



AGENDA

OF MEETING

HELD ON

27 JUNE 2017

3.00PM

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

Monica Green

William (Bill) Montague

Veronica Harris

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

W.E. Coote	Deputy President	Rural North Ward
R.I. Trepp		Rural South Ward
D.P. Hudson		Town Ward
A.J. Metcalf		Town Ward
B.N. Walsh		Town Ward
T.A. Jones		Rural North Ward
A.J. Selvey	Chief Executive Officer	
I. Edwardson	Finance Manager	
S.F. Geerdink	Assets & Works Manager	
E.L. Richards	Council Liaison/Minutes	

2.2 LEAVE OF ABSENCE

D.E. Metcalf	President	Town Ward
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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 23 MAY 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 DRAFT FINANCIAL RESERVES POLICY

Date:	21 June 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Andrea Selvey – Chief Executive Officer
Attachments:	1. Draft Financial Reserves Policy

Summary

This item brings a draft Financial Reserves Policy before Council and recommends that Council adopts the Policy.

Background

Council has maintained cash-backed reserves for a number of key program areas to ensure funds are available for future opportunities or need.

Comment

This policy aims to provide some clarity and consistency on why each reserve is maintained whilst ensuring some flexibility to allow Council to consider operational need and financial capacity during the annual budget process. The draft policy recommends that all reserves are maintained, with the exception of the following:

1. Swimming Pool Reserve: This reserve was established to quarantine specific grant funding from the Department of Sport and Recreation that was not spent within the year it was received. The recommendation is that the grant funding is acquitted in accordance with the funding requirements and then the reserve is discontinued. Future consideration of the swimming pool may require reserve funding; however these could be held under the Recreation Facilities Reserve.
2. All Hours Gym Reserve: This reserve is projected to have a closing balance of \$5173 at the end of the 2016/18 financial year. The recommendation is that this reserve is merged with the Recreation Facilities Reserve.
3. Community Bus Reserve. This reserve is projected to have a closing balance of \$41,089 at the end of the 2016/17 financial year. The recommendation is that this reserve is merged with the Plant Reserve.

Suggested principles underpinning the proposed policy include:

- A focus on funding renewal requirements; and
- Broadening purpose – for example renaming Community Housing to Housing.
- Renaming Plant Replacement Reserve to Plant Reserve to allow this reserve to be used to also fund urgent major repairs.

It should be noted that the policy does not bind Council. Council will always retain discretion to make decisions that take into consideration annual budget capacity and priority.

Consultation

The draft Reserves Policy has been discussed at Finance Committee meetings (May and June 2017) and at several Council workshops.

Financial Implications

The Shire currently holds approximately \$1.85million in reserves and in the 2016/19 some \$500,000 is being moved into and out of reserves, making it a significant strategic financial decision in the context of the overall budget.

Risk Implications

Policies encourage transparent and consistent decision-making and reduce the risk of ad-hoc decision-making.

Policy Implications

Should Council adopt this Policy it will be included in the Shire of Dowerin Policy Manual and inform future Council decisions regarding reserves.

Statutory Implications

Sections of *The Local Government Act 1995* (including Sections 6.11 and 6.38) regulate the conditions by which a Local Government may establish and maintain reserve accounts. This policy is consistent with legislation. Section 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

Strategic Implications

Community Strategic Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

A Simple Majority is required for adopting the policy; however any actual transfers to and from reserves would require an Absolute Majority.

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE FINANCIAL RESERVES POLICY.

10.1.2 DRAFT INVESTMENT POLICY

Date:	18 June 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Andrea Selvey – Chief Executive Officer
Attachments:	2. Draft Investment Policy 3. Email from Shire Auditor

Summary

This item brings a draft Investment Policy before Council and seeks a Council resolution to adopt the policy.

Background

Council currently invests funds that are not immediately needed (e.g. reserves, trust and surplus municipal funds). These investments provide a revenue stream for Council via interest. The draft Investment Policy (see attached) would ensure appropriate Council direction for investment decisions.

Comment

This policy will ensure investments decisions are made in a manner that seeks to ensure security and safeguarding of the investment portfolio. The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, while ensuring the investment maximizes revenue against Council's risk tolerance.

Consultation

The draft policy has been discussed with the Finance Team, the Finance Committee and at Councillor workshops. The Shire Auditor has confirmed in writing that the policy includes all necessary requirements per the Act & Regulations (as amended) and best practice disclosures – see attached email.

Financial Implications

Funds invested attract approximately \$50,000 per annum. Therefore, investment decisions can have a significant financial implication. This policy aims to ensure the financial returns are maximized, whilst insuring Council against risk.

Risk Implications

This Policy aims to reduce the risk associated with investments. It will ensure we are compliant with legislation and that staff are guided by Council's policy position.

Policy Implications

Should Council adopt this Policy it will be included in the Shire of Dowerin Policy Manual and inform future investment decisions.

Statutory Implications

Investments decisions by Councils are regulated by legislative requirements as follows:

Local Government Act 1995 – Section 6.14; The Trustees Act 1962 – Part III Investments; Local Government (Financial Management) Regulations 1996 – Regulation 19, Regulation 28, and

Regulation 49; and Australian Accounting Standards. This policy establishes that all investments will be in accordance with legislation.

Strategic Implications

Community Strategic Plan

Objective 4.1 – An efficient and informative organisation

Voting Requirements

A Simple Majority is required to adopt this policy.

OFFICER RECOMMEDATION – ITEM 10.1.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 6.14 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE INVESTMENT POLICY.

10.1.3 VOTING DELEGATES TO THE ANNUAL GENERAL MEETING OF THE WA LOCAL GOVERNMENT ASSOCIATION

Date:	18 June 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Andrea Selvey – Chief Executive Officer
Attachments:	4. WALGA Convention Program

Summary

Council may choose to send voting delegates to the Annual General Meeting of the WA Local Government Association (WALGA). This item seeks a Council resolution to formally appoint delegates to vote on behalf of Council.

Background

The WALGA AGM is to be held on Wednesday 2 August 2017. All Member Councils are entitled to be represented by two (2) voting delegates at the AGM which will be held at the Perth Convention Centre.

Comment

The Shire will need to notify WALGA by 3 July 2017 if we wish to register the attendance and voting entitlements of Council's delegates.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered. Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

As the peak industry body, WALGA advocates on behalf of 138 WA Local Governments and negotiates service agreements for the sector. The AGM provides a forum for all member Local Governments to contribute to the priorities for the association.

The AGM is held immediately prior to the annual Local Government Convention and Trade Exhibition which is usually attended by several hundred senior Local Government Council representatives from across the State. The Convention will be held at the Perth Convention and Exhibition Centre on Thursday, 3 August to Friday, 4 August 2017.

The 2017 program has an emphasis on practical sessions and incorporates three concurrent sessions covering topics such as Emergency Management, community engagement, waste and recycling, and implications of the new NDIS, to name a few.

One of the world's leading authorities on local economic development, Ernesto Sirolli will open the conference and also lead one of the many concurrent sessions. Other keynote speakers include Stephen Yarwood, former Lord Mayor of the City of Adelaide and Urban Futurist at city2050, and Idris Mootee, a highly acclaimed strategic innovation expert who provides counsel to CEOs and management boards on critical strategic matters in strategy and innovation. See attached program.

Consultation

Nil

Financial Implications

The only cost to attend the AGM is the cost of travel and the indirect cost of Elected Members/staff time. The Convention costs \$1,475 per person plus any associated travel and accommodation if required.

Risk Implications

There is little risk in either attending or not attending the AGM or the Convention.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan

Objective 4.2.3 – Represent the Shire of Dowerin in regional, state and national forms.

Voting Requirements

A Simple Majority is required

OFFICER RECOMMEDATION – ITEM 10.1.3

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO NOMINATE THE FOLLOWING AS VOTING DELEGATES TO THE WA LOCAL GOVERNMENT ASSOCIATION ANNUAL GENERAL MEETING:

1. _____; AND

2. _____

10.1.4 DOWERIN GWN7 MACHINERY FIELD DAYS 2017 SUPPORT

Date: 21 June 2017
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Andrea Selvey, Chief Executive Officer
Author: Andrea Selvey, Chief Executive Officer
Senior Officer: N/A
Attachments: Nil

Summary

This item brings before Council a request for Council to donate one day of office staff time to Dowerin Events Management and recommends Council endorses office closure for one day to allow all office staff to volunteer at the Dowerin Gwn7 Machinery Field Days (Field Days) 2017.

Background

Each year, office staff provide support and assistance to the Field Days event either as volunteers or in paid capacity as staff members. This puts some pressure on having staff available to keep the office open and able to offer all services and can lead to some staff not being able to participate as volunteers during the event. In most instances, very few customers come into the office over the two days.

Comment

This item recommends that the office closes for one day during the event, making it possible for all staff to be able to participate as volunteers. In order for staff to qualify for a day's leave, they will be required to offer their service as volunteers to Dowerin Events Management for the day (or a significant part thereof).

Consultation

Office Staff

Financial Implications

Nil

Risk Implications

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

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Community Strategic Plan : Theme - Community

Objective 1.2.4 – Support Dowerin Events Management

Voting Requirements

Simple Majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.4

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO SUPPORT OFFICE STAFF VOLUNTEERING AT THE DOWERIN GWN7 MACHINERY FIELD DAYS 2017 BY CLOSING THE OFFICE DURING ONE DAY DURING THE EVENT.

10.1.5 PLANT REPLACEMENT PROGRAM 2016/17 TO 2026/27

Date: 21 June 2017
Applicant: Shire of Dowerin
Location: N/A
File Ref: ADM 0364
Disclosure of Interest: Nil
Author: Steven Geerdink
Senior Officer: Andrea Selvey, Chief Executive Officer
Attachments: 5. Draft Plant Replacement Program 2016/17 to 2026/27

Summary

This item brings the draft Plant Replacement Program 2016/17 to 2026/27 before Council and recommends that Council endorses the program as presented.

Background

At Council workshop 20th June 2017 Council discussed the Plant replacement program for 2016/17 to 2026/27 with 3 options highlighting impacts on rates, reserves over the ten year period.

Previous Plant Replacement Programs have been used to guide decision making in regard to change over of plant items.

With budget preparation in progress for 2017/18 the Plant replacement program gives some guidance regarding proposed changeover of plant.

Comment

The Plant replacement program has developed for a ten year period to align with long term financial planning.

The Officer's Recommendation reflects the view of Senior Management that option 1 is most sustainable and provides for the most consistent funding from operational budget and reserves and avoids spikes in funding requirements.

The purpose of a planned schedule of changeovers is to avoid having to changeover numerous vehicles in any one given year. This will also assist reserve levels being maintained.

Consultation

CEO

Finance manager

Council

Financial Implications

Plant replacement program expenditure for 2017/18 would be as follows and would need to be included in the 2017-18 budget:

Reserve funding: \$110,000

Operational budget: \$116,160

Risk Implications

Without a Plant replacement program long term financial planning would be compromised as future expenditure could not be estimated.

Policy Implications

Any purchases will be in accordance with Council's purchasing policy.

Statutory Implications

This item is presented to Council for a decision under Section 3.18 of the *Local Government Act 1995* which allows for Council's to perform executive functions for the effective and efficient management of services and facilities.

Strategic Implications

No direct link to the Strategic Community Plan; however a well-managed fleet will facilitate a number of objectives such as efficient and effective maintenance of the Shire's road network.

Voting Requirements

Simple Majority is required.

OFFICER RECOMMENDATION – ITEM 10.1.5

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE 2016/17 TO 2026/27 PLANT REPLACEMENT PROGRAM.

10.2 FINANCE REPORTS

10.2.1 FINANCE REPORT – 31 MAY 2017

Date:	16 June 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Ina Edwardson – Finance Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	6. Monthly Financial Activity Statements – May 2017

Summary

The financial statements for the period ending 31 May 2017 are presented for the Council for approval as per statutory requirements.

Background

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

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

Comment

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

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement

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

- Note 4 – Cash and Investments

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or Investment accounts as at reporting date.

- Note 5 – Budget Amendments

This note provides council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - Cash Backed Reserves

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

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

This note shows the Shire's current debt position and lists all borrowings.

- Note 10 – Grants and Contributions received

This note lists all grants funds Budgeted and received during the year.

- Note 11 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

Consultation

The Finance Committee reviewed these statements at their meeting on 19 June 2017. The following queries were raised and have been responded to:

1. *The Committee queried if deposits to Councillors elected in October 2015 have been refunded:*

Response: Around the time the financial system failed these payments were in progress, but not completed. This has now been rectified as of Tuesday 20 June 2017.

2. *Investments: The Committee noted that investments are due to mature and recommended that the CEO, in exercise of delegation regarding investments, should seek proposals from both local banks (NAB and Bendigo Bank) and invest with the bank offering the best rate of return. In the event both banks offer the same rate of return, the preference is to invest with Bendigo given that they reinvest profits into the community.*

Financial Implications

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

Risk Implications

Council's review of the financial statements ensures Councillors are aware of the Financial Position of the organisation and can make informed decisions regarding financial management.

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

A Simple Majority is required.

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECIEVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 MAY 2017.

10.2.2 ACCOUNT PAYMENTS – 05 MAY 2017 TO 04 JUNE 2017

Date: 16 June 2017
Applicant: Shire of Dowerin
Location: Dowerin
File Ref: ADM
Disclosure of Interest: Nil
Author: Emma Hardy – Finance Officer
Senior Officer: Ina Edwarson – Finance Manager
Attachments: 7. List of Accounts & Credit Card Summaries

Background

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

Comment

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

Consultation

The Account Payments list was presented to the Finance Committee at the meeting on 19 June 2017. The Committee raised the following queries:

1. *The Committee queried if the WHR launch event could be contra as one payment is shown as having a contra while another does not show contra.*

Response: Staff are investigating if launch can be funded under the conditions of the grant or if it is required as a Shire contribution to the project.

Financial Implications

Funds expended are in accordance with Council's adopted budget for the 2016/17 financial year.

Risk Implications

Council's review of accounts paid ensures transparency of financial management.

Policy Implications

Payments have been made under delegation.

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 payments made from Municipal Fund, Trust Fund and Reserve Fund by Chief Executive Officer under delegated authority from Council.

Strategic Implications

Nil

Voting Requirements

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

OFFICER AND COMMITTEE RECOMMEDATION – ITEM 10.2.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REG 12 & 13 OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVES THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 05 MAY 2017 TO 04 JUNE 2017.

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	22 June 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	8. Finance Committee Minutes 19 June 2017 (Unconfirmed)
	9. Audit Committee Minutes 23 June 2017 (Unconfirmed)

Summary

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

Background

The Shire has established the following Committees of Council:

- Audit Committee;
- Finance Committee;
- Local Emergency Management Committee;
- Bush Fire Advisory Committee;
- Wheatbelt Heritage Rail Committee;

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

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

Comment

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

Consultation

N/A

Financial Implications

The Officer's recommendation for Council to receive the minutes of Committee meetings carries no financial commitment for Council. Should any recommendation require a financial commitment or

have any implication outside the CEO's delegated authority, the matter will be referred to Council as a specific agenda item.

Risk Implications

Council's review of the minutes of Committee meetings ensures Council is aware of matters discussed by Committees and reduces the risk of poor communication.

Policy Implications

Nil

Statutory Implications

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

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

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

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.1

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

- 1. RECEIVE THE MINUTES OF THE:***
 - a. FINANCE COMMITTEE MEETING (UNCONFIRMED), 19 JUNE 2017; AND***
 - b. AUDIT COMMITTEE MEETING (UNCONFIRMED), 23 JUNE 2017.***

- 11. NEW BUSINESS OF AN URGENT NATURE**
- 12. ELECTED MEMBERS MOTIONS**
- 13. CONFIDENTIAL ITEMS**
- 14. CLOSURE OF MEETING**

ORDINARY COUNCIL MEETING ATTACHMENTS

Tuesday
27 June 2017
3.00pm



ATTACHMENTS

- 10.1.1
 - 1. Draft Financial Reserves Policy
- 10.1.2
 - 2. Draft Investment Policy
 - 3. Email from Shire Auditor
- 10.1.3
 - 4. WALGA Convention Program
- 10.1.5
 - 5. Draft Plant Replacement Program 2016/17 to 2026/27
- 10.2.1
 - 6. Monthly Financial Activity Statements – May 2017
- 10.2.2
 - 7. List of Accounts and Credit Card Summaries
- 10.3.1
 - 8. Finance Committee Minutes 19 June 2017 (Unconfirmed)
 - 9. Audit Committee Minutes 23 June 2017 (Unconfirmed)



DRAFT FINANCIAL RESERVES POLICY

Policy Type:	Council Policy
Policy Owner:	CEO
Distribution:	Management
Person Responsible:	Manager Finance and Corporate Services
Date of Approval:	
File Reference:	

Objective	<p>This policy ensures:</p> <ul style="list-style-type: none">a. Responsible financial management of general revenue allocations for specific reserves, as well as tied contributions that have not been utilised in the year of receipt;b. Council sets aside and maintains funds to meet specific liabilities;c. There is a clear and shared understanding of the purpose of all Council reserves.
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Legislation	<i>Local Government Act 1995</i>
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Policy Statement	Council will consider the transfer to and from reserves based on the strategic direction as outlined in the Long Term Financial Plan, operational need and annual budgetary requirements.
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3.1 Purpose of reserves

The purpose of reserve accounting includes:

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

3.2 Movement of reserves

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

Financial reserves will be maintained in the following categories:

3.2.1 Leave Reserve: The purpose of this reserve is to fund the cost of Long Service Leave, and any other periods of leave where the leave taken cannot be absorbed within the annual budget. Given that Council is not expected to have to fund the full long service leave liability in any one year, this reserve should aim to maintain cash to the value of 100% of the current long service leave liability and 20% of the non-current long service leave liability. This reserve will be maintained on an ongoing basis.

3.2.2. Plant Reserve: The purpose of this reserve is to ensure sufficient funding to replace plant as required under the 10 Year Plant Replacement Program plus a goal to have a buffer of 25% of the cost of the Shire's most expensive item of plant.

3.2.3 Sewerage Asset Preservation Reserve: The purpose of this reserve is to provide for the renewal and development of town sewerage infrastructure. This reserve will be funded by transferring the net amount of funding remaining from revenue (sewerage rates) after the annual expenditure on scheme maintenance. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this asset. This reserve will be maintained on an ongoing basis.

3.2.4 Land and Building Reserve: The purpose of this reserve is to provide funding for the development, purchase and/or renewal of land and building assets. The reserve will allow Council to take advantage of opportunities such as grants that allow for building developments and/or opportune land sales that have a strategic value. It will allow Council to plan for the renewal of its existing building stock. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this class of assets. This reserve will be maintained on an ongoing basis

3.2.5 Swimming Pool Reserve: This reserve holds unexpended State Government grant funding for the swimming pool. Funding in this reserve is required to be spent in accordance with grant funding guidelines. When all funds are acquitted this reserve will be dissolved.

3.2.4 Recreation Facilities Reserve: The purpose of this reserve is to fund future renewal and/or upgrades and development of recreation facilities in the Shire, including the swimming pool. This reserve will also allow Council to take advantage of grant opportunities as they arise. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this class of assets. This reserve will be maintained on an ongoing basis

3.2.5 Housing Reserve: This reserve is maintained to ensure funds are available for Council to participate in housing projects. This reserve will be funded by aiming to transfer the amount of depreciation charged to the "Other Housing" Sub program. This reserve will be reviewed in two years when this policy is reviewed.

3.2.6 Economic Development Reserve: This reserve is maintained to provide Council with seed funding to leverage grant funding and other economic development opportunities and initiatives.

3.2.7 Bowling Green Replacement Reserve: The purpose of this reserve is to ensure adequate funds are available to replace the Bowling Green. The reserve is funded by the Shire and by the Bowling Club with each party contributing \$5,000 per annum. This reserve will be reviewed annually to determine when adequate funding to replace the Bowling Green is available.

3.2.8 Tennis Court Replacement Reserve: The purpose of this reserve is to ensure adequate funds are available to replace the Tennis Court playing surface. The reserve is funded by the Shire and by the Tennis Club with each party contributing \$3,000 per annum. This reserve will be reviewed annually to determine when adequate funding to replace the surface is available.

Roles & Responsibilities

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

Other Relevant Policies and Documents

Nil

Work Procedures

Nil – To be developed

Review trigger:

This policy will be reviewed when any of the following occur:

1. The related legislation/documents are amended or replaced.
2. Other circumstances as determined from time to time by a resolution of Council
3. Periodic Review – 2 years from date of adoption.

DRAFT INVESTMENT POLICY

Policy Owner:	Chief Executive Officer
Distribution:	Management Team
Person Responsible:	Chief Executive Officer
Date of Approval:	
File Reference:	

Objective	<p>This Policy will ensure that investments of the Shire of Dowerin's surplus funds will include consideration of preservation of capital, liquidity and the return of Investment. The Policy will provide guidance so that investments are made in a manner that seeks to ensure security and safeguarding of the Shire's investment portfolio. The investment decisions will ensure:</p> <ul style="list-style-type: none"> • sufficient liquidity to meet all reasonably anticipated cash flow requirements; and • investments achieve a market average rate of return that takes into account Council's risk tolerance.
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Legislation	<p>All investments are to comply with the following:</p> <ul style="list-style-type: none"> • Local Government Act 1995 (as amended) Section 6.14; • The Trustees Act 1962 (as amended) Part III Investments; • Local Government (Financial Management) Regulations 1996 (as amended) – Regulation 19, Regulation 28, and Regulation 49 • Australian Accounting Standards
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Policy Statement	<p>Prudent Person Standard</p> <p>The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with this Investment Policy, and not for speculative purposes.</p> <p>Ethics and Conflicts of Interest</p> <p>Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the Chief Executive Officer or in the case of the Chief Executive Officer, to the Shire President.</p> <p>Approved Investments</p> <p>Funds may be placed in Authorised Deposit-taking Institutions (ADI's) being licensed banks as defined under the Banking Act 1959 (Commonwealth) or the Western Australian Treasury Corporation.</p> <p>Approved investments include:</p> <ul style="list-style-type: none"> • Interest bearing deposits; • State/Commonwealth Government Bonds • Managed Funds with a minimum long term Standard & Poor (S&P) rating of "A" and short term rating of "A2". <p>Prohibited Investments</p> <p>In accordance with regulation 20 of the Local Government (Financial Management) Regulations 1996 the Shire of Dowerin will not do any of the</p>
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following:

- Deposit with an institution except an authorised institution (as defined in section 5 of the Bank Act 1959);
- Deposit for a fixed term of more than 3 years;
- Invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
- Invest in bonds with a term to maturity of more than 3 years;
- Invest in a foreign currency.

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based investments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions
- c) Term to Maturity Framework: limits based upon maturity of securities.

Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Max	Managed Funds Max
AAA	A-1+	100%	100%
AA	A-1	100%	100%
A	A-2	60%	80%

Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below: Investments fixed for greater than 12 months are to be approved by Council and

reviewed on a regular term and invested for no longer than 3 years.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Max	Managed Funds Max
AAA	A-1+	45%	50%
AA	A-1	35%	45%
A	A-2	20%	40%

Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Portfolio % <1 year 100% Max / 40% Min

Portfolio % >1 year <3 years 60% Max

Investment Advisor

The Shire of Dowerin does not use an investment advisor to assist in the investment decision making process. If such advice is to be sought, any advisor must be approved by Council and licensed by the Australian Securities and Investment Commission.

Measurement

The market value is to be assessed at least once a month to coincide with monthly reporting to Council.

Implementation

Funds held in investment will be subject to a monthly reconciliation process.

Any new investment or re-investment will require robust comparison of rates from at least the Shire's two banking institutes, Bendigo Bank and NAB, to ensure a rate of return most advantageous to the Shire.

Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio, maturity date and changes in market value.

Documentary evidence must be held for each investment and details thereof maintained in an investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

Roles & Responsibilities	Authority for implementation of the Investment Policy is delegated by Council to the Chief Executive Officer in accordance with the Local Government Act 1995. The CEO is responsible for implementing this Policy and for bringing it to Council for annual review.
Other Relevant Policies and Documents	Nil
Work Procedures	Nil – To be developed
Review trigger:	<p>This policy will be reviewed when any of the following occur:</p> <ol style="list-style-type: none">1. The related legislation/documents are amended or replaced.2. Other circumstances as determined from time to time by a resolution of Council3. Periodic Review – 2 years from date of adoption

From: [Maria Cavallo](#)
To: [Andrea Selvey](#)
Cc: [Ina Edwardson](#)
Subject: RE: DRAFT INVESTMENT POLICY May 2017
Date: Thursday, June 15, 2017 11:05:48 AM

Hi Andrea

I have reviewed the draft investment policy provided and confirm this includes all necessary requirements per the Act & Regulations (as amended) and best practice disclosures.

Thank you

Kind regards

Maria Cavallo, CA
Partner - Audit & Assurance Services

PO Box 1306 | BUNBURY | WA 6231
P | 08 9780 7555 F | 08 9721 8982
Email | maria.cavallo@amdonline.com.au
Web | www.amdonline.com.au

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Please consider the environment before printing this e-mail.

-----Original Message-----

From: Andrea Selvey [<mailto:ceo@dowerin.wa.gov.au>]
Sent: Wednesday, 14 June 2017 7:03 PM
To: Maria Cavallo <Maria.Cavallo@amdonline.com.au>
Cc: Ina Edwardson <finance@dowerin.wa.gov.au>
Subject: DRAFT INVESTMENT POLICY May 2017

Dear Maria,

Thank you for your time on the phone this morning.

Thank you also for the advice regarding our draft investment policy. I have made changes per your suggestion and would appreciate your review of the change before I put this policy to Council next week - see attached.

Thank you and kind regards,

Andrea

Andrea Selvey
Chief Executive Officer
Shire of Dowerin

PO Box 111
13 Cottrell Street
Dowerin WA 6461

Ph: 08 9631 1202

Fax: 08 9631 1193

Website: www.dowerin.wa.gov.au

2017 WA Local Government Convention

Wednesday 2 - Friday 4
August 2017

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth

A stylized graphic of a group of people, represented by dark blue and yellow silhouettes, arranged in a circle. The graphic is set against a light green background. The silhouettes are simplified, showing heads and torsos. The arrangement suggests a group of people standing together, possibly in a line or a circle. The colors used are dark blue, yellow, and white outlines.

Information
and Registration



WALGA
WORKING FOR LOCAL GOVERNMENT

Event partners



Founding Corporate Partner

LGIS is proud to partner with WALGA at the WA Local Government Convention. We understand the importance of this major annual event and the exceptional opportunities it delivers for the WA Local Government sector.

LGIS ensures the long term protection of Western Australian Local Government through a member-owned industry based self-insurance scheme. Local Governments across WA combine their resources to self-insure their property, civil liability exposures, bushfire volunteer personal accident, workers compensation, and bulk purchase external insurance for excess coverage. With this, risk management underpins the success of



CIVIC LEGAL

Principal Sponsor

Civic Legal is pleased to be the Principal Sponsor of the WALGA Convention once again, continuing our commitment to the WA Local Government sector. When you work with us, you will receive clear advice and strong representation. We are responsive and easy to work with. Our lawyers regularly deal with the latest and most confusing issues that face Local Governments, so they are equipped to assist you with whatever legal problem your Local Government may face. Whether you need to comply with the disclosure regime on gifts and travel contributions, determine which industrial relations scheme your Local Government fits into or simply manage day-to-day issues, we have the capability to assist. Come past our booth during Convention to ask us any of your burning questions, or just to say hello!

An invitation

It is again my pleasure to invite all Elected Members, CEOs and Senior Managers to attend the 2017 WA Local Government Convention, scheduled for Wednesday, 2 to Friday, 4 August at the Perth Convention & Exhibition Centre (PCEC).

Themed *Members First*, the program reflects WALGA's fresh perspective on how to better understand and respond to the needs of Local Government by focusing on improving Member engagement and service. We have a renewed emphasis on practical sessions and this year's program incorporates three concurrent sessions covering topics such as Emergency Management, community engagement, waste and recycling, and implications of the new NDIS, to name a few. There is also an opportunity to participate in field trips to view the new Perth Stadium and visit the Cockburn ARC, the City of Cockburn's new major recreation and aquatic centre, as well as the City of Stirling's Balcatta Recycling Centre.

WALGA's annual Convention provides an outstanding opportunity to explore Local Government issues, share



A significant contingent of industry suppliers will make up the trade exhibition to show off their latest offerings to the Local Government sector. I encourage you to take this once a year opportunity to meet with these valuable suppliers and be updated on what is currently available.

I would like to express appreciation for the valuable support provided by the Convention Founding Partner LGIS and Principal Sponsor Civic Legal. I also wish to thank our Supporting Sponsors, RAC and Synergy, as well as the City of Perth for their continuing support for the popular Banners in the Terrace competition.

I look forward to seeing you in August.

About the event

Who should attend?

The WA Local Government Convention and Trade Exhibition is presented specifically for those engaged in the Local Government sector.

The conference sessions aim to support and inform Mayors, Presidents, Elected Members and Chief Executive Officers. Additional attendance by General Managers, Directors and other senior managers is also highly recommended. Available options include full conference participation and daily registration.

Optional breakfasts

Thursday, 3 August

Australian Local Government Women's Association (ALGWA) AGM and Breakfast (\$55pp)

Friday, 4 August

Convention Breakfast with Matthew Pavlich (\$88pp)

Social activities

The Partner Program offers an interesting range of options for accompanying guests, including a full day tour of the Ferguson Valley post-Convention. Social networking functions include the Opening Welcome Reception, Sundowner and the closing Gala Dinner on Friday evening.

Elected Member training

To facilitate progress with the Elected Member Development Program, a number of modules are again being offered prior to the Convention, as well as after the Convention. Full details are enclosed in a separate flyer – enquiries to training@walg.aasn.au



Banners in the terrace

**2016 Overall Winner –
Shire of Coolgardie**

The program

Tuesday, 1 August

3.30pm – 5.30pm Mayors and Presidents' Forum (PCEC)

5.30pm – 7.00pm Mayors and Presidents' Reception

Wednesday, 2 August

10.00am Delegate Service Desk open for Convention Registration (PCEC Level 2)

12.00pm – 1.00pm Luncheon for 2017 WALGA Honours Recipients

1.30pm – 5.30pm WALGA Annual General Meeting (includes presentation of Honours Awards)

5.30pm – 7.00pm Convention Opening Welcome Reception

A welcoming space to network your way through an evening of food, beverages, music and friendly conversation. Included in Full Delegate Registration.

Thursday, 3 August

7.00am Delegate Service Desk open for Registration (PCEC Level 2)

7.00am – 8.30am ALGWA (WA) AGM and Breakfast.

Register online via Delegate Registration. Other enquires to Cr Janet Davidson OAM JP, City of Perth – M: 0417 974 936 or janetdavidsonjp@hotmail.com

8.00am – 8.45am Light Breakfast in the Trade Pavilions for Delegates

An opportunity to catch up with Exhibitors and each other over a croissant and glass of orange juice.



10.30am – 11.15am Refreshments

11.15am

Session 2 Concurrent sessions

All delegates will be asked to indicate session preference when registering to assist with venue planning.

Community Enterprise Facilitation®

Enterprise Facilitation® aims to promote local economic growth by providing support to local entrepreneurs from within a community by nurturing the resourcefulness of its people. Convinced that the future of every community lies in capturing the passion, intelligence, imagination and resources of its people, Ernesto Sirrolli developed Enterprise Facilitation® as a person-centered approach to local economic development.

This session will explore how Enterprise Facilitation® applies to your community by demonstrating that the provision of caring, competent, dedicated advice and support to entrepreneurs is as important as the development of physical infrastructures to the development of a stable and prosperous economy.

Engaging Young People in Local Communities

Engaging with youth goes beyond giving young people a voice, it is about ensuring young people are valued and that their contribution is respected, considered and acted upon. Meaningful youth engagement is a partnership where together, a genuine sense of ownership of decision-making and vision sharing is built.

Technology is changing the way we communicate. This session explores contemporary options and opportunities for involving young people in the affairs of Local Government and their community.

Innovation in Local Government

Local Government is increasingly being tasked with solving very complex problems. RDA Perth has hosted a unique forum to start the conversation around innovation in Local Government and what technologies might be utilised to assist with many of the day to day activities that Local Government undertakes for their communities. Following the forum the ideas identified are being developed by a group of



2.00pm

Session 3 Concurrent sessions

All delegates will be asked to indicate session preference when registering to assist with venue planning.

A Taste of Waste

Waste management is one of the most important and highly rated services that Local Government provides. To whet your appetite for waste, this session will provide you with a 'taste' of each of the different service types, from kerbside recycling, to verge collections, all the way to rural landfills. You will have the opportunity to hear about some of the funding available and Better Practice approaches being put in place by the Waste Authority, and the Department of Environment Regulation will provide an update on their Regulatory Reform process, including the highly anticipated Environmental Standard: Rural landfills.

The session will conclude with the opportunity to ask questions and discuss the different services, funding and regulatory developments with our engaging and knowledgeable speakers.

Engaged and Empowered Citizens

Engaged and empowered citizens generate optimism about the future. They produce good decisions to meet tough community challenges and contribute to economic and cultural vitality. This session will explore how a civic engagement approach to decision making can lead to innovation and deliver better results to your communities. It will also outline how to improve engagement with your community and highlight community participatory models that are being used across Australia and overseas to improve the inclusiveness and liveability of local communities.

Innovative Infrastructure

Local Government roads and infrastructure assets may look very different in the future. Emerging technologies are offering innovative opportunities to assist Local Governments and their communities realise significant benefits and efficiencies when it comes to planning, building, operating and maintaining key infrastructure.

This session will provide an insight into the ways ground-breaking technologies

4.30pm

Session 4 What The Future Holds

How many times have you thought you were in control and then something new hits the scene and turns everything on its head? All the rules you thought you had learned about the world are no longer true and you struggle to understand where you fit. Urban Futurist and former Mayor of Adelaide Stephen Yarwood understands disruption and will help you to recognise it and use it to your advantage. It's not a new thing – you've lived with it all your life. Stephen will present examples of disruption at work in the recent past, reveal what technologies are currently unfolding that will change the way we live and work, and point to the things that will shape the long term future of our communities and society at large.

Stephen Yarwood, Urban Futurist at city2050 & Former Lord Mayor of the City of Adelaide

Stephen Yarwood appears by arrangement with ICM

5.30pm – 7.00pm

Sundowner in the Trade Pavilions

Relax and meet your fellow delegates while enjoying a selection of beer, wine, soft drinks and a variety of finger food. The Sundowner is included in your Full Delegate Registration or Day Delegate Registration.

** Please be aware that the Mayors and Presidents' Reception usually held on Thursday evening will now be held on Tuesday, 1 August at the PCEC, following the Mayors and Presidents' Forum.*

FRIDAY, 4 AUGUST

7.00am

Delegate Service Desk open

7.30am – 8.45am

Convention Breakfast with Matthew Pavlich

A super athlete and Fremantle's most decorated player in its 18-year history, Matthew Pavlich was Captain of the Fremantle Dockers for nine years and six time All Australian. Retiring in 2016, Pavlich is the Dockers' career leader in games played and goals scored, and led Fremantle to the club's first Grand Final appearance. Pavlich speaks about the game of AFL with insightful stories demonstrating what it means to him to put 'Members First'.



Matthew Pavlich appears by arrangement with TLA Australia

11.00am**Session 6 Concurrent sessions**

All delegates will be asked to indicate session preference when registering to assist with venue planning.

Funding, More Funding and a Fire Service

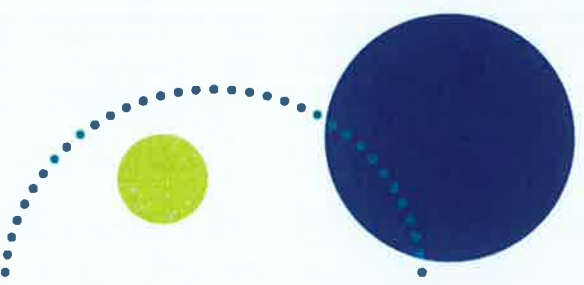
The Special Inquiry into the Waroona Fire made a number of recommendations that have the potential to change the Emergency Management landscape. The previous State Government had accepted all of the recommendations and in 2017, the Local Government sector has been engaged on a number of fronts: in the development of a submission to the independent review of the Emergency Services Levy (ESL); as a member of an interagency working group to tackle the long standing issues associated with the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA); and as a stakeholder with a vested interest in the possible creation of a rural fire service. This year is all about funding, more funding and a possible new fire service.

These three bodies of work are fundamental to the way in which the Emergency Management arrangements operate and have implications on the current roles and responsibilities of Local Government. This session will provide an opportunity for you to hear from some of those leading these projects. You will be provided with an update on the status of the projects, likely impacts on the sector and opportunities for engagement. A panel discussion based on your questions from the floor will allow you to ask those burning questions on these critical issues.

Delivering Change with the NDIS

The Federal Government is introducing the National Disability Insurance Scheme (NDIS) in July 2017. The \$22 billion scheme is the biggest social policy program since Medicare but unlike other states and territories, which will operate under a centralised system, the WA NDIS will be locally-administered and run by the State Government through the Disability Services Commission. There is an expectation that Local Government will understand, respond to and support the new self-service system being introduced.

Local Government has a responsibility under the *WA Disability Services Act 2003* to make provision for services and infrastructure that support people with



Field Trip: Perth Stadium II

An exclusive opportunity for twenty (20) Full Delegates to enjoy a behind the scenes tour of the Stadium structure including a sneak peek of the team facilities and premium product areas plus a close-up view of the surrounding Stadium Park.

Tour attendees will hear about the fan-first initiatives, including the state-of-the-art Stadium technology being installed in the venue, have the opportunity to sit in seats, view the artwork surrounding the Stadium and in the surrounding Park, plus see the latest progress on the new Swan River Pedestrian Bridge and Perth Stadium Station.

Please refer to the end of the Program for more information on this Field Trip.

Field Trip: Balcatta Recycling Centre

This is your opportunity to join an exclusive tour of the newly refurbished City of Stirling Balcatta Recycling Centre. The Recycling Centre is home to a fantastic 'Tip Shop' which, after extensive renovations, now boasts an on-site café. The Tip Shop is operated in partnership with Workpower, who offer employment for people with and without disabilities. The Recycling Centre also hosts a Household Hazardous Waste Facility, a free recycled materials and goods drop off and a modern transfer station.

12.45pm – 1.45pm Lunch

1.45pm **Session 7 Design Thinking**

Idris Mootee is a highly acclaimed strategic innovation expert with a long history of working as an advisor to top executives of Fortune 500 companies. Recognising that many organisations understand the importance of innovation but fall short when it comes to execution, Idris partners with global clients across sectors to identify and implement strategic innovation processes, address critical challenges in innovation program design, and develop new-game strategies.

Idris Mootee, CEO, Idea Couture

Idris Mootee appears by arrangement with Saxton Speakers Bureau



Perth Stadium Field Trip - Important Information

Due to the considerable interest anticipated and limited space, registration on this tour will be conducted using a ballot system.

Following the close of registration on Tuesday, 4 July, all Councils with at least one Full Delegate who have registered interest in attending one of the two offered Perth Stadium Field Trips, will be placed into a draw. The first forty (40) Councils drawn will be notified and asked to nominate one representative to participate in the tour. It will be up to individual Councils on how they decide on the representative.

If you're interested in participating in this tour, please consider the below conditions before submitting your registration.

- To allow enough time for the tour, attendees may be required to depart during the preceding refreshment break
- The Perth Stadium is a construction site and for safety reasons wheelchairs or prams are not permitted. All tour attendees must be of reasonable fitness and able to walk around the site unaided.
- Attendees must attend a site safety induction, complete the Multiplex Site Induction Form and wear the supplied Personal Protective Equipment (PPE) before the tour takes place.
- All attendees are required to wear long sleeves and long pants. Hard hats, high visibility vests and steel capped safety boots can be provided.



Partner activities

Registration required for all activities – prices include GST

Wednesday, 2 August

Opening Welcome Reception

\$60

5.30pm – 7.00pm

Thursday, 3 August

Light Breakfast in the Trade Exhibition

\$30

8.00am – 8.45am

Channel 9 Studios

10.00am – 12.30pm

Take advantage of this opportunity to get a behind-the-scenes look of the most advanced news studio in the Southern Hemisphere. This Nine News Perth tour will give you a greater understanding of how live television is brought to life from start to finish. It includes a peek into the director's control room, edit suites, news room, makeup and wardrobe and the two studios. There may even be chance to get behind the desk and read the latest breaking news!

Channel Nine has given permission for participants to video and take photos whilst on this tour.

Includes: Channel 9 tour and morning tea
\$60 (minimum 10 – maximum 20)

Sundowner in the Trade Exhibition
\$60

5.30pm – 7.00pm

* Please be aware that the Mayors and Presidents' Reception usually held on Thursday evening will now be held on Tuesday, 1 August at the PCEC, following the Mayors and Presidents' Forum.

Friday, 4 August

Breakfast with Matthew Pavlich
(at the PCEC)

\$88

7.30am – 8.45am

Photography Walking Tour

8.00am – 12.00pm

Do you know the Rule of Thirds? Discover the answer on this snapshot photo walking tour. Professional photographer Rob Miller will teach you how to capture the right photo on your smart phones and digital cameras.

Please remember to bring your smart phone, digital camera and walking shoes.

Includes: Photographer and morning tea
\$120 (minimum 10 – maximum 20)

Pucker Up: The Lip Lab

9.30am – 1.00pm

Create your own signature lipstick. Do this by selecting your base, colour, flavour, and additive (lip plumper, SPF or anti-oxidant). This is a fun workshop for the ladies and to be able to wear their signature lipstick to the Gala Dinner and be able to say “I made it”.

Includes: Lipstick workshop and morning tea
\$110 (*minimum 10 – maximum 30*)

Foraging for Food in Kings Park

1.30pm – 3.30pm

The bush was the Noongar people's supermarket. It provided everything they needed, including edible bush tucker plants and important bush medicines for healing minor ailments. On this tour you will see bush tucker and medicinal plants in their natural environment, and gain a full understanding about the Noongar Six Seasons. A delicious afternoon tea infused with traditional herbs and spices is provided to add further to your cultural experience.

Includes: Bush Tucker walk and talk, and afternoon tea
\$65 (*minimum 15 – maximum 25*)

Convention Gala Dinner (at the PCEC)

7.00pm – 11.30pm

\$120 for partners of Full Delegates and Life Members
\$190 for all other guests

Saturday, 5 August

An additional option for Delegates and Partners.

Ferguson Valley Tour

8.15am – 4.30pm

Shhh... this is the one to discover a little known destination within a couple of hours of Perth. After leaving the Convention Centre it's all aboard the Australind Train to Brunswick Junction where we will be met by a local coach company for the scenic drive around the Ferguson Valley. This is a hidden valley nestled in the lush rolling countryside with some funky wineries and breweries, one of which will be our lunch stop. If we are lucky we might see a gnome or two before heading back to the city by coach.

Includes: Australind train and comfortable coach transport, morning tea, lunch, midday size cider/beer tasting, and accompanying guide
\$210 (*minimum 15 – maximum 32*)



General information

ONLINE CONVENTION REGISTRATIONS – a simple process.

Visit www.walga.asn.au/LGC17 - then go to the Registration tab to complete your registration online.

Full Delegate fees cover the daily conference program, lunches and refreshments – the Opening Reception on Wednesday, 2 August and the Sundowner on Thursday, 3 August.

The Convention Breakfast on Friday morning and Convention Gala Dinner on Friday evening are optional, and a ticket fee applies.

Convention fees

Prices are per person and are all inclusive of GST.

Deadline for all Registrations is **Tuesday, 4 July 2017**

Convention Registration

Full Delegate

\$1,475

WALGA Life Members

Complimentary

Day Delegate Registration

Day: Thursday, 4 August

\$780

(includes Sundowner)

Day: Friday, 5 August

\$725

Optional Extras

Gala Dinner

Full Delegate & Partner

\$120 each

WALGA Life Member & Partner

\$120 each

Gala Dinner Only

\$190 each

Breakfast

ALGWA Breakfast (Thursday)

\$55

Convention Breakfast

with Matthew Pavlich (Friday)

\$88

Partners/Guests

Opening Reception (Wednesday)

\$60

Changes to your registration

You can modify your online booking at any time before the close of registrations by using the link provided in your confirmation email. Once you have completed your registration, a tax invoice with a confirmation number will be emailed to you. Click on the link and enter your Confirmation Number to make any changes or additions to your reservation.

Registration cancellations must be advised in writing prior to the deadline date of Tuesday, 4 July 2017. Thereafter full fees are payable. Alternatively, a registration may be transferred to another member of the Council.

Special requirements

Special dietary requirements, mobility or any other special needs should be indicated when registering – WALGA will use its best endeavours to meet these requests.

Accommodation

Hotel information and booking forms are available at www.walga.asn.au. Reservations are to be made direct with hotel. Please note that city hotels have limited guest parking so clarify these arrangements when booking.

Inter-venue transfers

A limited service will be provided between CBD hotels and the PCEC for the Gala Dinner on Friday evening. The limited transfer service will be provided at the

PCEC parking

For those requiring daily parking, WALGA can arrange for a multi-entry (24 hour access) parking space in the underground car park at the PCEC at a daily cost of \$39. Parking space requests must be indicated on the registration form – please note the non-extendable deadline for these requests is Tuesday, 4 July 2017.

Enquiries

Ulla Wolter, WALGA Marketing
and Events Officer

T 08 9213 2043

F 08 9213 2077

E registration@walga.asn.au

Information in this brochure is correct at time
of printing but may be subject to change





For further information, please contact:

Ulla Wolter, Marketing and Events Officer

ONE701 Vt. 170 Railway Parade, West Lodenville, WA 6007

SHIRE OF DOWERIN												
PLANT REPLACEMENT PROGRAM 2016-17 TO 2026-27												
OPTION 1												
		2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Grader Cat120M D.010 (August 15)							\$330,000					
	Trade						(-\$130,000)					
	Balance ex Plant Reserve						(-\$100,000)					
	Balance ex Muni Fund						(-\$100,000)					
Grader Cat 12M D.007 (Nov10)			\$350,000						\$350,000			
	Trade		(-\$140,000)						(-\$140,000)			
	Balance ex Plant Reserve		(-\$110,000)						(-\$100,000)			
	Balance ex Muni Fund		(-\$100,000)						(-\$110,000)			
Front End Loader Doo6 (September 12)					\$330,000						\$350,000	
	Trade				(-\$120,000)						(-\$130,000)	
	Balance ex Plant Reserve				(-\$110,000)						(-\$70,000)	
	Balance ex Municipal Fund				(-\$100,000)						(-\$150,000)	
2 x Tip Truck Doo3 & Doo4 (November 14)				\$380,000						\$380,000		
	Trade			(-\$200,000)						(-\$200,000)		
	Balance ex Plant Reserve			(-\$80,000)						(-\$80,000)		
	Balance ex Municipal Fund			(-\$100,000)						(-\$100,000)		
4 Ton Dual Cab Truck Doo5 (February 12)								\$70,000				
	Trade							(-\$15,000)				
	Balance ex Plant Reserve							(-\$35,000)				
	Balance ex Municipal Fund							(-\$20,000)				
Community Bus (Apr 10)						\$140,000						
	Trade					(-\$45,000)						
	Balance ex Bus Reserve					(-\$45,000)						
	Balance ex Municipal Fund					(-\$50,000)						
Hino 6Ton Truck Doo9 (February 12)								\$80,000				
	Trade							(-\$15,000)				
	Balance ex Plant Reserve							(-\$40,000)				
	Balance ex Municipal Fund							(-\$25,000)				
Roller Multi Tyre Do14 (Sep03)						\$170,000						
	Trade					(-\$40,000)						
	Balance ex Plant Reserve					(-\$60,000)						
	Balance ex Municipal Fund					(-\$70,000)						
Case Tractor/Mower Do30 (March 13)								\$45,000				
	Trade							(-\$5,000)				
	Balance ex Plant Reserve											
	Balance ex Municipal Fund							(-\$40,000)				
Water Truck Do40 (August 15)												\$100,000
	Trade											(-\$15,000)
	Balance ex Plant Reserve											(-\$30,000)
	Balance ex Municipal Fund											(-\$55,000)
Gardener's Ute Ford Ranger Doo8 (Sept 09)								\$30,000				
	Trade							(-\$4,000)				
	Balance ex Plant Reserve											
	Balance ex Municipal Fund							(-\$26,000)				
Gardener's Ute Ford Courier Do7 (Oct 05)					\$25,000							
	Trade				(-\$3,000)							
	Balance ex Plant Reserve											
	Balance ex Municipal Fund				(-\$22,000)							
Maintenance Ute Hilux Do13 (Jun 05)					\$25,000							
	Trade				(-\$3,000)							
	Balance ex Plant Reserve											

[illegible]

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 May 2017

LOCAL GOVERNMENT ACT 1995

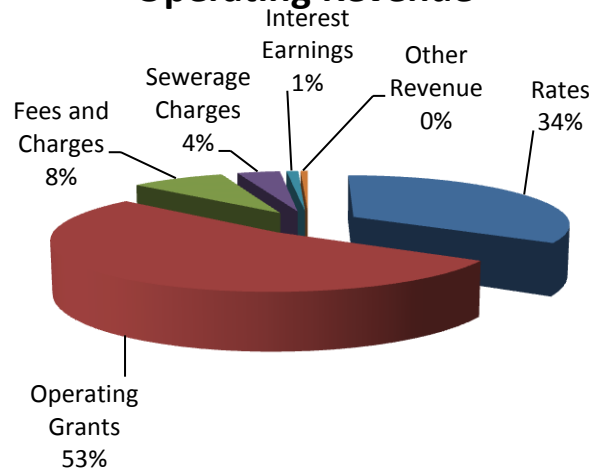
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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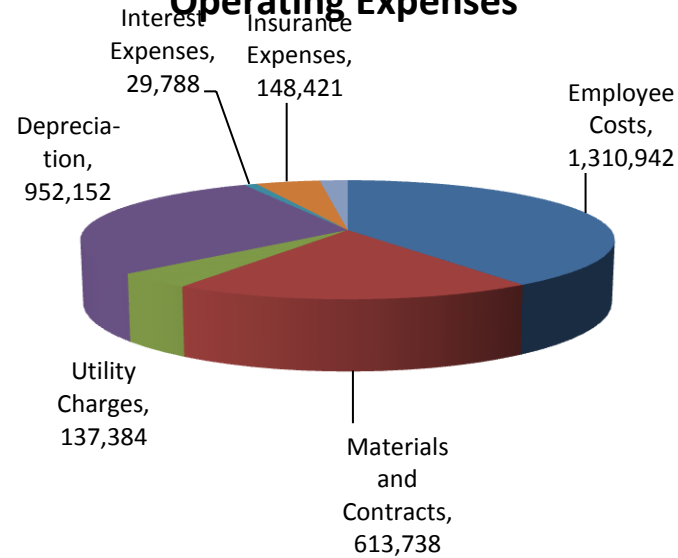
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SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 May 2017

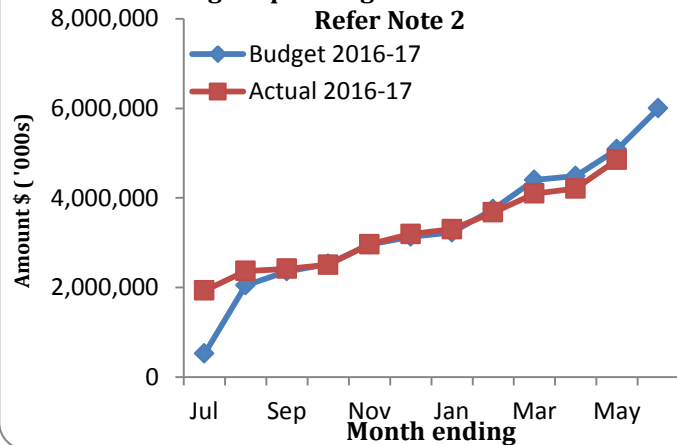
Operating Revenue



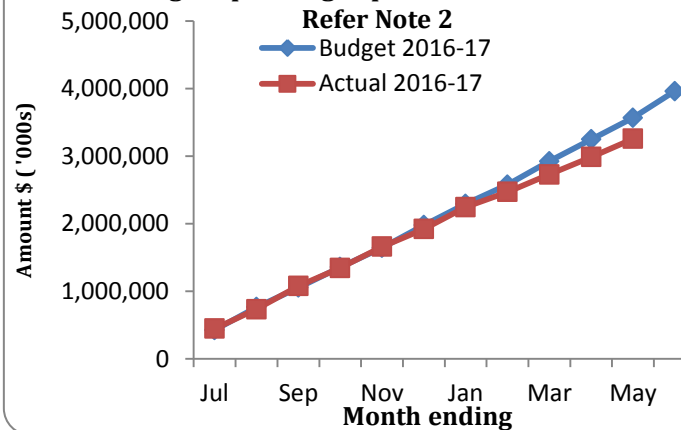
Operating Expenses



Budget Operating Revenues -v- Actual Refer Note 2



Budget Operating Expenses -v- YTD Actual Refer Note 2



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 May 2017

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	(b)-(-a)	(b)-	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	164,258	(16,508)	(16,508)	(16,508)	0	0%	
Revenue from operating activities								
Governance		8,525	9,205	8,310	5,089	(3,221)	(39%)	
General Purpose Funding - Rates	8	1,211,651	1,211,651	1,211,651	1,211,846	195	0%	
General Purpose Funding - Other		1,358,900	1,415,935	1,326,414	1,390,611	64,197	5%	
Law, Order and Public Safety		24,150	25,080	24,840	19,857	(4,983)	(20%)	
Health		259,000	259,000	257,455	266,023	8,568	3%	
Education and Welfare		129,894	129,894	119,064	81,071	(37,993)	(32%)	☹
Housing		128,256	136,368	124,993	140,476	15,483	12%	☺
Community Amenities		228,327	248,327	246,994	248,093	1,099	0%	
Recreation and Culture		80,700	80,700	78,503	80,349	1,846	2%	
Transport		146,100	146,100	141,876	139,739	(2,137)	(2%)	
Economic Services		12,176	13,444	12,701	12,629	(72)	(1%)	
Other Property and Services		10,501	10,501	9,614	8,293	(1,321)	(14%)	
		3,598,180	3,686,205	3,562,415	3,604,075			
Expenditure from operating activities								
Governance		(505,037)	(537,977)	(480,273)	(444,291)	35,982	7%	☺
General Purpose Funding		(134,898)	(145,498)	(122,727)	(118,169)	4,558	4%	
Law, Order and Public Safety		(81,231)	(82,731)	(75,096)	(57,924)	17,172	23%	☺
Health		(310,563)	(306,563)	(283,299)	(277,152)	6,147	2%	
Education and Welfare		(170,271)	(167,771)	(152,812)	(111,233)	41,579	27%	☺
Housing		(175,349)	(180,349)	(165,727)	(176,380)	(10,653)	(6%)	☹
Community Amenities		(310,220)	(350,590)	(306,153)	(246,428)	59,725	20%	☺
Recreation and Culture		(721,034)	(751,614)	(683,372)	(677,899)	5,473	1%	
Transport		(1,283,028)	(1,198,028)	(1,098,174)	(1,053,564)	44,610	4%	
Economic Services		(211,508)	(230,439)	(199,410)	(199,662)	(252)	(0%)	
Other Property and Services		(10,967)	(10,401)	(1,322)	105,827	107,149	8105%	☺
		(3,914,106)	(3,961,961)	(3,568,365)	(3,256,874)			
Operating activities excluded from budget								
Add back Depreciation		1,112,647	1,112,647	1,019,678	952,152	(67,526)	(7%)	☹
Movement in Leave Reserve		0	0	0	(48,634)	(48,634)		☹
Amount attributable to operating activities		796,721	836,891	1,013,728	1,250,718			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	10	2,074,000	2,315,000	1,524,000	1,248,238	(275,762)	(18%)	☹
Land and Buildings	12	(2,473,038)	(2,768,038)	(2,283,008)	(1,037,599)	1,245,409	(55%)	
Infrastructure Assets - Roads	12	(1,123,913)	(1,123,913)	(1,030,238)	(835,003)	195,235	(19%)	
Amount attributable to investing activities		(1,522,951)	(1,576,951)	(1,789,246)	(624,364)			
Financing Activities								
Proceeds from New Debentures		785,250	785,250	785,250	785,250	0	0%	
Self-Supporting Loan Principal		23,002	23,002	11,408	11,408	0	0%	
Transfer from Reserves	7	300,000	581,601	300,000	581,601	281,601	94%	☺
Repayment of Debentures	9	(113,357)	(99,262)	(99,262)	(99,262)	0	0%	
Transfer to Reserves	7	(432,922)	(529,469)	(504,499)	(504,499)	0	0%	
Amount attributable to financing activities		561,973	761,122	492,897	774,498			
Closing Funding Surplus(Deficit)	3	0	4,554	(299,129)	1,384,344			



More Revenue OR Less Expenditure



Less Revenue OR More Expenditure

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

Refer to Note 2 for an explanation of the reasons for the variance.

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

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 May 2017

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
			\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	164,258	(16,508)	(16,508)	(16,508)	0	0%	
Revenue from operating activities								
Rates	8	1,211,651	1,211,651	1,211,651	1,211,846	195	0%	
Operating Grants, Subsidies and Contributions	10	1,871,634	1,959,637	1,881,336	1,906,876	25,540	1%	
Fees and Charges		286,061	290,983	274,024	293,978	19,954	7%	😊
Sewerage Charges		132,227	132,227	132,227	132,831	604	0%	
Interest Earnings		61,500	56,600	31,013	36,135	5,122	17%	😊
Other Revenue		35,107	35,107	32,164	22,408	(9,756)	(30%)	😞
Profit on Disposal of Assets		0	0	0	0			
		3,598,180	3,686,205	3,562,415	3,604,075			
Expenditure from operating activities								
Employee Costs		(1,493,710)	(1,520,200)	(1,396,526)	(1,310,942)	85,584	6%	😊
Materials and Contracts		(881,179)	(906,393)	(783,376)	(613,738)	169,638	22%	😊
Utility Charges		(147,160)	(148,160)	(135,751)	(137,384)	(1,633)	(1%)	
Depreciation on Non-Current Assets		(1,112,647)	(1,112,647)	(1,019,678)	(952,152)	67,526	7%	😊
Interest Expenses		(44,659)	(32,050)	(24,239)	(29,788)	(5,549)	(23%)	😞
Insurance Expenses		(146,402)	(150,162)	(146,020)	(148,421)	(2,401)	(2%)	
Other Expenditure		(88,350)	(92,350)	(62,775)	(64,450)	(1,675)	(3%)	
Loss on Disposal of Assets		0	0	0	0	0		
		(3,914,106)	(3,961,961)	(3,568,365)	(3,256,875)			
Operating activities excluded from budget								
Add back Depreciation		1,112,647	1,112,647	1,019,678	952,152	(67,526)	(7%)	😞
Movement in Leave Reserve		0	0	0	(48,634)	(48,634)		😞
Amount attributable to operating activities		796,721	836,891	1,013,728	1,250,718			
Investing activities								
Grants, Subsidies and Contributions	10	2,074,000	2,315,000	1,524,000	1,248,238	(275,762)	(18%)	😞
Land and Buildings	12	(2,473,038)	(2,768,038)	(2,283,008)	(1,037,599)	1,245,409	55%	😊
Infrastructure Assets - Roads	12	(1,123,913)	(1,123,913)	(1,030,238)	(835,003)	195,235	19%	😊
Amount attributable to investing activities		(1,522,951)	(1,576,951)	(1,789,246)	(624,364)			
Financing Activities								
Proceeds from New Debentures		785,250	785,250	785,250	785,250	0	0%	
Self-Supporting Loan Principal		23,002	23,002	11,408	11,408	0	0%	
Transfer from Reserves	7	300,000	581,601	300,000	581,601	281,601	94%	😊
Repayment of Debentures	9	(113,357)	(99,262)	(99,262)	(99,262)	0	0%	
Transfer to Reserves	7	(432,922)	(529,469)	(504,499)	(504,499)	0	0%	
Amount attributable to financing activities		561,973	761,122	492,897	774,498			
Closing Funding Surplus (Deficit)	3	0	4,554	(299,129)	1,384,344	1,683,473	(563%)	

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

Refer to Note 2 for an explanation of the reasons for the variance.



More Revenue OR Less Expenditure



Less Revenue OR More Expenditure

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

SHIRE OF DOWERIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 May 2017

Capital Acquisitions

	Note	Amended Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	12	2,768,038		1,037,599
Infrastructure Assets - Roads	12	1,123,913		835,003
Capital Expenditure Totals		3,891,951		1,872,602
Capital acquisitions funded by:				
Capital Grants and Contributions	10	2,315,000	59%	1,248,238
Borrowings	9	785,250	20%	785,250
Other (Disposals & C/Fwd)		0	0%	0
Council contribution - Cash Backed Reserves	7	305,717	8%	581,601
Council contribution - operations		485,984	12%	(742,487)
Capital Funding Total		3,891,951		1,872,602

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

Borrowing Costs

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

(n) Provisions

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 1: Significant Accounting Policies

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

GENERAL PURPOSE FUNDING

LAW, ORDER, PUBLIC SAFETY

HEALTH

EDUCATION AND WELFARE

HOUSING

COMMUNITY AMENITIES

RECREATION AND CULTURE

TRANSPORT

ECONOMIC SERVICES

OTHER PROPERTY AND SERVICES

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 2: Explanation of Material Variances

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially. The material variance adopted by Council for the 2016/17 year is \$5,000 or 5% whichever is the greater.

😊 **More Revenue OR Less Expenditure**

😞 **Less Revenue OR More Expenditure**

Reporting Program	Var. \$	Var. %	Var .	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	(3,221)	(39%)			Within Variance Threshold
General Purpose Funding - Rates	195	0%			Within Variance Threshold
General Purpose Funding - Other	64,197	5%			Within Variance Threshold
Law, Order and Public Safety	(4,983)	(20%)			Within Variance Threshold
Health	8,568	3%			Within Variance Threshold
Education and Welfare	(37,993)	(32%)	😞	Permanent	Dowerin Community Childcare wages reimbursements are \$37k lower than YTD budget, but will be offset by \$3,263 from expenditure with on 1 payroll remaining for the financial year..
Housing	15,483	12%	😊	Permanent	Overall Other Housing rent income higher by \$15K than YTD Budget due to increase of non-staff occupancy.
Community Amenities	1,099	0%			Within Variance Threshold
Recreation and Culture	1,846	2%			Within Variance Threshold
Transport	(2,137)	(2%)			Within Variance Threshold
Economic Services	(72)	(1%)			Within Variance Threshold
Other Property and Services	(1,321)	(14%)			Within Variance Threshold
Operating Expense	\$	%			
Governance	35,982	7%	😊	Timing	Admin Overheads are lower than YTD budget. This is likely to be a timing issue and will be addressed at year end.
General Purpose Funding	4,558	4%		Timing	Admin allocation are \$14K lower than YTD Budget. This is likely to be a timing issue and will be addressed at year end.
Law, Order and Public Safety	17,172	23%	😊	Timing	Depreciation is \$12K lower than YTD budget. Staff will review depreciation rates with the development of Asset Management plans and end of year processes, including reassessment of revaluation data.
Health	6,147	2%			Within Variance Threshold
Education and Welfare	41,579	27%	😊	Timing	Dowerin Community Childcare wages are approx. \$38K lower than YTD budget, with only 1 payroll left for the year
Housing	(10,653)	(6%)	😞	Timing	Depreciation is \$10K higher than YTD Budget. Staff will review depreciation rates applied to assets, in accordance with the recent revaluations and Asset management plans.
Community Amenities	59,725	20%	😊	Timing	Refuse and Sewerage costs, and toilet maintenance are lower than YTD budget.
Recreation and Culture	5,473	1%			Within Variance Threshold
Transport	44,610	4%			Within Variance Threshold
Economic Services	(252)	(0%)			Within Variance Threshold
Other Property and Services	107,149	8105%	😊		Monthly Clearing and Oncost Recovery for Works, Plant & Admin cost. To be reviewed in June Accts
Operating activities excluded from budget					
Depreciation	67,526	(0)	😊	Timing	Depreciation is lower than YTD budget. Staff will review depreciation rates with the development of Asset Management plans and end of year processes, including reassessment of revaluation data.
Movement in Leave Reserve	(48,634)		😞		Within Variance Threshold
Capital Revenues					
Grants, Subsidies and Contributions	(275,762)	(0)	😞	Timing	Road Grants are lower than YTD Budget, these will be received before 30 June 2017.
Capital Expenses					
Land and Buildings	1,245,409	(55%)			Within Variance Threshold
Infrastructure - Roads	195,235	(19%)			Within Variance Threshold
Financing					
Proceeds from New Debentures	0	0			Within Variance Threshold
Self-Supporting Loan Principal	0	0			Within Variance Threshold
Transfer from Reserves	281,601	94%	😊	Timing	Transfers to Reserves for 2015/2016 now completed this financial year.
Opening Funding Surplus(Deficit)	0	0%			

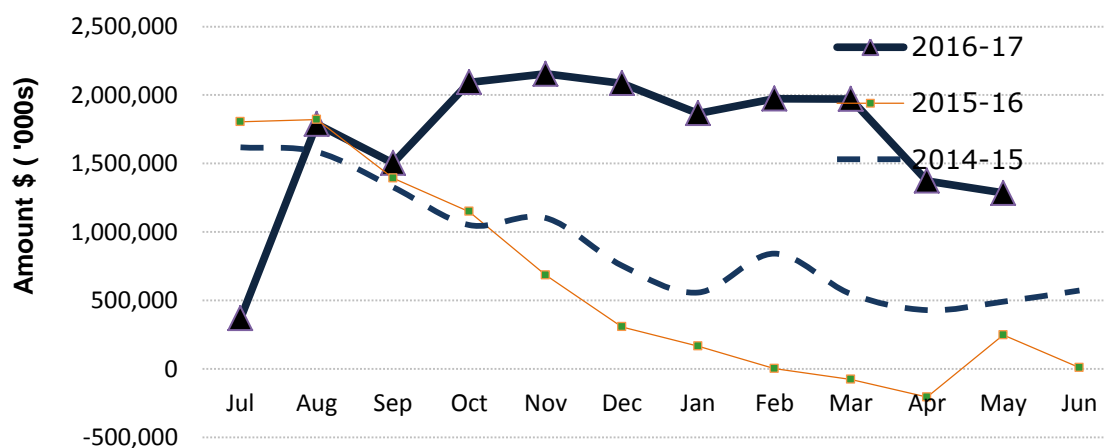
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2016	31 May 2017
		\$	\$
Current Assets			
Cash Unrestricted	4	168,165	1,520,160
Cash Restricted	4	1,852,913	1,775,811
Receivables - Rates		36,631	70,428
Receivables - Other		150,562	64,392
Interest / ATO Receivable/Trust		21,749	37,550
Inventories		5,503	32,647
		2,235,523	3,500,988
Less: Current Liabilities			
Payables		(308,190)	(212,679)
Current Borrowings		(85,005)	14,257
Provisions		(169,706)	(169,706)
		(562,901)	(368,128)
Net Current Assets		1,672,622	3,132,860
Less: Cash Reserves	7	(1,852,913)	(1,775,811)
Plus: Current Borrowings included in Budget		62,003	(25,850)
Plus : Liabilities funded by Cash Backed Reserves		101,780	53,146
Net Current Funding Position		(16,508)	1,384,344

Note 3 - Liquidity Over the Year



Current Ratio equals \$1:4.69
 This means that for every \$1.00 of liability Council has \$4.69
 of Cash available to cover current debt
 The reason for this is the receipt of Grant Funding yet to be spent

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	269,126			269,126	NAB	Variable	At Call
Cash Maximiser	1,093,840			1,093,840	NAB	2.05%	At Call
Trust Bank Account			45,985	45,985	NAB	1.00%	At Call
Cash On Hand	600			600	N/A	Nil	On Hand
(b) Term Deposits							
Reserves Term Deposit 1	90,732	876,767		967,499	NAB	2.65%	30-Jun-17
Reserve Bank Account - Bendigo		899,044		899,044	Bendigo	2.70%	13-Dec-17
Municipal Term Deposit	69,389			69,389	NAB	2.65%	25-Jun-17
	1,523,687	1,775,811	45,985	3,345,483			

Comments/Notes - Investments

The above balances are the funds held in bank accounts and on hand as at reporting date.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 5: Budget Amendments

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

GL Account Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
	Budget Adoption		Opening Surplus(Deficit)					0
	Audited Result	OCM Res 2769	Opening Surplus(Deficit)	164,258	(16,508)		(180,766)	(180,765)
0181	GRANTS - GENERAL PURPOSE	OCM Res 2769	Operating Revenue	830,000	837,038	7,038		(170,727)
0191	INTEREST - Municipal	OCM Res 2769	Operating Revenue	1,000	7,000	6,000		(164,727)
0201	INTEREST - RESERVES	OCM Res 2769	Operating Revenue	52,500	38,600		(13,900)	(178,627)
0213	MEMBERS - REIMBURSEMENTS	OCM Res 2769	Operating Revenue	0	680	680		(177,947)
0311	GRANTS - FEDERAL ROADS	OCM Res 2769	Operating Revenue	460,000	516,397	56,397		(121,550)
0403	RATES - ENQUIRY FEES	OCM Res 2769	Operating Revenue	2,500	1,000		(1,500)	(123,050)
0733	FIRE - GOVERNMENT GRANT	OCM Res 2769	Operating Revenue	18,000	259,000	241,000		117,950
0853	DOG - REGISTRATION	OCM Res 2769	Operating Revenue	1,800	2,680	880		118,830
0863	CAT - REGISTRATION	OCM Res 2769	Operating Revenue	150	200	50		118,880
2533	OTHER HSE - RENTS	OCM Res 2769	Operating Revenue	22,880	30,992	8,112		126,992
3753	CACTUS CONTROL PROJECT	OCM Res 2769	Operating Revenue	0	20,000	20,000		146,992
6843	FIELD DAYS - RECOUP	OCM Res 2769	Operating Revenue	3,000	4,788	1,788		148,780
6863	COMMUNITY EVENTS - GRANTS, REIMBURSEMENTS ETC	OCM Res 2769	Operating Revenue	0	2,100	2,100		150,880
7053	POP UP SHOP - 28 Stewart Street	OCM Res 2769	Operating Revenue	3,120	500		(2,620)	148,260
0022	RATES - OFFICE EXPENSES	OCM Res 2769	Operating Expenses	500	600		(100)	148,160
0072	RATES - LEGAL FEES	OCM Res 2769	Operating Expenses	4,000	12,000		(8,000)	140,160
0222	MEMBERS - ELECTIONS	OCM Res 2769	Operating Expenses	0	10,000		(10,000)	130,160
0262	MEMBERS - RECEPTIONS	OCM Res 2769	Operating Expenses	10,000	7,000	3,000		133,160
0282	MEMBERS - COUNCIL CHAMBER	OCM Res 2769	Operating Expenses	10,700	1,700	9,000		142,160
0292	MEMBERS - INSURANCE	OCM Res 2769	Operating Expenses	5,900	12,200		(6,300)	135,860
0402	GOVERN - WORKCOVER ETC	OCM Res 2769	Operating Expenses	3,200	4,260		(1,060)	134,800
0412	GOVERN - STAFF TRAINING	OCM Res 2769	Operating Expenses	20,000	26,000		(6,000)	128,800
0442	WORKS - OCC HEALTH SAFETY	OCM Res 2769	Operating Expenses	6,390	11,010		(4,620)	124,180
0462	GOVERN - PRINT/STATIONERY	OCM Res 2769	Operating Expenses	7,500	15,200		(7,700)	116,480
0472	GOVERN - COMMUNICATIONS	OCM Res 2769	Operating Expenses	1,920	2,300		(380)	116,100
0482	GOVERN - ADVERTISING	OCM Res 2769	Operating Expenses	550	2,500		(1,950)	114,150
0502	FINANCE - BANK CHARGES	OCM Res 2769	Operating Expenses	6,000	8,500		(2,500)	111,650
0522	GOVERN - POSTAGE/FREIGHT	OCM Res 2769	Operating Expenses	1,100	1,800		(700)	110,950
0562	GOVERN - VEHICLE COSTS	OCM Res 2769	Operating Expenses	4,800	3,500	1,300		112,250
0592	GOVERN - AUDIT FEES	OCM Res 2769	Operating Expenses	16,700	30,900		(14,200)	98,050
0702	GOVERN - INSUR OTHER	OCM Res 2769	Operating Expenses	3,850	1,800	2,050		100,100
0852	ANIMAL - CONTROL EXPENSES	OCM Res 2769	Operating Expenses	1,000	2,500		(1,500)	98,600
1572	HACC - TRAINING & CONFERENCES	OCM Res 2769	Operating Expenses	4,000	1,000	3,000		101,600
1692	HACC - CLIENT CONSUMABLES	OCM Res 2769	Operating Expenses	1,500	500	1,000		102,600
2552	OTHER HSE - OPERATING	OCM Res 2769	Operating Expenses	30,250	35,250		(5,000)	97,600
2602	REFUSE - STREET BINS	OCM Res 2769	Operating Expenses	12,380	18,000		(5,620)	91,980
3132	MINNIVALE - CAMPING AREA TOILETS	OCM Res 2769	Operating Expenses	4,160	7,160		(3,000)	88,980
3252	LANDCARE - TOWN CATCHMENT	OCM Res 2769	Operating Expenses	250	8,000		(7,750)	81,230
3312	TOWN HALL - MAINTENANCE	OCM Res 2769	Operating Expenses	28,180	25,180	3,000		84,230
3432	SWIM POOL - MAINTENANCE	OCM Res 2769	Operating Expenses	13,120	44,200		(31,080)	53,150
3472	SWIM POOL - CHEMICALS	OCM Res 2769	Operating Expenses	6,500	4,000	2,500		55,650
3492	SWIM POOL - SUNDRIES	OCM Res 2769	Operating Expenses	0	1,500		(1,500)	54,150
3754	CACTUS CONTROL PROJECT	OCM Res 2769	Operating Expenses	0	20,000		(20,000)	34,150
3782	LANDCARE PROGRAMS	OCM Res 2769	Operating Expenses	0	7,000		(7,000)	27,150
3992	COMMUNITY BREAKFASTS	OCM Res 2769	Operating Expenses	1,500	2,000		(500)	26,650
4612	ROADS - RURAL MAINTENANCE	OCM Res 2769	Operating Expenses	466,504	386,504	80,000		106,650
6022	ROADS - WORKS DEPOT	OCM Res 2769	Operating Expenses	36,850	31,850	5,000		111,650
6802	AREA PROMOTION	OCM Res 2769	Operating Expenses	10,000	15,000		(5,000)	106,650
6803	Main Street Projects	OCM Res 2769	Operating Expenses	0	10,000		(10,000)	96,650
6842	FIELD DAYS - WORKS	OCM Res 2769	Operating Expenses	27,210	43,750		(16,540)	80,110
6920	LOAN 99 INTEREST REPAYMENT	OCM Res 2769	Operating Expenses	25,448	12,839	12,609		92,719
7632	WORKS - WORKCOVER	OCM Res 2769	Operating Expenses	23,000	20,600	2,400		95,119
7682	WORKS - TRAINING	OCM Res 2769	Operating Expenses	14,000	11,000	3,000		98,119
7692	WORKS - SICK PAY	OCM Res 2769	Operating Expenses	11,000	22,000		(11,000)	87,119
7742	LESS OVERHEADS ALLOCATED	OCM Res 2769	Operating Expenses	(499,814)	(510,600)	10,786		97,905
7772	ADMIN - WORKCOVER	OCM Res 2769	Operating Expenses	7,400	6,890	510		98,415
7802	PLANT - FUEL	OCM Res 2769	Operating Expenses	170,000	130,000	40,000		138,415
7812	PLANT - TYRES & BATTERIES	OCM Res 2769	Operating Expenses	25,000	20,000	5,000		143,415
7822	PLANT - PARTS & REPAIRS	OCM Res 2769	Operating Expenses	78,000	73,000	5,000		148,415
7832	PLANT - REPAIR WAGES	OCM Res 2769	Operating Expenses	7,000	11,500		(4,500)	143,915
7852	PLANT - SUNDRY ITEMS	OCM Res 2769	Operating Expenses	1,000	4,600		(3,600)	140,315
7882	PLANT - ALLOC TO WORKS	OCM Res 2769	Operating Expenses	(298,300)	(256,400)		(41,900)	98,415
8012	YOUTH - INITIATIVES	OCM Res 2769	Operating Expenses	3,500	1,000	2,500		100,915
9912	ADMIN - INSURANCE	OCM Res 2769	Operating Expenses	1,650	2,160		(510)	100,405
0364	Shire Office Renewal	OCM Res 2769	Capital Expenses	0	29,000		(29,000)	71,405
0884	Fire - Buildings Capital Expenditure	OCM Res 2769	Capital Expenses	0	266,000		(266,000)	(194,595)
Reserves	Transfer from Leave Reserve 15-16	OCM Res 2769	Capital Revenue	0	99,384	99,384		(95,211)
Reserves	Transfer from Plant Reserve 15-16	OCM Res 2769	Capital Revenue	0	141,000	141,000		45,789
Reserves	Transfer from Economic Development Reserve 15-16	OCM Res 2769	Capital Revenue	300,000	305,717	5,717		51,506
Reserves	Transfer from All hours Gym Reserve 15-16	OCM Res 2769	Capital Revenue	0	3,500	3,500		55,006
Reserves	Transfer from Swimming Pool Reserve (Grant funding)	OCM Res 2769	Capital Revenue	0	32,000	32,000		87,006
Reserves	Transfer Interest to Reserve	OCM Res 2769	Capital Revenue	52,500	38,600	13,900		100,906
Reserves	Transfer to Plant Reserve	OCM Res 2769	Capital Expenses	132,621	190,000		(57,379)	43,527
Reserves	Transfer to Building Reserve	OCM Res 2769	Capital Expenses	71,932	125,000		(53,068)	(9,541)
Loans	Repayment of Debentures	OCM Res 2769	Operating Expenses	113,357	99,262	14,095		4,554

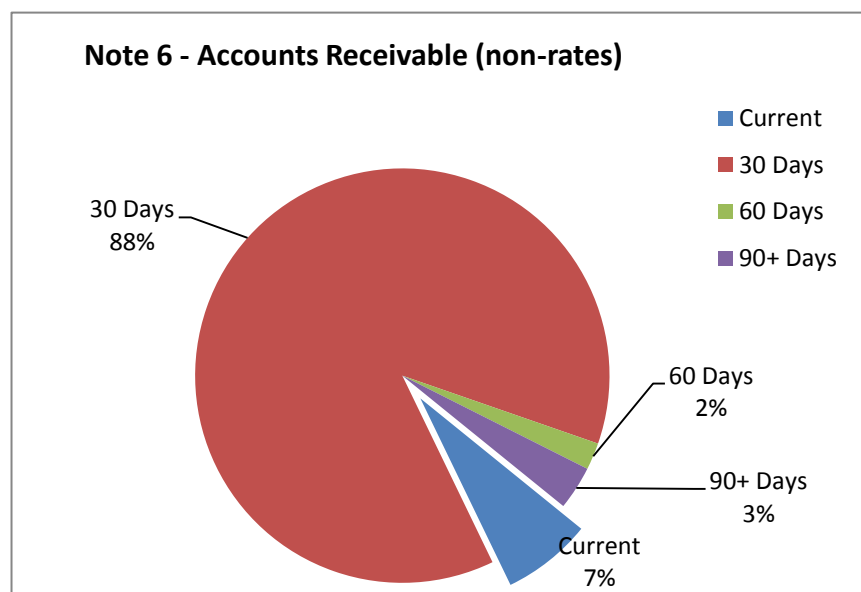
Amended Budget Cash Position as per Council Resolution

848,296 (843,743) 4,554

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 6: Receivables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	1,239	15,493	373	604	17,709
Balance per Trial Balance					
Sundry Debtors					17,614
Total Receivables General Outstanding					17,614



Comments/Notes - Receivables General

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	101,780	2,120	750	50,000	50,000	(99,384)	(99,384)	54,517	53,146
Plant Reserve	92,264	1,922	681	190,000	190,000	(141,000)	(141,000)	143,187	141,946
Sewerage Asset Preservation Reserve	951,502	19,822	7,224	77,869	77,869		0	1,049,192	1,036,595
Land & Building Reserve	20,494	427	150	125,000	125,000		0	145,921	145,644
Swimming Pool Reserve	32,000	667	245	32,000	32,000	(32,000)	(32,000)	32,667	32,245
Recreation Facilities Reserve	178,345	3,715	1,349	0	0		0	182,060	179,694
Community Housing Project Reserve	45,649	951	273	0	0		0	46,600	45,922
Community Bus Reserve	40,250	838	273	0	0		0	41,089	40,523
Economic Development Reserve	315,534	6,573	2,126	0	0	(305,717)	(305,717)	16,390	11,943
All Hours Gym Reserve	5,132	107	41	0	0	(3,500)	(3,500)	1,739	1,673
Bowling Green Replacement Reserve	50,681	1,056	382	10,000	10,000		0	61,737	61,063
Tennis Court Replacement Reserve	19,282	402	136	6,000	6,000		0	25,684	25,418
	1,852,913	38,600	13,630	490,869	490,869	(581,601)	(581,601)	1,800,781	1,775,811

Reserve funds are fully cash-backed in a term Deposit and Bank Account - Refer Note 4

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 8: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	10.2662	131	1,116,024	114,573	0	0	114,610	114,573	0	0	114,573
GRV - Commercial/Indust	10.2662	18	316,540	32,497	0	0	32,497	32,497	0	0	32,497
GRV - Town Rural	10.2662	10	87,048	8,937	0	0	8,937	8,937	0	0	8,937
GRV - Other Towns	10.2662	1	2,130	219	0	0	219	219	0	0	219
UV - Rural Farmland	0.8920	239	104,841,500	935,186	0	0	935,186	935,186	0	0	935,186
Sub-Totals		399	106,363,242	1,091,411	0	0	1,091,448	1,091,412	0	0	1,091,412
Minimum Payment	Minimum										
	\$						0				
GRV -Residential	686.00	51	236,988	34,986	0	0	34,986	34,986	0	0	34,986
GRV - Commercial/Industrial	686.00	15	55,169	10,290	0	0	10,290	10,290	0	0	10,290
GRV - Town Rural	686.00	17	65,500	11,662	0	0	11,662	11,662	0	0	11,662
GRV - Other Towns	200.00	18	5,529	3,600	0	0	3,600	3,600	0	0	3,600
UV - Rural Farmland	686.00	50	2,569,800	34,300	0	0	34,300	34,300	0	0	34,300
UV - Commercial/Industrial	686.00	4	400	2,744	0	0	2,744	2,744	0	0	2,744
UV - Town Rural	686.00	3	65,500	2,058	0	0	2,058	2,058	0	0	2,058
UV - Mining Tenement	200.00	3	5,867	600	0	0	600	600	0	0	600
Sub-Totals		161	3,004,753	100,240	0	0	100,240	100,240	0	0	100,240
		560	109,367,995	1,191,651	0	0	1,191,688	1,191,652	0	0	1,191,652
Concession							0				0
Amount from General Rates							1,191,688	1,191,652			1,191,652
Ex-Gratia Rates							20158	20,000			20,000
Specified Area Rates							0	0			0
Totals							1,211,846	1,211,652			1,211,652

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 9 : Information on Borrowings
(a) Debenture Repayments

Particulars	01 Jul 2016	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97 - Community Club	412,632		62,003	62,003	350,629	350,629	15,278	16,605
Economic Services								
Loan 99 - Short Term Accommodation Project		785,250	14,257	14,257	770,993	770,993	12,328	25,448
Self Supporting Loans								
Loan 98 - Dowerin Events	83,858		23,002	23,002	60,856	60,856	2,182	2,606
	496,490	785,250	99,262	99,262	1,182,478	1,182,478	29,788	44,659

(b) New Debentures

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

(c) Unspent Debentures

The Shire has no unspent debentures.

(d) Overdraft

Council has an overdraft facility of \$60,000 with NAB.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 10: Grants and Contributions

	Grant Provider	Type	Original		Amended Budget		YTD Budget	Original Annual Budget (d)	Post Variations (e)	Expected (d)+(e)	YTD Actual	
			Opening Balance (a)	Annual Budget (d)	Operating	Capital					Revenue (b)	(Expended) (c)
					\$	\$	\$				\$	\$
General Purpose Funding												
Grants Commission - General Purpose	WALGGC	Operating	0	830,000	837,038	0	830,000	837,038		837,038	837,038	n/a
Grants Commission - Roads	WALGGC	Operating	0	460,000	516,397	0	460,000	516,397		516,397	516,397	n/a
Law, Order and Public Safety												
DFES - ESL Collection Fee	Dept. of Fire & Emergency Serv.	Operating	0	4,200	4,200	0	4,200	4,200		4,200	0	n/a
DFES Grant - Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Operating	0	18,000	18,000	0	18,000	18,000		18,000	16,688	n/a
DFES Grant - Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Non-operating		0	0	241,000	0	241,000				
Health						0						
HACC - Recurrent Grant	Department of Health	Operating	0	240,000	240,000	0	240,000	240,000		240,000	250,824	0
Community Amenities												
Aged Friendly Communities Grant	Royalties for Regions	Operating - Tied	25,885	0	0	0	0	0		0	0	(6,873)
Recreation and Culture												
DSR Grant - Swimming Pool	Department of Sport and Recreation	Operating	0	32,000	32,000	0	32,000	32,000		32,000	32,000	0
Grant - KidSport	Department of Sport and Recreation	Operating	0	4,000	4,000	0	4,000	4,000		4,000	0	0
Grant - Youth Week	DLGC	Operating	0	1,000	1,000	0	1,000	1,000		1,000	0	0
Grant - Volunteers	DLGC	Operating	0	2,000	2,000	0	2,000	2,000		2,000	1,000	0
Transport												
Roads Maintenance Direct Grants	Main Roads WA	Operating	0	123,000	123,000	0	123,000	123,000		123,000	123,066	n/a
Street Lights Subsidy	Western Power	Operating	0	2,500	2,500	0	0	2,500		2,500	0	n/a
Roads To Recovery Grant - Cap	Roads to Recovery	Non-operating	0	574,000	0	574,000	274,000	574,000		574,000	518,820	(580,788)
RRG Grants - Capital Projects	Regional Road Group	Non-operating	0	300,000	0	300,000	250,000	300,000		300,000	127,600	(228,270)
Economic Services												
Regional Development	National Stronger Regions Fund	Non-operating	0	800,000	0	800,000	600,000	800,000		800,000	200,000	0
Short Term Accommodation	Dowerin Events Management	Non-operating	0	400,000	0	400,000	400,000	400,000		400,000	401,818	(836,719)
Wheatbelt Heritage Rail	Country Local Government Fund	Operating - Tied	188,338	188,338	188,338	0	0	188,338		188,338	0	(187,804)
TOTALS			214,223	3,979,038	1,968,473	2,315,000	3,238,200	4,283,473	0	4,042,473	3,025,251	(1,840,455)
SUMMARY												
Operating	Operating Grants, Subsidies and Contributions		0	1,716,700	1,780,135	0	1,714,200	1,780,135	0	1,780,135	1,777,013	0
Operating - Tied	Tied - Operating Grants, Subsidies and Contributions		214,223	188,338	188,338	0	0	188,338	0	188,338	0	(194,677)
Non-operating	Non-operating Grants, Subsidies and Contributions		0	2,074,000	0	2,315,000	1,524,000	2,315,000	0	2,074,000	1,248,238	(1,645,778)
TOTALS			214,223	3,979,038	1,968,473	2,315,000	3,238,200	4,283,473	0	4,042,473	3,025,251	(1,840,455)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

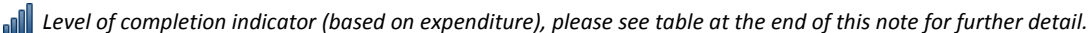












Note 11: Trust Fund

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

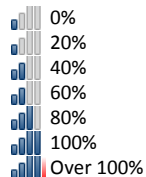
Description	Opening Balance 01 Jul 2016	Amount Received	Amount Paid	Closing Balance 31 May 2017
	\$	\$	\$	\$
Housing Bonds	3,866	0	(438)	3,428
Key Deposits	610	0	(520)	90
Tidy Towns	2,818	401	0	3,219
HACC Vehicle	2,025	0	(1,334)	691
Building Deposits	10,000	0	0	10,000
AROC Funds	95,657	1,800	(97,457)	0
HACC Fundraising	2,509	11	0	2,520
Recreation Steering Committee	23,359	28,315	(51,674)	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	320	240	(240)	320
Yellow Ribbon	247	0	0	247
	143,522	30,767	(151,663)	22,626

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 May 2017

Note 12: Capital Acquisitions

Assets	Account	YTD Actual			Amended Budget			Strategic Reference / Comment
		New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance	
		\$	\$	\$	\$	\$	\$	
								
Buildings								
Housing								
 BUILDING - 19 COTTRELL ST	2584			11,215	11,000	11,000	215	
 Shire Office	0364			0	29,000	9,000	(9,000)	
Housing Total		0	0	11,215	40,000	20,000	(8,785)	
Law, Order And Public Safety								
 Fire - Buildings Capital Expenditure	0884			1,860	266,000	0	1,860	
Law, Order And Public Safety Total		0	0	1,860	266,000	0	1,860	
Economic Services								
 WHEATBELT HERITAGE RAIL PROJECT	7144			187,804	188,338	172,645	15,159	
 SHORT TERM ACCOMMODATION	7145			836,719	2,273,700	2,090,363	(1,253,644)	
Economic Services Total		0	0	1,024,524	2,462,038	2,263,008	(1,238,484)	
 Buildings Total		0	0	1,037,599	2,768,038	2,283,008	(1,245,409)	
Roads								
Transport								
 ROADS - ROADS TO RECOVERY	4184			580,788	600,449	550,407	30,381	
 ROADS - UNCLASSIFIED	4604			21,680	82,880	75,966	(54,286)	
 ROADS - STATE 20/20	4884			228,270	440,584	403,865	(175,595)	
 ROADS - SIGNS	4194			4,265	0	0	4,265	
Transport Total		0	0	835,003	1,123,913	1,030,238	(195,235)	
 Roads Total		0	0	835,003	1,123,913	1,030,238	(195,235)	
 Capital Expenditure Total		0	0	1,872,602	3,891,951	3,313,246	(1,440,644)	

Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

LIST OF ACCOUNTS

04/05/2017 - 02/06/2017

DIRECT DEBITS

Chq/EFT	Date	Name	Description	Amount	Contra
13	22-05-2017	PUMA ENERGY	April Fuel	-1535.25	
14	04-05-2017	NAB BUSINESS VISA			
	CEO	TICKETMASTER	CR RALPH GIFT VOUCHER	-142.00	
	CEO	QUEST ON RHEOLA	ACCOMMODATION C.MORRELL	-860.00	
	CEO	JB HIFI	5x COMPUTER MONITORS	-1050.00	
	CEO	SHIRE OF DOWERIN	PLATE CHANGE HINO	-25.30	
	WM	NAB	CHARGE BACK FROM TRANSACTION DISPUTE	-2958.00	
	WM	WHEATBELT SAFETYWEAR	3 ROLLS OF BARRIER MESH	-180.00	
	CEO & WM	NAB	2x CARD FEES	-18.00	
TOTAL				-6768.55	

EFT PAYMENTS

Chq/EFT	Date	Name	Description	Amount	Contra
EFT4820.b	19-05-2017	AVON WASTE	RUBBISH COLLECTION	-2362.92	2362.92
EFT4821.b	19-05-2017	AMERY ACRES	GLENN OLSTON HOUSING ALLOWANCE JULY 16 - JUNE 17	-4160.00	4160
EFT4822.b	19-05-2017	ASSET INFRASTRUCTURE MANAGEMENT	REGULATIONS/COMPLIANCE - SUBSCRIPTION AGREEMENT FOR WORKS PLANNING TOOL (ANNUAL MEMBERSHIP)	-980.10	
EFT4823	19-05-2017	BOEKEMAN MACHINERY	OIL/GREASE - 205L ENGINE OIL. 5L CASTROL DEGREASER.	-1075.87	
EFT4824	19-05-2017	COMMERCIAL HOTEL DOWERIN	COUNCIL MEETING - WINE, HAHN 3.5, MILLERS CHILL	-170.00	
EFT4825	19-05-2017	CUTTING EDGES PTY LTD	D007 GRADER - GRADER BLADE SET	-649.96	
EFT4826	19-05-2017	CONPLANT	D014 ROLLER - SAFETY VALVE TYRE INFLATION	-461.16	
EFT4827	19-05-2017	DOWERIN BAKERY AND NEWS	ANZAC DAY BREAKFAST - 4x WHITE LOAVES OF SLICED BREAD, 4x WHOLEMEAL LOAVES OF SLICED BREAD. NEWSPAPERS	-51.20	
EFT4828	19-05-2017	DOWERIN ENGINEERING WORKS	DOWERIN MECKERING RD - 2x CRANE LIFTS. AROC - 1 TONNE BOW SHACKLES.	-44.59	
EFT4829	19-05-2017	LANDGATE	RATES - UV VALUATIONS	-5468.30	
EFT4830	19-05-2017	DOWERIN DESPATCH	ADVERTISING - EXTRAORDINARY ELECTION, FINANCE MANAGER, STAY ON YOUR FEET, KIDSPORT, TOMATO POTATO PSYLLID	-234.00	
EFT4831	19-05-2017	DOWERIN P&C ASSOCIATION	WHR - CATERING FOR 100 PEOPLE FOR THE OFFICIAL OPENING	-600.00	600
EFT4832	19-05-2017	DOWERIN TYRE AND EXHAUST	D005 HINO - 2x 55D 23L BATTERIES. D014 ROLLER - REPAIR TYRE TUBE. D010 GRADER - REPAIRS TO TYRE.	-507.00	
EFT4833	19-05-2017	DOWERIN ROADHOUSE	HACC - MEALS ON WHEELS	-240.00	240
EFT4834	19-05-2017	DOWERIN NETBALL CLUB	KIDSPORT - DOWERIN NETBALL CLUB	-60.00	60
EFT4835	19-05-2017	DOWERIN FOOTBALL CLUB	KIDSPORT - DOWERIN WYLIE FOOTBALL CLUB	-145.00	145
EFT4836	19-05-2017	DESIGN WORKROOM	STA - LANDSCAPE ARCHITECT	-6996.00	6996
EFT4837	19-05-2017	DOWERIN BASKETBALL ASSOCIATION	KIDSPORT - DOWERIN BASKETBALL	-29.00	29
EFT4838	19-05-2017	DOWERIN MENS SHED	CHRISTMAS MARKETS - REIMBURSEMENT FOR COST OF MATERIALS FOR STREET DECORATIONS	-664.93	
EFT4839	19-05-2017	ALL-WAYS FOODS	CLEANING SUPPLIES	-582.04	
EFT4840	19-05-2017	GREENFIELD TECHNICAL SERVICES	RURAL ROADS - FLOOD DAMAGE ASSESSMENT	-47.52	
EFT4841	19-05-2017	GEMCO RAIL	WHR - AB LOCOMOTIVE SERVICE AND ENGINE INSPECTION	-4445.10	4445.1
EFT4842	19-05-2017	INNOVIV	STA - PROJECT COMPLIANCE & LEGISLATION (25% ON APPOINTMENT - BALANCE ON COMPLETION)	-1141.25	1141.25
EFT4843	19-05-2017	LINQAGE INTERNATIONAL	UNIT B/11 HILDA ST - PURCHASE OF SECOND HAND FURNITURE	-1093.00	
EFT4844	19-05-2017	Local Government Appointments	TEMP FINANCE OFFICER	-2714.58	
EFT4845	19-05-2017	LQ GROUP	WHR - INSTALLATION OF RADIOS	-1998.00	1998
EFT4846	19-05-2017	DE METCALF	SHIRE OFFICE - PLANT REIMBURSEMENT	-90.00	
EFT4847	19-05-2017	MARKET CREATIONS	STA - DEVELOP MARKETING STRATEGY	-7084.00	7084
EFT4848	19-05-2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - MONTHLY FEE FOR DAILY MONITORING & MANAGEMENT OF DISASTER RECOVERY OPTIONS	-85.00	
EFT4849	19-05-2017	R B MOTORS PTY LTD	0D TERRITORY - 90000km SERVICE. D02 TERRITORY - 75000km SERVICE	-818.45	
EFT4850	19-05-2017	STARTRACK EXPRESS	D010 GRADER - FREIGHT FOR OIL FILTER, FUEL FILTER, WATER SEPERATOR	-109.13	
EFT4851	19-05-2017	STATE LAW PUBLISHER	MEMBERS EXPENSES - WARD REVIEW PUBLICATION IN GOVERNMENT GAZETTE	-288.00	
EFT4852	19-05-2017	SOLUTION4BUILDING	STA - PROGRESS CLAIM 5	-160512.33	160512.33
EFT4853	19-05-2017	THE BIG PICTURE FACTORY	WHR - PATCH 600x900 BANNER AMENDMENT	-28.60	28.6
EFT4854	19-05-2017	TERPKOS ENGINEERING	STA - PROGRESS CLAIM 6	-1562.00	1562
EFT4855	19-05-2017	TRUE PLUMBING AND GAS	STANDPIPES - TEST BACKFLOW DEVICES	-1098.90	
EFT4856	19-05-2017	IT VISION	IT SUPPORT - RATES CONSULTANCY SERVICES (HEALTH CHECK)	-3093.75	

EFT4857	19-05-2017	WA LOCAL GOVERNMENT ASSOCIATION	STA - COUNCIL CONNECT SITE BUILD	-10065.00	10065
EFT4858	19-05-2017	WESTRAC EQUIPMENT	D010 & D007 GRADERS - WEAR STRIPS. D010 & D007 GRADERS - OIL/FUEL FILTERS & WATER SEPARATOR.	-481.07	
EFT4859	19-05-2017	WHEATBELT DEVELOPMENT COMMISSION	AGE FRIENDLY COMMUNITY GRANT - REPAYMENT OF UNUSED GRANT MONEY	-907.31	907.31
EFT4860	19-05-2017	Western Australian Treasury Corporation	LOAN 97 - PRINCIPAL AND INTEREST REPAYMENT	-39126.21	
EFT4861	19-05-2017	MARK WILSON	POP UP SHOP - REIMBURSEMENT FOR BOLTS & WASHERS	-16.10	
EFT4862	29-05-2017	AVON WASTE	RUBBISH COLLECTION	-2532.92	2532.92
EFT4863	29-05-2017	CHILD SUPPORT AGENCY	Payroll deductions	-358.00	358
EFT4864	29-05-2017	Building & Health Surveying Services	EHO - MAY CONTRACT	-4247.48	
EFT4865	29-05-2017	BITUTEK PTY LTD	DOWERIN MECKERING RD - 2 COAT SEAL EMULSION	-94273.74	94273.74
EFT4866	29-05-2017	DOWERIN COMMUNITY RESOURCE CENTRE	LIBRARY - QUARTERLY CONTRIBUTION	-1250.00	
EFT4867	29-05-2017	DOWERIN DESPATCH	ADVERTISING - SWIMMING POOL HOLIDAY PROGRAM	-60.00	
EFT4868	29-05-2017	DMB QUARRIES	DOWERIN KOORDA RD - 300 TONNES AGGREGATE	-10967.32	10967.32
EFT4869	29-05-2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL - QUARTER 4 CONTRIBUTION	-4054.10	4054.1
EFT4870	29-05-2017	E FIRE & SAFETY	FIRE EXTINGUISHER SERVICING OF ALL SHIRE BUILDINGS	-1615.90	
EFT4871	29-05-2017	FURNITURE FITOUTS	STA - FURNITURE FITOUT - 3x 1 BEDROOM UNITS, 4x STUDIO UNITS, CAMP KITCHEN	-65908.24	65908.24
EFT4872	29-05-2017	Local Government Appointments	REGS/COMPLIANCE - TEMP FINANCE OFFICER	-2626.80	
EFT4873	29-05-2017	MCG ARCHITECTS PTY LTD	STA - CONTRACT ADMINISTRATION & SITE VISIT	-4840.00	4840
EFT4874	29-05-2017	R MUNNS	TOWN CATCHMENT DAM - DEVELOP REPORT & BUDGET FOR A WATERING WA GRANT APPLICATION	-4842.23	
EFT4875	29-05-2017	NAVSDRON PTY LTD	REGS/COMPLIANCE - BUDGET REVIEW & GENERAL ASSISTANCE	-5186.06	
EFT4876	29-05-2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - SET UP PROFILE FOR NEDLANDS, FIX INTERNET PROBLEM, INSTALL UPDATES	-467.50	
EFT4877	29-05-2017	STARTRACK EXPRESS	FREIGHT	-109.13	
EFT4878	29-05-2017	Sherrin Rentals	DOWERIN MECKERING RD - HIRE OF ROLLER & MOBILISATION	-6038.45	6038.45
EFT4879	29-05-2017	MD & RC WINDSOR	BASKETBALL SHED - REFIT ROOF FLASHING	-110.00	
EFT4880	29-05-2017	REBECCA WINDSOR	GYM INDUCTIONS - CHEYENNE BLAND	-20.00	20
EFT4881	02-06-2017	DOWERIN HOMES INCORPORATED	RENT FOR FINANCE MANAGER	-960.00	
EFT4882	02-06-2017	DALWALLINU CONCRETE	DOWERIN MECKERING RD - 7x CULVERTS	-862.40	862.4
EFT4883	02-06-2017	GEMCO RAIL	WHR - SUPPLY OF DIESEL FOR AB LOCOMOTIVE	-4582.38	4582.38
EFT4884	02-06-2017	JR & A HERSEY	D007 GRADER - 3/4 SOCKET HEAD. D010 GRADER - BREAKER BAR.	-137.41	
EFT4885	02-06-2017	DIANE MARGARET WINIFRED HATWELL	WHR - REIMBURSEMENT FOR COMFORT PARCELS FOR VIP GUESTS AT OFFICIAL OPENING	-121.16	121.16
EFT4886	02-06-2017	LINQAGE INTERNATIONAL	WHR - CONSULTANCY/PROJECT MANAGEMENT	-14609.10	14609.1
EFT4887	02-06-2017	DOUGLAS MAXWELL	WORKS - REIMBURSEMENT OF MDL RENEWAL (1 YEAR)	-41.80	
EFT4888	02-06-2017	NORTON ROSE FULBRIGHT	GOVERNANCE OTHER - CHARGES FOR PROFESSIONAL SERVICES TO 24 MAY 2017	-6574.83	
EFT4889	02-06-2017	COLIN SMITH	DEPOT - BATTERIES FOR LASER LEVEL	-10.20	
EFT4890	02-06-2017	VERNICE PTY LTD	PARKER ROAD & MECKERING ROAD - PUSH UP GRAVEL & MOBILISATION	-26064.50	26064.5
EFT4891	02-06-2017	REBECCA WINDSOR	GYM INDUCTIONS - TURRIFF	-20.00	20
TOTAL				-525779.02	437588.82

CHEQUE PAYMENTS

Chq/EFT	Date	Name	Description	Amount	Contra
10328	19-05-2017	WESTERN AUSTRALIAN ELECTORAL COMMISSION	ELECTIONS - EXTRAORDINARY ELECTION COSTS	-6624.82	
10329	19-05-2017	SYNERGY	STREET LIGHTING - ELECTRICITY	-2091.35	
10330	19-05-2017	TELSTRA	TELEPHONE - MOBILES	-467.24	
10331	23-05-2017	WATER CORPORATION	WATER USAGE	-4442.06	
10332	29-05-2017	WATER CORPORATION	STANDPIPES - WATER USAGE	-113.93	
10333	29-05-2017	COURIER AUSTRALIA	LIBRARY - FREIGHT	-30.28	
10334	29-05-2017	CITY OF NEDLANDS	IT SUPPORT - SHAREPOINT CONSULTANCY SERVICES DAVID HAYWOOD	-4702.50	
10335	29-05-2017	TELSTRA	OFFICE LINES & FIRE MOBILE - TELEPHONE USAGE	-1802.95	
10336	29-05-2017	SYNERGY	SHIRE BUILDINGS - ELECTRICITY USAGE	-8648.55	
10337	29-05-2017	LUPTONS LIQUID WASTE	MINNIVALE TOILETS - PUMP OUT AROC VAN AFTER WHR OFFICIAL OPENING	-990.00	
TOTAL				-29913.68	0

SUPER PAYMENTS

Chq/EFT	Date	Name	Description	Amount	Contra
DD9587.1	17-05-2017	WA SUPER	Payroll deductions	-3283.41	
DD9587.2	17-05-2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-10.40	
DD9587.3	17-05-2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-66.71	
DD9587.4	17-05-2017	Australian Super	Superannuation contributions	-564.64	
DD9587.5	17-05-2017	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-156.77	
DD9587.6	17-05-2017	MLC NOMINEES PTY LTD	Superannuation contributions	-529.71	
DD9587.7	17-05-2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30	

DD9587.8	17-05-2017	CBUS	Superannuation contributions	-161.71	
DD9587.9	17-05-2017	PRIME SUPER	Superannuation contributions	-192.49	
DD9588.1	31-05-2017	WA SUPER	Payroll deductions	-3167.98	
DD9588.2	31-05-2017	AUSTRALIAN CATHOLIC SUPERANNUATION & RETIREMENT FUND	Superannuation contributions	-25.26	
DD9588.3	31-05-2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-68.47	
DD9588.4	31-05-2017	Australian Super	Superannuation contributions	-544.38	
DD9588.5	31-05-2017	PERTH MERCER SUPERANNUATION (AUSTRALIA) LIMITED	Superannuation contributions	-223.53	
DD9588.6	31-05-2017	MLC NOMINEES PTY LTD	Superannuation contributions	-501.37	
DD9588.7	31-05-2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-120.30	
DD9588.8	31-05-2017	CBUS	Superannuation contributions	-161.70	
DD9588.9	31-05-2017	PRIME SUPER	Superannuation contributions	-192.49	
DD9587.10	17-05-2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-114.14	
DD9587.11	17-05-2017	HOSTPLUS	Superannuation contributions	-82.38	
DD9587.12	17-05-2017	CHILDCARE SUPER	Superannuation contributions	-43.09	
DD9587.13	17-05-2017	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
DD9588.10	31-05-2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-111.04	
DD9588.11	31-05-2017	HOSTPLUS	Superannuation contributions	-43.31	
DD9588.12	31-05-2017	CHILDCARE SUPER	Superannuation contributions	-42.55	
DD9588.13	31-05-2017	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
TOTAL				-10568.31	
PAYROLL PAYMENTS					
	17-05-17	Payroll Direct Debit of Net Pays		-47122.25	
	31-05-17	Payroll Direct Debit of Net Pays		-46512.54	
TOTAL				-93634.79	
MUNICIPAL TOTALS					
				Amount	Contra
DIRECT DEBITS				-6,768.55	0.00
EFT TRANSACTIONS				-525,779.02	437,588.82
CHEQUES				-29,913.68	0.00
SUPER PAYMENTS				-10,568.31	0.00
PAYROLL PAYMENTS				-93,634.79	0.00
TOTAL				-666664.35	437,588.82



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 13 10 12 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &

AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)



DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period

29 March 2017 to 28 April 2017

Company Account No:

4557 0498 0002 7159

Facility Limit:

\$16,000

Your Account Summary

Balance from previous statement	\$734.80 DR
Payments and other credits	\$734.80 CR
Purchases, cash advances and other debits	\$5,215.30 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$5,233.30 DR

**YOUR DIRECT DEBIT PAYMENT OF \$5,233.30 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
04/05/2017 AS PER OUR AGREEMENT.**

118/21/01/M02984/S008285/016569

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Apr 2017	\$734.80CR	DIRECT DEBIT PAYMENT	74557047090
Total for this Period:	\$734.80CR		



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



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



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

Cardholder summary

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3657-7475	MR STEVEN FRANCIS GE	\$6,000	\$0.00	\$3,138.00	\$9.00	\$3,147.00
4557-0455-3744-1887	MS ANDREA JANINE SEL	\$3,000	\$0.00	\$2,077.30	\$9.00	\$2,086.30
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$734.80	\$0.00	\$0.00	\$734.80 CR
			\$734.80	\$5,215.30	\$18.00	\$4,498.50

Transaction type

Purchase

Annual percentage rate

0.0000%

Daily percentage rate

0.000000%



Statement for
NAB Business Visa

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

Cardholder Details

Cardholder Name: MS ANDREA JANINE SELVEY
Account No: 4557 0455 3744 1887
Statement Period: 29 March 2017 to 28 April 2017
Cardholder Limit: \$3,000

Transaction record for: MS ANDREA JANINE SELVEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
5 Apr 2017	\$142.00	Ticketmaster Australasia Melbourne	-----	-----	-----	-----	03121138091
19 Apr 2017	\$860.00	TRAVEL RESERVATION AU SYDNEY	-----	-----	-----	-----	74054927109
21 Apr 2017	\$1,050.00	JB HI FI MIDLAND CEN MIDLAND	-----	-----	-----	-----	74564457110
27 Apr 2017	\$25.30	SHIRE DOWERIN DOWERIN	-----	-----	-----	-----	04182342477
28 Apr 2017	\$9.00	CARD FEE	-----	-----	-----	-----	74557047118
Total for this period	\$2,086.30		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____

14/6/17



Statement for
NAB Business Visa
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Vic
Tel 13 10 12 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

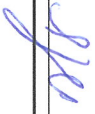
Cardholder Name: MR STEVEN FRANCIS GEEERDINK
Account No: 4557 0455 3657 7475
Statement Period: 29 March 2017 to 28 April 2017
Cardholder Limit: \$6,000

Transaction record for: MR STEVEN FRANCIS GEEERDINK

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
13 Apr 2017	\$2,958.00	CHARGEBACK DR ADJ					44004030003
28 Apr 2017	\$180.00	WHEATBELT SAFETYWEAR NORTHAM					74564727117
28 Apr 2017	\$9.00	CARD FEE					74557047118
Total for this period	\$3,147.00		Totals				

Employee declaration

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

Cardholder signature: 

Date: 13-6-17



Shire of Dowerin

MINUTES

Finance Committee Meeting

19 June 2017 at 3.00pm

Committee Members

Cr D.E. Metcalf

Cr D.P. Hudson

Cr R.I Trepp

Observers

Andrea Selvey – CEO

Ina Edwardson – Finance and Corporate Services Manager

SHIRE OF DOWERIN

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19 JUNE 2017

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1. DECLARATION OF OPENING

The Acting Chair, Cr DP Hudson declared the meeting open at 3.00pm

2. ATTENDANCE AND APOLOGIES

Committee Members

Cr DE Metcalf - Apology

Cr DP Hudson – Acting Chair

Cr RI Trepp

Observers

Andrea Selvey – CEO

Ina Edwardson – Finance and Corporate Services Manager

3. DISCLOSURE OF INTEREST

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

4. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 4.1

***THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 15 MAY 2017 BE
CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

COMMITTEE DECISION – ITEM 4.1

Moved: RI Trepp

Seconded: DP Hudson

Carried: 2/0

***THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 15 MAY 2017 BE
CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.***

5. PRESENTATIONS

Nil

6. FINANCE REPORT

6.1 FINANCIAL ACTIVITY STATEMENTS – MAY 2017

Date:	16 June 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Ina Edwardson – Finance Manager
Reviewer:	Megan Shirt – LG Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	1. Monthly Financial Activity Statements – May 2017

Summary

The financial statements for the period ending 31 May 2017 are presented for the Finance Committee review.

Background

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

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

Comment

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

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement

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

- Note 4 – Cash and Investments

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or Investment accounts as at reporting date.

- Note 5 – Budget Amendments

This note provides council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - Cash Backed Reserves

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

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

This note shows the Shire's current debt position and lists all borrowings.

- Note 10 – Grants and Contributions received

This note lists all grants funds Budgeted and received during the year.

- Note 11 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

Consultation

N/A

Financial Implications

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

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

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

OFFICER RECOMMENDATION – ITEM 6.1

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 MAY 2017 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

COMMITTEE DECISION – ITEM 6.1

Moved: DP Hudson

Seconded: RI Trepp

Carried: 2/0

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 31 MAY 2017 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

The following items were discussed by the Committee:

- 1. The Committee queried if deposits to Councillors elected in October 2015 have been refunded:***

Response: Around the time the financial system failed these payments were in progress, but not completed. This has now been rectified as of Tuesday 20 June 2017.

- 2. Investments: The Committee noted that investments are due to mature and recommended that the CEO, in exercise of delegation regarding investments, should seek proposals from both local banks (NAB and Bendigo Bank) and invest with the bank offering the best rate of return. In the event both banks offer the same rate of return, the preference is to invest with Bendigo given that they reinvest profits into the community.***

6.2 ACCOUNTS FOR PAYMENT – 05 MAY 2017 TO 04 JUNE 2017

Date:	16 June 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Ina Edwarson – Finance Manager
Attachments:	2. List of Accounts 3. Credit Card Summaries

Background

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

Comment

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

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 payments made from Municipal Fund, Trust Fund and Reserve Fund by Chief Executive Officer under delegated authority from Council.

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds expended are in accordance with Council's adopted budget for the 2016/17 financial year.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

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

OFFICER RECOMMENDATION – ITEM 6.2

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 05 MAY 2017 TO 04 JUNE 2017.

COMMITTEE DECISION – ITEM 6.2

Moved: DP Hudson

Seconded: RI Trepp

Carried: 2/0

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 05 MAY 2017 TO 04 JUNE 2017.

NB:

The Committee queried if the WHR launch event could be contra as one payment is shown as having a contra while another does not show contra.

Response: Staff are investigating if launch can be funded under the conditions of the grant or if it is required as a Shire contribution to the project.

7. QUESTIONS FROM MEMBERS

8. URGENT BUSINESS

9. DATE OF NEXT MEETING

Date: 17 July 2017

Items for next meeting:

10. CLOSURE OF MEETING

The presiding member closed the meeting at 4.30pm.



Shire of Dowerin

Audit Committee Meeting Minutes

23 June 2017 at 9am

Shire of Dowerin Council Chambers

COMMITTEE MEMBERS	REPRESENTING
Cr D.E. Metcalf	Shire of Dowerin
Cr A.J. Metcalf	Shire of Dowerin
Cr R.I Trepp	Shire of Dowerin
Mr Jason Whiteaker	External Advisor to the Audit Committee
OBSERVER	REPRESENTING
Andrea Selvey – CEO	Shire of Dowerin
Ina Edwardson – Finance Manager (Acting)	Shire of Dowerin

COMMITTEE TERMS OF REFERENCE (adopted by Council on 20 December 2016)

Objectives of the Audit Committee:

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

The Audit Committee is to facilitate:

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

Powers of the Audit Committee:

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

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

Membership:

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

Appointment of external persons shall be made by Council by way of an invitation to a suitably qualified and experienced Local Government CEO or Corporate Services Executive and be for a maximum of two years. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

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

The CEO and Finance Manager will attend meetings in an advisory role only as needed which will include being available at any time the Committee meets.

Secretarial support will be provided to the Committee by the Governance Coordinator or Officer.

Meetings:

The Audit Committee shall meet at least quarterly.

Reporting:

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

Duties and Responsibilities:

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

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

- the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to:
- assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to:
- determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters;
- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- l) Review the level of resources allocated to internal audit and the scope of its authority;
- m) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) Review the local government's draft annual financial report, focusing on:
- accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- p) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) Review the annual Compliance Audit Return and report to Council the results of that review; and
- r) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the Council the results of those reviews.

SHIRE OF DOWERIN

MINUTES OF THE AUDIT COMMITTEE MEETING HELD ON 23 JUNE 2017 at 9am at the Shire of Dowerin Council Chambers, Cottrell Street, Dowerin

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1. DECLARATION OF OPENING

In absence of the Chair, the CEO opened the meeting at 9.00am

2. ELECTION OF CHAIR FOR 23 JUNE 2017 MEETING OF THE AUDIT COMMITTEE

COMMITTEE RECOMMENDATION – ITEM 2.1

Moved: Cr A Metcalf

Seconded: J Whiteaker

Carried: 3/0

In the absence of the Chair of the Audit Committee, that Cr R Trepp be appointed Chair for the 23 June 2017 meeting of the Audit Committee.

3. ATTENDANCE

Members:

Cr A.J. Metcalf

Cr R.I. Trepp

Mr J. Whiteaker

Staff:

A. Selvey - Chief Executive Officer

I. Edwardson – Finance and Corporate Services Manager

C. Morrell – Minutes

4. APOLOGIES

Cr D.E. Metcalf - Chairperson

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6. DECLARATION OF INTEREST

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

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

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

Nil

7. CONFIRMATION OF MINUTES

7.1 OFFICER'S RECOMMENDATION

Moved: Cr R Trepp

Seconded: Cr A Metcalf

Carried: 3/0

That the minutes of the meeting of the Shire of Dowerin Audit Committee held on 17 March 2017 be confirmed as a true and correct record of that meeting.

COMMITTEE RECOMMENDATION – ITEM 7.1

That the minutes of the meeting of the Shire of Dowerin Audit Committee held on 17 March 2017 be confirmed as a true and correct record of that meeting.

7.2 BUSINESS ARISING FROM THE MINUTES

The Audit Committee raised various queries at previous Audit Committee meetings. The following provides an update on status of actions:

Query: Bank Reconciliation anomalies found as part of the Audit process were presented via written correspondence to the President dated 13 December from Leanne Oliver. A copy of the letter was tabled.

- a) Daily banking not being checked or reconciled to the banking/receipting report thus resulting in over or under banking.
- b) Dishonoured cheques were being missed.
- c) EFT's were being processed in Synergy but not being paid, resulting in duplicate payments in the system.
- d) Bpay payments were being duplicated and not picked up.
- e) Interest not being correctly allocated to the reserve.
- f) The manual (small) cheques not being correctly entered into Synergy.
- g) Errors due to transactions not being allocated to the correct posting period.
- h) Bank fees not being entered.
- i) Errors around the way the BAS payments were being processed.

Update: The Synergy Soft Bank Reconciliation Module has gone live after two months of issues with the software. Finance Officers have been provided with training in this process which will be part of the daily process.

Query: Cr Trepp requested further information on ratios and notation in the Financial Statements.

Update: Under review.

Query: Asset Consumption Ratio – has increased significantly in last two years. CEO to investigate and review implications.

Update: To be reviewed as part of LTFP and Asset Management Planning.

Query: Other Payables (Pg. 46) – The previous Shire Auditor (Leanne Oliver) provided the following advice via written correspondence to the President dated 13 December.

Other Creditors (Accrued Audit Fees)	10,500
Creditors - Social Club Funds	2,740
Creditors – BSL Payable	1,318

Creditors – Due to Trust	100
Creditors – BCTIF	1,996
GST Likely Over claim	124,841
Total	141,495

Further Query: How was the figure of \$124,841 for the “GST Likely Over Claim” arrived at? Is it a contingent or quantified liability?

Response: The CEO queried the Auditor Leanne Oliver by email. Ms Oliver did not respond however, Megan Shirt, who has been providing financial management support to the Shire responded as follows:

“The forensic audit identified the fraudulent activities GST components, where GST was claimed on fraudulent invoices, and also where fraudulent takings were charged to the GST account and then claimed in back from the ATO with the BAS. After the arrest, some of the transactions relating to 15-16 were corrected prior to the Bas being lodged. I believe it is a quantified liability. This is the reason the BAS statements for the past few years require review.”

Action: The CEO to contact the ATO to advise them of the situation and seek their advice regarding finalising the matter of the ATO liability as soon as possible.

Update: The CEO and Megan Shirt contacted the ATO. The advice from the ATO is that the impacted BAS statements will require a revision. This will require resourcing and will be carried out prior to the end of 2017.

Recommendation: That the level of control for purchasing to be undertaken by Management at an internal procedural level.

Update: Synergy Purchasing Module has been implemented and has enhanced purchasing controls significantly.

Recommendation: Cheque paperwork to be improved and cover sheet developed.

Update: Completed.

Recommendation: Purchase Orders – need to be signed properly, quotes and relevant document to be included, estimated amount. Co-member of staff to sign off on small amounts as well as large. Management to review through “spot checks” on regular basis.

Update: Synergy Purchasing Module has been implemented and has addressed these issues.

Recommendation: Consider updating Council’s Purchasing Policy in relation to thresholds, quotation requirements and Tender threshold in accordance with updated Department legislation.

Update: Updated Purchasing has been approved by Council.

Recommendation: Concern relating to the small cheque book (MUNI and TRUST) use and recommendation that the use of small cheques be phased out.

Update: This is no longer in use and spare cheques have been sent to the bank to be destroyed.

OFFICER’S RECOMMENDATION – ITEM 7.2

Moved: Cr R Trepp

Seconded: Cr J Whiteaker

Carried: 3/0

THAT THE SHIRE OF DOWERIN AUDIT COMMITTEE NOTES THE UPDATES PROVIDED.

COMMITTEE RECOMMENDATION – ITEM 7.2

THAT THE SHIRE OF DOWERIN AUDIT COMMITTEE NOTES THE UPDATES PROVIDED.

8. PRESENTATIONS

Nil

9. REPORTS

9.1 INTERIM MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017

Date: 10 June 2017
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, CEO
Attachments: 1. INTERIM MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017

Summary

This item presents the Interim Management Report for the Audit Committee's review.

Background

Australian Auditing Standards requires an Auditor to obtain an understanding of the internal control structure and accounting system in respect to audit planning, risk assessment, assessment of fraud and assessment of the control environment. As such, the Shire Auditor visited the Shire of Dowerin in May 2017 to carry out this interim audit.

Comment

The interim audit included a review of Shire's compliance with the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

The Terms of Reference for the Audit Committee includes the following:

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;

The Interim Management Report, which includes Management Responses to the issues raised by the Auditor, is attached for the Audit Committee's review and discussion.

Consultation

Finance Team

Financial Implications

Nil

Policy Implications

Nil

Statutory Implications

The Local Government (Audit) Regulations 1996 provides the legislative framework for the conduct of Audits in Local Government. This process is compliant with those requirements.

Strategic Implications

Nil

OFFICER RECOMMENDATION – ITEM 9.1

Moved: Cr A Metcalf

Seconded: Cr R Trepp

Carried: 3/0

THAT THE AUDIT COMMITTEE RESOLVES TO NOTE THE INTERIM MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017.

COMMITTEE RECOMMENDATION – ITEM 9.1

THAT THE AUDIT COMMITTEE RESOLVES TO NOTE THE INTERIM MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017.

9. QUESTIONS FROM MEMBERS

10. URGENT BUSINESS

10.1 LATE ITEM

10.1 RELATED PARTY DISCLOSURES

Date: 19 June 2017

File Ref:

Disclosure of Interest: Nil

Author: Andrea Selvey, CEO

Attachments: 1. AASB RELATED PARTY DISCLOSURES IMPLEMENTATION GUIDE

Summary

This late item brings the requirements for related party disclosures now required under the Accounting Standards before the Audit Committee for review before presenting to Council.

Background

The Department of Local Government has provided Councils with an Implementation Guide for changes required to Council's Annual Financial reporting via Accounting Standard AASB 124 –

Related Party Disclosures. The objective is to ensure that local government financial statements contain the disclosures necessary to draw attention to the possibility that its financial position may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

This will require Councillors and Key Management personnel to disclose, via a return, information regarding related parties.

This is a requirement specified by an Australian Accounting Standard and is in addition to and different from the Disclosure of Interest and Gift and Travel Disclosure requirements that are imposed under the *Local Government Act 1995* and associated Regulations.

Comment

The information provided is for the Audit Committee/Council information. Staff will be working with the Auditors to ensure the appropriate information is gathered from Councillors and Key management personnel prior to the finalisation of the Annual Financial report.

Financial Implications

Nil

Risk Implications

There is a risk that this new requirement will not be understood or complied with. Staff will work with the Auditor to ensure Councillors and impacted staff are provided with good quality and timely information to ensure compliance is achieved.

Failure to comply carries with this requirement carries the risk of receiving a qualified audit. Councillors and relevant staff will be made aware of the importance of compliance and assisted as required.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

This disclosure is required under Accounting Standard AASB 124.

Strategic Implications

Nil

OFFICER RECOMMENDATION – ITEM 10.1

Moved: Cr R Trepp

Seconded: Cr A Metcalf

Carried: 3/0

THAT THE AUDIT COMMITTEE NOTES REQUIREMENT FOR RELATED PARTY DISCLOSURES

COMMITTEE RECOMMENDATION – ITEM 10.1

THAT THE AUDIT COMMITTEE NOTES REQUIREMENT FOR RELATED PARTY DISCLOSURES.

11. DATE OF NEXT MEETING

Date: TBA – late October/early November 2017

Items for next meeting: Audited Financial Statements

12. CLOSURE OF MEETING

The presiding member closed the meeting at 10.00am.