sewerage Charges                                   |      | 137,807                      | 137,807            | 155,809              | <b>155,716</b>       | (93)               | (0%)                  |      |
| Interest Earnings                                  |      | 57,740                       | 57,740             | 24,240               | <b>40,487</b>        | 16,247             | 67%                   | 😊    |
| Other Revenue                                      |      | 203,526                      | 203,526            | 122,672              | <b>149,568</b>       | 26,896             | 22%                   | 😊    |
| Profit on Disposal of Assets                       |      | 40,800                       | 40,800             | 40,800               | <b>1,734</b>         |                    |                       |      |
|  |      | <b>3,261,392</b>             | <b>3,261,392</b>   | <b>2,729,600</b>     | <b>2,569,654</b>     |                    |                       |      |
| <b>Expenditure from operating activities</b>       |      |                              |                    |                      |                      |                    |                       |      |
| Employee Costs                                     |      | (1,553,120)                  | (1,553,120)        | (1,104,300)          | <b>(952,612)</b>     | 151,688            | 14%                   | 😊    |
| Materials and Contracts                            |      | (843,690)                    | (843,690)          | (806,100)            | <b>(803,458)</b>     | 2,642              | 0%                    |      |
| Utility Charges                                    |      | (177,710)                    | (177,710)          | (115,582)            | <b>(102,047)</b>     | 13,535             | 12%                   | 😊    |
| Depreciation on Non-Current Assets                 |      | (1,138,280)                  | (1,138,280)        | (830,424)            | <b>(813,353)</b>     | 17,071             | 2%                    |      |
| Interest Expenses                                  |      | (39,455)                     | (39,455)           | (20,264)             | <b>(24,395)</b>      | (4,131)            | (20%)                 |      |
| Insurance Expenses                                 |      | (162,650)                    | (162,650)          | (141,200)            | <b>(142,454)</b>     | (1,254)            | (1%)                  |      |
| Other Expenditure                                  |      | (94,340)                     | (94,340)           | (58,112)             | <b>(51,742)</b>      | 6,370              | 11%                   | 😊    |
| Loss on Disposal of Assets                         |      | (7,200)                      | (7,200)            | (7,200)              | <b>(955)</b>         | 6,245              | 87%                   |      |
|  |      | <b>(4,016,445)</b>           | <b>(4,016,445)</b> | <b>(3,083,182)</b>   | <b>(2,891,015)</b>   |                    |                       |      |
| <b>Operating activities excluded from budget</b>   |      |                              |                    |                      |                      |                    |                       |      |
| Add back Depreciation                              |      | 1,138,280                    | 1,138,280          | 830,424              | <b>813,353</b>       | (17,071)           | (2%)                  |      |
| Movement in Leave Reserve                          |      | 0                            | 0                  | 0                    | <b>(1,729)</b>       | (1,729)            |                       |      |
| <b>Amount attributable to operating activities</b> |      | <b>349,627</b>               | <b>349,627</b>     | <b>443,242</b>       | <b>489,484</b>       |                    |                       |      |
| <b>Investing activities</b>                        |      |                              |                    |                      |                      |                    |                       |      |
| Grants, Subsidies and Contributions                | 10   | 1,839,985                    | 1,839,985          | 880,727              | <b>1,076,119</b>     | 195,392            | 22%                   | 😊    |
| Proceeds from Disposal of Assets                   | 8    | 155,500                      | 155,500            | 0                    | <b>11,818</b>        | 11,818             |                       | 😊    |
| Land Held for Resale                               |      | 0                            | 0                  | 0                    | <b>0</b>             | 0                  |                       |      |
| Land and Buildings                                 | 12   | (1,308,700)                  | (1,308,700)        | (1,074,202)          | <b>(1,074,202)</b>   | 0                  | 0%                    |      |
| Infrastructure Assets - Roads                      | 12   | (1,213,927)                  | (1,213,927)        | (366,841)            | <b>(384,354)</b>     | (17,513)           | 5%                    |      |
| Infrastructure Assets - Footpaths                  | 13   | (14,000)                     | (14,000)           | (14,000)             | <b>0</b>             | 14,000             | (100%)                |      |
| Infrastructure Assets - Other                      | 13   | (257,000)                    | (257,000)          | (257,000)            | <b>0</b>             | 257,000            | (100%)                |      |
| Plant and Equipment                                | 13   | (411,737)                    | (411,737)          | (412,200)            | <b>(30,123)</b>      | 382,077            | (93%)                 |      |
| Furniture and Equipment                            | 13   | (18,300)                     | (18,300)           | (18,300)             | <b>(12,887)</b>      | 5,413              | (30%)                 |      |
| <b>Amount attributable to investing activities</b> |      | <b>(1,228,179)</b>           | <b>(1,228,179)</b> | <b>(1,261,816)</b>   | <b>(413,629)</b>     |                    |                       |      |
| <b>Financing Activities</b>                        |      |                              |                    |                      |                      |                    |                       |      |
| Proceeds from New Debentures                       |      | 0                            | 0                  | 0                    | <b>0</b>             | 0                  |                       |      |
| Self-Supporting Loan Principal                     |      | 23,756                       | 23,756             | 11,782               | <b>11,782</b>        | 0                  | 0%                    |      |
| Transfer from Reserves                             | 7    | 195,844                      | 195,844            | 0                    | <b>0</b>             | 0                  |                       |      |
| Repayment of Debentures                            | 9    | (117,510)                    | (117,510)          | 0                    | <b>(58,219)</b>      | (58,219)           |                       | 😞    |
| Transfer to Reserves                               | 7    | (352,053)                    | (352,053)          | 0                    | <b>(24,540)</b>      | (24,540)           |                       | 😞    |
| <b>Amount attributable to financing activities</b> |      | <b>(249,963)</b>             | <b>(249,963)</b>   | <b>11,782</b>        | <b>(70,976)</b>      |                    |                       |      |
| <b>Closing Funding Surplus (Deficit)</b>           | 3    | <b>6,001</b>                 | <b>6,001</b>       | <b>327,725</b>       | <b>1,344,513</b>     | 1,016,788          | 310%                  | 😊    |

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

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

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

**SHIRE OF DOWERIN**  
**STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING**  
For the Period Ended 28 February 2018

**Capital Acquisitions**

|  | Note | Original<br>Annual<br>Budget | % Source<br>of<br>Funding | YTD Actual Total |
|--|------|------------------------------|---------------------------|------------------|
|  |      | \$                           |                           | \$               |
| Land and Buildings                           | 12   | 1,308,700                    |                           | 1,074,202        |
| Infrastructure Assets - Roads                | 12   | 1,213,927                    |                           | 384,354          |
| Infrastructure Assets - Footpaths            | 13   | 14,000                       |                           | 0                |
| Infrastructure Assets - Other                | 13   | 257,000                      |                           | 0                |
| Plant and Equipment                          | 13   | 411,737                      |                           | 30,123           |
| Furniture and Equipment                      | 13   | 18,300                       |                           | 12,887           |
| <b>Capital Expenditure Totals</b>            |      | <b>3,223,664</b>             |                           | <b>1,501,566</b> |
| <b>Capital acquisitions funded by:</b>       |      |                              |                           |                  |
| Capital Grants and Contributions             | 10   | 1,839,985                    | 57%                       | 799,699          |
| Borrowings                                   | 9    | 0                            | 0%                        | 0                |
| Other (Disposals & C/Fwd)                    |      | 413,500                      | 13%                       | 11,818           |
| Council contribution - Cash Backed Reserves  | 7    | 152,456                      | 5%                        | 0                |
| <b>Council contribution -<br/>operations</b> |      | <b>817,723</b>               | <b>25%</b>                | <b>\$690,049</b> |
| <b>Capital Funding Total</b>                 |      | <b>3,223,664</b>             |                           | <b>1,501,566</b> |

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 1: Significant Accounting Policies**

**(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 1: Significant Accounting Policies**

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

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

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

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

**(k) Trade and Other Payables**

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

**(l) Employee Benefits**

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

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

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

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

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

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

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

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

**Borrowing Costs**

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

**(n) Provisions**

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 1: Significant Accounting Policies**

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 1: Significant Accounting Policies**

**(r) Program Classifications (Function/Activity)**

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**GOVERNANCE**

**GENERAL PURPOSE FUNDING**

**LAW, ORDER, PUBLIC SAFETY**

**HEALTH**

**EDUCATION AND WELFARE**

**HOUSING**

**COMMUNITY AMENITIES**

**RECREATION AND CULTURE**

**TRANSPORT**

**ECONOMIC SERVICES**

**OTHER PROPERTY AND SERVICES**

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 2: Explanation of Material**

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

- ⊕ More Revenue OR Less Expenditure  
⊗ Less Revenue OR More Expenditure

| Reporting Program                                | Var. \$   | Var. % | Var. | Timing/<br>Permanent | Explanation of Variance  |
|--|-----------|--------|------|----------------------|--|
| <b>Operating Income</b>                          | \$        | %      |      |                      |  |
| Governance                                       | 8,549     | 144%   | ⊕    | Permanent            | Good driver reimbursement, WALGA course, LGIS member dividend.   |
| General Purpose Funding - Rates                  | (26,525)  | (2%)   |      |                      | Within Variance Threshold  |
| General Purpose Funding - Other                  | (41,309)  | (7%)   | ⊗    | Permanent            | Financial Assistance grant has been reduced and the first quarter's payment for this financial year was received in advance in the prior financial year.   |
| Law, Order and Public Safety                     | (9,030)   | (44%)  | ⊗    | Permanent            | DFES subsidy has been reduced this year to \$7,815, due to underspends in 2015-16  |
| Health   | 50,702    | 32%    | ⊕    | Timing               | Hacc grant received for the financial year   |
| Education and Welfare                            | 710       | 1%     |      | Timing               | Budget phasing with the ChildCare payroll reimbursements   |
| Housing  | (6,252)   | (7%)   | ⊗    | Timing               | \$10,000 per annum reduction in revenue as a result of housing being included in package for Managers, however increased rental charges as of 29 January in accordance with council policy should reduce this variance from February |
| Community Amenities                              | 4,333     | 2%     |      | Permanent            | Within Variance Threshold  |
| Recreation and Culture                           | (1,447)   | (5%)   |      | Permanent            | Town hall and gym fees income is lower than anticipated.   |
| Transport  | (113,475) | (90%)  | ⊗    | Permanent            | Main roads operational budget revenue will now only be \$73K. This is a reduction of \$52K which will be adjusted during the budget review   |
| Economic Services                                | (24,882)  | (23%)  | ⊗    | Timing               | STA was operational from September 2017, therefore 2 months of no income. However, trends indicate budget estimate will be achieved.   |
| Other Property and Services                      | (1,321)   | (16%)  |      | Timing               | Workcover reimbursement.   |
| <b>Operating Expense</b>                         | \$        | %      |      |                      |  |
| Governance                                       | 21,163    | 6%     | ⊕    | Timing               | Expenditure low. Members fees to be paid and training, information technology costs expected to be incurred.   |
| General Purpose Funding                          | 274       | 0%     |      | Timing               | Within variance threshold.   |
| Law, Order and Public Safety                     | (2,338)   | (6%)   |      | Timing               | Bush fire grant other expenses underspent.   |
| Health   | 25,566    | 11%    | ⊕    | Timing               | HACC and EHO expenses are in arrears.  |
| Education and Welfare                            | 13,705    | 12%    | ⊕    | Timing               | Dowerin Childcare wages are lower than budget. These wages are reimbursed by Dowerin Childcare.  |
| Housing  | (11,852)  | (7%)   | ⊗    | Permanent            | Variance to expenditure is the annual maintenance of the Independent Living units, Community Housing project and maintenance on the Asset and Works Manager's house. Budget to be reviewed.  |
| Community Amenities                              | 26,754    | 12%    | ⊕    | Timing               | Savings in recycling costs. Landcare expense to be processed.  |
| Recreation and Culture                           | 35,965    | 6%     | ⊕    | Timing               | Within variance threshold.   |
| Transport  | 75,713    | 8%     | ⊕    | Permanent            | Budget to be revised to accommodate the Wandrra road works flood damage repairs.   |
| Economic Services                                | (29,475)  | (12%)  | ⊗    | Timing               | Short term accommodation (STA) slightly overspent.   |
| Other Property and Services                      | 36,692    | 83%    | ⊕    | Timing               | Public works actual overhead recovery is not covering expenditure. Staff will review during the budget review.   |
| <b>Operating activities excluded from budget</b> |           |        |      |                      |  |
| Depreciation                                     | 17,071    | (2%)   |      | Timing               | YTD Depreciation budgeted at \$17K is higher than budget. A review of depreciation rates was carried out as at 30 June 2017, and has impacted depreciaton expenses. Staff will review and correct this during the budget review.     |
| <b>Capital Revenues</b>                          |           |        |      |                      |  |
| Grants, Subsidies and Contributions              | 195,392   | 22%    | ⊕    | Timing               | Grants received: 250K for the Bush Fire shed. The Storm water project for \$170K is not proceeding and Roads to Recovery of \$345K and \$200K will be received in March.   |
| <b>Capital Expenses</b>                          |           |        |      |                      |  |
| Land and Buildings                               | 0         |        |      |                      |  |
| Infrastructure - Roads                           | (17,513)  | 5%     |      | Permanent            | Reduction in road expenditure due to reduction in the Roads to Recovery grant, offset by Wandrrra road works.  |
| Infrastructure - Footpaths                       | 14,000    | (100%) |      | Timing               | East street footpath planned for the first quarter of this financial year.   |
| Infrastructure Assets - Other                    | (257,000) | 0%     |      | Permanent            | Stormwater capture and re-use project \$170K grant application was unsuccessful.   |
| Plant and Equipment                              | 382,077   | (93%)  |      | Timing               | Underspent - Grader purchase to be deferred until 2018-19.   |
| Furniture and Equipment                          | 5,413     | (30%)  |      | Timing               | Underspent - computer equipment purchased within operational budget.   |
| <b>Financing</b>                                 |           |        |      |                      |  |
| Proceeds from New Debentures                     | 0         |        |      |                      |  |
| Self-Supporting Loan Principal                   | 0         |        |      |                      |  |
| Transfer from Reserves                           | 0         |        |      |                      |  |
| <b>Opening Funding Surplus(Deficit)</b>          | 205,118   | 18%    | ⊕    |                      | The opening funding surplus is \$205K higher than budget due to end of year adjustments required by the auditors. This relates to unanticipated income.  |



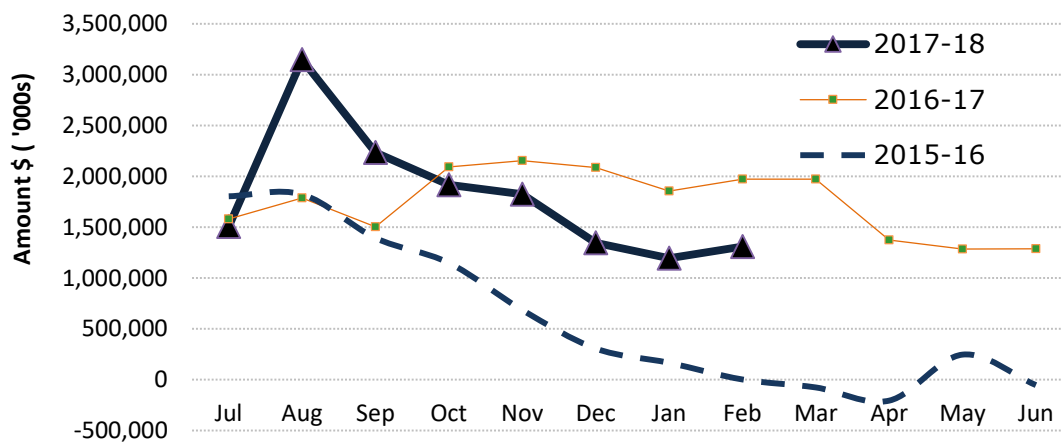
**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 3: Net Current Funding Position**

Positive=Surplus (Negative=Deficit)

|   | Note | Last Years Actual<br>Closing<br>30 June 2017 | Current<br>28 Feb 2018 |
|---|------|--|------------------------|
|   |      | \$   | \$                     |
| <b>Current Assets</b>                             |      |  |                        |
| Cash Unrestricted                                 | 4    | 1,640,547                                    | 1,094,998              |
| Cash Restricted                                   | 4    | 1,787,396                                    | 1,853,262              |
| Receivables - Rates                               |      | 49,852                                       | 198,504                |
| Receivables - Other                               |      | 418,576                                      | 388,407                |
| Interest / ATO Receivable/Trust                   |      | 101,647                                      | 23,308                 |
| Inventories                                       |      | 6,635  | 9,786                  |
|   |      | 4,004,654                                    | 3,568,265              |
| <b>Less: Current Liabilities</b>                  |      |  |                        |
| Payables  |      | (722,249)                                    | (316,812)              |
| Current Borrowings                                |      | (117,509)                                    | (59,291)               |
| Provisions  |      | (185,111)                                    | (137,248)              |
|   |      | (1,024,870)                                  | (513,350)              |
| Net Current Assets                                |      | 2,979,784                                    | 3,054,915              |
| Less: Cash Reserves                               | 7    | (1,787,396)                                  | (1,811,936)            |
| Plus: Current Borrowings included in Budget       |      | 93,753                                       | 47,317                 |
| Plus : Liabilities funded by Cash Backed Reserves |      | 53,493                                       | 54,217                 |
| <b>Net Current Funding Position</b>               |      | <b>1,339,634</b>                             | <b>1,344,513</b>       |

**Note 3 - Liquidity Over the Year**



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

Current Ratio equals 1:3.34

This means that for every \$1.00 of liability Council has \$3.34 of Current assets available to cover current debt

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 4: Cash and Investments**

|                          | Unrestricted     | Restricted       | Trust         | Total<br>Amount  | Institution | Interest<br>Rate | Maturity<br>Date |
|--------------------------|------------------|------------------|---------------|------------------|-------------|------------------|------------------|
|                          | \$               | \$               | \$            | \$               |             |                  |                  |
| <b>(a) Cash Deposits</b> |                  |                  |               |                  |             |                  |                  |
| Municipal Bank Account   | 86,575           |                  |               | 86,575           | NAB         | Variable         | At Call          |
| Cash Maximiser           | 843,313          |                  |               | 843,313          | NAB         | 2.05%            | At Call          |
| Trust Bank Account       |                  |                  | 12,108        | 12,108           | NAB         | Variable         | At Call          |
| <b>(b) Term Deposits</b> |                  |                  |               |                  |             |                  |                  |
| TD2361911                | 1,899            | 888,352          |               | 890,251          | Bendigo     | Variable         | 17-Aug-18        |
| 90-558-1436-NAB          |                  | 923,584          |               | 923,584          | NAB         | 2.50%            | 21-Jun-18        |
| TD 2361913               | 162,611          |                  |               | 162,611          | Bendigo     | 2.70%            | 17-Aug-18        |
| # STA Retention Bond     |                  | 41,326           |               | 41,326           | Bendigo     | 2.50%            | 24-Jul-18        |
|                          | <b>1,094,398</b> | <b>1,853,262</b> | <b>12,108</b> | <b>2,959,768</b> |             |                  |                  |

**Comments/Notes - Investments**

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

# The Shire is holding Funds as a retention bond until the defects period for the STA is over.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 5: Budget Amendments**

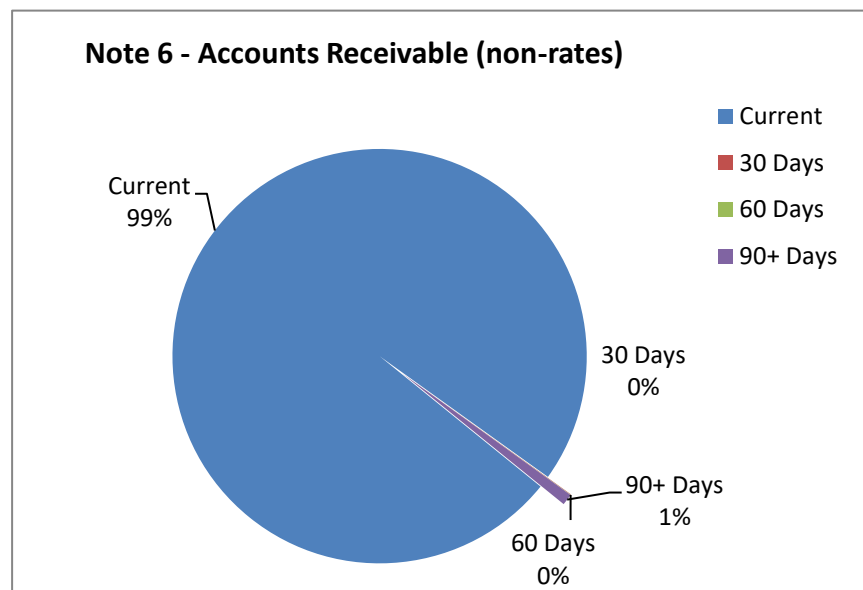
Amendments to original budget since budget adoption. Surplus/(Deficit)

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 6: Receivables**

| Receivables - General                        | Current | 30 Days | 60 Days | 90+ Days | Total          |
|--|---------|---------|---------|----------|----------------|
|  | \$      | \$      | \$      | \$       | \$             |
| Receivables - General                        | 303,376 | 107     | 55      | 2,690    | 306,228        |
| <b>Balance per Trial Balance</b>             |         |         |         |          |                |
| Sundry Debtors                               |         |         |         |          | 306,228        |
| <b>Total Receivables General Outstanding</b> |         |         |         |          | <b>306,228</b> |



**Comments/Notes - Receivables General**

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 7: Cash Backed Reserve**

| Name                                | Opening Balance  | Original Budget | Actual          | Original Budget  | Actual           | Original Budget   | Actual            | Original Budget  | Actual YTD Closing |
|-------------------------------------|------------------|-----------------|-----------------|------------------|------------------|-------------------|-------------------|------------------|--------------------|
|                                     |                  | Interest Earned | Interest Earned | Transfers In (+) | Transfers In (+) | Transfers Out (-) | Transfers Out (-) | Closing Balance  | Balance            |
|                                     | \$               | \$              | \$              | \$               | \$               | \$                | \$                | \$               | \$                 |
| Leave Reserve                       | 53,493           | 1,202           | 724             | 0                | 0                | 0                 | 0                 | 54,695           | 54,217             |
| Plant Reserve                       | 142,872          | 3,210           | 1,935           | 140,000          | 0                | (120,000)         | 0                 | 166,082          | 144,807            |
| Sewerage Asset Preservation Reserve | 1,043,357        | 23,429          | 14,463          | 71,000           | 0                | 0                 | 0                 | 1,137,786        | 1,057,820          |
| Land & Building Reserve             | 146,594          | 3,293           | 1,985           | 42,000           | 0                | 0                 | 0                 | 191,887          | 148,579            |
| Swimming Pool Reserve               | 32,456           | 0               | 440             | 0                | 0                | (32,456)          | 0                 | (0)              | 32,895             |
| Recreation Facilities Reserve       | 180,866          | 4,063           | 2,450           | 1,673            | 0                | 0                 | 0                 | 186,602          | 183,316            |
| Community Housing Project Reserve   | 46,221           | 1,039           | 626             | 0                | 0                | 0                 | 0                 | 47,260           | 46,847             |
| Community Bus Reserve               | 40,787           | 917             | 552             | 0                | 0                | (41,704)          | 0                 | 0                | 41,340             |
| Economic Development Reserve        | 12,021           | 271             | 163             | 42,000           | 0                | 0                 | 0                 | 54,292           | 12,183             |
| All Hours Gym Reserve               | 1,684            | 0               | 23              | 0                | 0                | (1,684)           | 0                 | (0)              | 1,707              |
| Bowling Green Replacement Reserve   | 61,461           | 1,381           | 832             | 10,000           | 0                | 0                 | 0                 | 72,842           | 62,293             |
| Tennis Court Replacement Reserve    | 25,584           | 575             | 346             | 6,000            | 0                | 0                 | 0                 | 32,159           | 25,930             |
|                                     | <b>1,787,396</b> | <b>39,380</b>   | <b>24,540</b>   | <b>312,673</b>   | <b>0</b>         | <b>(195,844)</b>  | <b>0</b>          | <b>1,943,605</b> | <b>1,811,936</b>   |

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 8: Disposal of Assets**

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

**Comments**

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 8: Rating Information**

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

**Comments - Rating Information**

Rates were levied on 24th August 2017.

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

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

| Particulars                                | Actual      |           | Principal Repayments |         | Principal Outstanding |           | Interest Repayments |        |
|--|-------------|-----------|----------------------|---------|-----------------------|-----------|---------------------|--------|
|  | 01 Jul 2017 | New Loans | Amended              |         | Amended               |           | Amended             |        |
|  |             |           | Actual               | Budget  | Actual                | Budget    | Actual              | Budget |
|  |             |           | \$                   | \$      | \$                    | \$        | \$                  | \$     |
| <b>Recreation and Culture</b>              |             |           |                      |         |                       |           |                     |        |
| Loan 97 - Community Club                   | 350,628     |           | 31,956               | 64,565  | 318,672               | 286,063   | 8,398               | 13,687 |
| <b>Economic Services</b>                   |             |           |                      |         |                       |           |                     |        |
| Loan 99 - Short Term Accommodation Project | 770,993     |           | 14,481               | 29,189  | 756,512               | 741,804   | 14,801              | 23,982 |
| <b>Self Supporting Loans</b>               |             |           |                      |         |                       |           |                     |        |
| Loan 98 - Dowerin Events                   | 60,856      |           | 11,782               | 23,756  | 49,074                | 37,100    | 1,197               | 1,786  |
|  | 1,182,477   | 0         | 58,219               | 117,510 | 1,124,258             | 1,064,967 | 24,395              | 39,455 |

**(b) New Debentures**

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

**(c) Unspent Debentures**

The Shire has no unspent debentures.

**(d) Overdraft**

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



**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 10: Grants and Contributions**

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

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 11: Trust Fund**

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

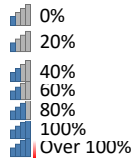
| Description                   | Opening<br>Balance<br>01 Jul 2017 | Amount<br>Received | Amount<br>Paid | Closing<br>Balance<br>28 Feb 2018 |
|-------------------------------|-----------------------------------|--------------------|----------------|-----------------------------------|
|                               | \$                                | \$                 | \$             | \$                                |
| Housing Bonds                 | 3,428                             | 0                  | (200)          | 3,228                             |
| Key Deposits                  | 90                                | 0                  | 0              | 90                                |
| Tidy Towns                    | 3,219                             | 0                  | 0              | 3,219                             |
| HACC Vehicle                  | 691                               | 0                  | 0              | 691                               |
| Building Deposits             | 0                                 | 0                  | 0              | 0                                 |
| AROC Funds                    | 0                                 | 0                  | 0              | 0                                 |
| HACC Fundraising              | 2,521                             | 0                  | 0              | 2,522                             |
| Recreation Steering Committee | 0                                 | 0                  | 0              | 0                                 |
| Centenary Park                | 2,111                             | 0                  | 0              | 2,111                             |
| Nomination Deposits           | 0                                 | 480                | (480)          | 0                                 |
| Yellow Ribbon                 | 247                               | 0                  | 0              | 247                               |
|                               | <b>12,307</b>                     | <b>480</b>         | <b>(680)</b>   | <b>12,108</b>                     |

**SHIRE OF DOWERIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28 February 2018**

**Note 12: Capital Acquisitions**

| Assets  | Account | Program                     | YTD Actual       |                |                  | Budget                 |                  |                  |
|---|---------|-----------------------------|------------------|----------------|------------------|------------------------|------------------|------------------|
|   |         |                             | New/Upgrade      | Renewal        | Total YTD        | Original Annual Budget | YTD Budget       | YTD Variance     |
|   |         |                             | \$               | \$             | \$               | \$                     | \$               | \$               |
| <i>Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.</i> |         |                             |                  |                |                  |                        |                  |                  |
| <b>LAND</b>   |         |                             |                  |                |                  |                        |                  |                  |
| Land - Museum   | 3715    | Governance                  |                  |                | 11,049           | 13,000                 | 13,000           | (1,951)          |
| <b>Land Total</b>   |         |                             | <b>0</b>         | <b>0</b>       | <b>11,049</b>    | <b>13,000</b>          | <b>13,000</b>    | <b>(1,951)</b>   |
| <b>Buildings</b>  |         |                             |                  |                |                  |                        |                  |                  |
| Shire Office  | 0364    | Governance                  |                  | 4,179          | 4,179            | 72,500                 | 72,500           | (68,321)         |
| HACC - Capex - Building Renewal   | 1605    | Health                      |                  | 0              | 0                | 21,770                 | 21,770           | (21,770)         |
| BUILDINGS - FIRE SHED PAD   | 0884    | Law, Order And Public Safet | 270,673          |                | 270,673          | 264,000                | 264,000          | 6,673            |
| SWIM POOL CAPITAL EXPENDITURE   | 3444    | Recreation & Culture        |                  | 0              | 0                | 100,000                | 100,000          | (100,000)        |
| WHEATBELT HERITAGE RAIL PROJECT   | 7144    | Economic Services           |                  | 5,797          | 5,797            | 0                      | 0                | 5,797            |
| SHORT TERM ACCOMMODATION  | 7145    | Economic Services           | 782,503          |                | 782,503          | 837,430                | 821,840          | (39,337)         |
| <b>Buildings Total</b>  |         |                             | <b>1,053,177</b> | <b>9,976</b>   | <b>1,063,153</b> | <b>1,295,700</b>       | <b>1,280,110</b> | <b>(216,957)</b> |
| <b>Furniture &amp; Office Equip.</b>  |         |                             |                  |                |                  |                        |                  |                  |
| FURN - PHOTOCOPIER  | 374     | Governance                  |                  | 12,887         | 12,887           | 12,900                 | 12,900           | (13)             |
| FURN - OFFICE EQUIPMENT   | 414     | Governance                  |                  | 0              | 0                | 1,000                  | 1,000            | (1,000)          |
| HACC - Capex - Furniture and Equipment  | 1624    | Health                      |                  | 0              | 0                | 4,400                  | 4,400            | 4,400            |
| <b>Furniture &amp; Equipment Total</b>  |         |                             | <b>0</b>         | <b>12,887</b>  | <b>12,887</b>    | <b>18,300</b>          | <b>18,300</b>    | <b>(5,413)</b>   |
| <b>Plant , Equip. &amp; Vehicles</b>  |         |                             |                  |                |                  |                        |                  |                  |
| Admin Vehicles  | 394     | Governance                  |                  | 30,123         | 30,123           | 29,660                 | 30,123           | (0)              |
| HACC - VEHICLE PURCHASE   | 1604    | Health                      |                  | 0              | 0                | 32,077                 | 32,077           | (32,077)         |
| PLANT - GRADER  | 6254    | Transport                   |                  | 0              | 0                | 350,000                | 350,000          | (350,000)        |
| <b>Plant &amp; Equipment Total</b>  |         |                             | <b>0</b>         | <b>30,123</b>  | <b>30,123</b>    | <b>411,737</b>         | <b>412,200</b>   | <b>(382,077)</b> |
| <b>Infrastructure - Roads</b>   |         |                             |                  |                |                  |                        |                  |                  |
| ROADS - ROADS TO RECOVERY   | 4184    | Transport                   |                  | 265,384        | 265,384          | 520,776                | 265,384          | 0                |
| ROADS - UNCLASSIFIED  | 4604    | Transport                   |                  | 15,660         | 15,660           | 212,688                | 0                | 15,660           |
| ROADS - STATE 20/20   | 4884    | Transport                   |                  | 101,458        | 101,458          | 480,463                | 101,458          | 0                |
| ROADS - SIGNS   | 4194    | Transport                   |                  | 1,853          | 1,853            | 0                      | 0                | 1,853            |
| <b>Roads Total</b>  |         |                             | <b>0</b>         | <b>384,354</b> | <b>384,354</b>   | <b>1,213,927</b>       | <b>366,841</b>   | <b>17,513</b>    |
| <b>Infrastructure - Footpaths</b>   |         |                             |                  |                |                  |                        |                  |                  |
| FOOTPATH/CYCLEWAYS  | 6094    | Transport                   |                  | 0              | 0                | 14,000                 | 14,000           | (14,000)         |
| <b>Infrastructure - Footpaths TOTAL</b>   |         |                             | <b>0</b>         | <b>0</b>       | <b>0</b>         | <b>14,000</b>          | <b>14,000</b>    | <b>(14,000)</b>  |
| <b>Infrastructure - Other</b>   |         |                             |                  |                |                  |                        |                  |                  |
| Infrastructure Other - Environment  | 2910    | Transport                   |                  | 0              | 0                | 250,000                | 250,000          | (250,000)        |
| Infrastructure - other  | 4195    | Transport                   |                  |                | 0                | 7,000                  | 7,000            | (7,000)          |
| <b>Infrastructure -Other Total</b>  |         |                             | <b>0</b>         | <b>0</b>       | <b>0</b>         | <b>257,000</b>         | <b>257,000</b>   | <b>(257,000)</b> |
| <b>Capital Expenditure Total</b>  |         |                             | <b>1,053,177</b> | <b>437,340</b> | <b>1,501,566</b> | <b>3,223,664</b>       | <b>2,361,451</b> | <b>(859,885)</b> |

**Level of Completion Indicators**



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



Statement for

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & 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 January 2018 to 28 February 2018  
Company Account No: 4557 0498 0002 7159  
Facility Limit: \$16,000

---

**Your Account Summary**

|   |                    |
|---|--------------------|
| Balance from previous statement           | \$632.85 DR        |
| Payments and other credits                | \$632.85 CR        |
| Purchases, cash advances and other debits | \$643.85 DR        |
| Interest and other charges                | \$9.00 DR          |
| <b>Closing Balance</b>                    | <b>\$652.85 DR</b> |

---

**YOUR DIRECT DEBIT PAYMENT OF \$652.85 WILL BE  
CHARGED TO ACCOUNT 000086608- 0000480807363 ON  
06/03/2018 AS PER OUR AGREEMENT.**

059/04/19/M/10588/S016849/1033697

see reverse for transaction details

**Transaction record for: Billing account**



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



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



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.

| Date                   | Amount A\$  | Details              | Reference   |
|------------------------|-------------|----------------------|-------------|
| 5 Feb 2018             | \$632.85 CR | DIRECT DEBIT PAYMENT | 74557048033 |
| Total for this Period: |             | \$632.85 CR          |             |

**Cardholder summary**

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

| Cardholder account  | Cardholder name      | Credit limit | Payments and other credits (A) | Purchases and cash advances (B) | Interest and other charges (C) | Net Totals (B + C - A) |
|---------------------|----------------------|--------------|--------------------------------|---------------------------------|--------------------------------|------------------------|
| 4557-0455-3744-1887 | MS ANDREA JANINE SEL | \$3,000      | \$0.00                         | \$643.85                        | \$9.00                         | \$652.85               |
| 4557-0498-0002-7159 | BILLING ACCOUNT      | \$0          | \$632.85 CR                    | \$0.00                          | \$0.00                         | \$632.85 CR            |
|                     |                      |              | \$632.85 CR                    | \$643.85 DR                     | \$9.00 DR                      | \$20.00 DR             |

**Transaction type**  
Purchase

**Annual percentage rate**  
0.0000%

**Daily percentage rate**  
0.000000%



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MS ANDREA JANINE SELVEY  
Account No: 4557 0455 3744 1887  
Statement Period: 30 January 2018 to 28 February 2018  
Cardholder Limit: \$3,000

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

| Date                         | Amount A\$      | Details                             | Explanation   | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference   |
|------------------------------|-----------------|-------------------------------------|---------------|---------------------------|-----------------------|---|-------------|
| 16 Feb 2018                  | \$200.00        | POST DOWERIN LPO DOWERIN            |               |                           |                       |   | 74813848046 |
| 26 Feb 2018                  | \$443.85        | MSFT *<E01005C3OW> MSBILL.INFO      |               |                           |                       |   | 74798068056 |
| 28 Feb 2018                  | \$9.00          | RECURRING DIRECT DEBIT.<br>CARD FEE |               |                           |                       |   | 74557048059 |
| <b>Total for this period</b> | <b>\$652.85</b> |                                     | <b>Totals</b> |                           |                       |   |             |

**Employee declaration**

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

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_



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

**Cardholder Details**

Cardholder Name: MS ANDREA JANINE SELVEY  
 Account No: 4557 0455 3744 1887  
 Statement Period: 30 January 2018 to 28 February 2018  
 Company Account No: 4557 0498 0002 7159  
 Credit Limit: \$3,000  
 Available Credit: \$2,347

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

| Date        | Amount \$ | Details                             | Explanation | Amount NOT subject to GST | Amount subject to GST | GST component (1/11th of the amount subject to GST) | Reference   |
|-------------|-----------|-------------------------------------|-------------|---------------------------|-----------------------|---|-------------|
| 16 Feb 2018 | \$200.00  | POST DOWERIN LPO DOWERIN            |             |                           |                       |   | 74813848046 |
| 26 Feb 2018 | \$443.85  | MSFT *<E01005C3OW> MSBILL.INFO      |             |                           |                       |   | 74798068056 |
| 28 Feb 2018 | \$9.00    | RECURRING DIRECT DEBIT.<br>CARD FEE |             |                           |                       |   | 74557048059 |

**Employee declaration**

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

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SHIRE OF DOWERIN**  
**BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

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

**TABLE OF CONTENTS**

|   |       |
|---|-------|
| Statement of Financial Activity by Program        | 2     |
| Statement of Financial Activity by Nature or Type | 3     |
| <br>  |       |
| Note 1    Significant Accounting Policies         | 4-15  |
| Note 2    Net Current Funding Position            | 16    |
| Note 3    Predicted Variances                     | 17-18 |
| Note 4    Loans                                   | 19    |
| Note 5    Reserves                                | 20    |
| Note 6    Capital Expenditure                     | 21    |
| Note 7    Disposals                               | 22    |



**Shire of Dowerin**  
**STATEMENT OF BUDGET REVIEW**  
**(Statutory Reporting Program)**  
**For the Period Ended 28 February 2018**

FM Reg  
33A (1)

FM Reg 33A

FM Reg Sch 1

FM Reg  
(33A(2A)(b))

|  | Note | Budget v Actual           |                    | Predicted              |                                 |                      | Material Variance |
|--|------|---------------------------|--------------------|------------------------|---------------------------------|----------------------|-------------------|
|  |      | Adopted Annual Budget (a) | YTD Actual (b)     | Variance Permanent (c) | Variance Timing (Carryover) (d) | Year End (a)+(c)+(d) |                   |
|  |      | \$                        | \$                 | \$                     | \$                              | \$                   |                   |
| <b>Net current assets at start of financial year surplus/(deficit)</b> | 2    | 1,134,516                 | 1,339,633          | 205,117                |                                 | 1,339,633            | ▲                 |
| <b>Revenue from operating activities (excluding rates)</b>             |      |                           |                    |                        |                                 |                      |                   |
| Governance   |      | 7,530                     | 14,493             | 0                      |                                 | 7,530                |                   |
| General Purpose Funding  |      | 786,847                   | 548,802            | (79,790)               |                                 | 707,057              | ▼                 |
| Law, Order and Public Safety   |      | 25,310                    | 11,322             | (3,950)                |                                 | 21,360               | ▼                 |
| Health   |      | 267,152                   | 210,918            | 0                      |                                 | 267,152              |                   |
| Education and Welfare  |      | 132,510                   | 85,054             | 0                      |                                 | 132,510              |                   |
| Housing  |      | 142,590                   | 88,796             | 55,238                 |                                 | 197,828              | ▲                 |
| Community Amenities  |      | 235,837                   | 254,741            | 19,430                 |                                 | 255,267              | ▲                 |
| Recreation and Culture   |      | 81,840                    | 27,389             | (34,570)               |                                 | 47,270               | ▼                 |
| Transport  |      | 185,630                   | 12,062             | 697,309                |                                 | 882,939              | ▲                 |
| Economic Services  |      | 137,866                   | 83,609             | 12,500                 |                                 | 150,366              | ▲                 |
| Other Property and Services  |      | 10,710                    | 7,152              | 2,000                  |                                 | 12,710               | ▲                 |
|  |      | <b>2,013,822</b>          | <b>1,344,339</b>   | <b>668,167</b>         | <b>0</b>                        | <b>2,681,989</b>     |                   |
| <b>Expenditure from operating activities</b>                           |      |                           |                    |                        |                                 |                      |                   |
| Governance   |      | (479,870)                 | (340,202)          | (43,858)               |                                 | (523,728)            | ▲                 |
| General Purpose Funding  |      | (142,710)                 | (87,570)           | (5,825)                |                                 | (148,535)            | ▲                 |
| Law, Order and Public Safety   |      | (68,680)                  | (38,762)           | 12,640                 |                                 | (56,040)             | ▼                 |
| Health   |      | (319,910)                 | (198,414)          | (3,753)                |                                 | (323,663)            | ▲                 |
| Education and Welfare  |      | (166,000)                 | (99,315)           | (3,910)                |                                 | (169,910)            | ▲                 |
| Housing  |      | (196,250)                 | (179,654)          | (42,430)               |                                 | (238,680)            | ▲                 |
| Community Amenities  |      | (295,770)                 | (190,734)          | (32,160)               |                                 | (327,930)            | ▲                 |
| Recreation and Culture   |      | (762,647)                 | (571,771)          | (111,734)              |                                 | (874,381)            | ▲                 |
| Transport  |      | (1,226,750)               | (911,284)          | (897,259)              |                                 | (2,124,009)          | ▲                 |
| Economic Services  |      | (354,908)                 | (265,991)          | (11,020)               |                                 | (365,928)            | ▲                 |
| Other Property and Services  |      | (2,950)                   | (7,318)            | (2,572)                |                                 | (5,522)              | ▲                 |
|  |      | <b>(4,016,445)</b>        | <b>(2,891,015)</b> | <b>(1,141,881)</b>     | <b>0</b>                        | <b>(5,158,326)</b>   |                   |
| <b>Operating activities excluded from budget</b>                       |      |                           |                    |                        |                                 |                      |                   |
| Add Back Depreciation  |      | 1,138,280                 | 813,353            | 107,332                |                                 | 1,245,612            | ▲                 |
| Adjust (Profit)/Loss on Asset Disposal                                 | 7    | (33,600)                  | (779)              | (55,238)               |                                 | (88,838)             | ▼                 |
| Adjust Provisions and Accruals   |      | 0                         | (1,846)            | 0                      |                                 | 0                    |                   |
| <b>Amount attributable to operating activities</b>                     |      | <b>(897,943)</b>          | <b>(735,949)</b>   | <b>(421,620)</b>       | <b>0</b>                        | <b>(1,319,563)</b>   |                   |
| <b>INVESTING ACTIVITIES</b>  |      |                           |                    |                        |                                 |                      |                   |
| Non-operating grants, subsidies and contributions                      |      | 1,839,985                 | 1,076,120          | (35,580)               |                                 | 1,804,405            |                   |
| Purchase of Investments  |      |                           |                    |                        |                                 | 0                    |                   |
| Land Held for Resale   |      |                           |                    |                        |                                 | 0                    |                   |
| Land and Buildings   | 6    | (1,308,700)               | (1,074,202)        | (42,296)               |                                 | (1,350,996)          | ▲                 |
| Plant and Equipment  | 6    | (411,737)                 | (30,123)           | 349,537                |                                 | (62,200)             | ▲                 |
| Furniture and Equipment  | 6    | (18,300)                  | (12,887)           | 136                    |                                 | (18,164)             | ▼                 |
| Infrastructure Assets - Roads  | 6    | (1,227,927)               | (384,354)          | 13,651                 |                                 | (1,214,276)          | ▼                 |
| Infrastructure Assets - Other  | 6    | (257,000)                 | 0                  | 250,000                |                                 | (7,000)              | ▼                 |
| Proceeds from Disposal of Assets                                       | 7    | 155,500                   | 11,818             | 221,318                |                                 | 376,818              | ▲                 |
| <b>Amount attributable to investing activities</b>                     |      | <b>(1,228,179)</b>        | <b>(413,628)</b>   | <b>756,766</b>         | <b>0</b>                        | <b>(471,413)</b>     |                   |
| <b>FINANCING ACTIVITIES</b>  |      |                           |                    |                        |                                 |                      |                   |
| Repayment of Debentures  | 4    | (117,510)                 | (58,219)           | 0                      |                                 | (117,510)            |                   |
| Proceeds from New Debentures   | 4    |                           | 0                  | 0                      |                                 | 0                    |                   |
| Advances to Community Groups   | 0    | 0                         | 0                  | 0                      |                                 | 0                    |                   |
| Self-Supporting Loan Principal   | 4    | 23,756                    | 11,782             | 0                      |                                 | 23,756               |                   |
| Transfer to Reserves   | 5    | (352,053)                 | (24,540)           | (455,000)              |                                 | (807,053)            | ▲                 |
| Transfer from Reserves   | 5    | 195,844                   | 0                  | (90,000)               |                                 | 105,844              | ▼                 |
| <b>Amount attributable to financing activities</b>                     |      | <b>(249,963)</b>          | <b>(70,976)</b>    | <b>(545,000)</b>       | <b>0</b>                        | <b>(794,963)</b>     |                   |
| <b>Budget deficiency before general rates</b>                          |      | <b>(1,241,569)</b>        | <b>119,079</b>     | <b>(4,737)</b>         | <b>0</b>                        | <b>(1,246,306)</b>   |                   |
| <b>Estimated amount to be raised from rates</b>                        |      | <b>1,247,570</b>          | <b>1,225,316</b>   | <b>4,271</b>           |                                 | <b>1,251,841</b>     |                   |
| <b>Closing Funding Surplus(Deficit)</b>                                | 2    | <b>6,001</b>              | <b>1,344,395</b>   | <b>(466)</b>           | <b>0</b>                        | <b>5,535</b>         | ▼                 |

**Shire of Dowerin**  
**STATEMENT OF BUDGET REVIEW**  
**(Nature or Type)**  
**For the Period Ended 28 February 2018**

|  | Note | Budget v Actual    |                    | Predicted              |                                 |                      |   |
|--|------|--------------------|--------------------|------------------------|---------------------------------|----------------------|---|
|  |      | Annual Budget (a)  | YTD Actual (b)     | Variance Permanent (c) | Variance Timing (Carryover) (d) | Year End (a)+(c)-(d) |   |
|  |      | \$                 | \$                 | \$                     | \$                              | \$                   |   |
| <b>Net current assets at start of financial year surplus/(deficit)</b> | 2    | <b>1,134,516</b>   | <b>1,339,633</b>   | <b>205,117</b>         |                                 | <b>1,339,633</b>     | ▲ |
| <b>Revenue from operating activities (excluding rates)</b>             |      |                    |                    |                        |                                 |                      |   |
| Grants, Subsidies and Contributions                                    | 4.1  | <b>1,151,749</b>   | 710,857            | 598,019                |                                 | 1,749,768            | ▲ |
| Profit on Asset Disposal   | 4.1  | <b>40,800</b>      | 1,734              | 55,238                 |                                 | 96,038               | ▲ |
| Fees and Charges   | 4.1  | <b>422,200</b>     | 285,976            | 4,540                  |                                 | 426,740              | ▲ |
| Sewerage Charges   | 4.1  | <b>137,807</b>     | 155,716            | 18,002                 |                                 | 155,809              | ▲ |
| Interest Earnings  | 4.1  | <b>57,740</b>      | 40,487             | 0                      |                                 | 57,740               |   |
| Other Revenue  | 4.1  | <b>203,526</b>     | 149,568            | (7,633)                |                                 | 195,893              | ▼ |
|  |      | <b>2,013,822</b>   | <b>1,344,339</b>   | <b>668,167</b>         | <b>0</b>                        | <b>2,681,989</b>     |   |
| <b>Expenditure from operating activities</b>                           |      |                    |                    |                        |                                 |                      |   |
| Employee Costs   | 4.2  | <b>(1,553,120)</b> | (952,612)          | (118,462)              |                                 | (1,671,582)          | ▲ |
| Materials and Contracts  | 4.2  | <b>(843,690)</b>   | (803,458)          | (915,953)              |                                 | (1,759,643)          | ▲ |
| Utilities Charges  | 4.2  | <b>(177,710)</b>   | (102,047)          | 0                      |                                 | (177,710)            |   |
| Depreciation (Non-Current Assets)                                      | 4.2  | <b>(1,138,280)</b> | (813,353)          | (107,332)              |                                 | (1,245,612)          | ▲ |
| Interest Expenses  | 4.2  | <b>(39,455)</b>    | (24,395)           | 0                      |                                 | (39,455)             |   |
| Insurance Expenses   | 4.2  | <b>(162,650)</b>   | (142,454)          | (134)                  |                                 | (162,784)            | ▲ |
| Loss on Asset Disposal   | 4.2  | <b>(7,200)</b>     | (955)              | 0                      |                                 | (7,200)              |   |
| Other Expenditure  | 4.2  | <b>(94,340)</b>    | (51,742)           | 0                      |                                 | (94,340)             |   |
|  |      | <b>(4,016,445)</b> | <b>(2,891,015)</b> | <b>(1,141,881)</b>     | <b>0</b>                        | <b>(5,158,326)</b>   |   |
| <b>Funding Balance Adjustment</b>                                      |      |                    |                    |                        |                                 |                      |   |
| Add Back Depreciation  |      | <b>1,138,280</b>   | <b>813,353</b>     | 107,332                |                                 | 1,245,612            | ▲ |
| Adjust (Profit)/Loss on Asset Disposal                                 | 7    | <b>(33,600)</b>    | <b>(779)</b>       | (55,238)               |                                 | (88,838)             | ▼ |
| Adjust Provisions and Accruals   |      | <b>0</b>           | <b>(1,846)</b>     | 0                      |                                 | 0                    |   |
| <b>Amount attributable to operating activities</b>                     |      | <b>(897,943)</b>   | <b>(735,949)</b>   | <b>(421,620)</b>       | <b>0</b>                        | <b>(1,319,563)</b>   |   |
| <b>INVESTING ACTIVITIES</b>  |      |                    |                    |                        |                                 |                      |   |
| Grants, Subsidies and Contributions                                    | 4.4  | <b>1,839,985</b>   | 1,076,120          | (35,580)               |                                 | 1,804,405            | ▼ |
| Land and Buildings   | 6    | <b>(1,308,700)</b> | (1,074,202)        | (42,296)               |                                 | (1,350,996)          | ▲ |
| Plant and Equipment  | 6    | <b>(411,737)</b>   | (30,123)           | 349,537                |                                 | (62,200)             | ▼ |
| Furniture and Equipment  | 6    | <b>(18,300)</b>    | (12,887)           | 136                    |                                 | (18,164)             | ▼ |
| Infrastructure Assets - Roads  | 6    | <b>(1,227,927)</b> | (384,354)          | 13,651                 |                                 | (1,214,276)          | ▼ |
| Infrastructure Assets - Other  | 6    | <b>(257,000)</b>   | 0                  | 250,000                |                                 | (7,000)              | ▼ |
| Proceeds from Disposal of Assets                                       | 7    | <b>155,500</b>     | 11,818             | 221,318                |                                 | 376,818              | ▲ |
| <b>Amount attributable to investing activities</b>                     |      | <b>(1,228,179)</b> | <b>(413,628)</b>   | <b>756,766</b>         | <b>0</b>                        | <b>(471,413)</b>     |   |
| <b>FINANCING ACTIVITIES</b>  |      |                    |                    |                        |                                 |                      |   |
| Repayment of Debentures  | 4    | <b>(117,510)</b>   | (58,219)           | 0                      |                                 | (117,510)            |   |
| Proceeds from New Debentures   | 4    | <b>0</b>           | 0                  | 0                      |                                 | 0                    |   |
| Self-Supporting Loan Principal   | 4    | <b>23,756</b>      | 11,782             | 0                      |                                 | 23,756               |   |
| Transfer to Reserves   | 5    | <b>(352,053)</b>   | (24,540)           | (455,000)              |                                 | (807,053)            | ▲ |
| Transfer from Reserves   | 5    | <b>195,844</b>     | 0                  | (90,000)               |                                 | 105,844              | ▲ |
| <b>Amount attributable to financing activities</b>                     |      | <b>(249,963)</b>   | <b>(70,976)</b>    | <b>(545,000)</b>       | <b>0</b>                        | <b>(794,963)</b>     |   |
| <b>Budget deficiency before general rates</b>                          |      | <b>(1,241,569)</b> | <b>119,079</b>     | <b>(4,737)</b>         | <b>0</b>                        | <b>(1,246,306)</b>   |   |
| <b>Estimated amount to be raised from rates</b>                        |      | <b>1,247,570</b>   | <b>1,225,316</b>   | <b>4,271</b>           |                                 | <b>1,251,841</b>     | ▲ |
| <b>Closing Funding Surplus(Deficit)</b>                                | 2    | <b>6,001</b>       | <b>1,344,395</b>   | <b>(466)</b>           | <b>0</b>                        | <b>5,535</b>         | ▼ |

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES**

**(a) Basis of Preparation**

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget review report are presented below and have been consistently applied unless stated otherwise.

The report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical accounting estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**The Local Government Reporting Entity**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

**(b) 2016/17 Actual Balances**

Balances shown in this budget review report as 2016/17 Actual.

**(c) Rounding Off Figures**

All figures shown in this budget review report, other than a rate in the dollar, are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the Shire obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in Note 2 Net Current Assets

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Superannuation**

The Shire contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire contributes are defined contribution plans.

**(g) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are shown as short term borrowings in current liabilities in Note 4 Net Current Assets.

**(h) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(i) Inventories**

**General**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**Land Held for Resale**

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(j) Fixed Assets**

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

**Mandatory requirement to revalue non-current assets**

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Fixed Assets (Continued)**

***Initial Recognition and Measurement between Mandatory Revaluation Dates***

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework detailed above.

***Revaluation***

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

***Land Under Roads***

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Fixed Assets (Continued)**

**Depreciation**

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

|  |                 |
|--|-----------------|
| Buildings                              | 30 to 50 years  |
| Furniture and Equipment                | 4 to 10 years   |
| Plant and Equipment                    | 5 to 15 years   |
| Sealed roads and streets               |                 |
| formation                              | not depreciated |
| pavement                               | 50 years        |
| seal                                   |                 |
| - bituminous seals                     | 20 years        |
| - asphalt surfaces                     | 25 years        |
| Gravel roads                           |                 |
| formation                              | not depreciated |
| pavement                               | 50 years        |
| gravel sheet                           | 12 years        |
| Formed roads                           |                 |
| formation                              | not depreciated |
| pavement                               | 50 years        |
| Footpaths - slab                       | 20 years        |
| Sewerage piping                        | 100 years       |
| Water supply piping & drainage systems | 75 years        |

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Fair Value of Assets and Liabilities**

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

***Fair Value Hierarchy***

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

**Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

**Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

**Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(k) Fair Value of Assets and Liabilities (Continued)**

***Valuation techniques***

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

**Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

**Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

**Cost approach**

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

The mandatory measurement framework imposed by the *Local Government (Financial Management) Regulations* requires, as a minimum, all assets to be revalued at least every 3 years. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards have been made in the budget review report as necessary.



**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**FOR THE YEAR ENDED 30 JUNE 2017**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(I) Financial Instruments**

**Initial Recognition and Measurement**

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

**Classification and Subsequent Measurement**

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

*(i) Financial assets at fair value through profit and loss*

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

*(ii) Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(I) Financial Instruments (Continued)**

*(iii) Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

*(iv) Available-for-sale financial assets*

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

*(v) Financial liabilities*

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

***Impairment***

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(l) Financial Instruments (Continued)**

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

***Derecognition***

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

**(m) Impairment of Assets**

In accordance with Australian Accounting Standards the Shire assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.

**(m) Impairment of Assets (Continued)**

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting this budget review report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2018.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget review report.

**(n) Trade and Other Payables**

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

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(o) Employee Benefits**

**Short-Term Employee Benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

**Other Long-Term Employee Benefits**

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

**(p) Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

**(q) Provisions**

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(r) Leases**

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight live basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

**(s) Investment in Associates**

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

**(s) Investment in Associates (Continued)**

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

**(t) Interests in Joint Arrangements**

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

**Shire of Dowerin**  
**NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(u) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for sale where it is held as non-current based on the Shire's intentions to release for sale.

**(v) Comparative Figures**

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

**(w) Budget Comparative Figures**

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

**SHIRE OF DOWERIN**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**Note 2: NET CURRENT FUNDING POSITION**

| FM Reg 33A<br>(2A)(c)               | Note | Positive=Surplus (Negative=Deficit)<br>2017-18 |                               |                            |
|-------------------------------------|------|--|-------------------------------|----------------------------|
|                                     |      | This Period                                    | Audited<br>Opening<br>Balance | Original Budget<br>Balance |
|                                     |      | \$   | \$                            | \$                         |
| <b>Current Assets</b>               |      |  |                               |                            |
| Unrestricted Cash                   |      | 1,094,998                                      | 1,640,547                     | 1,594,078                  |
| Restricted Cash                     |      | 1,853,262                                      | 1,787,396                     | 1,787,396                  |
| Trade And Other Receivables         |      | 610,219  | 570,074                       | 201,622                    |
| Inventories                         |      | 9,786  | 6,635                         | 35,256                     |
|                                     |      | <b>3,568,265</b>                               | <b>4,004,652</b>              | <b>3,618,352</b>           |
| <b>Less: Current Liabilities</b>    |      |  |                               |                            |
| Trade And Other Payables            |      | (316,930)                                      | (722,248)                     | (556,662)                  |
| Long-Term Borrowings                |      | (59,291)                                       | (117,509)                     | (117,509)                  |
| Provisions                          |      | (137,248)                                      | (185,112)                     | (169,330)                  |
|                                     |      | <b>(513,468)</b>                               | <b>(1,024,869)</b>            | <b>(843,501)</b>           |
| Less: Cash Restricted               |      | (1,811,936)                                    | (1,787,396)                   | (1,787,396)                |
| Less: SSL Debtors                   |      | (11,974)                                       | (23,756)                      | (23,941)                   |
| Plus:                               |      |  |                               |                            |
| Long-Term Borrowings                |      | 59,291   | 117,509                       | 117,509                    |
| Liabilities backed by Cash          |      | 54,217   | 53,493                        | 53,493                     |
| <b>Net Current Funding Position</b> |      | <b>1,344,395</b>                               | <b>1,339,633</b>              | <b>1,134,516</b>           |

Shire of Dowerin  
NOTES TO THE BUDGET REVIEW REPORT  
For the Period Ended 28 February 2018

**Note 3: PREDICTED VARIANCES**

| Comments/Reason for Variance   | Variance \$        |        |
|--|--------------------|--------|
|  | Permanent          | Timing |
| <b>4.1 OPERATING REVENUE (EXCLUDING RATES)</b>   |                    |        |
| <b>Grants, Subsidies and Contributions</b>   | 598,019            |        |
| <b>Profit on Asset Disposal</b>  | 55,238             |        |
| <b>Fees and Charges</b>  | 4,540              |        |
| No Material Variance   |                    |        |
| <b>Sewerage Charges</b>  | 18,002             |        |
| <b>Interest Earnings</b>   | 0                  |        |
| No Material Variance   |                    |        |
| <b>Other Revenue</b>   | (7,633)            |        |
| <b>Predicted Variances from Operating Revenue</b>  | <b>668,167</b>     |        |
| <b>4.2 OPERATING EXPENSES</b>  |                    |        |
| <b>Employee Costs</b>  | (118,462)          |        |
| Employee costs are estimated to increase due to 2 terminations with long service leave and Flood Damage Works activity |                    |        |
| <b>Materials and Contracts</b>   | (915,953)          |        |
| Flood Damage Works contribute \$550K additional expenditure  |                    |        |
| <b>Utilities Charges</b>   | 0                  |        |
| No Material Variance   |                    |        |
| <b>Depreciation (Non-Current Assets)</b>   | (107,332)          |        |
| No Material Variance   |                    |        |
| <b>Interest Expenses</b>   | 0                  |        |
| No Material Variance   |                    |        |
| <b>Insurance Expenses</b>  | (134)              |        |
| No Material Variance   |                    |        |
| <b>Loss on Asset Disposal</b>  | 0                  |        |
| No Material Variance   |                    |        |
| <b>Other Expenditure</b>   | 0                  |        |
| No Material Variance   |                    |        |
| <b>Predicted Variances from Operating Revenue</b>  | <b>(1,141,881)</b> |        |
| <b>4.3 Funding Balance Adjustments</b>   |                    |        |
| Add Back Depreciation  | 107,332            |        |
| Adjust (Profit)/Loss on Asset Disposal   | (55,238)           |        |
| <b>Predicted Variances from Adjustments</b>  | <b>52,094</b>      |        |
| <b>4.4 Investing Activities</b>  |                    |        |
| <b>Grants, Subsidies and Contributions</b>   | (35,580)           |        |
| <b>Land and Buildings</b>  | (42,296)           |        |
| <b>Plant and Equipment</b>   | 349,537            |        |
| The Original Budget provided funding to replace a grader. It is not proposed to replace that item in FY18.             |                    |        |
| <b>Furniture and Equipment</b>   | 136                |        |
| No Material Variance   |                    |        |
| <b>Infrastructure Assets - Roads</b>   | 13,651             |        |
| <b>Infrastructure Assets - Other</b>   | 250,000            |        |
| <b>Proceeds from Disposal of Assets</b>  | 221,318            |        |



Predicted Variances from Investing Activities 756,766

#### 4.5 Financing Activities

**Repayment of Debentures** 0  
No Material Variance

**Proceeds from New Debentures** 0  
No Material Variance

**Self-Supporting Loan Principal** 0  
No Material Variance

**Transfer to Reserves** (455,000)  
The Original Budget included funding from Operatinal Income to purchase a Grader, it is proposd to transfer the funds that would have ben used in FY17/18 to reserve to replace the grader in a future year.

**Transfer from Reserves** (90,000)  
The Original Budget included a transfer from reserve to assist with the purchase of a grader. It is not proposed to replace that item in FY17/18.

**Predicted Variances from Financing Activities** (545,000)

#### 4.5 Other

**Estimated amount to be raised from rates** 4,271  
No Material Variance

**Net current assets at start of financial year surplus/(deficit)** 205,117

The audited result provided an additional \$205K of funds. This was due to a payment received by the Shire in FY17/18, that the auditors required to be reported in FY16/17

#### COMMENT

A List of the Variances is provided at Note 6

---

**Total Predicted Variances as per Annual Budget Review** (466) 0

**SHIRE OF DOWERIN**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**Note 4 : Information on Borrowings**  
**(a) Debenture Repayments**

| Particulars                                | Actual      |           | Principal Repayments |                 |                | Principal Outstanding |                 |                | Interest Repayments |                 |                |
|--|-------------|-----------|----------------------|-----------------|----------------|-----------------------|-----------------|----------------|---------------------|-----------------|----------------|
|  | 01 Jul 2017 | New Loans | Actual               | Original Budget | Amended Budget | Actual                | Original Budget | Amended Budget | Actual              | Original Budget | Amended Budget |
|  |             |           | \$                   | \$              | \$             | \$                    | \$              | \$             | \$                  | \$              | \$             |
| <b>Recreation and Culture</b>              |             |           |                      |                 |                |                       |                 |                |                     |                 |                |
| Loan 97 - Community Club                   | 350,628     |           | 31,956               | 64,565          | 64,565         | 318,672               | 286,063         | 286,063        | 8,398               | 13,687          | 13,687         |
| <b>Economic Services</b>                   |             |           |                      |                 |                |                       |                 |                |                     |                 |                |
| Loan 99 - Short Term Accommodation Project | 770,993     |           | 14,481               | 29,189          | 29,189         | 756,512               | 741,804         | 741,804        | 14,801              | 23,982          | 23,982         |
| <b>Self Supporting Loans</b>               |             |           |                      |                 |                |                       |                 |                |                     |                 |                |
| Loan 98 - Dowerin Events                   | 60,856      |           | 11,782               | 23,756          | 23,756         | 49,074                | 37,100          | 37,100         | 1,197               | 1,786           | 1,786          |
|  | 1,182,477   |           | 58,219               | 117,510         | 117,510        | 1,124,258             | 1,064,967       | 1,064,967      | 24,395              | 39,455          | 39,455         |

**(b) New Debentures**

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

**(c) Unspent Debentures**

The Shire has no unspent debentures.

**(d) Overdraft**

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

**SHIRE OF DOWERIN**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 28 February 2018**

**Note 5: Cash Backed Reserve**

| Name                                | Opening Balance  | Original Budget Interest Earned | Amended Budget Interest Earned | Actual Interest Earned | Original Budget Transfers In (+) | Amended Budget Transfers In (+) | Actual Transfers In (+) | Original Budget Transfers Out (-) | Amended Budget Transfers Out (-) | Actual Transfers Out (-) | Original Budget Closing Balance | Amended Budget Closing Balance | Actual YTD Closing Balance |
|-------------------------------------|------------------|---------------------------------|--------------------------------|------------------------|----------------------------------|---------------------------------|-------------------------|-----------------------------------|----------------------------------|--------------------------|---------------------------------|--------------------------------|----------------------------|
|                                     | \$               | \$                              | \$                             | \$                     | \$                               | \$                              | \$                      | \$                                | \$                               | \$                       | \$                              | \$                             | \$                         |
| Leave Reserve                       | 53,493           | 1,202                           | 1,202                          | 724                    | 0                                | 0                               | 0                       | 0                                 | 0                                | 0                        | 54,695                          | 54,695                         | 54,217                     |
| Plant Reserve                       | 142,872          | 3,210                           | 3,210                          | 1,935                  | 140,000                          | 230,000                         | 0                       | (120,000)                         | 0                                | 0                        | 166,082                         | 376,082                        | 144,807                    |
| Sewerage Asset Preservation Reserve | 1,043,357        | 23,429                          | 23,429                         | 14,463                 | 71,000                           | 71,000                          | 0                       | 0                                 | 0                                | 0                        | 1,137,786                       | 1,137,786                      | 1,057,820                  |
| Land & Building Reserve             | 146,594          | 3,293                           | 3,293                          | 1,985                  | 42,000                           | 407,000                         | 0                       | 0                                 | 0                                | 0                        | 191,887                         | 556,887                        | 148,579                    |
| Swimming Pool Reserve               | 32,456           | 0                               | 0                              | 440                    | 0                                | 0                               | 0                       | (32,456)                          | (32,456)                         | 0                        | (0)                             | (0)                            | 32,895                     |
| Recreation Facilities Reserve       | 180,866          | 4,063                           | 4,063                          | 2,450                  | 1,673                            | 1,673                           | 0                       | 0                                 | (30,000)                         | 0                        | 186,602                         | 156,602                        | 183,316                    |
| Community Housing Project Reserve   | 46,221           | 1,039                           | 1,039                          | 626                    | 0                                | 0                               | 0                       | 0                                 | 0                                | 0                        | 47,260                          | 47,260                         | 46,847                     |
| Community Bus Reserve               | 40,787           | 917                             | 917                            | 552                    | 0                                | 0                               | 0                       | (41,704)                          | (41,704)                         | 0                        | 0                               | 0                              | 41,340                     |
| Economic Development Reserve        | 12,021           | 271                             | 271                            | 163                    | 42,000                           | 42,000                          | 0                       | 0                                 | 0                                | 0                        | 54,292                          | 54,292                         | 12,183                     |
| All Hours Gym Reserve               | 1,684            | 0                               | 0                              | 23                     | 0                                | 0                               | 0                       | (1,684)                           | (1,684)                          | 0                        | (0)                             | (0)                            | 1,707                      |
| Bowling Green Replacement Reserve   | 61,461           | 1,381                           | 1,381                          | 832                    | 10,000                           | 10,000                          | 0                       | 0                                 | 0                                | 0                        | 72,842                          | 72,842                         | 62,293                     |
| Tennis Court Replacement Reserve    | 25,584           | 575                             | 575                            | 346                    | 6,000                            | 6,000                           | 0                       | 0                                 | 0                                | 0                        | 32,159                          | 32,159                         | 25,930                     |
|                                     | <b>1,787,396</b> | <b>39,380</b>                   | <b>39,380</b>                  | <b>24,540</b>          | <b>312,673</b>                   | <b>767,673</b>                  | <b>0</b>                | <b>(195,844)</b>                  | <b>(105,844)</b>                 | <b>0</b>                 | <b>1,943,605</b>                | <b>2,488,605</b>               | <b>1,811,936</b>           |

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

|             |            |              |             |
|-------------|------------|--------------|-------------|
| Original In | Amended In | Original out | Amended Out |
| 352,053     | 807,053    | (195,844)    | (105,844)   |

**SHIRE OF DOWERIN  
NOTES TO THE BUDGET REVIEW REPORT  
For the Period Ended 28 February 2018**

Note 6 - CAPITAL EXPENDITURE

| Programme Description     | Category Description                    | COA  | Description                            | Original Budget  | Budget Amendments | Current Budget   | YTD Actual       |
|---------------------------|---|------|--|------------------|-------------------|------------------|------------------|
| Recreation And Culture    | Land Assets                             | 3715 | Land - Museum                          | 13,000           | (1,950)           | 11,050           | 11,049           |
|                           | <b>Land Assets Total</b>                |      |  | <b>13,000</b>    | <b>(1,950)</b>    | <b>11,050</b>    | <b>11,049</b>    |
| Governance                | Buildings                               | 0364 | Shire Office                           | 72,500           | (47,500)          | 25,000           | 4,179            |
| Law, Order, Public Safety | Buildings                               | 0884 | BUILDINGS - FIRE SHED PAD              | 264,000          | 6,673             | 270,673          | 270,673          |
| Health                    | Buildings                               | 1605 | HACC - Capex - Building Renewal        | 21,770           | 0                 | 21,770           | 0                |
| Recreation And Culture    | Buildings                               | 3444 | SWIM POOL CAPITAL EXPENDITURE          | 100,000          | 125,000           | 225,000          | 0                |
| Economic Services         | Buildings                               | 7144 | WHEATBELT HERITAGE RAIL PROJECT        | 0                | 0                 | 0                | 5,797            |
| Economic Services         | Buildings                               | 7145 | SHORT TERM ACCOMMODATION-2017          | 837,430          | (54,927)          | 782,503          | 782,503          |
| Economic Services         | Buildings                               | 7145 | SHORT TERM ACCOMMODATION-2018          |                  | 15,000            | 15,000           |                  |
|                           | <b>Buildings Total</b>                  |      |  | <b>1,295,700</b> | <b>29,246</b>     | <b>1,339,946</b> | <b>1,063,153</b> |
| Governance                | Vehicles & Plant                        | 0394 | Admin Vehicles                         | 29,660           | 463               | 30,123           | 30,123           |
| Health                    | Vehicles & Plant                        | 1604 | HACC - VEHICLE PURCHASE                | 32,077           | 0                 | 32,077           | 0                |
| Transport                 | Vehicles & Plant                        | 6234 | PLANT - LARGE PLANT ITEMS              | 0                | 0                 | 0                | 0                |
| Transport                 | Vehicles & Plant                        | 6254 | PLANT - GRADER                         | 350,000          | (350,000)         | 0                | 0                |
|                           | <b>Vehicles &amp; Plant Total</b>       |      |  | <b>411,737</b>   | <b>(349,537)</b>  | <b>62,200</b>    | <b>30,123</b>    |
| Governance                | Furniture & Equipment                   | 0374 | FURN - PHOTOCOPIER                     | 12,900           | 0                 | 12,900           | 12,887           |
| Governance                | Furniture & Equipment                   | 0414 | FURN - OFFICE EQUIPMENT                | 1,000            | (136)             | 864              | 0                |
| Health                    | Furniture & Equipment                   | 1624 | HACC - Capex - Furniture and Equipment | 4,400            | 0                 | 4,400            | 0                |
|                           | <b>Furniture &amp; Equipment Total</b>  |      |  | <b>18,300</b>    | <b>(136)</b>      | <b>18,164</b>    | <b>12,887</b>    |
| Transport                 | Infrastructure - Roads                  | 4184 | ROADS - ROADS TO RECOVERY              | 520,776          | 0                 | 520,776          | 265,384          |
| Transport                 | Infrastructure - Roads                  | 4604 | ROADS - UNCLASSIFIED                   | 212,688          | (181,188)         | 31,500           | 15,660           |
| Transport                 | Infrastructure - Roads                  | 4884 | ROADS - STATE 20/20                    | 480,463          | 167,537           | 648,000          | 101,458          |
|                           | <b>Infrastructure - Roads Total</b>     |      |  | <b>1,213,927</b> | <b>(13,651)</b>   | <b>1,200,276</b> | <b>382,501</b>   |
| Transport                 | Infrastructure - Footpaths              | 6094 | FOOTPATH/CYCLEWAYS                     | 14,000           | 0                 | 14,000           | 0                |
|                           | <b>Infrastructure - Footpaths Total</b> |      |  | <b>14,000</b>    | <b>0</b>          | <b>14,000</b>    | <b>0</b>         |
| Transport                 | Infrastructure - Signs                  | 4194 | ROADS - SIGNS                          | 0                | 0                 | 0                | 1,853            |
|                           | <b>Infrastructure - Signs Total</b>     |      |  | <b>0</b>         | <b>0</b>          | <b>0</b>         | <b>1,853</b>     |
| Community Amenities       | Infrastructure - Other                  | 2910 | Infrastructure Other - Environment     | 250,000          | (250,000)         | 0                | 0                |
| Transport                 | Infrastructure - Other                  | 4195 | Infrastructure - other                 | 7,000            | 0                 | 7,000            | 0                |
|                           | <b>Infrastructure - Other Total</b>     |      |  | <b>257,000</b>   | <b>(250,000)</b>  | <b>7,000</b>     | <b>0</b>         |
|                           | <b>Grand Total</b>                      |      |  | <b>3,223,664</b> | <b>(571,028)</b>  | <b>2,652,636</b> | <b>1,501,566</b> |

Shire of Dowerin  
**NOTES TO THE BUDGET REVIEW REPORT**  
For the Period Ended 28 February 2018

**Note 7: Disposal of Assets**

|              |                              | YTD Actual |                |               |              | Original Budget |                |                |               | Amended Budget |                |                |               |              |
|--------------|------------------------------|------------|----------------|---------------|--------------|-----------------|----------------|----------------|---------------|----------------|----------------|----------------|---------------|--------------|
| Asset Number | Asset Description            | Program    | Net Book Value | Proceeds      | Profit       | (Loss)          | Net Book Value | Proceeds       | Profit        | (Loss)         | Net Book Value | Proceeds       | Profit        | (Loss)       |
|              |                              |            | \$             | \$            | \$           | \$              | \$             | \$             | \$            | \$             | \$             | \$             | \$            | \$           |
|              | Ford Falcon D0               | Governance | 5,539          | 7,273         | 1,734        |                 | 5,200          | 8,000          | 2,800         |                | 5,539          | 7,273          | 1,734         |              |
|              | Ford Territory D002          | Governance | 5,500          | 4,545         |              | (955)           | 5,600          | 5,500          |               | (100)          | 5,500          | 4,545          |               | (955)        |
|              | HACC Vehicle                 | Health     |                |               |              |                 | 9,100          | 2,000          |               | (7,100)        |                |                |               |              |
|              | Cat Grader 12M D007          | Transport  |                |               |              |                 | 102,000        | 140,000        | 38,000        |                |                |                |               |              |
| 83           | Land - Lot 13 Maisey Street  |            |                |               |              |                 | 0              | 0              |               |                | 34,000         | 34,000         |               |              |
| 8            | House - Lot 13 Maisey Street |            |                |               |              |                 | 0              |                |               |                | 156,646        | 196,000        | 39,354        |              |
| 1,014        | Land - Lot 42 Stacy Street   |            |                |               |              |                 | 0              | 0              |               |                | 60,000         | 60,000         |               |              |
| 2010-22      | House - 42 Stacy Street      |            |                |               |              |                 | 0              | 0              |               |                | 59,116         | 75,000         | 15,884        |              |
|              |                              |            | <b>11,039</b>  | <b>11,818</b> | <b>1,734</b> | <b>(955)</b>    | <b>121,900</b> | <b>155,500</b> | <b>40,800</b> | <b>(7,200)</b> | <b>320,801</b> | <b>376,818</b> | <b>56,972</b> | <b>(955)</b> |



# Shire of Dowerin

## MINUTES

### Finance Committee Meeting

19 March 2018 at 3.00pm

#### Committee Members

Cr R.I. Trepp  
Cr. B.N. Walsh

#### Apology

Cr D Hudson

#### Council Members

Cr A Metcalf  
Cr B Ward  
Cr L Holberton

#### Observers

|                |  |
|----------------|--|
| Andrea Selvey  | Chief Executive Officer                |
| Susan Fitchat  | Finance and Corporate Services Manager |
| Glen Brigg     | Asset and Works Manager                |
| Rhian Hathaway | Finance Officer                        |

**SHIRE OF DOWERIN**  
**MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19<sup>TH</sup> MARCH 2018 at 3.00 pm**

**TABLE OF CONTENTS**

**Contents**

|     |   |           |
|-----|---|-----------|
| 1.  | DECLARATION OF OPENING.....   | 3         |
| 2.  | ATTENDANCE .....  | 3         |
| 3.  | DISCLOSURE OF INTEREST.....   | 3         |
| 4.  | CONFIRMATION OF MINUTES.....  | 3         |
| 4.  | <b>4.2 STANDING ITEM – BUSINESS ARISING FROM PREVIOUS MEETING/S .....</b> | <b>4</b>  |
| 5.  | PRESENTATIONS.....  | 5         |
| 6.  | FINANCE REPORT .....  | 6         |
| 6.1 | FINANCIAL ACTIVITY STATEMENTS – FEBRUARY 2018.....                        | 6         |
| 6.2 | ACCOUNTS FOR PAYMENT – 01 FEBRUARY TO 28 FEBRUARY 2018 .....              | 10        |
| 6.3 | <b>MID YEAR BUDGET REVIEW 2017-2018 .....</b>                             | <b>12</b> |
| 7.  | QUESTIONS FROM MEMBERS.....   | 15        |
| 8.  | URGENT BUSINESS .....   | 15        |
| 9.  | DATE OF NEXT MEETING.....   | 15        |
| 10. | CLOSURE OF MEETING .....  | 15        |

**1. DECLARATION OF OPENING**

Cr RI Trepp declared the meeting open at 3.00 pm

**2. ATTENDANCE**

**Committee Members**

Cr RI Trepp  
Cr BN Walsh

**Apologies**

Cr DP Hudson

**Council Members**

Cr A Metcalf  
Cr B Ward  
Cr L Holberton

**Observers**

Andrea Selvey – Chief Executive Officer  
Susan Fitchat – Finance and Corporate Services Manager  
Glen Brigg – Asset and Works Manager  
Rhian Hathaway – Finance Officer

**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.

Nil

**4. CONFIRMATION OF MINUTES**

---

OFFICER RECOMMENDATION – ITEM 4.1

***THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19<sup>TH</sup> FEBRUARY 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

---

COMMITTEE RECOMMENDATION – ITEM 4.1

Moved: Cr RI Trapp                      Seconded: Cr BN Walsh                      Carried:                      2/0



**4. 4.2 STANDING ITEM – BUSINESS ARISING FROM PREVIOUS MEETING/S**

Matters arising from the previous minutes shall be a standard item.

Matters arising from the meeting held on 19<sup>th</sup> February 2018..

The Finance Committee requested more detail regarding the following items.

1. EFT5496 – Ralph Thaxter – Minnivale Fire Truck and Street Sweeper repairs.

Action: The Street Sweeper maintenance costs are high. A request should be put forward to AROC regarding the possibility of obtaining a larger more cost-effective street sweeper to share between the member shires of AROC.

Response: This matter has been listed for discussion on the next AROC CEO meeting agenda.

The recommendation shall be a shared joint Street Sweeper would be more productive usage of the plant.

2. EFT5517 – LGIS Liability and payments for another Wheatbelt Heritage Rail invoice for insurance for the locomotives, bogies and other equipment.

Action: Write to Heritage Rail to see whether they can contribute to the insurance cost.

Response: The CEO has written to Heritage Rail to request this be considered.

Action: Management to contact the insurance company to re-negotiate insurance coverage agreement for rolling stock.

3. EFT5516 – Christmas event generator costs.

Action: Costs of the Christmas event be analysed for the next year's event for community's interest.

Response: Costs totalled \$6,916. The main cost was the band at \$3,000.

Action: Management to follow up whether donations have been transferred to the shire: \$1,700 from Dowerin Event Management and \$700 from the Community Resource Centre.

4. End of year surplus policy: Requested further investigation and whether the policy should include an investigation of penalties that may apply for early retirement of debt with a fixed interest rate.

Response: The CEO queried this with WATC who provided a link for information <https://www.watc.wa.gov.au/wp-content/uploads/2017/11/Effective-Management-of-Debt-Finance-for-Local-Government.pdf>

A copy provided to the Finance Committee meeting for discussion with the Committee in relation to how the Committee would like the policy progressed. The draft policy is to be amended to note that the WATC charges penalties for early retirement of debt and therefore any transactions would need to be assessed for cost impacts on a case-by-case basis.

5. Short Term Accommodation water meter to be monitored weekly; to minimize the occurrence of further water leakage. Plot use on a graph/spreadsheet.
6. Investigation of the possibility of a claim for the water leak from WaterCorp.

7. The Short Term Accommodation income and expenditure reports to present break even status for the financial year.
8. GRV Review – follow up with Landgate.

Consultation

Chief Executive Officer

Community and Economic Development Coordinator

Financial Implications

Nil

Risk

The item ensures that recommendations arising from Finance Committee meetings are considered and actioned and updates provided to the Committee.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

---

***OFFICER RECOMMENDATION – ITEM 4.2***

***THAT THE FINANCE COMMITTEE NOTES THE PROGRESS ON ACTIONS AND RECOMMENDATIONS ARISING FROM PREVIOUS MEETING/S.***

---

COMMITTEE RECOMMENDATION – ITEM 4.2

Moved: Cr RI Trapp                      Seconded: Cr BN Walsh                      Carried:                      2/0

**5. PRESENTATIONS**

Nil

## 6. FINANCE REPORT

### 6.1 FINANCIAL ACTIVITY STATEMENTS – FEBRUARY 2018

|                         |  |
|-------------------------|--|
| Date:                   | 19 March 2018  |
| Applicant:              | Shire of Dowerin   |
| Location:               | N/A  |
| Disclosure of Interest: | Nil  |
| Author:                 | Susan Fitchat – Finance and Corporate Services Manager   |
| Senior Officer:         | Andrea Selvey – Chief Executive Officer                  |
| Attachments:            | 1. Monthly Financial Activity Statements – FEBRUARY 2018 |

#### Summary

The financial statements for the period ending 28<sup>th</sup> February 2018 are presented for the Finance Committee review.

#### Background

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

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

#### Comment

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

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

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

- Capital Acquisitions

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

- Note 1 – Significant Accounting Policies

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

- Note 2 - Explanation of Material Variances

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

- Note 3 - Net Current Funding Position - Statutory Requirement

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

- Note 4 – Cash and Investments

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

- Note 5 – Budget Amendments

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

- Note 6 – Receivables

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

- Note 7 - Cash Backed Reserves

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

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

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

- Note 10 – Grants and Contributions received

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

- Note 11 – Trust Funds

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

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

Comment:

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

Income reduction for the 2017-2018:

There has been a reduction in Financial Assistance Grants Funding (general purpose) and Roads funding. The original budget was calculated at \$1,419,381 for 2017-18 and was reduced to \$1,366,384, due to reduced Commonwealth funding being received by the State. An advance payment of \$723,087 was received in June 2017. The balance for this year is a total of \$643,297

The Main Roads Direct Grant of \$125,640 has been reduced by 42% which equates to \$52,768 reduction in revenue.

Grant funding receivable:

The Bush Fire Shed grant of \$265,333 has been received. We expect to receive the following grant funding revenue within the next one to two months: \$200,000 for the completed Short-Term

Accommodation; \$354,000 for Roads from the Roads to Recovery program and February expenses for the WANDRRA road project of \$135,000.

Cash flow forecast and liquidity statement:

A cash flow forecast for the period February to March 2018 was tabled forecasting an upturn in revenue due to the completion of the Bush Fire Shed, the Short Stay Accommodation and the funding to be received for the WANDRRA Road project, expected during March 2018.

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

#### Actions

The Committee queried why Note 3: Current Assets Receivables– Other - \$388,407( page 11) was different to Note 6 Receivables \$306,228 (page 14) a difference \$82,179.

The Finance Manager explained that Note 3 Receivables – Other consists of other receivables and not just Sundry Debtors. The Committee requested more detail.

Action to provide more details.

Response:

Current Assets Receivables– Other - \$388,407( page 11) includes debts not included in the Note 6 Receivables \$306,228 (page 14) as follows as they are not classified as sundry debtors. Hence the difference.

|                         |   |           |
|-------------------------|---|-----------|
| Rubbish removal         | : | \$29,949  |
| Sewerage removal        | : | \$46,507  |
| Loans receivable        | : | \$11,974  |
| Emergency Services Levy | : | -\$6,251  |
| Total                   | : | \$ 82,179 |

#### Risk Implications

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

#### Policy Implications

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

Finances have been managed in accordance with these policies.

#### Statutory Implications

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

#### Strategic Implications

Nil

#### Voting Requirements

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

OFFICER RECOMMENDATION – ITEM 6.1

***THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2018.***

***PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.***

---

COMMITTEE RECOMMENDATION – ITEM 6.1

Moved: Cr BN Walsh                      Seconded: Cr RI Trepp                      Carried:                      2/0

***THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2018, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.***

## 6.2 ACCOUNTS FOR PAYMENT – 01 FEBRUARY TO 28 FEBRUARY 2018

|                         |  |
|-------------------------|--|
| Date:                   | 19 March 2018  |
| Applicant:              | Shire of Dowerin                                       |
| Location:               | N/A  |
| Disclosure of Interest: | Nil  |
| Author:                 | Emma Hardy – Finance Officer                           |
| Senior Officer:         | Susan Fitchat – Finance and Corporate Services Manager |
| Attachments:            | 2. List of accounts for February 2018                  |

### Background

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

### Comment

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

The Finance Committee required further details and queried the following payments which are inclusive of GST where applicable:

1. EFT5593 – All over walls and ceilings. 58 Stacey Street remove plasterboard ceiling and replace with Gyprock & Cornice - \$6,047.70.  
Response: this payment was for 3 rooms.
2. EFT5602 – STA replacement cutlery, towels, bed linen and utensils-\$549.  
Response: replacement items purchased due to loss of originals and spare inventory.
3. EFT5615 – Market Creations- IT replacement server and monthly licensing.  
Response: monthly licensing should read service level agreement. The server was replaced in February 2018 for \$20,000. 8 x computers, 2 computers for HACC, 8 monitors, server microsoft windows licenses. The service level agreement is for \$1,359.26 per month. Other costs should decrease as our information technology system stabilizes.
4. EFT5616-Navsdron Pty Ltd-\$28,903.60. Professional Services fees for Financial Management and reporting from August 2017 until January 2018.  
Response: costs include Financial statements for Annual Report 2017, Budget, Long Term Financial Plan, handover to new Finance Manager and assistance with ad hoc issues with statements. This cost will decrease in the next financial year.
5. EFT5649-Colin Smith-\$350 for internet.  
Response: Costs incurred for internet as there is no current provider at the depot for internet use. \$50 per month from September 2017.  
Action: Staff to investigate with Telstra an internet package. Telstra will be visiting the Shire in mid March to recommend a solution.
6. EFT5656-TonyTait Paint & Décor-\$5,800. 2/13 Stacy Street- painting internal walls of a staff council house.  
Response: Maintenance of housing was urgently required.
7. EFT5659-Avery Carpentry-\$1,170.62. Front door repairs for 13 Maisey street and HACC office rear door repairs.  
Response: Hacc office repairs is grant funded.

8. EFT5663-Dallimore Carpet Choice-\$4,258.10. 2/13 Stacy Street. Remove & Install new lino for staff council house.  
Response: Maintenance of housing was urgently required.
9. EFT5674-Market Creations-admin IT -\$4,056.25 Office 365 migration.  
Response: Migration of old data to new server and upgrade of software.
10. Cheque 10474. Solgen Energy Group-\$4,596.90. Shire office – supply and install solar system to admin building.  
Response: Deposit paid on the installation of solar which will be for a total of \$22,985.
11. Cheque 10475. Celeste Smith-\$550.00 Regulations/Compliance Financial Modelling LTFP.  
Response: Assistance with LTFP. The LTFP will be a useful document for the next 10 years and will form a basis for budget purposes.

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

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

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

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

---

**OFFICER RECOMMENDATION – ITEM 6.2**

***THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1<sup>st</sup> FEBRUARY TO 28<sup>th</sup> FEBRUARY 2018.***

---

**COMMITTEE RECOMMENDATION – ITEM 6.2**

Moved: Cr RI Trepp                      Seconded: Cr BN Walsh                      Carried:                      2/0

***THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 FEBRUARY TO 28 FEBRUARY 2018.***



### **6.3 MID YEAR BUDGET REVIEW 2017-2018**

|                         |  |
|-------------------------|--|
| Date:                   | 15 February 2018                                       |
| Applicant:              | Shire of Dowerin                                       |
| Location:               | N/A  |
| Disclosure of Interest: | Nil  |
| Author:                 | Susan Fitchat – Finance and Corporate Services Manager |
| Senior Officer:         | Andrea Selvey – Chief Executive Officer                |
| Attachments:            | To be tabled at the meeting.                           |

#### Summary

To provide the Finance Committee with an update on the Draft Budget Review in preparation for adoption by Council in March 2018.

#### Background

The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

#### Comment

In reviewing the 2017-18 Budget; the following items are noted and / or proposed:

- The operating funding surplus of 1,329,634 was brought forward from 2016-17.
- Financial Assistance Grants(FAGS): The Shire has been advised that it will receive a reduced amount of FAGS income resulting in a reduction of \$79,790 in General Purpose Funding. The revised amount is \$643,297 for 2017-18.
- Main Roads has advised a reduction of 42% of funding (\$52,693), which has resulted in a revised amount of \$72,767.
- Heritage Rail interpretative centre grant was successful and we shall receive \$12,500.
- Scholarship applications for 2 Finance Officers was successful, and we shall receive \$5,000.
- Traineeship application was successful, and we shall receive \$20,000.
- WANDRRA Road Flood Damage Restoration Works – revenue of \$750,000; expenditure \$900,000.
- Additional professional services expenditure for consultant Megan Shirt \$37,000.
- Recruitment – changes to staff have resulted in some unbudgeted additional expenditure for recruitment, and payout of leave entitlements, including long service leave approximately \$60,000.

- Swimming pool operational grant income of \$32,000 will not be received as that grant funding program has been discontinued by the state government.
- Capital Storm water project capture and reuse project of \$250,000. The grant of \$170,000 was not successful as the grant funding program was cut by the state government. Therefore, it is proposed that this capital project should not proceed.
- The re-roofing of the Shire Office (\$50,000) is proposed to be removed/deferred as the solar panel project is progressing on the Town Hall roof, removing the urgency for the Shire Office to be re-roofed.
- The capital expenditure for the grader replacement of \$350,000 is proposed to be postponed to 2018-19 with funds being retained in reserve for future purchase
- The unrestricted cash balance at the end of February is \$1,094,998; which justifies anticipated transfer to cash backed reserves.

In addition, the Shire’s reserves will be positively impacted with the following increases in transfer to reserves and reduction in transfers from reserve proposed.

PROPOSED TRANSFERS TO RESERVES:

| Item                                | Original Budget | Amended Budget |
|-------------------------------------|-----------------|----------------|
|                                     | \$              | \$             |
| Leave Reserve                       | 0               | 0              |
| Plant Reserve                       | 140,000         | 230,000        |
| Sewerage                            | 71,000          | 71,000         |
| Land and Buildings                  | 42,000          | 407,000        |
| Swimming Pool Reserve               | 0               | 0              |
| Recreation Facilities               | 1,673           | 1,673          |
| Community Housing Project Reserve * | 0               | 0              |
| Community Bus Reserve               | 0               | 0              |
| Economic Development Reserve        | 42,000          | 42,000         |
| All Hours Gym Reserve               | 0               | 0              |
| Bowling Green Replacement Reserve   | 10,000          | 10,000         |
| Tennis Court Replacement Reserve    | 6,000           | 6,000          |
| Interest                            | 39,980          | 39,380         |
| Total                               | 352,053         | 807,053        |

- NB – the land and building reserves transfer is dependent on the sale of 2 properties

PROPOSED TRANSFERS FROM RESERVES

| Item   | Original Budget | Amended Budget |
|--------|-----------------|----------------|
|        | \$              | \$             |
| Grader | 120,000         | 0              |

Based on the above changes and other minor changes to the budgeted income and expenditure the end of year surplus is projected to be \$115,535. Officers will be seeking Councillors views on allocation of the surplus on projects or to further increase reserves at the Finance Committee Meeting/Budget

COMMITTEE/WORKSHOP DISCUSSION ITEMS:

The surplus was discussed for allocation in terms of the budget project priorities; and will be transferred to Capital Expenditure as follows:

- Swimming pool capital expenditure \$ 95,000
- Short Term Accommodation \$ 15,000
- Total \$110,000

Transfer from Recreation Facilities Reserve to

- Swimming pool capital expenditure \$30,000

The total allocation for the Swimming pool upgrade will be \$225,000.

- Current budget \$ 100,000
- Recreation Reserve \$ 30,000
- Surplus \$ 95,000
- Total \$ 225,000

It was recommended that the surplus allocation be confirmed as part of the Statutory Budget Review at the next Council Meeting on the 27<sup>th</sup> March 2018.

Statutory Requirements

Regulation 33A (Review of Budget) of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial year local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must-
  - (a) consider the local government’s financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government’s financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review. \*Absolute majority required.

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

#### Strategic Implications

Objective 4.1 – An efficient and informative organisation.

---

#### **OFFICER RECOMMENDATION – ITEM 6.3**

***THAT THE FINANCE COMMITTEE REVIEW THE DRAFT BUDGET REVIEW DOCUMENTATION AS PRESENTED***

---

#### **COMMITTEE RECOMMENDATION – ITEM 6.3**

Moved: Cr RI Trepp      Seconded: Cr BN Walsh      Carried:      2/0

---

***IT IS RECOMMENDED THAT THE BUDGET REVIEW THAT INCLUDES THE PROJECTED SURPLUS BEING ALLOCATED TO THE SWIMMING POOL CAPITAL PROJECT (\$95,000) AND THE SHORT STAY ACCOMMODATION PROJECT (\$15,000) AND A TRANSFER OF \$30,000 FROM THE RECREATION FACILITIES RESERVE FOR THE SWIMMING POOL CAPITAL PROJECT BE CONFIRMED AT THE NEXT ORDINARY MEETING OF COUNCIL ON THE 27<sup>TH</sup> MARCH 2018.***

#### **7. QUESTIONS FROM MEMBERS**

Nil

#### **8. URGENT BUSINESS**

Nil

#### **9. DATE OF NEXT MEETING**

Date: MONDAY 19<sup>th</sup> APRIL 2018.

#### **10. CLOSURE OF MEETING**

The Presiding Member, Cr RI Trepp, closed the meeting at 4.34 pm.