



AGENDA

ORDINARY COUNCIL MEETING

26 JUNE 2018

3.00PM

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

Brian Wilson

Jillian Sayers (nee Freind)

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 B.A. Ward	
Cr B.N. Walsh	
Cr L.G. Hagboom	
Cr J.C. Chatfield	
Cr L.H. Holberton	
G.K. Martin	Acting Chief Executive Officer
S.G. Fitchat	Finance Manager
G.C. Brigg	Assets & Works Manager
L.A. Valentine	Acting Manger Corporate & Community Services
E.L. Richards	Governance Officer - Minutes

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 7.1

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 22 MAY 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

OFFICER RECOMMENDATION – ITEM 7.2

THAT THE MINUTES OF THE SPECIAL MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 28 MAY 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 DOWERIN GWN7 MACHINERY FIELD DAYS 2018-2020 SUPPORT

Date: 13 June 2018
Applicant: Shire of Dowerin
Location:
File Ref: Community Development/Community Groups Liaison/2018 Dowerin Events Management
Disclosure of Interest: Nil
Author: Lisa Valentine Acting Manager Corporate & Community Services
Attachments: 1. Letter of Request GWN7 Machinery Field Days

Summary

This item brings before Council a request for Council to donate one day of office staff time to Dowerin Events Management and recommends Council endorses office closure for one day to allow all office staff to volunteer at the Dowerin GWN7 Machinery Field Days.

Background

In 2017 the office closed on Wednesday (one day) to allow office staff to provide support and assistance to the Field Days event in a paid capacity as staff members. The office closure had no impact on the Community as no feedback or complaints were received.

Comment

This item recommends that the office closes for one day during the event, and that Council approve a standing arrangement for a three (3) year period, to ensure all staff participate as volunteers. For staff to qualify for a day's leave, they will be required to offer their service as volunteers to Dowerin Events Management for the day (or a significant part thereof).

Financial Implications

Budgeted employee costs

Risk Implications

There is a risk customers will attend the office seeking to do business for the day. To mitigate this risk, the Shire will provide notice via all local print and electronic media outlets (Despatch, Website and Facebook).

Consultation

Office Staff

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan – 4.4.1 Our Lifestyle – Outcome 3 – A friendly and welcoming community that all residents and visitors participate and have pride in

Voting Requirements

Simple Majority is required.

OFFICER RECOMMENDATION – 10.1.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO SUPPORT OFFICE STAFF VOLUNTEERING AT THE DOWERIN GWN7 MACHINERY FIELD DAYS BY CLOSING THE OFFICE ONE DAY DURING THE EVENT, FOR A THREE (3) YEAR PERIOD, COMMENCING IN 2018.

10.1.2 DRAFT PROPERTY LOCAL LAW

Date: 13 June 2018
 Applicant: Shire of Dowerin
 Location:
 File Ref: Governance/Local Laws
 Disclosure of Interest: NIL
 Author: Lisa Valentine, Acting Manager Corporate & Community Services
 Attachments: 2. Proposed Property Local Law

Summary

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

Background

In accordance with Section 3.16 of the Local Government Act 1995, the Shire conducted an eight-year review of the Shire of Dowerin’s local laws to determine if any required amendment or repeal.

As a result of the review, the Council at its meeting held on 25 July 2017, resolved to initiate repeal of various local laws and redraft them into new local laws. The administrative review resulted in nine actions to update the Shire’s Local Laws. This item progresses one of the nine actions.

Comment

The administrative review recommended the following action for the Property Local Law:

Local Government Property Local Law 2001	The WALGA model Local Government Property Local Law, incorporates a number of relevant legislative amendments which have not been incorporated into the Shire’s Local Government Property Local Law, including functions related to control of signs in local government property and public swimming pools. Amendment will enable consolidation of the Shire’s Swimming Pool Local Law.	Amend, subject to further review of the WALGA Model Local Government Property Local Law.
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The proposed Local Law includes a clause that repeals the now outdated Local Government Property Local Law. The proposed Local Law provides for the regulation of the following:

- Determinations in respect of Local Government property;
- Permits;
- Behaviour on all Local Government property;
- Matters relating to particular Local Government property, including swimming pool areas and fenced or closed property;
- Fees for entry on to Local Government property;
- Enforcement and penalties for offences.

The draft Local Government Property Local Law has been developed using 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 standardized and compliant arrangement of Local Law matters.

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 2017/2018.

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 Property Local Law was developed by the Chief Executive Officer, in conjunction with the Shire's EHO, Mr Linton Thomas and Shire Ranger, Gloria Robinson.

This matter was listed for discussion at a Councillor Workshop on 22 May 2018.

The next step of this process requires six-weeks statewide public notice and recommends local public notice of the proposed Local Law, its 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 this Local Law 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 (6) 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, a further report will be presented for Council's consideration in accordance with s3.12(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 s3.12 process of statewide advertising and six week public submission period would recommence based upon the amended Local Law.

Strategic Implications

Community Strategic Plan – 4.4.1 Our Infrastructure – Outcome 1 – Infrastructure is fit for purpose, responsibly managed and maintained.

Community Strategic Plan – 4.4.5 Our Leaders – Outcome 3 – Commitment to continuous improvement in service delivery and good governance practices ensures the Shire is adaptive to evolving community needs.

Voting Requirements

Simple majority required

OFFICER RECOMMENDATION – 10.1.2

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 LOCAL GOVERNMENT PROPERTY LOCAL LAW 2018 AS PER ATTACHMENT 2, THE PURPOSE AND EFFECT OF WHICH IS AS FOLLOWS:
PURPOSE: TO PROVIDE FOR THE REGULATION, CONTROL AND MANAGEMENT OF ACTIVITIES AND FACILITIES ON LOCAL GOVERNMENT PROPERTY WITHIN THE SHIRE OF DOWERIN;
EFFECT: TO ESTABLISH THE REQUIREMENTS WITH WHICH ANY PERSONS USING OR BEING ON LOCAL GOVERNMENT PROPERTY WITHIN THE SHIRE OF DOWERIN, MUST COMPLY.***

10.1.3 LOCAL LAW ADOPTION & REPEAL – DOGS & WASTE LOCAL LAWS 2018

Date:	18 June 2018
Applicant:	Shire of Dowerin
Location:	
File Ref:	Governance/Local Laws
Disclosure of Interest:	Nil
Author:	Lisa Valentine, Acting Manager Corporate & Community Services
Attachments:	3. Shire of Dowerin Dogs Local Law 2018 4. Shire of Dowerin Waste Local Law 2018

Summary

Council advertised both the Shire of Dowerin Dogs Local Law 2018 and Shire of Dowerin Waste Local Law 2018 in the West Australian on Saturday, 6 April 2018, closing on Friday, 25 May 2018. No comments were received.

This report seeks Council adoption of the Shire of Dowerin Dogs Local Law 2018 and the Shire of Dowerin Waste Local Law 2018.

Background

In accordance with Section 3.16 of the Local Government Act 1995, the Shire conducted an eight-year review of the Shire of Dowerin's local laws to determine if any required amendment or repeal.

As a result of the review, the Council at its meeting held on 25 July 2017, resolved to initiate repeal of various local laws and redraft them into new local laws. The administrative review resulted in nine actions to update the Shire's Local Laws. This item acknowledges no comments were received and that Council should adopt the Local Laws following the process detailed in this report.

Comment

No amendments have been required to the Shire of Dowerin Dogs Local Law 2018 or the Shire of Dowerin Waste Local Law 2018 approved for advertising by the Council at its meetings held on 28 March 2018, and the Council should proceed to adopt the Local Laws. Council should also note that section 1.4 of both Local Laws, state that previous versions of the local law are repealed as part of this adoption process.

Local Law Adoption Process

The Local Government Act 1995 requires that after the last day for submissions, the Council is to consider any submissions made and may make the local law as proposed or make a local law that is not significantly different from what was proposed. No submissions were received before the close of the submission period and no amendments are required to the local law as a result of the Department of Local Government and Regional Development's comments.

The following actions are required to progress the proposed Shire of Dowerin Dogs Local Law 2018 and the Shire of Dowerin Waste Local Law 2018 to local law stage, in accordance with section 3.12, 3.14 and 3.15 of the Local Government Act 1995. The relevant sections are as follows: -

- “3.12(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law* that is not significantly different from what was proposed.
- * *Absolute Majority Required*
- (5) After making the local law, the local government is to publish it in the *Gazette* and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.
- (6) After the local law has been published in the *Gazette* the local government is to give statewide public notice –
- (a) stating the title of the local law;
 - (b) summarising the purpose and effect of the local law (specifying the day on which it comes into operation); and
 - (c) advising that copies of the local law may be inspected or obtained from the local government office.
- (7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

Commencement of Local Laws

- 3.14 (1) Unless it is made under section 3.17, a local law comes into operation on the 14th day after the day on which it was published in the *Gazette* or on such later day as may be specified in the local law.
- (2) A local law made under section 3.17 comes into operation on the day on which it is published in the *Gazette* or on such later day as may be specified in the local law.

Local Laws to be Publicised

- 3.15 A local government is to take reasonable steps to ensure that the inhabitants of the district are informed of the purpose and effect of all of its local laws.”

Financial Implications

The financial implications for the local law adoption process relate to advertising the local laws, once adopted, in the *Government Gazette* and the *The West Australian* newspaper.

This will be budgeted as part of the Shire’s approved operational budget for 2018/2019.

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

Advice from Lyn Fogg, WALGA, for confirmation of adoption process and repeal of previous local laws.

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.

This report is presented for Council's consideration in accordance with s3.12(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.

No submissions were received for the two (2) advertised Local Laws.

Strategic Implications

Community Strategic Plan – 4.4.1 Our Infrastructure – Outcome 1 – Infrastructure is fit for purpose, responsibly managed and maintained.

Community Strategic Plan – 4.4.5 Our Leaders – Outcome 3 – Commitment to continuous improvement in service delivery and good governance practices ensures the Shire is adaptive to evolving community needs.

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – 10.1.3

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S3.12 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. NOTE THAT NO SUBMISSIONS WERE RECEIVED FOR THE PROPOSED SHIRE OF DOWERIN DOGS LOCAL LAW 2018;***
- 2. NOTE THAT NO SUBMISSIONS WERE RECEIVED FOR THE PROPOSED SHIRE OF DOWERIN WASTE LOCAL LAW 2018;***
- 3. ADOPT THE SHIRE OF DOWERIN DOGS LOCAL LAW 2018;***
- 4. ADOPT THE SHIRE OF DOWERIN WASTE LOCAL LAW 2018;***
- 5. APPROVE THE PROGRESSION OF THE REMAINING ACTIONS TO FINALISE PARTS 3 AND 4 ABOVE, IN ACCORDANCE WITH S3.12 AND S3.15 OF THE LOCAL GOVERNMENT ACT 1995.***

10.1.4 DRAFT 2018-19 SCHEDULE OF FEES AND CHARGES

Date: 18 June 2018
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Susan Fitchat – Finance Manager
Attachments: 5. Draft 2018-19 Fees and Charges

Summary

This item seeks a Council resolution to adopt the 2018-19 Schedule of Fees and Charges in draft for the purpose of advertising.

Since the Finance Meeting on the 18th June 2018, we have been advised of a new infringement fee that is in due process of being gazetted under the Parking Local Law. The fees and charges have been updated accordingly.

Background

A local government may impose and recover a fee or charge for goods or services it provides. The proposed Fees and Charges have been collated and compiled in consultation with staff responsible for providing the relevant services to the community and ensuring appropriate levels of income/cost recovery are generated for the Shire. Fees and charges for previous year have been included for Council's reference, to highlight the changes considered for next financial year.

Recommended amendment to the schedule of Fees and Charges

The Finance Committee discussed the definition of Fees and Charges as per the Local Government Act S6.16(1).

Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
 - (e) supplying goods;
 - (f) such other service as may be prescribed.

Therefore it is recommended that a current lease or arrangement should be excluded from the schedule.

The Schedule should identify all of the fees applicable for the year including:

- User charges for the hiring and use of various facilities
- Fees for accessing information
- Fees for lodgement of statutory forms and application
- Any bonds or deposits associated with the hire and use of facilities.

It is recommended that the Schedule of Fees and Charges would not normally include:

- Rates levied
- Service Charges levied under the Local Government Act 1995 (such as underground power)
- Rubbish service levies
- Infringements
- Leases or other individually negotiated licences.

However, this would be council's discretion.

Comment

Overall, Fees and Charges in most program areas have increased by approximately 2 % with some adjustments made to accommodate inflation, current costs. The following is a brief overview and is included in the attachment:

1. The draft fees and charges have been increased by a minimum of 2% where applicable as the CPI average trend over the past twelve months is estimated at 1.9%.
2. Sporting club fees as previously discussed at a Council Workshop during April 2018. Council, in consultation with sporting groups is considering a fee of \$30 (inc GST) per player per season. (No charge for juniors). At the start (or end) of the sporting season, the Club advises the Shire of their player numbers for that season. The Shire invoices the Club for the amount per player as agreed. Fees paid to be transferred to a Sports Club Reserve.
3. Facilities used by personal trainers. A recommendation to charge an annual charge or an agreed percentage of profit made by personal trainers using the 24/7 gym facility or swimming pool. Currently the only fees received is the actual gym user's membership or entry into the swimming pool. A daily charge amount of \$10 (inc GST) per day provided for consideration to cover cleaning and usage of facilities.
4. Dowerin Events Management – Lease fee. The Lease Agreement stipulates a \$1,500 per annum lease fee (with no mention of CPI or any other increase). The lease fee shall be waived as Dowerin Events Management provide financial support to the shire and community. A separate agenda item to approve the waiver of this lease agreement to be recommended and approved by council.
5. Short Term Accommodation – recommend that rates per night to remain the same for 2018-19.
6. Reduced bond amount for the town hall which should increase incentive for people to utilise the hall for functions. Credit card imprint to be retained as security and released once the hall has been inspected.
7. Souvenirs and other old stock for sale; the price has been adjusted to sale price at the time of purchase (historic). The Committee proposed that the stock on hand should be transferred to the Community Resource Centre.

8. Grave digging costs are included in the single internment – grave burial fee. This will cover excavator and labour costs. The burial fee will cover this cost.
9. Standard Crossover Installation. Policy to be progressed to cover the 50% contribution by Council, up to a maximum of \$2000.

The officer's recommendation is that the Elected Member Meeting Fees are increased slightly as per other fees and charges.

Residential Rents and leases:

The increase for the 2017-18 did not take place until January 2018. Recommend increase by 2% for the 2018-19 Fees & Charges and individual rental agreements or MOU to be done with tenants for any variations.

Consultation

Staff responsible for service delivery have been consulted. A suggestion for facilities usage has been incorporated.

The officer's recommendation for this item is that Council approves the Draft 2018-19 Schedule of Fees and Charges for the purposes of giving notice.

The draft schedule will also inform the development of the annual budget.

Phoned James McGovern (WALGA) who advised that rental Fees & Charges need to be included in the Fees and Charges Schedule. If any rental rates vary from the Fees & Charges then this would be outlined in a Rental Agreement or MOU and not disclosed in the Fees & Charges.

Financial Implications

The fees and charges set by Council are budgeted to provide approximately an estimate of \$435,275 in revenue for the Shire in 2018-19. This is a significant revenue stream and adds to the Shire's capacity to fund services and facilities.

Risk Implications

There is a risk that fees, if set too high, can be a barrier for residents; therefore it is recommended that fees are increased by small amounts each year to keep pace with rising costs and avoid having to impose large increases in the future.

Policy Implications

Nil

Statutory Implications

Many fees charged by Local Government are fixed by legislation. These include fees under the Dog Act, Bush Fires Act and Building Permit Application Fees. Each relevant piece of legislation is quoted in the schedule for Council reference.

The Local Government Act 1995, S6.16, S6.17 and S6.19 stipulate the requirements for imposing fees and charges.

Strategic Implications

Nil

Voting Requirements

Absolute majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.4

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S6.16, S6.17 AND S9.19 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ADOPT THE 2018-19 SCHEDULE OF FEES AND CHARGES AS A DRAFT FOR THE PURPOSE OF GIVING NOTICE; AND***
- 2. CONSIDER THE FINAL ADOPTION OF FEES AND CHARGES AS PART OF THE 2018-19 ANNUAL BUDGET.***

10.1.5 GOOMALLING MEDICAL CENTRE

Date: 18 June 2018
Applicant: Goomalling Medical Centre
Location:
File Ref:
Disclosure of Interest: Nil
Author: Susan Fitchat -Finance Manager
Attachments: 6. Letter from Shire of Goomalling

Summary

A letter from the Shire of Goomalling has been received to remove the capping of its annual contribution of \$25,000 to cover an operational deficit of the Goomalling Medical Surgery to apply from commencement of the 2018-19 Financial year.

Background

The Shire currently provides a contribution of \$25,000 to the Shire of Goomalling for the Medical Surgery per year.

History of payments as follows excluding GST.

- 22.09.15 \$12,500
- 22.08.16 \$22,560
- 01.11.17 \$25,000

Comment

Budget saving measures:

The Shire of Goomalling has put into place for Locum Services to be reduced from \$2,500 per day to \$1,800 per day. The second process is to implement the Surgery being open four (4) days per week, with the Surgery being closed on a Wednesday. This will be trialed for a period of 3 months.

The Shire's budget capacity can accommodate a capped amount of \$25,000 in the 2018-19 budget.

A letter will need to be sent to the Shire of Goomalling to advise that the \$25,000 cap will remain for 2018-19.

Financial Implications

Cap budget expenditure.

Risk Implications

Dependency on the Shire's support in outyears.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.5

THAT COUNCIL, BY SIMPLE MAJORITY, DECLINES TO INCREASE THE ANNUAL CONTRIBUTION CAP FOR THE GOOMALLING MEDICAL SURGERY.

10.1.6 DOWERIN ARTS GROUP

Date: 18 June 2018
Applicant: Dowerin Arts Group
Location:
File Ref:
Disclosure of Interest: Nil
Author: Susan Fitchat - Finance Manager
Attachments: 7. Letter from Dowerin Arts Group

Summary

A letter from the Dowerin Arts Group – Art Prize and Exhibition 2018; which will be held at the Field Days Event this year. Sponsorship of the Junk Art category to the value of \$300.

Background

Historically the Shire has provided support to Dowerin Arts Group in prior years.

History of payments as follows excluding GST.

- 12.07.17 \$300.00
- 22.08.16 \$300.00
- 04.08.14 \$500.00

Comment

Officer recommends approval of \$300 sponsorship to support the Dowerin Arts Group.

Financial Implications

This amount will be included in the 2018-19 Budget.

Risk Implications

Nil

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.5

THAT COUNCIL, BY SIMPLE MAJORITY APPROVES THE SPONSORSHIP OF \$300 TO THE DOWERIN ARTS GROUP.

10.1.7 RATES DEBT RECOVERY

Date: 18 June 2018
Applicant: AMPAC Rates Debtor Recovery
Location:
File Ref:
Disclosure of Interest: Nil
Author: Susan Fitchat – Finance Manager
Attachments: Nil

Summary

To advise the state of the debt recovery of the following Ratepayers.

Both debtors have not paid for over three years.

Background

- Ratepayer – Assessment A512
Rates debt outstanding amounts to \$10,431, inclusive of legal charges and interest
Last payment received 28.08.13 \$577.73
Judgement letter sent on 21ST May 2018.
- Ratepayer – Assessment A 225
Lot 10 Dowall Street, Minnivale.
Rates debt outstanding amounts to \$3653.13, inclusive of legal charges and interest.
Last payment received 23.01.14 for \$773.

PSSO has been lodged, and as of 29.05.18 goods have been placed under seizure. Advise is pending regarding the value of the goods placed under seizure; which may be worth over the value of debt to even consider proceeding to sale.

- PSSO :
 1. Seizure of goods cost roughly \$550. This is paid to the to the bailiff to make 3 attempts to seize goods. The PSSO stage involves the bailiff attending the debtors house to place goods under seizure (paper seizure only, so the debtor still has full use of the item) and attempt to obtain payments.

If there are no goods to seize and no payments made, the bailiff would seek instructions to proceed with the sale of land.
 2. Sale of Land. The Shire is required to sign a PSSO agreement which outlines the expected costs, timelines and outcomes of a PSSO for land. The costs as a guide, are quoted at about \$3600.

Comment

The officer advises that the shire intends to proceed to PSSO stage for the debtor Ratepayers if the goods seized cannot pay the outstanding rates.

Financial Implications

Non-payment of overdue rates affects long term planning of the Shire and is unsustainable.

Risk Implications

Nil

Consultation

Officers have consulted with AMPAC

Policy Implications

Sundry Debt Collection Policy

Regulations

Local Government Act 1995 – Subdivision 5 – Recovery of unpaid rates and service charges.

Financial Management Act 1996 – Part 5

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.7

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.6.73 OF THE LOCAL GOVERNMENT ACT 1995, APPROVES THE OFFICERS INTENTION TO PROCEED TO PSSO STAGE IF NECESSARY, AND POSSIBLY COMMENCE WITH THE SALE OF LAND.

10.1.8 POLICIES REVIEWED

Date: 18 June 2018
 Applicant: Shire of Dowerin
 Location:
 File Ref:
 Disclosure of Interest: Nil
 Author: Susan Fitchat – Finance Manager
 Attachments: 8. Finance Authorisation Policy - Reviewed June 2018
 9. Financial Reserves Policy - Reviewed June 2018
 10. General Financial Transactions Policy - Reviewed June 2018
 11. Purchasing Policy - Reviewed June 2018
 12. Bank Account Policy - Reviewed June 2018

Background

The attached policies have been reviewed to incorporate amendments positions within the organization structure and other responsibilities as disclosed.

- Finance Authorisation Policy
Updated with the details of managers with the amendment to bridging organization structure.
- Financial Reserves Policy
A new reserve to be created for sporting clubs. All fees paid by clubs shall be collected in this reserve fund for future benefits to the sporting community.
- General Financial Transaction Policy.
Accounts for payment to be stamped goods received or services rendered before authorised for payment by an Authorised Officer.
- Purchasing Policy:
Current:

Position	Amount
Chief Executive Officer	Unlimited
Assets and Works Manager	\$50,000
Finance and Corporate Services Manager	\$50,000
Coordinator Community and Economic Development	\$1000
Administration Staff	\$500
Parks and Gardens	\$500

Recommended:

Position	Amount
Chief Executive Officer	Unlimited
Assets and Works Manager	\$50,000
Finance Manager	\$50,000
Depot Supervisor	\$ 5,000
Acting Manager of Corporate and Community Services	\$ 5,000
Finance Officers	\$ 2,000
Administration Staff	\$ 500
Parks and Gardens	\$ 500

- Bank Account Policy.
Bank Account authorised persons for bank payments has been updated.

Comment

The policies have been reviewed by the finance officers, Finance Manager and the Finance Committee on the 18th June 2018.

Risk Implications

Nil

Financial Implications

Funds expended are in accordance with Council’s policy and the Local Government Financial Management Act 1996 where applicable.

Policy Implications

Should Council adopt the updated Policy it will replace the existing policy and guide decisions in relation to that policy.

Statutory Implications

This policy is presented to Council under Section 2.7 of the Local Government Act 1995 which stipulates that the role of Council is to determine policies.

The following policies have been reviewed and updated:

- Finance Authorisation Policy
- Financial Reserve Policy
- General Financial Transaction Policy
- Purchasing Policy
- Bank Account Policy

Strategic Implications

Strategic Community Plan: Theme 4.4.5 Our Leaders

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.8

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S2.7 OF THE LOCAL GOVERNMENT ACT 1995, RESOLVES TO ADOPT THE:

- ***FINANCE AUTHORISATION POLICY;***
- ***FINANCIAL RESERVES POLICY;***
- ***GENERAL FINANCIAL TRANSACTIONS POLICY;***
- ***PURCHASING POLICY;***
- ***BANK ACCOUNT POLICY.***

10.1.9 LETTER OF REQUEST FROM DOWERIN CRC TO EXPLOIT RUSTY

Date: 20 June 2018
Applicant: Dowerin CRC
Location:
File Ref: Governance/President Correspondence
Disclosure of Interest: Nil
Author: Lisa Valentine Acting Manager Corporate & Community Services
Attachments: 13. Letter of Request CRC Exploiting Rusty

Summary

This item brings before Council a request to approve the placement of various Rusty Puppy silhouettes across the Town.

Background

Dowerin CRC together with Enterprise Community Group 5 “Exploiting Rusty” have created a set of four (4) Rusty poses with the purpose of creating tourist and local community visual engagement and potential social media attention.

The proposal includes installing a “piddling Rusty” on each bin along Stewart Street and also identify a number of other bins that will draw attention to proper waste management awareness “Bin It – Don’t Toss It”.

The Dowerin CRC in conjunction with the Dowerin Museum has also created a “Rusty’s Ramble” as a town walk map which will be directed and linked by numbered “Pointing Rusty’s” fixed to the front or fences of six (6) or eight (8) buildings along Stewart Street, Memorial Avenue, Cottrell Street, and Goldfields Road.

Comment

This item recommends that the Council approve the placement of the Rusty on various bins for the purpose of promoting waste management awareness and the placement of Rusty on six (6) to eight (8) buildings to assist with the development of “Rusty’s Ramble” as a town walk map.

Financial Implications

Nil

Risk Implications

Nil

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan – 4.4.1 Our Lifestyle – Outcome 3 – A friendly and welcoming community that all residents and visitors participate and have pride in

Voting Requirements

Simple Majority is required.

OFFICER RECOMMENDATION – 10.1.9

THAT COUNCIL, BY SIMPLE MAJORITY, RESOLVES TO SUPPORT THE DOWERIN CRC WITH THE APPROVAL FOR THE PLACEMENT OF RUSTY'S ON VARIOUS BINS AND BUILDINGS FOR THE PURPOSE OF WASTE MANAGEMENT AWARENESS AND THE RUSTY'S RAMBLE TOWN WALK MAP AND THAT SHIRE REQUEST DOWERIN CRC TO SEEK WRITTEN APPROVAL FROM PROPERTY OWNER FOR PLACEMENT OF RUSTY'S ON BUILDINGS.

10.2 FINANCE REPORT

10.2.1 FINANCIAL ACTIVITY STATEMENTS – MAY 2018

Date:	18 June 2018
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance Manager
Senior Officer:	Gary Martin – Acting Chief Executive Officer
Attachments:	14. Monthly Financial Activity Statements – May 2018.

Summary

The financial statements for the period ending 31 May 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 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 18 June 2018, the following actions were raised:

1. Note 5 Budget Amendments. The budget amendments of Budget 2017-18 were part of the Mid Year Budget approved by council. They are assumptions and a forecast of expenditure for the period.

The transport program expenditure and the sale of assets may not materialise by the end of June 2017-18. This shall be presented as variances with reasonable explanations. Where applicable the budget shall be carried over to 2018-19.

Proceeds of the sale of assets of \$383,727 includes the sale of land and house \$365,000, and the details are provided in Note 8.

If the sale of the assets does not occur before the end of June 2018, this will require the Transfer to Reserves to be reduced accordingly. The transfer to reserves is estimated at \$445,000

Professional Services fees of \$37,000 for the support of a Local Government Consultant should decrease in 2018-19. The expense was partially incurred for the Long Term Financial Plan, Financial Management services and other statutory reporting review and advisory services.

Action: To ensure that the above budget assumptions are accounted for and adjusted accordingly in the 2018-19 Budget.

2. Note 12 Capital Acquisitions and Home and Community Care program (HACC).

The HACC vehicle purchase value is \$37,736. (This is funded by the WA Country Health Service Wheatbelt.) There is a variance of \$5,659. The proceeds of the trade-in for the old HACC vehicle amounted to \$6,909. (Note 8) The anticipated income was \$5,000, therefore a profit on the sale of the vehicle was received of \$1,909.

Action and response: The capital budget is based on best estimates at the time of budget; when the actual vehicle is purchased it is anticipated that there might be a slight variance on purchase price, value for money and resale value. Staff can endeavour to minimise this in the future and where possible obtain quotes for budget purposes.

Financial Implications

The budgeted opening funding surplus was predicted to be \$1,134,516 and following the finalization 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 has been accounted for during the statutory budget review in March 2018.

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 revised balance is a total of \$643,297

The Main Roads Direct Grant of \$125,640 has been reduced by 42% (\$52,768); and accounted for in the Mid Year Budget Review.

Grant funding to be received:

Federal grant funding of \$200,000 has been received for the completed acquittal of the Short-Term Accommodation. WANDRRA road project reimbursement of expenditure and income of \$252,000 is due as at the end June 2018.

The Shire is expecting to receive the Financial Assistance Grant to be paid in advance for 2018-19.

The advance payment equates to \$734,182.

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. 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 June, we meet our statutory obligations

Strategic Implications

Nil

Voting Requirements

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

COMMITTEE AND OFFICER RECOMMENDATION – 10.2.1

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO REGULATION 34(1) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 MAY 2018.

10.2.2 ACCOUNTS FOR PAYMENT – 1 MAY TO 31 MAY 2018

Date:	18 June 2018
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Kathleen Brigg – Finance Officer
Senior Officer:	Susan Fitchat – Finance Manager
Attachments:	15. List of accounts for May 2018 16. 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 meeting of Council are presented for Council review.

Comment

The list as presented has been reviewed by the Finances Manager and Acting Chief Executive Officer.

Consultation

At the Finance Committee meeting on 18th June 2018, the Finance Committee checked the sequencing of the payments and enquired about the following.

1. EFT 5846. Dun Direct Pty Ltd. Diesel purchased \$19,673.94
Response: This is for 15,000 litres of diesel for the shire's usage. There have been 5 purchases of diesel during this financial year.
2. EFT 5830. Kristy Stevens – Emergency Tower – Electricity Usage. \$269.80.
Response: This is electricity used for emergency tower usage. The Fire and Emergency Services grant covers this payment.
3. EFT 5891. Kaos Electrical Generator Hire. \$1,168.00
Sewerage dam make up 32a 3-phase lead for Generator.
Response: This payment is for the supply of gen set for sewerage pumps and a cord was made up for the gen set for future use to plug into the pump control board for future use. The lead cost of \$468 for a 32a 3 phase cord is expensive.
Action: Kaos is a local supplier however the where possible costs should be reduced.

The committee requested the payments list will be updated with contra information.

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.

COMMITTEE AND OFFICER RECOMMEDATION – 10.2.2

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

10.2.3 TERM INVESTEMENT

Date: 18 June 2018
 Applicant: Shire of Dowerin
 Location: Dowerin
 File Ref:
 Disclosure of Interest: Nil
 Author: Susan Fitchat – Finance Manager
 Senior Officer: Gary Martin – Acting Chief Executive Officer
 Attachments: 17. Interest quote – NAB & Bendigo Bank (Confidential)

Background

Shire investments as follows are due for maturity.

- \$923,584 currently invested with National Australia Bank and due to mature on 22 June 2018
- STA Retention Bond of \$41,326 currently invested with Bendigo Bank and due to mature on 24 July 2018.

Comment

In accordance with Council policy, officers have invited two local banks, NAB and Bendigo to provide the Shire with their term deposit rates. See attachment 17 for responses.

While legislation and Council policy allows for investments of up to three years, the officers understanding of the current financial environment is that the Reserve Bank of Australia predicts that rates will remain constant for the next six months. Therefore, the officers' view is that investment should be for a maximum of six months for the \$923,584.

STA Retention Bond, it is recommended for one month. The retention funds for certified completion of the Short Term Accommodation (SSA) is due to be paid in August 2018. The defects liability period for the SSA ends on 9 August 2018. MCG Architects will meet with the shire and arrange an inspection to ensure all defects are fixed before the retention amount is paid to the builders – Solution 4 Building (S4B).

The interest rates quoted are disclosed below.

Term/period	National Australia Bank Ltd	Bendigo and Adelaide Bank Ltd
1 month	1.75	1.95
2 month	2.15	2.25
3 month	2.45	2.55
6 month	2.50	2.60
9 month	2.55	2.60
12 month	2.60	2.65

Officer recommends to re-invest the term deposits with Bendigo and Adelaide Bank Ltd.

Policy Implications

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

Financial Implications

An investment of \$935,096.82 (\$923,583.65 plus interest earned of \$11,513.17) to 22 June 2018 provides a return of approximately \$12,156.26 for 6 months (based on a rate of 2.5%) which is a significant revenue source for the Shire.

An investment of \$42,271.41 (\$41,326 plus interest earned of \$945.41) roll over for 1 month at 1.95%.

Risk Implications

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

Strategic Implications

Nil

Voting Requirements

A Simple Majority is required.

OFFICER AND COMMITTEE RECOMMENDATION – 10.2.3

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL INVEST THE FUNDS OF \$935,096.82 INCLUDING INTEREST WITH BENDIGO AND ADELAIDE BANK FOR A TERM OF 6 MONTHS. THE STA RETENTION BOND BE ROLLED OVER FOR A 1 MONTH TERM WITH BENDIGO AND ADELAIDE BANK.

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	22 June 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Emma Richards, Governance Officer
Attachments:	18. Finance Committee Meeting Minutes (Unconfirmed), 18 th June 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;
- Road Verge Management Advisory Committee;
- 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 – 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), 18TH JUNE 2018.***

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

13.1.1 MOVE BEHIND CLOSED DOORS

RECOMMENDATION – 13.1.1

THAT THE MEETING MOVE BEHIND CLOSED DOORS TO DISCUSS CONFIDENTIAL MATTER, ITEM 13.1.2 – ACTING CEO EMPLOYMENT CONTRACT.

13.1.3 MOVE OUT FROM BEHIND CLOSED DOORS

RECOMMENDATION – 13.1.3

THAT THE MEETING MOVE OUT FROM BEHIND CLOSED DOORS.

14. CLOSURE OF MEETING

ORDINARY COUNCIL MEETING
ATTACHMENTS

Tuesday
26 June 2018
3.00pm



ATTACHMENTS

- 10.1.1
 - 1. Letter of Request GWN7 Machinery Field Days
- 10.1.2
 - 2. Proposed Property Local Law
- 10.1.3
 - 3. Shire of Dowerin Dogs Local Law 2018
 - 4. Shire of Dowerin Waste Local Law 2018
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- 10.1.6
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- 10.1.8
 - 8. Finance Authorisation Policy – Reviewed June 2018
 - 9. Financial Reserves Policy – Reviewed June 2018
 - 10. General Financial Transactions Policy – Reviewed June 2018
 - 11. Purchasing Policy – Reviewed June 2018
 - 12. Bank Account Policy – Reviewed June 2018
- 10.1.9
 - 13. Letter of Request CRC Exploiting Rusty
- 10.2.1
 - 14. Monthly Financial Activity Statements – May 2018
- 10.2.2
 - 15. List of accounts for May 2018
 - 16. Credit Card Statements
- 10.2.3
 - 17. Interest Quotes – NAB & Bendigo Bank (Confidential)
- 10.3.1
 - 18. Finance Committee Meeting Minutes (Unconfirmed), 18th June 2018

RECEIVED
01 JUN 2018
BY: _____



29th May 2018

Ms Andrea Selvey
Chief Executive Officer
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

Dear Andrea,

With the Dowerin Machinery Field Days fast approaching I am writing this letter to request the donation of staff during the Field Days to assist in the running of our event.

As in previous years we are requesting the assistance of Emma Richards to work in our office on both the Tuesday and Wednesday of the Dowerin Field Days week (both our busiest days).

I have already discussed with Emma her interest in assisting us this year which she has confirmed if this request is granted by the Shire of Dowerin.

Please accept this letter as an official request for Emma Richards to work in the Dowerin Field Days office on the 29th and 30th of August during her normal office hours of 8.30am to 4.30pm each day.

If you have any further questions regarding this matter please do not hesitate to contact me on 9631 1021.

Kind Regards,

Tiffany Davey
Assistant Event Co-ordinator

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

LOCAL GOVERNMENT PROPERTY LOCAL LAW 2018

Under the powers conferred by 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.

LOCAL GOVERNMENT PROPERTY LOCAL LAW

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- 2.7 Activities which may be pursued on specified local government property
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PART 1 - PRELIMINARY

Citation

1.1 This local law may be cited as the Shire of Dowerin Local Government Property Local Law.

Definitions

1.2 In this local law unless the context otherwise requires -

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

"aircraft" has the meaning given to it in the *Civil Aviation Act 1988 (Cth)*

"applicant" means a person who applies for a permit under clause 3.2;

"authorized person" means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

"building" means any building which is local government property and includes a –

- (a) hall or room;
- (b) corridor, stairway or annexe of any hall or room; and

"CEO" means the chief executive officer of the local government;

"commencement day" means the day on which this local law comes into operation;

"Council" means the council of the local government;

"date of publication" means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;

"determination" means a determination made under clause 2.1;

"district" means the district of the local government;

"function" means an event or activity characterised by all or any of the following –

- (a) formal organisation and preparation;
- (b) its occurrence is generally advertised or notified in writing to particular persons;
- (c) organisation by or on behalf of a club;
- (d) payment of a fee to attend it; and
- (e) systematic recurrence in relation to the day, time and place;

"liquor" has the same meaning as is given to it in section 3 of the *Liquor Control Act 1988*;

"local government" means the *[insert name of local government]*;

"local government property" means anything except a thoroughfare –

- (a) which belongs to the local government;
- (b) of which the local government is the management body under the *Land Administration Act 1997*; or
- (c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

"Manager" means the person for the time being employed by the local government to control and manage a pool area or other facility which is local government property and includes the person's assistant or deputy;

"permit" means a permit issued under this local law;

"permit holder" means a person who holds a valid permit;

"person" does not include the local government;

"pool area" means any swimming and wading pools and spas and all buildings, structures, fittings, fixtures, machinery, chattels, furniture and equipment forming part of or used in connection with such swimming and wading pools and spas which are local government property;

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

"sign" includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

"trading" means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of –

- (a) offering them for sale or hire;
- (b) inviting offers for their sale or hire;
- (c) soliciting orders for them; or
- (d) carrying out any other transaction in relation to them; and

"vehicle" includes –

- (a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and
- (b) an animal being ridden or driven,

but excludes –

- (c) a wheel-chair or any device designed for use, by a physically impaired person on a footpath;
- (d) a pram, a stroller or a similar device; and
- (e) a boat.

Interpretation

1.3 In this local law unless the context otherwise requires a reference to local government property includes a reference to any part of that local government property.

Application

1.4 (1) This local law applies throughout the district.

(2) Notwithstanding anything to the contrary in this local law, the local government may -

- (a) hire local government property to any person; or
- (b) enter into an agreement with any person regarding the use of any local government property.

Repeal

1.5 (1) The following local laws are repealed –

Swimming Pool Local Law (Gazetted 19/02/1969)

Local Government Property Local Law (Gazetted 08/01/2002)

(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.

(3) The Council may resolve that notwithstanding subclause (2), specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

PART 2 - DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

Division 1 - Determinations

Determinations as to use of local government property

2.1(1) The local government may make a determination in accordance with clause 2.2 –

- (a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;
- (b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;
- (c) as to the matters in clauses 2.7(2) and 2.8(2); and
- (d) as to any matter ancillary or necessary to give effect to a determination.

(2) The determinations in Schedule 2 –

- (a) are to be taken to have been made in accordance with clause 2.2;
- (b) may be amended or revoked in accordance with clause 2.6; and
- (c) have effect on the commencement day.

Procedure for making a determination

2.2 (1) The local government is to give local public notice of its intention to make a determination.

(2) The local public notice referred to in subclause (1) is to state that –

- (a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;

- (b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and
 - (c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.
- (3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to –
- (a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;
 - (b) amend the proposed determination, in which case subclause (5) will apply; or
 - (c) not continue with the proposed determination.
- (4) If submissions are received in accordance with subclause (2)(c) the Council is to –
- (a) consider those submissions; and
 - (b) decide –
 - (i) whether or not to amend the proposed determination; or
 - (ii) not to continue with the proposed determination.
- (5) If the Council decides to amend the proposed determination, it is to give local public notice –
- (a) of the effect of the amendments; and
 - (b) that the proposed determination has effect as a determination on and from the date of publication.
- (6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.
- (7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).
- (8) A decision under subclause (3) or (4) is not to be delegated by the Council.

Discretion to erect sign

2.3 The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

Determination to be complied with

2.4 A person shall comply with a determination.

Register of determinations

2.5 (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.

(2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

Amendment or revocation of a determination

2.6 (1) The Council may amend or revoke a determination.

(2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.

(3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

Division 2 - Activities which may be pursued or prohibited under a determination

Activities which may be pursued on specified local government property

2.7 (1) A determination may provide that specified local government property is set aside as an area on which a person may –

- (a) bring, ride or drive an animal;
- (b) take, ride or drive a vehicle, or a particular class of vehicle;
- (c) fly or use a motorised model aircraft;
- (d) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;
- (e) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;
- (f) play or practice –
 - (i) golf or archery;
 - (ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or
 - (iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;

- (g) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device; and
- (h) wear no clothing.

(2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular –

- (a) the days and times during which the activity may be pursued;
- (b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;
- (c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;
- (d) may limit the activity to a class of vehicles, equipment or things, or may extend it to all vehicles, equipment or things;
- (e) may specify that the activity can be pursued by a class of persons or all persons; and
- (f) may distinguish between different classes of the activity.

Activities which may be prohibited on specified local government property

2.8 (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property -

- (a) smoking on premises;
- (b) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;
- (c) taking, riding or driving a vehicle or a particular class of vehicle on the property;
- (d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;
- (e) the playing or practice of -
 - (i) golf, archery, pistol shooting or rifle shooting; or
 - (ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;
- (g) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and
- (h) the traversing of or land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.

(2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular –

- (a) the days and times during which the activity is prohibited;
- (b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;
- (c) that an activity is prohibited in respect of a class of vehicles, equipment or things, or all vehicles, equipment or things;
- (d) that an activity is prohibited in respect of a class of persons or all persons; and
- (e) may distinguish between different classes of the activity.

(3) In this clause –

"premises" means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.

Division 3 - Transitional

Signs taken to be determinations

2.9 (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.

(2) Clause 2.5 does not apply to a sign referred to in subclause (1).

PART 3 - PERMITS

Division 1 - Preliminary

Application of Part

3.1 This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

Division 2 - Applying for a permit

Application for permit

3.2 (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).

(2) An application for a permit under this local law shall -

- (a) be in the form determined by the local government;
- (b) be signed by the applicant;
- (c) provide the information required by the form; and

(d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.

(4) The local government may require an applicant to give local public notice of the application for a permit.

(5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

Decision on application for permit

3.3 (1) The local government may –

- (a) approve an application for a permit unconditionally or subject to any conditions; or
- (b) refuse to approve an application for a permit.

(2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.

(3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

Division 3 - Conditions

Conditions which may be imposed on a permit

3.4 (1) Without limiting the generality of clause 3.3(1)(a), the local government may approve an application for a permit subject to conditions relating to -

- (a) the payment of a fee;
- (b) compliance with a standard or a policy of the local government adopted by the local government;
- (c) the duration and commencement of the permit;
- (d) the commencement of the permit being contingent on the happening of an event;
- (e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;
- (f) the approval of another application for a permit which may be required by the local government under any written law;
- (g) the area of the district to which the permit applies;
- (h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and
- (i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.

(2) Without limiting clause 3.3(1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued –

- (a) when fees and charges are to be paid;
- (b) payment of a bond against possible damage or cleaning expenses or both;
- (c) restrictions on the erection of material or external decorations;
- (d) rules about the use of furniture, plant and effects;
- (e) limitations on the number of persons who may attend any function in or on local government property;
- (f) the duration of the hire;

- (g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;
- (h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Control Act 1988*;
- (i) whether or not the hire is for the exclusive use of the local government property;
- (j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and
- (k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

Imposing conditions under a policy

3.5 (1) In this clause –

"policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 3.3(1)(a).

(2) Under clause 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government shall give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2).

(4) An application for a permit shall be deemed not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

Compliance with and variation of conditions

3.6 (1) Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 4 - General

Agreement for building

3.7 Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.

Duration of permit

3.8 A permit is valid for one year from the date on which it is issued, unless it is –

- (a) otherwise stated in this local law or in the permit; or
- (b) cancelled under clause 3.12.

Renewal of permit

3.9 (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of this Part shall apply to an application for the renewal of a permit as though it were an application for a permit.

Transfer of permit

3.10 (1) An application for the transfer of a valid permit is to -

- (a) be made in writing;
- (b) be signed by the permit holder and the proposed transferee of the permit;
- (c) provide such information as the local government may require to enable the application to be determined; and
- (d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the CEO.

(4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

Production of permit

3.11 A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

Cancellation of permit

3.12 (1) Subject to clause 9.1, a permit may be cancelled by the local government if the permit holder has not complied with a –

(a) condition of the permit; or

(b) determination or a provision of any written law which may relate to the activity regulated by the permit.

(2) On the cancellation of a permit the permit holder -

(a) shall return the permit as soon as practicable to the CEO; and

(b) is to be taken to have forfeited any fees paid in respect of the permit.

Division 5 - When a permit is required

Activities needing a permit

3.13 (1) A person shall not without a permit –

- (a) subject to subclause 3, hire local government property;
- (b) advertise anything by any means on local government property;
- (c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;
- (d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;
- (e) plant any plant or sow any seeds on local government property;
- (f) carry on any trading on local government property unless the trading is conducted -
 - (i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or
 - (ii) by a person who has a licence or permit to carry on trading on local government property under any written law;
- (g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose -
 - (i) drive or ride or take any vehicle on to local government property; or
 - (ii) park or stop any vehicle on local government property;
- (h) conduct a function on local government property ;
- (i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;
- (j) light a fire on local government property except in a facility provided for that purpose;
- (k) parachute, hang glide, abseil or base jump from or on to local government property;
- (l) erect a building or a refuelling site on local government property;
- (m) make any excavation on or erect or remove any fence on local government property;
- (n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person;
- (o) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property; or

(p) conduct or take part in any gambling game or contest or bet, or offer to bet, publicly.

(2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

(3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

Permit required to camp outside a facility

3.14 (1) In this clause –

"facility" has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.

(2) This clause does not apply to a facility operated by the local government.

(3) A person shall not without a permit -

(a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or

(b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.

(4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

Permit required for possession and consumption of liquor

3.15 (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless –

(a) that is permitted under the *Liquor Control Act 1988*; and

(b) a permit has been obtained for that purpose.

(2) Subclause (1) does not apply where the liquor is in a sealed container.

Division 6 - Responsibilities of permit holder

Responsibilities of permit holder

- 3.16 A holder of a permit shall in respect of local government property to which the permit relates -
- (a) ensure that an authorized person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;
 - (b) leave the local government property in a clean and tidy condition after its use;
 - (c) report any damage or defacement of the local government property to the local government; and
 - (d) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act 1988* for that purpose.

PART 4 - BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY

Division 1 - Behaviour on and interference with local government property

Behaviour which interferes with others

- 4.1 A person shall not in or on any local government property behave in a manner which -
- (a) is likely to interfere with the enjoyment of a person who might use the property; or
 - (b) interferes with the enjoyment of a person using the property.

Behaviour detrimental to property

4.2 (1) A person shall not behave in or on local government property in a way which is or might be detrimental to the property.

(2) In subclause (1) –

'detrimental to the property' includes –

- (a) removing any thing from the local government property such as a rock, a plant or a seat provided for the use of any person; and
- (b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.

Taking or injuring any fauna

4.3 (1) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorized under a written law to do so.

(2) In this clause –

"animal" means any living thing that is not a human being or plant; and

"fauna" means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal –

- (a) any class of animal or individual member;
- (b) the eggs or larvae; or
- (c) the carcass, skin, plumage or fur.

Intoxicated persons not to enter local government property

4.4 A person shall not enter or remain on local government property while under the influence of liquor or a prohibited drug.

No prohibited drugs

4.5 A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

Division 2 - Signs

Signs

4.6 (1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.

(2) A person shall comply with a sign erected under subclause (1).

(3) A condition of use specified on a sign erected under subclause (1) is –

- (a) not to be inconsistent with any provision of this local law or any determination; and
- (b) to be for the purpose of giving notice of the effect of a provision of this local law.

PART 5 – MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

Division 1 - Swimming pool areas

When entry must be refused

5.1 A Manager or an authorized person shall refuse admission to, may direct to leave or shall remove or cause to be removed from a pool area any person who –

- (a) is -
 - (i) under the age of 10 years and who is unaccompanied by a responsible person over the age of 16 years;
 - (ii) suffering from any gastrointestinal disease, skin infection or other disease that is communicable in an aquatic environment; or
 - (iii) in an unclean condition; or
 - (iv) wearing unclean clothes; or
 - (v) under the apparent influence of alcohol, drugs or alcohol and drugs.
- (b) is to be refused admission under and in accordance with a decision of the local government for breaching any clause of this local law.

Consumption of food or drink may be prohibited

5.2 A person shall not consume any food or drink in an area where consumption is prohibited by a sign.

Division 3 - Fenced or closed property

No entry to fenced or closed local government property

5.3 A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorized to do so by the local government.

Division 4 - Toilet blocks and change rooms

Only specified gender to use entry of toilet block or change room

5.4 Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by –

- (a) females, then a person of the male gender shall not use that entry of the toilet block or change room; or
- (b) males, then a person of the female gender shall not use that entry of the toilet block or change room.

(2) Paragraphs (a) and (b) of subclause (1) do not apply to a child, when accompanied by a parent, guardian or caregiver, where the child is –

- (a) under the age of 8 years; or
- (b) otherwise permitted by an authorised person to use the relevant entry.

Division 5 - Aerodrome (airport)

Access of animals restricted

5.5 (1) A person shall not bring an animal on to an aerodrome unless –

- (a) the person is a person referred to in section 8 of the *Dog Act 1976* acting in accordance with that provision;
 - (b) the animal is being air freighted from the aerodrome;
 - (c) the animal has been air freighted to the aerodrome; or
 - (d) the person is authorized to do so by the local government.
- (2) A person in charge of an animal shall keep the animal under control and shall not allow it to wander at large on the aerodrome.
- (3) If an animal is at any time on an aerodrome in contravention of subclause (2), in addition to the person specified in that subclause, the owner of the animal at that time commits an offence against subclause (2).

Division 6 - Golf course

Interpretation

5.6 In this Division –

"controller" means the person appointed by the local government to direct, control and manage a golf course;

"golf course" means that portion of a golf course reserve which is laid out as a golf course and includes all tees, fairways, greens, practice tees, practice fairways, practice greens and any driving range; and

"golf course reserve" means the local government property described in Schedule 3 and includes all buildings, structures, fittings, fixtures and equipment on that land.

Observance of special conditions of play

5.7 While on a golf course, every player shall observe and comply with a –

- (a) direction of a controller in respect of any special conditions of play; and
- (b) requirement of any notice erected to direct or control play.

PART 6 - FEES FOR ENTRY ON TO LOCAL GOVERNMENT PROPERTY

No unauthorized entry to function

6.1 (1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorized, except –

- (a) through the proper entrance for that purpose; and
- (b) on payment of the fee chargeable for admission at the time.

(2) The local government may exempt a person from compliance with subclause (1)(b).

PART 7 - OBJECTIONS AND APPEALS

Application of Division 1, Part 9 of the Act

7.1 When the local government makes a decision as to whether it will -

- (a) grant a person a permit or consent under this local law; or
- (b) renew, vary, or cancel a permit or consent that a person has under this local law,

the provisions of Division 1 of Part 9 of the Act and regulations 32A and 33 of the Regulations apply to that decision.

PART 8 - MISCELLANEOUS

Authorized person to be obeyed

8.1 A person on local government property shall obey any lawful direction of an authorized person and shall not in any way obstruct or hinder an authorized person in the execution of her or his duties.

Persons may be directed to leave local government property

8.2 An authorized person may direct a person to leave local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

Disposal of lost property

8.3 An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

Liability for damage to local government property

8.4 (1) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of –

- (a) reinstating the property to the state it was in prior to the occurrence of the damage; or
 - (b) replacing that property.
- (2) On a failure to comply with a notice issued under subclause (1), the local government may recover the costs referred to in the notice as a debt due to it.

PART 9 - ENFORCEMENT

Division 1 - Notices given under this local law

Offence to fail to comply with notice

9.1 Whenever the local government gives a notice under this local law requiring a person to do any thing, if a person fails to comply with the notice, that person commits an offence.

Local government may undertake requirements of notice

9.2 Where a person fails to comply with a notice referred to in clause 11.1, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

Division 2 - Offences and penalties

Subdivision 1 - General

Offences and general penalty

9.3 (1) Any 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 that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

Subdivision 2 - Infringement notices and modified penalties

Prescribed offences

9.4 (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that –

(a) commission of the prescribed offence is a relatively minor matter; and

(b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

Form of notices

- 9.5 (1) For the purposes of this local law -
- (a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;
 - (b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and
 - (a) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.
- (2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

Division 3 – Evidence in legal proceedings

Evidence of a determination

- 9.6 (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.
- (2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.
- (3) Subclause (2) does not make valid a determination that has not been properly made.

SCHEDULE 1
PRESCRIBED OFFENCES

CLAUSE	DESCRIPTION	MODIFIED PENALTY \$
2.4	Failure to comply with determination	125
3.6	Failure to comply with conditions of permit	125
3.13(1)	Failure to obtain a permit	125
3.14(3)	Failure to obtain permit to camp outside a facility	125
3.15(1)	Failure to obtain permit for liquor	125
3.16	Failure of permit holder to comply with responsibilities	125
4.2(1)	Behaviour detrimental to property	125
4.4	Under influence of liquor or prohibited drug	125
4.6(2)	Failure to comply with sign on local government property	125
5.2	Consuming food or drink in prohibited area	125
5.6	Unauthorized entry to fenced or closed local government property	125
5.7	Gender not specified using entry of toilet block or change room	125
5.8	Failure to comply with direction of controller or notice on golf course	125
6.1(1)	Unauthorized entry to function on local government property	125
11.1	Failure to comply with notice	250

SCHEDULE 2
DETERMINATIONS

The following determinations are to be taken to have been made by the local government under clause 2.1.

PART 1 – PRELIMINARY

Definitions

1.1 In these determinations unless the context otherwise requires –

"local law" means the *Local Government Property Local Law* made by the local government;

Interpretation

1.2 Unless the context otherwise requires, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

SCHEDULE 3
GOLF COURSE RESERVE

Dated _____ 20____

The Common Seal of the)
[*insert name of local*)
government] was affixed by)
authority of a resolution)
of the Council in the)
presence of -)

Chief Executive Officer

~~Mayor~~/President

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 29th 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)

Offence	Nature of offence	Modified penalty \$	Dangerous Dog Modified Penalty \$
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

Item No.	Clause No.	Description	Modified Penalty
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

Fees Charges 2018-19

GL Code	Description	Notes	Fee/Charge 2015/16	Fee/Charge 2016/17	Fee/Charge 2017/18	Proposed	GST	Est.	Potential	Disc	Policy	Act or Regulation
						Fee/Charge 2018/19						
Administration												
104230	Photocopying (Bulk) by Staff	Per Hour	NA	\$35.00	\$36.40	delete	Y			NA		LG Act 1995 Section 6.16
104230	Photocopying A4	Per Page	\$0.30	\$0.80	\$0.85	delete	Y			NA		LG Act 1995 Section 6.16
104230	Printing Building Plans	Per Sheet	NA	\$2.00	\$2.10	delete	Y			NA		LG Act 1995 Section 6.16
104230	Photocopying	Per Page		per page		\$0.85						
104430	Copies of Minutes - Council & Committee	Per Copy	NA	\$40.00	\$41.60	delete	Y			NA		LG Act 1995 Section 6.16
168130	District Maps	Each	\$6.00	\$6.00	\$6.25	\$2.00	Y			NA		LG Act 1995 Section 6.16
Freedom of Information												
104430	Supervised Access to Council Records	Per Hour	NA	\$35.00	\$36.40	\$37.00	Y			NA		LG Act 1995 Section 6.16
103730	Application Fee (Statutory)	Payable with Application	\$30.00	\$30.00	\$30.00	\$30.00	Y	\$30.00		NA	External	WA FOI Act 1992
103730	Access Time by Staff	Per Hour	\$30.00	\$35.00	\$35.00	\$35.00	Y	\$35.00		NA		
Property Enquiries												
104030	Single Property Enquiry	Per Enquiry	NA	\$35.00	\$36.40	review	Y			NA		LG Act 1995 Section 6.16
104030	Settlement Agents & Real Estate Agents	Full Requisitions	\$110.00	\$110.00	\$114.40	\$115.00	Y			NA	Comm	LG Act 1995 Section 6.16
104030	Settlement Agents & Real Estate Agents	Rates Enquiry Only	NA	\$35.00	\$36.40	\$37.00	Y			NA	Comm	LG Act 1995 Section 6.16
Rates, Debtors & ESL Levies												
103930	Administration Fee	Per Instalment Notice	\$4.00	\$4.00	\$4.15	\$4.23		\$900.00		NA	External	\$6.45 LG Act 1995
101710	Instalment Payment Plan Interest	Local Govt Regs	5.5%	5.5%	5.5%	5.5%		\$4,000.00		NA	External	\$6.45 LG Act 1995
	Overdue Interest - Rates	Per Annum	11%	11%	11%	11%		\$8,000.00		NA	External	\$6.45 LG Act 1995
103030	External Debt Collection Administration Fee	Administration Fee	NA	\$25.00	\$26.00	\$26.00				NA	Comm	\$6.45 LG Act 1995
	Overdue Interest - ESL	Per Annum	11%	11%	11%	11%				NA	External	\$6.45 LG Act 1995
	Outstanding Debtor Interest	LGA S6.12	NA	NA	NA	NA				NA		\$6.45 LG Act 1995
	Rates Payments by Special Arrangements	Per Assessment	NA	\$20.00	\$20.80	\$21.00				NA	External	\$6.45 LG Act 1995
Elected Member Meeting Fees												
102420	Council Meetings - Councillors	Per Meeting	\$185.00	\$185.00	\$195.00	\$200.00		\$15,210.00		NA		\$5.99 LG Act 1995
102420	Council Meetings - President	Per Meeting	\$250.00	\$250.00	\$260.00	\$270.00		\$20,280.00		NA		\$5.99 LG Act 1995
102420	Council Committee Meetings	Per Meeting	\$70.00	\$70.00	\$73.00	\$75.00		\$5,694.00		NA		\$5.99 LG Act 1995
102420	Allowance - President	Per Annum	\$3,000.00	\$3,000.00	\$3,120.00	\$3,180.00		\$3,120.00		NA		\$5.99 LG Act 1995
102420	Allowance - Deputy President	Per Annum	\$750.00	\$750.00	\$780.00	\$800.00		\$780.00		NA		\$5.99 LG Act 1995
Fire Prevention												
107230	Installing Fire Breaks	Per Application	at cost	at cost	at cost	at cost	Y			NA		Bushfires Act 1954
107230	Administration Fee	Per Application	NA	\$100.00	\$100.00	\$100.00	Y			NA		Bushfires Act 1955
107430	Infringements	Per Infringement	Per Act	Per Act	Per Act	Per Act	N			NA		Bush Fires Infringement (Regulations) 1978
107230	Replacement rural Street Number Signs with star picket	Per Sign	NA	\$40.00	\$41.60	\$42.00	Y			NA		\$6.16 LG Act 1995
Animal Control												
108530	Replacement Tag Fee - Dog and Cat	Per Tag	NA	\$2.00	2.10	2.50	Y			NA		\$6.16 LG Act 1995
108530	Dog Annual Registration - Sterilised Dog/Bitch	Per Year	\$20.00	\$20.00	\$20.00	20.00	Y			NA	External	R 17 Dog Regulations 2013
108530	Dog Annual Registration - Unsterilised Dog/Bitch	Per Year	\$50.00	\$50.00	\$50.00	50.00	Y			NA	External	R 17 Dog Regulations 2013
108530	Dog Three Year Registration - Sterilised Dog/Bitch	Per Three Years	\$42.50	\$42.50	\$42.50	42.50	Y			NA	External	R 17 Dog Regulations 2013
108530	Dog Three Year Registration - Unsterilised Dog/Bitch	Per Three Years	\$120.00	\$120.00	\$120.00	120.00	Y			NA	External	R 17 Dog Regulations 2013
108630	Dog Life Registration - Sterilised	Life	\$100.00	\$100.00	\$100.00	100.00	Y			NA	External	R 17 Dog Regulations 2013
108630	Dog Life Registration - Unsterilised	Life	-	-	\$250.00	250.00	Y			NA	External	R 17 Dog Regulations 2013
108530	Dog Concession - Working Dogs	Per Year		25% of fee	25% of fee	25% of fee	Y			NA	External	R 17 Dog Regulations 2013
108530	Dog Concession - Pensioners	Per Year		50% of fee	50% of fee	50% of fee	Y			NA	External	R 17 Dog Regulations 2013
	Registration - Service Dog	Per Year		No charge	No charge	No charge						
108530	Dog Surrender Fee	Per Dog	\$15.00	\$75.00	\$78.00	80.00	Y			NA	External	R 17 Dog Regulations 2013
108430	Impound Fees	Per Day	\$15.00	\$75.00	\$78.00	80.00	Y			NA	External	R 17 Dog Regulations 2013
108430	Sustenance Fee	Per Day	\$20.00	\$20.00	\$21.00	22.00	N			NA	External	S31 Cat Act 2011
108430	First Aid Treatment of Dog or Cat		\$15.00	Cost Recovery	Cost Recovery	Cost Recovery	Y			NA	External	R 17 Dog Regulations 2013
108430	Microchipping Fee	Per Dog		-	\$45.00	45.00	Y					
108430	Dog Yard Inspection- Restricted & Dangerous Dog Only	Per Inspection		-	\$50.00	50.00	Y				External	R 17 Dog Regulations 2013
108530	Application of Licence as Approved Kennel Establishment	Per Application	\$15.00	\$100.00	\$100.00	100.00	Y			NA	External	R 17 Dog Regulations 2013
108530	Approved Kennel Establishment Licence & Annual Renewal	Per Licence	\$15.00	\$50.00	\$200.00	200.00	Y			NA	External	R 17 Dog Regulations 2013
108530	Application to Keep More Than The Prescribed Number of Dogs	Per Application	\$15.00	\$50.00	\$100.00	100.00	Y			NA	External	R 17 Dog Regulations 2013
108430	Hire of Animal Trap	Bond	\$20.00	\$20.00	\$50.00	100.00	N			NA	External	S31 Cat Act 2011
108630	Cat Annual Registration - Sterilised Cat	Per Year	\$20.00	\$20.00	\$20.00	20.00	Y			NA	External	Cl 1 Schedule 3 Cat Regulations 2011
108630	Cat Three Year Registration - Sterilised Cat	Per Year	\$42.50	\$42.50	\$42.50	42.50	Y			NA	External	Cl 1 Schedule 3 Cat Regulations 2011
108630	Cat Life Registration	Life	\$100.00	\$100.00	\$100.00	100.00	Y			NA	External	Cl 1 Schedule 3 Cat Regulations 2011

Fees Charges 2018-19

108630	Cat Concession - Pensioners	Per Year		50% of fee	50% of fee	50% of fee	Y			NA	External	Cl 1 Schedule 3 Cat Regulations 2011
108630	Application to Keep a Breeding Cat	Per Application		-	\$50.00	50.00	Y			NA		Cl 1 Schedule 3 Cat Regulations 2011
108630	Registration of Breeding Cat	Per Year		-	\$100.00	100.00	Y			NA		Cl 1 Schedule 3 Cat Regulations 2011
108630	Livestock - Wethers, ewes, lambs, goats 6pm-6am	Per Head		-	\$30.00	30.00	Y			NA		
108630	Livestock - Wethers, ewes, lambs, goats 6am-6pm	Per Head		-	\$15.00	15.00	Y			NA		
108630	All other Livestock - Between 6pm - 6am	Per Head		-	\$75.00	75.00	Y			NA		
108630	All other Livestock - Between 6pm - 6am	Per Head		-	\$35.00	35.00	Y			NA		
108630	Impound Fees - All Livestock per head	Per Day		-	\$10.00	10.00	Y			NA		
108630	Sustenance Fee - All Livestock per head	Per Day		-	\$10.00	at cost	Y			NA		
Abandoned Vehicles/Parking Control												
160730	Towing Costs/Removable of abandoned vehicle	Cost	NA	at cost	at cost	at cost	Y			NA		\$6.16 LG Act 1995
160730	Storage of Abandoned Vehicle per week or part thereof	Per Week		-	\$20.00	\$50.00	Y			NA		
New	Parking infringement	per fine					TBA	N				New Parking Local Law
Home and Community Care (Statutory)												
120030	Level 1-Transport - Eligible Clients	Per Km	\$0.15	per Act	\$60.00	\$60.00	Y			NA	External	Based on pproved PATS charges (16c per km). Shire Funded Service
115630	Level 1 - Meals on Wheels	Per Meal	\$10.00	per Act	Cost Recovery	Cost Recovery	Y			NA	External	
121030	Level 1 - Gardening Fees	Per Hour	\$8.00	per Act	\$8.00	\$8.00	Y			NA	External	Health Department Fee Schedule
116230	Level 1 -Domestic Assistance	Per Hour	\$8.00	per Act	\$8.00	\$8.00	Y			NA	External	Health Department Fee Schedule
116430	Level 1 -Personal Care	Per Hour	\$8.00	per Act	\$8.00	\$8.00	Y			NA	External	Health Department Fee Schedule
116330	Level 1 -Community Nursing	Per Hour	\$8.00	per Act	\$8.00	\$8.00	Y			NA	External	Health Department Fee Schedule
121230	Level 1 -Day Care	Per Hour	\$8.00	per Act	\$8.00	\$8.00	Y			NA	External	Health Department Fee Schedule
New	Level 2 Client Services- Non Pensioner or Self-funding Retirees. Service Cost range from \$28-\$38 per hour	50% recoverable				\$0.00						
New	Level 2 - Gardening Fees	Per Hour			\$11.00	\$11.00	Y			NA		
New	Level 2 -Domestic Assistance	Per Hour			\$16.80	\$16.80	Y			NA		
New	Level 2 -Social Support	Per Hour			\$16.80	\$16.80	Y			NA		
New	Level 2 -Personal Care	Per Hour			\$18.00	\$18.00	Y			NA		
New	Level 2 -Community Nursing	Per Hour			\$0.00	\$0.00	Y			NA		Based on nurse hourly rate + 20%
121230	Gentle Gym - Member	Per Session	\$4.00	per Act	\$4.00	\$4.00	Y			NA	Comm	
115530	Gentle Gym - Non Member	Per Session	\$6.00	per Act	\$6.00	\$6.00	Y			NA	Comm	
Commercial Rents												
110330	Community Resource Centre	Per Week	\$33.00	\$33.00	\$34.00	\$35.00	Y			NA	Lease	
170530	Pop up Shop - 28 Stewart Street	Membership	\$60.00	\$0.00	\$50.00	\$51.00	Y			NA	Lease	
	Dowerin Childcare Centre	Per Week	\$0.00	\$100.00	\$104.00	\$106.00	Y		100%		MOU	MOU Discount 100%
136530	Dowerin Events Management Offices	Per Annum	\$1,817.00	\$1,889.68	\$1,965.00	\$1,650.00	Y			NA	Lease	100% Discount due to support to the shire
Refuse Collection												
126330	First Weekly Service and Recycling	Per Annum	\$306.00	\$312.00	\$325.00	\$331.00	N			NA		\$ 6.7 WARR Act 2007
126430	Additional Weekly Service	Per Annum	\$153.00	\$156.00	\$162.00	\$165.00	Y			NA		\$ 6.7 WARR Act 2007
126830	Recycling Income	Per Annum	at cost	at cost	at cost	at cost	Y			NA		\$ 6.7 WARR Act 2007
	Replacement Bins	Per Bin		at cost	at cost	at cost						
	Tip Fees	Per load										
Sewerage												
128430	Rate in a dollar	In the dollar	\$0.0612	\$0.0636	\$0.0708	\$0.07	N			NA		\$6.32/3/3/5 LG Act 1995
128530	1st Sewer Fixture	Per Annum	\$219.00	\$227.76	\$235.00	\$239.70	N			NA		\$6.32/3/3/5 LG Act 1995
128530	Other Sewer Fixtures	Per Annum	\$100.00	\$104.00	\$107.00	\$109.14	N			NA		\$6.32/3/3/5 LG Act 1995
128430	Minimum Charge - Residential	Per Annum	\$333.00	\$340.00	\$350.20	\$357.20	N			NA		\$6.32/3/3/5 LG Act 1995
128430	Minimum Charge - Commercial	Per Annum	\$686.00	\$700.00	\$721.00	\$735.42	N			NA		\$6.32/3/3/5 LG Act 1995
128430	Minimum Charge - Vacant Land	Per Annum	\$333.00	\$340.00	\$350.20	\$357.20	N			NA		\$6.32/3/3/5 LG Act 1995
128430	Minimum Charge - Government	Per Annum	\$686.00	\$700.00	\$721.00	\$735.42	N			NA		\$6.32/3/3/5 LG Act 1995
Septic Fees (Statutory)												
128730	Septic System Application	Per Application	\$118.00	\$118.00	\$118.00	\$118.00	N			NA	External	Health Act 1911
128730	Septic System Inspection	Per Inspection	\$118.00	\$118.00	\$118.00	\$118.00	N			NA	External	Health Act 1911
128730	Septic System Re-Inspection (if required)	Per Inspection	\$118.00	\$118.00	\$118.00	\$118.00	N			NA	External	LG Act 1995 Section 6.16
128730	WA Health Department Administration Fee	Per Application	NA	\$51.00	\$51.00	\$51.00	N			NA	External	Health Act 1911
Offensive Trade (Fees) Regulations 1976												
	Any Offensive Trade Not Specified	Per Registration	NA	Per Act	Per Act	Per Act	N			NA		Health Act 1911
	Poultry Farming	Per Registration	NA	Per Act	Per Act	Per Act	N			NA		Health Act 1911
Public Trading Licence Fees												
115230	Stall-holders, Trading in Public Places, Hawkers - Application Fee	Per Application	NA	\$50.00	\$52.00	\$52.00	Y			NA		LG Act Consolidated Local Law 12.11
115230	Stall-holders, Trading in Public Places, Hawkers - Licence Fee	Per Day	NA	\$150.00	\$156.00	\$156.00	N			NA		LG Act Consolidated Local Law 12.11

Fees Charges 2018-19

115230	Food Vendors	Per Application	\$90.00	\$93.00	\$97.00	\$0.00	N			NA		Food Act Section 140
115230	Mobile /Itinerant food vendors	per event				\$75.00	N					
115230	Mobile food Vendors permit-(charity, local sporting, community groups exempts)	per event				\$0.00	N					
115230	Christmas fair stalls	per event				\$20.00	Y					
	Registration of Accommodation	Per Registration	NA	\$50.00	\$52.00	\$53.00	Y			NA		Health Act Section 344C
168230	Registration of Caravan Park	Per Registration	NA	\$50.00	\$52.00	\$53.00	Y			NA		CP &CG Regs Sch 3 Div 1 Cl 1
	Noise Regulation 18 Application	Per Application	NA	\$50.00	\$52.00	\$53.00	Y			NA		EP Noise Reg 1997 18 (6)
115230	Alfresco Dining - Application Fee	Per Application	NA	\$50.00	\$52.00	\$53.00	N			NA		LG Act 1995 Section 6.16
115230	Alfresco Dining - Renewal and Transfer Fee	Per Renewal/Transfer	NA	\$50.00	\$52.00	\$53.00	N			NA		LG Act 1995 Section 6.16
	Testing Non-Scheme Water	Per Test										LG Act 1995 Section 6.16
Cemetery												
132330	Single Internment (Grave burial fee)	Per Internment	\$545.00	\$560.00	\$583.00	\$1,200.00	Y			NA		Cemeteries Act 1986
132330	Double Internment - Extra 600mm depth (Grave burial fee)	Per Internment	\$100.00	\$104.00	\$108.00	\$1,310.00	Y			NA		Cemeteries Act 1986
132330	Grant of Right of Burial Fee	Per Application	\$65.00	\$67.00	\$70.00	\$71.00	Y					Cemeteries Act 1986 Section 25
132330	Niche Wall - Single Niche (ashes)	Per Application	\$130.00	\$135.00	\$141.00	\$144.00	Y			NA		Cemeteries Act 1986
132330	Nichel Wall - Double Niche	Per Application	\$230.00	\$235.00	\$245.00	\$250.00	Y			NA		Cemeteries Act 1986
132330	Niche Wall - Grant Right Burial Fee	Per Application	\$65.00	\$67.00	\$70.00	\$72.00	Y			NA		Cemeteries Act 1986
132330	Niche Wall - Plaques	Per Plaque	at cost	at cost	at cost	at cost	Y			NA		Cemeteries Act 1986
132330	Grave Site Reservation	Per Application	\$35.00	\$36.00	\$38.00	\$35.00	Y			NA		Cemeteries Act 1986
132330	Niche Wall Reservation	Per Application	\$30.00	\$31.00	\$32.00	\$35.00	Y			NA		Cemeteries Act 1986
132330	Erect Monument Fee	Per Application	\$40.00	\$42.00	\$44.00	\$45.00	Y			NA		Cemeteries Act 1986 Section 30
132330	Reopening of Grave	Per Application	\$525.00	\$545.00	\$567.00	\$1,200.00	Y			NA		Cemeteries Act 1986
Protection of Environment												
129830	Tree Planter Hire	Per Day	\$100.00	\$100.00	\$104.00	\$150.00	Y			NA		
Community Bus Hire												
132230	Ordinary Hire - plus fuel	Per Km	\$0.70	\$0.70	\$0.80	\$0.80	Y			NA		LG Act 1995 Section 6.16
132230	Seniors Hire - plus fuel	Per Km	\$0.53	\$0.53	\$0.60	\$0.60	Y			NA		LG Act 1995 Section 6.16
Building Hire												
133330	Town & Lesser Hall - Funeral (exc kitchen)	3 hours				\$30.00						LG Act 1995 Section 6.16
133330	Town & Lesser Hall - Funeral (inc kitchen)	3 hours				\$90.00						LG Act 1995 Section 6.16
133330	Town & Lesser Hall - Standard to Per Day Max	Per Hour	\$11.00	\$11.44	\$12.00	\$12.00	Y			NA		LG Act 1995 Section 6.16
133330	Town & Lesser Hall - Standard	Per Day	\$65.00	\$67.60	\$70.00	\$70.00	Y			NA		LG Act 1995 Section 6.16
133330	Town & Lesser Hall - Function	Per Event	\$180.00	\$187.20	\$195.00	\$350.00	Y			NA		LG Act 1995 Section 6.16
133330	Town & Lesser Hall - Function - Local Groups	Per Event	\$80.00	\$83.20	\$87.00	\$87.00	Y			NA		LG Act 1995 Section 6.16
133330	Town & Lesser Hall - Function - School Groups	Per Event	NC	NC	NC	NC	Y			NA		LG Act 1995 Section 6.16
161900	Town & Lesser Hall - Function Bond	Per Event	\$550.00	\$550.00	\$572.00	\$200.00	Y			NA		LG Act 1995 Section 6.16
103730	Council Chambers	Per Day	NA	\$100.00	\$104.00	Delete	Y			NA		LG Act 1995 Section 6.16
Recreation												
136330	Badminton	Per Hour	\$10.00	\$10.40	\$11.00	\$11.00	Y			NA		LG Act 1995 Section 6.16
136330	Squash	Per Hour	\$10.00	\$10.40	\$11.00	\$11.00	Y			NA		LG Act 1995 Section 6.16
136330	Indoor Courts	Per Hour	\$10.00	\$10.40	\$11.00	\$11.00	Y			NA		LG Act 1995 Section 6.16
132730	Minnivale Campsite Donations	NA	NA	NA	NA	NA				NA		LG Act 1995 Section 6.16
132730	Camping Site - RV Friendly (Field Days & Minnivale)	Per 48 Hours	NC	NC	NC	NC				NA		LG Act 1995 Section 6.16
132730	Camping Site - Caravan Clubs (per person per night)	Per Night	\$11.00	\$11.44	\$12.00	\$12.00	Y			NA		LG Act 1995 Section 6.16
132730	Camping Site - Contractors (per person per night)	Per Night	\$16.00	\$16.64	\$17.50	\$17.50	Y			NA		LG Act 1995 Section 6.16
132730	Change rooms (per person per night)	Per Night	\$11.00			\$11.00	Y					
Annual Sporting Club Fees												
136330	Football Club	Per Annum	\$3,765.00	\$3,915.00	\$4,072.00		Y			NA		LG Act 1995 Section 6.16
136330	Cricket Club	Per Annum	\$1,055.00	\$1,097.00	\$1,141.00		Y			NA		LG Act 1995 Section 6.16
136330	Hockey Club	Per Annum	\$676.00	\$703.00	\$731.00		Y			NA		LG Act 1995 Section 6.16
136330	Basketball	Per Annum	\$1,055.00	\$1,097.00	\$1,141.00		Y			NA		LG Act 1995 Section 6.16
136330	Badminton	Per Annum	\$1,055.00	\$1,097.00	\$1,141.00		Y			NA		LG Act 1995 Section 6.16
136330	Netball	Per Annum	\$530.00	\$555.00	\$577.00		Y			NA		LG Act 1995 Section 6.16
136330	Player (Senior)	Per Season				\$30.00	Y					LG Act 1995 Section 6.16
136330	Player (Junior)	Per Season				\$0.00	Y					LG Act 1995 Section 6.16
Swimming Pool Charges												
134330	Adults	Per Visit	\$3.50	\$3.50	\$4.00	\$4.00	Y			NA		LG Act 1995 Section 6.16
134330	Children	Per Visit	\$3.50	\$3.50	\$4.00	\$4.00	Y			NA		LG Act 1995 Section 6.16
134330	Season Tickets - Family	Per Season	\$130.00	\$130.00	\$135.00	\$140.00	Y			NA		LG Act 1995 Section 6.16
134330	Season Tickets - Single	Per Season	\$75.00	\$75.00	\$78.00	\$80.00	Y			NA		LG Act 1995 Section 6.16
134330	Half Season Ticket - Family (1 January each year)	Per Half Season			\$67.50	\$70.00	Y			NA		LG Act 1995 Section 6.16
134330	Half Season Ticket - Single (1 January each year)	Per Half Season			\$39.00	\$40.00	Y			NA		LG Act 1995 Section 6.16

Fees Charges 2018-19

134330	Adult - non swimmer	Per Visit				\$2.00	Y					
All Hours Gym Membership Fees												
137430	Adult - 1 Year	Per Annum	\$160.00	\$170.00	\$177.00	\$180.00	Y			NA		LG Act 1995 Section 6.16
137430	Student - 1 Year	Per Annum	\$80.00	\$85.00	\$89.00	\$90.00	Y			NA		LG Act 1995 Section 6.16
137430	Concession/Senior - 1 Year	Per Annum	\$80.00	\$85.00	\$89.00	\$90.00	Y			NA		LG Act 1995 Section 6.16
137430	Adult - 3 Months	Per 3 Months	\$160.00	\$80.00	\$83.00	\$85.00	Y			NA		LG Act 1995 Section 6.16
137430	Student - 3 Months	Per 3 Months	\$80.00	\$40.00	\$42.00	\$45.00	Y			NA		LG Act 1995 Section 6.16
137430	Concession/Senior - 3 Months	Per 3 Months	\$80.00	\$40.00	\$42.00	\$45.00	Y			NA		LG Act 1995 Section 6.16
137430	Replacement Card Fee	Per Card	\$30.00	\$30.00	\$31.00	\$35.00	Y			NA		LG Act 1995 Section 6.16
136330	Hire of gym facilities or swimming pool	per day				\$10.00	Y					To be recommended/advised
Souvenirs												
168330	Dowerin Wrapping Paper	Per Item	\$1.00	\$1.00	\$1.00	\$1.00	Y			NA		LG Act 1995 Section 6.16
168330	Souvenir Magent					\$1.00						
168330	Pioneer Pathway Tea Towel	Per Item	\$10.00	\$10.00	\$10.50	sold	Y			NA		LG Act 1995 Section 6.16
168330	Shire of Dowerin Polo Shirt - Black	Per Item	\$30.00	\$30.00	\$31.00	\$30.00	Y			NA		LG Act 1995 Section 6.16
168330	Rusty Jigsaw Puzzle	Per Item	\$10.00	\$10.00	\$10.50	\$10.00	Y			NA		LG Act 1995 Section 6.16
168330	Rusty Key Ring	Per Item	\$5.00	\$5.00	\$5.50	\$5.00	Y			NA		LG Act 1995 Section 6.16
168330	Dowerin Rose Coaster	Per Item	\$3.00	\$3.00	\$3.50	\$3.00	Y			NA		LG Act 1995 Section 6.16
168330	Dowerin Rose Coaster pack of 6	per pack				\$17.00						
168330	Dowerin Rose Coaster pack of 10	per pack				\$25.00						
168330	Rusty Hat Pin	Per Item	\$5.00	\$5.00	\$5.50	\$5.00	Y			NA		LG Act 1995 Section 6.16
History Books												
139330	Tin Dog Hard Cover	Per Item	\$22.00	\$22.00	\$23.00	sold	Y			NA		LG Act 1995 Section 6.16
139330	Tin Dog Soft Cover	Per Item	\$11.00	\$11.00	\$12.00	\$11.00	Y			NA		LG Act 1995 Section 6.16
139330	History of Dowerin - Gwen Freind	Per Item	\$6.00	\$6.00	\$6.50	sold	Y			NA		LG Act 1995 Section 6.16
Vehicle Number Plates												
164930	Special Series Issues Plates - DOT Fee \$200.00	Per Pair	\$45.00	\$45.00	\$47.00	\$47.00	Y			NA		
Building Permits (Statutory)												
169330	Building Permit Application Fee - Minimum	Per Application	\$92.00	\$96.00	\$96.00	\$96.00	N			NA		(s.16(1)) Building Act 2011
169330	Inspection of Pool Enclosures	Per Inspection	NA	\$57.45	\$57.45	\$57.45	N			NA		Reg 53
169230	Swimming Pool Inspection Fee	Per Application	NA	\$33.00	\$33.00	\$52.45	Y			NA		Building Regulations
169230	Planning Application Fee - Minimum	Per Application	\$147.00	\$150.00	\$150.00	\$147.00	N			NA		WAPC***
163700	BCITF Levy	Per Construction	0.2%	0.2%	0.2%	\$0.00	N			NA		
161700	BSL Fee - Minimum	Per Application	\$61.65	\$61.65	\$61.65	\$61.65	N			NA		
169330	Planning Charges	Per Development	at cost	at cost	at cost	at cost	Y			NA		
Private Works												
173330	House Sand Pad		\$3,700.00	\$3,700.00	\$3,848.00	at cost plus 6%	Y			NA		LG Act 1995 Section 6.16
173330	Standard Crossover Installation	50% contribution by Council	NA	\$1,250.00	\$1,300.00	\$1,326.00	Y			50%		LG Act 1995 Section 6.16
173330	Non Standard Crossover Installation	Cost minus Council contribution up to \$400	NA	\$400.00	\$416.00	Delete	Y			NA		LG Act 1995 Section 6.16
Trust	Standpipe Water Fee	Per kl	NA	\$5.00	\$5.50	\$6.50	Y			NA		LG Act 1995 Section 6.16
Trust	Standpipe Bond	Per Use	NA	\$50.00	\$52.00	\$500.00	Y			NA		LG Act 1995 Section 6.16
Plant Hire - Wet												
173330	Grader	Per Hour	\$187.00	\$194.00	\$202.00	\$206.00	Y			NA		LG Act 1995 Section 6.16
173330	Front End Loader	Per Hour	\$166.00	\$172.00	\$172.00	\$183.00	Y			NA		LG Act 1995 Section 6.16
173330	Skid Steer	Per Hour	\$140.00	\$145.00	\$151.00	\$154.00	Y			NA		LG Act 1995 Section 6.16
173330	Tip Truck - 3 tonne or 6 tonne	Per Hour	\$125.00	\$130.00	\$135.00	\$137.00	Y			NA		LG Act 1995 Section 6.16
173330	Tip Truck - 10 tonne	Per Hour	\$146.00	\$150.00	\$156.00	\$159.00	Y			NA		LG Act 1995 Section 6.16
173330	Multi-tyre Roller	Per Hour	\$146.00	\$150.00	\$156.00	\$159.00	Y			NA		LG Act 1995 Section 6.16
173330	Low Loader	Per Hour	\$146.00	\$150.00	\$156.00	\$159.00	Y			NA		LG Act 1995 Section 6.16
173330	Concrete Mixer	Per Half Day	\$90.00	\$93.00	\$97.00	\$99.00	Y			NA		LG Act 1995 Section 6.16
Materials & Supplies												
173330	Sand and Gravel (ex Depot)	Per Cubic Metre	\$21.00	\$22.00	\$23.00	\$24.00	Y			NA		LG Act 1995 Section 6.16
173330	Transport of Gravel	per km				\$2.00						
173330	Rock Dust (ex Depot)	Per Cubic Metre	NA	\$38.00	\$40.00	\$41.00	Y			NA		LG Act 1995 Section 6.16
173330	Sale of Mulch (pick up)	Per Cubic Metre	\$0.00	\$0.00	\$0.00	\$0.00	Y			NA		LG Act 1995 Section 6.16
Labour Hire												
173330	Works Supervisor	Per Hour	\$105.00	\$109.20	\$114.00	\$116.00	y			NA		LG Act 1995 Section 6.16
173330	Plant Operator	Per Hour	\$75.00	\$78.00	\$81.00	\$83.00	Y			NA		LG Act 1995 Section 6.16
Residential Rents (GST Input Tax)												
125330	13 Maisey Street - JK Williams Lease	Per Week			\$135.00	\$138.00	N	Lease	Lease	Res. Tenancy Act 1987		Res Tenancy Act 1987
124330	36 Stacy Street	Per Week			\$190.00	\$195.00	N	Staff	Staff	Res. Tenancy Act 1987		Res Tenancy Act 1987

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124330	43 Stacy Street	Per Week			\$180.00	\$184.00	N	Staff	Staff	Res. Tenancy Act 1987	Res Tenancy Act 1987
124330	58 Stacy Street	Per Week			\$150.00	\$153.00	N	Lease	Lease	Res. Tenancy Act 1987	Res Tenancy Act 1987
125330	12 Cottrell Street	Per Week			\$161.20	\$164.00	N	Lease	Lease	Res. Tenancy Act 1987	Res Tenancy Act 1987
125630	CHP Unit - 1/18 Memorial Ave	Per Week			per contract	per contract	N	Contract	Contract - Pool	Res. Tenancy Act 1987	Res Tenancy Act 1987
125630	CHP Unit - 2/18 Memorial Ave	Per Week			\$190.00	\$194.00	N	Staff	Staff	Res. Tenancy Act 1987	Res Tenancy Act 1987
125630	CHP Unit - 3/18 Memorial Ave	Per Week			\$146.00	\$149.00	N	Lease	Lease	Res. Tenancy Act 1987	Res Tenancy Act 1987
125630	CHP Unit - 4/18 Memorial Ave	Per Week			\$125.00	\$128.00	N	Lease	Lease	Res. Tenancy Act 1987	Res Tenancy Act 1987
125430	18 O'Loughlen Street	Per Week			\$340.00	\$349.00	N	Lease	Lease	Res. Tenancy Act 1987	Res Tenancy Act 1987
125430	26 O'Loughlen Street	Per Week			\$356.00	\$363.00	N	Lease	Lease	Res. Tenancy Act 1987	Res Tenancy Act 1987
125730	Independent Living Unit - A/11 Hilda St	Per Week			\$110.00	\$112.00	N	Contract	Contract	Res. Tenancy Act 1987	Res Tenancy Act 1987
125730	Independent Living Unit - B/11 Hilda St	Per Week			\$125.00	\$128.00	N	Vacant	Vacant	Res. Tenancy Act 1987	Res Tenancy Act 1987
125730	Independent Living Unit - C/11 Hilda St	Per Week			\$125.00	\$128.00	N	Vacant	Vacant	Res. Tenancy Act 1987	Res Tenancy Act 1987
125730	Independent Living Unit - D/11 Hilda St	Per Week			\$115.00	\$117.00	N	Contract	Contract	Res. Tenancy Act 1987	Res Tenancy Act 1987
125230	13 Stacy Street Unit - 1	Per Week			\$166.00	\$170.00	N	DDC Manager	DDC Mngr	Res. Tenancy Act 1987	Res Tenancy Act 1987
125230	13 Stacy Street Unit - 2	Per Week			per contract	per contract	N	per Contract	Staff	Res. Tenancy Act 1987	Res Tenancy Act 1987
125230	13 Stacy Street Unit - 3	Per Week			\$155.00	\$158.00	N	New tenant	Staff	Res. Tenancy Act 1987	Res Tenancy Act 1987
124330	16 Anderson Street	Per Week			per contract	per contract	N	Staff	Staff	Res. Tenancy Act 1987	Res Tenancy Act 1987
124330	18 Anderson Street	Per Week			\$190.00	\$194.00	N	Staff	Staff	Res. Tenancy Act 1987	Res Tenancy Act 1987
124330	4 O'Loughlen St	Per Week			\$300.00	\$306.00	N	Staff	Staff	Res. Tenancy Act 1987	Res Tenancy Act 1987
Short Term Accommodation											
168260	One Bedroom Unit	Per Night			\$130.00	\$130.00	Y				
168260	One Bedroom Unit - Peak	Per Night			\$200.00	\$200.00	Y				
168260	Studio Unit	Per Night			\$110.00	\$110.00	Y				
168260	Studio Unit - Peak	Per Night			\$180.00	\$180.00	Y				
168260	Caravan Site (2 person)	Per Night			\$30.00	\$30.00	Y				
168260	Caravan Site - Peak (+ \$5 per person after 2)	Per Night			\$50.00	\$50.00	Y				
168260	Caravan Site- Concession	Per Night			\$25.00	\$25.00	Y				
168260	Caravan Site - Concession - Peak	Per Night			\$45.00	\$45.00	Y				
168260	Powered Camping	Per Night			\$15.00	\$15.00	Y				
168260	Powered Camping - Peak	Per Night			\$20.00	\$20.00	Y				
168260	One Bedroom Unit	Per Week			\$850.00	\$850.00	Y				
168260	One Bedroom Unit - Peak	Per Week			\$1,250.00	\$1,250.00	Y				
168260	Studio Unit	Per Week			\$700.00	\$700.00	Y				
168260	Studio Unit - Peak	Per Week			\$1,150.00	\$1,150.00	Y				
168260	Caravan Site (2 person)	Per Week			\$180.00	\$180.00	Y				
168260	Caravan Site - (2 person) - Peak	Per Week			\$300.00	\$300.00	Y				
168260	Caravan Site- Concession	Per Week			-	-					
168260	Caravan Site - Concession - Peak	Per Week			-	-					
168260	Powered Camping	Per Week			\$90.00	\$90.00	Y				
168260	Powered Camping - Peak	Per Week			\$120.00	\$120.00	Y				
168260	Use of Washing Machine	Per Load			\$4.00	\$4.00	Y				
168260	Use of Dryer	Per Load			\$4.00	\$4.00	Y				



Est. 1895

Shire of Goomalling

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All communications to be addressed to the Chief Executive Officer



In reply please quote ref:

Our Ref	CK: CW 112-3
Your Ref	CK18046

16 May 2018

Ms Andrea Selvey
Chief Executive Officer
Shire of Dowerin
PO BOX 111
Dowerin WA 6461

Dear Andrea,

RE: REQUESTING SHIRE OF DOWERIN TO REMOVE CAPPING OF ITS ANNUAL CONTRIBUTION OF \$25,000 TO COVER DEFICIT OF MANAGEMENT AND OPERATION OF GOOMALLING MEDICAL SURGERY

At today's Ordinary Meeting Council unanimously resolved to sincerely request the Shire of Dowerin to remove its cap of \$25,000 annual contribution towards the operational deficit of the Goomalling Medical Surgery to apply from the commencement of the 2018/2019 Financial year. This would enable the Shire of Dowerin to contribute more if the need ever arises.

However, two process have been put into place for Locum Services being reduced from \$2500 per day down to \$1800 per day. This new figure applies for all locum services per day, as Council is keen to keep Dr Will Thornton on its relief staff when Dr Nina is away on leave. The second process is to implement the Surgery being open four (4) days per week with the Surgery being closed on a Wednesday. This process is being trialled for a period of three (3) months and a decision will be made as to its future whether to retain or not, and this will be discussed with the Shire of Dowerin.

If both process are fully implemented, then it is most unlikely that the Medical Surgery's annual deficit will be above \$75,000 of which Shire of Dowerin contributes a third as in the past.

Your favourable consideration is awaited in due course.

Regards

Clem Kerp
Chief Executive Officer



Dowerin Arts Group
Attention: Anne Robson
C/- PO Box
Dowerin WA 6461



The Chief Executive Officer
Shire of Dowerin
13 Cottrell Street
Dowerin WA 6461

Dear Ms Selvey

**Re: Sponsorship Dowerin Art Group
Art Prize and Exhibition 2018**

Thank you for your time in seeing me the other day.

Could you please ask the Council to sponsor the Junk Art category to the value of \$300.00?

We thank you for your assistance in this matter and look forward to hearing from you soon.

Yours sincerely

A handwritten signature in black ink, appearing to read "Anne Robson".

W Anne Robson
President

Finance Authorisation Policy

Policy Owner	Finance and Corporate Services Manager
Distribution	Finance Staff
Responsible Officer	Chief Executive Officer
Date Adopted	24 October 2017
File Reference	ORGN-1017121432-19

Objective

All finance transactions as noted in this policy are to be authorised by the noted authorised person prior to the transaction being undertaken.

This policy is to be read in conjunction with other specific finance policies where relevant.

Policy

Prior to any of the following finance transactions being undertaken, the authorising person noted must authorise the transaction by signing the relevant form/s.

Where additional policy is noted, this policy must also be adhered to when undertaking the finance transaction.

Finance Transaction	Authorised Person	Additional Policy
Bank Accounts <ul style="list-style-type: none">• Municipal• Cash Maximiser• Reserve• Trust• Term Deposit	Chief Executive Officer Finance Manager Assets and Works Manager Acting Manager of Corporate and Community Services	Shire of Dowerin Bank Accounts Policy Investment Policy
Issuing Petty Cash	Finance Officer	Petty Cash Policy
Corporate Credit Card	Chief Executive Officer Finance Manager Assets and Works Manager	Corporate Credit Card Policy
Authorising New Debtors	Finance Manager	
Authorising New Suppliers	Chief Executive Officer Assets and Works Manager Finance Manager	New Suppliers Approval & Appointment Policy
Purchasing Fuel Stock	Finance Manager Assets and Works Manager	
Purchasing Assets/ Equipment	Chief Executive Officer Finance Manager Assets and Works Manager	Purchasing Policy
Debt Collection	Finance Manager	Sundry Debt Collection Policy

	Finance Officer	
Payment of Invoices	Chief Executive Officer Finance Manager Acting Manager of Corporate and Community Services Finance Officer	General Transactions Policy
EFT/BPay Receipting	Finance Finance Officer	General Transactions Policy

Roles and Responsibilities

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Related Delegation

Review History

14.06.18 - Updated Authorised Persons

Financial Reserves Policy

Policy Owner	Chief Executive Officer
Distribution	Management
Responsible Officer	Chief Executive Officer
Date Adopted	27 June 2017
File Reference	ORGN-1017121432-11

Objective

This policy ensures:

- a. Responsible financial management of general revenue allocations for specific reserves, as well as tied contributions that have not been utilised in the year of receipt;
 - b. Council sets aside and maintains funds to meet specific liabilities;
 - c. There is a clear and shared understanding of the purpose of all Council reserves.
-

Policy

Council will consider the transfer to and from reserves as part of the annual budget process based on strategic direction as outlined in the Long Term Financial Plan, operational need and budgetary requirements.

3.1 Purpose of reserves

The purpose of reserve accounting includes:

- a. to put aside funds in the current year for capital and other purchases to be made in future years. This practice eliminates fluctuations in Council's annual budget for capital and large purchases, and provides more consistency in the level of rates required each year;
- b. to ensure responsible management of tied contributions that have not been utilised in the year of receipt.

3.2 Movement of reserves

During the annual budget process Council adopted movement of funds into and out of reserves. These transactions will be informed by the Long Term Financial Plan and this policy.

Financial reserves will be maintained in the following categories:

3.2.1 Long Service Leave Reserve

Council will maintain a reserve to cash back the cost of Long Service Leave where the leave cannot be absorbed within the annual budget. Given that Council is not expected to have to fund the full liability in any one year, this reserve should aim to maintain cash to the value of 80% of the current liability. This reserve will be maintained on an ongoing basis.

3.2.2 Plant Replacement Reserve

Council will maintain a reserve to ensure the cost plant replacement can be met as per the Plant Replacement Program. The balance of this reserve will reflect Council adopted Plant Replacement program plus a 10% contingency for unexpected, emergency maintenance that cannot be met within the annual budget. This reserve will be maintained on an ongoing basis.

3.2.3 Sewerage Asset Preservation Reserve

Council will maintain a reserve to provide for the replacement and development of sewerage and stormwater infrastructure throughout the Shire. This reserve will be funded by transferring the net amount of funding remaining from revenue (rates) after expenditure on scheme maintenance. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this asset. This reserve will be maintained on an ongoing basis.

3.2.4 Land and Building Reserve

Council will maintain a reserve to assist with funding the development and purchase of land and building assets. The purpose of the reserve is to allow Council to take advantage of opportunities such as grants that allow for building developments and/or opportune land sales that have a strategic value. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this class of assets.

3.2.5 Swimming Pool Reserve

Council currently holds unexpended State Government grant funding in this reserve. Funding in this reserve should be spent in accordance with grant funding guidelines and acquitted at which time this reserve will be dissolved and any future reserves for the swimming pool should be included in the Recreation Facilities Reserve.

3.2.4 Recreation Facilities Reserve

Council will maintain a reserve to fund future maintenance, upgrades and developments of recreation facilities, including the swimming pool. This reserve will also allow Council to take advantage of grant opportunities as they arise. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this class of assets.

3.2.5 Community Housing Reserve

Council will maintain a reserve to enable participation in community housing projects such as independent living units for seniors. This reserve will be funded by transferring the net amount of funding remaining from revenue (rental income) after expenditure. This reserve will be reviewed in two years when this policy is reviewed.

3.2.6 Community Bus Reserve

Council will maintain a reserve to replace the community bus as per the plant replacement program. Revenue (hire fees) will be put into this reserve.

3.2.7 Economic Development Reserve

Council will maintain a reserve to fund economic development initiatives. This reserve will allow Council to take advantage of grant funding opportunities as most grant funding programs require a co-contribution of approximately 30% to 50%. Council will consider transferring funds to this reserve based on strategic and operational requirements as part of the annual budget process.

3.2.8 Bowling Green Replacement Reserve

Council will maintain a reserve for the replacement of the Bowling Green. Council and the Bowling Club will each provide matching contributions of \$5000. This reserve limit will be capped at the replacement cost of the bowling green.

3.2.9 Tennis Court Replacement Reserve

Council will maintain a reserve for the replacement of the Bowling Green. Council and the Bowling Club will each provide matching contributions of \$5000. This reserve limit will be capped at the replacement cost of the bowling green.

3.2.10 Sporting Club Reserve.

Council will maintain a reserve for the sporting clubs. This fund shall be funded by sporting club fees.

Roles and Responsibilities

Chief Executive Officer

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Related Delegation

Chief Executive Officer

Review History

14.06.18 Updated with Sporting club Reserve.

General Financial Transactions Policy

Policy Owner	Finance Manager
Distribution	Management
Responsible Officer	Chief Executive Officer
Date Adopted	24 October 2017
File Reference	ORGN-1017121432-15

Objective

To ensure that Council accounting records will be maintained on a full accrual basis using up to date methods of electronic data processing.

Policy

Accounting/Book Keeping

The following accounting records will be maintained:

- (1) Cash – consecutive record of cash receipts and payments;
- (2) General Journals;
- (3) General Ledger;
- (4) Subsidiary Ledger including Receivable/Payable/Rates/Assets;
- (5) Other records necessary to fully document and explain the financial transaction of Council as required to comply with the Local Government Act, 1995 (the Act) and Regulations in relation to other financially expressed obligations (for example, budgeting and annual reporting).

Subsidiary ledgers shall be reconciled with the general ledger at least monthly.

There will be adequate and appropriate supervision of employees with sufficient employee backup to ensure that accounts and ledgers are adequately maintained.

Finance Manager (FM) to sight and review all receipt reversals, journals, reversal of rates journals and alterations to parameters of the rating system. FM will sign all relevant documents as evidence of sighting and approval.

Employees working within the finance department will have the capabilities and training, commensurate with their responsibilities.

Monies Received

Monies received shall be recorded by an entry for each individual transaction.

The payer shall be issued with a receipt/tax invoice upon request.

The receipt/tax invoice record shall indicate the mode of payment, i.e. cheque, cash, EFTPOS etc.

Cheques received shall, on receipt, be restrictively crossed "not negotiable".

Receipts shall be issued in numerical sequence.

Details of each receipt shall be retained for the period prescribed by the State Records Act 2000 WA.

Details of each voided or reversed receipt shall be retained for the period prescribed by the State Records Act 2000 WA.

Cash floats may be issued to a cashier for use as change for monies received.

Where possible will be opened centrally in the presence of two (2) employees and scanned directly into Sharepoint (the Shire's Record Management System).

Cheques and cash received through the mail will be forwarded to the Customer Service staff for immediate receipting and banking.

Cash received must be logged in Cheque/Cash Received Register.

Banking

Monies received by an officer or employee of Council must be paid into a Council bank account.

Monies received by or on behalf of Council must be banked as soon as practicable on or after the day of receipt.

Detailed records of Council's banking activities must be kept.

Banking shall be reconciled with receipts. Reconciliation will occur daily and reconciliations will be signed by two staff members.

Monies received will be delivered to the bank on days that the local NAB Branch is open.

In the intervening periods between banking, monies received will be deposited in the safe.

During peak rates periods, banking will be carried out as quickly as possible to ensure that cash held on the premises is limited.

Cash held on the premises overnight shall remain insured to the value of \$100,000 as per Council's insurance policy.

Cheques over \$25,000 will be banked on the day received where possible.

Petty Cash

Cash payments may be made out of a petty cash account established by Council for expense reimbursement only. Cash advances are not permitted unless authorised by the FM.

A cash reimbursement cannot, in respect of any particular docket or voucher, exceed \$50 (including GST) unless authorised by the FM.

The cash floats for petty cash purposes:

- Administration Office \$ 200

- HACC \$ 300

The petty cash account shall be reconciled at least monthly (more often if possible). FM will review process and signoff as evidence of review.

Approval of dockets is to be authorised in accordance with Council's Delegation Manual.

Petty cash vouchers are subject to Council's Purchasing Policy and as such require signature by an Authoriser delegated under that Policy.

Petty cash transactions shall be recorded and supported by petty cash dockets and receipts (or statutory declaration where receipts cannot be provided).

The recipient of the petty cash will be required to sign a petty cash docket and provide supporting documentation when claiming.

The recipient of cash must not be the Authorising Officer, even if the staff member has delegated authority. The recipient must have a more senior delegated officer or one of equal authority sign the petty cash form.

Receipts presented to support petty cash purchases must quote the suppliers ABN and/or be a tax invoice where appropriate.

An audit of petty cash floats will be undertaken at least annually.

All responsible officers who administer petty cash must ensure they are fully aware of their responsibilities for safeguarding petty cash and have read and understood the petty cash policy and procedures.

Receipts which do not end in round dollars will need to be rounded when reimbursed via petty cash.

Bank Accounts

Bank accounts will be operated exclusively for the purpose of conducting Council business. Those presently approved:

- (1) Chief Executive Officer (CEO)
- (2) Finance Manager (FM)
- (3) Acting Manager of Corporate and Community Services (MCCS)
- (3) Assets and Works Manager (AWM)
- (4) Finance Officer x 2

At least two authorised bank signatories are required to authorise disbursements from bank accounts.

All accounts will be in the name of Shire of Dowerin. New accounts can only be opened with the approval of the CEO and FM.

Bank reconciliation for each bank account operated by Council shall be prepared weekly. – FM will review reconciliations and signoff as evidence of review.

Transactional banking is presently carried out through the National Australia Bank.

Banking trends and costs will be monitored by the FM and this relationship will be maintained unless determined otherwise by Council resolution. – Evidence of review will be presented by way of an agenda item to the Finance Committee each quarter.

Debtors

Shire of Dowerin provides a range of services which are purchased by varying individuals and organisations. Income is received after the service is provided and a tax invoice is raised. It remains a debt to Council up to the time it is paid or written off.

Staff will complete a Debtor Invoice Request Form (DIRF) immediately an amount becomes due and payable, and forward it to the finance section.

Tax Invoices will be raised upon receipt of a DIRF.

Tax Invoices numbers will be system generated and issued in numerical sequence and meet ATO legislative requirements.

Records shall be maintained for all debtors and transactions relating thereto.

Debtors have 30 days from the date of invoice before the amount is considered “overdue”.

Debt Collection

The policy does not apply to the collection of rate or infringement related debts but extends to specific user pay services such as licences and leases on sporting clubs and hall hire.

Council will apply prudent debt management practices. Outstanding debtor balances shall be reviewed at least monthly and appropriate action initiated to recover debts.

This will include:

- (1) 30 Days - First Reminder letter
- (2) 60 days - Final Notice requesting payment within 14 days
- (3) 90 days - Debtors that fail to respond to Council will be referred to a commercial agent for further action as considered appropriate

Council must ensure that debt is managed in a way which is fair and equitable to the debtor and efficient for both parties. Council acknowledges that a debtor's financial circumstances can change. As a result, if financial difficulties are experienced or are anticipated, a debtor is encouraged to promptly initiate discussions with Council to seek alternative arrangements.

Should the debtor fail to meet the payment terms without having made contact with Council regarding difficulties, Council will invoke its standard debt recovery procedures to ensure a fair, equitable and consistent approach to all debt follow up. At all times consideration will be given to the amount overdue and the circumstances of the debtor.

Provision for Doubtful Debts

A provision for doubtful debts will be established for aged debts greater than 150 days, taking into account:

- The size and nature of the debt; and
- The debtor in question.

Aged debts less than 150 days may be provided for if the recovery is known to be unlikely.

Outstanding debtor balances shall be reviewed annually towards the end of each financial year to ensure doubtful debts are adequately provided for.

Bad Debts/Write Offs

Debts shall be written off only when all reasonable attempts at recovery have been taken and failed. Recommendation for write off shall be made by the FM following discussion with the section responsible for the raising of the invoice.

Debts that are considered irrecoverable, or where the cost of recovery is uneconomical, shall be written off as a bad debt.

The authority to write off such debts is delegated to the Chief Executive Officer as per the Delegations Register to the value of \$200 for any one debt. Debts of any amount greater than \$200 will be presented to Council for consideration.

Credit Cards

The Chief Executive Officer and Authorised Officers maintain Council owned credit cards.

The corporate credit card recipient must comply with the conditions of use as set out in the "Credit Card Agreement" and "Acknowledgement by Cardholders" that must be signed before the card is issued. This document details limits on usage and conditions relating to documents required to support credit card transactions.

Expenditure on credit cards will be limited to the maximum credit balances as follows:

- (1) Chief Executive Officer - \$3,000
- (2) Finance and Corporate Services Manager - \$3,000
- (3) Assets and Works Manager - \$6,000

All Credit Card Statements must be approved by the Chief Executive Officer.

The CEO Credit Card Statement must be approved by the President.

Credit card expenditure must be signed by the card holder and supported by the appropriate documentation and be submitted to the Accounts Payable Officer for reconciliation with the statement of account.

The cardholder will ensure that a satisfactory description of the goods purchased is on the sale docket/tax invoice.

In the event the cardholder is unable to produce a valid tax invoice / receipt, a statutory declaration must be submitted by the cardholder confirming that the nature of the item purchased, the item was work related expenditure and the reason a tax invoice or receipt was not provided.

The credit card cannot be used for:-

- (1) Cash withdrawals
- (2) Non Work Related Expenditure
- (3) Items of equipment that must be recorded on an asset register (unless approved by the CEO)
- (4) Internet transactions which are not on a secure web site
- (5) Membership for recreational, sporting or social clubs
- (6) Dangerous goods and hazardous substances
- (7) Foreign currency

Personal expenditure charged by a Cardholder to their Council Card will be treated as a serious breach of policy. Disciplinary action may include, but not be limited to: formal warning, administrative action in the form of card cancellation, cost recovery, termination of employment, Police report and / or criminal proceedings.

Card holders must maintain an up to date knowledge of Council's Credit (Purchase) Card Procedure and Purchasing Procedure.

The cardholder will not permit use of the card by another person except for work related expenses incurred with prior approval.

For Fringe Benefit Tax (FBT) purposes, hospitality or entertainment payments which are charged on the credit card must be accompanied by information such as the reason for function, the number of internal staff, spouse and the total number of people in attendance at the function.

Failure to provide the required information regarding hospitality or entertainment expenditure may result in the costs being treated as non work related expenses and therefore subject to FBT.

Where a credit card is lost or stolen, the cardholder must immediately report to the Bank for cancellation.

Any staff member who does not comply with the conditions of use, will have the cards withdrawn & may be subject to disciplinary action.

The cardholder must return the card should they cease to be an employee of Shire of Dowerin or when so directed by the CEO. Where the CEO ceases to be an employee, the CEO must return the card immediately to the FM. Employees surrendering a credit card will sign a form declaring the date and person to whom the credit card was surrendered.

It is the Cardholder's responsibility to ensure that all transactions listed on the Credit Card Statements are correct. If a cardholder does not agree with or recognise a transaction or charge on their Card, the Cardholder must investigate the transaction with the supplier and where necessary, lodge a 'Disputed Transaction Form' with Council's Bank. This must be done within 3 months of the transaction date of the disputed transaction or may be recharged to the cardholder as a personal expense.

Reconciliation of Credit Card Statements must be completed by the second week of each month. – Reconciliations will be reviewed and signed off as evidence of review by the FM. In the case of the FM, the CEO will review and sign the reconciliation.

Purchase Cards

The usage of purchase cards enables Council to procure necessary small value goods in an efficient manner.

A written request detailing the proposed cardholder, reason for the establishment of the card, card limit and manager approval must be submitted to the FM for approval prior to issuance of a card.

The purchase card recipient must comply with the conditions of use as set out in the "Acknowledgement by Purchase Cardholders Form" that must be signed before the card is issued.

This document details strict limits on usage, conditions relating to documents required for records maintenance purposes and authorisation requirements.

Purchase cards should replace the usage of petty cash where possible.

Purchase cards cannot be used for non-work related purchase under any circumstances.

Types of purchase cards approved for usage include, but are not limited to Bunnings Cards and Fuel Cards.

A tax invoice/receipt must be provided for each purchase.

In most instances, purchase cards will only be issued to permanent employees who have completed their probationary period. Exceptions can be authorised by the CEO.

The FM has the discretion to approve the issuance of purchase cards based upon:

- Number of purchase cards held within the relevant team at time of application
- Estimated frequency of usage
- Alternative suppliers who accept purchase orders
- A review of the capacity of the proposed cardholder to meet the card holder responsibilities listed in the 'Acknowledgement by Purchase Cardholders Form'.

The FM has the discretion to withdraw a purchase card from a Council Officer in the event the 'Acknowledgement by Purchase Cardholders Form' is breached in any manner.

Purchase card holders must notify the card provider organisation immediately in the event of a lost or stolen card.

Reconciliation of the cardholders account must be submitted to the Accounts Payable Officer within 7 working days of receipt of the account. Reconciliations will be reviewed and signed off as evidence of review by the FM. In the case of the FM, the CEO will review and sign the reconciliation.

It is the responsibility of the cardholder to return the purchase card to the FM in the event the card is no longer required (e.g. termination of employment). The card holder will sign a form showing the date and person to whom the card was surrendered.

Accounts for Payment and Disbursements

All accounts for payment shall be confirmed that goods/supplies received and certified by an Authorised Officer as to:

- (1) The receipt of the goods and services being in accordance with the relevant official purchase order;
- (2) The prices charged being fair and reasonable;
- (3) The calculations and additions being correct;
- (4) The allocation of the payment to the correct ledger account.

Authorisation of payments/disbursements is to be in accordance with Council Purchasing Policy and/or Council's Delegations Manual. All authorising officers will sign a relevant form showing that they have reviewed the payments/disbursements; in accordance with the Finance Authorisation Policy

An Elected Member is entitled, at any reasonable time, to inspect the record of accounts paid or payable.

A payment on behalf of Council must be made by Electronic Funds Transfer (EFT), Direct Debit or cheque drawn on Council's bank. All disbursements shall be authorised by any two (2) of the following:

- (1) Chief Executive Officer
- (2) Finance Manager
- (3) Acting Manager of Corporate and Community Services
- (3) Assets and Works Manager
- (4) Finance Officer x 2

Cheques shall be on Council stationery, pre-numbered and issued in numerical sequence. Unused cheques shall be stored securely by the Accounts Payable Officer who shall maintain an up to date register. This register is required to be sighted and approved by the FM on a monthly basis. FM will sign all relevant documents as evidence of sighting and approval.

Documentation regarding disbursements shall be retained for the period set down prescribed by the State Records Act 2000 WA.

Fringe Benefits Tax

Fringe Benefits Tax (FBT) is paid on benefits in place of, or in addition to, salary or wages of employees.

Fringe benefits provided are also required to be reported on employee's annual PAYG payment summaries. As the FBT year is not aligned with the financial year, the benefits reported on payment summaries relate to the preceding FBT year, which runs from 1st April to 31st March.

Council will comply with FBT legislative requirements.

Goods and Services Tax

The Goods and Services Tax (GST) is a broad-based consumption tax of 10 per cent on most supplies of goods and services consumed in Australia.

Council's ABN is 35 9399 77194.

Shire of Dowerin is a registered organisation for the purposes of GST, therefore GST is payable on goods and services Council sells or supplies to others in the course of business. These supplies are called taxable supplies.

There are other types of supplies where GST does not have to be included in the price. These are called input taxed supplies and GST-free supplies. The Shire of Dowerin will keep a schedule of Fees and Charges and their relevant GST applicability which is reviewed yearly.

Council will only deal with suppliers who have an Australian Business Number (ABN) or suppliers who are prepared to sign a "Statement by Supplier" tax declaration. A register will be kept of all suppliers who have signed this declaration.

All invoices for Council supplies exceeding \$82.50 and which attract GST must be complying Tax Invoices.

Monthly remittances of GST received and paid will be submitted on Council's Business Activity Statement (BAS).

Amounts will be netted off against other tax office liabilities/receivable such as PAYG/Fuel Tax Credits and Fringe Benefits Tax.

The BAS is used by Council to report its GST related obligations and will be submitted by the 21st day of each month.

Auditor Policy

The Audit Committee is responsible for monitoring the performance of Council's Auditor and making recommendations to Council as required regarding the appointment or termination of the Auditor. The Audit Committee's Terms of Reference provide detail on how the Audit Committee is required to carry out this responsibility.

Annual Budget/Corporate Business Plan

Council will adopt an Annual Budget from 1 June and before 31 August for the ensuing financial year. The budget will deal with each activity on a separate basis and must comply with the standards and principles prescribed by regulations under the Local Government Act, 1995.

As part of the budget process Council will prepare a Corporate Business Plan which will address the activities Council intends to undertake in the ensuing year to achieve its objectives and the key performance indicators that Council will use to assess its performance against its objectives.

The following budget principles will underpin the budget development:

- (1) Honest & Accountable - with a framework of reporting that is open and transparent;
- (2) Strategic Approach - to the delivery of Council services within Council's strategic priorities;
- (3) Forward Financial Planning - with long term financial plans of a minimum of ten years to ensure sustainability of operations and careful consideration of the impact on Council's key strategic financial indicators;
- (4) Realistic Budgeting - based on best available information at the time of budget preparation;
- (5) Meet Long Term Liabilities - and ensure appropriate funding for infrastructure provisions;
- (6) Affordable Rates - balanced against meeting Council objectives and the community's ability to pay with a focus on reducing the reliance on residential rates where possible;
- (7) Avoid Cost Shifting - from other levels of government;
- (8) New Initiatives - fully costed and evaluated in terms of meeting Council's strategic priorities;
- (9) Asset Sales and Debt - will ensure the operations do not rely on asset sales to fund core services. Debt will be used as a strategic tool to fund infrastructure needs;
- (10) Financial Control - to minimise Council's exposure to risk;
- (11) Cognisance of financial ratios that measure financial sustainability.

The budget performance will be reviewed each year by the FM as per Section 7 of the Local Government (Financial Management) Regulations 1996.

The FM will present to Council, a report that compares budgeted performance to actual performance with explanations for significant budget variances.

Council is solely responsible for approving any change to Council's budget.

The Council will consider Budget Carry Overs at the Mid-Year Budget Review to ensure their consideration for inclusion in the Original Budget for the following year.

Payroll

Records will be maintained in respect all employees of Council showing:

- (1) Hours worked and rate of pay
- (2) Gross salary or wages
- (3) Tax and details of all other payments and deductions
- (4) Sick, annual, long service and other leave available and taken
- (5) Allocation of time worked on jobs
- (6) Superannuation deductions
- (7) Salary Sacrifice/Packaging

Salaries and wages will be paid on the basis of hours of attendance recorded on an approved time sheet, except for employees on "no fixed hours" contracts.

Time sheets will be submitted fortnightly by the employee to the Payroll Officer and a copy to their immediate supervisor for authorisation (unless agreed otherwise).

All claims for overtime must be authorised by the relevant manager.

Hours of work, time in lieu etc. will be paid in accordance with Shire of Dowerin Policy.

All annual leave and long service leave must be applied for in writing by employees and authorised by their supervisor prior to commencement of leave.

All sick leave must be authorised by the relevant supervisor as soon as practical after the period of absence, and will be paid in accordance with Shire of Dowerin Policy and the relevant Award.

Additional hours resulting in the accrual of time in lieu or payment of overtime must be approved by the relevant Manager prior to undertaking the additional hours.

A responsible officer shall certify the pay sheets for payments of salaries and wages for each period in the following manner:

- (1) I certify that:
 - (a) The persons named on these pay sheets were actually and bona fide employed for the period shown.
 - (b) The rates of pay are correct.
 - (c) The additions and calculations have been checked.

Unclaimed or unpaid salaries or wages will be held in Council's general operating bank account.

Council may make payments of cash advances against salaries or wages earned but unpaid. No advance shall exceed the amount of salary or wage earned in the next pay period and the advance shall be reimbursed on the next date on which salaries and wages are paid. Any such payment is to be approved by the Chief Executive Officer in writing to the Payroll Officer.

Payroll deductions on behalf of employees will be limited to:

- (1) Taxation liabilities;

- (2) Superannuation liabilities;
 - (3) Union Fees;
 - (4) Child Support Agency;
 - (5) Registered Banking Institutions;
 - (6) Staff Social Events and Clubs (eg. Christmas Dinner, Staff Social Club);
 - (7) Corporate Wardrobe Deduction;
 - (8) Council Rates Deductions (where employees are ratepayers in Council area).
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Roles and Responsibilities

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Related Delegation

Review History

14 June 2018 Updated with stamped goods received or services rendered before authorised for payments by an Authorised Officer

Purchasing Policy

Policy Owner	Finance Manager
Distribution	All Employees, Elected Members , Public
Responsible Officer	Chief Executive Officer
Date Adopted	28 March 2017
File Reference	ORGN-1017121432-68

Objective

The objectives of this Policy are to ensure that all purchasing activities:

- demonstrate that best value for money is attained for the Shire of Dowerin;
 - are compliant with relevant legislations, including the Act and Regulations;
 - are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire of Dowerin;
 - mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
 - ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
 - are conducted in a consistent and efficient manner across the Shire of Dowerin and that ethical decision making is demonstrated.
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Policy

This policy applies to all officers purchasing goods or services on behalf of the Shire/and or using Shire funds. It documents the responsibilities attached to the making purchases on behalf of the Shire.

Ethis & Integrity/Code of Conduct

All officers and employees of the Shire of Dowerin undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire of Dowerin must act in an honest and professional manner at all times which supports the standing of the Shire of Dowerin.

Purchasing Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Dowerin's policies and Code of Conduct;

- purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and any information provided to the Shire of Dowerin's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

Value for money is determined when the consideration of price, risk and qualitative factors that are assessed to determine the most advantageous outcome to be achieved for the Shire of Dowerin. As such, purchasing decisions must be made with greater consideration than obtaining lowest price, but also to incorporate qualitative and risk factors into the decision.

Application

An assessment of the best value for money outcome for any purchasing process should consider:

- all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
- the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
- purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
- providing opportunities for businesses within the Shire of Dowerin's boundaries to be given the opportunity to quote for providing goods and services wherever possible.

Authorised Officer Limits

The following Officers are authorised to sign orders on behalf of Council within the limits stated provided such proposed purchases are contained within the Budget and are within the officer's area of activity.

Position	Amount
Chief Executive Officer	Unlimited
Assets and Works Manager	\$50,000
Finance Manager	\$50,000
Depot Supervisor	\$ 5,000
Acting Manager of Corporate and Community Services	\$ 5,000
Finance Officers	\$ 2,000
Administration Staff	\$ 500
Parks and Gardens	\$ 500

Purchasing Value Definition

Determining purchasing value is to be based on the following considerations:

1. Exclusive of Goods and Services Tax (GST);
2. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire of Dowerin will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.
3. Must incorporate any variation to the scope of the purchase and be limited to a 10% tolerance of the original purchasing value.

Purchasing from Existing Contracts

Where the Shire of Dowerin has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire of Dowerin must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

Purchasing Thresholds

Purchase Value Threshold	Purchasing Requirement
Up to \$5,000	Purchase directly from a supplier using a Purchasing or Corporate Credit Card issued by the Shire of Dowerin, or obtain at least one (1) oral or written quotation from a suitable supplier, either from:
	<ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or • from the open market.
Over \$5,000 and up to \$50,000	<p>Obtain at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market.
Over \$50,000 and up to \$150,000	<p>Obtain at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> • an existing panel of pre-qualified suppliers administered by the Shire of Dowerin; or • a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or • from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire of Dowerin through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required to be obtained.</p>

Over \$150,000	Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed in this Policy, it is mandatory to conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i> , this policy and the Shire of Dowerin's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.
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Tendering Exemptions

An exemption to publicly invite tenders may apply in the following instances:

- the purchase is obtained from a pre-qualified supplier under the WALGA Preferred Supply Program or State Government Common Use Arrangement.
- the purchase is from a Regional Local Government or another Local Government;
- the purchase is from a pre-qualified supplier under a Panel established by the Shire of Dowerin; or
- any of the other exclusions under Regulation 11 of the Regulations apply.

When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Local Government should compare the cost and benefits of both processes. The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Inviting Tenders Under the Tender Threshold

Where considered appropriate and beneficial, the Shire of Dowerin may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through the WALGA Preferred Supply Program or State Government CUA.

If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire of Dowerin's tendering procedures must be followed in full.

Sole Source of Supply

Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire of Dowerin is satisfied and can evidence that there is only one source of supply for those goods, services or works. The Shire of Dowerin must use its best endeavors to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by either the Chief Executive Officer, Finance and Corporate Services Manager or Assets and Works Manager, prior to a contract being entered into. From time to time, the Shire of Dowerin may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

The Shire of Dowerin shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the Local Government Act 1995. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire of Dowerin in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Records Management

Records of all purchasing activity must be retained in compliance with the State Records Act 2000 (WA), the Shire of Dowerin's Records Management Policy and associated procurement procedures.

For each procurement activity, such documents may include:

- The Procurement initiation document such as a procurement business case which justifies the need for a contract to be created (where applicable);
 - Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the contract;
- Request for Quotation/Tender documentation;
- Copy of public advertisement inviting tenders, or the notice of private invitation (whichever is applicable);
- Copies of quotes/tenders received;
- Evaluation documentation, including individual evaluators note and clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to respondents notifying of the outcome to award a contract;
- Contract Management Plans which describes how the contract will be managed; and copies of contract(s) with supplier(s) formed from the procurement process.

Occupational Safety and Health

An underlying principle of purchasing, hiring, leasing, or receiving donated goods, is to ensure that hazards are not introduced into the workplace without assessing the risk and implementing controls to mitigate the risk. Items that are purchased must be assessed for their safety and health risks and other factors such as cleaning, maintenance and training staff in their use. Consultation shall be undertaken with the relevant employee(s) when new plant/equipment/substances are being purchased for the first time and where there is the potential for significant detrimental impact on health and safety of any person. The consultation process shall be documented by file or diary notes and retained as a record.

Prior to purchasing a new item, the authorised officer shall consider occupational safety and health issues as listed in the OSH Purchasing & Risk assessment of New Plant or Equipment Form (Found in the OSH Manual at 2.2.1). All new chemicals (including cleaning

products) must include a Safety Data Sheet which will be provided to the Shire of Dowerin OSH Officer.

Buy Local Policy

As much as practicable, the Shire of Dowerin must:

- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
 - consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);
 - ensure that procurement plans address local business capability and local content;
 - explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
-
- avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
 - provide adequate and consistent information to potential suppliers.

To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire of Dowerin, or substantially demonstrate a benefit or contribution to the local economy.

Panels of Pre-Qualified Suppliers

In accordance with Regulation 24AC of the Local Government (Functions and General) Regulations 1996, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:

- the Shire of Dowerin determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
 - there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
 - the Shire of Dowerin has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.
-

The Shire of Dowerin will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Should the Shire of Dowerin determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the Local Government (Functions and General) Regulations 1996.

Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.

Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire of Dowerin.

Evaluation criteria must be determined and communicated in the application process by which applications will be assessed and accepted.

Where a Panel is to be established, the Shire of Dowerin will endeavour to appoint at least three (3) suppliers to each category, on the basis that best value for money is demonstrated. Where less than three (3) suppliers are appointed to each category within the Panel, the category is not to be established.

In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire of Dowerin must state the expected number of suppliers it intends to put on the panel.

Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire of Dowerin intends to:

- i. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 11.4; or
- ii. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; or
- iii. Develop a ranking system for selection to the Panel, with work awarded in accordance with Clause 11.3(b).

In considering the distribution of work among Panel members, the detailed information must also prescribe whether:

- a) each Panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; or
- b) work will be awarded on a ranked basis, which is to be stipulated in the detailed information set out under Regulation 24AD(5)(f) when establishing the Panel. The Shire of Dowerin is to invite the highest ranked Panel member, who is to give written notice as to whether to accept the offer for the work to be undertaken. Should the offer be declined, an invitation to the next ranked Panel member is to be made and so forth until a Panel member accepts a Contract. Should the list of Panel members invited be exhausted with no Panel member accepting the offer to provide goods/services under the Panel, the Shire of Dowerin may then invite suppliers that are not pre-qualified under the Panel, in accordance with the Purchasing Thresholds stated in section 5.5 of this Policy. When a ranking system is established, the Panel must not operate for a period exceeding 12 months. In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Each quotation process, including the invitation to quote, communications with panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire of Dowerin's electronic records system. A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire of Dowerin and Panel members.

Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept. For the creation of a Panel, this includes:

- The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;
- Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
- Request for Applications documentation;
- Copy of public advertisement inviting applications;
- Copies of applications received;
- Evaluation documentation, including clarifications sought;
- Negotiation documents such as negotiation plans and negotiation logs;
- Approval of award documentation;
- All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
- Contract Management Plans which describes how the contract will be managed; and
- Copies of framework agreements entered into with pre-qualified suppliers.

The Shire of Dowerin is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract. Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire of Dowerin.

Roles and Responsibilities

Chief Executive Officer

The CEO is responsible for implementing this policy and for bringing it to Council for review.

Management Team

The Management team is responsible for ensuring their direct reports are aware of, and comply with, this policy.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

The requirements that must be complied with by the Shire of Dowerin, including

purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire of Dowerin.

Purchasing that is \$150,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 5.5 of this Purchasing Policy.

Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 5.6 of this Policy is not deemed to be suitable.

Related Delegation

Review History

14.06.18 Update of authorised officers and limits

Bank Account Policy

Policy Owner	Finance Manager
Distribution	Finance Staff
Responsible Officer	Chief Executive Officer
Date Adopted	24 October 2017
File Reference	ORGN-1017121432-21

Objective

To provide guidelines for the opening and management of all bank accounts.

Policy

Where additional policy is noted, this policy must also be adhered to when undertaking the finance transaction.

Opening Bank Accounts

Any new bank accounts to be opened for the Shire must have the authorisation of Chief Executive Officer, CEO and Finance Manager (FM).

For each new bank account opened, the SynergySoft financial system must be updated and the bank account registered by the FM.

Bank Account Authorisations

For monies withdrawn from any bank account, whether by cheque, EFT or other online payment method, there must be two persons authorising for each payment; including bank transfers between Shire bank accounts.

The authorised persons for bank account payments are:

Position	Name of Employee
Acting Chief Executive Officer (CEO)	Gary Martin
Finance Manager (FM)	Susan Fitchat
Acting Manager of Corporate and Community Services	Lisa Valentine
Finance Officer	Rhian Hathaway
Finance Officer	Kathleen Brigg

Each payment made must be supported by invoice, receipt or other appropriate documentation and the authorisations must be attached to this documentation prior to payment.

Variations to Bank Account Terms and Conditions

Any variations to banking arrangements can be made or varied by Chief Executive Officer or FM.

FM is responsible for updating the SynergySoft financial system and/or bank account register with the new information.

Closing Bank Accounts

Where it is decided that a bank account is no longer necessary, the Chief Executive Officer and the Finance Manager (FM) will authorise the closure of the bank account.

The FM will then be required to complete the following:

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge a letter with the bank, signed by Chief Executive Officer and FM as authorised signatories advising of the closure of the account;
- meet the bank's requirements with respect to account closure; and
- update the SynergySoft financial system and bank account register.

Bank Account Transactions

All deposits received will be banked within two days from receipt. In exceptional circumstances when bank closure prevents this, deposits will be deposited the morning the bank re-opens.

Unallocated direct deposits of more than one month will be investigated fully to determine source of deposit. Where the source cannot be identified, the deposit will be allocated to the appropriate Trust account.

Cheques outstanding for more than twelve months will be reallocated back to the business through the SynergySoft financial system.

Where a payment stop on a cheque is required, this will be authorised by the Chief Executive Officer or FM.

The FM will be responsible for carrying out the following duties in regards to payment stop on a cheque:

- ensuring the cheque has not already been presented at the bank;
- getting authorisation to action the stop payment using appropriate forms from the bank;
- ensuring the bank receives notification of the stop payment notice;

- receiving confirmation of action from the bank of the stop payment; and
- ensuring the details of the stop payment are kept in the stop payment folder.

Roles and Responsibilities**Related Documentation****Related Legislation/Local Law/Policy/Procedure****Related Delegation**

Review History

15.06.18 Bank Account authorised persons for bank payments has been updated.

7 June 2018
The Shire Councillors
Shire of Dowerin
Cottrell Street
Dowerin WA 6461



PO Box 14 Dowerin W.A. 6461

P: (08) 96 311 662

F: (08) 96 311 664

E: dowerin@crc.net.au

Dear Darrel and Councillors

Exploiting Rusty – to benefit community and visitors

Dowerin CRC, together with Enterprising Community Group 5 “Exploiting Rusty” have created a set of four Rusty poses, which could be used within the Shire of Dowerin as a consistent reference back to the much talked about and photographed iconic statue. You may be aware of the range of Rusty Puppies created out of recycled wood by Dale Metcalf, from which funds from sales are also directed into the cost of creating Rusty products. He is also proposed to be used with the Town Statements recently submitted to Council.

Initial and follow up discussions at Streetscape Committee proposing using “piddling Rusty” to add character and draw attention have been very positive and given the thumbs up within their scope. Group 5 Exploiting Rusty achieved DEM funds in April 2018, and have purchased Corten architectural rusting steel to create a range of “Rustys” for various purposes – with the purpose of creating tourist and local community visual engagement and potential social media attention.

Attached is a photo of the proposed appointment of “piddling Rusty” on one of the bins. No part of Rusty will extrude from the side or front of the bin when attached to the metal fins of the bins. Over time, the metal will rust, however the product is designed to do this, without affecting the integrity of the metal – just as Rusty statue has. We propose to include a “piddling Rusty” on each bin along Stewart St and also identify a number of other bins that will draw attention to proper waste management awareness – “Bin it, don’t Toss it”. We hasten to point out that there is NO COST to the Shire associated with our proposal to affix “piddling Rustys” to bins around town.

Together with Dowerin Museum DCRC has also created “Rusty’s Ramble” as a town walk map which will be directed and linked by numbered “Pointing Rusty” fixed to the front or fence of six or eight buildings along Stewart St, Memorial Ave, Cottrell Street, Goldfield Rd. Numbering will start at the Visitors Centre in the CRC where a 24 hour accessible, weatherproof acrylic display box will contain maps for use (and return...) including a range of heritage and economic information. Maps will also be made available from the STA and Dowerin Museum verandah.

Dowerin CRC seek Council permission to proceed with the placement of “piddling Rusty” and “pointing Rusty” in the town environs for the above purposes. Men’s Shed and Dowerin Work Camp chaps will be cutting the dogs from the metal, and assisting with their placement.

Yours sincerely

A handwritten signature in black ink, appearing to read "Lynley Arnott". The signature is fluid and cursive, with a large initial 'L' and 'A'.

Lynley Arnott
Coordinator
Dowerin CRC

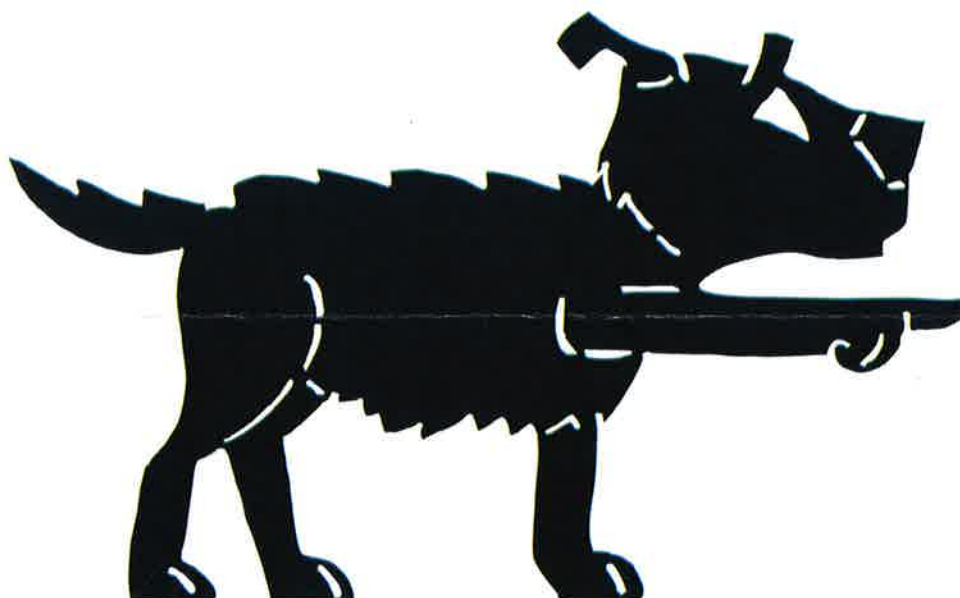


“Piddling Rusty” has been designed and created from Corten architectural rusting steel - as a fun and attractive way to draw attention to rubbish bins along Stewart Street, and encourage their use. DEM have also expressed an interest in having some “piddling Rustys” throughout their site.

He has been designed to be affixed within the fins on the bin, so that so edges jut out from the bin which could cause damage or injury to passers by. Fixing can either be by Work Camp or Shire employees.

By using iconic Rusty, and bringing him into the community environs, we aim to create greater interest and engagement with both visitors and locals alike.

We believe he presents a fun and memorable photo opportunity for Dowerin, and talking point.



“Pointing Rusty” cut out of Corten architectural rusting steel, to be used to indicate the direction of “Rusty’s Ramble”. A Town Walk Map designed to take visitors and local community around the main block, passing as many businesses as possible, at the same time learning about local heritage buildings.

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 May 2018

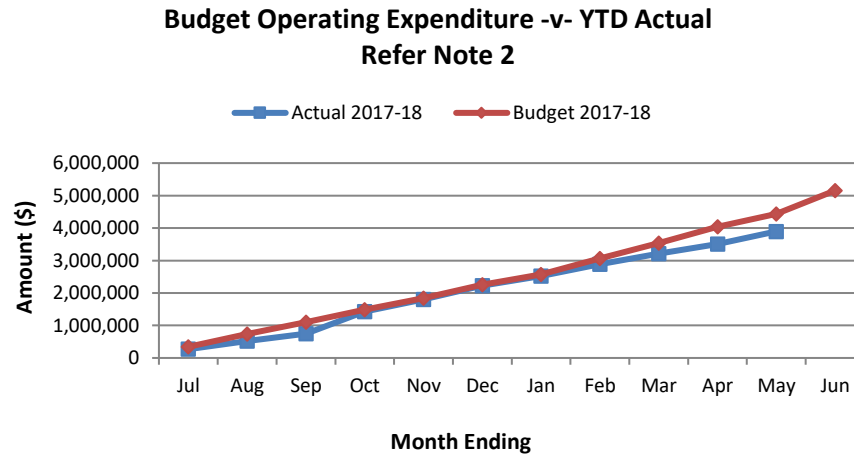
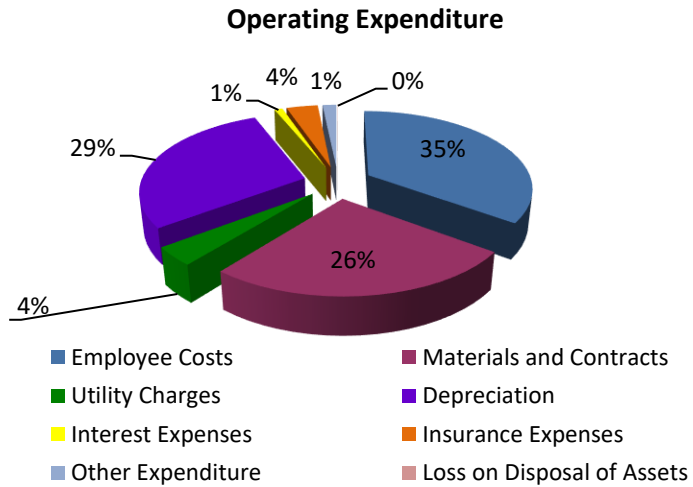
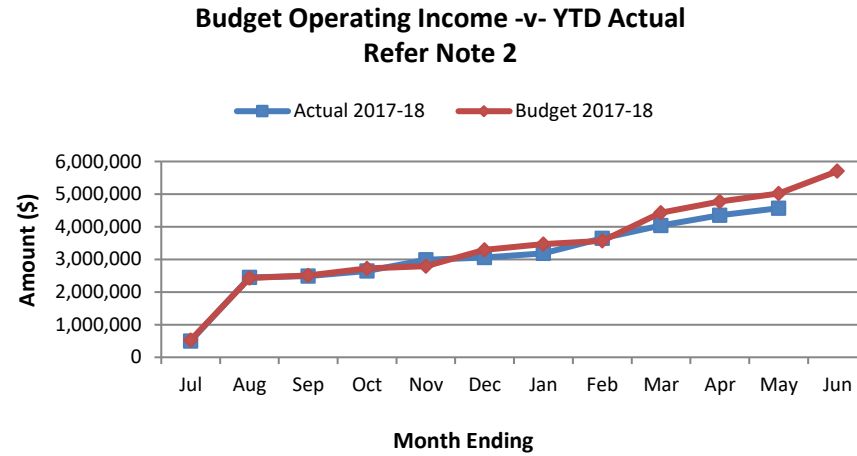
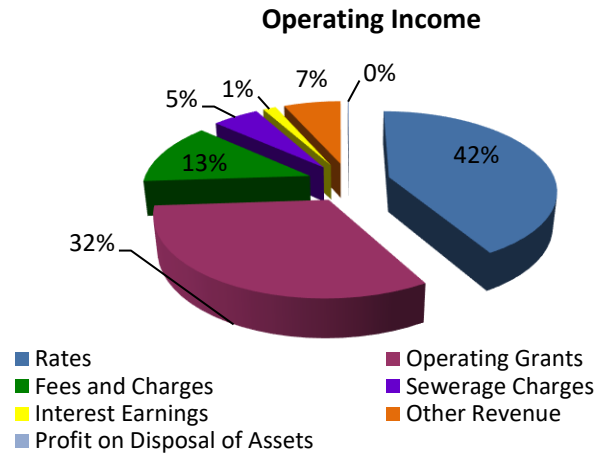
LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 May 2018



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2018

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	(b)-(a)	(b)-%	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,134,516	1,339,633	1,339,633	1,339,634	1	0%	
Revenue from operating activities								
Governance		7,530	6,464	6,057	18,956	12,899	213%	😊
General Purpose Funding - Rates	8	1,247,570	125,841	1,251,841	1,225,316	(26,525)	(2%)	
General Purpose Funding - Other		786,847	707,057	657,278	735,187	77,909	12%	😊
Law, Order and Public Safety		25,310	21,360	21,099	16,618	(4,481)	(21%)	
Health		267,152	269,061	267,778	266,720	(1,058)	(0%)	
Education and Welfare		132,510	132,510	117,473	111,162	(6,311)	(5%)	😞
Housing		142,590	197,828	130,691	131,649	958	1%	
Community Amenities		235,837	255,267	254,040	259,116	5,076	2%	
Recreation and Culture		81,840	47,270	44,767	39,528	(5,239)	(12%)	😞
Transport		185,630	844,939	543,075	15,677	(527,398)	(97%)	😞
Economic Services		137,866	150,366	140,830	111,470	(29,360)	(21%)	😞
Other Property and Services		10,710	12,710	11,650	8,668	(2,982)	(26%)	
		3,261,392	3,896,673	3,446,579	2,940,066			
Expenditure from operating activities								
Governance		(479,870)	(524,424)	(468,391)	(438,587)	29,804	6%	😊
General Purpose Funding		(142,710)	(157,535)	(134,359)	(132,507)	1,852	1%	
Law, Order and Public Safety		(68,680)	(56,040)	(51,283)	(52,153)	(870)	(2%)	
Health		(319,910)	(315,563)	(288,089)	(274,264)	13,825	5%	
Education and Welfare		(166,000)	(169,910)	(155,237)	(136,260)	18,977	12%	😊
Housing		(196,250)	(238,680)	(220,869)	(224,765)	(3,896)	(2%)	
Community Amenities		(295,770)	(327,930)	(299,421)	(251,665)	47,756	16%	😊
Recreation and Culture		(762,647)	(873,381)	(807,019)	(742,885)	64,134	8%	😊
Transport		(1,226,750)	(2,123,009)	(1,684,868)	(1,336,254)	348,614	21%	😊
Economic Services		(354,908)	(364,928)	(331,013)	(361,987)	(30,974)	(9%)	😞
Other Property and Services		(2,950)	(4,522)	2,493	54,177	51,684	(2073%)	
		(4,016,445)	(5,155,922)	(4,438,056)	(3,897,149)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,245,612	1,141,833	1,133,838	(7,995)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	8	(33,600)	(57,926)	(2,688)	(2,688)	(0)	0%	
Movement in Leave Reserve		0	0	0	1,578	1,578		
Amount attributable to operating activities		349,627	(71,563)	147,668	175,646			
Investing Activities								
Contributions	10	1,839,985	1,804,405	1,575,036	1,627,231	52,195	3%	
Proceeds from Disposal of Assets	8	155,500	383,727	0	18,727	18,727		😊
Land Held for Resale		0	0	0	0	0		
Land and Buildings	12	(1,308,700)	(1,630,996)	(1,089,711)	(1,089,711)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,200,276)	(1,200,276)	(650,132)	550,144	(46%)	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	(14,000)	0	14,000	(100%)	
Infrastructure Assets - Other	13	(257,000)	(7,000)	(7,000)	0	7,000	(100%)	
Plant and Equipment	12	(411,737)	(62,200)	(62,200)	(67,859)	(5,659)	9%	
Furniture and Equipment	12	(18,300)	(36,164)	(36,164)	(31,400)	4,764	(13%)	
Amount attributable to investing activities		(1,228,179)	(762,504)	(834,315)	(193,144)			
Financing Activities								
Proceeds from New Debentures		0	280,000	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	23,756	23,756	0	0%	
Transfer from Reserves	7	195,844	105,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	(84,900)	(84,900)	0	0%	
Transfer to Reserves	7	(352,053)	(797,053)	(24,540)	(24,540)	0	0%	
Amount attributable to financing activities		(249,963)	(504,963)	(85,684)	(85,684)			
Closing Funding Surplus(Deficit)	3	6,001	603	567,302	1,236,451			

😊 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 31 May 2018

	Note	Original Annual Budget	Amended Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
				\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,134,516	1,339,633	1,339,633	1,339,634	1	0%	
Revenue from operating activities								
Rates	8	1,247,570	1,251,841	1,251,841	1,225,316	(26,525)	(2%)	
Operating Grants, Subsidies and Contributions	10	1,151,749	1,749,768	1,429,408	948,277	(481,131)	(34%)	⊗
Fees and Charges		422,200	426,740	400,282	371,716	(28,566)	(7%)	⊗
Sewerage Charges		137,807	155,809	155,809	155,716	(93)	(0%)	
Interest Earnings		57,740	57,740	28,830	43,832	15,002	52%	😊
Other Revenue		203,526	195,893	176,766	191,566	14,800	8%	😊
Profit on Disposal of Assets		40,800	58,881	3,643	3,643			
		3,261,392	3,896,673	3,446,579	2,940,066			
Expenditure from operating activities								
Employee Costs		(1,553,120)	(1,673,423)	(1,524,720)	(1,365,446)	159,274	10%	😊
Materials and Contracts		(843,690)	(1,751,643)	(1,346,329)	(1,006,989)	339,340	25%	😊
Utility Charges		(177,710)	(177,710)	(158,736)	(148,177)	10,559	7%	😊
Depreciation on Non-Current Assets		(1,138,280)	(1,245,612)	(1,141,833)	(1,133,838)	7,995	1%	
Interest Expenses		(39,455)	(39,455)	(32,938)	(37,070)	(4,132)	(13%)	
Insurance Expenses		(162,650)	(162,784)	(156,817)	(142,454)	14,363	9%	😊
Other Expenditure		(94,340)	(104,340)	(75,728)	(62,220)	13,508	18%	😊
Loss on Disposal of Assets		(7,200)	(955)	(955)	(955)	0	0%	
		(4,016,445)	(5,155,922)	(4,438,056)	(3,897,149)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,245,612	1,141,833	1,133,838	(7,995)	(1%)	
Adjust (Profit)/Loss on Asset Disposal	8	(33,600)	(57,926)	(2,688)	(2,688)	(0)	0%	
Movement in Leave Reserve		0	0	0	1,578	1,578		
Amount attributable to operating activities		349,627	(71,563)	147,668	175,645			
Investing activities								
Grants, Subsidies and Contributions	10	1,839,985	1,804,405	1,575,036	1,627,231	52,195	3%	
Proceeds from Disposal of Assets	8	155,500	383,727	0	18,727	18,727		😊
Land Held for Resale		0	0	0	0	0		
Land and Buildings	12	(1,308,700)	(1,630,996)	(1,089,711)	(1,089,711)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,200,276)	(1,200,276)	(650,132)	550,144	(46%)	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	(14,000)	0	14,000	(100%)	
Infrastructure Assets - Other	13	(257,000)	(7,000)	(7,000)	0	7,000	(100%)	
Plant and Equipment	13	(411,737)	(62,200)	(62,200)	(67,859)	(5,659)	9%	
Furniture and Equipment	13	(18,300)	(36,164)	(36,164)	(31,400)	4,764	(13%)	
Amount attributable to investing activities		(1,228,179)	(762,504)	(834,315)	(193,144)			
Financing Activities								
Proceeds from New Debentures	8	0	280,000	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	23,756	23,756	0	0%	
Transfer from Reserves	7	195,844	105,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	(84,900)	(84,900)	0	0%	
Transfer to Reserves	7	(352,053)	(797,053)	(24,540)	(24,540)	0	0%	
Amount attributable to financing activities		(249,963)	(504,963)	(85,684)	(85,684)			
Closing Funding Surplus (Deficit)	3	6,001	603	567,302	1,236,451	669,148	118%	😊

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 31 May 2018

Capital Acquisitions

	Note	Original Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	12	1,630,996		1,089,711
Infrastructure Assets - Roads	12	1,200,276		650,132
Infrastructure Assets - Footpaths	13	14,000		0
Infrastructure Assets - Other	13	7,000		0
Plant and Equipment	13	62,200		67,859
Furniture and Equipment	13	36,164		31,400
Capital Expenditure Totals		2,950,636		1,839,102
Capital acquisitions funded by:				
Capital Grants and Contributions	10	1,804,405	61%	1,627,231
Borrowings	9	280,000		280,000
Other (Disposals & C/Fwd)		413,500	14%	18,727
Council contribution - Cash Backed Reserves	7	32,456	1%	0
Council contribution - operations		420,275	14%	(86,856)
Capital Funding Total		2,950,636		1,839,102

Note 10

The balance of the original budget vs YTD Actual is as follows:

Storm water environmental project (cancelled) 170,000.00

Refer to note 10 for further details

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

Borrowing Costs

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

(n) Provisions

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 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 31 May 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 31 May 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/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	12,899	213%	⊕	Permanent	Good driver reimbursement, WALGA course, LGIS member dividend.
General Purpose Funding - Rates	(26,525)	(2%)			Within Variance Threshold
General Purpose Funding - Other	77,909	12%	⊕	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	(4,481)	(21%)		Permanent	Bush fire grant reduced.
Health	(1,058)	(0%)			Within Variance Threshold
Education and Welfare	(6,311)	(5%)	⊖	Timing	Dowerin Childcare reimbursement's less than budgeted, this is reflected in expenditure below.
Housing	958	1%			Within Variance Threshold
Community Amenities	5,076	2%			Within Variance Threshold
Recreation and Culture	(5,239)	(12%)	⊖	Permanent	Grants and contributions, gym membership less than anticipated.
Transport	(527,398)	(97%)	⊖	Permanent	Wandrra road income of \$750,000 budgeted in 2017-18. Project will carry over to next financial year.
Economic Services	(29,360)	(21%)	⊖	Timing	STA was operational from September 2017, therefore 2 months of no income.
Other Property and Services	(2,982)	(26%)			Within Variance Threshold
Operating Expense	\$	%			
Governance	29,804	6%	⊕	Timing	Members fees to be paid in June.
General Purpose Funding	1,852	1%			Within Variance Threshold
Law, Order and Public Safety	(870)	(2%)			Within Variance Threshold
Health	13,825	5%		Timing	HACC and EHO expenses are in arrears.
Education and Welfare	18,977	12%	⊕	Timing	Dowerin Childcare wages are lower than budget. These wages are reimbursed by Dowerin Childcare.
Housing	(3,896)	(2%)			Within Variance Threshold
Community Amenities	47,756	16%	⊕	Permanent	Savings in recycling costs, tip management costs
Recreation and Culture	64,134	8%	⊕	Permanent	Underspent within parks and gardens, recreation centre and utility charges.
Transport	348,614	21%	⊕	Permanent	Budget expenditure on Wandrra road works by Coal cliff is on hold until mid June
Economic Services	(30,974)	(9%)	⊖	Permanent	Short Term Accommodation, field day works higher expenditure higher than budget
Other Property and Services	51,684	(2073%)		Timing	Non cash depreciation over recovery adjustment to be processed in June 2018
Operating activities excluded from budget					
Depreciation	7,995	(1%)			
Capital Revenues					
Grants, Subsidies and Contributions	52,195	3%			Within Variance Threshold.
Capital Expenses					
Land and Buildings	0				
Infrastructure - Roads	550,144	(46%)		Permanent	Capital road expenditure is underexpensed, and expected to carryover to next financial year
Infrastructure - Footpaths	14,000	(100%)		Timing	Footpaths budget to carry over to the next financial year.
Infrastructure Assets - Other	7,000	0%		Permanent	Review to carry over to the next financial year
Plant and Equipment	(5,659)	9%		Permanent	Vehicles expenditure over budget. One vehicle funded by HACC.
Furniture and Equipment	4,764	(13%)		Permanent	Hacc - 2 computers \$1295 each, expensed as an operating cost. Not capitalised.
Financing					
Proceeds from New Debentures	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Opening Funding Surplus(Deficit)	1	0%			

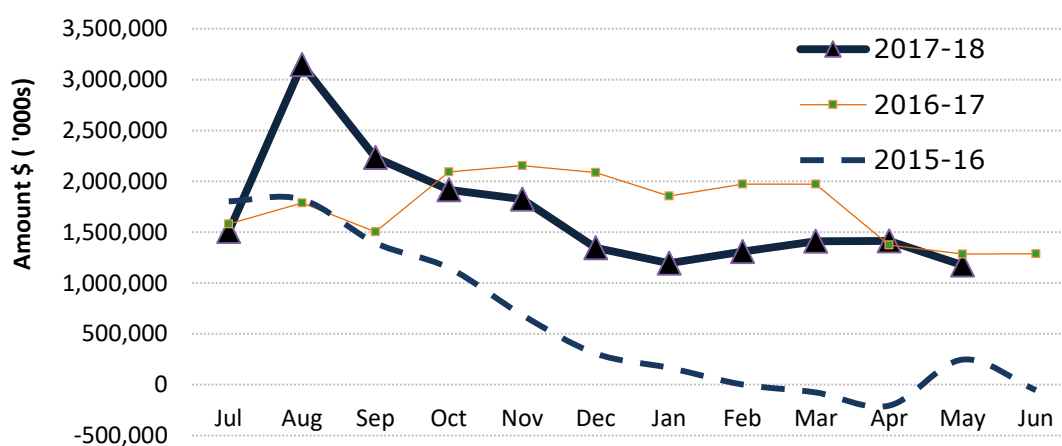
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2017	31 May 2018
		\$	\$
Current Assets			
Cash Unrestricted	4	1,640,547	1,384,687
Cash Restricted	4	1,787,396	1,853,262
Receivables - Rates		49,852	75,452
Receivables - Other		418,576	72,016
Interest / ATO Receivable/Trust		101,647	19,757
Inventories		6,635	17,030
		4,004,654	3,422,204
Less: Current Liabilities			
Payables		(722,249)	(290,786)
Current Borrowings		(117,509)	(32,609)
Provisions		(185,111)	(137,248)
		(1,024,870)	(460,643)
Net Current Assets		2,979,784	2,961,562
Less: Cash Reserves	7	(1,787,396)	(1,811,936)
Plus: Current Borrowings included in Budget		93,753	32,609
Plus : Liabilities funded by Cash Backed Reserves		53,493	54,217
Net Current Funding Position		1,339,634	1,236,451

Note 3 - Liquidity Over the Year



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

Payables include STA bond and GST to be paid to the ATO

Current Ratio equals 1:3.41

This means that for every \$1.00 of liability Council has \$3.41 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	74,838			74,838	NAB	Variable	At Call
Cash Maximiser	1,144,739			1,144,739	NAB	2.05%	At Call
Trust Bank Account			12,108		NAB	Variable	At Call
(b) Term Deposits							
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
	1,384,087	1,853,262	12,108	3,237,349			

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 31 May 2018

Note 5: Budget Amendments

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

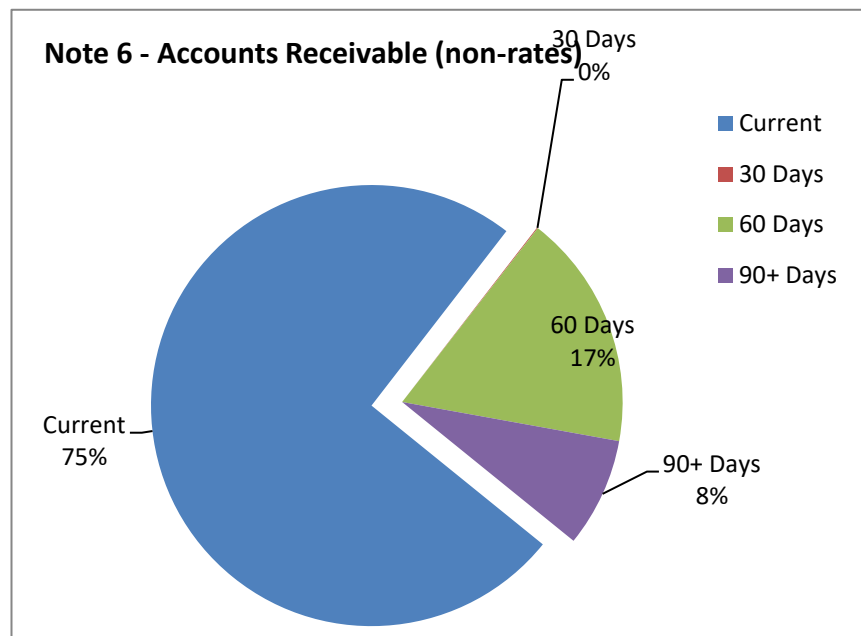
GL Account Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
	Budget Adoption	Item 10.2.3 OMC April 2018	Opening Surplus(Deficit)					6,001
	Audited Result		Opening Surplus(Deficit)	1,134,516	1,339,633	205,117		211,118
0161	Rates - Contribution - Cbh		Operating Revenue	(20,800)	(25,071)	4,271		215,389
0181	Grants - General Purpose		Operating Revenue	(435,959)	(398,999)		36,960	178,429
0253	Aroc Equip Hire Income		Operating Revenue	0	(2,000)	2,000		180,429
0311	Grants - Federal Roads		Operating Revenue	(287,128)	(244,298)		42,830	137,599
0673	Govern - Profit On Sale Of Assets		Operating Revenue	(2,800)	(1,734)		1,066	136,533
0713	Fire - Esl Collection Fee		Operating Revenue	(4,000)	0		4,000	132,533
0733	Fire - Government Grant		Operating Revenue	(259,360)	(283,360)	24,000		156,533
0743	Fire - Infringements		Operating Revenue	0	(750)	750		157,283
0843	Dog - Pound Fees		Operating Revenue	0	700		700	156,583
1603	Hacc - Profit On Disposal Of Assets		Operating Revenue	0	(1,909)	1,909		158,492
2583	Other Hse - Profit On Disposal Of Assets		Operating Revenue	0	(55,238)	55,238		213,730
2633	Charges - Rubbish/Recycling		Operating Revenue	(77,520)	(80,110)	2,590		216,320
2843	Sewerage - Rates		Operating Revenue	(127,469)	(145,471)	18,002		234,322
2973	Landcare - Town Catchment Grant		Operating Revenue	(170,000)	0		170,000	64,322
2983	Nrmo - Reimbursements		Operating Revenue	(920)	(1,287)	367		64,689
3213	Cemetery - Income		Operating Revenue	(1,530)	0		1,530	63,159
3333	Town Hall - Hire Charges		Operating Revenue	(3,570)	(2,500)		1,070	62,089
3403	Swim Pool - Grant/Subsidy		Operating Revenue	(32,000)	0		32,000	30,089
3433	Swim Pool - Admissions		Operating Revenue	(6,000)	(8,500)	2,500		32,589
3733	Recreation - Kids Sport/Be Active Programs		Operating Revenue	(4,000)	0		4,000	28,589
3953	Museum - Grant		Operating Revenue	(12,000)	(10,727)		1,273	27,316
6023	Grant - Mrd Direct		Operating Revenue	(125,460)	(72,769)		52,691	(25,375)
6033	Grant - Regional Roads		Operating Revenue	(320,309)	(432,002)	111,693		86,318
6043	Grant - Wandrra		Operating Revenue	0	(750,000)	750,000		836,318
6293	Plant - Profit On Sale Assets		Operating Revenue	(38,000)	0		38,000	798,318
7113	Grant - Heritage Rail		Operating Revenue	0	(12,500)	12,500		810,818
0042	Rates - Admin Oheads		Operating Expenses	113,490	118,315		4,825	805,993
0112	Rates - Refunds		Operating Expenses	1,000	11,000		10,000	795,993
0202	Members - It Equip		Operating Expenses	2,000	6,000		4,000	791,993
0212	Members - Conference & Training		Operating Expenses	8,000	6,000	2,000		793,993
0222	Members - Elections		Operating Expenses	5,000	1,875	3,125		797,118
0232	Aroc Equipment Expenses		Operating Expenses	0	2,000		2,000	795,118
0252	Members - Communications		Operating Expenses	2,000	1,000	1,000		796,118
0262	Members - Receptions		Operating Expenses	6,000	8,000		2,000	794,118
0382	Govern - Admin Oheads		Operating Expenses	222,730	232,163		9,433	784,685
0412	Govern - Staff Training		Operating Expenses	20,000	22,000		2,000	782,685
0422	Govern - Long Service Leave		Operating Expenses	0	1,841		1,841	780,844
0432	Govern - Office Maint		Operating Expenses	17,150	19,000		1,850	778,994
0462	Govern - Print/Stationery		Operating Expenses	14,000	9,000	5,000		783,994
0532	Govern - Other Expenses		Operating Expenses	5,000	20,000		15,000	768,994
0542	Community Support		Operating Expenses	4,000	2,000	2,000		770,994
0552	Govern - Hr & Recruitment Expenses		Operating Expenses	4,500	25,000		20,500	750,494
0612	Govern - It Support		Operating Expenses	0	10,000		10,000	740,494
0622	Govern - Depreciation		Operating Expenses	10,800	1,000	9,800		750,294
0674	Govern - Loss On Sale Of Assets		Operating Expenses	100	955		855	749,439
0712	Fire Control		Operating Expenses	2,270	1,500	770		750,209
0782	Fire - Depreciation		Operating Expenses	33,860	23,490	10,370		760,579
0852	Animal -Control Expenses		Operating Expenses	3,000	3,500		500	760,079
0982	Other Law - Deprec		Operating Expenses	3,090	1,090	2,000		762,079
1672	Hacc - Depreciation		Operating Expenses	5,280	6,900		1,620	760,459
1722	Hacc - Administration Allocation		Operating Expenses	41,570	42,703		1,133	759,326
2402	Staff Hse - Operating		Operating Expenses	33,000	43,000		10,000	749,326
2422	Staff Hse - Deprec		Operating Expenses	39,890	65,930		26,040	723,286
2572	Other Hse - Deprec		Operating Expenses	52,970	59,360		6,390	716,896
2652	Refuse - Depreciation		Operating Expenses	1,540	1,560		20	716,876
2852	Sewerage - Depreciation		Operating Expenses	13,750	55,600		41,850	675,026
3092	Nrmo - Depreciation		Operating Expenses	2,990	1,350	1,640		676,666
3242	Amenities - Depreciation		Operating Expenses	13,930	5,860	8,070		684,736
3302	Childcare - Maintenance		Operating Expenses	7,000	11,000		4,000	680,736
3332	Halls - Depreciation		Operating Expenses	15,250	23,370		8,120	672,616
3452	Swim Pool - Admin Oheads		Operating Expenses	62,620	64,834		2,214	670,402
3492	Swim Pool - Sundries		Operating Expenses	1,500	3,500		2,000	668,402
3512	Swim Pool - Depreciation		Operating Expenses	4,740	60,660		55,920	612,482

3652	Recreation - Depreciation	Operating Expenses	201,410	247,090		45,680	566,802
3722	Kids Sports Program	Operating Expenses	3,200	0	3,200		570,002
4612	Roads - Rural Maintenance	Operating Expenses	391,810	409,588		17,778	552,224
4682	Roads - Flood Damage	Operating Expenses	0	900,000		900,000	(347,776)
5012	Roads - Town Maintenance	Operating Expenses	142,000	120,400	21,600		(326,176)
6012	Roads - Depreciation	Operating Expenses	472,550	464,830	7,720		(318,456)
6092	Plant - Depreciation	Operating Expenses	146,700	114,572	32,128		(286,328)
6432	Veh Lic - Adm Oheads	Operating Expenses	142,240	148,541		6,301	(292,629)
6502	Airfield Maintenance	Operating Expenses	2,500	4,000		1,500	(294,129)
6816	Short Term Accomodation Expenses	Operating Expenses	46,000	50,000		4,000	(298,129)
6817	Short Term Accomodation Depreciation	Operating Expenses	41,000	30,510	10,490		(287,639)
6822	Tourism - Depreciation	Operating Expenses	600	950		350	(287,989)
6882	Steam Rail Project	Operating Expenses	3,060	15,000		11,940	(299,929)
6890	Depreciation Allocated To Works	Operating Expenses	(146,700)	(118,992)		27,708	(327,637)
7082	Community Resource Centre - Deprec	Operating Expenses	15,120	15,030	90		(327,547)
7152	Economic Services - Depreciation	Operating Expenses	28,850	32,890		4,040	(331,587)
7182	Cso - Admin Oheads	Operating Expenses	23,000	23,180		180	(331,767)
7602	Works - Salaries	Operating Expenses	88,750	73,000	15,750		(316,017)
7732	Works - Admin Allocated	Operating Expenses	125,720	131,178		5,458	(321,475)
7734	Works Long Service Leave	Operating Expenses	15,300	18,000		2,700	(324,175)
7742	Less Overheads Allocated	Operating Expenses	(520,630)	(509,808)		10,822	(334,997)
7762	Works - Bonus Scheme	Operating Expenses	9,000	4,500	4,500		(330,497)
7772	Admin - Workcover	Operating Expenses	7,030	8,476		1,446	(331,943)
7782	Works - Depreciation	Operating Expenses	790	550	240		(331,703)
7842	Plant - Insur & Regn	Operating Expenses	21,420	23,000		1,580	(333,283)
7882	Plant - Alloc To Works	Operating Expenses	(245,030)	(242,190)		2,840	(336,123)
8122	Workcover - Wages Expense	Operating Expenses	0	1,082		1,082	(337,205)
8822	Admin - Depreciation	Operating Expenses	33,170	33,020	150		(337,055)
9602	Hacc - Loss On Disposal Of Assets	Operating Expenses	7,100	0	7,100		(329,955)
9912	Admin - Insurance	Operating Expenses	2,210	2,958		748	(330,703)
9932	Admin - Stationery	Operating Expenses	3,000	1,000	2,000		(328,703)
9942	Admin - Communications	Operating Expenses	16,500	12,000	4,500		(324,203)
9972	Admin - Information Technology	Operating Expenses	40,000	37,000	3,000		(321,203)
9985	Admin - Professional Services And Contracts	Operating Expenses	0	37,000		37,000	(358,203)
9993	Admin Costs Recovered	Operating Expenses	(731,370)	(760,914)	29,544		(328,659)
	Proceeds on Sale of Assets	Capital Revenue	(155,500)	(383,727)	228,227		(100,431)
	Transfer from Reserve	Capital Revenue	(195,844)	(105,844)		90,000	(190,431)
0364	Shire Office	Capital Expenses	72,500	25,000	47,500		(142,931)
0394	Admin Vehicles	Capital Expenses	29,660	30,123		463	(143,394)
0414	FURN - OFFICE EQUIPMENT	Capital Expenses	1,000	18,864		17,864	(161,258)
0884	BUILDINGS - FIRE SHED PAD	Capital Expenses	264,000	270,673		6,673	(167,931)
2910	Infrastructure Other - Environment	Capital Expenses	250,000	0	250,000		82,069
3444	SWIM POOL CAPITAL EXPENDITURE	Capital Expenses	100,000	225,000		125,000	(42,931)
3715	Land - Museum	Capital Expenses	13,000	11,050	1,950		(40,981)
4604	ROADS - UNCLASSIFIED	Capital Expenses	212,688	31,500	181,188		140,207
4884	ROADS - STATE 20/20	Capital Expenses	480,463	648,000		167,537	(27,330)
6254	PLANT - GRADER	Capital Expenses	350,000	0	350,000		322,670
7145	SHORT TERM ACCOMMODATION	Capital Expenses	837,430	797,503	39,927		362,597
	Transfer to Reserve	Capital Expenses	352,053	797,053		445,000	(82,403)
	Depreciation Adjustment	Non Cash Item	1,138,280	1,245,612	107,332		24,929
	Profit/Loss Adjustment	Non Cash Item	(33,600)	(57,926)		24,326	603
	GROH Housing		0	280,000	280,000		280,603
	Loan for GROH Housing		0	(280,000)		280,000	603

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 6: Receivables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	17,576	16	4,072	1,881	23,546
Balance per Trial Balance					
Sundry Debtors					23,546
Total Receivables General Outstanding					23,546



Comments/Notes - Receivables General

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Original	Actual	Amended	Actual	Amended	Actual	Amended	Actual YTD Closing Balance
		Budget Interest Earned	Interest Earned	Budget Transfers In (+)	Transfers In (+)	Budget Transfers Out (-)	Transfers Out (-)	Budget Closing Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	53,493	1,202	724	0	0	0	0	54,695	54,217
Plant Reserve	142,872	3,210	1,935	225,000	0	0	0	371,082	144,807
Sewerage Asset Preservation Reserve	1,043,357	23,429	14,463	66,000	0	0	0	1,132,786	1,057,820
Land & Building Reserve	146,594	3,293	1,985	407,000	0	0	0	556,887	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	(30,000)	0	156,602	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
	1,787,396	39,380	24,540	757,673	0	(105,844)	0	2,478,605	1,811,936

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 31 May 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		5,539	7,273	1,734	
D002	Ford Territory	Governance	5,500	4,545		(955)	5,500	4,545		(955)
	HACC Vehicle	Health	5,000	6,909	1,909		5,000	6,909	1,909	
D007	Grader - ACT 12M	Transport					0	0		
83	Land-Lot 13 Maisey Street						34,000	34,000		
8	House-Lot 13 Maisey Street						156,646	196,000	39,354	
L014	Land-Lot 42 Stacy Street						60,000	60,000		
2010-22	House-Lot 42 Stacy Street						59,116	75,000	15,884	
			16,039	18,727	3,643	(955)	325,801	383,727	58,881	(955)

Comments

The Ford Falcon and Ford Territory have been disposed of and a new Ford Range purchased for \$30,122
Hacc Commodore Omega disposed of and a new Hyundai Tucson Highlander purchased for \$37,736.36.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 8: Rating Information

RATE TYPE	Rate in	Number of Properties	Rateable Value	YTD Actual			Amended Budget				
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
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	(1,454)	0	950,178	951,632	0	0	951,632
Sub-Totals		537	122,030,768	1,110,690	(1,454)	0	1,109,236	1,110,690	0	0	1,110,690
Minimum Payment	\$										
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
Sub-Totals		180	3,981,116	116,080	0	0	116,080	116,080	0	0	116,080
		717	126,011,884	1,226,770	(1,454)	0	1,225,316	1,226,770	0	0	1,226,770
Concession							0				0
Amount from General Rates							1,225,316	1,226,770			1,226,770
Ex-Gratia Rates							0	20,800			20,800
Specified Area Rates							0	0			0
Totals							1,225,316	1,247,570			1,247,570

Comments - Rating Information

Rates were levied on 24th August 2017.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 9 : Information on Borrowings
(a) Debenture Repayments

Particulars	Actual		Principal Repayments		Principal Outstanding		Interest Repayments	
	01 Jul 2017	New Loans	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97 - Community Club	350,628		31,956	64,565	318,672	286,063	8,398	13,687
Economic Services								
Loan 99 - Short Term Accommodation Project	770,993		29,189	29,189	741,804	741,804	26,678	23,982
Self Supporting Loans								
Loan 98 - Dowerin Events	60,856		23,756	23,756	37,100	37,100	1,994	1,786
Housing								
GROH Housing		280,000	0	0	0	280,000	-	0
	1,182,477	280,000	84,900	117,510	1,097,577	1,344,967	37,070	39,455
Self Supporting Loan Principal received			23,756					

Description of Debentures:	Expiry date
Loan - 97	08.06.22
Loan - 98	11.11.19
Loan - 99	04.10.36

(b) New Debentures

The Shire proposes to raise a debenture this financial year for the purposes of GROH House funding. (Budget Review)

(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 31 May 2018

Note 10: Non -operating Grants and Contributions

	Original Annual Budget (a)	YTD Actual Revenue (b)	YTD Variance (a)-(b)
	\$	\$	\$
Fire - Donations		360	360
Infrastructure Other			
Landcare- Town Catchment Group	170,000	0	(170,000)
Land			
Museum	12,000	10,727	(1,273)
Law, Order and Public Safety			0
DFES Grant - Bush Fire Brigade	241,000	265,333	24,333
Transport			0
Grant - Regional Roads	320,309	245,013	(75,296)
Roads To Recovery Grant - Cap	496,676	505,798	9,122
Economic Services			0
Short Term Accommodation	600,000	600,000	0
TOTALS	1,839,985	1,627,231	(212,754)
SUMMARY			
Non-operating	1,839,985	1,627,231	(213,114)
	1,839,985	1,627,231	(213,114)

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

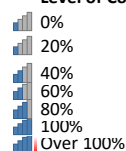
Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 May 2018
	\$	\$	\$	\$
Housing Bonds	3,428	0	(200)	3,228
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,521	1	0	2,522
Recreation 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
	12,307	481	(680)	12,108

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2018

Note 12: Capital Acquisitions

Assets	Account	Program	YTD Actual			Budget			
			New/Upgr de	Renewal	Total YTD	Original Annual Budget	Current Budget	Current 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>									
LAND									
Land - Museum	3715	Governance	11,049		11,049	13,000	11,050	11,050	(1)
Land Total			11,049	0	11,049	13,000	11,050	11,050	(1)
Buildings									
Shire Office	0364	Governance		4,179	4,179	72,500	25,000	25,000	(20,821)
HACC - Capex - Building Renewal	1605	Health		6,742	6,742	21,770	21,770	21,770	(15,028)
BUILDINGS - FIRE SHED PAD	0884	Law, Order And Public Safel	270,673		270,673	264,000	270,673	270,673	0
SWIM POOL CAPITAL EXPENDITURE	3444	Recreation & Culture		0	0	100,000	225,000	0	0
WHEATBELT HERITAGE RAIL PROJECT	7144	Economic Services		1,503	1,503	0	0	0	1,503
SHORT TERM ACCOMMODATION	7145	Economic Services	795,564		795,564	837,430	797,503	797,503	(1,939)
GROH Housing		Housing				0	280,000	0	0
Buildings Total			1,066,238	12,424	1,078,662	1,295,700	1,619,946	1,114,946	(36,284)
Furniture & Office Equip.									
FURN - PHOTOCOPIER	374	Governance		12,887	12,887	12,900	12,900	12,900	(13)
FURN - OFFICE EQUIPMENT	0414	Governance		18,513	18,513	1,000	18,864	18,864	(351)
HACC - Capex - Furniture and Equipment	1624	Health		0	0	4,400	4,400	4,400	(4,400)
Furniture & Equipment Total			0	31,400	31,400	18,300	36,164	36,164	(4,764)
Plant , Equip. & Vehicles									
Admin Vehicles	394	Governance		30,123	30,123	29,660	30,123	30,123	(0)
HACC - VEHICLE PURCHASE	1604	Health		37,736	37,736	32,077	32,077	32,077	5,659
Plant	6284	Case Tractor		0	0	0	0	0	0
ASSET - TOOLS	6291	Minor tools		0	0	0	0	0	0
PLANT - GRADER	6254	Transport		0	0	350,000	0	0	0
Plant & Equipment Total			0	67,859	67,859	411,737	62,200	62,200	5,659
Infrastructure - Roads									
ROADS - ROADS TO RECOVERY	4184	Transport		265,430	265,430	520,776	520,776	520,776	(255,346)
ROADS - UNCLASSIFIED	4604	Transport		15,660	15,660	212,688	31,500	31,500	(15,840)
ROADS - STATE 20/20	4884	Transport		364,551	364,551	480,463	648,000	648,000	(283,449)
ROADS - SIGNS	4194	Transport		4,491	4,491	0	0	0	4,491
Roads Total			0	650,132	650,132	1,213,927	1,200,276	1,200,276	(550,144)
Infrastructure - Footpaths									
FOOTPATH/CYCLEWAYS	6094	Transport		0	0	14,000	14,000	14,000	(14,000)
Infrastructure - Footpaths TOTAL			0	0	0	14,000	14,000	14,000	(14,000)
Infrastructure - Other									
Infrastructure Other - Environment	2910	Transport		0	0	250,000	0	0	0
Infrastructure - other	4195	Transport		0	0	7,000	7,000	7,000	(7,000)
Infrastructure -Other Total			0	0	0	257,000	7,000	7,000	(7,000)
Capital Expenditure Total			1,077,287	761,816	1,839,102	3,223,664	2,950,636	2,445,636	(606,534)

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)

RECEIVED

03 MAY 2018

BY: _____

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period	29 March 2018 to 27 April 2018
Company Account No:	4557 0498 0002 7159
Facility Limit:	\$16,000

Your Account Summary

Balance from previous statement	\$767.70 DR
Payments and other credits	\$767.70 CR
Purchases, cash advances and other debits	\$1,197.65 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$1,215.65 DR

**YOUR DIRECT DEBIT PAYMENT OF \$1,215.65 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
03/05/2018 AS PER OUR AGREEMENT.**



117/21/01/M03607/S010668/021335

see reverse for transaction details

NAB VISA Card Reconciliation

May Statement

Cardholder Name:

Card Number:

Prepared By:

Account Summary

Previous Balance	\$547.31
Payments and Credits	\$547.31
Purchases and Advances	\$1,197.65
Interest, Fees and Charges	\$9.00
Closing Balance	\$1,206.65

Date	Receipt	Order Number	GL Account	Details	GST	Amount
3/04/2018	Y	N	P1444.200.595	SHIRE OF DOWERIN - D1444 FIRE TRUCK PLATE CHANGE	\$ -	\$ 16.90
19/04/2018	Y	N	P00.200.595	SHIRE OF DOWERIN - D00 HACC VEHICLE PLATE CHANGE	\$ -	\$ 25.70
19/04/2018	Y	N	P00.200.595	SHIRE OF DOWERIN - D00 HACC VEHICLE REGISTRATION	\$ -	\$ 586.20
20/04/2018	Y	N	1115.001.595	DEPARTMENT OF HEALTH - POISONS PERMIT FOR CHLORINE (FOOL)	\$ -	\$ 125.00
26/04/2018	N/A	N	103020.05	MICROSOFT - MONTHLY SHAREPOINT DIRECT DEBIT dot	\$ -	\$ 443.85
27/04/2018			105020.09	CARD FEE	\$ -	\$ 9.00
					Total	\$ 1,206.65

Employee Declaration

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

Cardholder Signature:

Date:

Checked By:

WM

Finance Manager

Shire President

NAB VISA Card Reconciliation

May Statement

Cardholder Name: Mrs Susan Fitchat
 Card Number: XXXX XXXX XXXX 4292
 Prepared By: Rhian Hathaway



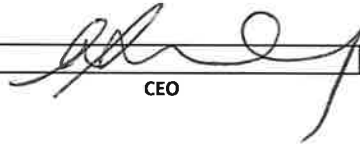
Account Summary

Previous Balance	\$220.39
Payments and Credits	\$220.39
Purchases and Advances	\$0.00
Interest, Fees and Charges	\$9.00
Closing Balance	\$9.00

Date	Receipt	Order Number	GL Account	Details	GST	Amount
	NA	NA	105020.09	CARD FEE	\$ -	\$ 9.00
Total					\$ -	\$ 9.00

Employee Declaration

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

Cardholder Signature: 
 Date:
 Checked By:  

WM

CEO



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

AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MRS SUSAN GAIL FITCHAT

Account No: 4557 0455 3788 4292

Statement Period: 29 March 2018 to 27 April 2018

Cardholder Limit: \$3,000

Transaction record for: MRS SUSAN GAIL FITCHAT

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
27 Apr 2018	\$9.00	CARD FEE					74557048117
Total for this period	\$9.00		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____

117/21/01/M03607/S010670/021339



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

Cardholder Details

Cardholder Name: MS ANDREA JANINE SELVEY
 Account No: 4557 0455 3744 1887
 Statement Period: 29 March 2018 to 27 April 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
3 Apr 2018	\$16.90	SHIRE DOWERIN DOWERIN					
19 Apr 2018	\$25.70	SHIRE DOWERIN DOWERIN					02133657399
19 Apr 2018	\$586.20	SHIRE DOWERIN DOWERIN					03182635294
20 Apr 2018	\$125.00	DEPT OF HEALTH PHARM PERTH					03182691290
26 Apr 2018	\$443.85	MSFT *<E01005P2CX> MSBILL.INFO RECURRING DIRECT DEBIT.					74940528109 74798068115
27 Apr 2018	\$9.00	CARD FEE					74557048117
Total for this period	\$1,206.65		Totals				

Employee declaration

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

Cardholder signature:

Date:

9/5/18

117/21/01/M03607/S010669/021337



Shire of Dowerin

Finance Committee Meeting Minutes

18 June 2018 – 3.00 pm

Committee Members

Cr D.P. Hudson
Cr R.I Trepp
Cr. B.N. Walsh

Observers

Gary Martin, Acting Chief Executive Officer
Susan Fitchat, Finance Manager
Glenn Brigg, Asset and Works Manager

Apology

NII

SHIRE OF DOWERIN
MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 18 JUNE 2018 at 3.00pm
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1. DECLARATION OF OPENING

The Chair, Cr R Trepp opened the meeting at 3.02pm.

2. ATTENDANCE

Members

Cr R.I Trepp, Chair

Cr D.P. Hudson

Cr. B.N. Walsh

Observers

Gary Martin, Acting Chief Executive Officer

Susan Fitchat, Finance Manager.

Glen Brigg, Asset and Works Manager

Welcome

Cr BI Trepp welcomed Acting Chief Executive Officer Gary Martin to the Finance Committee meeting.

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.

Disclosure of Interest – Item 6.3 - Fees and Charges - rental properties provided by Cr B.N.Walsh. Cr B.N. Walsh rents 12 Cotterell Street.

4. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 4.1

THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 21ST MAY 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COMMITTEE RECOMMENDATION – ITEM 4.1

MOVED: CR D HUDSON

SECONDED: CR B WALSH

THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 21ST MAY 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

CARRIED 3/0

5. PRESENTATIONS

Nil

5.1 STANDING ITEM – BUSINESS ARISING FROM PREVIOUS MEETING/S

Date: 18 June 2018
File Ref:
Disclosure of Interest: Nil
Author: Susan Fitchat, Finance and Corporate Services Manager
Attachments:

Summary

This report provides an update on business arising from previous Finance Committee meetings.

Background

At the Finance Committee Meeting on the 18th June 2018, the Finance Committee queried the following:

Payments:

1. EFT 5801 (April 2018). Perth Laundry Equipment payment for the Short Term Accommodation washing machines and dryers. \$419.46.

Action: The committee requested that the lease of equipment should be reduced, and other options investigated when the lease expires.

Response: Quote has been obtained as follows:

Option 1- remove 1 pair of machines from site as the usage does not justify 2 pairs of machines. This will halve the cost.

Option 2 - The site can purchase the existing machines and manage going forward. Will need to transfer the back end management and payments system to the Shire. The cost for the 4 x machines with card readers to purchase outright will be \$10,000 plus GST.

Option 3- Supply a set of coin operated machines either on rental \$15.00/week plus GST each and we maintain them or outright purchase for \$1500.00 plus GST each. The site would be responsible for collecting the coin revenue.

Other Actions raised at previous meetings.

1. Statement of Financial Activity (Statutory Reporting Program). The Expenditure from the Transport program is underspent due expenditure on Wandrra road and Meckering road. This will be carried over to the budget in 2018-2019.
Action: Carry over expenditure provision for the Transport program from the 2017-18 Budget to 2018-19 Budget.
2. Note 6: Accounts Receivable 90 days and above was discussed. One of the debtor accounts is for the Cricket Club.
Action: No debtor collection is to be undertaken until the disputed account is resolved between the Shire and the Cricket Club. A follow up letter will be sent to the Cricket Club in June; stating that the Cricket Club will not be able to use the grounds next year unless they pay the outstanding fees.
3. 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.
4. Note 12. Capital Acquisitions, Shire Office for \$25,000. Pointing has been completed but the solar has been delayed.
Action: Carry over the balance of the budget allocation of \$20,821.
5. Note 12 Capital Acquisitions, Footpaths for \$14,000. No funds have been expensed and will begin next year. Footpaths cost an estimated \$90m2.
Action: Carry over the budget allocation from 2017-18 Budget to 2018-19 Budget.
6. 2018-19 Budget. Chief Executive Officer will require a vehicle.
Action: Vehicle provision to be made in the Budget 2018-19 for a new vehicle under Capital Acquisitions. The purchase of vehicle will occur in September 2018.
7. The Shire is expecting to receive the Financial Assistance Grant to be paid in advance for 2018-19.
Action: restrict or quarantine the amount of \$734,182, and present as restricted cash under Current Assets in the Financial Position as at 30 June 2018.

Consultation

Chief Executive Officer

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 5.1

THAT THE FINANCE COMMITTEE NOTES THE PROGRESS ON ACTIONS AND RECOMMENDATIONS ARISING FROM PREVIOUS MEETING/S.

COMMITTEE RECOMMENDATION – ITEM 5.1

MOVED: CR RI TREPP

SECONDED: CR D HUDSON

THAT THE FINANCE COMMITTEE NOTES THE PROGRESS ON ACTIONS AND RECOMMENDATIONS ARISING FROM PREVIOUS MEETING/S.

CARRIED 3/0

6. FINANCE REPORT

6.1 FINANCIAL ACTIVITY STATEMENTS – MAY 2018

Date:	
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	18 June 2018
Author:	Susan Fitchat, Finance and Corporate Services Manager
Senior Officer:	Gary Martin, Acting Chief Executive Officer
Attachments:	1. Monthly Financial Activity Statements – May 2018.

Summary

The financial statements for the period ending 31 May 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 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 the 18 June 2018, the following actions were raised:

3. Note 5 Budget Amendments. The budget amendments of Budget 2017-18 were part of the Mid Year Budget approved by council. They are assumptions and a forecast of expenditure for the period.

The transport expenditure and the sale of assets may not materialise by the end of June 2017-18. This shall be presented as variances with reasonable explanations. Where applicable the budget shall be carried over to 2018-19.

Proceeds of the sale of assets of \$383,727 includes the sale of land and house \$365,000, and the detail are provided in Note 8.

If the sale of the assets does not occur before the end of June 2018, this will require the Transfer to Reserves to be reduced accordingly. The transfer to reserves is estimated at \$445,000

Professional Services fees of \$37,000 for the support of a Local Government Consultant should decrease in 2018-19. The expense was partially incurred for the Long Term Financial Plan, Financial Management services and other statutory reporting review and advisory services.

Action: To ensure that the above budget assumptions are taken into account in the 2018-19 Budget.

4. Note 12 Capital Acquisitions and Home and Community Care program (HACC). The HACC vehicle purchase value is \$37,736. (This is funded by the WA Country Health Service Wheatbelt.) There is a variance of \$5,659. The proceeds of the trade-in for the old HACC vehicle amounted to \$6,909. (Note 8) The anticipated income was \$5,000, therefore a profit on the sale of the vehicle was received of \$1,909.

Action and response: The capital budget is based on best estimates at the time of budget; when the actual vehicle is purchased it is anticipated that there might be a slight variance on purchase price, value for money and resale value. Staff can endeavour to minimise this in the future and where possible obtain quotes for budget purposes.

Financial Implications

The budgeted opening funding surplus was predicted to be \$1,134,516 and following the finalization 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 has been accounted for during the statutory budget review in March 2018.

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 revised balance is a total of \$643,297

The Main Roads Direct Grant of \$125,640 has been reduced by 42% (\$52,768); and accounted for in the Mid Year Budget Review.

Grant funding to be received:

Federal grant funding of \$200,000 has been received for the completed Short-Term Accommodation. WANDRRA road project reimbursement of expenditure and income of \$252,000 is due as at the end June 2018.

The Shire is expecting to receive the Financial Assistance Grant to be paid in advance for 2018-19.

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. 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 June, we meet our statutory obligations

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 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORT FOR THE PERIOD ENDING 31 MAY 2018.

COMMITTEE RECOMMENDATION – ITEM 6.1

MOVED: CR B WALSH

SECONDED: CR D HUDSON

THAT THE FINANCE COMMITTEE PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORT FOR THE PERIOD ENDING 31 MAY 2018.

CARRIED 3/0

6.2 ACCOUNTS FOR PAYMENT – 01 MAY TO 31 MAY 2018

Date:	18 June 2018
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Kathleen Brigg – Finance Officer
Senior Officer:	Susan Fitchat – Finance Manager
Attachments:	2. List of accounts for April 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 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 and Corporate Services Manager and Asset and Works Manager.

Consultation

At the Finance Committee meeting on 21st May, the Finance Committee checked the sequencing of the payments and enquired about the following.

1. EFT 5846. Dun Direct Pty Ltd. Diesel purchased \$19,673.94
Response: This is for 15,000 litres of diesel for the shire's usage. There have been 5 purchases of diesel during this financial year.
2. EFT 5830. Kristy Stevens – Emergency Tower – Electricity Usage. \$269.80.
Response: This is electricity used for emergency tower usage. The Fire and Emergency Services grant covers this payment.
3. EFT 5891. Kaos Electrical Generator Hire. \$1,168.00
Sewerage dam make up 32a 3-phase lead for Generator.
Response: This payment is for the supply of gen set for sewerage pumps and a cord was made up for the gen set for future use to plug into the pump control board for future use. The lead cost of \$468 for a 32a 3 phase cord is expensive
Action: Kaos is a local supplier however the where possible costs should be reduced.

Please note:

The Payments list will be updated with contra information.

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 MAY 2018 TO 31 MAY 2018.

COMMITTEE RECOMMENDATION – ITEM 6.2

MOVED: CR D HUDSON

SECONDED: CR B WALSH

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 MAY 2018 TO 31 MAY 2018.

CARRIED 3/0

6.3. REVIEW OF DRAFT FEES AND CHARGES FOR 2018-19

Date:	18 June 2018 2018
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Cr B.N. Walsh rents 12 Cotterell Street.
Author:	Susan Fitchat – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer

To provide the Finance Committee with a workshop discussion of the draft Fees and Charges for 2018-2019, which officers aim to present at the Ordinary Meeting of Council in June 2018.

Background

The *Local Government Act 1995*, regulation 6.16 to 6.19 deals with fees and charges.

Imposition of fees and charges

6.16. (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorization or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

Therefore it is recommended that a current lease or arrangement should be excluded from the schedule.

The Schedule must identify all of the fees applicable for the year including:

- *User charges for the hiring and use of various facilities*
- *Fees for accessing information*
- *Fees for lodgement of statutory forms and application*

- *Any bonds or deposits associated with the hire and use of facilities.*

The Schedule of Fees and Charges should not include:

- *Rates levied*
- *Service Charges levied under the Local Government Act 1995 (such as underground power)*
- *Rubbish service levies*
- *Infringements*

Leases or other individually negotiated licences

Comment

The draft fees and charges have been prepared with consultation with staff and valuable input has been achieved.

The following provides a brief overview and is presented for consideration and discussion:

1. The draft fees and charges have been increased by a minimum of 2% where applicable as the CPI average trend over the past twelve months is estimated at 1.9%.
2. Sporting club fees as previously discussed at a Council Workshop during April 2018. Council, in consultation with sporting groups is considering a fee of \$30 (inc GST) per player per season. (no charge for juniors). At the start (or end) of the sporting season, the Club advises the Shire of their player numbers for that season. The Shire invoices the Club for the amount per player as agreed. Fees paid to be transferred to a Sports Club Reserve.
3. Facilities used by personal trainers.

A recommendation to charge an daily usage fee of \$10 by personal trainers using the 24/7 gym facility or swimming pool. Currently the only fees paid is the actual gym user's membership or entry into the swimming pool. A daily charge amount of \$10 (inc GST) per day provided for consideration to cover cleaning and usage of facilities.
4. Dowerin Events Management – The Lease Agreement stipulates a \$1,500 per annum lease fee (with no mention of CPI or any other increase). The lease fee shall be waived as Dowerin Events Management provide financial support to the shire and community.
A separate agenda item to approve the waiver of this lease agreement to be recommended and approved by council.
5. Short Term Accommodation – recommend that rates per night to remain the same for 2018-19.
6. Reduced bond amount for the town hall which should increase incentive for people to utilise the hall for functions.
Credit card imprint to be retained as security and released once the hall has been inspected.

7. Souvenirs and other old stock for sale; the price has been adjusted to sale price at the time of purchase (historic). The Committee proposed that the stock on hand should be transferred to the telecentre.
8. Grave digging costs are included in the single internment – grave burial fee.
9. Standard Crossover Installation. Policy to be progressed to cover the 50% contribution by Council, up to a maximum of \$2000.

Discussion of staff rental, that rentals should align with the market and the Fees and Charges should be updated.

Action: A housing report is requested with reference to rentals to align income.

The housing rental's will need to be workshopped and it is recommended that rentals are not included in the schedule of fees and charges but is presented as a separate schedule.

OFFICER RECOMMENDATION – ITEM 6.3

THAT THE FINANCE COMMITTEE HAS REVIEWED THE DRAFT FEES AND CHARGES AS PRESENTED AND RECOMMEND THAT THE SCHEDULE OF FEES AND CHARGES BE ADOPTED BY COUNCIL AND ADVERTISED.

COMMITTEE RECOMMENDATION – ITEM 6.3

MOVED: CR D HUDSON

SECONDED: CR B WALSH

THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 21ST MAY 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

CARRIED 3/0

6.4 POLICIES FOR REVIEW

Date: 18 June 2018
 Applicant: Shire of Dowerin
 Location: Dowerin
 File Ref:
 Disclosure of Interest: Nil
 Author: Susan Fitchat – Finance Manager
 Senior Officer:
 Attachments:

- Attachments:
4. Finance Authorisation Policy Reviewed June 2018
 5. Financial Reserves Policy Reviewed June 2018
 6. General Financial Transactions Policy Reviewed June 2018
 7. Purchasing Policy Reviewed June 2018
 8. Bank Account Policy Reviewed June 2018

Background

The policies have been reviewed to incorporate amendments positions within the organization structure and other responsibilities as disclosed.

- Finance Authorisation Policy
Updated with the details of managers with the amendment to bridging organization structure.
- Financial Reserves Policy
A new reserve to be created for sporting clubs. All fees paid by clubs shall be collected in this reserve fund for future benefits to the sporting community.
- General Financial Transaction Policy.
Accounts for payment to be stamped goods received or services rendered before authorised for payment by an Authorised Officer.
- Purchasing Policy:
Current:

Position	Amount
Chief Executive Officer	Unlimited
Assets and Works Manager	\$50,000
Finance and Corporate Services Manager	\$50,000

Coordinator Community and Economic Development	\$1000
Administration Staff	\$500
Parks and Gardens	\$500

Recommended:

Position	Amount
Chief Executive Officer	Unlimited
Assets and Works Manager	\$50,000
Finance Manager	\$50,000
Depot Supervisor	\$ 5,000
Acting Manager of Corporate and Community Services	\$ 5,000
Finance Officers	\$ 2,000
Administration Staff	\$ 500
Parks and Gardens	\$ 500

- Bank Account Policy.

Bank Account authorized persons for bank payments has been updated.

Comment

The policies have been reviewed by the finance officers, Finance Manager and the Finance Committee on the 18th June 2018.

Risk Implications

Nil

Financial Implications

Funds expended are in accordance with Council's policy.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 6.4

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL ADOPT THE REVISED POLICIES

COMMITTEE RECOMMENDATION – 10.1.7

MOVED: CR D HUDSON

SECONDED: CR B WALSH

THAT THE FINANCE COMMITTEE RECOMMEND, THAT BY SIMPLE MAJORITY, ADOPT THE APPROVED POLICIES

CARRIED 3/0

6.5 TERM INVESTEMENT

Date:	18 June 2018
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance Manager
Senior Officer:	
Attachments:	9. Interest quote – National Australia Bank 10. Interest quote - Bendigo

Background

Shire investments as follows are due for maturity.

- \$923,584 currently invested with National Australia Bank and due to mature on 22 June 2018
- STA Retention Bond of \$41,326 currently invested with Bendigo Bank and due to mature on 24 July 2018.

Comment

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

While legislation and Council policy allows for investments of up to three years, the officers' understanding of the current financial environment is that the Reserve Bank of Australia predicts that rates will remain constant for the next six months. Therefore, the officers' view is that investment should be for a maximum of six months for the \$923,584.

STA Retention Bond, it is recommended for one month. The retention funds for certified completion of the Short Term Accommodation (SSA) is due to be paid in August 2018. The defects liability period for the SSA ends on 9 August 2018. MCG Architects will meet with the shire and arrange an inspection to ensure all defects are fixed before the retention amount is paid to the builders – Solution 4 Building (S4B).

The interest rates quoted are disclosed below.

Term/period	National Australia Bank Ltd	Bendigo and Adelaide Bank Ltd
1 month	1.75	1.95
2 month	2.15	2.25
3 month	2.45	2.55
6 month	2.50	2.60
9 month	2.55	2.60
12 month	2.60	2.65

Officer recommends to re-invest the term deposits with Bendigo and Adelaide Bank Ltd

Policy Implications

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

Financial Implications

An investment of \$935,096.82 (\$923,583.65 plus interest earned of \$11,513.17) to 22 June 2018 provides a return of approximately \$12,156.26 for 6 months (based on a rate of 2.5%) which is a significant revenue source for the Shire.

An investment of \$42,271.41 (\$41,326 plus interest earned of \$945.41) roll over for 1 month at 1.95%.

Risk Implications

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

Strategic Implications

Nil

Voting Requirements

A Simple Majority is required.

OFFICER RECOMMENDATION – ITEM 6.4

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL INVEST THE FUNDS OF \$935,096.82 INCLUDING INTEREST WITH BENDIGO AND ADELAIDE BANK FOR A TERM OF 6 MONTHS. THE STA RETENTION BOND BE ROLLED OVER FOR 1 MONTH TERM WITH BENDIGO AND ADELAIDE BANK

COMMITTEE RECOMMENDATION – ITEM 6.4

MOVED: CR D HUDSON

SECONDED: CR B WALSH

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL INVEST THE FUNDS OF \$935,096.82 INCLUDING INTEREST WITH BENDIGO AND ADELAIDE BANK FOR A TERM OF 6 MONTHS. THE STA RETENTION BOND BE ROLLED OVER FOR 1 MONTH TERM WITH BENDIGO AND ADELAIDE BANK

CARRIED 3/0

QUESTIONS FROM MEMBERS

NIL

8. URGENT BUSINESS

Insurance renewal report prepared by LGIS for 2018-19 was tabled.

The total premium for scheme membership is \$124,284.62.

(Includes Bush Fire, LGIS, Crime, Property, WorkCare)

The total premium for non scheme policies is \$37,932.29,

(Includes Contract Works, Management Liability, Motor Vehicle, Marine Cargo and Personal Accident)

Action: obtain information about the insurance status of the Wheatbelt Heritage Rail static rolling stock, and contact LGIS to reduce Management Liability Fees.

9. DATE OF NEXT MEETING

Date: 16th July 2018

Items for next meeting:

LGIS response to insurance premium renewal.

10. CLOSURE OF MEETING

The presiding member closed the meeting at 5.06 pm.