



AGENDA

OF MEETING

HELD ON

15 DECEMBER 2015

3.00PM

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

Mrs Margaret (Betty) Pickering

Mrs Margaret (Peg) Cummings (Nee Pickering)

Mrs Lyn Davis (Nee Jones)

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

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

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 7.1

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 17 NOVEMBER 2015 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 23 NOVEMBER 2015 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 CHIEF EXECUTIVE OFFICER REPORT STRATEGIC

10.1.1 CORPORATE PLAN UPDATE

Date:	11 December 2015
Applicant:	N/A
Location:	Shire of Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Gary Martin

Summary

A Status Report providing update on activities relating to Councils' Corporate Plan.

Background

Council adopted its Corporate Plan 2013-2017 at its November 2013 Council meeting. Within the Plan, Council included an enabling Strategy which in addition to setting out a range of implementation actions includes a reporting requirement in support of the Plan.

During forum sessions held during the March and April 2015 Council meetings the corporate plan and was adopted at the May 2015 Council Meeting

Comment

A Status Report has been prepared and included after this report which details the strategies, actions, estimated costs, funding sources, timeframes, officers responsible and key performance indicators. The final column details the progress to date on each strategy with those highlighted completed since the last status report.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Policy development to be determined.

Statutory Implications

Nil

Strategic Implications

Implementation and monitoring of Councils Corporate Plan, which includes elements of Council's Community Strategic Plan.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL RECEIVES THE SEPTEMBER 2015 CORPORATE PLAN STATUS REPORT.

**COMMUNITY STRATEGIC PLAN
2013 – 2017
STATUS REPORT**

ORDINARY MEETING OF COUNCIL AGENDA – 15 DECEMBER 2015

THEME ONE: COMMUNITY					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	CURRENT STATUS
C 1 Maintain a liveable and safe environment for all					
C.1.1 Support and retain police services					
Continue to support a strong relationship with local officers based on a good rapport and regular communication	LEMC Meeting Quarterly	-	CEO, STAFF	<ul style="list-style-type: none"> Minutes of LEMC Meeting 	LEMC meeting was held in May 2015. Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting Thursday 29th October 2015
Maintain suitable housing for Police and emergency services	Review Annually	\$5000	CEO, Property Manager	<ul style="list-style-type: none"> Property inspection and report – housing to a suitable standard 	
C.1.2 Promote and encourage participation in voluntary based emergency services					
Partner with local emergency services	LEMC Meeting Quarterly & On request		CEO		Desktop exercise with Field Days and Marshalls 30 July Next LEMC meeting Thursday 29th October 2015
C.1.3 Continue to support the Animal Ranger Service					
Residents have access to the services of a ranger	Reviewed annually	\$3000	Works Manager	<ul style="list-style-type: none"> Advertise ranger services locally to residents 	Contracting Ranger services with numerous dog and cat issues – ongoing
Snake handling services	Staff training every **		Works Manager	<ul style="list-style-type: none"> 3 staff fully trained in snake handling 	Only one qualified snake handler
C.1.4 Continue to produce a high quality extensive road network					
Council to conduct an annual road inspection	Annually – ongoing	-	Works Manager/CEO	<ul style="list-style-type: none"> Complete road audit inspection 	Planned for March 2016

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Produce and implement annual roads program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed road program document 	<i>Presented to Council in June 2015.</i>
Produce and implement plant replacement program	Ongoing Annually	-	Works Manager	<ul style="list-style-type: none"> Completed plant replacement program p document 	<i>Presented to Council in April 2015.</i>
Conduct audit of current footpaths	2014		WM	<ul style="list-style-type: none"> Complete Footpath audit highlighting problem areas 	<i>June 2014 - Audit completed 6th June 2014 – Included 500m of footpath needs repair/replacing in 14/15 Budget</i>
C.2 Pride & Participation in our community					
C.2.1 Plan and facilitate social and community capacity programs and activities including celebratory days					
Community Events Program	Reviewed annually	\$8860 + external grant funding	CSO CDO FM	<ul style="list-style-type: none"> Coordination of events within budget 	<i>Draft Version of 2015 events calendar and has been created and will be included in the Draft Budget 2015/16</i>
Identify opportunities for grant funding	Checked weekly		CSO	<ul style="list-style-type: none"> Increase in successful funding Increase in grants advertised in local media 	<i>Continue to inform community and clubs of grants as we become aware of them</i>
C.2.2 Continue to provide support for local clubs and organisations					
Provide information and support for Funding & Governance of clubs	Ongoing		CDO CSO	<ul style="list-style-type: none"> 	<i>Facilitate the Kidsport program on behalf of DSR for 2015/16 Financial Year – funding has been received.</i>
C.2.3 Continue to provide quality facilities to hold events					
Initiate a maintenance program schedule for Council Buildings	February 2014		Works Manager Finance Manager	<ul style="list-style-type: none"> Develop a detailed program of maintenance for all shire owned facilities 	<i>Stage 1 commenced as part of Asset Management</i>

ORDINARY MEETING OF COUNCIL AGENDA – 15 DECEMBER 2015

Review usage of shire owned facilities (sporting facilities, town hall etc...)	April 2014		CEO WM	<ul style="list-style-type: none"> Annual review of bookings/usage of facilities 	
C.3 Improved Community Health and Well-being					
C.3.1 Expand the provision of medical services in Dowerin					
Continue to advertise and promote the Medical services available to Dowerin residents	Monthly or when required		CDO	<ul style="list-style-type: none"> Adverts in local media, on website, Facebook etc... Increase in utilisation of service 	<p>Goomalling Medical Practice mail out sent out in June 2015</p> <p>Cr Hudson, Cr Metcalf and CEO attended the Goomalling Medical Practice meeting 29/6/15</p> <p>Next meeting Tuesday 27th October</p>
Gain feedback from residents as to what further medical services may be required	Reviewed annually		CEO CDO	<ul style="list-style-type: none"> Conduct a survey/initiate comments box to gain feedback from community Report findings to GP Network 	
C.3.2 Continue to support the Home and Community Care Service					
Promote and Review services/facilities provided by Dowerin HACC	Annually		HACC CEO	<ul style="list-style-type: none"> Increase utilisation of HACC services Annual report 	3 HACC Brochures have been developed Quality Improvement Plan has been finalised – March 2015.
C.3.3 Maintain High Quality Sporting Facilities					
Adhere to the sports surfaces maintenance program budget	Reviewed Annually	\$55,700		<ul style="list-style-type: none"> 	Sept 2015 - Cricket Pitch has been revamped with turf being relayed surrounding the pitch. Mowing of oval will be conducted weekly over summer months.
C.3.4 Investigate Options available for alternative sporting and recreational pursuits					

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Development of alternative plan for the Dowerin Gym	April 2014		CDO	<ul style="list-style-type: none"> Develop a new plan for the Dowerin Gym prior to budgeting process 2014 Forward plan/budget to FM 	<p>February 2014 – Gym project completed. Open day held on Thursday 19th February@ 5pm.</p> <p>Lottery West Grant Acquittal completed in May 2015 – funding received.</p> <p>Sept 2015 – door software updated so more than 100 cards can be issued – now up to 500.</p>
Review the Dowerin Bike Plan	2013/14		CDO FM	<ul style="list-style-type: none"> Complete review and update Bike Plan 	Sept 2015 - Initial Bike Plan meeting has taken place
C.4 Maintain and increase training and education opportunities					
C.4.1 Continue to support and promote Dowerin District High School					
Liaise with senior staff at the school	Annually		CDO CSO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the school Develop plan of events/activities that the Shire can assist with 	
C.4.2 Support & Promote the Community Resource Centre					
Meet with the Dowerin CRC	Quarterly		FM CDO	<ul style="list-style-type: none"> Gain understanding of the challenges/needs of the CRC Develop plan of events/activities that the Shire can assist with 	Ongoing monthly meetings with CSO, CDO and CRC Coordinator.
C.4.3 Support and encourage local apprenticeships & traineeships					
Support and actively promote those local businesses providing traineeships/apprenticeships	Quarterly		CDO	<ul style="list-style-type: none"> At least 4 stories per year in local media Increased interest in other businesses in apprentice/traineeships 	

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Work in conjunction with DEM to provide 2 Leeuwin youth scholarships annually	January	\$3600	CDO Cr Jones Cr Quartermaine	<ul style="list-style-type: none"> 2 youth scholarships presented each year 	Damien Allsopp has been selected to go on the Leeuwin in 2015.
C.5 Increase and maintain a range of affordable housing for singles, families and seniors					
C.5.1 Develop a Housing & Accommodation Strategy					
Research need for accommodation for rental/purchase/size/type including short term accommodation	April 2014		CDO	<ul style="list-style-type: none"> Distribution of surveys Analysis of survey 	<p>Feedback from Community Strategic Plan has indicated a need for accommodation park</p> <p>Research has been conducted utilising regional documents such as the Central Wheatbelt Tourism Strategy and feedback & statistics from the Wheatbelt Way</p> <p>NSRF Grant was submitted in July 2015</p>
Map vacant shire owned lots within the town site for possible development including potential sites for Short Term Accommodation Park	April 2014		CDO	<ul style="list-style-type: none"> Completed map of vacant lots 	April 2014 – Completed – see discussion forum Destination Dowerin
Create detailed Housing and Accommodation Strategy and recommendations to council	April 2014		CDO	<ul style="list-style-type: none"> Completed report Adoption of report by council Implementation of strategy 	<p>Master Plan has been developed and approved by the Short Term Accommodation Steering Committee</p> <p>Short Term Accommodation Steering Committee has been established and first meeting has taken place. This committee will drive this project through to fruition</p>
C.5.2 Develop a property maintenance calendar/program					
Collaborate all property maintenance information into a Property	To be reviewed following property		FM Maintenance	<ul style="list-style-type: none"> Completed program Implementation of 	<i>June 2014 – Property Income/Expense spreadsheet developed</i>

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Maintenance Program	inspections annually		Officer Property Officer	program	<i>June 2014 – Property Maintenance spreadsheet developed</i> FM - Stage 1 Commenced as part of Asset Management
C.6 Maintain the provision of High Quality Infrastructure					
C.6.1 Maintain Dowerin’s Recreation Services and the Dowerin Community Club					
Maintain Dowerin’s Recreation Facilities	Annually	\$16,000	FM	<ul style="list-style-type: none"> Annual increase of % in funds 	<i>June 2015 –Budget Meeting 21/07/14</i> Ongoing
C.6.2 Continue to support the development of the Dowerin Community Child Care facility					
Assist with the maintenance and management of the facility	2013/2014	\$15,000	FM	<ul style="list-style-type: none"> Completion of works Smooth running of the facility 	<i>June 2014 – Works complete</i> November 2014 –MOU presented to Council and adopted First MOU Meeting was held 3 February 2015.October 2014 – laying of lawn completed
C.6.4 Develop seniors facilities and be recognised as an aged friendly community					
Review Disability Inclusion Plan	Annually		EHO	<ul style="list-style-type: none"> Annual review 	May 2014 - Complete
Investigate further aged care housing options and facilities.	2014		CDO CEO	<ul style="list-style-type: none"> Development of a housing & short term accommodation strategy 	In conjunction with AROC an Age Friendly Community Grant of \$41,000 was successful. Quotes being obtained for works.
C.7 Retain and improve on our attractive town and streetscape					
C.7.1 Manage and revive community spaces and business district areas					

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Research and develop a standard 'Streetscape Policy;	2014		CEO CDO	<ul style="list-style-type: none"> Development, adoption and implementation of policy 	<i>June 2014 – Council forum to be conducted in near future (month to be advised)</i>
Beautification of public spaces	2014		WM P&G	<ul style="list-style-type: none"> Deeper understanding of water wise principals Increase in implantation of water wise principals in community areas 	<i>Replant the planter boxes outside the post office with native plants</i> <i>Staff have been trained in water wise best practice</i>
C.7.3 Encourage community pride & participation in improving aesthetics within the town site and continue community involvement in the Tidy Towns Program					
Program of clean ups and busy bees	February 2014		CSO	<ul style="list-style-type: none"> Develop new name and focus of former Tidy Towns Committee Successful appointment of new committee 	<i>Clean up Australia Day held 7th March 2015.</i> Local residents have been given notice to clean up their residential yards by the end of October 2015.
Implement a 'Great Front Yard' Competition	2014		CSO	<ul style="list-style-type: none"> Develop guidelines and prizes with the aim of residents improving the aesthetics/tidiness of their front yards 	Very basic guidelines have been laid out. Will promote in either autumn or spring.

THEME TWO: LOCAL ECONOMY & BUSINESS

<i>ACTIONS</i>	<i>TIMEFRAME</i>	<i>ESTIMATED COST</i>	<i>OFFICER RESPONSIBLE</i>	<i>KEY PERFORMANCE INDICATION</i>	
EB.1 A diverse and growing economic base that will provide local employment					
EB.1.1 Increase availability of light industrial land					
Review & adopt Avon Region Industry Plan	2013/2014		CEO	<ul style="list-style-type: none"> Respond to draft plan – re: changes Adoption of plan WDC 	

ORDINARY MEETING OF COUNCIL AGENDA – 15 DECEMBER 2015

Seek and support the development of suitable light industrial blocks	Review Annually		CEO Council	<ul style="list-style-type: none"> Increase number of industrial lots available 	
EB.1.2 Investigate alternative economic development opportunities					
Review the 'Broader Horizon's in Dowerin' report	2014		CDO CEO COUNCIL	<ul style="list-style-type: none"> Review & update of report 	July 2014 – Surveys updated and distributed amongst Dowerin's youth population.
EB. 1.3 Advertise and negotiate for tradespeople, professionals and small businesses to meet the gaps in required services					
Review 'gaps in services' and advertise opportunities in regional media and on the Dowerin website	Review annually		CDO	<ul style="list-style-type: none"> Increased awareness of services needed in Dowerin Website update Despatch articles 	Supported and promoted a vet service to town
Liaise with neighbouring shires regarding 'gaps in services' in attempt to share services	2014		CEO CDO	<ul style="list-style-type: none"> Meeting with CEO of Wyalkatchem, Koorda & Goomalling regarding shared services 	
EB.2 A Growing Tourism Industry					
EB.2.1 Market Dowerin and region as a tourist destination					
Continue to advertise in tourism publications	Reviewed annually	\$800	CSO	<ul style="list-style-type: none"> Updated publications Variety of publications Accommodation providers to complete Visitor Statistics Form 	June 2014 – Draft Budget Meeting 2/07/14
Investigate additional free advertising avenues and Expand and increase Social Media Marketing	Reviewed annually		CSO	<ul style="list-style-type: none"> Increased exposure to a wide variety of people/regions Accommodation statistics 	Continue to update coming events via Wheatbelt Way website, Central Wheatbelt Visitors Centre, Trails WA Website and Scoop Publishing

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EB.2.2 Continue to work with key stakeholders to provide quality events					
Support DEM twith the Dowerin GWN Machinery Field Days	August each year		FM CDO	<ul style="list-style-type: none"> • A successful 50th Anniversary event - 	October 2014 – a DEM working group meeting was had to finalise the new entrance.
Establish an annual 4wd event in Dowerin	May – August 2014		CSO	<ul style="list-style-type: none"> • Enhancement of the 4wd track • Successful event 	<i>Ongoing</i>
EB.2.3 Develop further accommodation options within Dowerin					
Develop concept plans of the proposed facility.	2014/2015	To budget	CDO FM	<ul style="list-style-type: none"> • Plan of a short term accommodation facility 	Master Plan has been completed Include in 2016/17 Budget.
EB.2.5 Continue developing the Wheatbelt Heritage Rail Project					
Continue to support the Project	2013/2014		CEO WM FM CDO	<ul style="list-style-type: none"> • Provide support via telephone, email and in person 	
Completion of accreditation process	2013		C. Le Marshall	<ul style="list-style-type: none"> • Wheatbelt Heritage Rail to be accredited for main line operation • 	Accreditation paper work completed and has been submitted – awaiting decision.
Assist with the relocation of rolling stock	2013/2014		WM	<ul style="list-style-type: none"> • Assist and ensure rolling stock arrives in Dowerin safely 	Commenced in 2011 and is ongoing with 3 wagons at Minnivale and a further 4 items delivered in September 2013
Assist with the coordination and delivery of rail construction material.	2013		WM	<ul style="list-style-type: none"> • The successful delivery of rail construction material on site 	<i>Mid 2015 – Track to be completed at Minnivale</i>

THEME THREE: CARING FOR OUR ENVIRONMENT					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
ENV: 1 Continue to be a leader in waste management and sustainable living in the Wheatbelt					
ENV 1.1 Foster community involvement to volunteer at the Dowerin Recycling Centre					
A quarterly 'Recycling Blitz' morning workshop to blitz work in the recycling shed with sausage sizzle and refreshments to follow					First Recycling Blitz morning to be held on 3 rd May (tentatively) Workcamp are assisting regularly with recycling.
ENV 1.2 Promote waste minimization and sustainable waste disposal					
Increase the recyclable waste going through the Dowerin Recycling Centre	Monthly		CSO	<ul style="list-style-type: none"> The introduction of a regular 'recycling centre' update in local paper/website including funds raised and distributed 	
ENV 1.3 Encourage efficient use of natural resources					
Water wise gardens	Review half yearly		CEO WM	<ul style="list-style-type: none"> Parks & Gardens adopt more water wise principles in parks and gardens 	<i>FEB 2015 – Adopted Draft MOU Waterwise Council</i> <i>July 2015 – National Tree Garden</i>
Develop an Energy Saving Action Plan including solar energy usage on community buildings	February 2014		CEO	<ul style="list-style-type: none"> Develop an energy saving action plan Ensure all lights are turned off at Shire office/depot after use Council adopt energy saving action plan Implement energy saving action plan 	

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ENV 1.4 Continue to support Drum Muster program conducted by the local Apex Group					
Promote and support drum muster program	Monthly		FM	<ul style="list-style-type: none"> Send monthly text messages to distribution list 	<i>Ongoing</i>
ENV 1.5 Continue oil recycling program					
Promote and educate oil recycling program to local residents	July 2014	Ongoing	WM	<ul style="list-style-type: none"> Relocation of facility and rehabilitation of current location 	Relocate oil facility from Stewart Street to the Amery Refuse site <i>September 2014 – waste oil facility has been relocated to the Amery refuse site.</i>
ENV: 2. Protect and conserve our natural environment					
ENV 2.1 Manage NRM programs and initiatives					
Include funding in the annual budget for managing Councils nature reserves	Annually	\$23,000	WM CEO	<ul style="list-style-type: none"> Ensure that Council's nature reserves are maintained. 	
ENV 2.2 Work to manage native and feral flora and fauna					
Promote and conduct Annual Fox Shoot and Baiting Program	Spring & Autumn annually		WM CSO	<ul style="list-style-type: none"> Promotion at least 2 weeks before event Emails to farmers and articles in local media Successful plan and running of the event 	
Manage White Corella numbers	Summer & Spring		WM	<ul style="list-style-type: none"> Advertise locally Successful planning and implementation of control program 	<i>Continued use of gas gun around town Shoot carried out in April 2015</i>

THEME FOUR: LOCAL GOVERNMENT LEADERSHIP					
ACTIONS	TIMEFRAME	ESTIMATED COST	OFFICER RESPONSIBLE	KEY PERFORMANCE INDICATION	
LG. 1 Maintain and further develop an efficient and informative organisation					
LG. 1. 1 Develop and implement a workforce plan to meet current and future workforce needs					
Workforce plan	August 2013 to be reviewed annually		FM	<ul style="list-style-type: none"> Adoption of workforce plan Annual review of workforce plan 	<p>Aug 2014 - Complete</p> <p>Currently being reviewed by staff</p> <p>Council to discuss in November 2015</p>
LG. 1. 2 Provide timely and efficient service to customers, residents, rate payers and visitors					
Develop customer service plan & policy	December 2013		FM	<ul style="list-style-type: none"> Development of plan & policy 	FM - Stage 1 Research and preparation commenced
LG. 1. 3 Strengthen the role of staff and councillors by providing regular training opportunities					
Provide training opportunities and PD opportunities	Review Monthly		CEO	<ul style="list-style-type: none"> Create councillor training section in CEO info report Create staff training section in FM info report 	<i>December 2013 – FM including Staff Training Update to Council in Information Report</i>
LG. 1. 4 Ensure information is communicated to the public regularly and effectively					
Provide weekly Council Comments in the Dowerin Despatch	Weekly		CDO	<ul style="list-style-type: none"> Weekly Council Comments segment in local paper 	<i>Ongoing</i>
Provide regular updates to facebook users on Shire Facebook page	3 times per week		CDO CSO	<ul style="list-style-type: none"> Regular status updates of events, activities or reminders on facebook 	<i>Ongoing</i>
Provide Resident/Rate payer newsletters	August and December annually		CDO	<ul style="list-style-type: none"> 2 newsletters per year 	December 2013 – Christmas Newsletter

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Website updated	Reviewed weekly		CDO	<ul style="list-style-type: none"> Ensure website is always up to date with latest news, events etc... 	<i>Ongoing</i>
LG. 1. 5 Provide opportunities for the community to have input into Council's decision making					
Create specialty forums in conjunction with council meetings	Quarterly		CEO	<ul style="list-style-type: none"> At least 4 forums annually to coincide with Council meetings (sports, business owners, emergency services) 	<i>Ongoing</i>
Promote and encourage public feedback in regard to new projects, council works etc... via survey's and the public comments register	Monthly		CEO FM WM CDO		
LG. 2 Strong leadership and governance					
LG. 2.1 Review Strategic Community Plan					
Conduct minor review of the Strategic Community Plan in consultation with community and council	Biannually (2015)		CDO	Update of Strategic Community Plan June 2015	<i>Plan was reviewed during forum sessions at the March and April 2015 Council Meetings – and was adopted at the May 2015 Council Meeting</i>
Review visions, aspirations and priorities of the Strategic Community Plan	Every 4 years (June 2017)		CDO	Overhaul of the Strategic Community Plan June 2017	
LG. 2.2 Represent the Shire of Dowerin in regional, state and national forums					
Participate in regional groups/organisations	Reviewed annually	Annual Subs	CEO STAFF	Involvement in WDC, GECZ, WALGA. LGMA WA	<i>CEO and President attended August 2015 GECZ</i>
LG. 2.3 Collaborate with other surrounding shires to strengthen the region					
Continue to participate in AROC meetings	Bi-monthly	\$5000	CEO Cr Metcalf	<ul style="list-style-type: none"> Attendance at AROC meetings 	<i>June 2015 – CEO & President attended June AROC meeting</i>

ORDINARY MEETING OF COUNCIL AGENDA – 15 DECEMBER 2015

Continue to attend regional road group	Quarterly		CEO WM Cr Hagboom	<ul style="list-style-type: none">Attendance at Regional Road Group Meetings	<i>Cr Hudson to attend next meeting on 19th October 2015.</i>
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10.2 OPERATIONS**10.2.1 2016 COUNCIL MEETING DATES**

Date:	8 December 2015
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0380
Disclosure of Interest:	Nil
Author:	Gary Martin

Summary

Council is to consider dates and starting times for 2016 Council Meetings.

Background

Nil.

Comment

It is a legislative requirement for the public in general to be advised in advance of all meeting dates, place and starting times to facilitate attendance or participation in Council Meetings.

Unforeseen circumstances may dictate a change to this schedule and local advertising will inform Electors accordingly.

Generally from start to finish of a Council Meeting including officer reports and one visitor presentation most meetings should be finished within three hours.

Date	Venue	Time
Tuesday 16 February 2016	Shire of Dowerin Chambers	3pm
Tuesday 15 March 2016	Shire of Dowerin Chambers	3pm
Tuesday 19 April 2016	Shire of Dowerin Chambers	3pm
Tuesday 17 May 2016	Shire of Dowerin Chambers	3pm
Tuesday 21 June 2016	Shire of Dowerin Chambers	3pm
Tuesday 19 July 2016	Shire of Dowerin Chambers	3pm
Tuesday 16 August 2016	Shire of Dowerin Chambers	3pm
Tuesday 20 September 2016	Shire of Dowerin Chambers	3pm
Tuesday 18 October 2016	Shire of Dowerin Chambers	3pm
Tuesday 15 November 2016	Shire of Dowerin Chambers	3pm
Tuesday 20 December 2016	Shire of Dowerin Chambers	3pm

Financial Implications

Nil.

Policy Implications

Nil.

Statutory Implications

Local Government (Administration) Regulations 1996

12 Public notice of council or committee meetings

- (1) *“At least once a year Local Government is to give local public notice of the dates on what and the time and place at which:*
- a) the Ordinary Council Meetings*
- b) Committee Meetings*
- are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation 1)*
- (3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO’s opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3) then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO’s opinion, is practicable.

Strategic Implications

Nil.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.2.1

THAT THE FOLLOWING COUNCIL MEETING DATES, VENUE AND STARTING TIME FOR 2016 BE ADOPTED AND ADVERTISED:

Date	Venue	Time
Tuesday 16 February 2016	Shire of Dowerin Chambers	3pm
Tuesday 15 March 2016	Shire of Dowerin Chambers	3pm
Tuesday 19 April 2016	Shire of Dowerin Chambers	3pm
Tuesday 17 May 2016	Shire of Dowerin Chambers	3pm
Tuesday 21 June 2016	Shire of Dowerin Chambers	3pm
Tuesday 19 July 2016	Shire of Dowerin Chambers	3pm
Tuesday 16 August 2016	Shire of Dowerin Chambers	3pm
Tuesday 20 September 2016	Shire of Dowerin Chambers	3pm
Tuesday 18 October 2016	Shire of Dowerin Chambers	3pm
Tuesday 15 November 2016	Shire of Dowerin Chambers	3pm
Tuesday 20 December 2016	Shire of Dowerin Chambers	3pm

10.2.2 AUDIT COMMITTEE

Date: 9 December 2015
Applicant: Shire of Dowerin
Location:
File Ref:
Disclosure of Interest:
Author: Gary Martin CEO (Acting)

Summary

This report recommends that the Council establishes a formal Audit Committee.

Background

The Shire currently has a Finance and Audit Committee which apparently meets prior to the Council meetings and considers the various financial reports and lists of accounts for payment.

However, *the Local Government Act 1995* requires an Audit committee and it is proposed that the Council splits the existing committee into a Finance Committee and a separate Audit Committee. This arrangement ensures full compliance with the requirements of the LGA, particularly as the Act and the *Local Government (Audit) Regulations 1996* require the audit committee to carry out specific statutory functions.

Comment

In the circumstances that have recently come to light it is imperative that the Council now reviews all of its governance arrangements and improves these where necessary to improve accountability and compliance. It is a weakness of the system where the Council is reliant upon the information and advice of the CEO, yet that person is then allegedly involved in misappropriation of Shire funds but responsible for the financial systems and internal controls to prevent that.

A dedicated Audit committee is also required to assist the Council and the CEO in the recovery phase from the recent events and oversee the conduct of the proposed FM Review and the Forensic Audit.

A draft 'Instrument of Appointment' is attached that sets out the establishment of the committee and the proposed roles and responsibilities of the Committee.

A notable aspect of the proposed committee membership is the provision for a suitably qualified local person (non elected) to be a member of the committee. This can provide the Council with external financial management expertise and advice separate from that obtained from the CEO.

The existing Finance Committee can continue in its present form and membership but with the deletion of 'Audit' from its title.

Consultation

The issue relating to the formation of a dedicated Audit Committee has only just come to my attention.

It is proposed that the draft committee concept and the attachment will be considered at the meeting of the Finance and Audit Committee scheduled to be held at 2pm on Wednesday 9 December 2015.

Financial Implications

Minimum membership expenses may be incurred but it is expected that the overall benefit to the governance structure of the Shire will far outweigh any cost.

Policy Implications

Nil

Statutory Implications

The *Local Governemnt Act 1996 s7.1A* and the *Local Government (Audit) regulations 16*.

Strategic Implications

To improve the governance structure and financial management of the Shire.

Voting Requirements

Absolute majority

OFFICER RECOMMENDATION – ITEM 10.2.2

THAT THE COUNCIL:

- 1. CHANGE THE TITLE OF THE CURRENT ‘FINANCE AND AUDIT COMMITTEE’ TO THE ‘FINANCE COMMITTEE’ WITH THE SAME MEMBERSHIP AND TERMS OF REFERENCE.***
- 2. ESTABLISH AN ‘AUDIT COMMITTEE’ AS REQUIRED BY LOCAL GOVERNMENT ACT 1996 S7.1A AND AS SET OUT IN THE DRAFT “INSTRUMENT OF APPOINTMENT AND DELEGATION”.***
- 3. SET THE MEMBERSHIP OF THE COMMITTEE TO CONSIST OF FOUR PERSON, THREE ELECTED MEMBERS AND ONE EXTERNAL PERSON HAVING APPROPRIATE BUSINESS AND/OR FINANCIAL MANAGEMENT KNOWLEDGE AND EXPERIENCE AND BE CONVERSANT WITH FINANCIAL AND OTHER REPORTING REQUIREMENTS.***
- 4. APPOINT CR, CRAND CR AS MEMBERS OF THE AUDIT COMMITTEE WITH A TERM FINISHING ON THE THIRD SATURDAY IN 2017.***
- 5. SEEK NOMINATIONS FROM SUITABLY QUALIFIED EXTERNAL PERSONS BY PUBLIC NOTICE.***

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Shire of Dowerin

Audit Committee

INSTRUMENT OF APPOINTMENT AND DELEGATION

1.0 INTRODUCTION

The Council of the Shire of Dowerin (the "Council") establishes this committee under the powers given in Section 7.1A of the *Local Government Act 1995*, the committee to be known as the Audit Committee, (the "Committee").

The Council appoints to the Committee those persons whose names appear in Section 4.0 below. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the third Saturday in October in the year the Shires local government elections are held, after which time the Council may appoint members for a further term.

The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and policy of the Shire of Dowerin and this Instrument.

2.0 NAME

The name of the Committee is the Audit Committee..

3.0 OBJECTIVES

The Audit Committee is to carry out the statutory functions an audit committee as set out in Local Government (Audit) Regulations 1996 regulation 16:

(a) is to provide guidance and assistance to the Shire

- as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
- as to the development of a process to be used to select and appoint a person to be an auditor;

and

(b) may provide guidance and assistance to the Shire as to —

- matters to be audited; and

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- the scope of audits; and its functions under Part 6 of the Act; and
- the carrying out of its functions relating to other audits and other matters related to financial management; and
- is to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to —
- report to the council the results of that review; and
- give a copy of the CEO's report to the council..

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

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

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

4.0 MEMBERSHIP

If at a meeting of Council to make an appointment to a committee the President of the Shire of Dowerin indicates an intention to be a member of the committee under section 5.10 (4), then he/she will be a member of the committee.

Note: The CEO is not to be a member of the audit committee and may not nominate a person to represent him or her as a member of the audit committee,

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and an employee is not to be a member of the committee. The CEO will be required to provide administration support.

Insert Membership

The committee will consist of *four members with three elected and *one external person. All members shall have full voting rights.

*External persons appointed to the committee will have business or financial management/reporting knowledge and experience, and be conversant with financial and other reporting requirements.

*Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

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

The CEO and employees are not members of the committee.

The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

5.0 PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the provisions of Schedule 2.3. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Dowerin Standing Orders. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

6.0 MEETINGS

- 6.1 The Committee shall meet as and when required but must meet at least twice a year to deal with the annual financial report and the auditor's report as well as the Statutory Compliance report..
- 6.2 Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.
- 6.3 If any member is absent from 3 consecutive meetings without leave of the Committee, they shall forfeit their position on such Committee. The Council shall be informed, and the Council may appoint a replacement for the balance of the Committee's term of appointment.

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- 6.4 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.
- 6.5 Decisions of the audit committee is to made by a simple majority as per regulation 7.1C,

7.0 QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

8.0 POWERS

The Audit committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Reporting

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

*The committee shall report annually to the Council summarising its activities during the previous financial year.

Duties and Responsibilities

The duties and responsibilities of the committee will be –

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the local government's auditor;
- c) Develop and recommend to Council –
 - a list of those matters to be audited; and
 - the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;

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e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include –

- the objectives of the audit;
- the scope of the audit;
- a plan of the audit;
- details of the remuneration and expenses to be paid to the auditor; and
- the method to be used by the local government to communicate with, and supply information to, the auditor;

f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;

g) Liaise with the CEO to ensure that the local government does everything in its power to –

- assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
- ensure that audits are conducted successfully and expeditiously;

h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –

- determine if any matters raised require action to be taken by the local government; and
- ensure that appropriate action is taken in respect of those matters;

i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;

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

k) *Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO (see reference to internal audit page 14);

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

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

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

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

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

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- significant variances from prior years;
- p) *Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) *Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
- r) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
- s) Review the annual Compliance Audit Return and report to the council the results of that review, and
- t) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the council the results of those reviews.

9.0 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 9.1 in accordance with the Local Government Act 1995; or
- 9.2 at the direction of Council; or
- 9.3 on the specified date.

10.0 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or after giving 14 days notice to the Committee.

11.0 COMMITTEE DECISIONS

Committee decisions shall not be binding on Council if such decisions are in conflict with the delegated powers of the Council.

12.0 History of Council Resolutions

COUNCIL RESOLUTION NUMBER _____ *DATE* _____.

13.0 Officer(s) Responsible for Management of Committee

Name of Officer/s

10.2.3 FINANCIAL MANAGEMENT REVIEW AND FORENSIC AUDIT

Date: 10 December 2015
Applicant: Shire of Dowerin
Location:
File Ref:
Disclosure of Interest:
Author: Gary Martin CEO (Acting)
Attachments: *Confidential*
1. Overview
2. RJ Back
3. Moore Stephens

Summary

This report recommends that the Council authorise unbudgeted expenditure to allow contractors to be engaged to conduct a Financial Management review of the Shires internal controls, and a separate Forensic Audit of the Shires accounts to identify the quantum of the loss arising from the alleged stealing charges laid against the ex CEO.

The report also recommends the appointments to conduct the review and the Forensic audit if the RFQ's are available, or that the Audit Committee be delegated authority to appoint an auditor(s) to conduct the Financial Management Review and the Forensic Audit. In any case, authorise the Audit Committee to oversee the conduct of the FMR and the Forensic Audit.

Background

The Local Government (Financial Management) regulation 1996 clause 5 (2)(c) requires the CEO to undertake a financial management reviews (FMR) of the appropriateness and effectiveness of the financial management systems and procedures of the Shire regularly, and not less than once in every four financial years, and report to the Shire the results of the reviews.

The annual audit reports for 2012/2013 and 2013/2014 years both noted that the FMR had not been carried out. It is expected that the 2014/2015 audit report will be similar. The ex CEO had made arrangements with the Shire auditor to carry out a FMR in April 2016 in conjunction with the next interim audit. That arrangement has now been cancelled.

The Shire is non-compliant with this important internal control and it needs to be conducted as soon as possible.

A RFQ has been issued to two entities to conduct the FMR.

On the 30th October 2015, following intervention by the CCC, the ex CEO terminated his employment with the Shire effective immediately and on Friday 6th November 2015 he appeared in the Northam Court and charged with 139 charges of alleged stealing from the Shire.

The Shire is now aware of the potential large monetary loss to the Shire arising from the alleged stealing but this is from the preliminary knowledge of the mode and scope of the alleged misappropriation. It is considered that as the investigations continue the scale of the loss will increase. The CCC investigations are for its purposes including the potential prosecution action arising from the current and future charges.

The Shire auditors are currently completing the audit of the 2014/2015 financial year and the report was expected shortly. However the scope of the audit is confined to that period only and does not cover the issue of fraud and misappropriation. Recent verbal advice from Byfields was that it cannot complete the audit until the proposed Forensic audit has been conducted. It is expected written advice of that position will be received in time for the Council meeting.

There are issues with the audit process that may need to be considered at a later date.

It is therefore imperative that the Shire conducts its own forensic audit that is focused on the alleged actions of the ex CEO and to establish the quantum of the loss, the period(s) involved, the modus operandi of the various transactions, the source of the funds, where the expenditure was allocated to in the books of account and any third party implications arising from the loss.

Simply, the Shire needs to know the extent of its losses.

The information is also required to support an insurance claim against the Shire's policy and to inform the Council on the effect on the current year's budget and the necessary budget amendments and any further action that may arise.

A RFQ was issued to the same two entities. Both responses support the advantages of both projects being carried out together with synergies between the two processes.

Confidential copies of both RFQ's are attached separately for the Council's consideration. Due to the importance of the Forensic Audit in particular and the belief that the Council needs to consider carefully, it is not proposed to make a recommendation on which RFQ to accept. However, as CEO, I am satisfied that both have the capacity and experience to conduct the work and that the costs are relatively similar. One seems to be able to complete the work earlier.

Comment

Since commencing as CEO (Acting) various matters have come to my attention that indicate issues with the Shire's financial accounts. These are notified to the CCC, but it is apparent that the suspect transactions raise considerable doubt over the accuracy of the Shire's accounts and the effect on the current budget, other external parties and the overall Shire financial position.

Operating in such an environment is difficult and will have unknown implications for the Shire's current operations and projects. The sooner the extent of the loss and the various implications arising from that is known the better, and is essential for the mid year budget review. The Council and the incoming CEO will need to know as much as possible when commencing work on the strategic direction of the Shire and the 2016/2017 budget.

Consultation

The need for these audits has been raised verbally with the Council previously.

Financial Implications

The RFQ

The funds for these additional reviews and audits were not foreseen or budgeted for. The Council needs to authorise the additional expenditure by an absolute majority. The additional expenditure will also need to be taken into account during the mid year budget review – which requires a sound

knowledge of the current financial situation. For the purposes of authorising the expenditure, it is recommended that the Council allocate a sum of \$50,000 to provide some leeway and for any additional works required.

Policy Implications

Nil.

Statutory Implications

The overall financial management of the Shire is a fundamental responsibility of the Council and the CEO. In view of the unfortunate circumstances that exist the Council has little choice but to conduct the forensic audit to establish the total loss so that it can meet all of its statutory responsibilities.

The FMR is required for compliance purposes and to provide the Council and new CEO with a blueprint for the future financial management of the Shire.

Strategic Implications

Establishing a firm financial base and sound internal controls is critical for the future operations and strategic direction of the Shire.

Voting Requirements

Absolute majority for items 2.

OFFICER RECOMMENDATION – ITEM 10.2.3

THAT THE COUNCIL:

- 1. ACKNOWLEDGE THE REPORT AND THE CIRCUMSTANCES INVOLVED.***
- 2. AUTHORISE UNBUDGETED EXPENDITURE OF \$50,000 FOR THE FINANCIAL MANAGEMENT REVIEW AND THE FORENSIC AUDIT PROJECTS.***
- 3. APPOINTTO CONDUCT THE FINANCIAL MANAGEMENT REVIEW AS PER THE RFQ DATED***
- 4. APPOINT TO CONDUCT THE FORENSIC AUDIT AS PER THE RFQ DATED***
- 5. AUTHORISE THE CEO TO PROGRESS THESE TWO PROJECTS AS A MATTER OF URGENCY.***
- 6. DELEGATE TO THE AUDIT COMMITTEE THE AUTHORITY TO OVERSEE THE FORENSIC AUDIT ON BEHALF OF THE COUNCIL AND IN CONJUNCTION WITH THE CEO.***

SEE CONFIDENTIAL ATTACHMENTS 1, 2 & 3

10.2.4 DOWERIN ACCOMMODATION PRECINCT

Date:	8 December 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Louise Hagboom
Attachments:	4. Borrell Raferty Quantity Surveyors Report 5.1 & 5.2 Accommodation Precinct Financials as per application 6. Life Cycle Cost Analysis 7. Cut & Paste document of grant application form. 8. NSRF Funding approval letter

Background

In July 2015 the Shire of Dowerin submitted an application to the Federal Government as part of the National Stronger Regions Fund (NSRF). This funding round is extremely competitive, not only do our applications compete against others in the Wheatbelt but also those potentially put forward nationwide by other Councils such as the City of Perth, City of Sydney etc.

The Shire of Dowerin received notification on Monday 7th December 2015 of the success of our Round 2 application. NSRF have allocated \$900,000 to the development of the Dowerin Accommodation Precinct. The success of this application would not have been possible without substantial help and assistance from RDA Wheatbelt and Rebekah Burges.

The financials provided as part of this grant application by the previous CEO have indicated that this is a \$3,071,450 project. Outlined in the application was a Shire contribution of \$2,671,450 and \$610,550 of in kind works further to \$400,000 contribution from Dowerin Events Management. The Shire's cash contribution has been outlined as being made up of Reserve and Municipal funds and including a loan from the WA Treasury.

Comment

Before entering into a Grant Agreement with the Department of Infrastructure and Regional Development the Shire of Dowerin must guarantee that we are able to meet the contribution outlined as part of our application. This is substantial and due to extenuating circumstances we are unable to clarify how figures and budgets were derived by the former CEO.

The Acting CEO, Finance Manager & CDO will meet with Juliet Grist (RDA Wheatbelt CEO) on Wednesday 16th December in order to discuss the situation and the best course of action for the development of this project. Further to this, CDO has also arranged a meeting with the Director of MCG Architects (with no charge to the Shire) that afternoon to go through the scope of the project and the budget in order to come up with a realistic budget for the project ensuring costs have not been overinflated/overlooked. This will give us a more realistic scope of the project to work towards and will ultimately determine the projects bottom line.

Following this, there are a number of options available to council and staff in order to continue with this important community project including:

- Explore options available to take a substantial loan (\$1.4 million) to cover the costs associated with this project
- Explore other grant funding opportunities including Lotterywest
- Explore options for Corporate Funding E.g. RAC
- Approach DEM for a larger partner funding contribution
- Pull back the scope of the project – CDO would be required to clarify this option with the Department
- Relinquish the funds

Council will need to consider where this project sits in the priorities and future of the Dowerin Community in order to establish a feasible course of action.

Consultation

Acting CEO

Finance Manager

Cr Jones

Statutory Implications

The Shire will be bound by the terms of the Grant agreement should it proceed with this project.

Financial Implications

This project was not included in the 2015/2016 annual budget as the grant application was submitted in July 2015 without any guarantee that the application would be successful. The grant agreement will establish the funding commitment that will be required from the Shire if the project is to proceed. The \$900,000 grant represents almost one year's rate revenue.

Now that the grant has been approved, it will be necessary for the Shire to further develop the scope of the project and the funding sources and options available before committing to the agreement.

The Shire position is unclear at this time due to the other unforeseen problems arising from the recent departure of the CEO and this reinforces the need for the proposed Forensic Audit to be conducted as soon as possible to identify the extent of the Shire's exposure.

Policy Implications

Project determined as a high priority in Shire of Dowerin Corporate Plan.

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.2.4

COUNCIL AGREES TO:

- 1. NOTE THIS REPORT.**
- 2. ACKNOWLEDGE THE ADVICE OF THE SUCCESS OF THE NSRF APPLICATION FOR FUNDING OF \$900,000.**
- 3. AUTHORISE THE DOWERIN ACCOMMODATION COMMITTEE AND THE CEO TO PROCEED WITH THE DEVELOPMENT OF THE PROJECT CONCEPT AND THE FUNDING OPTIONS FOR THE COUNCIL'S CONSIDERATION.**

10.2.5 DOWERIN ACCOMMODATION PRECINCT - BUSINESS PROSPECTUS DRAFT

Date:	9 th December 2015
Applicant:	N/A
Location:	N/A
Disclosure of Interest:	Nil
Author:	Louise Hagboom
Attachments:	9. Dowerin Accommodation Precinct Business Prospectus - DRAFT

Background

Accommodation within the Shire is in critically short supply with a mere 28 beds available to let through the Dowerin Caratel and Dowerin Commercial Hotel. During the Field Days demand for the available accommodation far outstrips supply, necessitating private billeting arrangements, camping or sourcing accommodation outside of the town. This is reflected as a high priority in the Dowerin Community Strategic Plan and Dowerin Corporate Plan respectively.

At the October 2015 meeting of Council, Council moved to engage Rebekah Burges of TMR Consulting Services to work in conjunction with the CDO in order to develop a Business Prospectus for this project which would highlight key statistical and financial information to present a holistic and compelling case for investment from large corporate companies (e.g. RAC). This prospectus aims will be used as a visual aide and reference source in order to assist in discussions with potential investors.

Comment

A draft of the Dowerin Accommodation Precinct Business Prospectus has now been completed and available for comment from Council.

In light of the approval of the NSRF Funding (\$900,000) towards this project, Council may wish to utilize this document in the near future in order to attract corporate investment which may assist with Council's contribution as part of this funding agreement.

CDO is in the process of obtaining a contact from RAC with the intention of discussing a potential meeting to present this investment opportunity to the RAC. Council will be required to endorse this document prior to any consultation with potential investors.

Consultation

Rebekah Burgess (TMR Consulting Services)

Statutory Implications

Nil

Financial Implications

Nil

Policy Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.2.5

***COUNCIL REVIEWS AND PROVIDES COMMENT REGARDING THE DOWERIN ACCOMMODATION
PRECINCT BUSINESS PROSPECTUS DRAFT DOCUMENT.***

10.2.6 DOWERIN RECREATION STRATEGY

Date:	9 th December 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Louise Hagboom
Attachments:	Dowerin Recreation Strategy 2015 - 2025

Background

The Dowerin Recreation Strategy is a forward planning document that outlines council's strategic direction to sport and recreation facilities and services in Dowerin over the next 10 years. In 2008 the Dowerin Recreation Strategy was the catalyst for the Dowerin Community Club development.

Comment

The results of the Dowerin Recreation Strategy 2015-2025 have been based on feedback from a community survey and a sporting club survey. All priorities have been ranked as either a low, medium or immediate priority.

This document has been drawn up in house at and is now ready for public comment to ensure that the strategies and recommendations in place are appropriate and ranked accordingly.

This document was released for public submissions with no feedback gained.

Consultation

CEO

Community Feedback via survey

Club Surveys

Department of Sport & Recreation

Statutory Implications

Nil

Financial Implications

Make allowances in the Recreation Reserve to assist with further investigation of the priorities as outlined in this document.

Policy Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.2.6

THAT COUNCIL ADOPT THE DOWERIN RECREATION STRATEGY 2015-2025.

10.2.7 SHIRE OF ESPERANCE BUSHFIRE RECOVERY APPEAL

Date: 11th December 2015
Applicant: N/A
Location: N/A
Disclosure of Interest: Nil
Author: Gary Martin

Background

WALGA is establishing a new support program to assist Local Governments recovering from natural disasters and other emergencies. In this instance of the Esperance Appeal the Lord Mayors Disaster Relief Fund is limited in its application and some Councils have indicated they would like to donate direct to the Local Government. See the below document WALGA Infopage for more details.

Comment

The Shire of Esperance region has been badly impacted by the recent devastating fires that resulted in four deaths. There for the grace of god, such a fire could have affected much of WA Wheatbelt that day.

The current issue relating to the Shire's financial situation is acknowledged, however this matter is placed before the Council to consider whether it wishes to contribute a donation towards the Bush Fire Recovery Appeal in some form. A suggested amount would be \$1000.

Consultation

Nil

Statutory Implications

Nil

Financial Implications

The Council is aware of the loss of a significant sum arising from the alleged stealing charges laid against the previous CEO. The effect on the Shire's budget is not yet known.

However, that needs to weighed up against the significant personal damage and harm experienced by many members of the Esperance farming community and the devastating losses involved.

It is open to the Council to consider making a donation towards the appeal.

Policy Implications

Nil

Voting Requirements

Absolute Majority

OFFICER RECOMMENDATION – ITEM 10.2.7

THAT COUNCIL MAKE A \$1000 DONATION TOWARDS THE SHIRE OF ESPERANCE BUSHFIRE RECOVERY APPEAL.

INFOPAGE



Financial Support

To enable other Local Governments to make financial donations to assist with the Shire's recovery efforts, the Shire of Esperance has set up a Trust which will be managed by the Recovery Team at the Shire.

Financial Donations can be made to:

Bank: Commonwealth
 BSB: 066-511
 Account: 1010 5160
 Name: Shire of Esperance

Staff Resources

The Shire is seeking an additional Local Government Officer with experience in Local Government disaster recovery and / or formal training in disaster recovery. It is preferable that the officer is available on secondment for a period of 2 - 4 months.

Local Governments that have a suitable officer and are willing to cover all associated salary costs are requested to provide details to WALGA in the first instance. Note: Shire of Esperance will provide accommodation for the officer.

Emergency Support Program Arrangements

Eligible Incidents	Fire, Flood, Cyclone, Earthquake, other natural disaster
Affected Local Government	<ul style="list-style-type: none"> ➤ Provides details to WALGA of the type of support required Eg staff resources, financial assistance, plant ➤ Provides details of Trust Account
WALGA	<ul style="list-style-type: none"> ➤ Acts as Broker and advertises on behalf of affected Local Government ➤ Identifies shortlisted applicants to back fill key staff, liaises between parties, provides Bank Account details if funds urgently required
Other Local Governments	<ul style="list-style-type: none"> ➤ Advises WALGA of assistance offered eg staff, plant (note contributing Local Government to cover cost of staff on secondment, plant transfer) ➤ Transfers financial donation to affected Local Government's bank account

For further information please contact:

Senior Policy Officer, Melissa Pexton 0467 763 625 or email mpexton@walga.asn.au.

ONE70
 LV1, 170 Railway Parade, West Leederville, WA 6007
 PO Box 1544, West Perth, WA 6872
 T: (08) 9213 2000 F: (08) 9213 2077 info@walga.asn.au
www.walga.asn.au

10.3 FINANCE REPORT

10.3.1 FINANCE REPORT – OCTOBER 2015

Date:	9 December 2015
Applicant:	N/A
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Sonia King
Attachments:	Monthly Statements

Summary

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

Background

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

The Local Government (Financial Management) Regulations Reg 34 & 35 sets out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval (Attachment 4). The statements have been prepared in AAS27 format in accordance with FMR Reg 35.

Sundry Debtors at 31 October 2015

Current	\$26,478
30 days	\$1306
60 days	\$8
90 days	\$0
Total	\$27,792

Reserve Funds

The total balance of funds held in the various Reserve Funds at 31 October 2015 is as detailed in the financial statements.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.3.1

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



SHIRE OF DOWERIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

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- 6 Reserves
- 7 Net Current Assets
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- 9 Trust Funds
- 10 Operating Statement
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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

NOTE	2015/16 Revised Budget \$	October 2015 Y-T-D Budget \$	October 2015 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %
Operating					
Revenues/Sources					
Governance	39,050	5,012	5,671	659	13.15%
General Purpose Funding	758,721	167,392	170,712	3,320	1.98%
Law, Order, Public Safety	26,000	10,664	11,233	569	5.34%
Health	255,022	124,200	141,443	17,243	13.88% ▲
Education and Welfare	92,748	30,916	35,880	4,964	16.06%
Housing	136,077	45,352	42,108	(3,244)	(7.15%)
Community Amenities	211,998	204,526	212,776	8,250	4.03%
Recreation and Culture	49,052	17,068	18,077	1,009	5.91%
Transport	1,233,174	480,156	571,937	91,781	19.11% ▲
Economic Services	10,536	1,496	6,365	4,869	325.47%
Other Property and Services	10,000	3,332	3,889	557	16.72%
	<u>2,822,378</u>	<u>1,090,114</u>	<u>1,220,091</u>	<u>129,977</u>	<u>11.92%</u>
(Expenses)/(Applications)					
Governance	(366,666)	(123,846)	(168,919)	(45,073)	(36.39%) ▲
General Purpose Funding	(91,972)	(30,656)	(34,348)	(3,692)	(12.04%)
Law, Order, Public Safety	(75,835)	(30,286)	(35,195)	(4,909)	(16.21%)
Health	(313,334)	(108,870)	(134,178)	(25,308)	(23.25%) ▲
Education and Welfare	(128,270)	(42,732)	(48,101)	(5,369)	(12.56%) ▲
Housing	(168,559)	(71,559)	(82,011)	(10,452)	(14.61%) ▲
Community Amenities	(270,867)	(90,240)	(92,201)	(1,961)	(2.17%)
Recreation & Culture	(620,949)	(185,584)	(247,442)	(61,858)	(33.33%) ▲
Transport	(1,186,627)	(395,496)	(497,744)	(102,248)	(25.85%) ▲
Economic Services	(179,091)	(78,798)	(81,555)	(2,757)	(3.50%)
Other Property and Services	(4,246)	(46,777)	(69,688)	(22,911)	(48.98%) ▲
	<u>(3,406,416)</u>	<u>(1,204,844)</u>	<u>(1,491,382)</u>	<u>(286,538)</u>	<u>23.78%</u>
Net Operating Result Excluding Rates	(584,038)	(114,730)	(271,291)	(156,561)	136.46%
Adjustments for Non-Cash (Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	(69,044)	(23,020)	0	23,020	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	14,663	0	0	0	0.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	375,221	375,221	0.00%
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(400,000)	(133,332)	(3,699)	129,633	97.23% ▼
Purchase of Vehicles & Plant	(467,209)	(467,209)	(465,709)	1,500	0.32%
Purchase of Furniture & Equipment	(4,865)	0	(1)	(1)	0.00%
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(1,380,757)	(456,544)	(118,455)	338,089	74.05% ▼
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	0	0	(600)	(600)	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	94,632	0	(94,632)	(100.00%) ▼
Repayment of Debentures	(81,815)	(27,272)	(11,046)	16,226	59.50% ▼
Proceeds from New Debentures	0	0	0	0	0.00%
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	22,272	7,424	11,046	3,622	48.79%
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(486,608)	(5,860)	0	5,860	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,643	848,643	2,609,799	1,761,156	(207.53%)
Net Current Assets Year to Date	(1,434,596)	866,894	1,481,633	614,739	(70.91%)
Amount Raised from Rates	(1,144,162)	(1,144,162)	748,279	1,892,441	(165.40%)

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

3. ACQUISITION OF ASSETS	2015/16 Adopted Budget \$	2015/16 Revised Budget \$	October 2015 Actual \$
The following assets have been acquired during the period under review:			
By Program			
Governance			
<i>Other Governance</i>			
Furn - Photocopier	4,865	4,865	1.00
Transport			
<i>Construction - Roads, Bridges, Depots</i>			
Roads - Roads To Recovery	723,842	723,842	57,524.76
Roads - Signs	0	0	599.74
Roads - Unclassified	258,832	258,832	39,717.59
Roads - State 20/20	398,083	398,083	21,212.79
<i>Road Plant Purchases</i>			
Plant - Loader	319,300	319,300	314,400.00
Other Plant	110,909	110,909	110,909.09
Plant - Works Manager Vehicle	37,000	37,000	40,400.00
Economic Services			
<i>Other Economic Services</i>			
Wheatbelt Heritage Rail Project	400,000	400,000	3,698.58
Other Property & Services			
	2,252,831	2,252,831	588,463.55
By Class			
Land & Buildings	400,000	400,000	3,698.58
Vehicles & Plant	467,209	467,209	465,709.09
Furniture & Equipment	4,865	4,865	1.00
Infrastructure - Roads	1,380,757	1,380,757	118,455.14
Infrastructure - Signs	0	0	599.74
	2,252,831	2,252,831	588,463.55

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$
120M Grader	60,222		133,900		73,678	
Mercedes Water Truck	159	-	5,000	-	4,841	-
Ford Territory D02	18,475	-	14,000	-	(4,475)	-
Residence at 58 Stacy Street	155,000		150,000		(5,000)	
	233,856	-	302,900	-	69,044	-

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$	2015/16 Budget \$	October 2015 Actual \$
Plant and Equipment	78,856		152,900		74,044	
Land and Buildings	155,000	-	150,000	-	(5,000)	-
	233,856	0	302,900	0	69,044	0

Summary

Profit on Asset Disposals
Loss on Asset Disposals

2015/16 Adopted Budget \$	October 2015 Actual \$
78,519	0.00
(9,475)	0.00
<u>69,044</u>	<u>0.00</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$
Recreation & Culture									
Loan 97 - Recreation Complex	472,175	0	0	59,543	0	412,632 0	472,175	19,065	0
Loan 98 - Dowerin Events M'ment	106,130	0	0	22,272	11,046	83,858	95,084	3,336	1,725
	578,305	0	0	81,815	11,046	496,490	567,259	22,401	1,725

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces mtce
2. Actual interest repayments include accrued interest adjustments where applicable.
3. Proposed new loan for Recreation Complex may be self funded from Reserve Funds.

(b) New Debentures - 2015/16

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Nil.									

SHIRE OF DOWERIN
 NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	2015/16 Adopted Budget \$	October 2015 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
Opening Balance	155,425	155,425
Amount Set Aside / Transfer to Reserve	14,663	0
Amount Used / Transfer from Reserve	0	0
	<u>170,088</u>	<u>155,425</u>
(b) Plant Replacement & Reconditioning Reserve		
Opening Balance	150,291	150,291
Amount Set Aside / Transfer to Reserve	4,509	0
Amount Used / Transfer from Reserve	(62,000)	0
	<u>92,800</u>	<u>150,291</u>
(c) Land & Building Reserve		
Opening Balance	19,966	19,966
Amount Set Aside / Transfer to Reserve	39,226	0
Amount Used / Transfer from Reserve		0
	<u>59,192</u>	<u>19,966</u>
(e) Recreation Facilities Reserve		
Opening Balance	173,751	173,751
Amount Set Aside / Transfer to Reserve	35,213	0
Amount Used / Transfer from Reserve		0
	<u>208,964</u>	<u>173,751</u>
(f) Community Housing Project Reserve		
Opening Balance	44,473	44,473
Amount Set Aside / Transfer to Reserve	10,317	0
Amount Used / Transfer from Reserve		0
	<u>54,790</u>	<u>44,473</u>
(g) Community Bus Reserve		
Opening Balance	39,213	39,213
Amount Set Aside / Transfer to Reserve	5,176	0
Amount Used / Transfer from Reserve		0
	<u>44,389</u>	<u>39,213</u>
(h) Sewerage Asset Preservation Reserve		
Opening Balance	851,521	851,521
Amount Set Aside / Transfer to Reserve	95,188	0
Amount Used / Transfer from Reserve		0
	<u>946,709</u>	<u>851,521</u>
(i) Economic Development Reserve		
Opening Balance	312,977	312,977
Amount Set Aside / Transfer to Reserve	259,389	0
Amount Used / Transfer from Reserve		0
	<u>572,366</u>	<u>312,977</u>
(j) Tennis Court Replacement Reserve		
Opening Balance	12,215	12,215
Amount Set Aside / Transfer to Reserve	6,366	0
Amount Used / Transfer from Reserve		0
	<u>18,581</u>	<u>12,215</u>

(k) Bowling Green Replacement Reserve		
Opening Balance	40,360	40,360
Amount Set Aside / Transfer to Reserve	11,211	0
Amount Used / Transfer from Reserve		0
	<u>51,571</u>	<u>40,360</u>
(l) All Hours Gym Reserve		
Opening Balance	5,000	5,000
Amount Set Aside / Transfer to Reserve	5,350	0
Amount Used / Transfer from Reserve		0
	<u>10,350</u>	<u>5,000</u>
Total Cash Backed Reserves	<u><u>2,219,450</u></u>	<u><u>1,805,192</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Long Service Leave Reserve	14,663	0
Plant Replacement & Reconditioning Reserve	4,509	0
Land & Building Reserve	39,226	0
Recreation Facilities Reserve	35,213	0
Community Housing Project Reserve	10,317	0
Community Bus Reserve	5,176	0
Sewerage Asset Preservation Reserve	95,188	0
Economic Development Reserve	259,389	0
Tennis Court Replacement Reserve	6,366	0
Bowling Club Replacement Reserve	11,211	0
All Hours Gym Reserve	5,350	0
	<u><u>486,608</u></u>	<u><u>0</u></u>

Transfers from Reserves

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	(62,000)	0
Land & Building Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	0	0
Tennis Court Replacement Reserve	0	0
Bowling Green Replacement Reserve	0	0
All Hours Gym Reserve	0	0
	<u><u>(62,000)</u></u>	<u><u>0</u></u>
Total Transfer to/(from) Reserves	<u><u>424,608</u></u>	<u><u>0</u></u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Long Service Leave Reserve

- to be used to fund annual and long service leave requirements.

Plant Replacement & Reconditioning Reserve

- to be used to fund the purchase of future plant acquisitions and major repairs.

Land & Building Reserve

- for future purchase and development of Council land & building assets.

Office Equipment Reserve

- for future upgrade of central computer system and office equipment.

Recreation Facilities Reserve

- to be used for the proposed construction of multi purpose sports centre.

Community Housing Project Reserve

- to be used for contribution to joint venture aged units project and singles accommodation.

Community Bus Reserve

- to be used for part funding of the replacement of the community bus.

Sewerage Asset Preservation Reserve

- to be used to preserve sewerage assets

Economic Development Reserve

- to provide for future funding for development opportunities in the community.

Community Health Reserve

- temporarily closed.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 31 OCTOBER 2015

	2014/15 B/Fwd Per 2014/15 Budget \$	2014/15 B/Fwd Per Financial Report \$	October 2015 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	2,659,906	1,220,765
Cash - Restricted Unspent Grants	82,057	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	0	1,805,192
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	25,196	251,465
Sewerage Rates Outstanding	13,320	12,687	24,992
Rubbish Rates Outstanding	9,156	7,513	22,939
Sundry Debtors	9,524	35,577	27,792
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	22,272	11,226
Emergency Services levy	1,486	1,471	(23,284)
GST Receivable	0	46,205	60,065
Provision For Doubtful Debts	0	0	0
Inventories	12,672	20,805	2,197
	<u>3,362,064</u>	<u>2,831,632</u>	<u>3,403,349</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(77,982)	(46,625)
Excess Rates	(34,591)	(76,737)	(29,034)
Accrued Expenditure	0	0	0
Department Transport	0	0	3,816
GST Payable	(33,251)	(4,405)	(14,206)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	0	654
FBT Payable	0	0	0
Withholding Tax	0	0	(114)
Other Payables	(4,443)	(1,814)	(2,660)
Leave Provisions - Current	(175,250)	(216,320)	(216,320)
	<u>(741,411)</u>	<u>(377,258)</u>	<u>(304,489)</u>
NET CURRENT ASSET POSITION	2,620,653	2,454,374	3,098,860
Less: Cash - Reserves - Restricted	(1,872,648)	0	(1,805,192)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	155,425	155,425
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,643</u>	<u>2,609,799</u>	<u>1,481,633</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Budgeted Rate Revenue \$	2015/16 Budgeted Total Revenue \$	2014/15 Actual \$
Differential General Rate/General Rate						
GRV - Residential	9.8714	132	1,123,616	110,832	110,832	110,487
GRV - Commercial/Industrial	9.8714	18	316,540	31,247	31,247	33,747
GRV - Town Rural	9.8714	10	87,048	8,593	8,593	8,262
GRV - Other Towns	9.8714	1	2,130	210	210	202
UV - Rural Farmland	0.8897	245	101,196,000	900,341	900,341	860,277
Sub-Totals		406	102,725,334	1,051,223	1,051,223	1,012,975
Minimum Payment	Minimum \$					
GRV - Residential	660	50	236,988	33,000	33,000	29,610
GRV - Commercial/Industrial	660	15	55,169	9,900	9,900	9,450
GRV - Town Rural	660	17	42,102	11,220	11,220	10,710
GRV - Other Towns	120	18	5,529	2,160	2,160	2,160
UV - Rural Farmland	660	48	2,441,900	31,680	31,680	30,240
UV - Commercial/Industrial	660	4	400	2,640	2,640	2,520
UV - Town Rural	660	3	73,000	1,980	1,980	1,890
UV - Mining Tenement	120	3	5,690	360	360	600
Sub-Totals		158	2,860,778	92,940	92,940	87,180
Discounts (Note 12)					0	0
Total Amount Raised from General Rate					1,144,163	1,100,155
Specified Area Rates (Note 9)					0	0
Total Rates					1,144,163	1,100,155

All land except exempt land in the Shire of Dowerin is rated according to its Gross Rental Value (GRV) in townsites or Unimprove in the remainder of the Shire.

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the reve to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be receivec other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the Government services/facilities.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

9. TRUST FUNDS

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

Detail	Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	0	(480)	4,420
Key Deposits	610	0	0	610
Tidy Towns	2,818	0	0	2,818
HACC vehicle	2,025	0	0	2,025
HACC Fundraising	2,509	0	0	2,509
Building Deposits	10,000	0	0	10,000
AROC Funds	56,722	0	0	56,722
	<u>79,584</u>	<u>0</u>	<u>(480)</u>	<u>79,104</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

10. OPERATING STATEMENT

	November 2015 Actual \$	2015/16 Adopted Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	7,021	39,050	44,564
General Purpose Funding	1,483,237	1,902,892	3,254,927
Law, Order, Public Safety	11,708	26,000	29,364
Health	143,606	255,022	263,446
Education and Welfare	36,000	94,548	93,081
Housing	51,056	136,077	125,738
Community Amenities	214,131	217,584	259,096
Recreation and Culture	21,651	49,052	137,648
Transport	570,756	1,233,174	675,266
Economic Services	4,973	10,536	114,065
Other Property and Services	3,889	10,000	29,893
TOTAL OPERATING REVENUE	<u>2,548,028</u>	<u>3,973,935</u>	<u>5,027,088</u>
OPERATING EXPENSES			
Governance	236,853	336,666	409,296
General Purpose Funding	45,110	91,972	96,113
Law, Order, Public Safety	41,506	75,835	84,666
Health	163,003	313,334	335,929
Education and Welfare	59,450	128,270	118,633
Housing	90,899	168,559	170,030
Community Amenities	118,878	311,867	316,138
Recreation & Culture	340,597	630,187	744,645
Transport	564,816	1,186,627	1,517,552
Economic Services	97,460	179,091	335,981
Other Property and Services	58,818	4,246	(1,321)
TOTAL OPERATING EXPENSE	<u>1,817,390</u>	<u>3,426,654</u>	<u>4,127,662</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>730,638</u>	<u>547,281</u>	<u>899,426</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

11. BALANCE SHEET

	November 2015 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,877,322	2,659,906
Trade and Other Receivables	368,253	150,921
Inventories	18,317	20,805
TOTAL CURRENT ASSETS	<u>3,263,892</u>	<u>2,831,632</u>
NON-CURRENT ASSETS		
Other Receivables	107,776	107,776
Inventories	0	0
Property, Plant and Equipment	16,732,506	16,365,716
Infrastructure	24,294,956	24,094,306
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>41,135,238</u>	<u>40,567,798</u>
TOTAL ASSETS	<u>44,399,130</u>	<u>43,399,430</u>
CURRENT LIABILITIES		
Trade and Other Payables	434,157	190,927
Long Term Borrowings	70,776	81,822
Provisions	216,320	216,320
TOTAL CURRENT LIABILITIES	<u>721,253</u>	<u>489,069</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	496,483	496,483
Provisions	23,224	23,224
TOTAL NON-CURRENT LIABILITIES	<u>519,707</u>	<u>519,707</u>
TOTAL LIABILITIES	<u>1,240,960</u>	<u>1,008,776</u>
NET ASSETS	<u>43,158,170</u>	<u>42,390,654</u>
EQUITY		
Trust Imbalance	0	0
Retained Surplus	29,954,427	29,223,792
Reserves - Cash Backed	1,805,192	1,805,192
Reserves - Asset Revaluation	11,361,995	4,238,915
TOTAL EQUITY	<u>43,121,614</u>	<u>35,267,899</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

12. FINANCIAL RATIOS

	2015 YTD	2015	2014	2013
Current Ratio	2.578	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
---------------	--

10.3.2 FINANCE REPORT – NOVEMBER 2015

Date: 9 December 2015
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Sonia King
Attachments: Monthly Statements

Summary

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

Background

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

The Local Government (Financial Management) Regulations Reg 34 & 35 sets out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval (Attachment 4). The statements have been prepared in AAS27 format in accordance with FMR Reg 35.

Sundry Debtors at 30 November 2015

Current	\$1645
30 days	\$2958
60 days	\$0.00
90 days	\$0.00
Total	<u>\$4603</u>

Reserve Funds

The total balance of funds held in the various Reserve Funds at 30 November 2015 is as detailed in the financial statements.

Consultation

Nil

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.3.2

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



SHIRE OF DOWERIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

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SHIRE OF DOWERIN

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

NOTE	2015/16 Revised Budget \$	November 2015 Y-T-D Budget \$	November 2015 Actual \$	Variations Actuals to Budget \$	Variations Actual Budget to Y-T-D %
Operating					
Revenues/Sources					
Governance	39,050	5,765	7,021	1,256	21.79%
General Purpose Funding	758,721	332,240	339,074	6,834	2.06%
Law, Order, Public Safety	26,000	10,830	11,708	878	8.11%
Health	255,022	125,846	143,606	17,760	14.11% ▲
Education and Welfare	92,748	38,645	36,000	(2,645)	(6.84%)
Housing	136,077	56,690	51,056	(5,634)	(9.94%)
Community Amenities	211,998	205,358	214,131	8,773	4.27%
Recreation and Culture	49,052	21,981	21,651	(330)	(1.50%)
Transport	1,233,174	573,945	570,756	(3,189)	(0.56%)
Economic Services	10,536	1,870	4,973	3,103	165.94%
Other Property and Services	10,000	4,165	3,889	(276)	(6.63%)
	<u>2,822,378</u>	<u>1,377,335</u>	<u>1,403,865</u>	<u>26,530</u>	<u>1.93%</u>
(Expenses)/(Applications)					
Governance	(366,666)	(149,088)	(236,853)	(87,765)	(58.87%) ▲
General Purpose Funding	(91,972)	(38,320)	(45,110)	(6,790)	(17.72%) ▲
Law, Order, Public Safety	(75,835)	(35,976)	(41,506)	(5,530)	(15.37%) ▲
Health	(313,334)	(134,413)	(163,003)	(28,590)	(21.27%) ▲
Education and Welfare	(128,270)	(53,415)	(59,450)	(6,035)	(11.30%) ▲
Housing	(168,559)	(83,669)	(90,899)	(7,230)	(8.64%) ▲
Community Amenities	(270,867)	(112,800)	(118,878)	(6,078)	(5.39%)
Recreation & Culture	(620,949)	(245,230)	(340,597)	(95,367)	(38.89%) ▲
Transport	(1,186,627)	(494,370)	(564,816)	(70,446)	(14.25%) ▲
Economic Services	(179,091)	(92,640)	(97,460)	(4,820)	(5.20%)
Other Property and Services	(4,246)	(41,422)	(58,818)	(17,396)	(42.00%) ▲
	<u>(3,406,416)</u>	<u>(1,481,343)</u>	<u>(1,817,390)</u>	<u>(336,047)</u>	<u>22.69%</u>
Net Operating Result Excluding Rates	(584,038)	(104,008)	(413,525)	(309,517)	297.59%
Adjustments for Non-Cash					
(Revenue) and Expenditure					
(Profit)/Loss on Asset Disposals	(69,044)	(28,775)	0	28,775	100.00% ▼
Movement in Accrued Interest	0	0	0	0	0.00%
Movement in Accrued Salaries and Wages	0	0	0	0	0.00%
Movement in Deferred Pensioner Rates/ESL	0	0	0	0	0.00%
Movement in Employee Benefit Provisions	14,663	0	0	0	0.00%
Rounding	0	0	0	0	0.00%
Depreciation on Assets	0	0	465,826	465,826	0.00%
Capital Revenue and (Expenditure)					
Purchase Land Held for Resale	0	0	0	0	0.00%
Purchase of Land and Buildings	(400,000)	(166,665)	(156,672)	9,993	6.00%
Purchase of Vehicles & Plant	(467,209)	(467,209)	(465,709)	1,500	0.32%
Purchase of Furniture & Equipment	(4,865)	0	(1)	(1)	0.00%
Purchase of Tools & Equipment	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Sewerage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Roads	(1,380,757)	(570,680)	(406,786)	163,894	28.72% ▼
Purchase of Infrastructure Assets - Footpaths	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Drainage	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Signs	0	0	(600)	(600)	0.00%
Purchase of Infrastructure Assets - Parks & Ovals	0	0	0	0	0.00%
Purchase of Infrastructure Assets - Street Lighting	0	0	0	0	0.00%
Proceeds from Disposal of Assets	10,000	118,290	0	(118,290)	(100.00%) ▼
Repayment of Debentures	(81,815)	(34,090)	(11,046)	23,044	67.60% ▼
Proceeds from New Debentures	0	0	0	0	0.00%
Advances to Community Groups	0	0	0	0	0.00%
Self-Supporting Loan Principal Income	22,272	9,280	11,046	1,766	19.03%
Provision AROC	0	0	0	0	0.00%
Payment Long Service Leave	0	0	0	0	0.00%
Transfers to Restricted Assets (Reserves)	(486,608)	(7,325)	0	7,325	100.00% ▼
Transfers from Restricted Asset (Reserves)	0	0	0	0	0.00%
Net Current Assets July 1 B/Fwd	848,643	848,643	2,609,799	1,761,156	(207.53%)
Net Current Assets Year to Date	(1,434,596)	741,623	1,026,179	284,556	(38.37%)
Amount Raised from Rates	(1,144,162)	(1,144,162)	710,800	1,854,962	(162.12%)

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	November 2015 Actual \$	2015/16 Budget \$	November 2015 Actual \$	2015/16 Budget \$	November 2015 Actual \$
120M Grader	60,222		133,900		73,678	
Mercedes Water Truck	159	-	5,000	-	4,841	-
Ford Territory D02	18,475	-	14,000	-	(4,475)	-
Residence at 58 Stacy Street	155,000		150,000		(5,000)	
	233,856	-	302,900	-	69,044	-

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2015/16 Budget \$	November 2015 Actual \$	2015/16 Budget \$	November 2015 Actual \$	2015/16 Budget \$	November 2015 Actual \$
Plant and Equipment	78,856		152,900		74,044	
Land and Buildings	155,000	-	150,000	-	(5,000)	-
		-		-		-
	233,856	0	302,900	0	69,044	0

Summary

Profit on Asset Disposals	78,519	0.00
Loss on Asset Disposals	(9,475)	0.00
	<u>69,044</u>	<u>0.00</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-15	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$	2015/16 Budget \$	2015/16 Actual \$
Recreation & Culture									
Loan 97 - Recreation Complex	472,175	0	0	59,543	0	412,632 0	472,175	19,065	39,126
Loan 98 - Dowerin Events M'ment	106,130	0	0	22,272	11,046	83,858	95,084	3,336	1,725
	578,305	0	0	81,815	11,046	496,490	567,259	22,401	40,851

Note:

1. Loan repayment of Loan 97 is to be financed by savings in bowls/tennis surfaces mtce
2. Actual interest repayments include accrued interest adjustments where applicable.
3. Proposed new loan for Recreation Complex may be self funded from Reserve Funds.

(b) New Debentures - 2015/16

Particulars/Purpose	Amount Borrowed		Institution	Term (Years)	Total Interest & Charges \$	Interest Rate %	Amount Used		Balance Unspent \$
	Budget \$	Actual \$					Budget \$	Actual \$	
Nil.									

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

	2015/16 Adopted Budget \$	November 2015 Actual \$
6. RESERVES		
Cash Backed Reserves		
(a) Long Service Leave Reserve		
Opening Balance	155,425	155,425
Amount Set Aside / Transfer to Reserve	14,663	0
Amount Used / Transfer from Reserve	0	0
	170,088	155,425
(b) Plant Replacement & Reconditioning Reserve		
Opening Balance	150,291	150,291
Amount Set Aside / Transfer to Reserve	4,509	0
Amount Used / Transfer from Reserve	(62,000)	0
	92,800	150,291
(c) Land & Building Reserve		
Opening Balance	19,966	19,966
Amount Set Aside / Transfer to Reserve	39,226	0
Amount Used / Transfer from Reserve	0	0
	59,192	19,966
(e) Recreation Facilities Reserve		
Opening Balance	173,751	173,751
Amount Set Aside / Transfer to Reserve	35,213	0
Amount Used / Transfer from Reserve	0	0
	208,964	173,751
(f) Community Housing Project Reserve		
Opening Balance	44,473	44,473
Amount Set Aside / Transfer to Reserve	10,317	0
Amount Used / Transfer from Reserve	0	0
	54,790	44,473
(g) Community Bus Reserve		
Opening Balance	39,213	39,213
Amount Set Aside / Transfer to Reserve	5,176	0
Amount Used / Transfer from Reserve	0	0
	44,389	39,213
(h) Sewerage Asset Preservation Reserve		
Opening Balance	851,521	851,521
Amount Set Aside / Transfer to Reserve	95,188	0
Amount Used / Transfer from Reserve	0	0
	946,709	851,521
(i) Economic Development Reserve		
Opening Balance	312,977	312,977
Amount Set Aside / Transfer to Reserve	259,389	0
Amount Used / Transfer from Reserve	0	0
	572,366	312,977
(j) Tennis Court Replacement Reserve		
Opening Balance	12,215	12,215
Amount Set Aside / Transfer to Reserve	6,366	0
Amount Used / Transfer from Reserve	0	0
	18,581	12,215

(k) Bowling Green Replacement Reserve		
Opening Balance	40,360	40,360
Amount Set Aside / Transfer to Reserve	11,211	0
Amount Used / Transfer from Reserve		0
	<u>51,571</u>	<u>40,360</u>
(l) All Hours Gym Reserve		
Opening Balance	5,000	5,000
Amount Set Aside / Transfer to Reserve	5,350	0
Amount Used / Transfer from Reserve		0
	<u>10,350</u>	<u>5,000</u>
Total Cash Backed Reserves	<u><u>2,219,450</u></u>	<u><u>1,805,192</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

**Summary of Transfers
To Cash Backed Reserves**

Transfers to Reserves

Long Service Leave Reserve	14,663	0
Plant Replacement & Reconditioning Reserve	4,509	0
Land & Building Reserve	39,226	0
Recreation Facilities Reserve	35,213	0
Community Housing Project Reserve	10,317	0
Community Bus Reserve	5,176	0
Sewerage Asset Preservation Reserve	95,188	0
Economic Development Reserve	259,389	0
Tennis Court Replacement Reserve	6,366	0
Bowling Club Replacement Reserve	11,211	0
All Hours Gym Reserve	5,350	0
	<u>486,608</u>	<u>0</u>

Transfers from Reserves

Long Service Leave Reserve	0	0
Plant Replacement & Reconditioning Reserve	(62,000)	0
Land & Building Reserve	0	0
Recreation Facilities Reserve	0	0
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Sewerage Asset Preservation Reserve	0	0
Economic Development Reserve	0	0
Tennis Court Replacement Reserve	0	0
Bowling Green Replacement Reserve	0	0
All Hours Gym Reserve	0	0
	<u>(62,000)</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u><u>424,608</u></u>	<u><u>0</u></u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

6. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Long Service Leave Reserve

- to be used to fund annual and long service leave requirements.

Plant Replacement & Reconditioning Reserve

- to be used to fund the purchase of future plant acquisitions and major repairs.

Land & Building Reserve

- for future purchase and development of Council land & building assets.

Office Equipment Reserve

- for future upgrade of central computer system and office equipment.

Recreation Facilities Reserve

- to be used for the proposed construction of multi purpose sports centre.

Community Housing Project Reserve

- to be used for contribution to joint venture aged units project and singles accommodation.

Community Bus Reserve

- to be used for part funding of the replacement of the community bus.

Sewerage Asset Preservation Reserve

- to be used to preserve sewerage assets

Economic Development Reserve

- to provide for future funding for development opportunities in the community.

Community Health Reserve

- temporarily closed.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

	2014/15 B/Fwd Per 2014/15 Budget \$	2014/15 B/Fwd Per Financial Report \$	November 2015 Actual \$
NET CURRENT ASSETS			
Composition of Estimated Net Current Asset Position			
CURRENT ASSETS			
Cash - Unrestricted	1,343,603	2,659,906	1,072,129
Cash - Restricted Unspent Grants	82,057	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	1,872,648	0	1,805,192
Receivables (Budget Purposes Only)	0	0	0
Council Rates Outstanding	17,598	25,196	234,958
Sewerage Rates Outstanding	13,320	12,687	21,169
Rubbish Rates Outstanding	9,156	7,513	14,693
Sundry Debtors	9,524	35,577	4,551
Accrued Income	0	0	0
Loans Club/Institutions - Current	0	22,272	11,226
Emergency Services levy	1,486	1,471	(9,977)
GST Receivable	0	46,205	91,635
Provision For Doubtful Debts	0	0	0
Inventories	12,672	20,805	18,317
	<u>3,362,064</u>	<u>2,831,632</u>	<u>3,263,893</u>
LESS: CURRENT LIABILITIES			
Payables and Provisions (Budget Purposes Only)	0	0	0
Sundry Creditors	(491,446)	(77,982)	(365,600)
Excess Rates	(34,591)	(76,737)	(29,465)
Accrued Expenditure	0	0	0
Department Transport	0	0	0
GST Payable	(33,251)	(4,405)	(6,878)
PAYG Payable	0	0	0
Payroll Creditors	(2,430)	0	821
FBT Payable	0	0	0
Withholding Tax	0	0	(214)
Other Payables	(4,443)	(1,814)	(2,831)
Leave Provisions - Current	(175,250)	(216,320)	(216,320)
	<u>(741,411)</u>	<u>(377,258)</u>	<u>(620,487)</u>
NET CURRENT ASSET POSITION	2,620,653	2,454,374	2,643,406
Less: Cash - Reserves - Restricted	(1,872,648)	0	(1,805,192)
Less: Cash - Unspent Grants - Restricted	0	0	0
Add Back : Liabilities Supported by Reserves	100,638	155,425	155,425
Adjustment for Interfund Transfers Imbalance Within Muni	0	0	0
Adjustment for Trust Transactions Within Muni	0	0	0
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>848,643</u>	<u>2,609,799</u>	<u>1,026,179</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2015/16 Budgeted Rate Revenue \$	2015/16 Budgeted Total Revenue \$	2014/15 Actual \$
Differential General Rate/General Rate						
GRV - Residential	9.8714	132	1,123,616	110,832	110,832	110,487
GRV - Commercial/Industrial	9.8714	18	316,540	31,247	31,247	33,747
GRV - Town Rural	9.8714	10	87,048	8,593	8,593	8,262
GRV - Other Towns	9.8714	1	2,130	210	210	202
UV - Rural Farmland	0.8897	245	101,196,000	900,341	900,341	860,277
Sub-Totals		406	102,725,334	1,051,223	1,051,223	1,012,975
Minimum Payment	Minimum \$					
GRV - Residential	660	50	236,988	33,000	33,000	29,610
GRV - Commercial/Industrial	660	15	55,169	9,900	9,900	9,450
GRV - Town Rural	660	17	42,102	11,220	11,220	10,710
GRV - Other Towns	120	18	5,529	2,160	2,160	2,160
UV - Rural Farmland	660	48	2,441,900	31,680	31,680	30,240
UV - Commercial/Industrial	660	4	400	2,640	2,640	2,520
UV - Town Rural	660	3	73,000	1,980	1,980	1,890
UV - Mining Tenement	120	3	5,690	360	360	600
Sub-Totals		158	2,860,778	92,940	92,940	87,180
Discounts (Note 12)					0	0
Total Amount Raised from General Rate					1,144,163	1,100,155
Specified Area Rates (Note 9)					0	0
Total Rates					1,144,163	1,100,155

All land except exempt land in the Shire of Dowerin is rated according to its Gross Rental Value (GRV) in townsites or Unimprove in the remainder of the Shire.

The general rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the reve to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be receivec other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the Government services/facilities.

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

9. TRUST FUNDS

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

Detail	Balance 01-Jul-15 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Housing Rental Bonds	4,900	0	(480)	4,420
Key Deposits	610	0	0	610
Tidy Towns	2,818	0	0	2,818
HACC vehicle	2,025	0	0	2,025
HACC Fundraising	2,509	0	0	2,509
Building Deposits	10,000	0	0	10,000
AROC Funds	56,722	0	0	56,722
	<u>79,584</u>	<u>0</u>	<u>(480)</u>	<u>79,104</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

10. OPERATING STATEMENT

	November 2015 Actual \$	2015/16 Adopted Budget \$	2014/15 Actual \$
OPERATING REVENUES			
Governance	7,021	39,050	44,564
General Purpose Funding	1,483,237	1,902,892	3,254,927
Law, Order, Public Safety	11,708	26,000	29,364
Health	143,606	255,022	263,446
Education and Welfare	36,000	94,548	93,081
Housing	51,056	136,077	125,738
Community Amenities	214,131	217,584	259,096
Recreation and Culture	21,651	49,052	137,648
Transport	570,756	1,233,174	675,266
Economic Services	4,973	10,536	114,065
Other Property and Services	3,889	10,000	29,893
TOTAL OPERATING REVENUE	<u>2,548,028</u>	<u>3,973,935</u>	<u>5,027,088</u>
OPERATING EXPENSES			
Governance	236,853	336,666	409,296
General Purpose Funding	45,110	91,972	96,113
Law, Order, Public Safety	41,506	75,835	84,666
Health	163,003	313,334	335,929
Education and Welfare	59,450	128,270	118,633
Housing	90,899	168,559	170,030
Community Amenities	118,878	311,867	316,138
Recreation & Culture	340,597	630,187	744,645
Transport	564,816	1,186,627	1,517,552
Economic Services	97,460	179,091	335,981
Other Property and Services	58,818	4,246	(1,321)
TOTAL OPERATING EXPENSE	<u>1,817,390</u>	<u>3,426,654</u>	<u>4,127,662</u>
CHANGE IN NET ASSETS RESULTING FROM OPERATIONS	<u>730,638</u>	<u>547,281</u>	<u>899,426</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

11. BALANCE SHEET

	November 2015 Actual \$	2014/15 Actual \$
CURRENT ASSETS		
Cash and Cash Equivalents	2,877,322	2,659,906
Trade and Other Receivables	368,253	150,921
Inventories	18,317	20,805
TOTAL CURRENT ASSETS	<u>3,263,892</u>	<u>2,831,632</u>
NON-CURRENT ASSETS		
Other Receivables	107,776	107,776
Inventories	0	0
Property, Plant and Equipment	16,732,506	16,365,716
Infrastructure	24,294,956	24,094,306
Work in Progress	0	0
TOTAL NON-CURRENT ASSETS	<u>41,135,238</u>	<u>40,567,798</u>
TOTAL ASSETS	<u>44,399,130</u>	<u>43,399,430</u>
CURRENT LIABILITIES		
Trade and Other Payables	434,157	190,927
Long Term Borrowings	70,776	81,822
Provisions	216,320	216,320
TOTAL CURRENT LIABILITIES	<u>721,253</u>	<u>489,069</u>
NON-CURRENT LIABILITIES		
Trade and Other Payables	0	0
Long Term Borrowings	496,483	496,483
Provisions	23,224	23,224
TOTAL NON-CURRENT LIABILITIES	<u>519,707</u>	<u>519,707</u>
TOTAL LIABILITIES	<u>1,240,960</u>	<u>1,008,776</u>
NET ASSETS	<u>43,158,170</u>	<u>42,390,654</u>
EQUITY		
Trust Imbalance	0	0
Retained Surplus	29,954,427	29,223,792
Reserves - Cash Backed	1,805,192	1,805,192
Reserves - Asset Revaluation	11,361,995	4,238,915
TOTAL EQUITY	<u>43,121,614</u>	<u>35,267,899</u>

SHIRE OF DOWERIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2015 TO 30 NOVEMBER 2015

12. FINANCIAL RATIOS

	2015 YTD	2015	2014	2013
Current Ratio	2.578	1.67	1.44	1.25

The above ratio is calculated as follows:

Current Ratio	$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$
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10.3.3 ACCOUNTS FOR PAYMENT – DECEMBER 2015

Date: 9 December 2015
Applicant: N/A
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Sonia King
Attachments: List of Accounts 12 November 2015 – 7 December 2015

Background

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

Comment

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

Statutory Implications

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

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

Policy Implications

Nil

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.3.2

THAT THE ACCOUNTS PAID BY CHIEF EXECUTIVE OFFICER BY DELEGATED AUTHORITY SINCE THE NOVEMBER 2015 MEETING OF THE COUNCIL, AS PER ATTACHMENT 2, BE APPROVED IN ACCORDANCE WITH FMR REG 12(3) & 13(3).

LIST OF ACCOUNTS					
12 November 2015 - 7 December 2015					
MUNICIPAL FUND					
ELECTRONIC PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
104	3/12/2015	NAB VISA	VISA Credit Card Payments	-\$ 616.73	
EFT3697	18/11/2015	ARROW BRONZE	Niche wall plaque - Metcalf	-\$ 401.88	\$ 401.88
EFT3698	18/11/2015	AMPAC DEBT RECOVERY (WA) PTY LTD	Debt recovery fees	-\$ 3,497.04	\$ 3,497.04
EFT3699	18/11/2015	DOWERIN IGA EXPRESS	Cleaning supplies, refreshments and insecticide	-\$ 174.78	
EFT3700	18/11/2015	DOWERIN TYRE AND EXHAUST	Puncture Repair D009, Fit tyre to rim D009, Battery Fire Truck, New Jack	-\$ 649.00	
EFT3701	18/11/2015	DOWERIN & DISTRICTS FARM SHED	Potting mix and fly trap	-\$ 53.00	
EFT3702	18/11/2015	ALL-WAYS FOODS	Cleaning supplies - box of bleach, chux, 2x box toilet paper	-\$ 215.63	
EFT3703	18/11/2015	GOOMALLING FARM SHED	Hand fertilizer spreader	-\$ 33.50	
EFT3704	18/11/2015	Great Southern Fuel Supplies	14500L diesel	-\$ 17,731.62	
EFT3705	18/11/2015	AUSTRALIAS GOLDEN OUTBACK	Holiday planner	-\$ 1,675.00	
EFT3706	18/11/2015	JTAGZ	Lifetime registration tags x 200	-\$ 147.40	
EFT3707	18/11/2015	KENNETH MYERS	Maintenance to shire properties Hand rail, Sliding door, Door handle	-\$ 869.00	
EFT3708	18/11/2015	OFFICEMAX AUSTRALIA LIMITED	Stationery and coffee	-\$ 93.16	
EFT3709	18/11/2015	QUICK CORPORATE AUSTRALIA PTY LTD	Stationery - HACC, Admin, Events - Toner, Event frames, OSH trolley	-\$ 1,214.76	
EFT3710	18/11/2015	5Rivers Plumbing & Gas	Replace mixer tap & unblock drain	-\$ 835.40	
EFT3711	18/11/2015	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	Electrical problem low loader trailer D06	-\$ 1,446.02	
EFT3712	18/11/2015	WESFARMERS KLEENHEAT GAS	Yearly gas rental, 2&3/13 stacy street, 19 cottrell st	-\$ 248.40	
EFT3713	18/11/2015	ELDERS LIMITED	Fencing equipment - RADs grant	-\$ 3,226.70	\$ 3,226.70
EFT3714	18/11/2015	FIRE & SAFETY	Fire extinguishers inspection	-\$ 2,183.50	
EFT3715	18/11/2015	SHIRE OF GOOMALLING	Reimbursement for half of sewerage drain cleaner repairs	-\$ 459.55	
EFT3716	18/11/2015	ALL-WAYS FOODS	Cleaning Supplies	-\$ 135.16	
EFT3717	18/11/2015	JK WILLIAMS & CO	November Account Mower blades, retic supplies, batteries, Mobile data recharge, Bin, Cleaning supplies, paint, fittings, wheelbarrow, air conditioning to evaporative air conditioners in shire properties, Chlorine, Heritage rail supplies.	-\$ 3,021.46	
EFT3718	18/11/2015	LGIS RISK MANAGEMENT	Risk coordinator July- September 2015	-\$ 3,198.80	
EFT3719	18/11/2015	SONYA RALPH CATERING	Catering for Senior Olympics	-\$ 400.00	\$ 400.00
EFT3720	18/11/2015	REBECCA WINDSOR	Gym Inductions	-\$ 20.00	
EFT3721	18/11/2015	AVON WASTE	Rubbish Collection	-\$ 2,350.80	\$ 2,350.80
EFT3722	18/11/2015	LINQAGE INTERNATIONAL	Expenses - WHR - Tyre, Mex Software, Import duty on tools	-\$ 1,289.90	\$ 1,289.90
EFT3723	18/11/2015	VERNICE PTY LTD	Push up Gravel - RPF Road	-\$ 14,784.00	
EFT3724	18/11/2015	Western Australian Treasury Corporation	Interest & Guarantee Fee Loan 97	-\$ 39,126.21	
EFT3725	02/12/2015	AUSQ TRAINING	Staff Training - Traffic Management	-\$ 3,960.00	\$ 3,960.00

ORDINARY MEETING OF COUNCIL AGENDA – 15 DECEMBER 2015

EFT3726	02/12/2015	AVON WASTE	Rubbish Collection	-\$ 2,350.80	\$ 2,350.80
EFT3727	02/12/2015	Building & Health Surveying Services	EHO Contract Nov 2015	-\$ 4,272.05	
EFT3728	02/12/2015	COMMERCIAL HOTEL DOWERIN	Refreshments for Council	-\$ 105.00	
EFT3729	02/12/2015	COUNTRY COPIERS	Photocopier Service	-\$ 3,394.71	
EFT3730	02/12/2015	CUTTING EDGES PTY LTD	Grader blades	-\$ 1,446.41	
EFT3731	02/12/2015	CLEANSWEEP (WA) PTY LTD	Hire of large street sweeper	-\$ 2,092.20	
EFT3732	02/12/2015	DOWERIN BAKERY AND NEWS	Refreshments and Newspaper	-\$ 222.40	
EFT3733	02/12/2015	DOWERIN ENGINEERING WORKS	Crane Hire - Sewerage	-\$ 819.36	
EFT3734	02/12/2015	DOWERIN COMMUNITY RESOURCE CENTRE	Advertising Charges October 2015	-\$ 240.00	
EFT3735	02/12/2015	EASTERN HILLS SAWS & MOWERS	4x chainsaw chains	-\$ 318.80	
EFT3736	02/12/2015	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL Levy 2nd Quarter Contribution	-\$ 13,477.60	\$ 13,477.60
EFT3737	02/12/2015	The Fence Post Inc	Full page ad - LIWF	-\$ 30.00	
EFT3738	02/12/2015	ALL-WAYS FOODS	Soap dispensers, paper hand towel, cleaning supplies	-\$ 199.47	
EFT3739	02/12/2015	JR & A HERSEY	1T 3m sling, 3T 3m sling, sunscreen, rehydration drinks	-\$ 281.82	
EFT3740	02/12/2015	NEWTRAVEL INC	2015/2016 Council contributions - NEWTRAVEL marketing	-\$ 3,500.00	
EFT3741	02/12/2015	QUICK CORPORATE AUSTRALIA PTY LTD	Toner (HACC), A4 Poster Frames (Events), Trolley (OSH)	-\$ 403.94	
EFT3742	02/12/2015	5Rivers Plumbing & Gas	Repairs to ladies toilet	-\$ 572.22	
EFT3743	02/12/2015	Road Seal Pty Ltd	Hire of tipper to spread crushed rock - Koorda Rd	-\$ 1,410.75	\$ 1,410.75
EFT3744	02/12/2015	Solo Resource Recovery	Jet washing sewerage line	-\$ 2,470.88	
EFT3745	02/12/2015	TRANSAIR	Parts and repairs D007 (grader)	-\$ 173.69	
EFT3746	02/12/2015	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	Repairs to Air Conditioner - D013	-\$ 1,013.38	
EFT3747	02/12/2015	TWINKARRI PTY LTD	Tree pruning	-\$ 35,020.70	
EFT3748	02/12/2015	IT VISION	Staff training - Payroll - Rhian	-\$ 1,650.00	
EFT3749	02/12/2015	WA LOCAL GOVERNMENT ASSOCIATION	Staff Training - Geerdink	-\$ 440.00	
EFT3750	02/12/2015	WYALKATCHEMSAT	Repairs to TV/Antenna at acting CEO residence	-\$ 120.00	
EFT3751	02/12/2015	WESTERN STABILISERS	Cement stabilisation - Dowerin - Koorda rd	-\$ 45,285.79	\$ 45,285.79
EFT3752	02/12/2015	WHEATBELT SIGNS	Airstrip sign and green waste tip sign	-\$ 484.00	
EFT3753	02/12/2015	REBECCA WINDSOR	Gym Induction - K.Ralph	-\$ 20.00	
TOTAL				-\$ 225,874.37	\$ 13,517.12
CHEQUE PAYMENTS					
2038	4/12/2015	Australia Post	Postage Stamps	-140.00	
10066	18/11/2015	AUSTRALIAN TAX OFFICE	Penalty Lodgement Activity Statement March 2015	-\$ 680.00	
10067	18/11/2015	COURIER AUSTRALIA	FREIGHT FOR SIGNS	-\$ 17.01	
10068	18/11/2015	JASON SIGNMAKERS	SIGNS	-\$ 574.20	
10069	18/11/2015	Raw Creative	2016 Community Calendar - design & printing	-\$ 2,300.50	\$ 2,300.50
10070	18/11/2015	SYNERGY	Electricity usage Oct15	-\$ 2,412.80	
10071	18/11/2015	F A & J L WINDSOR	Pushing up green waste - Tip	-\$ 520.00	

ORDINARY MEETING OF COUNCIL AGENDA – 15 DECEMBER 2015

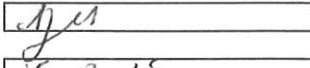
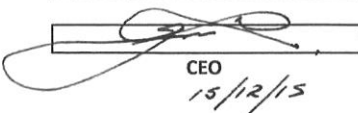

10072	18/11/2015	COURIER AUSTRALIA	Pathwest - water samples freight	-\$ 37.13	
10073	18/11/2015	PERFECT COMPUTER SOLUTIONS	Computer software maintenance	-\$ 637.50	
10074	18/11/2015	SYNERGY	Electricity Usage	-\$ 7,221.25	
10075	18/11/2015	WESTNET PTY LTD	Internet Charges	-\$ 228.84	
10076	01/12/2015	AUSTRALIAN TAX OFFICE	OCTOBER BAS	-\$ 10,871.00	
10077	03/12/2015	RACHEL BUCK	Emergency tower power usage	-\$ 164.74	
10078	03/12/2015	COURIER AUSTRALIA	PCS - Hard drive freight	-\$ 8.82	
10079	03/12/2015	ERIC COULTHARD	MDL renewal - 1 year	-\$ 41.80	
10080	03/12/2015	DOWERIN P&C ASSOCIATION	Presentation evening - prize donation	-\$ 100.00	
10081	03/12/2015	SHIRE OF NORTHAM	Old railway station project funding	-\$ 165,000.00	\$ 165,000
10082	03/12/2015	PERFECT COMPUTER SOLUTIONS	Repairs to server & server rebuild	-\$ 5,735.00	
10083	03/12/2015	SYNERGY	November Electricity Usage	-\$ 236.35	
10084	03/12/2015	TELSTRA	October Telephone Charges	-\$ 1,557.41	
10085	03/12/2015	WATER CORPORATION	Water Usage November 2015	-\$ 2,091.23	
10086	03/12/2015	SHIRE OF DOWERIN	Vehicle registration D02	-\$ 305.10	
TOTAL				-\$ 200,880.68	\$ 2,300.50
SUPERANNUATION PAYMENTS					
DD8975.1	18/11/2015	WA SUPER	Payroll deductions	-\$ 4,581.23	
DD8975.2	18/11/2015	CHILDCARE SUPER	Superannuation contributions	-\$ 105.04	
DD8975.3	18/11/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$ 14.08	
DD8975.4	18/11/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$ 95.15	
DD8975.5	18/11/2015	Australian Super	Superannuation contributions	-\$ 179.76	
DD8975.6	18/11/2015	LG SUPER	Superannuation contributions	-\$ 468.49	
DD8975.7	18/11/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-\$ 508.14	
DD8975.8	18/11/2015	AMP Life Limited	Superannuation contributions	-\$ 254.45	
DD8975.9	18/11/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-\$ 100.74	
DD8989.1	02/12/2015	WA SUPER	Payroll deductions	-\$ 2,772.75	
DD8989.2	02/12/2015	CHILDCARE SUPER	Superannuation contributions	-\$ 106.65	
DD8989.3	02/12/2015	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-\$ 9.85	
DD8989.4	02/12/2015	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-\$ 73.04	
DD8989.5	02/12/2015	Australian Super	Superannuation contributions	-\$ 227.25	
DD8989.6	02/12/2015	AMP Life Limited	Superannuation contributions	-\$ 254.45	
DD8989.7	02/12/2015	MLC NOMINEES PTY LTD	Superannuation contributions	-\$ 440.52	
DD8989.8	02/12/2015	The S W Flavel Superannuation Fund	Superannuation contributions	-\$ 100.74	
DD8989.9	02/12/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$ 143.95	
DD8975.10	18/11/2015	NAB SUPERANNUATION FUND A	Superannuation contributions	-\$ 93.37	
DD8975.11	18/11/2015	CBUS	Superannuation contributions	-\$ 161.71	
DD8975.12	18/11/2015	PRIME SUPER	Superannuation contributions	-\$ 167.94	
DD8975.13	18/11/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$ 122.82	

ORDINARY MEETING OF COUNCIL AGENDA – 15 DECEMBER 2015

DD8975.14	18/11/2015	HOSTPLUS	Superannuation contributions	-\$	73.43	
DD8989.10	02/12/2015	CBUS	Superannuation contributions	-\$	161.71	
DD8989.11	02/12/2015	PRIME SUPER	Superannuation contributions	-\$	167.94	
DD8989.12	02/12/2015	HEALTH EMPLOYEES SUPER	Superannuation contributions	-\$	127.33	
DD8989.13	02/12/2015	HOSTPLUS	Superannuation contributions	-\$	88.03	
TOTAL				-\$	11600.56	
PAYROLL PAYMENTS						
PAYS 1811	18/11/2015	Payroll Direct Debit of Net Pays	Payroll 18/11/2015	-\$	51,301.95	
PAYS 0212	02/12/2015	Payroll Direct Debit of Net Pays	Payroll 02/12/2015	-\$	40,503.29	
TOTAL				-\$	91,805.24	

TRUST PAYMENTS						
NIL						
TOTAL				-\$	0	

MUNICIPAL TOTALS						
			EFT TRANSACTIONS		\$225,258	
			SUPER PAYMENTS		\$11,601	
			CHEQUES		\$200,881	
			PAYROLL PAYMENTS		\$91,805	
			CREDIT CARD PAYMENTS		\$617	
TOTAL					\$530,162	

NAB VISA Card Reconciliation				
November Statement			Account Summary	
Cardholder Name:	Mr Steven Francis Geerdink		Previous Balance	
Card Number:	4557 0455 3657 7475		Payments and Credits	\$ -
Prepared By:	Emma Hardy		Purchases and Advances	\$ 598.73
			Interest, Fees and Charges	\$ 9.00
			Closing Balance	\$ 607.73
Date	Amount A\$	Details	GL Account	Receipt
29/10/2015	\$34.15	Pipes	1016.001.595 \$12.72	YES
			1122.001.595 \$21.43	YES
3/11/2015	\$9.60	Council Refreshments	102620.05	YES
4/11/2015	\$170.00	Council Refreshments	102620.05	YES
9/11/2015	\$59.99	<i>lost goods receipt</i> Council Shoes	176720.01	NO
13/11/2015	\$59.99	Council Shoes	176720.01	YES
24/11/2015	\$265.00	Gotcha Security	171440.05	YES
	\$9.00	Card Fee	105020.05	
Total	\$607.73			
Employee Declaration				
I verify that the above charges are a true and correct record in accordance with Council policy.				
Cardholder Signature:				
Date:	15-12-15			
Checked By:	 CEO 15/12/15		 Finance Manager	

NAB VISA Card Reconciliation				
November Statement			Account Summary	
Cardholder Name:	<input type="text" value="Mrs Sonia Louise King"/>		Previous Balance	
Card Number:	<input type="text" value="4557 0455 3670 8849"/>		Payments and Credits	\$ -
Prepared By:	<input type="text" value="Emma Hardy"/>		Purchases and Advances	\$ -
			Interest, Fees and Charges	\$ 9.00
			Closing Balance	\$ 9.00

Date	Amount A\$	Details	GL Account	Receipt
	\$ 9.00	Card Fee	105020	NA
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:

CEO
13/12/15.

Works Manager
15/12/15

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING